Bureau of Indian Education

Summer Institute 2012

Building a Brighter Tomorrow through Positive & Progressive Leadership

Human Resources Office
Time and Attendance

BIE Summer Institute Time & Attendance Workshop

- Introductions:
  - Edie Benson, Human Resources Specialist
    - Quicktime Master Administrator
    - BIE Human Resources Office, Albuquerque NM
    - 505-563-5302
    - edie.benson@bie.edu
  - Participants

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- What is QT and Why?
- When QT Available?
- Who is Responsible for What?
- Adding and Removing Employees from QT
- Adding Timekeepers and Certifiers
- Alternate Timekeepers and Certifiers
- Elements of a Timesheet
- What is an ABC Code, and why do we care?
- How do the Pay (Hours) Codes fit into it?
- Reminders
- Resources

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▸ Quicktime:
  ◦ Allows for the electronic verification, validation, and certification of time and attendance records
  ◦ Minimizes the amount of time dedicated to timekeeping efforts by eliminating some routine data entry and performing automatic calculations
  ◦ Increases the accuracy of time and attendance (T&A) records information
  ◦ Provides built-in audit trails and management controls
  ◦ Provides the ability to extract data for analysis and planning purposes

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- **Hours of Operation**
  - Sunday – unavailable from Saturday at 9:00 pm Mountain Time (MT) to Monday 4:00 am MT
  - Monday – 4:00 am MT to 12:00 am Midnight MT *
  - Tuesday – 4:00 am MT to 12:00 am Midnight MT *
  - Wednesday – 4:00 am MT to 12:00 am Midnight MT *
  - Thursday – 4:00 am MT to 12:00 am Midnight MT *
  - Friday – 4:00 am MT to 12:00 am Midnight MT *
  - Saturday – 4:00 am MT to 9:00 pm MT *
- * Scheduled maintenance may be performed after 6:00 pm MT as necessary

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- Local Administrator
  - Reset passwords
  - Provide UserIDs and passwords
  - Move employees between timekeepers and/or certifiers
  - Assign employees to timekeepers and certifier
  - Assign alternate timekeepers and certifiers
  - Work with timekeepers to have new employees added
  - Work with timekeepers to have "old" employees deactivated
  - Ensure adequate alternate timekeepers and certifiers
  - Check status of timesheets at the end of the pay period
  - Provide Quicktime assistance to employees and supervisors within their Agency

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- Certifier
  - Certify timesheets and amendments in a timely manner
  - Keep timekeepers "in the loop"
    - New employees
    - Departing employees
    - Leave Requests
    - Alternate Work Schedules
  - Have alternate timekeepers and certifiers in place
  - Ensure coverage for T&A input
    - Don't forget holidays, school breaks, "out of office" meetings
  - Can log in with your UserID and password on any government computer with access to NBC

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▶ Timekeeper
- Ensures new employees are added into Quicktime
  - New employees can be added at any time, you don't have to wait for FPPS processing
- Ensures "old" employees are deactivated
- Ensures employees have a certifier
- Creates and validates amendments
- Keeps certifier "in the loop"
- May not be their "own" timekeeper
  - A perfect time to set up an alternate timekeeper

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▸ Timekeeper (Continued)
- ◦ Timely processing of timesheets
- ◦ Validate timesheets
- ◦ Ensure accurate timesheet input
  - • Pay Codes (Hours Codes)
  - • ABC Codes
  - • Program Codes
  - • Job Codes (if applicable)
- ◦ Maintain employee profile
- ◦ Interpret and resolve error messages and warnings

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▸ How to have a new employee added
- ◦ Local administrator or timekeeper sends email to
  - Edie Benson – edie.benson@bie.edu
  - Jacque Benavides – jacque.benavides@bie.edu
- ◦ The email must include:
  - New employee's full name
  - New employee's timekeeper
  - Are they going to be a Timekeeper or Certifier?
  - Not necessary to include SSN
  - Make sure you include your phone number!
- ◦ You will receive a return email from us when your new employee is added

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- How to have an employee removed from Quicktime
  - Employees are not deleted, they are deactivated
    - Allows for reactivation later if reemployed or amendments are needed
- Email Edie & Jacque requesting deactivation

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▸ Things to consider when requesting deactivation:
  ◦ Was the former employee a timekeeper or certifier?
    · If so, you'll need to reassign employees to new timekeeper or certifier before we can deactivate
  ◦ Is the employee moving to another BIE or BIA organization? If so, where?
    · If the employee is moving to another location within your Agency, your local administrator can reassign them to their new timekeeper and certifier
    · If the employee is moving to another location outside your Agency, Edie or Jacque can reassign them to their new timekeeper and certifier. Send us an email with the information!

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▸ Things to consider (continued)
  ◦ Don't request deactivation until their final timesheet with your organization is completed, validated and certified!
▸ Same process for detailed employees
  ◦ Detailed employees may be reassigned to the timekeeper and certifier in their detail office
  ◦ Depends upon who is going to be approving leave
    • Leave as-is if original supervisor will approve/disapprove leave
    • Reassign if the detail supervisor will approve/disapprove leave

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- How are new timekeepers and certifiers set up in Quicktime?
  - Work with your Local Administrators
    - Send email to Edie & Jacque
      - Email must include
      - Employee Name
      - That you want them to be either a timekeeper or certifier
      - What organization they will need access to
  - We will update their access as appropriate and notify you by return email
  - You can then have employees assigned to the new timekeeper/certifier
- Alternate Timekeepers and Alternate Certifiers are set up the same way

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▶ Remember –
  ◦ Employees are assigned to Timekeepers and Certifiers
  ◦ Alternate Timekeepers and Certifiers are assigned (linked) to the primary Timekeepers and Certifiers

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- When a primary timekeeper logs in, they select the "Timekeeper" radio button and then select their own name in the box that appears. Then they will see all the employees assigned to them

- When an alternate timekeeper logs in, they select the "Timekeeper" radio button and then select the name of the primary timekeeper in the box that appears. Then they will see all the employees assigned to that primary timekeeper

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- When a primary certifier logs in, they select the "Certifier" radio button and then select their own name in the box that appears. Then they will see the timekeepers who "send" them timesheets. To see and review all timesheets, select the timekeeper name.

- When an alternate certifier logs in, they select the "Certifier" radio button and then select the name of the primary certifier in the box that appears. Then they will see all the timekeepers who send timesheets to that certifier. To see and review all timesheets, select the timekeeper name.

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▶ If you use the single-click certify method
- ◦ Double-check that all the timesheets moved to the CRT status.
  - • Some circumstances require the certifier to go into the timesheet and use the drop down to certify that individual timesheet (for example advance leave)

▶ Once timesheets and amendments are in the "CRT" status, you're good to go!
- ◦ Timesheets are moved to locked "LCK" and released "REL" status by master administrators and NBC
- ◦ The earlier the better after the pay period ends

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▶ UserIDs and Passwords
  ◦ Obtained from your local administrator
▶ Password Resets
  ◦ Local administrators can reset passwords for anyone in their Agency
  ◦ Franda Flyingman has access to reset all BIE employees – she is also a master timekeeper and master certifier for BIE
  ◦ Also contact Edie or Jacque for reset – email is best
  ◦ HR Systems Office – Carl Cook or Jack Kuntz

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▸ Amendments
  ◦ Timekeeper is the only person who can initiate and validate an amendment
  ◦ Will ALWAYS be created, modified, validated, certified in the "Current" tab
    • If created and validated in one pay period, but not certified until the next pay period, the certifier will still find it in the "Current" tab – the amendment will move…
  ◦ Can delete an amendment that has been created
  ◦ Amendments will not be visible after pay calculate has run for the pay period processed
    • View the amendment information in the Employee Statement

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▸ The steps to initiate an amendment
- ◦ Log in as timekeeper
  - • Select employee using blue drop down
  - • Select "create amendment"
  - • Select pay period
  - • Make corrections
  - • Validate
  - • Notify certifier that they have an amendment to certify
  - • Amendments will be automatically released
    - • During weeks opposite from pay calculate
- ◦ Delete amendments no longer needed

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- Employee Profiles
  - In Employee role, no access to employee profile
  - Timekeeper can access employee profile using blue drop-down arrow or through the timesheet
  - Certifier may view the employee profile through the timesheet
  - Local administrator accesses employee profile using blue drop-down arrow

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- Elements of the Timesheet

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- ABC Codes – What is Activity Based Costing?
  - A method of calculating costs to carry out work activities and achieve performance results
- Why is it important?
  - ABC cost information is primarily used to support decision making; for example, justifying budget, planning for the program's future, improving management and program efficiency and reporting on performance

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- How does it work?
  - Activity Based Costing (ABC) measures the cost and performance of process-related activities
  - Federal Financial Systems (FFS), Federal Payroll and Personnel System (FPPS), and Quicktime contain source data to calculate the activity cost
  - Costs are assigned to outputs and performance measures to determine cost of performance
  - Employee & Timekeeper input directly impact the quality and accuracy of the cost and performance results

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▸ Your role in reporting accurate data
  ◦ Log into Quicktime – either as Employee or Timekeeper
  ◦ If you know the 4 character ABC Code you want to use, just input it in the appropriate column
  ◦ If you don't know the 4 character ABC Code, use LookUp and,
    • Select the appropriate "Line of Business"
    • Select the appropriate "Business Function"
    • Select the appropriate "Activity" from the list that appears

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▸ BIE originally had hundreds of ABC Codes to choose from

▸ Over time, that's been decreased significantly

▸ All are basically familiar with the EDUC ABC Codes?

▸ How about looking at some you may not have thought to use…

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- 8413 – Financial and Business Management System (FBMS) Implementation
  - Activities related to implementing the department-wide Financial and Business Management System (FBMS). IA FBMS project personnel will use this activity code to track time spent planning, blueprinting, building, testing, and going live with FBMS.

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▸ 8513 – FBMS Implementation – Data Cleansing and Conversion

◦ Involves all of the data cleansing and conversion tasks in support of implementing FBMS. These activities include meeting and strategizing on data cleansing tasks, correcting and preparing data, reconciling legacy data, reporting on data cleansing and conversion activities, and providing IA data to the FBMS project management office in preparation of the conversion.

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- 6320 – Provide Charge Card Program Services
  - Include providing advice and assistance to cardholders, supervisors, approving officials, and managers; overseeing adherence to DOI and Bureau charge card policies; monitoring compliance with procurement, fleet and travel regulations regarding charge card use; maintaining charge card accounts; training and advising cardholders; identifying and reporting misuse; conducting program administration; and managing delinquent accounts.

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▶ 6118 – Manage Employee Development Programs
  ◦ Perform onsite/offsite/online training; develop employee orientation

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▸ 6112 – Manage Talent Acquisition & Movement of Employees

  ◦ Develop and carry out recruiting plan; process recruiting materials; attend recruitment fairs; develop KSAs; issue job vacancy announcements; conduct employee suitability determinations; respond to correspondence, job inquiries; consult with applicants; administer reassignments; administer merit promotion; administer RIF.

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- T411 – Administer Pre-Employment Clearance Program
  - Screen security forms of Bureau employees, contractors, and tribal users in compliance with Office of Management and Budget (OMB); submit forms for investigation by the Office of Personnel Management; pre-adjudication authorization of appointments to national security positions, without access to classified and sensitive information; adjudicate investigative reports; prepare and present determinations on appeal; administer employee drug screening, reference checks, Indian Child Protection Screening Program, and HSPD-12 administration.

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- 7612 – Conduct Employee, Labor and ADR Programs
  - Coordinate with supervisors and unions to review, discuss, investigate, and correct employee issues.

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▸ 6603 – Attend/Host Program Specific Meetings

◦ Either go to or coordinate meetings to address specific interests related to your program. Include meetings tied to a Program but covers multiple disciplines and cannot be associated with a particular function or output.

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▸ 6606 – Provide/Receive Program Specific Training

  ◦ Provide or attend all necessary training classes for proper certification as required by the position hired for. Providing or attending formal training, seminars and other similar events specific to the program but cannot be linked to a specific function. This would include travel associated for the training/meeting.

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- 61Z1 – Perform Human Resources Services and Support
  - Includes tasks performed to support the updating of an organization's personnel records as collateral duties; examples include processing SF-50s, SF-52s, time and attendance input, promotion, reassignment documentation, performance appraisals, etc. This activity applies to all organizations other than HR.

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▸ 82Z1 – Maintain IT Systems/Databases

◦ Perform routine PC hardware and software maintenance. Includes all tasks performed in support of the acquisition, maintenance, or development of all hardware, software, and IT systems administration. This activity applies to all organizations other than the OCIO.

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- T3Z1 – Provide Natural Disaster Relief
  - This includes any activity involved in the relief efforts in the event of a natural disaster; and includes but is not limited to: hurricane, earthquake, blizzard, or tornado emergency response and recovery.

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▸ 60Z1 – Perform Budgeting Support and Services

  ◦ Includes all tasks associated with an organization's budget development, formulation and execution; tasks include analysis, preparation, submission and monitoring of budget data. This activity applies to all organizations other than the budget office.

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- 66Z1 – Attend Non-Program Specific Meetings/Functions
  - Attend meetings held for general information purposes, such as staff meetings, all-hands briefings, etc. Excludes normal production discussions and meetings coordinating specific activities of the organization (include that time in the specific activity). Also includes lunches/picnics, etc.

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▸ 66Z2 – Provide General Administrative Support

◦ Includes general administrative actions such as, requisitioning, postal functions, acquiring printing services, minor property management, reception, handling correspondences, etc. All non-labor costs that are associated with providing support directly to a program activity should be applied to those activities that incurred the expense.

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▸ 68Z1 – Implement Bureau-Wide and DOI Initiatives

◦ Includes the development of and participation in Bureau-wide initiatives. This includes special emphasis programs, Strategic Planning, BIA or BIE special projects, etc.

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- 66Z3 – Provide/Receive Non-Program Specific Training
  - Providing or attending formal training, seminars and other similar events not specific to the program. Includes annual mandatory training requirements such as EEO, Cultural Diversity Awareness Training, general computer competency, manager training classes, etc., education on current Federal laws and regulations, pronouncements.

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- 66Z4 – Perform Non-Bureau Specific Duties
  - Serving on boards, councils, committees, etc., and other designated responsibilities not directly related to the position. If working within another program area, assign time to that program area. Examples include, Combined Federal Campaign (CFC), disaster evacuation team/coordinator, COOP coordinator, etc.

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- 66Z5 – Respond to Administrative Data Requests
  - Preparing and completing data requests unrelated to your organization. Examples include Congressional inquiries, IG inspections, audits, FOIA Requests and Solicitor's Office Requests. Do not include data calls associated with performing program related activities.

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▸ 65Z1 – Maintain Files

  ◦ Actions involved in storing and receiving organizational files, either through manual or automated means and systems. This activity applies to all organizations other than records management.

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▸ U922 – Web and IACT Content Management

◦ Applies to all organizations other than OCIO. Collect, create or edit new document and graphic media for BIA or BIE web pages and Indian Affairs Collaboration Tool (IACT). Check, develop or edit metadata content. Create appropriate presentation, uploading new or editing existing page content.

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▸ Pay (Hours) Codes

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- Reports
  - View Certifiers
  - Leave Balance
  - Employee Statement
  - History Report
  - Advance Leave

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To see what was submitted for an employee during a pay period, use the "Statement" report. You will need to select an employee using the blue drop-down arrow. Then select the pay period you want to view. At the bottom of this screen is an "OK" button. After you select the pay period to view, select the "Ok" at the bottom of the screen.

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The History Report will show hours or cost code data for a single pay period or a range of pay periods. Select an employee, fill in the pay period(s) you want to view and the type of report. We'll look at a Summary Hours Report. Don't forget to fill in the pay period range.

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Summary by Hours Code

Employee Name

Pay Period: 2008/1 to 2008/14

07/21/2008

Code	Paycode Description	Total
010	REGULAR	875:00
020	ANNUAL LEAVE–USED	85:30
030	SICK LEAVE–USED	72:30
050	HOLIDAY–NOT WORKED	61:00
30C	TIME OFF AWARD–USED	26:00

This report shows the total number of hours charged to each hours code for this employee for the period requested. In this case, on the previous screen we requested pay periods 200801 through 200814. The Detail Hours Report would show the same information, broken out pay period by pay period for the timeframe requested.

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This report will show the ABC Codes, Program Codes, Job Codes and Org Codes for the selected employee for a specified range of pay periods. You would also select whether you wanted the data in detail form or summary form.

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▶ Very Important!
- ◦ Make sure you have adequate alternate Timekeepers and Certifiers.
  - • Plan ahead for holidays, school breaks, and travel
- ◦ Make sure your alternates know they are alternates
  - • Do they have their login information?
  - • Do they know how to perform the task?
- ◦ Supervisors/Managers must ensure adequate coverage when they approve leave and training.
- ◦ It is the responsibility of the Supervisors and Managers to make sure their employees get paid.

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▸ Timesheet Deadlines
- ◦ Timesheets should be input by close of business, the last work day of the pay period
  - • Timekeeper finalizes and validates on Monday morning (after the end of the pay period)
  - • Certifiers begin certifying on Monday
- ◦ All timesheets must be certified no later than the close of business on Tuesday following the end of the pay period

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▶ Resources
- ◦ Your Local Administrators
- ◦ ABC Code Dictionary (download from HR website)
- ◦ BIE HR Website: www.bie.edu/hr

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▸ Resources (Continued)
  ◦ National Business Center
    · Website: www.nbc.gov
    · NBC Helpdesk
      · 1-888-FOR-1NBC (888-367-1622)
    · Quicktime page on NBC.gov
    · Pay Code Manual
    · Payroll Calendars
    · On-Line NBC QT Training
      · Employee, Timekeeper, Certifier and Administrator (Very "Generic" training, and not all training scenarios apply to our organization)
      · https://training.nbc.gov/qtwbt/index.htm

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▸ Questions or Comments?

▸ Our other sessions this week:
  ◦ How to Use Performance Appraisals to Evaluate Employee Performance
  ◦ Beyond Performance & Misconduct: How to Utilize Progressive Discipline
  ◦ Telework
  ◦ Writing Vacancy Announcements
  ◦ Managing Your Performance Management Program