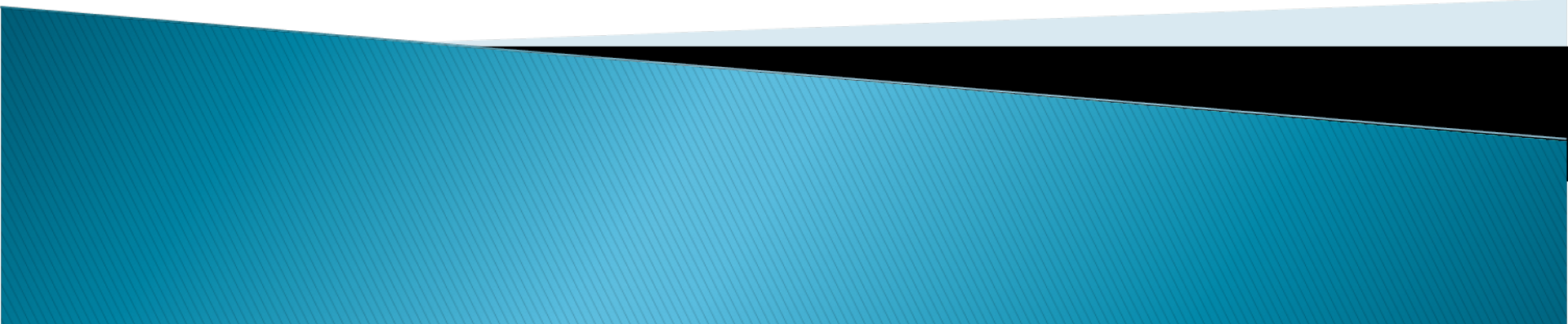
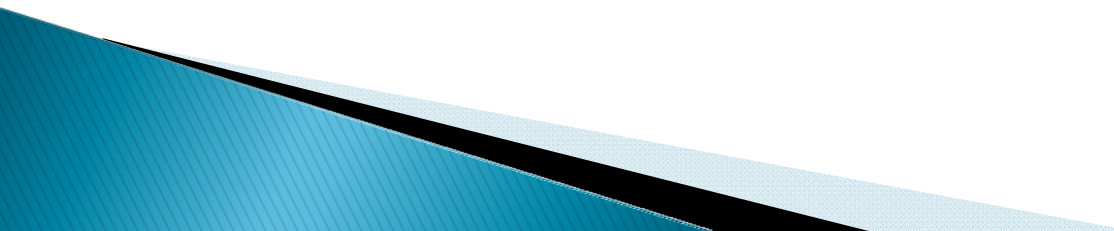


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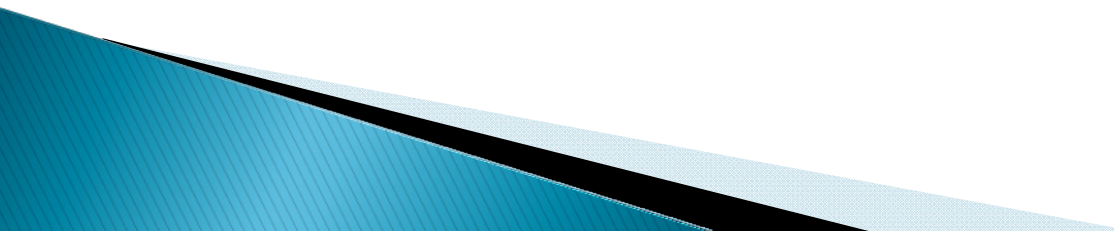


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- ▶ Roles and Responsibilities
 - ▶ Adding and removing employees
 - ▶ How to appoint Timekeepers and Certifiers
 - ▶ UserIDs and passwords
 - ▶ Amendments & Deleting Amendments
 - ▶ Reports
 - ▶ Deadlines & Reminders
 - ▶ Resources
- 

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▶ 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
 - 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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► 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

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▶ Timekeepers

- May not Validate their own timesheet
- 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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- ▶ 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”

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- ▶ How to have a new employee added
 - Local administrator or timekeeper sends email to
 - Edie Benson – edie.benson@bie.edu
 - Jacque Benavides – jacque.benavides@bie.edu
 - Send to both of us, that way if one of us is out of the office, the other 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 and Jacque 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

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- ▶ 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 or Jacque 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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- ▶ How are new timekeepers and certifiers set up in Quicktime?
 - Send email to Edie and 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 assign employees
 - Will not impact their existing UserID or password

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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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- ▶ Amendments
 - Creating
 - Verifying and Validating
 - Certifying
 - Deleting Unneeded Amendments
- ▶ Missed Timesheets

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► Very Important!

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

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▶ Timesheet Deadlines

- Timesheets should be input by close of business, the last work day of the pay period
 - Timekeeper finalizes and validates on Monday morning (after the end of the pay period)
 - Certifiers begin certifying on Monday
- All timesheets must be certified no later than the close of business on Tuesday following the end of the pay period
- A holiday in or near the pay period will back up all timelines by at least one day

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- ▶ Pay Codes (Hours Codes)
 - Time and Attendance Guide (formerly the “Pay Codes Manual”) from NBC – link on the HR Website
 - “In Lieu of” Hours Codes
 - FECA/COP Hours Codes
 - ER/LR & Union Hours Codes

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► Resources

- Time & Attendance Guide (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)