

## Section 1: Introduction to Employee Time Reporting Worksheet

In FY 05, two things have changed: a) there is new guidance regarding how to charge your time to ABC codes and, b) the list of activities that you have been used to using has been changed slightly.

### New Guidance on Charging ABC Codes

Beginning October 3, 2004, employees are encouraged to code to the Activity that most accurately describes the work performed. By coding to the most accurate Activity, some of the administrative burden on employees who are not involved with “on-the-ground” mission work will be alleviated. This change will 1) allow the employees to identify more clearly with the work they are doing and code to that work and 2) allow FWS to get a more consistent picture of its support costs by employees in support organizations and by employees in programs such as Endangered Species, National Wildlife Refuge System, Fisheries, etc. For example, in FY04 an Administrative Officer (AO) who performed human resources work, budget work, etc. at a Refuge may have coded their time in support of Mission Activities 4K: Implement Recovery Actions or T2: Manage and Protect Wetlands. For FY05, we are asking that AO to code to 5K: Provide Office Support, 4F: Perform Financial Management Operations, and/or other Activities that more accurately describe the work performed.

The Service should not direct employees to select only a certain number of activities. However, if the number of activities selected is becoming burdensome (not including coding for leave taken), the employee should determine if a fewer number would be as accurate without being burdensome to the employee and timekeeper. For example, the Bureau of Land Management (BLM) has suggested that their employees should not code to activities in increments of less than two hours cumulative during a pay period. Generally for the BLM, this has translated to most employees coding to no more than 7 to 10 different activities in a pay period (not considering complexities related to using multiple budget activities or accounts).

### Changes to the list of ABC Activities

The codes are now 2-digits instead of four, and there have been a few additions to the list of codes. The following activities have been added to the list:

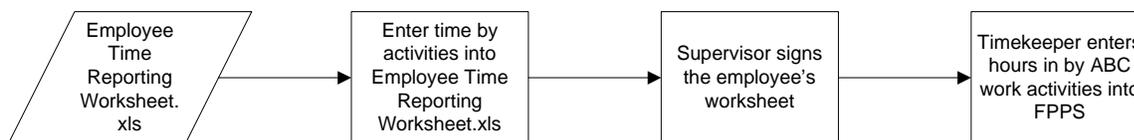
Activity Code	Activity Name
8V	Conduct Environmental Consultations – Wildland Fire
W5	Process Non-T&E Litigation for Resource Protection
S3	Maintain Surface and Groundwater Systems
W7	Review and Develop Environmental Provisions for Projects, Plans, and Permits - Municipal (MUN)
W9	Review and Develop Environmental Provisions for FERC Hydropower Projects - Non-Municipal (PUB)
W1	Review and Develop Environmental Provisions for FERC Hydropower Projects - Non-Specific (COM)
9F	Suppress Wildland Fires outside the WUI
9C	Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation
W3	Process Litigation for Recreation
K5	Maintain Roads
Y2	Construct Dams and Water Storage Facilities
C2	Maintain Dams and Water Storage Facilities

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Activity Code	Activity Name
W6	Maintain Buildings
S1	Construct Roads, Bridges, Tunnels
N9	Construct All Other Structures and Facilities
3Z	Maintain All Other Structures and Facilities
N1	Construct Buildings
N2	Inventory DOI Facilities and Assess Facility Condition
5S	Maintain Bridges
2S	Maintain Water Conveyance Facilities
H4	Construct Water Conveyance Facilities
7W	Maintain Equipment
C8	Administer External Civil Rights
C9	Administer Internal Civil Rights

You may use this form as an electronic copy or hardcopy as determined by your supervisor. (Go to <http://www.planning.fws.gov/abc/training/hardcopy.html> for more information concerning hardcopy only forms.)

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



*Exhibit 1, Process Flow for the New the Employee Time Reporting Worksheet*

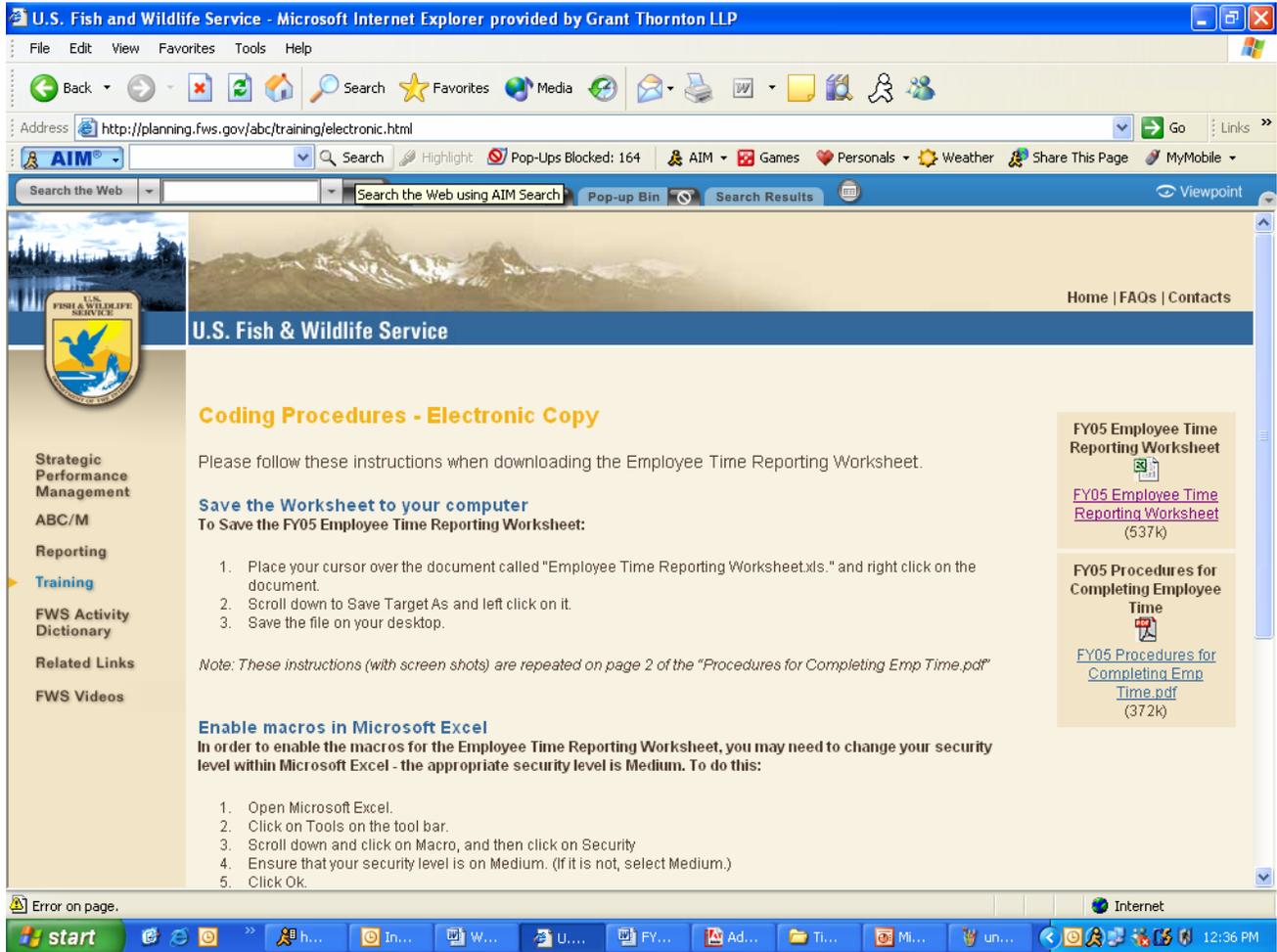
The new Employee Time Reporting Worksheet is mandatory for reporting your time; however, you will have the option to submit your time either electronically or via hard copy as determined by your supervisor. If you submit a hard copy version, please sign your Employee Time Reporting Worksheet. Your supervisor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

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

Although efforts have been made to ensure that the spreadsheet is error-free, you may modify the worksheet to correct error(s) you find or to customize the summary information.

## Section 2: Saving the Employee Time Reporting Worksheet

1. To begin, type in <http://planning.fws.gov/abc/training/electronic.html> in a browser to access the Employee Time Reporting Worksheet.



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

2. As illustrated below, place your cursor over the document called "FY05 Employee Time Reporting Worksheet.xls." This will allow you to save the document to your desktop.
3. Right click on the document called "FY05 Employee Time Reporting Worksheet.xls."

4. Scroll down to **Save Target As** and left click on it.

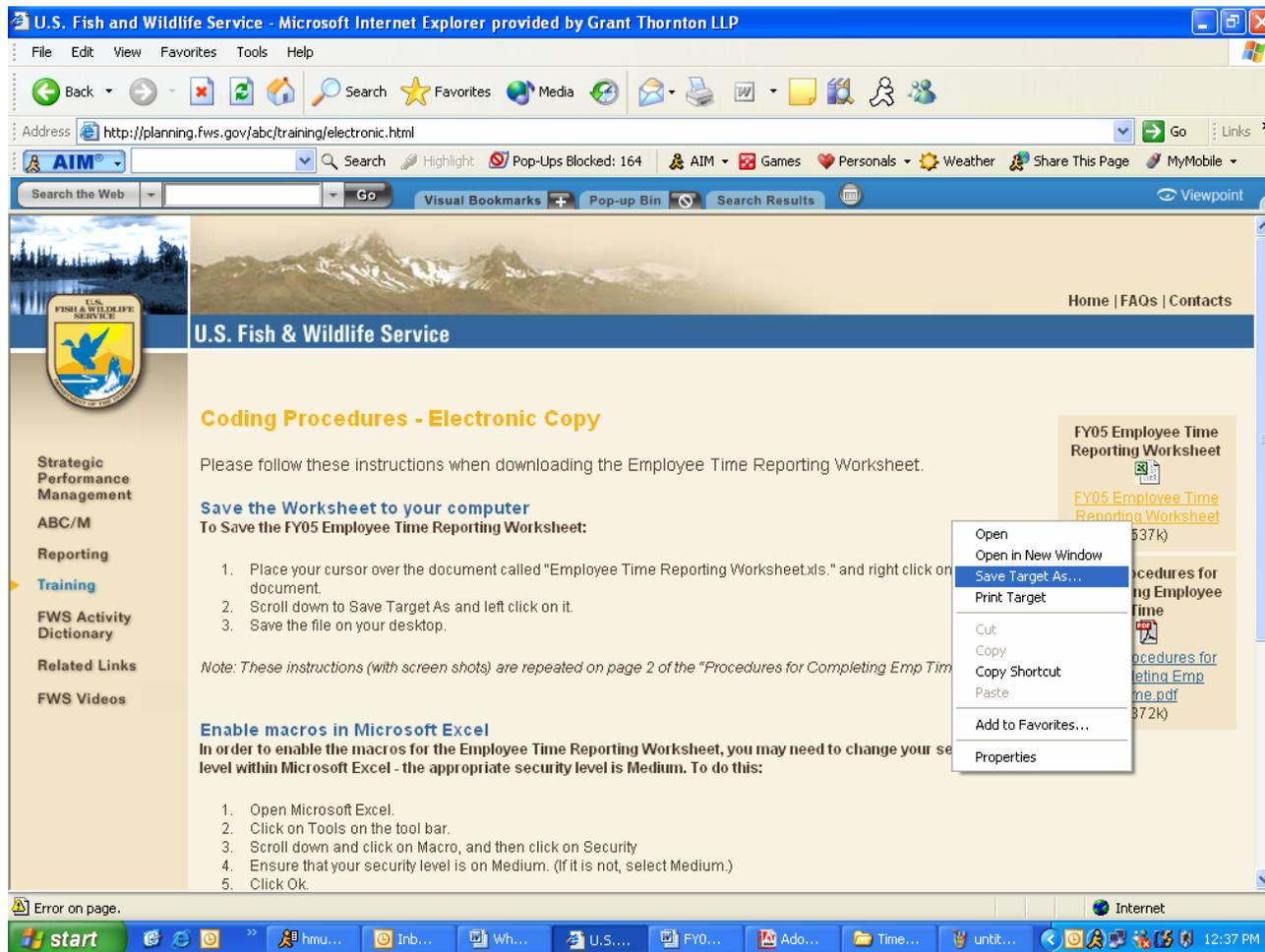
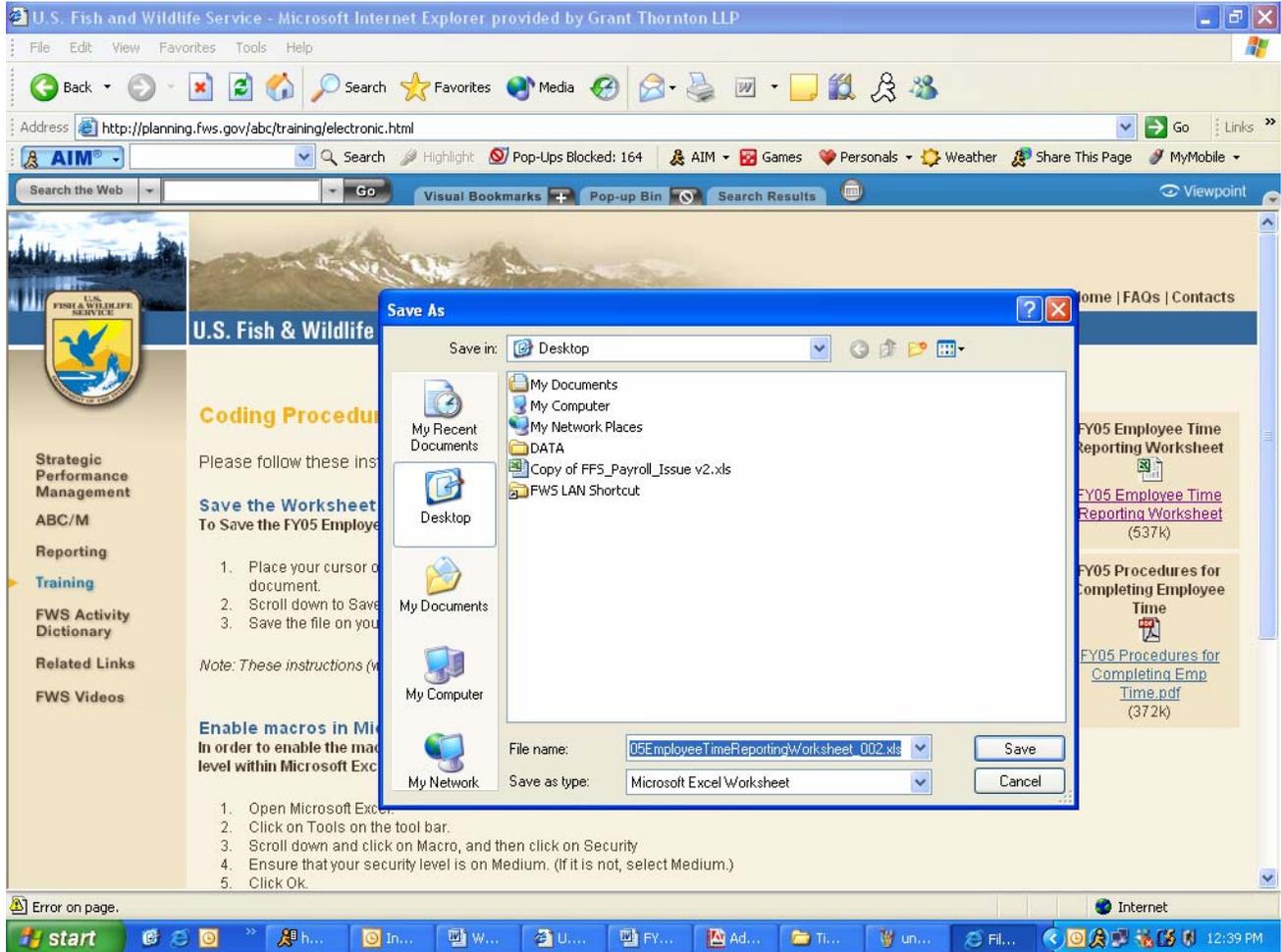


Exhibit 3, Saving the Employee Time Reporting Worksheet

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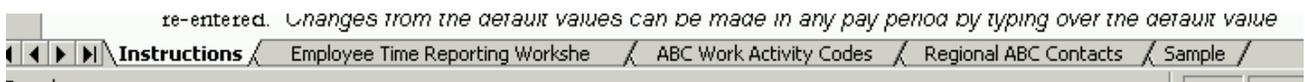
5. Save the file on your desktop as illustrated below.



*Exhibit 4, Saving the Employee Time Reporting Worksheet onto the Desktop*

6. Go to your desktop and double click on the document called “FY05 Employee Time Reporting Worksheet.xls.” This will open the file in Microsoft Excel.

The following picture depicts the tabs at the bottom of the screen that should appear upon opening the Employee Time Reporting Worksheet. Use the arrow keys on the left to scroll and access each tab. If you can not see the tabs as illustrated below, move the cursor over the single square to the right of the file name and click once to maximize the document. This should enable you to see the tabs.



*Exhibit 5, View of the Tabs at the bottom on the Employee Time Reporting Worksheet*

### Section 3: Filling out the Employee Time Reporting Worksheet

The following provides step-by-step instructions on how to complete the **Employee Time Reporting Worksheet** electronically.

- To start a timesheet, click on the **Employee Time Reporting Worksheet** tab.



*Exhibit 6, Selecting the Employee Time Reporting Worksheet*

- Enter your designated Organization/Department Name and your Name in the upper left corner of the form.

	A	B	C	D	E	F	G	H
1	Organization or Department Name:  Name:  Employee Signature:							
3								
4								
5								
6								
7		<b>WEEK 1</b>						

*Exhibit 7, Entering Organization/Department and Name on the Employee Time Reporting Worksheet*

- Select the appropriate Pay Period from the pull down menu in the center of the form.

As illustrated below you will notice that once you click in the entry box next to Pay Period, you get an informational pop-up box, as well as an arrow on the bottom right of the entry box. Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Period.

You will notice that the actual dates in each Pay Period will automatically be updated directly below where you selected the Pay Period.



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	SUN 1/11	MON 1/12	TUE 1/13
<b>Work Schedule</b>		8.00	8.00
<b>PAY CODE</b>	SUN	MON	TUE
<b>010 Regular Time</b>		8.00	8.00
<b>050 Holiday</b>			
<b>030 Sick Leave</b>			
<b>Total Hours</b>	0.00	8.00	8.00
<b>DATE</b>	1/11	1/12	1/13

Exhibit 10, Entering the Actual Hours Worked Per Day

11. Select the Pay Code from the pull down menu.

As illustrated below you will notice that once you click in the entry box next to Pay Code, you get an informational pop-up box, as well as an arrow on the bottom right of the entry box. Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Code.

The screenshot shows a portion of the worksheet with a dropdown menu open for the 'PAY CODE' field on 1/11. The menu lists the following options: 010 Regular Time, 020 Annual Leave, 030 Sick Leave, 050 Holiday, 230 Credit Hours Earned, 231 Credit Hours Used, 101 Leave Without Pay Used, and 060 Admin Leave Other. A yellow pop-up box with the text 'Select a pay code. Select from the pay code list or key in another that does not show up here.' is displayed over the menu. The worksheet background shows 'Work Schedule' for 1/11 and 1/12, and 'PAY CODE' columns for SUN, MON, and TUE.

Exhibit 11, Selecting the Pay Code on the Employee Time Reporting Worksheet

You do not have to select one of the items here. If you enter a different pay code, you will see the following information message:



*Exhibit 12, Message Displayed If the Employee Inputs a Non-Standard Pay Code*

Click OK.

The worksheet has 15 visible lines available for pay codes. There are an additional 25 lines hidden. If you need additional lines, hold the "Shift" key and click on rows 25 and 52, as shown below:

The image shows a portion of an Excel-style worksheet. Rows 24, 25, 52, 53, 54, 55, and 56 are visible. Row 24 is empty. Row 25 is highlighted in blue. Row 52 is highlighted in green and has a pop-up window over it. Row 53 has a header "DATE" and values "3/20", "3/20", "3/21", "3/21". Row 54 has a header "Record" and values "3/20", "3/20", "3/21", "3/21". Row 55 has a header "Leave" and values "3/20", "3/20", "3/21", "3/21". Row 56 has a header "Record" and values "3/20", "3/20", "3/21", "3/21". The pop-up window is titled "Select a pay code" and contains the text: "Select from the pay code list or key in another that does not show up here."

*Exhibit 13, Locating and Highlighting Hidden Lines on the Employee Time Reporting Worksheet*

From the toolbar, click on Format, then Rows, then Unhide. The additional 25 lines will appear.

24						0.00	0.00
25						0.00	0.00
26						0.00	0.00
27						0.00	0.00
28						0.00	0.00
29						0.00	0.00
30						0.00	0.00
31						0.00	0.00
32						0.00	0.00
33						0.00	0.00
34						0.00	0.00
35						0.00	0.00
36						0.00	0.00
37						0.00	0.00
38						0.00	0.00
39						0.00	0.00
40						0.00	0.00
41						0.00	0.00
42						0.00	0.00
43						0.00	0.00
44						0.00	0.00
45						0.00	0.00

Exhibit 14, Opening Hidden Lines on the Employee Time Reporting Worksheet

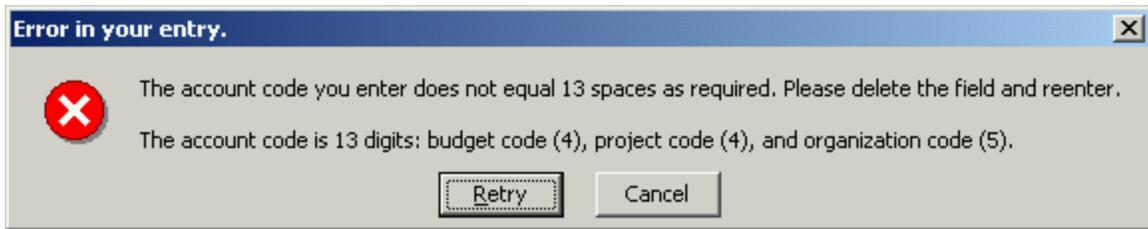
12. You may type the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the organization code (5 digits) and the project code (4 digits)

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

PAY PERIOD	ABC ACTIVITY CODE	
TOTAL	ACCOUNT CODE	ABC ACTIVITY CODE
80.00		
0.00		
0.00		
0.00		

**Insert Account Code**  
The account code is 13 digits: subactivity (4), organization code (5), and project code (4).

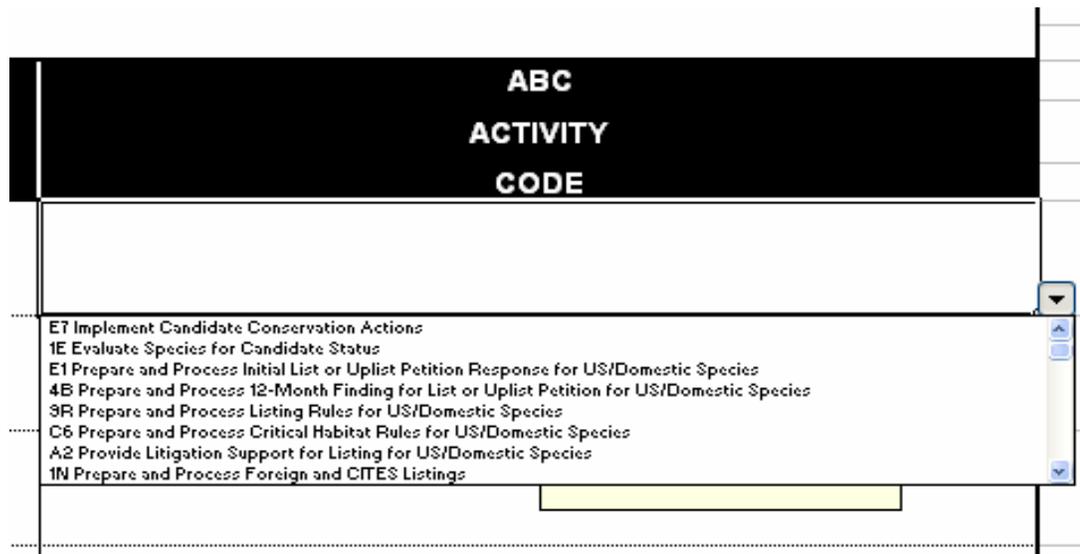
Exhibit 15, Informational Message Received When Inputting the Account Code



*Exhibit 16, Error Message Received if the Account Code Is Incorrect*

13. Select the appropriate ABC Work Activity Codes from the pull down menu.

As illustrated below you will notice that once you click in the entry box next to ABC Activity Code, you get an informational pop-up box, as well as an arrow on the bottom right of the entry box. Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the applicable ABC Activity Code.



*Exhibit 17, Selecting the Appropriate ABC Activity Code and Corresponding Activity Description from a Pull Down Menu*

An ABC Work Activity Code is a two-digit alphanumeric code that corresponds to the activities defined in the FWS activity dictionary. For more information, go to Section 4 of this document.

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

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

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

WEEK 2							PAY PERIOD		
MON	TUE	WED	THU	FRI	SAT	WEEK TOTAL	TOTAL	ACCOUNT CODE	ABC ACTIVITY CODE
10/11	10/12	10/13	10/14	10/15	10/16				
8.00	8.00	8.00	8.00	8.00		40.00	40.00		
MON	TUE	WED	THU	FRI	SAT				
8.00	9.00	8.00	9.00	9.00	8.00	51.00	91.00		E7 Implement Candidate Conservation Actions
8.00	9.00	8.00	9.00	9.00	8.00	51.00	91.00	Hours exceed tour of duty (for full-time employees only)	
10/11	10/12	10/13	10/14	10/15	10/16	Time	NOTES:		

Exhibit 18, Informational Message Received on the Employee Time Reporting Worksheet After Exceeding the Standard Hours for a Normal Pay Period

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

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

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

**Note:** Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time to the Activity codes of E1, 4B, 9R, C6, or A2. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

14. Save the worksheet. You can sign the worksheet in two ways: (1) You can forward the workbook by email to your supervisor. The email proxies for your signature. (2) Print the worksheet on legal paper and sign the hardcopy in the upper left side of the page. Again, check with your office/organization.

## Section 4: Choosing ABC Work Activity Codes

The **ABC Work Activity Codes** are a list comprised of the **ABC work activities**. This list is provided for you to easily identify the codes to which you will charge your time. If you need assistance getting a better understanding of what type of work is performed as part of each ABC Work Activity code, you can go to <http://planning.fws.gov/abc/activity/index.html>. Illustrated below is a screenshot of the activities listed under the process called “Protect and Manage Species.”

**Important: In the following index, Processes and Subprocess are shown in black type and Activities in red. Time should only be coded to Activities, which are underlined (in the index) and assigned a two-digit Activity code.**

### Index of Processes and Activities for FY2005

#### Process 1: Protect and Manage Species

##### Protect and Manage Candidate, T&E and CITES Species

##### Prevent Listing of Species

<u>E7: Implement Candidate Conservation Actions</u>	6
<u>1E: Evaluate Species for Candidate Status</u>	6

##### List Endangered Species

<u>E1: Prepare and Process Initial List or Uplist Petition Response for US/Domestic Species</u>	7
<u>4B: Prepare and Process 12-Month Finding for List or Uplist Petition for US/Domestic Species</u>	8
<u>9R: Prepare and Process Listing Rules for US/Domestic Species</u>	8
<u>C6: Prepare and Process Critical Habitat Rules for US/Domestic Species</u>	9
<u>A2: Provide Litigation Support for Listing for US/Domestic Species</u>	10
<u>1N: Prepare and Process Foreign and CITES Listings</u>	11

##### Develop Recovery Plans or Special Rules for Endangered Species

<u>O9: Develop Recovery Plans for T&amp;E Species</u>	11
<u>V7: Prepare and Process Special 4d and Experimental Population Rules</u>	12

*Exhibit 19, View of the List of ABC Activity Codes and Names*

## Section 5: Assistance Determining ABC Activity Codes

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

Regional ABC Contacts			
Name	Region	Phone	Contact Information
Russ Harmon	Region 1 Primary POC	(503) 231-6813	<a href="mailto:Russell_Harmon@fws.gov">Russell_Harmon@fws.gov</a>
Bill Myer	Region 2 Primary POC	(505) 248-6925	<a href="mailto:Bill_Myer@fws.gov">Bill_Myer@fws.gov</a>
Dave Yazzie	Region 2 Secondary POC	(505) 248-6925	<a href="mailto:David_Yazzie@fws.gov">David_Yazzie@fws.gov</a>
Bob Hansen	Region 3 Primary POC	(612) 713-5212	<a href="mailto:Robert_Hansen@fws.gov">Robert_Hansen@fws.gov</a>
Barbara Milne	Region 3 Secondary POC	(612) 713-5306	<a href="mailto:Barbara_Milne@fws.gov">Barbara_Milne@fws.gov</a>
Jackie Parrish	Region 4 Primary POC	(404) 679-4086	<a href="mailto:Jackie_Parrish@fws.gov">Jackie_Parrish@fws.gov</a>
Ed Buskirk	Region 4 Secondary POC	(404) 679-4086	<a href="mailto:Ed_Buskirk@fws.gov">Ed_Buskirk@fws.gov</a>
Jodie Kimmel	Region 5 Primary POC	(413) 253-8660	<a href="mailto:Jodie_Kimmel@fws.gov">Jodie_Kimmel@fws.gov</a>
Linda Repasky	Region 5 Secondary POC	(413) 253-8220	<a href="mailto:Linda_Repasky@fws.gov">Linda_Repasky@fws.gov</a>
Cathey Willis	Region 6 Primary POC	(303) 236-4589	<a href="mailto:Cathey_Willis@fws.gov">Cathey_Willis@fws.gov</a>
Elliot Sutta	Region 6 Secondary POC	(303) 236-3662	<a href="mailto:Elliot_Sutta@fws.gov">Elliot_Sutta@fws.gov</a>
Richard Hannan	Region 7 Primary Contact	(907) 786-3447	<a href="mailto:Richard_Hannan@fws.gov">Richard_Hannan@fws.gov</a>
Debora McClain	Region 7 Secondary POC	(907) 786-3481	<a href="mailto:Debora_McClain@fws.gov">Debora_McClain@fws.gov</a>
Kathy Tynan	Region 9 Primary Contact	(703) 358-2088	<a href="mailto:Kathy_Tynan@fws.gov">Kathy_Tynan@fws.gov</a>

*Exhibit 20, Contact Information for the Regional ABC Representatives*

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## Section 5: Sample Completed Employee Time Reporting Worksheet

**SAMPLE EMPLOYEE TIME REPORTING WORKSHEET**

Organization or Department Name: Division of Human Resources  
 Name: Ferry Harris  
 Employee Signature: \_\_\_\_\_

Pay Period: 0422  
 From: 10/3/04  
 Through: 10/16/04

Supervisor Signature: \_\_\_\_\_  
 Timekeeper Signature (Optional): \_\_\_\_\_

	WEEK 1								WEEK 2								PAY PERIOD TOTAL	ACCOUNT CODE	AC
	SUN 10/3	MON 10/4	TUE 10/5	WED 10/6	THU 10/7	FRI 10/8	SAT 10/9	WEEK TOTAL	SUN 10/10	MON 10/11	TUE 10/12	WED 10/13	THU 10/14	FRI 10/15	SAT 10/16	WEEK TOTAL			
<b>Work Schedule</b>		9.00	9.00		9.00	8.50		35.50		9.00	9.00	9.00	9.00	8.50		44.50	80.00		
<b>PAT CODE</b>	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT				
010 Regular Time		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00			32.00	72.00	XXXXXXXXXXXX	IF Administer Pay and Ben
020 Annual Leave								0.00						8.00		8.00	8.00	XXXXXXXXXXXX	R2 Analyze Organizational Positions
<b>Total Hours</b>	0.00	HRS?	HRS?	8.00	HRS?	HRS?	0.00	8.00	0.00	HRS?	HRS?	HRS?	HRS?	HRS?	0.00	0.00	8.00		
<b>DATE</b>	10/3	10/4	10/5	10/6	10/7	10/8	10/9	Time	10/10	10/11	10/12	10/13	10/14	10/15	10/16	Time			
<b>Record</b>								From								From			
<b>Leave</b>								To								To			
<b>Record</b>								From								From			
<b>Overtime</b>								To								To			
<b>INITIALS</b>																			