ETAMS – Labor Training

for the

Labor User and Certifier

ETAMS
LABOR COST
DISTRIBUTION
SYSTEM

Tracking Time
For
The Bottom Line

If you need HELP with the ETAMS – Labor System

LABOR CLERK: _____

PHONE: _____

LABOR ADMINISTRATOR: _____

PHONE: _____

FACILITY COORDINATOR: _____

PHONE: _____

January 2008

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I.   GETTING STARTED

How to Log on to FEDdesk

Log Onto FEDdesk

The FEDdesk Application is accessed via the Internet. Use this procedure to log on.

1.   <u>Double</u> click on your browser icon (Explorer, Navigator, etc.) to access the Internet.

2.   Place your cursor at the beginning of the address field and enter the location of the FEDdesk System Home page: **http://feddesk.gsa.gov/**. Press the Enter key. Wait for connection.

3.   From the FEDdesk System home page, single click the **System Logon** tab. (If you are a first-time user, a browser plugin will automatically download.

4.   From the OCFO Web Applications '**Log in**' window, enter your User name /UserID and press the Tab key.

5.   Enter your Password and press the Enter key or click 'Log in'.
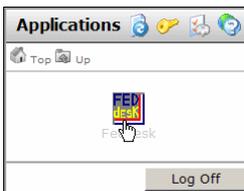
6.   From the **Applications** window, click on the FEDdesk icon to open the application. A warning message alerts you about connecting to a government computer. Read and accept the warning by clicking **OK**.

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                    FEDDESK MENU

Time and Attendance (ETAMS)        Change Password

Travel Reimbursement (TMR)         System Help

Miscellaneous Reimbursement (TMR)  System Administration

Manual Vouchers                    Time and Attendance Archives

Payroll Accounting Codes WEBPACC   Exit FEDdesk
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7.   From the FEDdesk Menu, single click on **Time and Attendance (ETAMS).**

        Items that are not available to the User are grayed out.

Note: If the FEDdesk application has been inactive for 15 minutes, you will automatically be disconnected.

II.   How to Access Labor Screens

Access to ETAMS and the Labor system is based upon the user's permissions. There are six types of Users: Base User, Certifier, Labor Clerk, Timekeeper, Labor Administrator, and Facility Coordinator.

Base Users

A Base User has access to his/her own Timecard and Labor information. The Base User has access to these screens:
- ETAMS Timecard   -   Payroll Timecard (read-only for Labor Restricted users)
- Labor Default   -   Labor Default Schedule
- Labor Summary   -   Two-Week Labor Summary Screen
- Labor Detail   -   Daily Labor Detail Screen

From the FEDdesk Menu, click on Time and Attendance (ETAMS) to display the Labor Summary screen. From the Labor Summary screen, all other screens are accessible.

All Other Users

All other ETAMS Users (Certifier, Labor Clerk, Timekeeper, Labor Administrator, and Facility Coordinator) have access to the ETAMS Main Menu and all options listed. Each Timekeeper and Certifier has access to the employee records for which they are responsible. The Facility Coordinator has access to all employees in the Facility.   After clicking on **Time and Attendance (ETAMS)** from the **FEDdesk Menu**, the following screens display if there are Unsigned Base Schedules or Payroll Corrections.

After closing these reports, the Main Menu Displays.

The ETAMS Main Menu
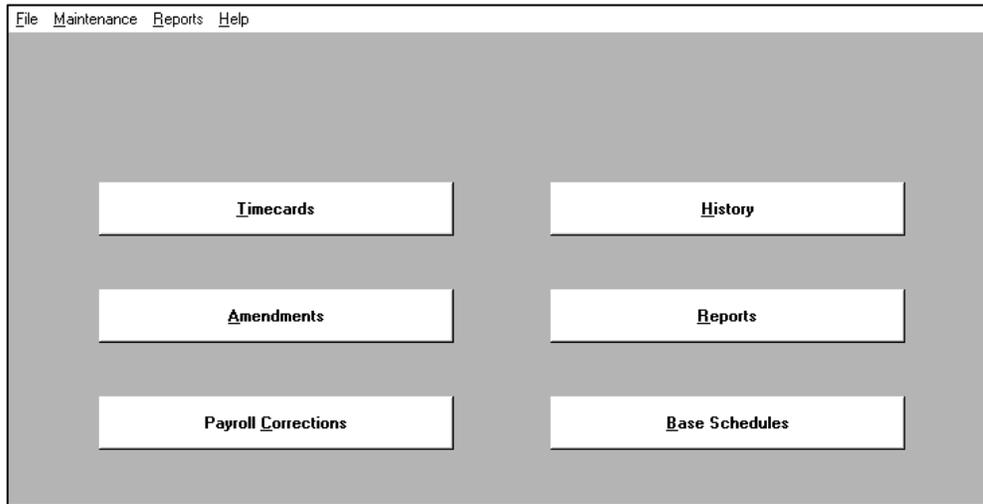
Following is a summary of the options found on the ETAMS Main Menu

- Timecards   The Labor Default, Labor Summary, Labor Detail, and Timecard screens are accessed here.

- Amendments   The Timecard and Labor Screens can be amended by the Timekeeper from this option

- Payroll Corrections Payroll Corrections are changes coming back to the Facility from Payroll. These Timecards errored 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 after the Pay Period records have been processed.

- Reports   Two different ETAMS reports can be generated from this option, Exception Code Report and Individual Exception Code Report. Labor Reports are printed from the 'Reports' menu on the Labor Summary and Select screens.

- Base Schedules   The Employee's Regular Tour of Duty and the Labor setup fields are maintained here.

How to Log Out of FEDdesk

To log off the FEDdesk system, perform the following steps:

1. From any application screen, select the File Menu and then Exit. Repeat this until the **FEDdesk Menu** displays.

2. From the **FEDdesk Menu**, click the **Exit FEDdesk**.

3.   From the OCFO Web Applications window select another application or click **Log Off** and return to Windows.

Note: The recommended 'exit' procedure is <u>not to use</u> the 'X' in right corner of the screen, especially from the **FEDdesk Menu**.

Note: If the FEDdesk application has been inactive for 15 minutes, you will automatically be disconnected.

II.   USING THE LABOR FEATURE

A Preview of ETAMS and Labor Screens

A Base User sees the Labor Summary screen after clicking on **Time and Attendance (ETAMS)** from the **FEDdesk Menu** unless a future Timecard has been created. When more than one Timecard is available, the *Timecard Select* screen displays for the Base User to select the needed record.

Certifiers and Timekeepers who access multiple employee Timecards click **Timecards** on the *ETAMS Main Menu* to display a list of employees to which they have access.
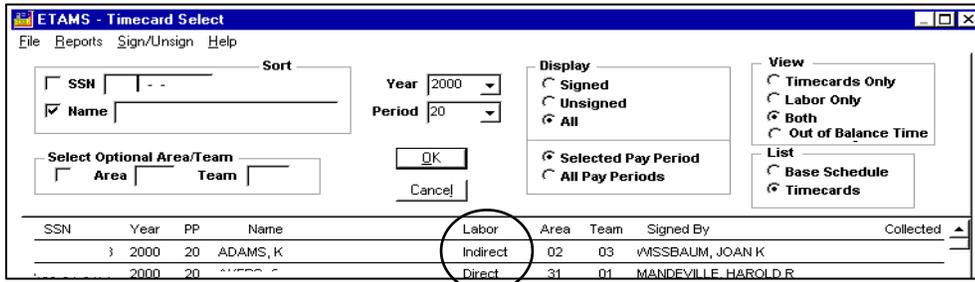
The *Timecard Select* screen lists employee Timecards accessible to the user.   The current Pay Period will be the default, although you may log time for a future Pay Period. You can display Timecards for one Pay Period or all Pay Periods using the choices on the top-right of the screen. Base Users will see only their name on this screen after exiting the Labor Summary where they can create future Timecards.

Notice the column marked Labor. An employee will be classified as "Yes", "Direct", "Indirect", or "G&A" if they charge Labor time. Employees not on the Labor system will be marked "No". Click on the employee name to highlight it and then click the OK button to open the *Labor Summary* screen.
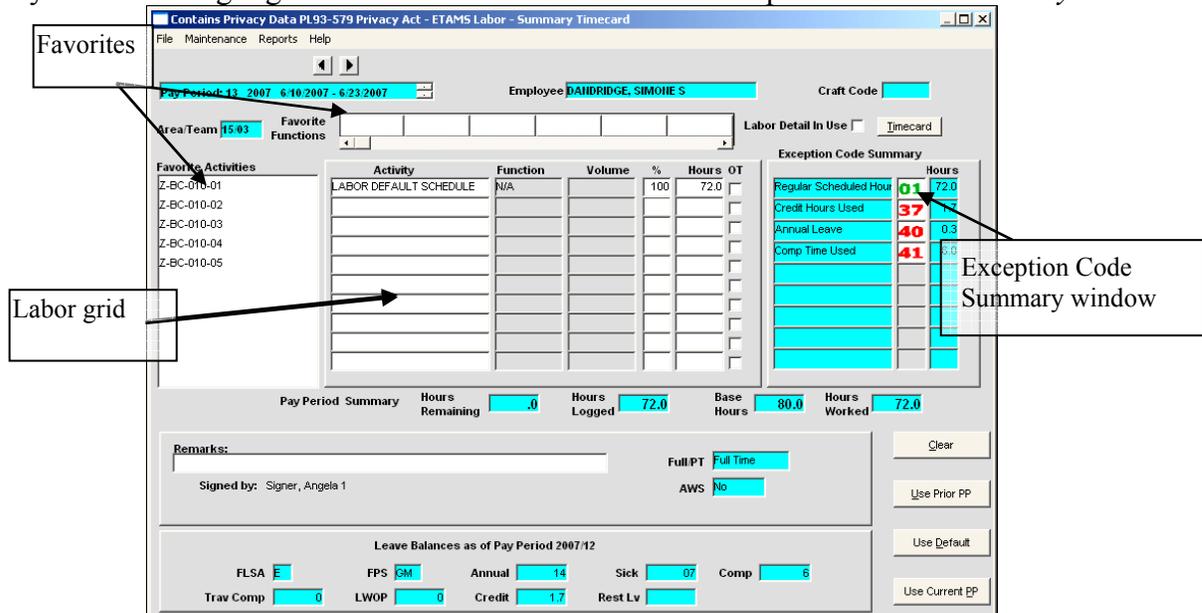
The Summary Screen is customized for each employee. It contains a Labor grid for logging productive time to Cost Centers [Projects, Buildings, and Reimbursable Agreements (RWAs)] and to Functions. The Cost Center box on the left holds a custom list of Cost Centers normally charged by the employee. The Functions tool bar at the top of the grid holds a custom list of the Functions normally performed. These 'Favorite' lists speed 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 a detailed explanation of the codes.

Some of the fields found on the *Labor Summary* screen include:
- The 'Exception Code Summary' window totals the regular hours and the exception code hours from the ETAMS Timecard and calculates how many 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.

  Note: The information in this window is READ ONLY and cannot be changed. Exception changes for leave or overtime must be made on the ETAMS Timecard or the *Labor Detail* screen for employees who are allowed to complete the Timecard. Exception Codes which only change the rate of pay but not the hours worked are noted, but do not affect the calculations.

- 'File', 'Maintenance', 'Report's and 'Help' menus at the top left of the screen may be selected for additional screens. Menu items are available depending on user permissions.

File	**Maintenance**	**Reports**	**Help**
Save	Default	Labor Default	Certifier Schedule
Exit	Detail	Labor Detail	ETAMS Topics
	Cost Centers	Labor Favorites	Facility Coordinator Schedule
	Functions	Labor Summary	System Administration Topics
	Units		T&A Clerk Schedule
			About

- 'Labor Detail In Use' check box: Either the *Labor Detail* screen or the *Labor Summary* screen is used for the Pay Period. When the *Labor Detail* screen is used, the *Labor Summary* screen is locked.

- 'Timecard' button: Click this button to go to the ETAMS Timecard.

- 'Clear', 'Use Prior PP', 'Use Default' (shows the expanded Labor Default entries), and 'Use Current PP' (resets the Labor Summary to the last Save) command. These buttons are used to reset Labor entries.

How to Establish Favorites

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

The Favorite Cost Centers list, and the Favorite Functions toolbar are personalized lists of employee work codes. Each list is created from a master list of available Cost Centers and Functions. The Favorites list can be modified at any time. The Favorites list can be established or changed from the Labor Default, Labor Detail, or Labor Summary screen.
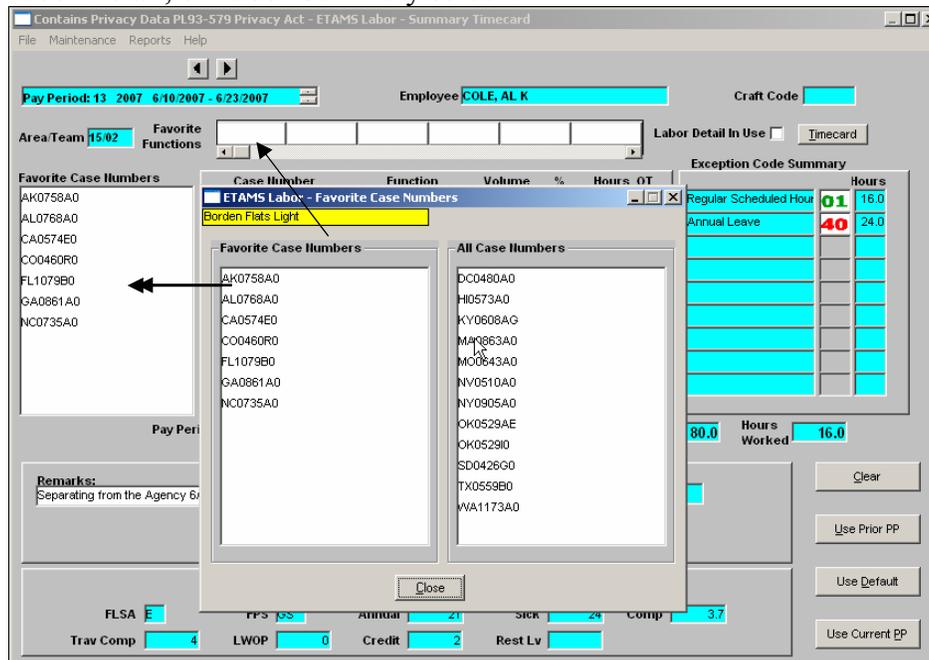

To Add an Entry to Favorites:
1. Any Cost Center or Function used on the Labor grid can be dragged to the Favorites List. Click on the Cost Center or Function holding the left mouse button down until a hand carrying an object appears. Pull the code to the Favorite list.
          or
2. Right mouse click inside the Favorite Cost Centers list box or Favorite Functions toolbar to bring up the list of available choices.

3. Drag entries from All Cost Centers/Functions column to the Favorite Cost Centers/Functions column with the mouse.
4. Close the window and Save. The selections display on the *Labor Summary* screen.

To Delete an Entry from Favorites:
1. Right mouse click inside the Favorite Cost Centers list box or Favorite Functions toolbar to bring up the list of available choices.
2. Drag the Cost Center or Function no longer needed from the Favorites List back to the master list.
3. Close the window and Save. The deleted selections no longer display in the Favorites List.

How to Set-Up a Labor Default

The Labor Default is an accounting of work performed during the employee's Regular Tour of Duty, including the percentage of time spent on each assignment. The Labor Default is automatically copied onto the *Labor Summary* and *Labor Detail* screens each Pay Period. It can be adjusted for actual work performed. The Labor Default can be changed at any time.
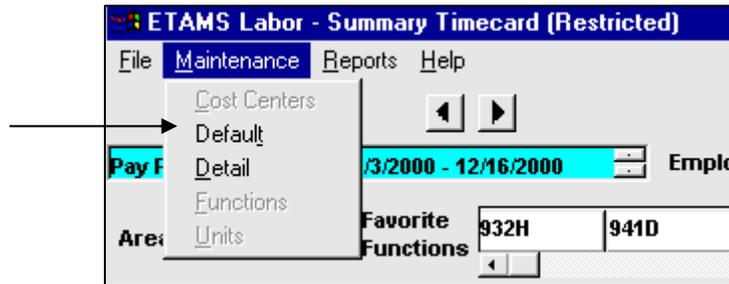
1. From the *Labor Summary* screen, click on the Maintenance Menu and select *Labor Default*.
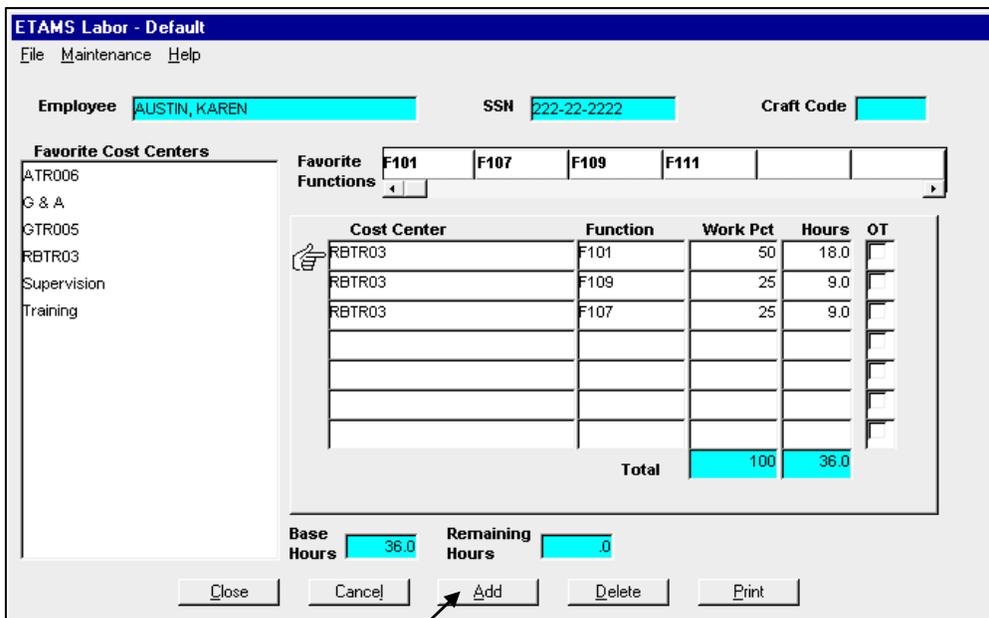
2. Press the 'Add' button to insert a line into the Labor grid. Drag a Cost Center and a Function over (or use the Soft Search Method to find the codes) and type the percent of time or hours worked in a Pay Period. The normal total hours should equal 80 hours for a full time employee. The total at the bottom of the screen indicates when 100 percent of the time has been allocated to assignments. It is recommended that each Labor allocation be a minimum of 10% of the total for the Pay Period.
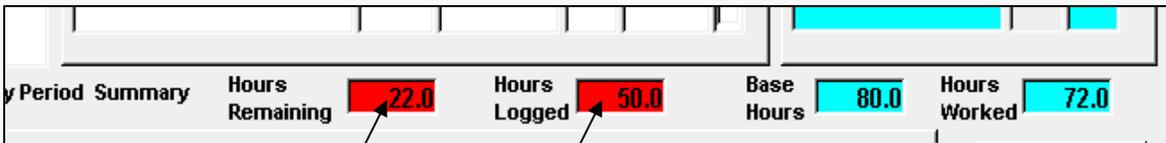3. Click <u>C</u>lose and Save to return to the *Labor Summary* screen.

The Restricted Labor Option

Note: Information about the 'Restricted Labor Option 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. A Restricted Labor employee (indicated on the Title Bar of the Labor Summary and Labor Detail screen) may report work performed on the Labor screens, but must contact the Timekeeper to record any pay exceptions, such as leave or overtime on the Timecard.

ETAMS Labor - Summary Timecard (Restricted)
File   Maintenance   Reports   Help

Labor time will automatically balance to the Timecard if the employee is not Restricted to Labor. When an employee is a Restricted Labor Employee, labor hours can be entered prior to the Timekeeper's entries and the total Labor hours may not 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. When there is an out-of-balance condition, the totals will display in red. The Timecard and Labor record will have to be brought into balance prior to Timecard certification.

| y Period Summary | Hours Remaining | 22.0 | Hours Logged | 50.0 | Base Hours | 80.0 | Hours Worked | 72.0 |

How to Complete the Labor Summary Screen

At the beginning of each Pay Period, a Labor Summary record is created for each employee. The total hours worked for the Pay Period is charged to the "Labor Default Schedule" which displays as a single line item entry. Even when changes are entered, because of edits that exist on the Labor Summary and Labor Detail, the Timecard and Labor record remains in balance. If different work is performed during the Pay Period, several options are available for recording Labor hours. The reset buttons (found on the bottom-right of the screen) will reset the entries. These buttons are:

- **Clear** = Clears all entries so new information can be entered, or press the Clear button and then Save to display the 'Labor Default Schedule' entry.
- **Use Prior PP** = Uses the percentage of time allocated the previous Pay Period to time worked. This will bring back all Cost Centers and Functions previously listed. These percentages can be used or hours and % can be adjusted.
- **Use Default** = Shows the Labor Default in detail.
- **Use Current PP** = Resets the screen to the last Saved value.

To complete the Labor grid, use either method given here:

Soft Search Method
Cost Centers and Functions can be typed directly into the Labor grid. When typing in either the Cost Center or Function Field, a drop down data window appears. You can either continue typing or arrow down to select from the list of Cost Centers or Functions. Only valid codes will appear in the window.

Drag and Drop Method
1. Right mouse-click in the Labor grid to add or delete a line in the window.
2. Drag a Cost Center from the Favorite Cost Centers list to the next available line in the labor grid.
3. Drag a Favorite Function from the toolbar to the Labor grid.
4. Key in the hours or percentage of time spent on the Cost Center/Function activity.

Tool Tips are available which describe each Cost Center or Function code. These are available when the mouse is dragged over the code you want to see. Tool Tips also appear for icon buttons at the top of the screen.

The totals at the bottom of the Labor grid track the total number of hours logged and the remaining hours to be allocated. Total Hours Logged should equal hours worked and Remaining Hours should equal 0.

With every labor entry, Labor Default hours will be either added or subtracted to recorded hours so that Remaining Hours will always be zero.

*For **GSA Public Building Service** only , Employees may enter new combinations of Buildings and Projects or RWAs into the Labor grid. The Building must be entered first, followed by a slash (/) and then the Project or RWA number. If the combination is not in the drop-down list, it will be added as a new Cost Center. Only valid codes will be permitted since fields are edited when new Cost Centers and Functions are created. On new items, click "yes" to Save the new Cost Center when typing is complete.*
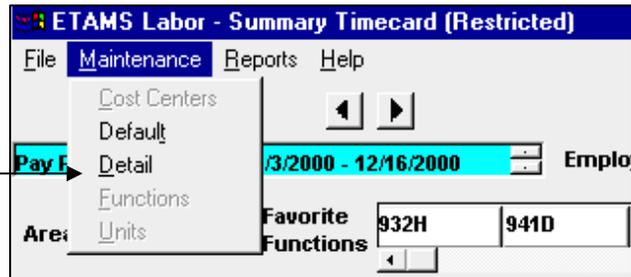
How to Complete the Labor Detail Screen

The Labor Detail screen can be used to enter both:

- ETAMS Timecard data and
- Labor data, on a daily basis.

1. To display the Labor Detail screen, from the Labor Summary screen click the Maintenance/Detail menu.

2. Each day must balance to hours worked. If a part day is logged, adjust the Labor Default hours to balance the day. If you work a flexible schedule, balance the Timecard to your actual hours worked each day.

3. Enter Cost Centers, Functions and Hours the same way you log time on the Summary Screen.

4. If additional entries are needed, click the appropriate button to add a new line before or after the current line using the buttons at the top left of the window. Choices are:
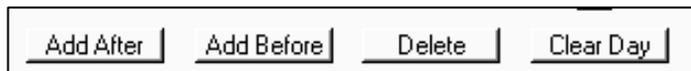
5. Exception Code entries can be entered on the Labor Detail or on the Timecard. The Exception Code Toolbar is identical to the Exception Code Toolbar on the Timecard and Base Schedule screens. For the Labor feature, three Exception Codes have been added:

- **X**   Regular Day Off (RDO) is used to mark days not worked, such as weekends or Flex Days off. The Timecard shows days off as 00.
- **01**   Represents Regular Scheduled Hours.
- **02**   Holiday Observed. Since Holiday time is paid time off and work is not performed, this code automatically displays on Holidays that fall on Regular Scheduled workdays.

6. The Exception Code explanation (e.g.: 'Annual Leave') will display in the Cost Center field. No further coding is required, since work is not performed during Leave time.

> The exception is OVERTIME. When Overtime is logged, work is being performed and a new Cost Center and Function Code must be dragged over the Overtime Description to account for the work being performed.

Pay Codes that indicate premium pay or special Family Leave do not increase the amount of time worked or leave taken. These codes must be added on a separate line with the hours marked. These pay codes will not add to the total hours of the Pay Period, but are necessary for Payroll System validation

7. Continue adding new lines until all Exception Codes have been entered. If a line is added in error, point to the extra line and click the Delete button.

8. Exit and Save Your Work. Click the File/Exit menu item at the top left of the screen. The message will ask if you want to save your work when changes have been made.

Note: When data is entered on the Labor Detail screen, the Labor Summary screen is grayed out and locked until the checkbox '**Labor Detail in Use'** is unchecked. Since the Labor Summary screen spreads percents evenly to each day worked, DO NOT REMOVE THIS CHECK OR THE DAILY DETAIL WILL BE LOST.

Restricted Labor - How to Complete the Labor Detail Screen

Sample: Labor Detail after the employee logs time and before Timekeeper logs Annual Leave (8 hrs) and Overtime (2 hrs). If employee had not taken leave on Tuesday, Logged Hours would have been 82 hrs and Timecard hrs 80. A warning would display on Save. Employee can mark work done during overtime with a check in the 'OT' column. Out of balance days will be marked in red.

Labor Detail after Employee and Timekeeper have logged data

Out of Balance

In Balance

Review and Certification of Timecards

Use this procedure to review and sign Timecards, Amendments or Base Schedules:

1. From the ETAMS Main Menu:
    Click 'Timecards' 'Amendments' or 'Base Schedules'.
    Note: By default, all *Timecard Select* screens display only <u>unsigned</u> records. To display a complete list of records, regardless of signature, go to the *Display* box and click *All*. In addition, you may also sort the list by Area/Team using the '*Select Optional Area/Team*' box. The following instructions are written using the default settings.
2. To Review one Area/Team at a time:
    A. Click on an employee name in the Area/Team to be reviewed.
    B. Click in the '*Select Optional Area/Team*' box to display the selected employee list.

LABOR: Go to the *View* box and click *Timecards Only*. This setting lets you scroll through just employee Timecards. When *Labor Only* is checked, you can scroll through just Labor records. When *Both* is checked, the Labor record displays for each Labor employee and the Timecard displays for any employee who does not have Labor enabled in the Base Schedule.

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3. To Display the first record:
    Click on the first employee name and click '*OK*'.
4. Review the Timecard. If there is a Supplemental Page (Supp Exists), click in the '*Show Supp*' box. Use the ↓ down arrow to scroll to the second week. Return to the primary screen by clicking in the '*Show Supp*' box.
    Note: To view all possible Exception Codes, place your mouse pointer in any *Code* column and click the right mouse button. A pop up box displays all valid codes.
5. **Either**: Review the record, but don't Sign. Use the right arrow (>) next to the Last Name to scroll through and review all the records. Go to the next step.
    Or: Accept and Sign the Timecard by clicking '*Sign/Unsign*' on the Menu bar and answer the prompt to sign with a '*Yes*'. Click the next (>) button to continue the Review and Sign process. Go to the next step.
    Or: Leave the Timecard unsigned. Contact the Timekeeper for needed changes.
6. At the last employee record, click '*No*' to the question to start over from the beginning. The 'Timecard Select' screen displays.
7. To Sign Timecards after Review (if already signed, go to the next step), from the 'Timecard Select' screen:
    A. Click '*Sign/Unsign*' from the Menu bar and then click '*Sign Multiple*'.
    B. Enter the Area number and press the Tab key.
    C. Enter the Team number and click '*OK*'. When all employee records in the selected Area/Team are Signed, the 'Timecard Select' list is blank.

Note: To view the 'Review and Certification of Timecards' lesson, go to
http://feddesk.gsa.gov/etams_video.htm.

Restricted Labor

Reviewing and Balancing Restricted Labor Records

When the 'Restricted' feature is used, Labor hours can be 'Out of Balance' with Timecard hours. During the certification process, you get an error message telling you about any 'Out of Balance' condition that exists. You can either force the Labor hours into balance with the Timecard hours and sign, or leave the record unsigned and contact the Timekeeper. The Timekeeper must then get with the employee to reconcile the Labor record and the Timecard so that the Timecard can be signed by the deadline.

When a Certifier attempts to sign an 'Out of Balance' record, a nag screen appears which will either allow the certifier to force the Labor record into balance and sign, or skip the record which will send the signed Base Schedule and Labor Default records to Payroll and Labor Distribution and move the 'Out of Balance' records to Amendments for resolution.

Restricted Labor

The *Timecard Select* screen allows the Timekeeper or Certifier to select the record type for viewing. Some of the selection choices are:

The Unsigned option in the 'Display' box limits the review to Timecards that have been changed since they were signed.

The Timecards Only option in the 'View' box brings up just Timecards and not Labor records for viewing.
The Restricted Labor option in the 'List' box limits the review to Restricted Labor Employees

The Out of Balance Only selection displays employee records where the Labor work time does not balance with the Timecard.

To view a list of Out of Balance records, from the Timecard Select screen select 'Restricted Labor' and then select 'Out of Balance Only'.

Restricted Labor

A list of Out of Balance records displays showing the total Logged Hours and Timecard hours.

You have three choices:

(1) Open each Labor Summary and Timecard and work with the employee to resolve the difference.

(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. The Timekeeper, with the employee's assistance, will need to correct the Amendment record.
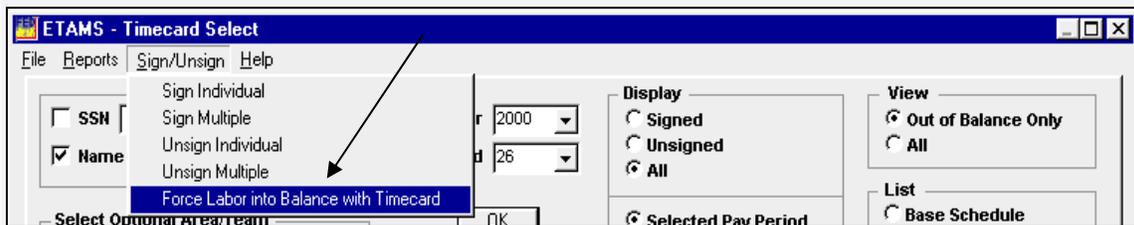
(3) Have the employee, Labor Clerk, Timekeeper or the Certifier use the 'Force Labor into Balance with Timecard (No Amendment)' from the *Labor Summary* screen using the File Menu. This choice adjusts the current time on the Labor record with the Timecard using the Labor Default but <u>does not</u> generate an Amendment.
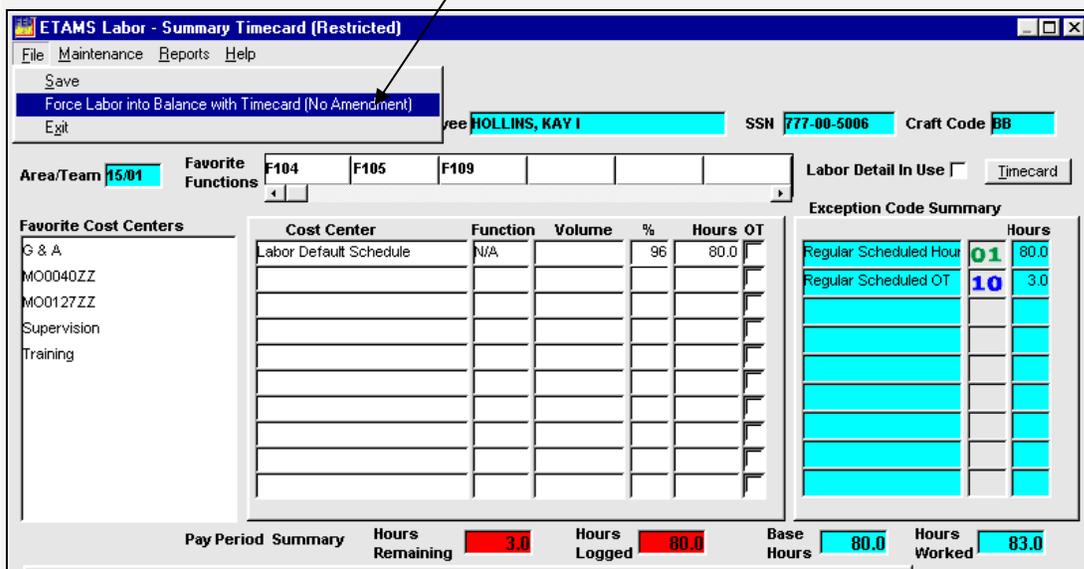
III.   LABOR REPORTS

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 theses reports to see the impact of employee work hours on their organization.

Sample Reports**:**   Labor Summary Hours by Employee

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

Labor Default Profile by Employee

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Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

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

Labor Summary Hours Total

GSA
Version 4.1

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

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

III.   REFERENCE

EXCEPTION CODES

To display available Exception Codes, place your mouse pointer in any **Code** or **Hrs** column on the following screens and click the right mouse button: Timecards, Amendments, Base Schedules. Only the appropriate codes that are valid on the record type will display.

00	Regular Day Off (**X**)	50	Sick Leave
01	Regular Scheduled Hours	51	Regular. Military
02	Holiday Observed	52	Law Enforcement Military
07	FLSA Hours Worked	53	DC Nat Guard Military
09	Make Up Hours Before OT	54	Award Leave Used
10	Regular Scheduled OT	55	Furlough (Over 30 Days)
11	Holiday Worked	56	Lack of Funds (Over 30 Days)
12	Sunday Premium	57	FMLA - Family
13	Comp. Time Earned	58	FMLA - Employee
14	Irregular Scheduled OT	59	Suspension
15	Call Back OT	60	LWOP
16	Travel Comp Time Earned	61	AWOL
17	OT Rotating Shift	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	83	COP Used #3
35	Furlough Lack of Funds	84	Other Paid Absences
36	Credit Hours Earned	85	Donated Leave Used
37	Credit Hours Used	87	LWOP Workman's Comp Used
38	Federal Disaster Relief – Non-Reimbursable	90	Telework-Periodic/Intermittent
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		
46	Religious Comp Earned		
47	Religious Comp Used		
48	Home Leave		
49	Military Reserve Technicians		

The 02 – Holiday Observed code is automatically inserted on the timecard and Labor record (if applicable) for the holiday if the holiday falls on a work day. Do nothing on the timecard if the holiday is taken as shown. Move as needed for the 'In lieu of holiday' taken. AN OFFICIAL HOLIDAY IS AUTOMATICALLY CALCULATED IN PAR. THIS CODE IS FOR DISPLAY ONLY AND IS ALSO USED IN CALCULATING PRODUCTIVE TIME IN LABOR FACILITIES.

TIME CALCULATIONS

Throughout ETAMS (timecards and labor records), time is expressed as hours and tenths of an hour.

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
6/10/2007 1 Su	X													
6/11/2007 2 Mo	01	8.0	36	1.5										

The following Business Rules are used for all fields where time is entered:

- Time is expressed in the format: **hh.t** where **h = 0 – 24 and t = 0 - 9**.
- Minutes are expressed as tenths of an hour (1 tenth hour = 6 minutes).
- Minutes are rounded to the nearest tenth.
- Entries may need to be adjusted due to rounding. (eg. 15 min of leave = .3, but one hour of leave in 4, 15-minute increments = .3, .3, .2, .2 = 1 hour).

Use the following chart to record minutes as tenths of an hour.

MINUTES	TENTHS OF AN HOUR
0 - 2	0
3 - 8	1
9 - 14	2
15 - 20	3
21 - 26	4
27 - 32	5
33 - 38	6
39 - 44	7
45 - 50	8
51 - 56	9
57 - 59	1.0

Examples:	Timecard / Labor Entry	Actual Hours/Minutes
	.8 or 0.8	45 - 50 minutes
	3 or 3.0	3 hours
	.3 or 0.3	15 – 20 minutes
	5.5	5 hours and 27 - 32 minutes
	7.4	7 hours and 21 - 26 minutes
	9.2	9 hours and 9 - 14 minutes

FEDdesk Videos

1.   Go to http://feddesk.gsa.gov

2.   From the FEDdesk System home page click on the **Reference** tab.

3.   Click on Videos.

FEDdesk Videos List

CATEGORY	LESSON	LENGTH (Min)
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FEDdesk	Logging On & Off FEDdesk	9
FEDdesk	Changing Your Password	3
ETAMS	ETAMS Overview	13
ETAMS	Using Summary Hour Codes	7
ETAMS	Exception Codes	19
ETAMS	Setting Up the ETAMS Base Schedule	14
ETAMS	Completing the Timecard Part 1	7
ETAMS	Completing the Timecard Part 2	9
ETAMS	ETAMS Edits and Error Messages	14
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Labor	Labor Overview	9
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Labor	Creating Labor Facility Tables	17
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Labor	Setting Up Base Users for Labor	8