BIE Administrative Training
Federal Personnel & Payroll System (FPPS)
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
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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/Locaiton/Organization Code ___________________

Telephone Number ___________________ Name of Supervisor/Manager (Print or Type) ___________________

Social Security Number  XXX-XX ___________________

Employee Signature ___________________ Date ___________________

- [ ] Permanent Employee
- [ ] Temporary Employee
- [ ] Contractor

Federal Personnel Payroll System (FPPS):
- [ ] Initiator
- [ ] Requestor
- [ ] Authorizer
- [ ] View Only

Org Code Range: ___________________

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

<table>
<thead>
<tr>
<th>Bureau of Indian Education (BIE)</th>
<th>Bureau of Indian Affairs (BIA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edie Benson 505-563-5302</td>
<td>Carl Cook 405-247-1655</td>
</tr>
<tr>
<td>Jacque Benavides 505-563-5313</td>
<td>Mary Glory 405-247-1525</td>
</tr>
<tr>
<td>Fax: 505-563-5306</td>
<td>Fax: 405-247-3920</td>
</tr>
<tr>
<td>Fax: 505-563-5313</td>
<td>Fax: 405-247-3920</td>
</tr>
</tbody>
</table>

For SPOC Use Only:
- Form Received: ___________________
- DSAF Submitted: ___________________
- DSAF Returned: ___________________
- User Notified: ___________________

FPPS User ID: ___________________


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: ___________________

Page 1 of 2  ~  Sensitive But Unclassified  ~  May 2007
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:
   o A unique User ID is required for each individual FPPS user. User IDs must never be shared between users.
   o 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).
   o If duties or job requirements change, access 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.
   o 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:
   o 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.
   o 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.
     ▪ Never (changed) passwords may not be retrieved from 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
   o Users are responsible for using the FPPS System and data for official business purposes only.
   o Users of FPPS may not access, or attempt to access, data for which they are not authorized.
   o 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.
   o Users should report suspected or actual security violations to their supervisor or SPOC, and where appropriate, to the IT Security Personnel at their location.
   o 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.
   o 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 employees 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.
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
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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
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
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- 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
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- 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
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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
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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
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
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
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.
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
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”
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
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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 & 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
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!
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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
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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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- UserIDs and Passwords
  - Obtained from your local administrator

- Password Resets
  - Local administrators can reset passwords for anyone in their Agency
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- 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”
To retrieve or reset a password, log in as administrator and select the blue drop-down arrow.
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.
Once you have the employee’s name in the box, select “Employee Profile”
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To reset or change password, select “Change Password”
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”.

Password formats changed in August 2008:
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• 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”
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
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
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.
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
  - 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)