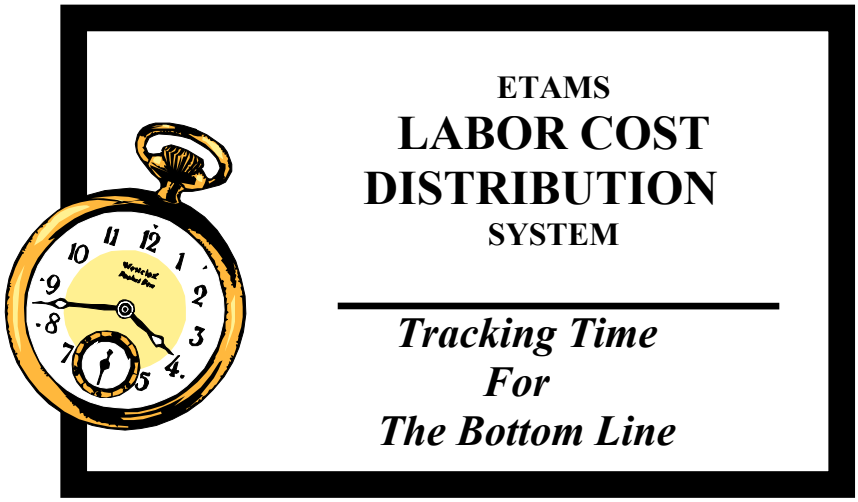
ETAMS – Labor Training

for the

Labor Administrator



If you need HELP with the ETAMS – Labor System

FACILITY COORDINATOR: _____

PHONE: _____

January 2008

Table of Contents

I. System Prerequisites 1

System Administrator Functions: How to Set Up a Facility to User Labor 1

Facility Coordinator Functions: How to Set Up a Labor Administrator 2

II. Facility Requirements 4

Labor Administrator Functions: How to Set Up Facility Labor Tables 4

Cost Center Categories 4

Cost Center Codes 5

Function Codes 9

Overhead Accounts 10

The Units Table 12

III. Reference 13

Example Cost Center Types 13

Labor Reports 19

Sample Reports 22

Checklist: Setting Up a Labor Facility 24

ETAMS Schedule 25

IV. Course Review 27

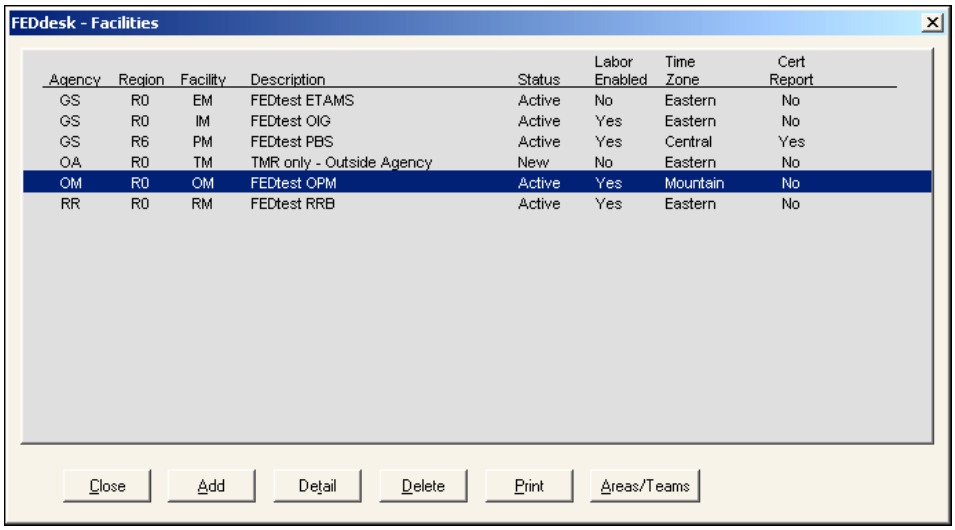
V. Course Evaluation 29

I. SYSTEM PREREQUISITES

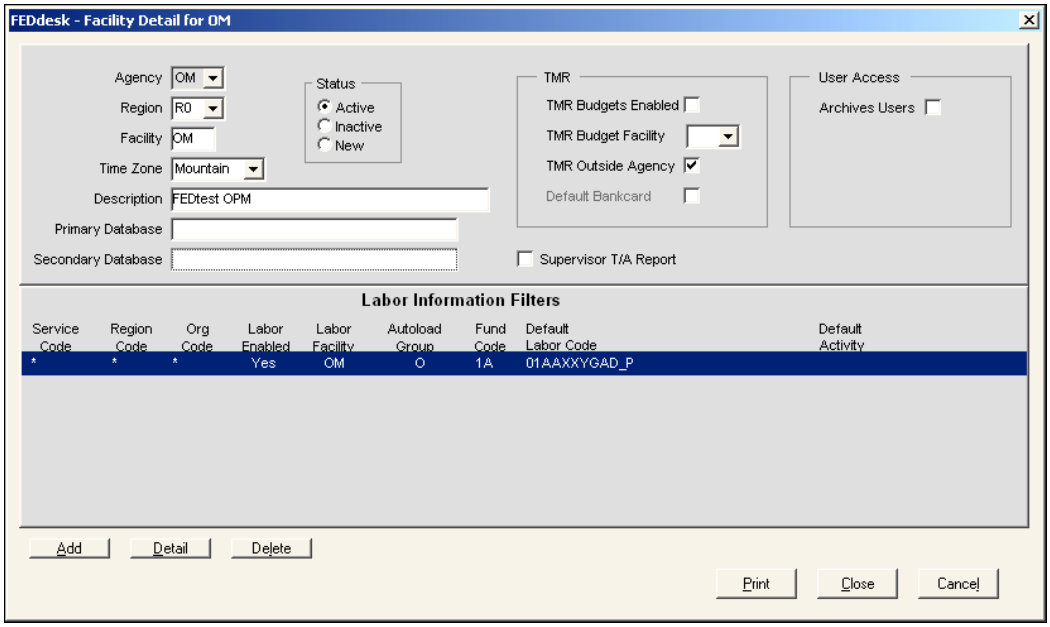
The following procedures are completed, in the listed order, by the FEDdesk System Administrator and the ETAMS Facility Coordinator before the Facility can use Labor.

System Administrator Functions: How to Set Up a Facility to Use Labor

The FEDdesk System Administrator sets up Labor access for the Facility. These screens cannot be accessed at the Facility level. Shown here is the FEDdesk Facilities listing.



From the FEDdesk Facilities listing, click on the Detail button to enter Labor settings.



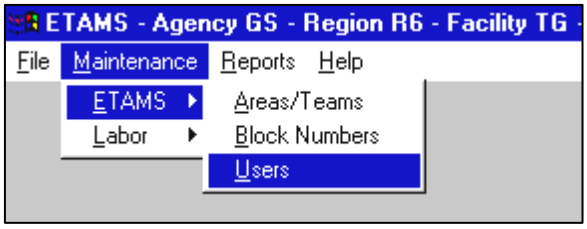
Notice the 'Labor' fields on the right of the **Facilities** screen. Each Facility provides this information to the FEDdesk System Administrator for input. Here is a brief explanation of each of these fields:

1. *Labor Enabled* field must be set to '**Yes'** for the Facility that is to use the Labor application.
2. *Labor Facility* can equal the current ETAMS Facility, or another ETAMS Facility. If an organization has more than one Facility and wishes to share the same Cost Centers and Functions, this value identifies the Master Cost Center Facility. This value will equal the current ETAMS Facility if this is the Master Facility, or if sharing is not used.
3. *AutoLoad Group* defines any editing or Cost Center/Function auto loading from Customer tables.
4. *Fund Code* identifies the default Fund Code (Appropriation Code) that appears in Cost Transfer accounting codes, if the Facility Labor data will be sent to the accounting system.
5. *Default Cost Center Code* is automatically entered as the Cost Center in a Labor Default whenever the Labor Default is not set up for an employee.
6. *Default Function Code* is automatically entered as the Function Code in a Labor Default whenever the Labor Default is not set up for an employee.

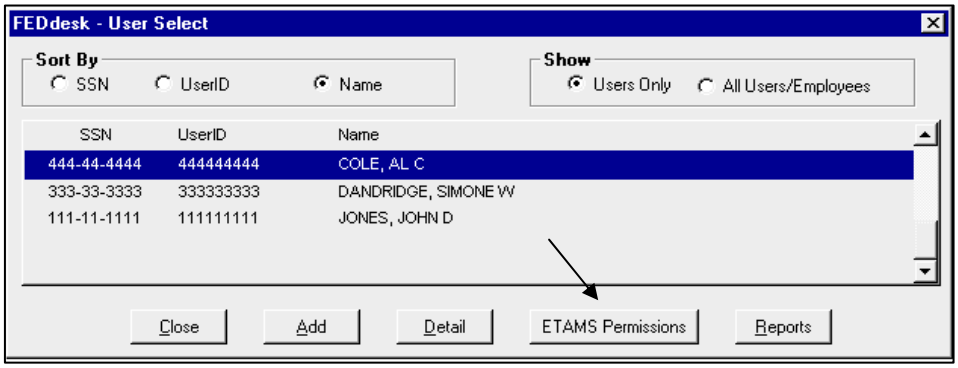
Refer to the FEDdesk System Administration Help (found on the FEDdesk Main Menu) for in-depth information regarding Labor.

Facility Coordinator Functions: How to Set Up a Labor Administrator

The ETAMS Facility Coordinator must set up the Labor Administrator(s) for the Facility. The reason for this is because the Facility Coordinator is normally the only FEDdesk User at the Facility level who has access to the ETAMS Users Table for creation and modification of UserIDs.

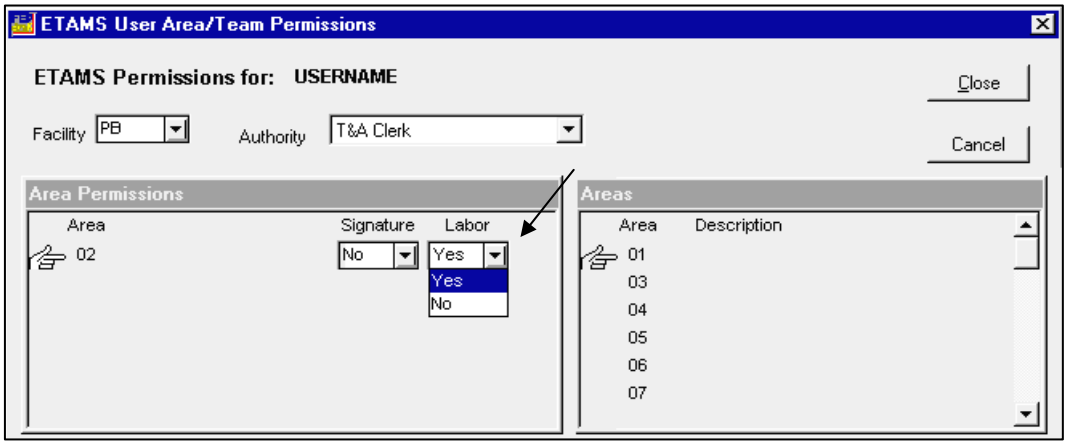


1. From the ETAMS Main Menu: Click on **Maintenance/ETAMS/Users**
2. Click on the desired User from the list displayed (highlight line)
3. Click on **ETAMS Permissions**



4. The Labor Administrator must have T&A Clerk, Certifier or Facility Coordinator authority. Base Users may not access or change the Labor tables. Depending on the person selected, the Labor Administrator may also be a Facility Coordinator with access to all Timecards in the Facility. To restrict access, the Labor Administrator may be set up as T&A Clerk for an empty Team or one with only their own Timecard.

5. Set the *Labor* field to '**Yes'**.



Note: Setting any one Labor field to 'Yes' gives 'Labor Administrator' access to the entire Facility and not to specific Areas and Teams.

II. FACILITY REQUIREMENTS

After System Requirements are met to set up Labor for the Facility, the Labor Administrator must then create Labor tables for the Facility.

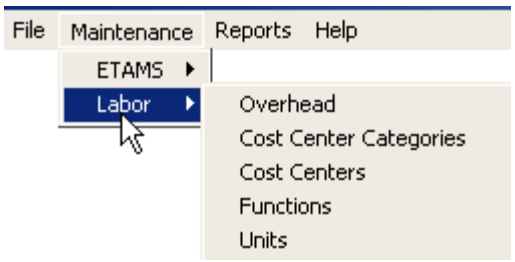
Labor Administrator Functions: How to Set Up Facility Labor Tables

The Labor Administrator is the person at the Facility responsible for organizing, managing and maintaining Labor tables for the Facility. These tables:

- Cost Center Categories
- Cost Centers
- Functions
- Overhead
- Units

The following procedures are completed, in the listed order, by the Labor Administrator, prior to any other Labor Users logging in to perform Labor tasks.

Labor tables are set up from ETAMS Main Menu by selecting the *Maintenance/Labor* Menu.



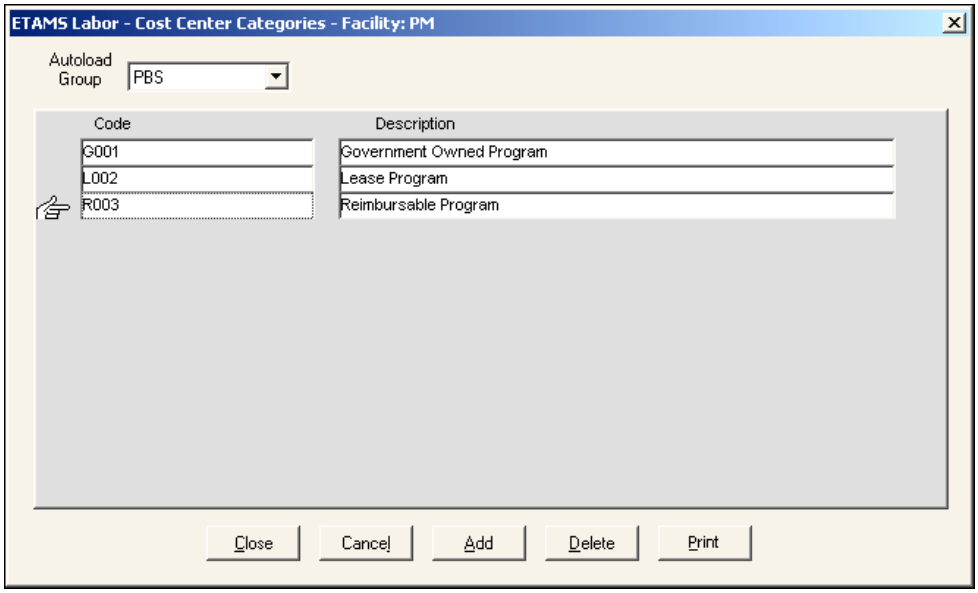
Cost Center Categories

Note: 'Cost Centers and 'Functions' are labels that may vary by Agency. The labels shown here are for example only.

Cost Center Categories are optional groupings that are used to classify Cost Centers for reporting purposes. The Cost Center Category can indicate a major program responsible for a number of Cost Centers or possibly a customer account. The Cost Center Category is not visible on the Labor screens and does not require the employee to identify the category when coding their time. It is passed to the data store where it can be used to group data or to query related data.

To Add Cost Center Categories:

1. From the ETAMS Main Menu, click on **Maintenance/Labor/Cost Center Categories**
2. Select the Autoload Group for the Categories to be entered.
3. Enter the Category *Code* (maximum 25 characters) and its associated *Description*.



Cost Center Codes

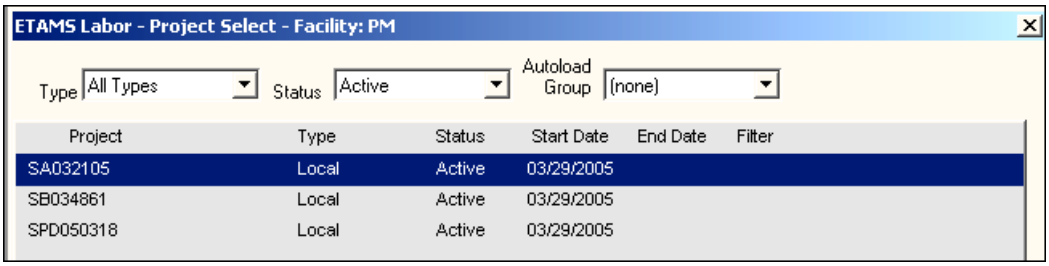
Note: Cost Center and Function labels may vary by Agency.

The Cost Center is the primary Labor code for categorizing work in an Organization. It can represent a long-term project that a number of people work on, it can identify the customer, or it can represent a true Cost Center for which financial data is accumulated and reported on.

To Add Cost Centers:

1. From the ETAMS Main Menu, click on the **Maintenance** menu.
2. Click on **Labor/Cost Centers**. The first screen to display is a list of all Cost Centers available to the Facility.

   The select fields at the top allow you to display Cost Centers by Type and Status. Currently there are six (6) Cost Center Types.
3. Click on **Add** to display the Cost Center Detail screen

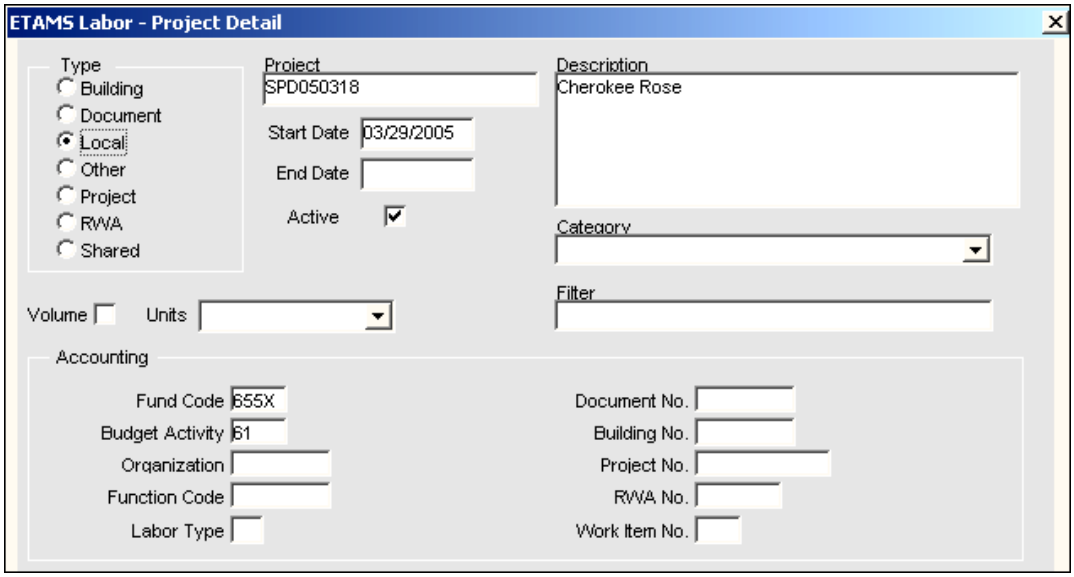


4. For each Cost Center, enter the following information:

   Cost Center Type Click the appropriate radio button. Choices are:

   - **Building, Document, Other, Project, RWA** (Reimbursable Work Order) Accounting fields required for Labor Cost transfers. Depending on the Facility's auto loading and editing requirements, Cost Centers may be generated automatically as new codes become valid, and field input may be edited against customer supplied validity tables. The following fields are available for the 'Other' type Cost Center which allows entry in any field and requires that all Cost Center codes and description fields be completed.

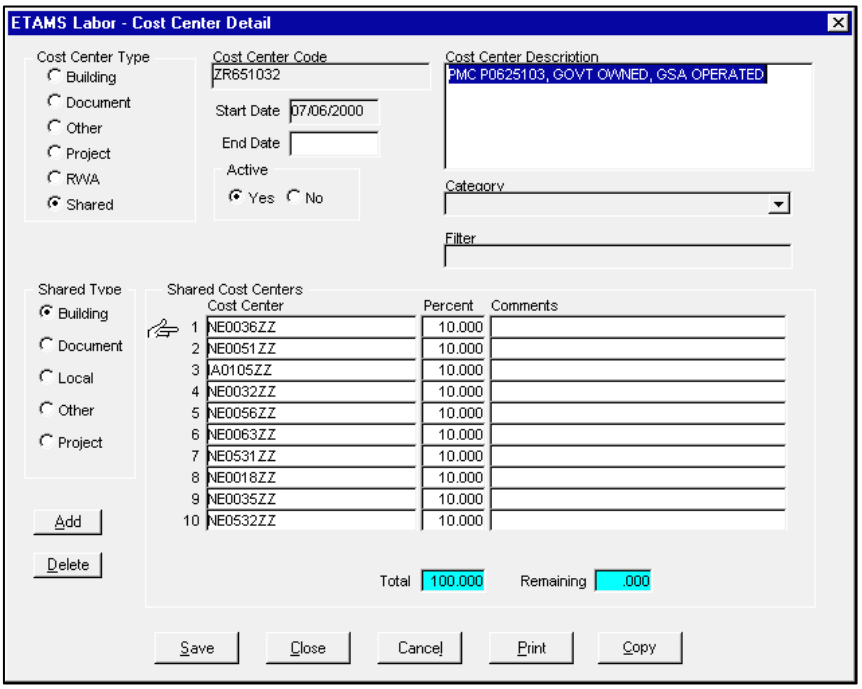
     - *Fund Code*
     - *Budget Activity*
     - *Organization*
     - *Function Code*
     - *Labor Type*
     - *Document No.*
     - *Building No.*
     - *Project No.*
     - *RWA No.*
     - *Work item No.*



When a Cost Center has been saved, all fields become read-only except for the Cost Center Description, Active indicator and the End Date fields. This example shows the format of the 'Other' type Cost Center where all accounting fields become available for coding.

- **Local** Accounting information is not stored for this Cost Center since accounting entries are not processed for Local Cost Centers.

- **Shared** Cost Centers are shortcuts for a group of other Cost Centers and may be set up to save time in filling out the Timecard. The Shared Cost Center code is dragged onto the Labor grid and a Function is assigned and hours recorded. When the data is extracted for the Labor Data Store, the Shared Cost Center time is replaced by the other Cost Centers, which make up the Share. This feature is for user convenience. There is no way to tell from the Data Store whether a user coded time using a Shared Cost Center, or actually coded separate lines to each of the individual Cost Centers referenced by the Share.



In the Shared Cost Center box, select each Cost Center that is referenced by the Share. The percent field refers to the percentage of total time charged to the Share, which is allocated to that line item. The total percentage must equal 100% for the Shared Cost Center to be saved.

Start Date Enter the Start Date associated with this Cost Center.

End Date Enter the End Date associated with this Cost Center, usually blank if active.

Active Select either Yes or No.

Category Select, from the drop-down list, the applicable Category for this Cost Center.

Volume Check this box if using Units for this Cost Center. (Not Shared Cost Centers)

Units If *Volume* is checked, select the applicable Units from the drop-down list.

Filter maximum of 4 characters (Optional: Enter the Filter code associated with this Cost Center. Note: A Filter is used as another means of grouping and sorting Cost Centers.)

Cost Center Code – (maximum 27 characters) which the User sees when logging Labor time.

Cost Center Description – Cost Center Definition. A short form appears in the Tool Tip on Labor screens.

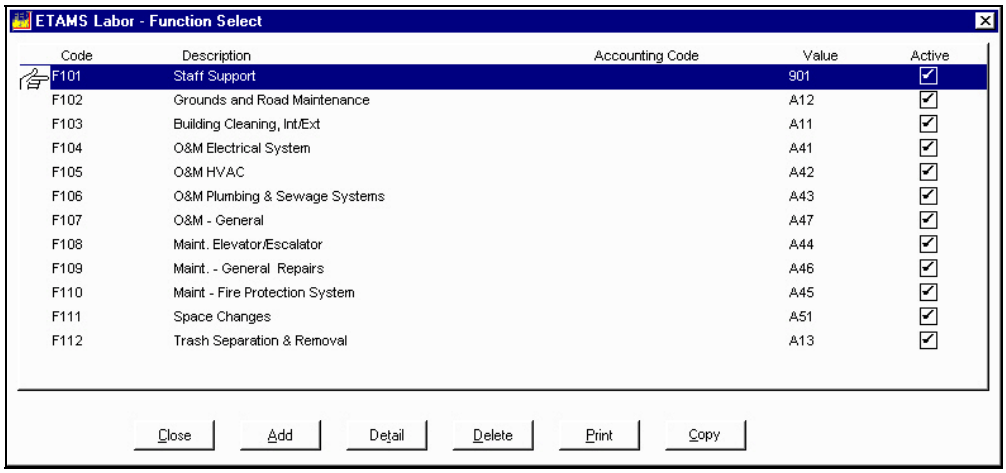
5. After visually verifying all entered data is correct, click the **Close** button to save the entries.

Function Codes

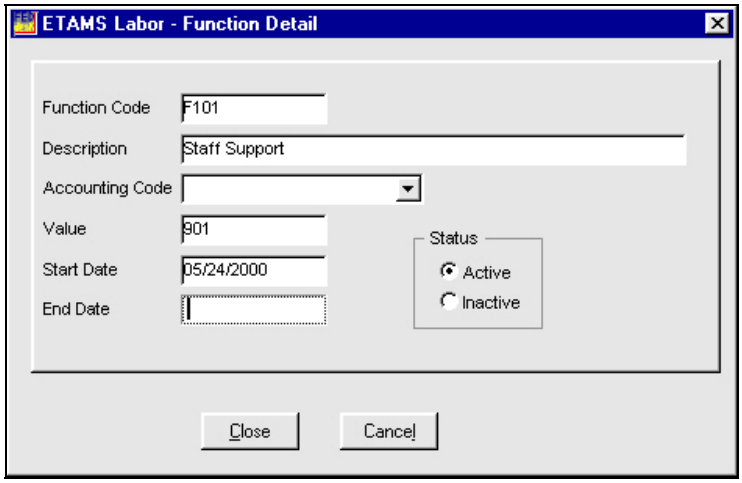
Note: Cost Center and Function labels may vary by Agency.

To Enter Function Codes:

1. From the ETAMS Main Menu, click on the Maintenance menu, Labor/Functions.



2. Click **Add** to get a blank entry line.



3. For each Function, enter the following information:
   Code The Code that displays in the pick list for the Labor User to record Labor time. It can be a maximum of 8 characters.
   Description The definition which appears in the Tool tip box on the Labor screens.
   Accounting Code Used to identify the Cost Center accounting field which will be filled in with the Accounting Value below.
   Value Fill in this field if the Accounting Code is used to override an accounting field in the Cost Center.
   Active will automatically be checked. To 'Inactivate' the code, uncheck this box.

4. After visually verifying all entered data is correct, click the Close button to save the entries.

Note: Once saved, Function Codes are Read Only and cannot be changed.

Overhead Accounts

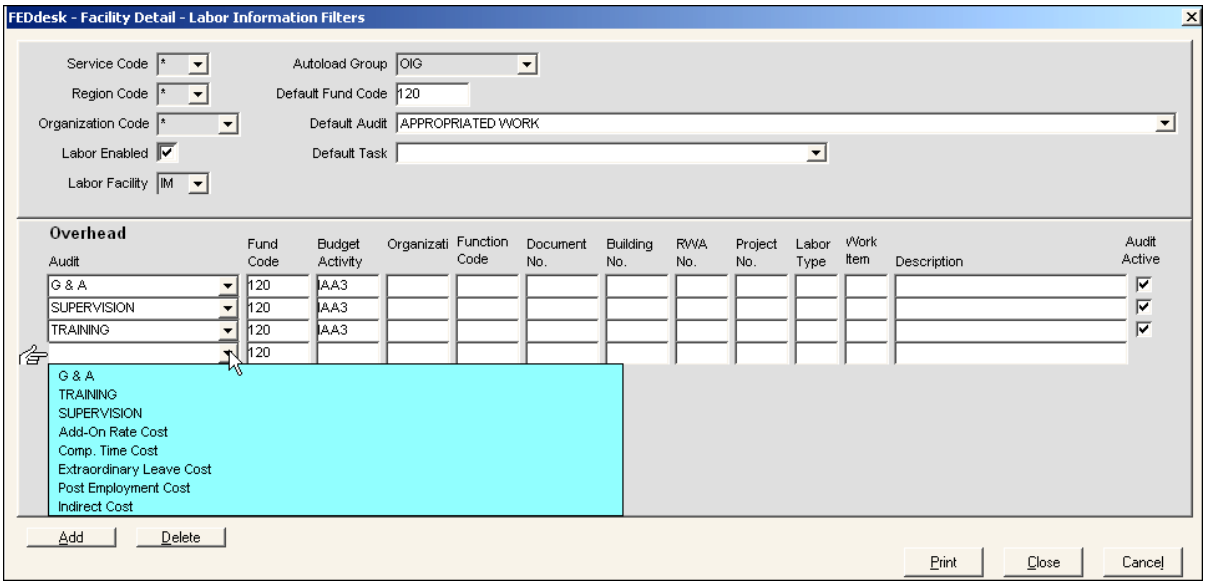
Overhead Accounts determine the coding sent to the Labor Data Store for generic Labor functions such as Supervision, General & Administrative time, and Extraordinary Leave.

Overhead account information can be set-up at the Service, Region and Organization level.

To Add an Overhead Account:

1. From the ETAMS Main Menu, click on the **Maintenance** menu, **Labor, Overhead.** Eight (8) pre-defined Overhead accounts display: The first 3 accounts must be defined.

    - G&A
    - TRAINING
    - SUPERVISION
    - Add-On Rate Cost
    - Comp. Time Cost
    - Extraordinary Leave Cost
    - Post Employment Cost
    - Indirect Cost



2. For each Overhead account that is applicable:
    a. From the **Facility Detail** screen, highlight the appropriate **Labor Information Filter** and then click the **Detail** button.
    b. Click on the desired Overhead account (in the left window) to have it selected (highlighted) or click the **Add** button to define a new Overhead.

c. Enter a ‘Description’ for the selected account and complete the accounting information requested.
   The Overhead account fields are:
   - *Fund Code*
   - *Budget Activity*
   - *Org Code*
   - *Function Code*
   - *Document No.*
   - *Building No.*
   - *Work Auth No.*
   - *Project No.*
   - *Type Labor*
   - *Work Item*

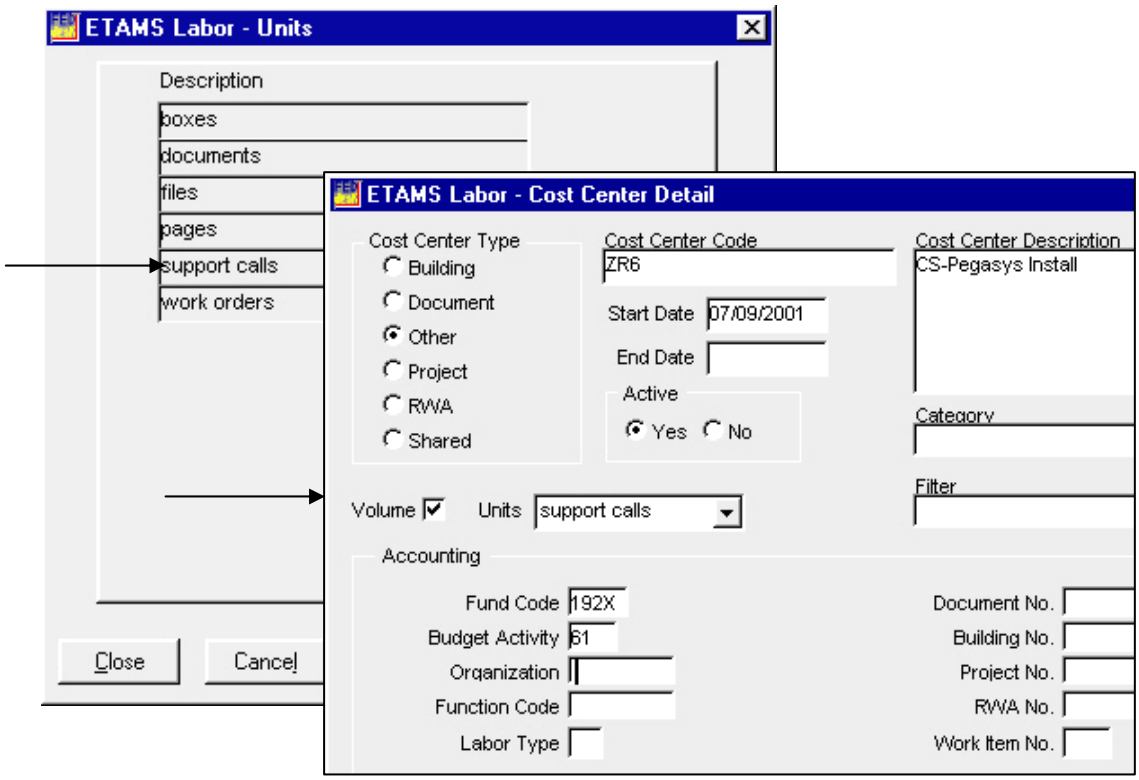
3. After visually verifying that all data is correct, click the **Close** button to save the entries.

The Units Table

The Units Table is a system wide table maintained by the FEDdesk System Administrator in Kansas City. At the Facility level, this table is view only, but can be printed. When Unit measurements are needed for data collection that is not currently listed in the table, the Labor Administrator must contact the FEDdesk System Administrator to have the table modified. Requests for additional entries should be sent to the Consolidated Service Desk (from the **FEDdesk System** home page, click on the **Help** tab.). These new entries should be set up before the related 'Cost Centers' are added to the Cost Center table.

Units are tangible items that can be counted to measure the volume of work done for a certain period of time. Examples of Units would be boxes, square feet, square yards, files, applications, claims, payments, etc.

The *Description* of each Unit of measure used by the Labor application is listed in the table. The list becomes a dropdown list available on the Cost Center maintenance screen when Cost Centers are set up with the volume indicator checked.

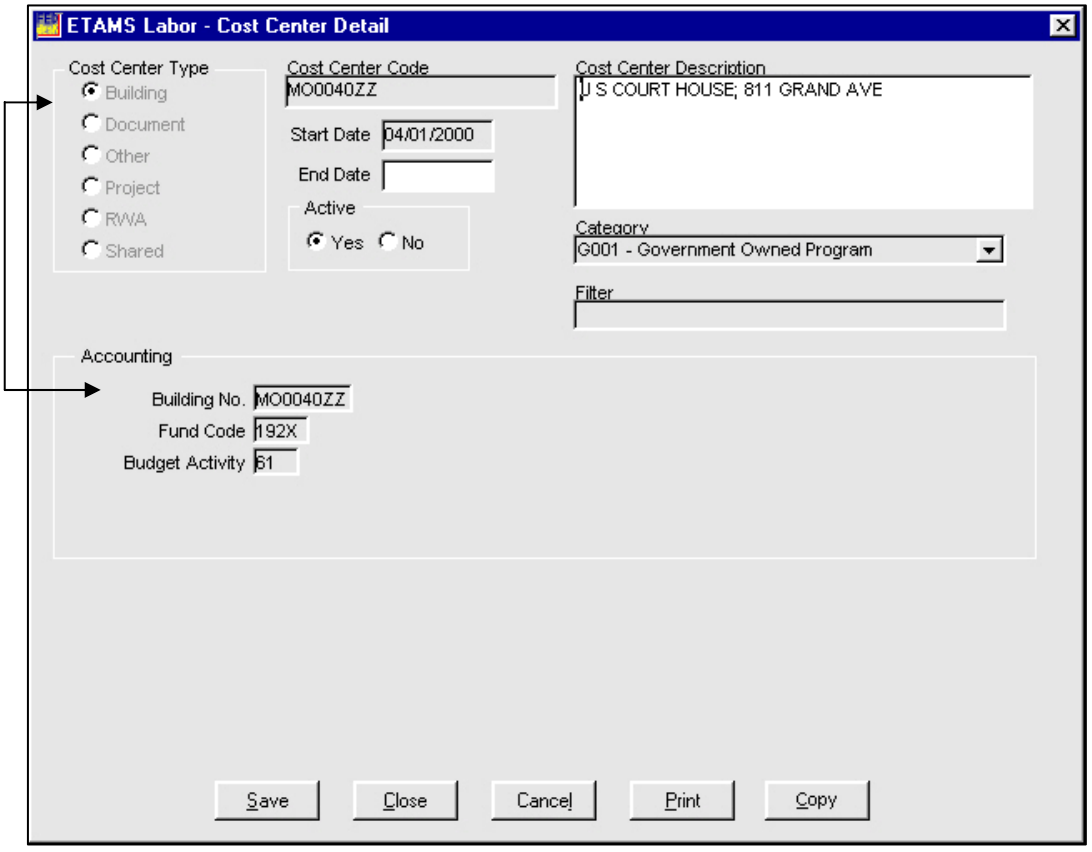


III. REFERENCE

Example Cost Center Types

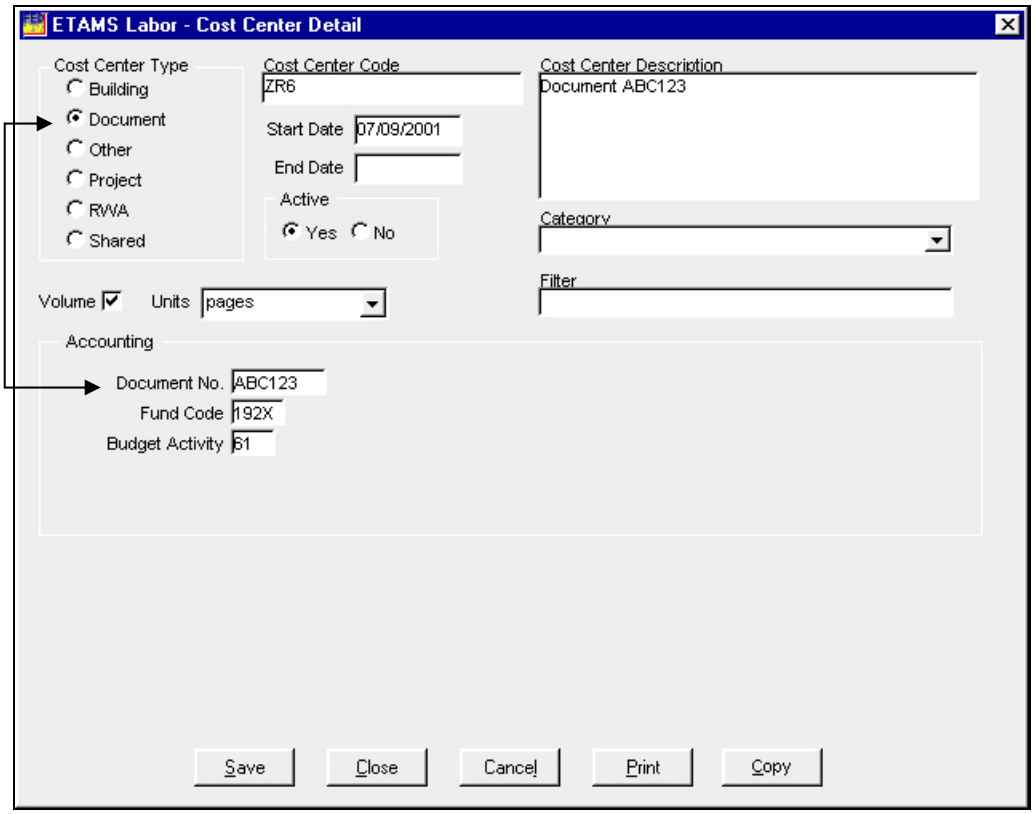
Following are examples of each Cost Center Type listed on the Cost Center Detail screen.

Building Cost Center Type



- Select the Cost Center Type of **Building**.
- The **Cost Center Description** becomes the building name and address and shows up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date.
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** fields are optional.
- When the **Building Number** field is filled in, the building number is edited against the NEAR Building validity table.
- If the Building Number field is valid, the Building Number automatically becomes the **Cost Center Code**.
- **Fund** Code is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

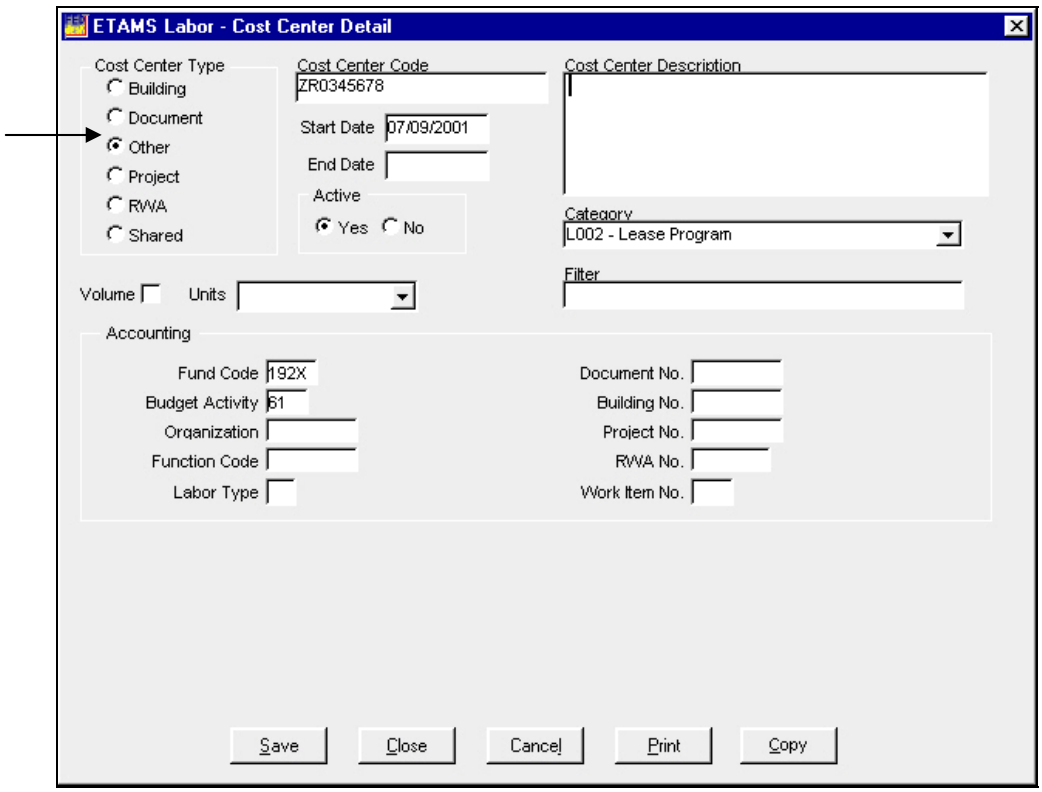
Document Cost Center Type



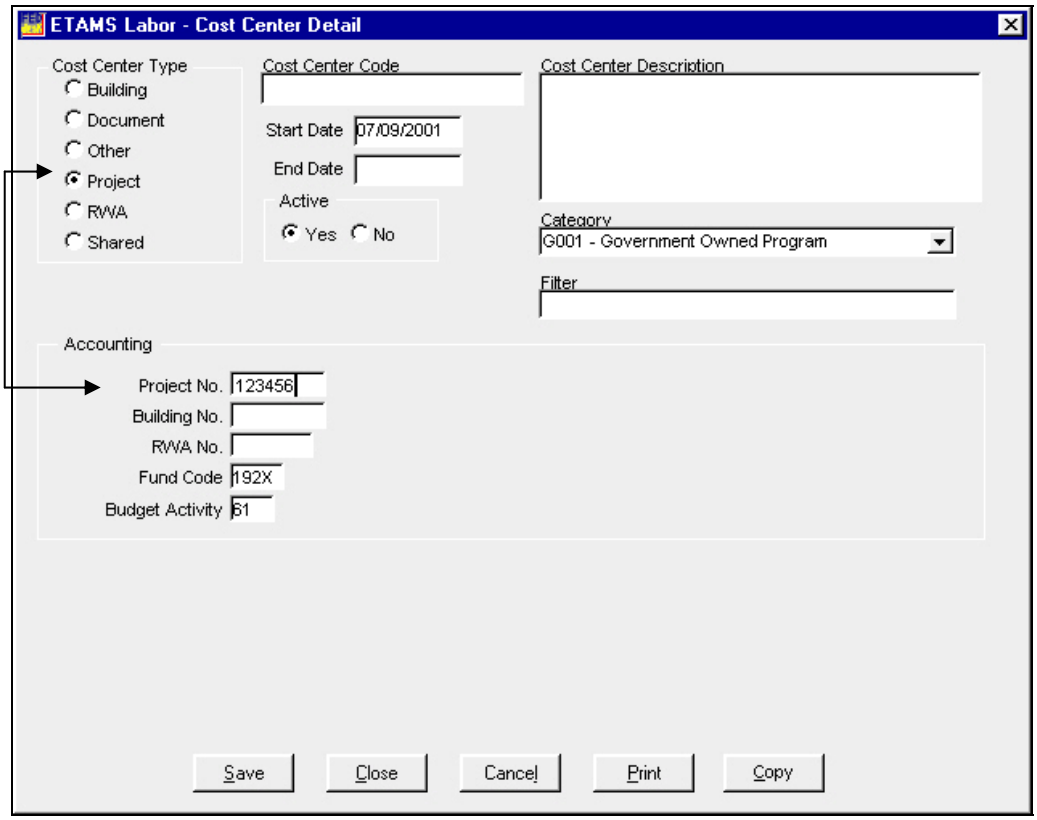
- Select the Cost Center Type of **Document**. This is a miscellaneous Cost Center Type which only changes the Document Number field. It can also be used for overhead codes.
- The **Cost Center Code** must be filled with a unique name. If nothing is coded, it will be set to the Document No. field value.
- The **Cost Center Description** becomes the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Volume and Units** may be filled in if volumes are to be collected.
- **Category** and **Filter** are optional and left blank. They may be filled in.
- The **Document Number** field is 8 characters long. It must be completely filled or padded with Xs.
- **Fund** Code is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

Other Cost Center Type

All fields are available. No editing is done. Default values may be changed.

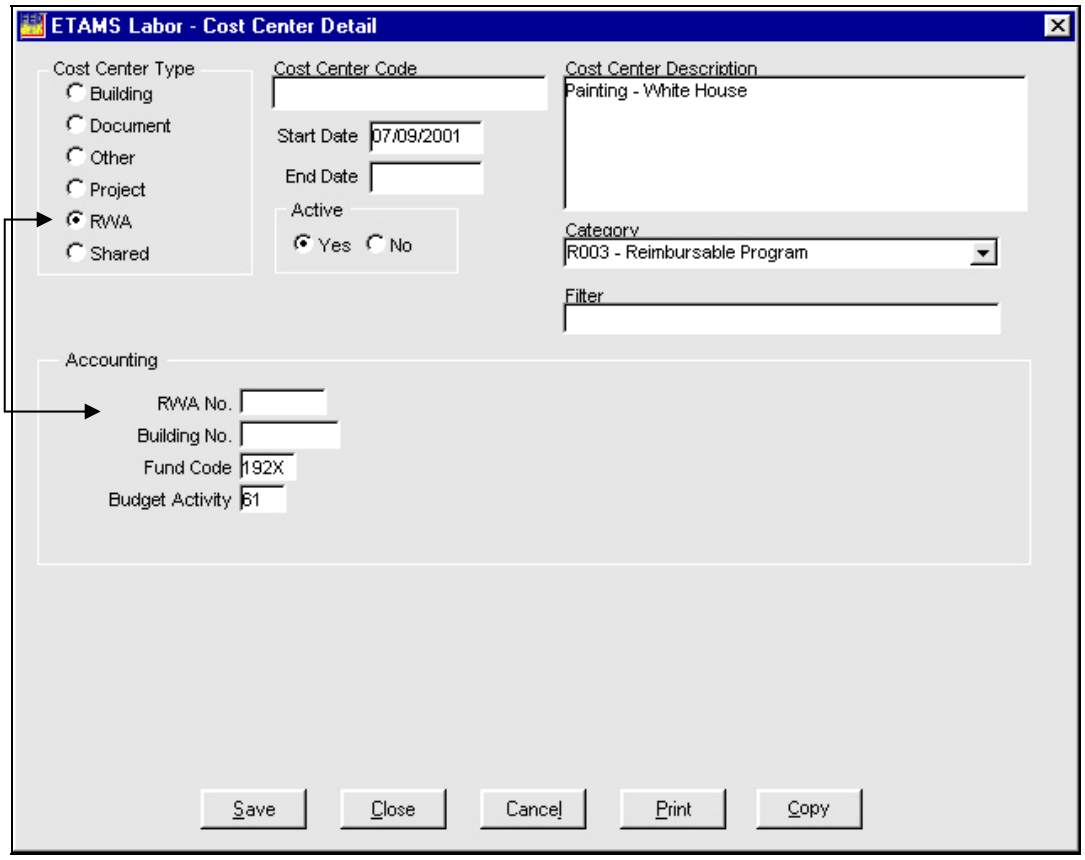


Project Cost Center Type



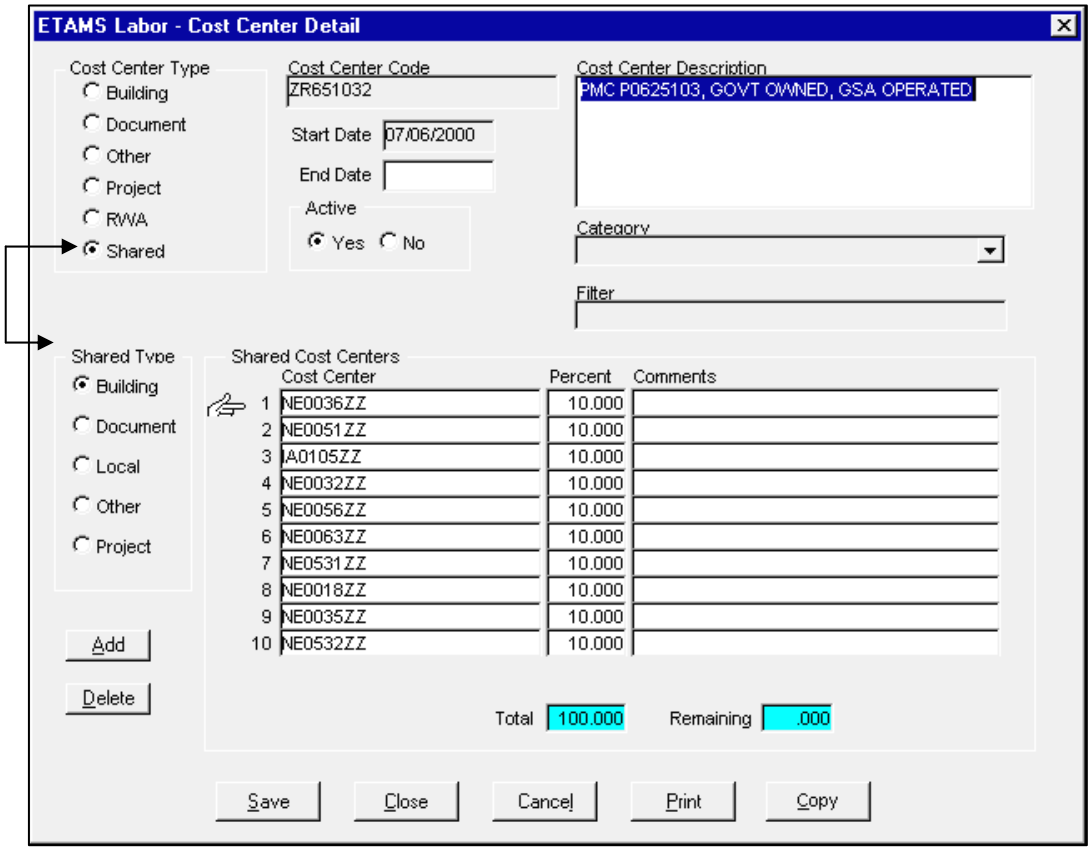
- Select the Cost Center Type of **Project**.
- The **Cost Center Description** becomes the Project name and show up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** are optional and left blank. They may be filled in.
- Cursor is set to **Project Number** field. When this is filled in, the cursor moves to the building number.
- **Building Number** is filled in and both fields are edited against the NEAR validity tables.
- If the Building Number and the Project Number fields are valid, the **Cost Center Code** automatically becomes the Building Number + / + Project Number.
- The associated **RWA** Number may be filled in.
- **Fund** Code is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

RWA Cost Center Type



- Select the Cost Center Type of **RWA**.
- The **Cost Center Description** becomes the RWA name.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** fields are optional.
- Cursor is set to **RWA Number** field. When this is filled in, the cursor moves to the Building Number field.
- If the RWA field passes RWA check digit logic but is not set up in the accounting system, the RWA will be accepted, but the description will need to be manually completed.
- **Building Number** is filled in and both fields (RWA No. and Building No.) are edited against the NEAR validity tables.
- If the Building Number and RWA Number fields are valid, the **Cost Center Code** automatically becomes the Building Number + / + RWA Number.
- **Fund Code** is set to the Facility default value and can be changed.
- **Budget Activity** is set to 61. This will be changed in the accounting system.

Shared Cost Center Type



- Select the Cost Center Type of **Shared.**
- The **Cost Center Code** should be keyed in with a unique value. (For PBS Auto Load Facilities, the code will start with a Z + region + a manually entered number.)
- The **Cost Center Description** shows up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- Individual Cost Center lines must be selected from previously created Cost Centers. The type of Share will bring up a select list of valid Cost Centers of the same type.
- The percentages assigned to each line will determine the proportion of time allocated to each part of the share when base Cost Centers are extracted for the Labor Cost Data Store. Percentages must total 100%.
- Shared Cost Centers are used when work shares a number of Cost Centers instead of just a single Cost Center.

Labor Reports

The following Labor Reports are Available from ETAMS.

Figure	**Reports** Available from the Reports Menu	**Labor Employee** Available from: **Labor Summary** **Labor Detail** **Labor Default**	**Timekeeper & Certifier** Available from: **Employee Select**	**Labor Administrator** Available from: **Maintenance Menu**
1	Employee Labor Default Schedule	●		
2	Employee Favorite Cost Centers & Functions	●		
3	Employee Pay Period Labor Summary	●		
4	Employee Pay Period Labor Detail	●		
5	Labor Default Schedule by Employee		●	
6	Labor Default Schedule Total by Craft Code		●	
7	Labor Default Schedule Employee Total		●	
8	Labor Summary Hours by Employee		●	
9	Labor Summary Hour Total by Craft Code		●	
10	Labor Default Summary Hour Employee Total		●	
	Reports Available from the Reports Menu			
	Labor Functions			●
	Labor Cost Center Summary Report			●
	Labor Cost Center Detail Report – All Entries			●
	Labor Cost Center Detail Report – Single Entry			●
	Labor Cost Center Categories			●
	Labor Overhead			●

The following reports are available to all Labor Users and may be printed from the "Reports" menu on Labor Summary, Labor Detail, and Labor Default screens:

- **Employee Labor Default Schedule Report** includes the Labor Default Cost Centers and Functions, the percentage of time and Base Schedule hours. Base Schedule exception codes and hours are printed below the Labor Default.
- The **Employee Favorite Cost Centers & Functions Report** allows the employee to print out the detail Cost Center and Function information on any Cost Center Codes in the Facility that might be used.
- **Employee Pay Period Labor Summary Report** can be generated from the print button on the Labor Summary Screen. Cost Centers and Functions logged for the pay period are listed with total hours and percentage of time worked. Timecard Exception Codes and hours are also summarized
- **Employee Pay Period Labor Detail Report** prints the employee labor Cost Centers and Functions and Exception Codes by day.

The following reports are available to Timekeepers, Certifiers and Facility Coordinators who have access to multiple Timecards from the Timecard Select Screen. These reports may be printed from the "Reports" menu. Once a report is selected, the Area/Team select screen will display to request the employee group for printing.

- **Labor Default Schedule by Employee Report** is identical to the Employee Labor Default Schedule report. It prints a separate page for each employee in the selected Area or Team.
- **Labor Default Schedule Total by Craft Code Report** totals the default hours allocated to each Cost Center and Function by craft code and prints a separate page for each craft code within the select Area or Team.
- **Labor Default Schedule Employee Total Report** totals the default hours allocated to each Cost Center and Function for the selected Area or Team and prints a single report identifying the percentage of time for the group allocated to each job.
- **Labor Summary Hours by Employee** prints the Employee Summary Hours report for each employee within the selected Area and Team. A separate page is printed for each employee.
- **Labor Summary Hour Total by Craft Code** totals the hours worked on each Cost Center and Function by craft code and prints a separate page for each craft code.
- **Labor Default Summary Hour Employee Total** sums up the hours worked on each Cost Center and Function for the selected Area or Team and prints a single report of the totals.

The following reports may be printed using the "Reports" or "Print" buttons on the Labor Function, Cost Center, Category and Overhead maintenance screens available to Labor Administrators from the Maintenance/Labor Menu:

- **Labor Functions**: Includes the Function codes, description and accounting field and value to be passed in Labor accounting transactions.
- **Labor Cost Center Summary Report**: Lists all Cost Centers available to the Facility with start and stop dates.
- **Labor Cost Center Detail Report - All Entries**: Lists all Cost Centers available to the Facility and includes the values to be passed to the accounting system in Labor accounting transactions.
- **Labor Cost Center Detail Report - Single Entry**: Lists one Cost Center, description, dates, Cost Center type and accounting values.
- **Labor Cost Center Categories**: Lists all Categories available for the Facility
- **Labor Overhead**: Lists the values which will be passed to the data store and/or accounting system when any of the following costs are incurred. The values can be set at the employee/Area/Team/or Facility level.
- **Add-On Rate Cost (e.g. Uniform/Parking Allowance) –** not currently used
  Comp Time Cost – included in the multiplier
  Extraordinary Leave Cost
  G&A Cost
  Indirect Cost – not currently used
  Leave/Training Cost – included in the multiplier
  Post Employment Cost – not currently moved from payroll classification
  Supervision
- **Auto Loaded/Deleted Cost Centers & Functions:** Lists new Buildings and Functions Loaded and Invalid Codes Dropped.
- **Employee Defaults with Invalid Codes:** Lists Employees with obsolete NEAR codes that have been marked "Invalid".

Sample Reports:

GSA
Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM
Contains Privacy Data PL93-579 Privacy Act
Labor - Default

5/16/2001
1:55:54 PM
Page 1 of 1

Pay Period 14 1998 06/21/1998 - 07/04/1998 Employee: AUSTIN, KAREN
SSN: 222222222 Area/Team: 15/01 Craft Code: AA

Cost Center	Function		Percent	Hours
RBTR03	F101	Cleaning - General	50.00	18.0
RBTR03	F107	O&M - General	25.00	9.0
RBTR03	F109	Maint. - General Repairs	25.00	9.0
			Total:	36.0

Exception Code	Percent	Hours
01 Regular Scheduled Hours	100.00	36.0
	Total:	36.0

Figures 1 & 5 - Employee Default Schedule

GSA
Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM
Contains Privacy Data PL93-579 Privacy Act
Labor - Summary

5/16/2001
1:56:24 PM
Page 1 of 1

Pay Period 14 1998 06/21/1998 - 07/04/1998 Employee: AUSTIN, KAREN
SSN: 222222222 Area/Team: 15/01 Craft Code: AA

Cost Center	Function		Percent	Hours
G & A	F109	Maint. - General Repairs	4.17	1.0
RBTR03	F101	Cleaning - General	47.92	11.5
RBTR03	F107	O&M - General	23.96	5.8
RBTR03	F109	Maint. - General Repairs	23.96	5.8
			Total:	24.0

Exception Code	Percent	Hours
01 Regular Scheduled Hours	150.00	36.0
40 Annual Leave	-50.00	-12.0
	Total:	24.0

Figures 3 & 8 - Employee Summary Hours

GSA
Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

Contains Privacy Data PL93-579 Privacy Act

Labor - DEFAULT by Craft Code

5/16/2001
1:52:01 PM
Page 1 of 1

Pay Period 14 1998 06/21/1998 - 07/04/1998 Craft Code:BB Area/Team:15/01

Cost Center	Function		Percent	Hours
RBTR03	F104	O&M Electrical System	10.00	16.0
RBTR03	F105	O&M HVAC	10.00	16.0
RBTR03	F109	Maint. - General Repairs	30.00	48.0
WHTR01	F111	Space Changes	25.00	40.0
WHTR01	F112	Trash Separation & Removal	25.00	40.0
			Total:	160.0

Exception Code	Percent	Hours
01 Regular Scheduled Hours	100.00	160.0
	Total:	160.0

Figures 6 & 7 - Labor Default Profiles by Craft Code or Area/Team

GSA
Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

Contains Privacy Data PL93-579 Privacy Act

Labor - Summary Total

5/16/2001
1:57:15 PM
Page 1 of 1

Pay Period 14 1998 06/21/1998 - 07/04/1998 Area/Team: 15/01

Cost Center	Function		Percent	Hours
CAMTR4	F104	O&M Electrical System	6.06	16.0
CAMTR4	F105	O&M HVAC	6.06	16.0
CAMTR4	F108	Maint. Elevator/Escalator	6.06	16.0
CAMTR4	F109	Maint. - General Repairs	6.06	16.0
CAMTR4	F110	Maint - Fire Protection System	6.06	16.0
G & A	F109	Maint. - General Repairs	0.38	1.0
RBTR03	F101	Cleaning - General	4.36	11.5
RBTR03	F104	O&M Electrical System	6.06	16.0
RBTR03	F105	O&M HVAC	6.06	16.0
RBTR03	F107	O&M - General	2.18	5.8
RBTR03	F109	Maint. - General Repairs	20.36	53.8
WHTR01	F111	Space Changes	15.15	40.0
WHTR01	F112	Trash Separation & Removal	15.15	40.0
			Total:	264.0

Exception Code	Percent	Hours
01 Regular Scheduled Hours	104.55	276.0
40 Annual Leave	-4.55	-12.0
	Total:	264.0

Figures 9 & 10 – Labor Summary Hours by Craft Code or Area/Team

Checklist: Setting Up a Labor Facility

✓	Task	Responsible Person			
		Labor User	**Labor Administrator**	**Facility Coordinator**	**GSA Finance**
ETAMS User Validation - 60 to 90 days before start					
	1. Verify all required personnel are loaded in ETAMS. (GSA can do Task 11, 12 and 13 at Customer Direction.)			●	●
	2. Verify/assign all FEDdesk UserID's & Passwords			●	✓
	3. Setup Facility/Area/Team roles and permissions for ETAMS/Labor • Certifiers should access their Timecard for posting labor but not for certifying Time and Attendance. • Certifiers should not view other certifier's Timecards depending on office policy.			●	
	4. Audit ETAMS against Payroll System for valid personnel information			●	✓
Facility Setup – 45 to 60 days before start					
	5. Load Overhead Cost Center Accounting Defaults		●		
	6. Auto load Cost Centers from Accounting or Other Source Files				●
	7. Auto load Functions from Accounting or Other Source Files				●
	8. Preload Other Required Cost Centers		●		
	9. Preload Other Required Functions		●		
	10. Preload Shared Cost Centers for Common Use		●		✓
Individual User Setup – 7 to 30 days before start					
	11. Set Up Users as Labor Employees: G - General & Administrative Employees I - Indirect Labor D - Direct Labor Y - Employee is a Labor employee N – Employee is not a Labor employee			●	✓
	12. Set Multiplier Value and Extraordinary Leave Setting for all Labor Employees			●	✓
	13. Force all Labor Default schedules to appropriate overhead Cost Center and Function			●	✓
Individual User Setup		Timekeepers can do User setup			
	14. Create Additional Unique Shared Cost Centers		●		
	15. Load Favorite Cost Centers and Functions	●	✓		
	16. Load Users' Assigned Default Schedules	●	✓		

Legend: ● Primary Responsibility ✓ Provides Assistance

ETAMS TIMEKEEPER & LABOR CLERK SCHEDULE April 2006

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
ETAMS Lockout ***3:30AM – 5:30AM CST*** ***Timecards & Labor Records Are Created Today for the New Pay Period*** ***(See Note 11)*** ***Hawaii Exception*** ***(See Note 3b)***	***ETAMS Lockout*** ***1:30PM – 4:00PM CST*** ***Timecards & Labor Records Are Collected Today for Last Pay Period (See Note 11)*** ***BEFORE 1:00PM CST*** ***Timecards*** ***(See Notes 2, 3, 4, 5, 6, 7, 9 & 13)*** ***1. Complete Timecards*** ***2. Complete Labor Records*** ***3. Obtain Signatures***			***12:30AM – 3:00AM CST*** ***Processed Timecards and Amendments are moved to History*** ***ETAMS Lockout*** ***3:30AM – 5:30AM CST*** ***Payroll Corrections & Leave Balance Data are Returned Today (See Note 11)*** ***ANYTIME*** ***Payroll Corrections*** ***(See Note 10)*** ***Review Payroll Corrections*** ***Leave Balances*** ***Review Leave Balances on Timecard***		
Timecards, Labor Data & Amendments can be entered daily. *(See Note 1)* →						→
Amendments are collected daily but are not processed until the second week of the Pay Period *(See Notes 4, 5, 6 & 8)* →						→
WEEK 2 SUNDAY	**MONDAY**	**TUESDAY**	**OFFICIAL PAYDAY WEDNESDAY**	**THURSDAY**	**FRIDAY**	**SATURDAY**
					Base Schedules *(See Notes 4, 12)* **Add, Modify, Obtain Signatures**	
Timecards, Labor Data & Amendments can be entered daily. *(See Note 1)* →						→
Amendments are collected daily but are not processed until the second week of the Pay Period. *(See Notes 4, 5, 6 & 8)* →						→

NOTES FOR THE ETAMS TIMEKEEPER & LABOR CLERK SCHEDULE
March 2007

- **All Times shown here are Central Standard Time (CST).**
- **For detailed instructions on any of these procedures, refer to the 'How to' section in on-line Help.**
- **Some Facilities do not have the Labor feature enabled and therefore do not have Labor records.**

1. Data Entry: (a) Timecard and Labor data can be entered every day of the Pay Period.
   (b) Amendments can be entered every day of the Pay Period. However, Amendments for last Pay Period cannot be created until the 1st Thursday, which is after Timecards for last Pay Period have been moved to History.
2. The deadline for completion of Timecards and Labor records is 1:00PM CST on Monday (Week 1). For exceptions, see *Note 3*
3. Exceptions to completion and collection of Timecards and Labor records:
   a) Holiday - When there is a Holiday on Monday (Week 1), the deadline for completion of Timecards is 1:00PM CST on Tuesday. The rest of this schedule is the same.
   b) Hawaii - Hawaii Facilities must have Timecards and Labor records ready for collection by COB on Sunday, Week 1.
4. Only **signed records are collected**. If a Timecard is not signed before the ETAMS lockout, the signed Base Schedule and Labor Default is collected in lieu of the Timecard. The unsigned Timecard and Labor record then become an Amendment. If neither the Base Schedule nor Timecard is signed, the person has no Timecard or Labor record picked up for the Pay Period. When an Amendment is not Signed at collection time, it stays in the Amendment file and is not collected until it is signed.
5. Labor records are not signed, but they are linked to the Timecard for the same Pay Period and cannot be picked-up without a signed Timecard/Amendment.
6. Signed Timecards and Amendments that are modified, become unsigned. These records must then be re-certified.
7. Timecards can be Reviewed and Signed anytime BEFORE the deadline. Contact the Certifier when records are ready for Signature.
8. Amendments can be entered daily and are collected daily after normal business hours. Amendments are not processed until the 2nd week of the Pay Period. Amendments for last Pay Period cannot be entered until Thursday after the Timecard for the same Pay Period has been collected. Amendments for last Pay Period will not be collected until the first Friday of the new Pay Period. This means that an Amendment adjustment for last Pay Period will not show up on the upcoming Pay and Leave Statement.
9. When someone leaves your ETAMS Facility or the Agency, follow instructions given in on-line help to 'Process an Employee Leaving the Facility or Agency'.
10. Payroll Corrections are changes made by the Payroll Office to Timecards or Amendments that are rejected during processing. **The Timekeeper and the Certifier** should review the changes. If any Payroll Correction is in error, an Amendment should be submitted.
11. During collection access to ETAMS is blocked. Lockout times are approximate.
12. Add/Modify Base Schedules & Labor Defaults before COB on the 2nd FRIDAY of the Pay Period to have the additions/changes in effect for next Pay Period.
13. When a name appears on the 'Employees Not Validated' Report, their records cannot be signed and therefore cannot be collected.

IV. COURSE REVIEW

Name:_____ Date:_____

Labor Tables

Fill in the blanks:

1. What five tables are created for the Labor feature?

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

Using the Tables list above, name the table(s) referenced in each statement. You may use a Table name more than once.

2. Which one of the Labor tables is a system wide table that is set up and maintained by the GSA Finance Department? _____

3. Which two Labor tables are accessed when an employee creates his 'Favorites' lists?

   _____ _____

4. Which table is the primary Labor key for categorizing work? This table can list projects, customers, or some other representation for data collection.

   _____

5. Which table defines the settings for generic Labor costs, such as Training or Supervision.

   _____

6. Which table is used to group or classify Cost Centers for report purposes?

   _____

7. This table normally refers to the type of work being performed, such as administrative, contract management, etc.

   _____

8. The parameters set up in this table can be defined for each employee, a specific Area and or Team, or for the entire Facility.

   _____

9. The entries in these two tables can either be '*Active*' or '*Inactive*'.

   _____ _____

10. This table cannot be modified at the Facility level. _____

V. COURSE EVALUATION

Course Title: _____

Date _____ Location _____

Instructor(s)_____

Please mark your response to the statements below using these codes:

1 - Poor	4 - Above Average
2 - Needs Improvement	5 - Very Good
3 - Satisfactory	6 - Excellent

Course Content

_____ 1. The course was well organized.
_____ 2. The topics discussed held my attention.
_____ 3. Class time was used effectively.
_____ 4. The course outline was easy to follow.
_____ 5. The course materials were helpful.
_____ 6. The material covered was relevant to my duties.
_____ 7. The course material was presented at a level that I understood.

Job Performance

_____ 8. This course has increased my T&A record processing knowledge.
_____ 9. I feel comfortable with ETAMS now that I have attended this course.

Instructor Evaluation

_____10. The instructor was well organized.
_____11. The instructor was knowledgeable about the topic.
_____12. The instructor communicated ideas effectively.
_____13. The instructor was available for questions.

Please comment on each question below.

14. Which topic(s) would you like to have discussed in more detail?

15. What were the strong points of the class?

16. What were the weak points of the class?