

BIE Administrative Training

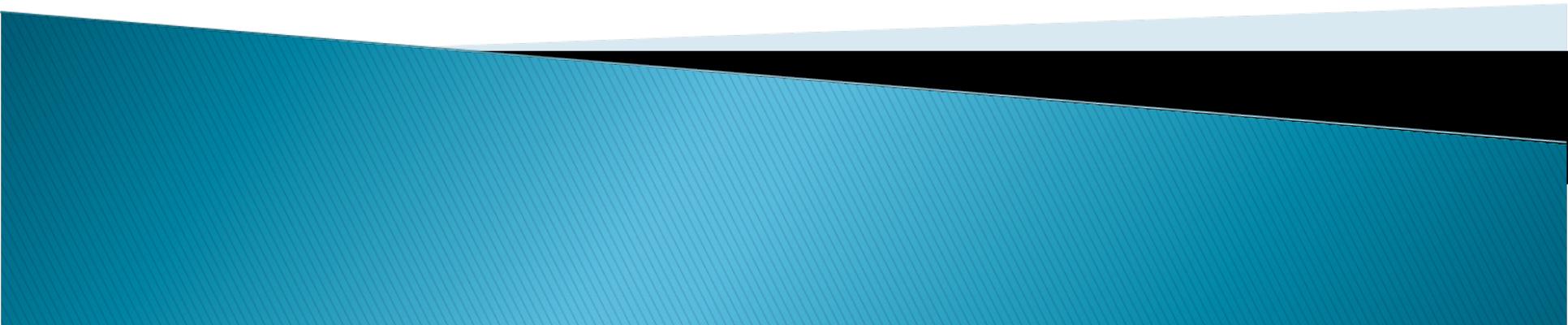
Federal Personnel & Payroll System (FPPS)
Quicktime

BIE Administrative Training

FPPS/Quicktime

- ▶ FPPS Password Resets
 - Edie Benson 505-563-5302 ebenson@bia.edu
 - Jacque Benavides 505-563-5313 jbenavides@bia.edu
 - Gayla Schock 505-563-5324 gschock@bia.edu
- ▶ FPPS Security Points of Contact (SPOCs)
 - Edie Benson
 - Jacque Benavides
- ▶ Quicktime Master Administrators
 - Edie Benson
 - Jacque Benavides
 - Gayla Schock

BIE Administrative Training Federal Personnel & Payroll System (FPPS)



BIE Administrative Training

FPPS

- ▶ FPPS Computer System Access Request Form (New User Request)
- ▶ Used to request new FPPS access
 - Used to update/change existing FPPS access
 - Used to recertify existing FPPS access

- ▶ Let's look at one!

FPPS Computer System Access Request Form

I understand that when I use any of the National Business Center (NBC) Computer Systems and/or Automated Information Resources or gain access to any information therein, such use or access shall be limited to official Government business. Further, I understand that any use of the aforementioned systems or information that is not official Government business may result in disciplinary action consistent with the nature and scope of such activity. I have read the Rules of Behavior for FPPS. I understand them and agree to comply with them. I will report any violation of these rules to my supervisor.

FPPS Access requested:

New User Change/Update User Form Review/Recertification

Effective Date: _____ FPPS UserID (If current or former user) _____

Legal Name (Print or Type) _____ School/Location/Organization Code _____

Telephone Number _____

Social Security Number XXX-XX _____ Name of Supervisor/Manager (Print or Type) _____

Employee Signature _____ Date _____ Signature of Supervisor/Manager _____ Date _____

Permanent Employee Temporary Employee Contractor

Federal Personnel Payroll System (FPPS):			Org Code Range:
<input type="checkbox"/> Initiator	<input type="checkbox"/> Requestor	<input type="checkbox"/> Authorizer	_____
<input type="checkbox"/> View Only			_____

Submit this completed form to your designated FPPS Security Point of Contact (SPOC):

Bureau of Indian Education (BIE)
 Edie Benson 505-563-5302
 Jacque Benavides 505-563-5313
 Fax: 505-563-5306

Bureau of Indian Affairs (BIA)
 Carl Cook 405-247-1655 Fax: 405-247-3920
 Mary Glory 405-247-1525 Fax: 405-247-3920
 Deb Abeita 505-563-5123 Fax: 505-563-5133
 Jack Kuntz 406-247-7956 Fax: 406-247-7902

For SPOC Use Only:			
Form Received: _____	DSAF Submitted: _____	DSAF Returned: _____	User Notified: _____
FPPS User ID: _____	USER: _____	RPTH: _____	WGI/PRB RPTH: _____

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. Your SSN will only be used to establish your access to FPPS. Furnishing your SSN is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to complete registration.

User Confirmation and Certification of Compliance with the Rules of Behavior Regarding Access and Use of Federal Personnel Payroll Systems Data.

I confirm that I have read, understand, and agree to abide by the requirements of the Rules of Behavior for the Federal Personnel Payroll System (FPPS) data to which I am seeking access.

Signed: _____ Dated: _____

Rules of Behavior for Users of FPPS

The following Rules of Behavior (ROB) apply to all users of FPPS and must be reviewed by all users before granting them access to the Federal Personnel Payroll System (FPPS).

1. User Identification:

- A unique User ID is required for each individual FPPS user. User IDs must never be shared between users.
- User IDs possess privileges that are tailored to the duties of the individual user's job and to the individual user's level of "need-to-know." Each change in access must be made in writing using the attached form and approved by the user's supervisor. Completed forms are forwarded to the appropriate Security Point of Contact (SPOC) in the Human Resources Office (see attached form).
- If duties or job requirements change, accesses no longer needed must be removed and new accesses must be requested. Supervisors are responsible for notifying the SPOC whenever such changes occur so that the user's accesses can be changed to suit the new duty or job requirements.
- When employment terminates, for any reason, a user's access must be terminated. Supervisors are responsible for notifying the SPOC whenever a user leaves the organization, so that the user's access authorities can be removed. Under no circumstances may the logon account of a terminated user be given to another individual.

2. Passwords:

- Passwords are considered private and confidential. Users are prohibited from sharing their FPPS password(s). Attempting to enter an incorrect password three times will result in your user access being revoked. If you receive a message stating that you have been revoked, contact one of the SPOCs identified on the attached form.
- To minimize the risk of having the system compromised as a result of poor password selection; users are responsible for selecting passwords that are difficult to guess. FPPS users must follow these password guidelines:
 - Passwords must be eight characters exactly – no more, no less.
 - Passwords must begin and end with an alpha-character.
 - Passwords must contain at least one numeric character in positions 2 through 7.
 - New (changed) passwords may not be revisions of an old password. Reuse of the same password with a different prefix or suffix is not permitted.
 - Dictionary words, derivatives of User IDs, and common character sequences may not be used.
 - Personal details such as a spouse's name, license plates, social security numbers and birthdays should not be used unless accompanied by additional unrelated characters.
 - Proper names, geographical locations, common acronyms, and slang should not be used.
 - If exposed or compromised, passwords must be changed immediately.

3. General User Responsibilities

- Users are responsible for using the FPPS System and data for official business purposes only.
- Users of FPPS may not access, or attempt to access, data for which they are not authorized.
- Users are responsible for protecting the confidentiality of data associated with FPPS based on the sensitivity of the data. Such data may not be given to or shared with unauthorized persons.
- Users should report suspected or actual security violations to their supervisor or SPOC, and where appropriate, to the IT Security Personnel at their location.
- Casual browsing of sensitive or Privacy Act FPPS information, such as personnel data, is prohibited. FPPS users should only access FPPS data when there is an official business reason.
- Users are accountable for all actions associated with the use of their assigned FPPS User ID and may be held responsible for unauthorized actions found to be intentional, malicious, or negligent. Each user must protect his/her FPPS User ID by NEVER allowing another person to use or share his/her logon session. Because the logon session is directly associated with an individual User ID, the user is personally accountable for all actions performed with the User ID.

4. Consequences for Non-Compliance with these Rules of Behavior

The consequences of Federal employee or contractor behavior not consistent with these rules may result in revocation of access to FPPS, and wherever such actions may be applicable, disciplinary action consistent with the nature and scope of the infraction may be applied.

BIE Administrative Training

FPPS

- ▶ Don't Forget:
 - User must complete all parts of the form
 - (last 4 SSN is fine)
 - Indicate access required
 - Initiator, Requester, Authorizer
 - Segregation of Duties
 - Org Codes
 - Signatures!
 - User in two places
 - Supervisor

BIE Administrative Training

FPPS

- ▶ Fax completed forms to
 - BIE Human Resources Office
 - 505-563-6305
 - Attention: Edie Benson or Jacque Benavides
- ▶ You will receive a telephone call usually within a week, with your UserID and temporary password

BIE Administrative Training

FPPS

▶ FPPS UserID

- BIAXXX#
- Not case sensitive

▶ FPPS Passwords

- Format
 - Must be 8 characters, exactly – no more, no less
 - Must have alpha (a–z) character in position 1 and 8 and have at least one number in positions 2 through 7
 - Do not use special characters
 - Not case sensitive

BIE Administrative Training

FPPS

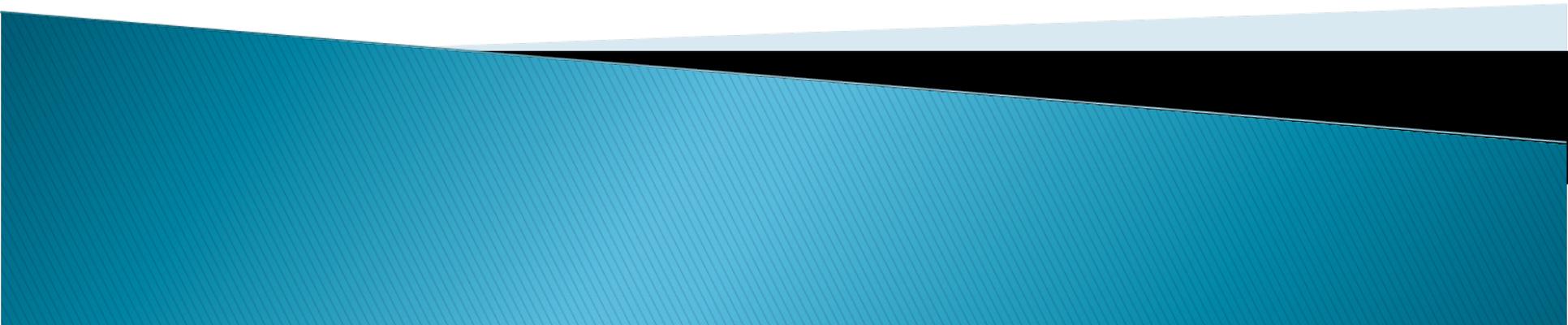
- ▶ Revoked Access/Reset Passwords
 - Edie Benson @ 505.563.5302 or
 - Jacque Benavides @ 505.563.5313 or
 - Gayla Schock @ 505.563.5324
- ▶ New Users
 - Edie Benson or
 - Jacque Benavides

BIE Administrative Training

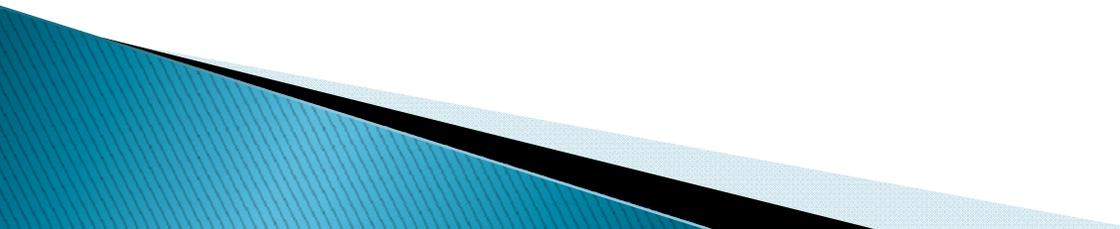
FPPS

- ▶ Annual Revalidation
 - All users resubmit User Access Forms
- ▶ Deactivation for Non-Use
 - May happen as soon as 90 days after your last login
 - Will require resubmission of User Access Form and several days to reactivate
- ▶ Supervisors need to notify HR when access requirements change
- ▶ Ensure you have enough people with sufficient access to take care of business

BIE Administrative Training Quicktime

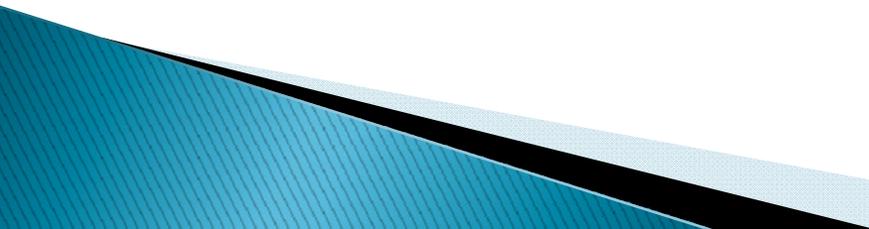


BIE Administrative Training Quicktime

- ▶ Roles and Responsibilities
 - ▶ Adding and removing employees
 - ▶ How to appoint Timekeepers and Certifiers
 - ▶ UserIDs and passwords
 - ▶ How to reset a password
 - ▶ Amendments
 - ▶ Reports
 - ▶ Deadlines & Reminders
 - ▶ Resources
- 

BIE Administrative Training Quicktime

▶ Local Administrators

- 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
 - Provide Quicktime assistance to employees and supervisors within their Agency
- 

BIE Administrative Training

Quicktime

▶ Certifiers

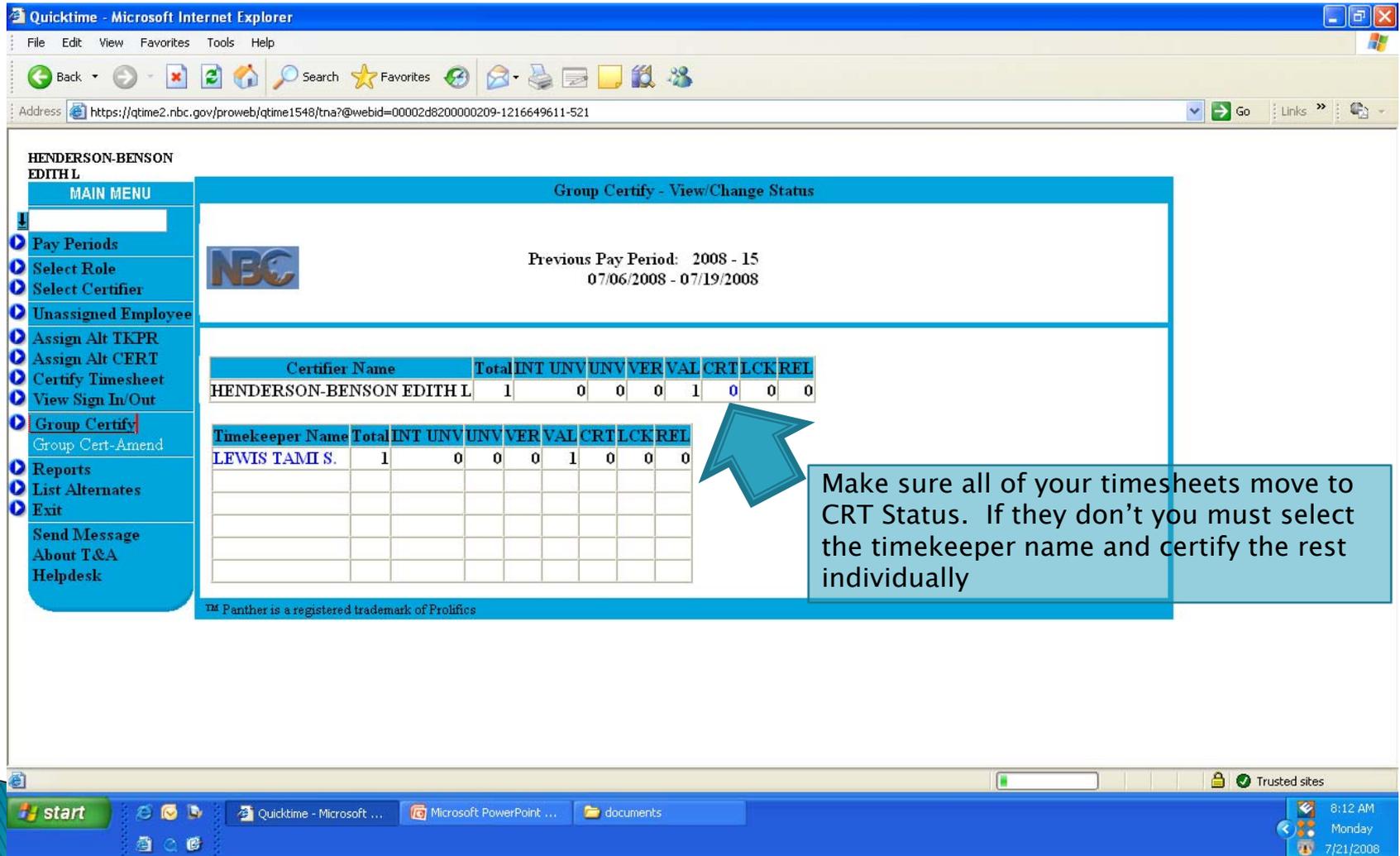
- Certify timesheets and amendments in a timely manner
- Keep timekeepers “in the loop”
 - New employees
 - Departing employees
 - Leave Requests
 - Alternate Work Schedules
- Have alternate timekeepers and certifiers in place
- Ensure coverage for T&A input
 - Don't forget holidays, school breaks, “out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

BIE Administrative Training

Quicktime

- ▶ 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

BIE Administrative Training Quicktime



HENDERSON-BENSON
EDITH L

MAIN MENU

- Pay Periods
- Select Role
- Select Certifier
- Unassigned Employee
- Assign Alt TKPR
- Assign Alt CERT
- Certify Timesheet
- View Sign In/Out
- Group Certify**
- Group Cert-Amend
- Reports
- List Alternates
- Exit
- Send Message
- About T&A
- Helpdesk

Group Certify - View/Change Status

NBC

Previous Pay Period: 2008 - 15
07/06/2008 - 07/19/2008

Certifier Name	Total	INT	UNV	UNV	VER	VAL	CRT	LCK	REL
HENDERSON-BENSON EDITH L	1		0	0	0	1	0	0	0

Timekeeper Name	Total	INT	UNV	UNV	VER	VAL	CRT	LCK	REL
LEWIS TAMI S.	1		0	0	0	1	0	0	0

Make sure all of your timesheets move to CRT Status. If they don't you must select the timekeeper name and certify the rest individually

™ Panther is a registered trademark of Prolifics

8:12 AM
Monday
7/21/2008

BIE Administrative Training

Quicktime

▶ Timekeepers

- 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

BIE Administrative Training

Quicktime

- ▶ Timekeepers (continued)
 - 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”

BIE Administrative Training Quicktime



- ▶ How to have a new employee added
 - Local administrator or timekeeper sends email to
 - Edie Benson – ebenson@bia.edu
 - Jacque Benavides – jbenavides@bia.edu
 - Gayla Schock – gschock@bia.edu
 - Send to all three of us, that way if one of us is out of the office, one of the other two can help you out
 - The email must include:
 - New employee's full name, as it is or will be entered in FPPS
 - New employee's timekeeper
 - Are they going to be a Timekeeper or Certifier?
 - Not necessary to include SSN
 - Due to privacy issues. We'll go into FPPS to get SSN. If employee is not in FPPS yet, we'll need to call you for the SSN, make sure you include your phone number!
 - You will receive a return email from us when your new employee is added

BIE Administrative Training

Quicktime



Deactivating
Employees!

- ▶ 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 & Gayla requesting deactivation
- ▶ Things to consider:
 - 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

BIE Administrative Training

Quicktime

- ▶ Things to consider (continued)
 - 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, Jacque or Gayla can reassign them to their new timekeeper and certifier. Send us an email with the information!
 - Don't request deactivation until their final timesheet with your organization is completed, validated and certified!

BIE Administrative Training

Quicktime

- ▶ How are new timekeepers and certifiers set up in Quicktime?
 - Send email to Edie, Jacque & Gayla
 - 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 assign employees

BIE Administrative Training Quicktime

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

BIE Administrative Training Quicktime

- ▶ UserIDs and Passwords
 - Obtained from your local administrator
- ▶ Password Resets
 - Local administrators can reset passwords for anyone in their Agency

BIE Administrative Training Quicktime

- ▶ Password formats changed in August 2008:
 - Passwords must be 12–16 characters
 - Must contain a mix of upper and lower case letters
 - Must contain at least one special character
 - Must contain at least one number in positions 2–7
 - Passwords will expire every 60 days
 - Access will be revoked after 5 unsuccessful attempts
 - You will not be able to reuse an old password for 24 “cycles”



BIE Administrative Training Quicktime

The screenshot shows a Microsoft Internet Explorer window displaying the NBC Time and Attendance system. The browser's address bar shows the URL: <https://qtime2.nbc.gov/proweb/qtime1548/tna?@webid=00002d63000005e3-1216656336-1507>. The page title is "HENDERSON-BENSON EDITH L". The main content area is titled "Time and Attendance" and displays the following information:

- Current Pay Period: 2008 - 16
- 07/20/2008 - 08/02/2008
- Administrator: HENDERSON-BENSON EDITH L

A blue starburst callout points to a blue drop-down arrow in the "MAIN MENU" on the left side of the page. The callout contains the text: "To retrieve or reset a password, log in as administrator and select the blue drop-down arrow".

The "MAIN MENU" includes the following items:

- Pay Periods
- Select Role
- Configuration
- Add Employee
- Employee Profile
- Activate Employee
- Maintain Passwords
- Relationships
- Assign Alt TKPR
- Assign Alt CERT
- FPPS Interface
- T&A Audit
- Reports
- List Alternates
- Exit
- Broadcast Message
- Send Message
- About T&A
- Helpdesk

The browser's status bar at the bottom shows "Select active employee." and "Trusted sites". The Windows taskbar at the bottom displays the Start button, several open applications (Quicktime - Microsoft..., Microsoft PowerPoint..., documents, Document1 - Microsof...), and the system clock showing 10:05 AM on Monday, 7/21/2008.

BIE Administrative Training Quicktime

The screenshot shows a Microsoft Internet Explorer window displaying the 'Available Employees' page. The page title is 'Available Employees - Microsoft Internet Explorer'. The main content area shows a search form with 'Name: HENDERSON-BENSON' and 'Office ID/Office Name:'. Below the search form is a table with one row of data:

HENDERSON-BENSON EDITH L	KD0240	KD0240 OIEP HUMAN RESOURCES ALBUQUERQU
--------------------------	--------	--

At the bottom of the window are 'Ok' and 'Cancel' buttons. A callout bubble points to a 'Refresh Button' on the page. A text box explains the process:

Either select the "refresh" button to get a list of people you have access to or type the last name of an employee and then select "refresh". Once you see the name you need, select it, then select OK

The browser's address bar shows the URL: <https://qtime2.nbc.gov/proweb/qtime1548/tna?@webid=00002d8500000773-1216659867-1907>

The Windows taskbar at the bottom shows the Start button, several open applications (Quicktime, Available Employees, Microsoft PowerPoint, documents, Document1), and the system clock showing 11:04 AM Monday 7/21/2008.

BIE Administrative Training Quicktime

Quicktime - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://qtime2.nbc.gov/proweb/qtime1548/tna?@webid=00002d63000005e3-1216656336-1507> Go Links

HENDERSON-BENSON EDITH L

Previous Current

MAIN MENU

- HENDERSON-BENSON
- Pay Periods
- Select Role
- Configuration
- Add Employee
- Employee Profile**
- Activate Employee
- Maintain Relationships
- Relationships
- Assign Alt TKPR
- Assign Alt CERT
- FPPS Interface
- T&A Audit
- Reports
- List Alternates
- Exit
- Broadcast Message
- Send Message
- About T&A
- Helpdesk

Time and Attendance

Current Pay Period: 2008 - 16
07/20/2008 - 08/02/2008

Administrator: HENDERSON-BENSON EDITH L

™ Panther is a registered trademark of Prolifics

Once you have the employee's name in the box, select "Employee Profile"

Modify employee information.

start Quicktime - Microsoft ... Microsoft PowerPoint ... documents Document1 - Microsof...

10:06 AM
Monday
7/21/2008

BIE Administrative Training Quicktime

**HENDERSON-BENSON
EDITH L**

EMPLOYEE PROFILE

- Change Name
- Change ID
- Change SSN
- Change Password
- Refresh
- Previous Menu
- Broadcast Message
- Send Message
- About T&A
- Helpdesk

Employee Profile

Employee: HENDERSON-BENSON ID: BIAELHO
Timekeeper: LEWIS TAMI S. T&A Role: ETCA
Certifier: HAYES KATHLEEN A.

Status: A Pay Plan: GS Duty Hours: 80:00
Sign In/Out: Employee Type: FT Alt Schedule: 549
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: 09/15/2007 Telework: N BUS Code: 8888
Organization Code: K00241 FLSA Exempt: Y
Maximum Annual Leave Carryover: 240:00 Password Change: 07/07/2008

Quicktime Preferences

Screen reader friendly format: N

Done Trusted sites

start Quicktime - Microsoft ... Microsoft PowerPoint ... documents Document1 - Microsof...

10:08 AM
Monday
7/21/2008

BIE Administrative Training Quicktime



Quicktime - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Address <https://qtime2.nbc.gov/proweb/qtime1548/tna?@webid=00002d63000005fc-1216656541-1532> Go Links

HENDERSON-BENSON
EDITH L

EMPLOYEE PROFILE

- Change Name
- Change ID
- Change SSN
- Change Status
- Change Password**
- Refresh
- Previous Menu
- Broadcast Message
- Send Message
- About T&A
- Helpdesk

Change Password



Password:

Confirm:

Ok

™ Panther is a registered trademark of Prolifics

Enter your password [required]. Trusted sites

start Quicktime - Microsoft ... Microsoft PowerPoint ... documents Document1 - Microsof...

10:09 AM
Monday
7/21/2008

Password formats changed in August 2008:

- Passwords must be 12-16 characters
- Must contain a mix of upper and lower case letters
- Must contain at least one special character
- Must contain at least one number in positions 2-7
- Passwords will expire every 60 days
- Access will be revoked after 5 unsuccessful attempts
- You will not be able to reuse an old password for 24 "cycles"

You will assign a temporary password. Temporary passwords have all the same rules as a permanent password. Temporary passwords also "count" towards the repeat use rule. Make sure you give the employee the correct temporary password! Enter the temporary password, then select "Ok"

BIE Administrative Training

Quicktime

▶ 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

BIE Administrative Training

Quicktime

- ▶ 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

2008 HR Training Quicktime

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

2008 HR Training Quicktime

- ▶ 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.

2008 HR Training Quicktime

▶ 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

2008 HR Training Quicktime

▶ Resources

- Pay Code Manual (available at www.nbc.gov)
- ABC Code Dictionary (available on our webpage)
- Payroll Calendars (available at www.nbc.gov)
- Quicktime Local Administrators (on our webpage)
- BIE HR Website: www.oiephr.bia.edu
- National Business Center Website: www.nbc.gov
- Password Reset and Help Desk Telephone List (on our webpage)
- FPPS Computer System Access Request Form (on our webpage)