

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



BIE Summer Institute

Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

▶ 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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Time & Attendance Workshop

▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

▶ 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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Time & Attendance Workshop

- ▶ 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

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer
 https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186f400000c27-1338675152-3111

Convert Select

Quicktime

HENDERSON-BENSON EDITH L

PAYROLL

- Payroll Remarks
- Payroll Comments
- Previous Menu
- About T&A
- Helpdesk

Week 1 week 2 **Employee Profile**

Payroll Week 1

HENDERSON-BENSON EDITH L **Amendment Pay Period: 2012 - 11**
 05/06/2012 - 05/19/2012

SAVE

Timekeeper: LEWIS TAMI S. **Date/PP Processed: 2012 - 12**

Status Adv Rel Comp:

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total:	00:00	08:00	08:00	08:00	08:00	08:00	00:00
Status:	UNV						

Week Total: 40:00
Period Total: 86:00

LookUp

SICK LEAVE-USED

Select	Hrs	Sun 05/06	Mon 05/07	Tue 05/08	Wed 05/09	Thu 05/10	Fri 05/11	Sat 05/12	ABC	Prog	Job	OrgCde	TI	S	F
•	010		05:00	05:00	05:00	05:00	05:00		60Z1	A5310		K00241			

Enter an hours code. Trusted sites | Protected Mode: Off 125% 4:12 PM 6/2/2012



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Time & Attendance Workshop

- ▶ 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

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer

https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=0001888800000803-1339080495-2051

Convert Select

Quicktime

**HENDERSON-BENSON
EDITH L**

MAIN MENU

- Pay Periods
- Select Role
- Select Timekeeper
- Employee Profile
 - Activate Employee
 - Unassigned Employee
 - Assign Alt TKPR
 - Assign Alt CERT
 - Accounts
 - Office ID
 - Create Amendments
 - Payroll
 - Group Validate
 - Group Val-Amend
- Reports
 - List Alternates
 - Exit
 - Send Message

Status: A **Pay Plan:** GS **Duty Hours:** 80:00

Sign In/Out: **Employee Type:** FT **Alt Schedule:** FLX

Leave Cat: 8 **Tour Type:** PERM **Def Schedule:** 4

Pay Basis: PA

Shift Code: **Overtime:** Y **Department:** IN

Start Date: 10/11/1998 **Credit Time:** Y **Bureau:** 06

End Date: **Comp Time:** Y **Sub-bureau:** KK

Effective Date: 06/02/2012 **Telework:** N **BUS Code:** 8888

Organization Code: K00241 **FLSA Exempt:** Y

Duty Station: 350030001

Maximum Annual Leave Carryover: 240:00

Quicktime Preferences

Screen reader friendly format: N

Error on page. Trusted sites | Protected Mode: Off 125% 8:49 AM 6/7/2012

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- ▶ Elements of the Timesheet

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Quicktime - Windows Internet Explorer
 https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186c30000003b-1338673830-59

Convert Select

Quicktime

HENDERSON-BENSON
EDITH L

[Edit Checks](#)
[Leave](#)
[Remarks](#)

[PAYROLL](#)
[Payroll Remarks](#)
[Payroll Comments](#)
[Previous Menu](#)
[About T&A](#)
[Helpdesk](#)

[Week 1](#)
[Week 2](#)

Payroll Week 1

HENDERSON-BENSON EDITH L Current Pay Period: 2012 - 12
 05/20/2012 - 06/02/2012

Status: Adv Rel Comp:

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total:	03:00	08:00	10:00	10:30	11:00	08:00	04:00
Status:	UNV						

Week Total: 54:30
Period Total: 104:00

[LookUp](#)

REGULAR

Enter an hours code.

Trusted sites | Protected Mode: Off

125%

3:53 PM
6/2/2012

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer

https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186c30000003b-1338673830-59

Convert Select

Quicktime

HENDERSON-BENSON
EDITH L

PAYROLL

Payroll Remarks

Payroll Comments

Previous Menu

About T&A
Helpdesk

Status Adv Rel Comp:

Week 1	Sun	Mon	Tue	Wed	Thu	UNV	Sat
Total:	00:00	08:00	08:00	08:00	08:00	UNV	00:00
Status:	UNV	UNV	UNV	UNV	UNV	UNV	UNV

Week Total: 40:00
Period Total: 80:00

LookUp

REGULAR

Select	Hrs	Sun 05/20	Mon 05/21	Tue 05/22	Wed 05/23	Thu 05/24	Fri 05/25	Sat 05/26	ABC	Prog	Job	OrgCde	TI	S	I
<input type="radio"/>	010		05:00	05:00	05:00	05:00	05:00		60Z1	A5310		K00241			
<input type="radio"/>	010		02:00	02:00	02:00	02:00	02:00		6116	A5310		K00241			
<input type="radio"/>	010		01:00	01:00	01:00	01:00	01:00		66Z2	A5310		K00241			
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															

Trusted sites | Protected Mode: Off

3:56 PM
6/2/2012

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer
https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186f400000beb-1338674231-3051

Convert Select
Favorites Suggested Sites Web Slice Gallery
Quicktime

**HENDERSON-BENSON
EDITH L**

PAYROLL

- Payroll Remarks
- Payroll Comments**
- Previous Menu
- About T&A
- Helpdesk

Remarks **Payroll**

Payroll Remarks

 **Current Pay Period: 2012 - 12**
05/20/2012 - 06/02/2012

Employee: HENDERSON-BENSON EDITH L

Special Pay Calculations

- Death of Employee.
- Fighting forest fires (not subject to bi-weekly maximum).
- FEGLI to be calculated at a higher rate.
- Employee is working under a temporary tour of duty change.
- Withholding according to the four (4) day rule.

Exempt as Non-Exempt

- Week 1 Exempt as Non-Exempt
- Week 2 Exempt as Non-Exempt

Message to Payroll

Done Trusted sites | Protected Mode: Off 125% 4:07 PM 6/2/2012

BIE Summer Institute Time & Attendance Workshop

The screenshot shows a web browser window with the following elements:

- Browser Title:** Quicktime - Windows Internet Explorer
- Address Bar:** <https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186f400000beb-1338674231-3051>
- Navigation:** File, Edit, View, Favorites, Tools, Help
- Left Sidebar:**
 - HENDERSON-BENSON EDITH L
 - PAYROLL
 - Payroll Remarks
 - Payroll Comments**
 - Previous Menu
 - About T&A
 - Helpdesk
- Main Content Area:**
 - Comments** | **Payroll** | **Payroll Comments**
 - Employee Name: HENDERSON-BENSON EDITH L
 - Pay Period: 2012 - 12
 - NBC logo and a SAVE button
 - Employee's Comments table:

Select	Employee's Comments
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
 - Updated By: _____ Date Updated: _____
 - Timekeeper's Comments:

Select	Timekeeper's Comments

The Windows taskbar at the bottom shows the system clock as 4:08 PM on 6/2/2012, with a zoom level of 125%.

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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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

BIE Summer Institute Time & Attendance Workshop

The screenshot shows a web browser window displaying a payroll system interface. A modal dialog box titled "ABC Codes - Line of Business" is open, listing various codes and their descriptions. The background interface includes a sidebar menu for "HENDERSON-BENSON EDITH L" with options like "PAYROLL", "Payroll Remarks", "Payroll Comments", "Previous Menu", "About T&A", and "Helpdesk". A table at the bottom of the page shows columns for "ABC Code", "TI", "S", and "I".

ABC Codes - Line of Business

AD	Administration
EX	Executive Direction
FW	Trust Services/Forestry and Wildland Fire Management
IL	Indian Land Consolidation
IP	Trust Services/Irrigation, Power, and Safety of Dams
LT	Trust Services/Land Titles and Records
LV	Leave
NR	Trust Services/Natural Resources
OF	Facilities, Environmental, and Cultural Resources
OI	Indian Education
OL	Justice Services

Background interface elements:

- Header: HENDERSON-BENSON EDITH L
- Menu: PAYROLL, Payroll Remarks, Payroll Comments, Previous Menu, About T&A, Helpdesk
- Table (partial):

ABC Code	TI	S	I
241			
241			
241			
- Footer: ABC Code, Trusted sites | Protected Mode: Off, 125%

BIE Summer Institute Time & Attendance Workshop

The screenshot shows a Windows Internet Explorer browser window displaying a payroll system interface. The main window title is "Quicktime - Windows Internet Explorer" and the address bar shows the URL: <https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186b700000038-1338672268-56>. The browser's address bar also shows a Bing search engine icon.

The main content area displays the name "HENDERSON-BENSON EDITH L" and a menu with the following items: "PAYROLL", "Payroll Remarks", "Payroll Comments", "Previous Menu", "About T&A", and "Helpdesk".

A dialog box titled "ABC Codes - Line of Business" is open in the foreground. It contains a list of codes and descriptions:

Code	Description
NR	Trust Services/Natural Resources
OF	Facilities, Environmental, and Cultural Resources
OI	Indian Education
OL	Justice Services
RC	Roads Construction
RE	Trust Services/Real Estate Services
RM	Roads Maintenance
RP	Trust Services/Probate
SF	Safety and Risk Management
SO	Support and Other Activities
TS	Indian Services

The "SO" code is currently selected in the list. The dialog box has "Ok" and "Cancel" buttons at the bottom.

In the background, a table is partially visible with columns labeled "Cde", "TI", "S", and "P". The table contains the following data:

Cde	TI	S	P
241			
241			
241			

The bottom of the browser window shows the status bar with "Trusted sites | Protected Mode: Off" and a zoom level of "125%". The Windows taskbar at the bottom displays the system tray with the time "3:35 PM" and date "6/2/2012".

BIE Summer Institute Time & Attendance Workshop

The screenshot shows a web browser window displaying a payroll system interface. The browser's address bar shows the URL: <https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186b700000038-1338672268-56>. The page title is "HENDERSON-BENSON EDITH L". The main content area is titled "ABC Codes - Business Function" and displays "Selected Line of Business: Support and Other Activities". A modal dialog box is open, showing a list of ABC codes with "SO | Support and Other Activities" selected. The dialog has "Ok" and "Cancel" buttons. Below the dialog, a table is visible with columns "Cde", "TI", "S", and "F". The table contains three rows with the value "241" in the "Cde" column. At the bottom of the browser window, the system tray shows the time as 3:40 PM on 6/2/2012.

**HENDERSON-BENSON
EDITH L**

- PAYROLL**
- Payroll Remarks
- Payroll Comments
- Previous Menu
- About T&A
- Helpdesk

ABC Codes - Business Function

Selected Line of Business: Support and Other Activities

Cde	TI	S	F
241			
241			
241			

040 | 03:00 | 02:00 | 02:30 | 03:00 | 04:00 | 6118 | A5310 | K00241

ABC Code | Trusted sites | Protected Mode: Off | 125% | 3:40 PM 6/2/2012

BIE Summer Institute Time & Attendance Workshop

The screenshot shows a web browser window with a Quicktime player. The browser address bar shows a URL from qtime.nbc.gov. The main content area displays a payroll system interface for user EDITH L. A modal window titled "ABC Codes - Activity" is open, showing a list of activity codes. The selected line of business is "Support and Other Activities" and the selected business function is also "Support and Other Activities". The list of codes includes:

- 02Z1 | Perform GIS Activities
- 60Z1 | Perform Budgeting Support and Services
- 61Z1 | Perform Human Resource Services and Support
- 65Z1 | Maintain Files
- 6603 | Attend/Host Program Specific Meetings
- 6606 | Provide/Receive Program Specific Training
- 66Z1 | Attend Non-Program Specific Meetings/Functions
- 66Z2 | Provide General Administrative Support
- 66Z3 | Provide/Receive Non-Program Specific Training
- 66Z4 | Perform Non-Bureau Specific Duties
- 66Z5 | Respond to Administrative Data Requests

Buttons for "Ok" and "Cancel" are visible at the bottom of the modal. In the background, a table with columns "gCde", "TI", "S", and "I" is partially visible, with rows containing values like "241". The bottom of the browser shows a taskbar with various icons and a system tray with the date 6/2/2012 and time 3:41 PM.

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer
 https://qtime.nbc.gov/proweb/qtime1548/tna?@webid=000186b700000038-1338672268-56

Convert Select
 Favorites Suggested Sites Web Slice Gallery
 Quicktime

HENDERSON-BENSON EDITH L
HENDERSON-BENSON EDITH L
PAYROLL
 Payroll Remarks
 Payroll Comments
 Previous Menu
 About T&A
 Helpdesk

Payroll status updated.
SAVE
 Current Pay Period: 2012 - 12
 05/20/2012 - 06/02/2012

Status Adv Rel Comp:

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total:	03:00	08:00	10:00	10:30	11:00	08:00	04:00
Status:	UNV						

Week Total: 54:30
 Period Total: 104:00

LookUp

REGULAR Perform Budgeting Support and Services

Select	Hrs	Sun 05/20	Mon 05/21	Tue 05/22	Wed 05/23	Thu 05/24	Fri 05/25	Sat 05/26	ABC	Prog	Job	OrgCde	TI	S	F
<input type="radio"/>	010		05:00	05:00	05:00	05:00	05:00		6021	A5310		K00241			
<input type="radio"/>	010		02:00	02:00	02:00	02:00	02:00		6116	A5310		K00241			
<input type="radio"/>	010		01:00	01:00	01:00	01:00	01:00		6622	A5310		K00241			

ABC Code Trusted sites | Protected Mode: Off 125%

3:43 PM
6/2/2012

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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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.



BIE Summer Institute

Time & Attendance Workshop

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



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Time & Attendance Workshop

- ▶ 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.



BIE Summer Institute

Time & Attendance Workshop

- ▶ 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.



BIE Summer Institute Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

- ▶ 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.

BIE Summer Institute Time & Attendance Workshop

- ▶ Pay (Hours) Codes

BIE Summer Institute Time & Attendance Workshop

Quicktime - Windows Internet Explorer
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Convert Select

Quicktime

HENDERSON-BENSON EDITH L

SAVE

Current Pay Period: 2012 - 12
05/20/2012 - 06/02/2012

PAYROLL

Payroll Remarks

Payroll Comments

Previous Menu

About T&A

Helpdesk

Status Adv Rel Comp:

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Total:	00:00	08:00	08:00	08:00	08:00	08:00	00:00	Week Total: 40:00 Period Total: 80:00
Status:	UNV							

LookUp

SICK LEAVE-USED

Select	Hrs	Sun 05/20	Mon 05/21	Tue 05/22	Wed 05/23	Thu 05/24	Fri 05/25	Sat 05/26	ABC	Prog	Job	OrgCde	TI	S	F
<input type="radio"/>	010		04:00	05:00	05:00	05:00	05:00		60Z1	A5310		K00241			
<input type="radio"/>	010		02:00	02:00	02:00	02:00	02:00		6116	A5310		K00241			
<input type="radio"/>	010		01:00	01:00	01:00	01:00	01:00		66Z2	A5310		K00241			
<input type="radio"/>															

Enter an hours code.

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6/2/2012

BIE Summer Institute Time & Attendance Workshop

HENDERSON-BENSON EDITH L.
Current Pay Period: 2012 - 12
05/20/2012 - 06/02/2012

Hour Codes

- 010 | REGULAR
- 020 | ANNUAL LEAVE-USED
- 025 | ANNUAL IN LIEU OF SICK - USED
- 030 | SICK LEAVE-USED
- 038 | SICK LEAVE FOR ADOPTION - USED
- 040 | COMPENSATORY TIME-EARNED
- 041 | COMPENSATORY TIME-USED
- 043 | RELIGIOUS COMPENSATORY TIME-USED
- 045 | RELIGIOUS COMPENSATORY TIME-EARNED
- 046 | TRAVEL COMP TIME-EARNED
- 047 | TRAVEL COMP TIME-USED

Cde	TI	S	F
241			
241			
010	01:00	01:00	01:00

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BIE Summer Institute

Time & Attendance Workshop

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

BIE Summer Institute Time & Attendance Workshop

LEWIS TAMI S.

REPORTS

Employee Statement Report

Report Type
 PDF Report

Name: Employee

Year: 2008

Select	Year	PP	Start	End
<input checked="" type="radio"/>	2008	1	12/23/2007	01/05/2008
<input type="radio"/>	2008	2	01/06/2008	01/19/2008
<input type="radio"/>	2008	3	01/20/2008	02/02/2008
<input type="radio"/>	2008	4	02/03/2008	02/16/2008
<input type="radio"/>	2008	5	02/17/2008	03/01/2008
<input type="radio"/>	2008	6	03/02/2008	03/15/2008
<input type="radio"/>	2008	7	03/16/2008	03/29/2008
<input type="radio"/>	2008	8	03/30/2008	04/12/2008
<input type="radio"/>	2008	9	04/13/2008	04/26/2008
<input type="radio"/>	2008	10	04/27/2008	05/10/2008
<input type="radio"/>	2008	11	05/11/2008	05/24/2008
<input type="radio"/>	2008	12	05/25/2008	06/07/2008
<input type="radio"/>	2008	13	06/08/2008	06/21/2008
<input type="radio"/>	2008	14	06/22/2008	07/05/2008

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.

BIE Summer Institute Time & Attendance Workshop

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File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

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Employee Statement

Employee Name

Pay Period: 2008 - 14 (06/22/2008 - 07/05/2008)

Payroll Week: 1

Code	Sun 06/22	Mon 06/23	Tue 06/24	Wed 06/25	Thu 06/26	Fri 06/27	Sat 06/28	Description
ABC Prog Job OrgCde								
020	9:00	9:00	9:00	9:00				ANNUAL LEAVE-USED
9999 A5310 K00241								
Total		9:00	9:00	9:00	9:00			Weekly Total Hours: 36:00
Status	REL							

Payroll Week: 2

07/21/2008

This is the Employee Statement. You can save it as an Acrobat file and email if required. At the bottom of this report, it tells who verified, validated and certified the timesheet and the date of those actions. This report will also indicate if this timesheet has been amended and when that occurred.

Done Unknown Zone

start Microsoft PowerPoint ... documents https://qtime2.nbc.g... 1:27 PM Monday 7/21/2008

BIE Summer Institute Time & Attendance Workshop

LEWIS TAMI S.

REPORTS

- Employee
- View Certifiers
- Inactive Employees
- Leave Balance
- History
- Account Summary
- Advance Leave
- Payroll Default
- Payroll Pre-Print
- List Alternates
- Previous Menu
- About T&A Helpdesk

History Report

Report Type

- PDF Report

Report Options

- Detail Hours Code
- Summary Hours Code
- Detail Account
- Summary Account

Pay Period Range

From Year: From PP: To Year: To PP:

Ok

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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

NBC

Employee Name [REDACTED]

Pay Period: 2008/1 to 2008/14

07/21/2008

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.

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

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LEWIS TAMI S.

REPORTS

Employee

View Certifiers
Inactive Employees
Leave Balance
Statement
History
Daily Attendance
Account Summary
Advance Leave
Payroll Default
Payroll Pre-Print
List Alternates
Previous Menu
About T&A
Helpdesk

Account Summary Report

Detail Summary

Pay Period Range

ABC

Prog

Job

OrgCde

Codes Range

Complete Hours Code(s)
 Partial Hours Code

Ok

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1:30 PM
Monday
7/21/2008

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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Advance Leave

Timekeeper:

Pay Period: 2008 - 16 (07/20/2008 - 08/02/2008)

07/21/2008

This is the Advance Leave Report. It will give a status report showing employees with sick and annual leave balances of 80 hours or less and those employees with use or lose balances. From the Report Screen, just select the Advance Leave Report. It will provide data for all employees assigned to the requesting timekeeper

SICK LEAVE (80:00 Hours or Less)		Balance
<input type="text" value="Employee"/>		63:30
<input type="text" value="Employee"/>		19:30
<input type="text" value="Employee"/>		13:00

ANNUAL LEAVE (80:00 Hours or Less)		Balance
<input type="text" value="Employee"/>		16:00
<input type="text" value="Employee"/>		41:00

USE/LOSE BALANCE		Balance
<input type="text" value="Employee"/>		125:30
<input type="text" value="Employee"/>		167:30

Done Unknown Zone

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Time & Attendance Workshop

- ▶ 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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Time & Attendance Workshop

▶ 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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Time & Attendance Workshop

▶ 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/qtwb/index.htm>

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Time & Attendance Workshop

- ▶ 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
- 