ETAMS – Labor Training

for the

Labor Clerk / Timekeeper

ETAMS
LABOR COST DISTRIBUTION
SYSTEM

Tracking Time
For
The Bottom Line

If you need HELP with the ETAMS – Labor System

LABOR ADMINISTRATOR: _____

PHONE: _____

FACILITY COORDINATOR: _____

PHONE: _____

January 2008

Table of Contents

I.   LOCATING LABOR INFORMATION

To access Labor information, from the **FEDdesk Menu**, click on **Time and Attendance (ETAMS)**. The following screen displays if there are Unsigned Base Schedules.

Warning!
The following employee Base Schedules in your Area(s) are not signed.

Agency GS	ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM	3/27/00
Region 02	Contains Privacy Data PL93-579 Privacy Act	14:05:13
Facility TH	Unsigned Base Report	Page 1 of 1

SSN	Name	Area	Team
111-11-1111	JONES, JOHN D	15	02
222-22-2222	AUSTIN, KAREN	15	01
333-33-3333	DANDRIDGE, SIMONE W	15	01
444-44-4444	COLE, AL C	15	02
555-55-5555	HOLLINS, KAY I	15	01
666-66-6666	MOORE, TONI S	15	01
777-77-7777	MYERS, PHIL S	15	02
888-88-8888	BANNISTER, BOB S	15	02

Print   Close

After Closing the Unsigned Base Schedule Report, a list of Payroll Corrections may appear.

Warning!
The following employee Payroll Corrections in your Area(s) have not been reviewed.
Please review Payroll Corrections and then perform the 'Review Complete' option on the Select screen.

| GSA | ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM | 1/20/01 |
| Version 4.1 | Contains Privacy Data PL93-579 Privacy Act | 21:09:34 |
| GS/R6/TG | **Payroll Corrections To Review Report** | Page 1 of 1 |

SSN	Year	PP	Name	Area	Team
888-88-8888	1996	12	BANNISTER, BOB S	15	02
777-77-7777	1996	12	MYERS, PHIL S	15	02

Print   Close

When the Payroll Corrections Report is closed, the Main Menu displays. From the Main Menu, Labor setup is done on the **Base Schedule** and Labor time is logged through **Timecards**.

The ETAMS Main Menu

Following is a summary of the options found on the ETAMS Main Menu
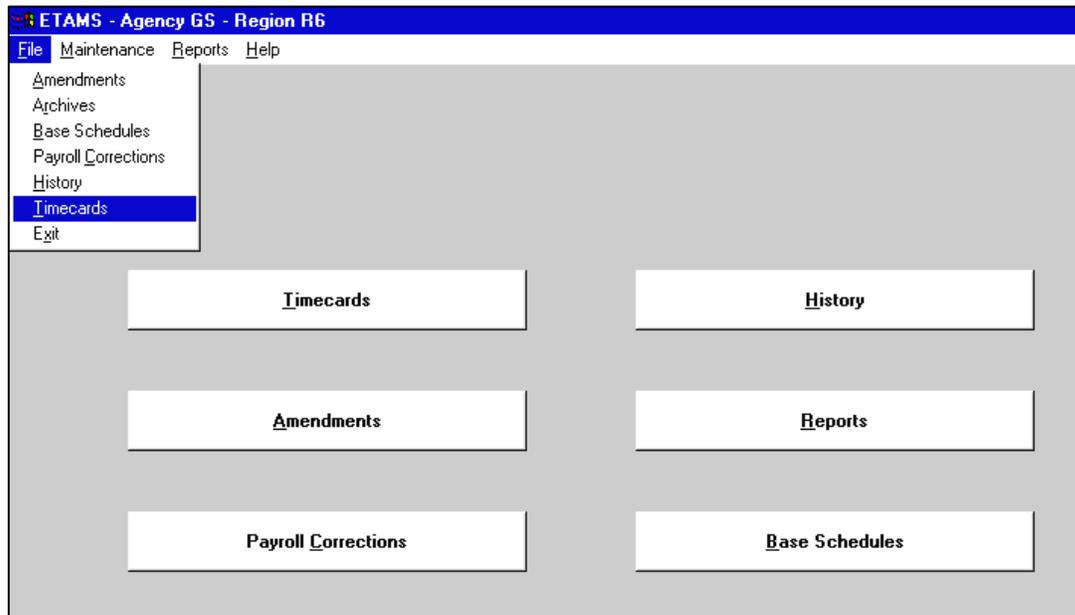
•	**Timecards**	Labor Summary, Labor Default, Labor Detail, and Timecard screens are accessed here.
•	**Amendments**	This option is used any time a previously submitted Timecard needs to be changed. An Amendment for a Labor employee also generates a Labor Amendment.
•	**Payroll Corrections**	Payroll Corrections are Corrections coming back to the Facility from Payroll. These are Timecards that had an error during Payroll processing and were corrected by a Payroll Technician. Both the Timekeeper and Certifier need to review these records.
•	**History**	Both Labor and Timecard records are moved to History once the Pay Period has processed.
•	**Reports**	Two different ETAMS reports can be generated from this option: Exception Code Report and Individual Exception Code Report. Labor Reports are available through the Timecard Select, Base Schedule Select and Labor Summary menu bar under 'Reports'.
•	**Base Schedules**	Employees permanent Regular Tour of Duty and the Labor setup fields are maintained here.

II. USING THE LABOR FEATURE

Once Labor has been turned on for the Facility and employees have been marked as Labor employees, three additional screens are available from the *Timecard Select* screen to display Labor data for each Labor employee.

- Labor Summary
- Labor Detail.
- Labor Default

How to Set-Up an ETAMS Employee on Labor

To make an employee a Labor employee:
1. Click on **Base Schedules** from the Main Menu
2. Find the employee, highlight their name and either click 'OK' or double click on their name.

3. Change the entries on the Base Schedule, if necessary, for Labor (lower right)

Labor Emp – Select the appropriate type of Labor employee:

      Yes

      Direct, Indirect or G&A (if your organization uses these categories)

      No – This employee is not on the Labor system.

Note: If you have selected either 'Yes', 'Direct', 'Indirect', or 'G&A, a message appears telling you a Labor Default needs to be created for this employee.

Craft Code - This value should be set to the employee's craft or skill code or left blank. (Used by GSA:PBS, otherwise blank)

Multiplier - This value is the amount of gross up for an employee's leave and training time. Management will determine the level before Labor cost accounting entries are sent to the accounting system.

Add-On - Currently not used. It is designed to allocate parking subsidies or uniform allowance pay. This value should remain blank/zero.

Ext Leave - Yes or No. This identifies employees who are on leave for a long time due to Maternity Leave or Illness. Employees should be marked 'No' unless management instructs otherwise.

Restricted –The default 'No' means the employee has access to and can modify both their Timecard and Labor records. When set to 'Yes', the Labor employee is restricted to Labor access only. The employee can change his/her Labor record but has view only access to their Timecard. (See page 9 for complete explanation).

> Note: Information about the 'Restricted Labor Feature is shown in gray text boxes throughout this manual.

Note: The above steps must be completed <u>before</u> the Pay Period is initialized so that Labor records can be created for the Pay Period.

On the *Base Schedule Select* screen notice that there is an extra column marked 'Labor'. This column identifies whether or not an employee is Labor enabled. The 'Labor' column also displays on the *Timecard Select, Amendment Select*, and *History Select* screens.

Labor and Timecard Screens

Following is an explanation of the Labor and Timecard screens.

Labor Default

After Labor has been turned on for the Facility, Base Schedule records have been marked as Labor, and the Pay Period initialized, a Labor Default must be set up for each Labor Employee. A Labor Default is an accounting of the employee's normal work assignments (based upon the Favorite Cost Centers and Functions) and the percentage of time spent on each assignment.

Note: 'Cost Centers and 'Functions' are labels that may vary by Agency or Service. The labels shown here are for example only.
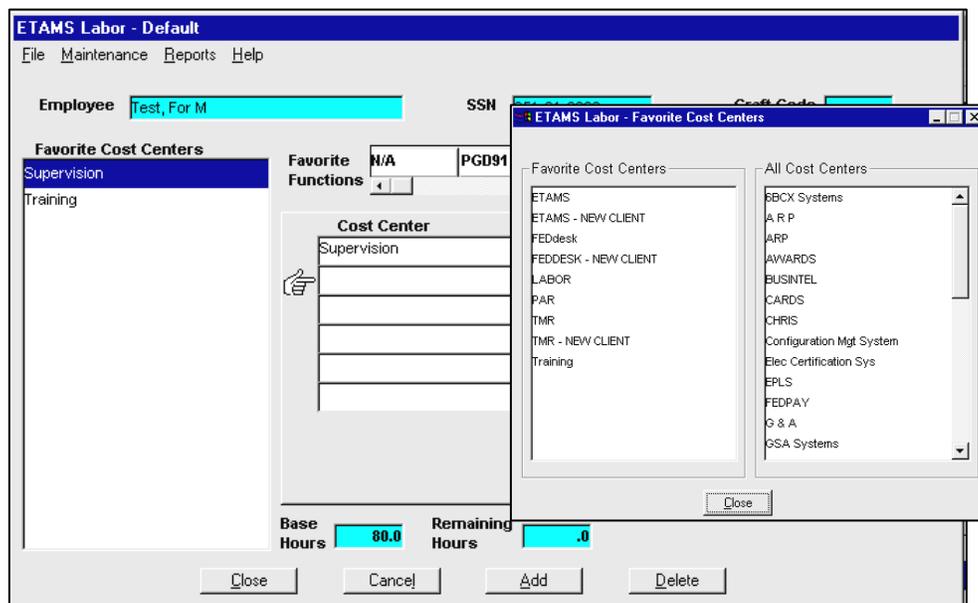
To setup a Labor Default:

1.   Open the **Timecards** option, highlight the Labor employee and either click 'OK' or double click on the employee's name. A message asks if you want to enter the Labor Default now. Click 'Yes'.
2.   The Labor Default screen displays.
3.   To populate the Favorite Cost Centers/Favorite Functions field, place your mouse pointer in either the white area for Favorite Cost Centers or Favorite Functions and right mouse click. This brings up a pop-up box with a list of all the Cost Centers or Functions for the Facility. Drag your Favorites from the right side of the pop-up box to the left side.
4.   Once you have selected all your favorites, click on 'Close' and save your changes. The favorites then appear in the 'Favorite Cost Centers' or 'Favorite Functions' list.
5.   From the 'Favorites Cost Centers', left mouse click on the Cost Center and drag to the Cost Centers column. Do the same for the Functions.
6.   Enter either the percentage or hours for each Cost Center entered.
7.   Click on 'Close' and save changes.

You have now set up the employee's Labor Default. This schedule will automatically be copied to the *Labor Summary* and *Labor Detail* screens each Pay Period. The Labor Default can be changed at anytime and can be accessed from the *Labor Summary* screen under 'Maintenance'.

ETAMS Timecard

For Labor employees, the Labor Summary screen appears first and you must click on the Timecard button to display the *ETAMS Timecard* screen. If the Timecard Only option is selected from the *Timecard Select* screen, the Timecard displays when the employee name is clicked.

A few reminders:
- The hour total for the first column should equal 80 for Full Time employees.
  - 8.0 equals 8 hours
  - 9.0 equals 9 hours
  - 00 (X) equals Regular Day Off (RDO)

The Code fields in the next six columns holds Exception Codes such as annual leave, sick leave and overtime.

Right Mouse Clicking in any Code or Hrs field brings up the list of Exception Codes and their meanings. You can drag and drop the code to the Code field. You can type all codes if that is easier.

Click on File/Exit to return to the *Labor Summary* or *Timecard Select* screen. Screen edits insure that total hours are correct and that the entries are appropriate. Information entered on the Timecard displays (but cannot be changed) on the *Labor Summary* screen.

Labor Summary Screen

The *Labor Summary* screen is customized for each employee. It contains a labor grid for logging productive time to Cost Centers [Buildings, Reimbursable Work Authorizations (RWAs), Projects] and Functions.

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

The Cost Center box on the left holds a custom list of Cost Centers normally charged by the employee. The Functions tool bar at the top of the grid holds a custom list of the Functions normally performed. The "Favorites" list speeds up the timekeeping effort. When the mouse is passed over any of the Cost Centers or Functions, Tool Tips are displayed in yellow, which give an explanation of the codes. Your 'Favorites' for the Cost Centers and Functions will be the same as what was set up on your Labor Default. You may change your Favorites at anytime from any of the Labor screens (Summary, Default, or Detail). The Labor Default will populate the Labor Summary and the employee or Timekeeper may drag and drop additional Cost Centers for the Pay Period if the employee needs to charge part of their time to something other than their Labor Default.

The Exception Code Summary Window in aqua on the right side of the screen totals the regular hours and the Exception Code hours from the Timecard and calculates the hours worked. For example, if an employee works overtime, the overtime hours are added to the Base Schedule for total hours worked. If the employee takes leave, those hours are subtracted from the Base Schedule to calculate the number of hours worked.

Labor Detail Screen

The *Labor Detail* screen allows entry of both Labor time accounting and Timecard exception data. Once the Detail information is saved, the *Labor Summary* screen is locked. All Labor information for the rest of the Pay Period should continue to be entered on the *Labor Detail* screen.

You may add lines to days by clicking on the appropriate button below the 'Favorites Functions' row (Add After, Add Before, Delete, and Clear Day). Cost Centers and Functions may be dragged and dropped to the appropriate day and column, and Exception Codes may be dragged and dropped to the appropriate day under the 'Code' column. Hours may need to be adjusted if additional lines have been added.

Restricted Labor

The Restricted Labor Option

Note: Information about the 'Restricted Labor Feature is shown in gray text boxes throughout this manual.

The Restricted Labor Option is used whenever a Labor employee is restricted to entering only his or her own labor data. The Timecard is view only.

The 'Restricted Labor' option is set up for each employee by the Labor Clerk or the Timekeeper, in the employee's Base Schedule.

When the 'Restricted' field on the Base Schedule is marked 'No', (the default setting) the Labor Employee has no restrictions from entering Timecard data.

When 'Restricted' is set to 'Yes', the Labor Employee is restricted to Labor-only access. The Timecard becomes 'Read Only'.

Since an employee may enter labor hours prior to the Timekeeper's entries, it is not necessary that the total Labor hours always balance with the hours recorded on the Timecard. When the daily Labor total is different from the daily Timecard total, an 'Out of Balance' condition exists.

Reviewing and Balancing Restricted Labor Records

A new option on the *Timecard Select* screen allows the Timekeeper or Certifier to review 'Out of Balance' Timecards. After the Labor records are balanced the records can be signed.

The Timekeeper and/or Certifier can view a list of 'Out of Balance' records and force the balance of the Labor record with the Timecard. To view the list, from the Timecard Select screen select 'Restricted Labor' and then select 'Out of Balance Only'. A list of out of balance records displays showing the total Logged Hours and Timecard hours. You may either (1) Open each Labor Summary and work with the employee to resolve the difference, or

Restricted Labor

(2) Let the Certifier use the 'Force Labor into Balance with Timecard' option from the Sign/Unsign menu. This choice generates an out of balance Amendment, and adjusts the current time on the Labor record with the Timecard using the Labor Default, or (3) Have the employee, Labor Clerk, Timekeeper or the Certifier use the 'Force Labor into Balance with Timecard (No Amendment)' from the *Labor Summary* screen using the File Menu. This choice adjusts the current time on the Labor record with the Timecard using the Labor Default but does <u>not</u> generate an Amendment.

Timecard Select screen criteria for Certifiers with Restricted Labor employees:

Using the <u>Unsigned</u> option in the 'Display' box limits the review to Timecards that have been changed since they were signed.

The <u>Timecards Only</u> option in the 'View' box brings up just Timecards and not Labor records for viewing.

The <u>Restricted Labor</u> option in the 'List' box displays a list of all Restricted Labor Employees

Labor time will automatically balance to the Timecard if the employee is not Restricted.to Labor If an employee is a Restricted Labor Employee, the Timecard and Labor record may have to be brought into balance prior to Timecard certification. The <u>Out of Balance Only</u> selection displays employee records where the Labor work time does not balance with the Timecard, as in Overtime not posted on one of the screens. Timekeepers should work with the 'Restricted' Labor employee to bring the Timecard and Labor record into balance before certification.

Processing Amendments / Adjusting Labor

Adjustments to either the Labor or Payroll data must be processed by the Timekeeper and signed by the Certifier through **Amendments**. Comments should be added in the Remarks field to explain the changes.

Payroll Corrections

Payroll Corrections are Corrections coming back from Payroll. When Timecards were processed through the Payroll system they did not pass the Payroll edits. The Payroll Technician makes a correction to the Timecard and enters a Remark explaining the correction. A list of Payroll Corrections will appear first on a nag screen before the ETAMS Main Menu displays. If any adjustments to the Labor Hours worked need to be made, then an Amendment will have to be entered.

History: ETAMS and Labor Records

After Timecard and Labor Records are collected they become read only. Any adjustments that are needed must be done through **Amendments**.

Labor Reports

The following reports are available from the ETAMS Main Menu after selecting **Timecards**. From the *Timecard Select* screen choose Reports.

- Labor Default Report
  By Craft Code
  By Employee
  Total

- Labor Summary Report
  By Craft Code
  By Employee
  Total

Timekeepers and Certifiers can print the Labor Summary hours for employees in an Area or Team, or for a Pay Period to review each employee's work and see the impacts of all employees work hours on their organization.

Sample Reports**:**   Employee Summary Hours

GSA Version 4.1	ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM	5/16/2001
	Contains Privacy Data PL93-579 Privacy Act	1:56:24 PM
	Labor - Summary	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

Labor Default Profiles by Craft Code or Area/Team

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

Labor Summary Hours by Craft Code or Area/Team

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

III. REFERENCE: Exception Codes

Exception Codes can be entered on the Timecard, Labor Detail, Amendment, and Base Schedule screens. Codes can be dragged and dropped to the appropriate day from the Exception Code Tool Bar or the Pop-Up List of codes that displays by clicking the right mouse button. Point to the code on the Tool Bar to display a Tool Tip. **Bold** codes (shown in red on the FEDdesk record) **reduce time worked** during the Pay Period. **<u>Underlined bold</u>** codes (shown in blue) **add time worked** to the Base Hours for the Pay Period. Other codes (shown in black) affect pay or classify the type of leave and have no affect on hours worked on the Labor Summary.

00	Regular Day Off (X)	**50**	**Sick Leave**
01	Regular Scheduled Time (green)	**51**	**Regular Military**
02	**Holiday Observed** (red) ******	**52**	**Law Enforcement Military**
07	FLSA Hours Worked (black)	**53**	**DC Nat Guard Military**
09	Make Up Hours Before OT	**54**	**Award Leave Used**
<u>10</u>	**<u>Regular Schedule OT</u>** (blue)	**55**	**Furlough (Over 30 Days)**
11	Holiday Worked	**56**	**Lack of Funds (Over 30 Days)**
12	Sunday Premium	57	FMLA - Family
<u>13</u>	**<u>Comp. Time Earned</u>**	58	FMLA - Employee
<u>14</u>	**<u>Irregular Scheduled OT</u>**	**59**	**Suspension**
<u>15</u>	**<u>Call Back OT</u>**	**60**	**LWOP**
16	Travel Comp Time Earned	**61**	**AWOL**
<u>17</u>	**<u>OT Rotating Shift</u>**	62	Actual Exposure - 4%
20	Second Shift Night Diff	63	Actual Exposure - 6%
22	EDP Act. Expose / OT 4%	64	Actual Exposure - 25%
23	EDP Act. Expose / OT 6%	65	Actual Exposure - 50%
24	EDP Act. Expose / OT 25%	66	Hours in Pay Status - 4%
25	EDP Act. Expose / OT 50%	67	Hours in Pay Status - 8%
26	EDP Act. Expose / OT 8%	68	Hours in Pay Status - 25%
27	FFL - Family	70	Union-Term Negotiations
28	FFL - Funeral	71	Union-Mid-Term Negotiations
29	FFL - Adoption	72	Union-Dispute Resolutions
30	Third Shift Night Diff	73	Union-Gen Labor/Mgt Relations
31	Federal Disaster Relief	80	Volunteer Leave
32	Federal Disaster Relief	**81**	**COP Used #1**
33	Evacuation Pay	**82**	**COP Used #2**
34	**Furlough Regular Hours**	**83**	**COP Used #3**
35	**Furlough Lack of Funds**	**84**	**Other Paid Absences**
<u>36</u>	**<u>Credit Hours Earned</u>**	**85**	**Donated Leave Used**
37	**Credit Hours Used**	**87**	**LWOP Workman's Comp Used**
38	Federal Disaster Relief – Non-Reimbursable	90	Telework-Periodic/Intermitten
40	**Annual Leave**	91	Telework-Short Term
41	**Comp. Time Used**	92	Telework-Long Term
42	**Court Leave**	93	Telecommuting Center
43	**Travel Comp Time Used**		
44	**Restored Leave #1**		
45	**Restored Leave #2**		
<u>46</u>	**<u>Religious Comp Earned</u>**		
47	**Religious Comp Used**		
48	**Home Leave**		
49	Military Reserve Technicians		

** 02 – Holiday Observed – This code is not used to adjust Timecard hours since the Payroll System handles holidays automatically. The code is used for Labor because holiday time reduces productive hours for the Pay Period. The code is automatically entered on the Timecard and Labor record for the Pay Period where a holiday occurs.

IV. LABOR CLERK EXERCISE

1. Log in to the network:

2. Access FEDdesk and the ETAMS program.

3. Log in to ETAMS.

UserID: ETAMS___ ___ CLERK   **Password**: etams___ ___clerk

Facility Select: _____   **Area**: ___ ___ / **Team**: ___ ___

4. Setting Up Labor Employees

a. Create Base Schedules for these employees:

Employee **A**: SSN _____ , Name _____
Full Time: Standard Tour or Flex Schedule. Use 8.0 to indicate an 8 hour workday,
Monday - Friday. Use code 00 (X) for Saturdays and Sundays.

Employee **C**: SSN _____, Name _____
Full Time: 5/4-9 Schedule. Eight-hour day is first Monday. AWS day off (use code 00)
is 2nd Monday. All other work days are 9 hour (9.0) days.

Employee **D**. SSN _____, Name _____
Full Time: 5/4/9 Schedule. Eight hour day is the first Friday. AWS day off (use code
00) is the 2nd Monday. All other work days are 9 hour days.

Note: Enter a middle initial (**A, C, D**) to correspond to the employees listed above.

b. Enable the Labor feature for the employees you have already established in the Base
Schedule. Set these Labor fields:

Labor Emp = **Yes**

Craft Code = _____

Multiplier = _____

Add On = _____

Ext Leave = _____

Restricted = _____

5. Base Schedules will be Reviewed and Signed. The new Pay Period is initialized to
create Timecards and Labor records for all employees.

6. Setting Up the Labor Default

From the Main Menu, go to *Timecards*. From the *Timecard Select* screen, double click on the employee name. A message asks if you want to set up a Labor Default. Click 'Yes'. Set up *Favorites* and complete a Labor Default for each employee.

a. Set up *Favorites*:

   • Right click in the 'Favorites' window to display the complete list.

   • Drag and drop codes into the employee's *Favorites* list.

b. Set up the Labor Default

   • Drag and drop *Favorites* into the grid area (labor grid) of the Labor Default and then allocate the number of hours or the percentage of time spent on each activity during the pay period. The % (percent) column must total 100% and the *Hours Logged* must equal the *Base Hours*. Save your work when you exit.

7. Check all employee *Labor Summary screen*s. From the *Main Menu*, go to *Timecards* and display the first employee *Labor Summary*.

   a. What is the entry in the labor grid?
   _____

   b. Click the *Use Default* button. What happens to the entry in the grid?
   _____

   c. Now click the *Clear* button and then select *File* and *Save*. What happens to the entry in the labor grid?
   _____

   d. Check the remaining *Labor Summary* screens and click the *Use Default* and *Clear* buttons to see how these buttons change the entries in the grid.

8. Using the Labor Summary Screen

Make the following entries on the Timecard for employees C and A.

Employee C (AWS 5/4-9 Schedule)
   a. Annual Leave taken all day the first Monday

   b. LWOP taken all day the first Tuesday

   c. Go to the Labor Summary screen. How are the Labor hours adjusted when Leave time is taken?
   _____

Employee A (Full-Time, 8 Hour Schedule)

    a. 2 hours of Regular Overtime worked on the first Wednesday

    b. 3 ½ hours of Comp Time Earned on the first Saturday

    c. Go to the Labor Summary screen. How are the Labor hours adjusted when overtime is worked?

_____

    d. To what Labor code(s) is the Overtime charged?

_____

    e. This employee attended training the entire second week. From the Labor Summary screen, change the employee's Labor hours to reflect one week in training. The remainder of the tour is charged to the Labor Default Schedule.

9. Using the Labor Detail Screen

Make the following entries on the Labor Detail for **Employee D** (Full Time, AWS)

Note: While still on the Labor Summary screen, click the 'Use Default' button to expand the 'Labor Default Schedule' entry. Then, from the Maintenance Menu, select 'Detail'.

a. Monday, Tuesday and Wednesday of week 1 is to be charged to a special project and not to the Labor Default settings. Pick a special project code from the drop-down list (not currently listed in the employee's Labor Default) and charge the 3 day's time to this new project.

b. Exit the Labor Detail screen to return to the Labor Summary Screen. What is different now about the Labor Summary Screen?

_____

10. Restricted Labor Employee – Use **Employee A** (Full-Time, 8 Hour Schedule)
Complete this section, if the Restricted Labor feature is used.

a. Go to the Base Schedule and turn on the '*Restricted*' feature for Employee C.

b. Go to the Timecard and enter Annual Leave for 4 hours on the first Tuesday and all day on the first Wednesday.

c. Exit back to the Labor Summary screen. What do the '*Hours Logged*' and '*Hours Remaining*' fields indicate?

_____

d. The '*Hours Logged*' entry should equal the _____ field.

e. Can you Exit the Labor Summary even though the Labor Summary screen is out of balance with the Timecard? _____

f. Go back to the '*Employee Timecard Select*' screen. In the 'List' box click 'Restricted Labor' to see all Restricted Labor employees. In the 'View' box click 'Out of Balance Only' to view all employee names whose Labor record is out of balance with their Timecard.

g. If the employee does not correct the Labor Summary before Timecards are signed, the Timekeeper can force the Labor record to balance with the Timecard. From the '*Timecard Select*' screen, go to the '*Sign/Unsign*' Menu and click '*Force Labor into Balance with Timecard*. What happened to the '*Hours Remaining*' field?

_____

h. Go to Employee A's Labor Summary. How was the out of balance adjustment made?

_____

i. Create a Future Timecard and Labor record for this employee for next Pay Period.

• Week 1 is charged to Annual Leave

• Look at the Labor Summary record. Is the Labor Summary in balance with the Timecard? _____. Adjust the Labor Summary, if needed, to be in balance with Timecard. How did you get the records to balance?

_____

11. Future Timecards and Labor Records

a. Create a Future Timecard and Labor record for **Employee A**.

• Charge the employee Sick Leave for the entire Pay Period.

b. How many Future Timecards can you create? _____

c. Look at the Labor Summary record. Is the Labor Summary in balance with the Timecard? _____. Adjust the Labor Summary, if needed, to be in balance with Timecard. What does the Labor Summary show?

_____

V.   COURSE REVIEW for the Labor Clerk/Timekeeper

Name:_____   Date:_____

Questions on this Review pertain to a Labor Facility that may or may not have Base Users or Restricted Employees.

Circle the correct underlined response.

1. What color are Overtime codes on the Labor and Timecard screens?

    RED   BLUE   BLACK

2. What color are Leave codes (codes that are subtracted from Productive Time) on the Labor

    and Timecard screens?   RED   BLUE   BLACK

3. What color are codes that have no effect on the Labor (Productive) time?

    RED   BLUE   BLACK

True (T) or False (F)

4. _____   Labor records are collected at the same time that Timecards are collected.

5. _____   When Labor is turned on, each ETAMS record (Timecard, Amendment, History, Payroll Correction) has a corresponding Labor record.

6. _____   The Labor record does not require a signature separate from the Timecard.

7. _____   When an Amendment is created, both a Timecard and a Labor record are available for modification.

8. _____   Labor Amendments can be entered only by the Timekeeper and not by a Base User.

9. _____   Labor Amendments can be entered only for Pay Periods the employee was on duty at the Facility.

10. _____   Amendments for Timecards can be entered only for Pay Periods the employee was on duty at the Facility.

11. _____   The Labor Detail screen allows entry of both Labor and Timecard data.

Fill in the blanks:

12. In ETAMS, all employees must have a Base Schedule. When Labor is turned on, all employees must have a _____ _____ .

13. Often used Labor Codes can be pulled out of the Facility list to create a list of _____ for each employee.

14. To delete a line on the Labor Summary screen, click the right mouse button and then click _____ .

15. When the Labor Detail screen is used, the _____ _____ screen is locked.

16. The 'Labor Default Schedule' one-line entry that displays on the Labor Summary screen can be expanded by clicking the _____ _____ button.

17. To collapse an itemized Labor Default Schedule on the Labor Summary screen back to the one line 'Labor Default Schedule' entry, click the _____ button and then click _____.

18. If a Timecard is not signed at collection, the signed Base Schedule along with the _____ _____ is picked-up instead.

    The unsigned records are moved to _____.

The Restricted Labor Option
True (T) or False (F)

19. _____   A Restricted Base User can modify his/her own Labor record, but has view only access to their Timecard.
20. _____   The Base User, the Timekeeper or the Certifier can force an Out of Balance Timecard and Labor record into balance.
21. _____   When the Labor Record is forced into balance with the Timecard, you can choose to create an Amendment or not.

VI. 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?