U.S. Fish & Wildlife Service

FY 2009
Instructions for Manually Completing the Employee Time Reporting Worksheet

Distributed by:
Division of Cost and Performance Management

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Section 1: Activity Based Costing (ABC) System for FY 2009

The Service's Deputies Team (composed of all of the Deputy Assistant Directors and Deputy Regional Directors) provides oversight and direction for the implementation of Activity Based Costing (ABC) in the Service. They decided that the Service would be best served by minimizing the changes to the ABC system for FY 2007 and FY 2008. This has been extended into FY 2009. Therefore, there are no changes to the ABC codes or guidance for FY 2008. The same list of ABC codes that was used in FY 2008 remains valid for FY 2009. (There are a small number f editorial-type fixes to some definitions, but nothing significant has changed.)

The Service Directorate reviewed the ABC system in the Fall of 2006. They officially endorsed the "Directorate's Rules on ABC Data and Mapping. These were initially sent out to all employees on October 13, 2006.

Here is that same guidance:

Director/ARL/R9/FWS/DOI
10/13/2006 05:07 PM
All Employee Message - Director's Message from the October Directorate Meeting

Directorate Meeting Summary
Memphis, TN
October 2-5, 2006

It is now a year since I became Director, and during that time one of my primary objectives has been to open the lines of communication within the Service. Through my video conferences, Directorate meeting summaries, and field visits, I continue to encourage an open dialogue on the issues of critical importance to the Service with all of our employees. I said that you would continue to hear from me and that you would be hearing more from your Regional Directors and Assistant Directors as well. I am particularly encouraged by the comments and feed back that we are all receiving. In keeping with my commitment, I want to outline several key Directorate decisions from our meeting last week for your information.

...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....formatting (bullets) have been added below to make this easier to follow. No words have been changed.

FWS FY 2009 T&A Worksheet Instructions (Hard Copy)

ABC Data and Mapping

Given the importance of ABC data as a management tool for the Service, it is critical that the information collected through our ABC process be as accurate at possible. The Directorate discussed this issue and agreed to a standard approach for ABC coding and mapping.

- Effective immediately, there will be only one source of guidance on coding for ABC.
- Employees will code all costs of work, works hours, leave hours and non-labor transactions, as defined in the ABC dictionary.
- Any employee can code to any code (including "support" codes) without necessitating that they match subactivity or the ultimate outcome of the work.
- Mapping is designed to capture the ultimate outcome of the work, not ABC.
- National ABC Coding Template Guides will be used by programs/field stations to enhance coding consistency.
- A study will be conducted in early FY 07 to test the accuracy of ABC coding for labor costs and to establish margin of error and confidence levels for the data set.
- Supervisors must review all T&As/transactions for the correct ABC code.
- Default codes will be used to catch un-coded transactions.
- Default codes must be reviewed on a regular basis; "holding accounts" for invalid codes must be cleared on regular basis;
- ABC costs must be reviewed at least quarterly; and,
- ABC errors must be corrected through the RDS process promptly.
- Programs & Regions map work activities to performance;
- Mapping is defined by the programs and organizations and applied Service-wide.
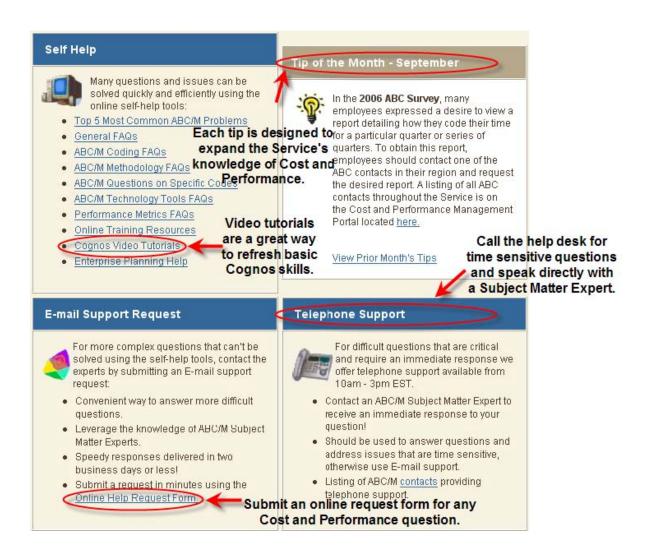
...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....

Cost & Performance Management Help Desk

The Cost and Performance Management Online Help Desk, deployed in June 2006, provides all Service employees the opportunity to receive assistance with Cost and Performance Management (CPM) questions. Offering three channels of help and a tip of the month, the help desk is a tool specifically designed to expand the Service's knowledge of CPM. The Cost and Performance Help Desk can be found at http://www.fws.gov/planning/Help/helpdesk.aspx.

The four main areas of the help desk are diagramed and described below.

- **Self Help:** Designed for common questions or quick refreshers on Cognos skills. Provides six categories of Frequently Asked Questions, training paths for all employees or power users, and video tutorials for Cognos tools.
- **Tip of the Month:** Updated monthly to provide quick tips for Cognos power users as well as information on CPM for all employees.
- **Email Support Request:** Developed for questions that are not answered through the self help tools, or those questions that require a more complex analysis. Leverage the knowledge of Subject Matter Experts and receive an answer in no more than 2 business days.
- **Telephone Support:** Intended for time sensitive questions or those complex analyses that require subject matter expertise.

Section 2: Introduction to the FY 2009 Employee Time Reporting Worksheet

You may use this form as an electronic copy or hardcopy as determined by your supervisor. The instructions in Section 3: Saving and Opening the Employee Time Reporting Worksheet and Section 4: Completing the Employee Time Reporting Worksheet relate *only* to the hard copy of the Employee Time Reporting Worksheet. For more information concerning electronic forms, go to http://www.fws.gov/planning/ABC/ta_electronic.aspx.

This manual contains employee instructions for completing the MS Excel Employee Time Reporting Worksheet. The worksheet is submitted to your supervisor for his/her signature. Your timekeeper will then use this Employee Time Reporting Worksheet to code your time and attendance into FPPS. The overall process for completing the Employee Time Reporting Worksheet is depicted below.
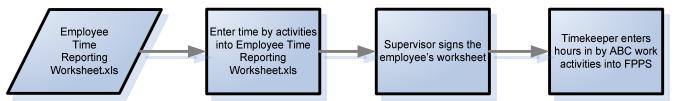

Exhibit 1: Process flow for the FY09 Employee Time Reporting Worksheet

The Employee Time Reporting Worksheet is mandatory for reporting your time; however, you will have the option to submit your time either electronically or via hard copy as determined by your supervisor. If you submit a hard copy version, please sign your Employee Time Reporting Worksheet. Your supervisor will also be required to sign your worksheet. If you submit your worksheet electronically, an email message proxies for your signature.

For questions using the Employee Time Reporting Worksheet, contact your timekeeper. For any questions regarding ABC work activity codes, contact the Regional ABC Representatives. Do NOT call the IT help desk for assistance because they cannot assist you in completing the Employee Time Reporting Worksheet.

Section 3: Saving and Opening the Employee Time Reporting Worksheet

1. To begin, type in http://www.fws.gov/planning/ABC/ta_electronic.aspx in a browser to access the Employee Time Reporting Worksheet.
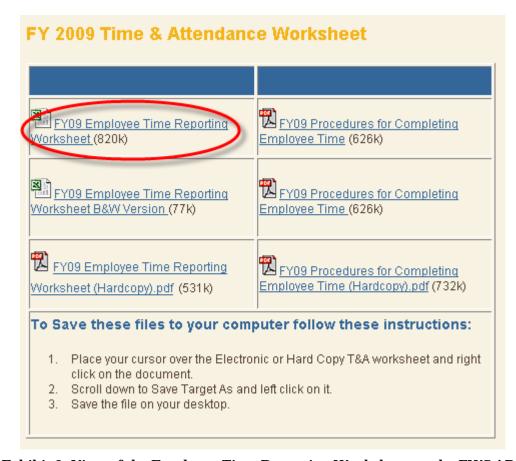

Exhibit 2: View of the Employee Time Reporting Worksheet on the FWS ABC Internet site

2. As illustrated in Exhibit 3, place your cursor over the document called "FY09 Employee Time Reporting Worksheet HC.pdf."   This will allow you to save the document to your desktop.

3. Right click on the document called "FY09 Employee Time Reporting Worksheet HC.pdf."
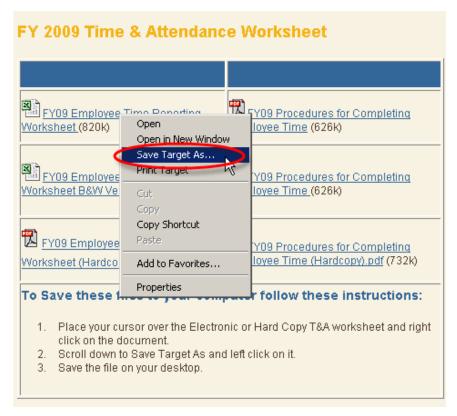
4. Scroll down to *Save Target As* and left click on it.

Exhibit 3: Saving the Employee Time Reporting Worksheet

5. Navigate to the My Documents folder as shown below in Exhibit 4. Click Save.
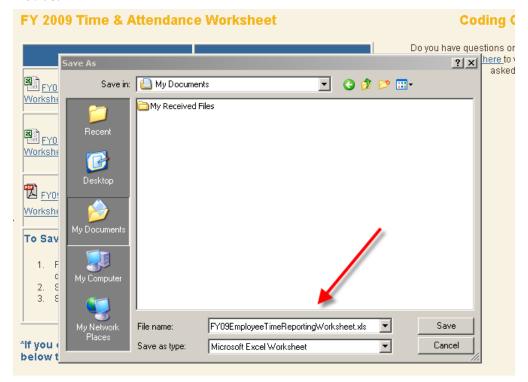
Exhibit 4: Saving the Employee Time Reporting Worksheet onto the Desktop

6. Go to the My Documents folder and double click on the document called "FY09 Employee Time Reporting Worksheet HC.pdf." This will open the file in Microsoft Adobe Acrobat.

7. Print "FY09 Employee Time Reporting Worksheet HC.pdf". To print the document, go to the top left and click File>>Print. Click OK.

Section 4: Completing the Employee Time Reporting Worksheet

The following provides step-by-step instructions on how to complete the FY 2009 Employee Time Reporting Worksheet manually. As a reminder, please delete/remove any previous versions of the time sheet. The FY 2009 Employee Time Reporting Worksheet not only contains new activity codes, but has been enhanced to assist you in the time reporting process.

1. Write your designated Organization/Department Name and your Name in the upper left corner of the form.

Exhibit 5: Entering Organization/Department and Name on the Employee Time Reporting Worksheet

2. Write the appropriate Pay Period in the center of the form. Also, enter the actual dates in each Pay Period directly below where you entered the Pay Period.
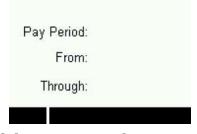

Exhibit 6, Entering the Pay Period

3. Write in your regularly scheduled tour of duty (hours that you work) for each day of the pay period in the area labeled "Work Schedule." If you do not have regularly scheduled tour of duty, for example, you are on a maxiflex schedule or an intermittent employee), you do not have to complete this part of the form. The example below shows an 8-hour a day, Monday through Friday, schedule.

							WEEK 1			WEEK 2							
								WEEK TOTAL	**SUN 1/1**	**MON 1/2**	**TUE 1/3**	**WED 1/4**	**THU 1/5**	**FRI 1/6**	**SAT 1/7**	**WEEK TOTAL**
Work Schedule			8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00	8.00	8.00		40.00
PAY CODE		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT	

Exhibit 7: Entering the Standard Work Hours on a Typical Day

4. Write the number of hours you actually worked each day in the Pay Period. Ensure that you have divided your time by ABC Activity. Write the appropriate Pay Code, such as regular time, annual leave, sick leave, holiday, credit hours earned, credit hours used, leave without pay used, and admin leave other

				WEEK 1				
								WEEK TOTAL
Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT	

Exhibit 8: Entering the Pay Code on the Employee Time Reporting Worksheet

The worksheet has 16 lines available for pay codes. If you need additional lines, print another Employee Time Reporting Worksheet and indicate that to fully account for your time. You may require two or more Employee Time Reporting Worksheets for a particular Pay Period.

5. Write the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the project code (4 digits) and the organization code (5 digits).

Note: All 13 digits described above must be used. If the 4 digit project code is not applicable, you must include 4 zeros in the appropriate place for the project code.

Exhibit 9: Entering the Account Code

6. Write the appropriate ABC Work Activity Code. You are not required to write the ABC Work Activity Description.

7. Repeat steps 1 – 6 for the remainder of the pay period. After recording your time for the pay period, proceed to Step 8.

8. Once you have completed the Employee Time Reporting Worksheet at the end of a Pay Period forward it onto your supervisor for approval.

Section 5: Important Information Regarding Selecting ABC Codes

An ABC Work Activity Code is a two-digit alphanumeric code that corresponds to the activities defined in the FWS activity dictionary. If you need assistance getting a better understanding of what type of work is performed as part of each ABC Work Activity code, you can go to http://www.fws.gov/planning/ABC/dictionary_online.aspx.

Select Activity Codes to define all the hours charged against any Leave Codes you have chosen. You must assign an activity code to charges of any kind of paid leave.

Record Comp Time or Credit Hours Used (when you take the time off) to the Activity Code and Activity Description associated to the type of work you would have been performing had you been at work. Activity Codes are not to be used for Comp time or Credit Hours Earned.

If you record more than your regular work hours for that pay period, the following note, *"Hours exceed tour of duty (for full-time employees only)"* will be displayed in the bottom right section of your Employee Time Reporting Worksheet. This feature is provided as a reminder to you to check the time you have input is correct for that pay period. This applies only to full time employees.

Exhibit 10: Informational message received on the Employee Time Reporting Worksheet after exceeding the Standard Hours for a normal Pay Period

ABC requires most time submission to be in hour increments; however, if you need to record a fraction of an hour, code time in intervals of 15 minutes. Here are the calculations in decimal format:

> 15 minutes would be recorded as .25
> 30 minutes would be recorded as .50
> 45 minutes would be recorded as .75
> 1 hour would be recorded as 1

In a regular workday, it is acceptable to assign time worked to multiple ABC work activity codes.

Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time to the Activity codes of B2, B3, B4 or B5. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Section 6: Assistance Determining ABC Activity Codes

The following list, found in the **Regional ABC Contacts tab**, provides contact information for the primary representative in each region. Any comments or concerns regarding the list of activities should be directed to the following individuals.

FWS ABC Contacts		
Contact	**Office**	**Email**
Vacant	Region 1 Primary Contact	
Hugh Morrison	Region 1 Secondary Contact	hugh_morrison@fws.gov
Terri Braden	Region 2 Primary Contact	terri_braden@fws.gov
Dave Yazzie	Region 2 Secondary Contact	david_yazzie@fws.gov
Bob Hansen	Region 3 Primary Contact	robert_hansen@fws.gov
Bill Andersen	Region 3 Secondary Contact	william_andersen@fws.gov
Dwayne Cook	Region 4 Primary Contact	dwayne_cook@fws.gov
Ed Buskirk	Region 4 Secondary Contact	ed_buskirk@fws.gov
Alan Collette	Region 5 Primary Contact	alan_collette@fws.gov
Dawn Comish	Region 5 Secondary Contact	dawn_comish@fws.gov
Cathy Willis	Region 6 Primary Contact	cathey_willis@fws.gov
Mike Stempel	Region 6 Secondary Contact	mike_stempel@fws.gov
Richard Hannan	Region 7 Primary Contact	richard_hannan@fws.gov
Debora McClain	Region 7 Secondary Contact	debora_mcclain@fws.gov
Toni Deery	Region 8 Primary Contact	toni_derry@fws.gov
Vacant	Region 8 Secondary Contact	
Kevin O'Brien	Region 9 Primary Contact	kevin_obrien@fws.gov
Vacant	Region 9 Secondary Contact	

Section 7: Sample Completed Employee Time Reporting Worksheet

FY08 EMPLOYEE TIME REPORTING WORKSHEET

Organization or Department Name: *Division of Human Resources*

Name: *Perry Hanes*

Employee Signature:

Pay Period: **0821**

From: **9/28/08**

Through: **10/11/08**

Supervisor Signature:

Timekeeper Signature (Optional):

	WEEK 1							WEEK TOTAL	WEEK 2							WEEK TOTAL	PAY PERIOD TOTAL	ACCOUNT CODE	ABC ACTIVITY CODE
	SUN 9/28	MON 10/1	TUE 10/2	WED 10/3	THU 10/4	FRI 10/5	SAT 10/6		SUN 10/7	MON 10/8	TUE 10/9	WED 10/10	THU 10/11	FRI 10/12	SAT 10/13				
Work Schedule								0.00								0.00	0.00		
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT				
010 Regular time		1.00	3.00		3.00	3.00		10.00				3.00	3.00	3.00		9.00	19.00	1663000095220	9F: Administer Internal Civil Rights
010 Regular time		1.00	1.00		1.00	1.00		4.00				1.00	1.00	1.00		3.00	7.00	1663000095220	9E: Administer External Civil Rights
030 Sick leave used		2.00						2.00								0.00	2.00	1663000095220	9E: Administer External Civil Rights
020 Annual leave used					4.00			0.00					4.00			4.00	4.00	1663000095220	9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity
020 Annual leave used					4.00			0.00					4.00			4.00	4.00	1663000095220	9F: Administer Internal Civil Rights
020 Annual leave used					1.00			0.00					1.00			1.00	1.00	1663000095220	9D: Administer Employee and Labor Relations
061 Admin leave - weather used								0.00					2.00			2.00	2.00	1663000095220	9E: Administer External Civil Rights
								0.00								0.00	0.00	1663000095220	
								0.00								0.00	0.00	1663000095220	
								0.00								0.00	0.00		
Total Hours	0.00	9.00	9.00	0.00	9.00	8.50	0.00	35.50	0.00	9.00	9.00	9.00	10.00	8.50	0.00	45.50	81.00		**Hours exceed tour of duty (for full-time employees only)**

DATE	9/28	10/1	10/2	10/3	10/4	10/5	10/6	Time	10/7	10/8	10/9	10/10	10/11	10/12	10/13	Time	NOTES:
Record		3:00						From			7:30		3:00			From	
Leave		5:00						To			5:00		5:00			To	
Record								From								From	
Comp Time Earned								To								To	
Record								From								From	
Credit Hours Earned								To								To	
Record								From								From	
Overtime								To								To	
INITIALS																	