

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 his 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

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

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
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/electronic.html> for more information concerning electronic 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:

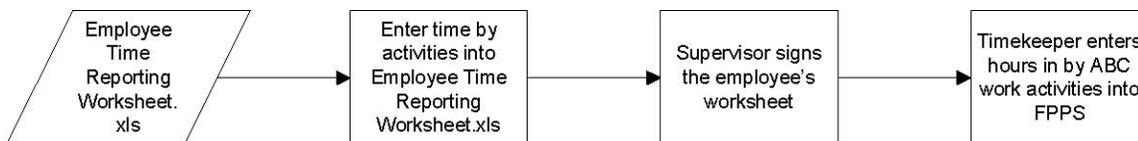


Exhibit 1, Process Flow for the New the Employee Time Reporting Worksheet

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.

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

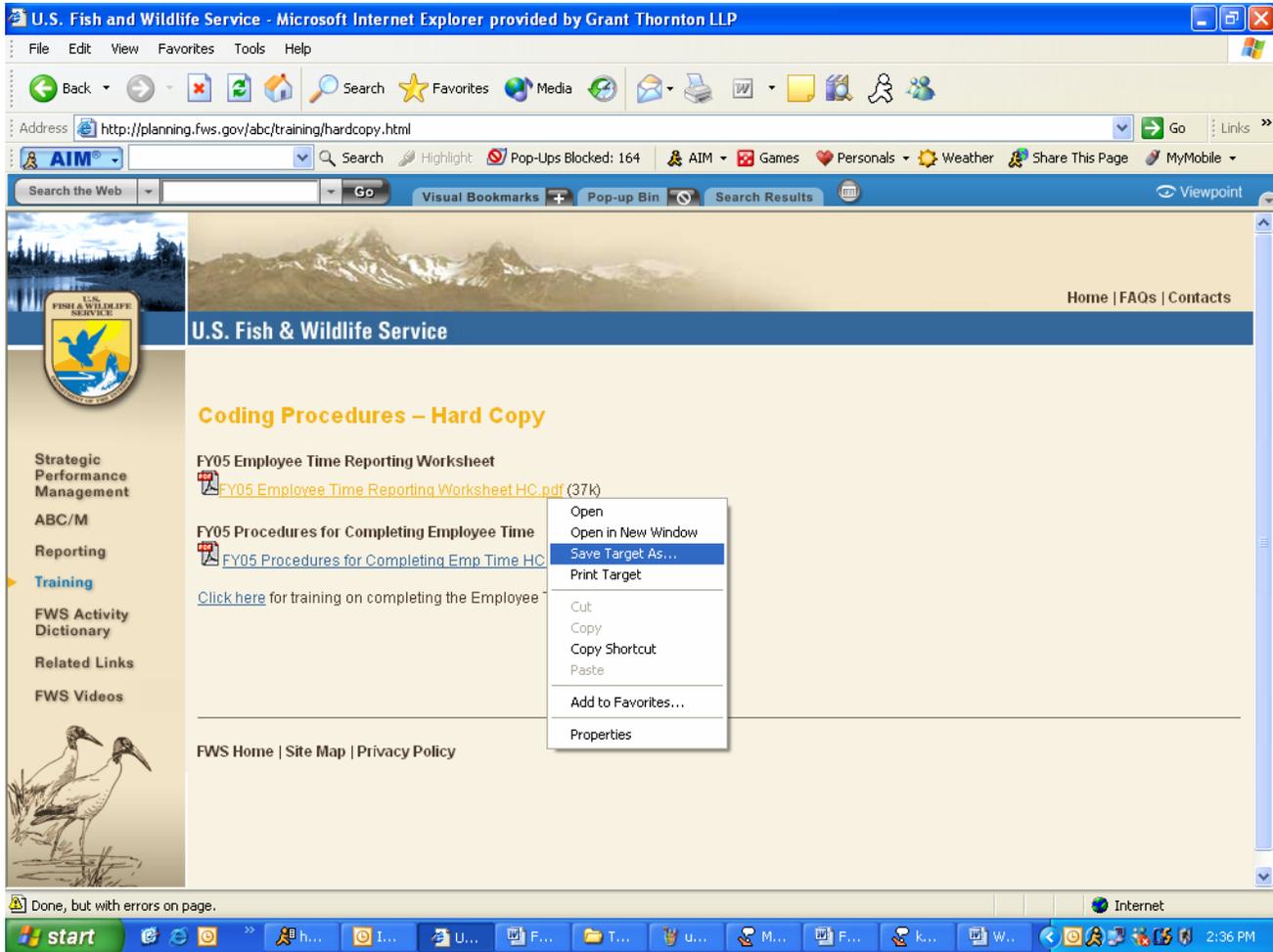


Exhibit 3, Saving the Employee Time Reporting Worksheet

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

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

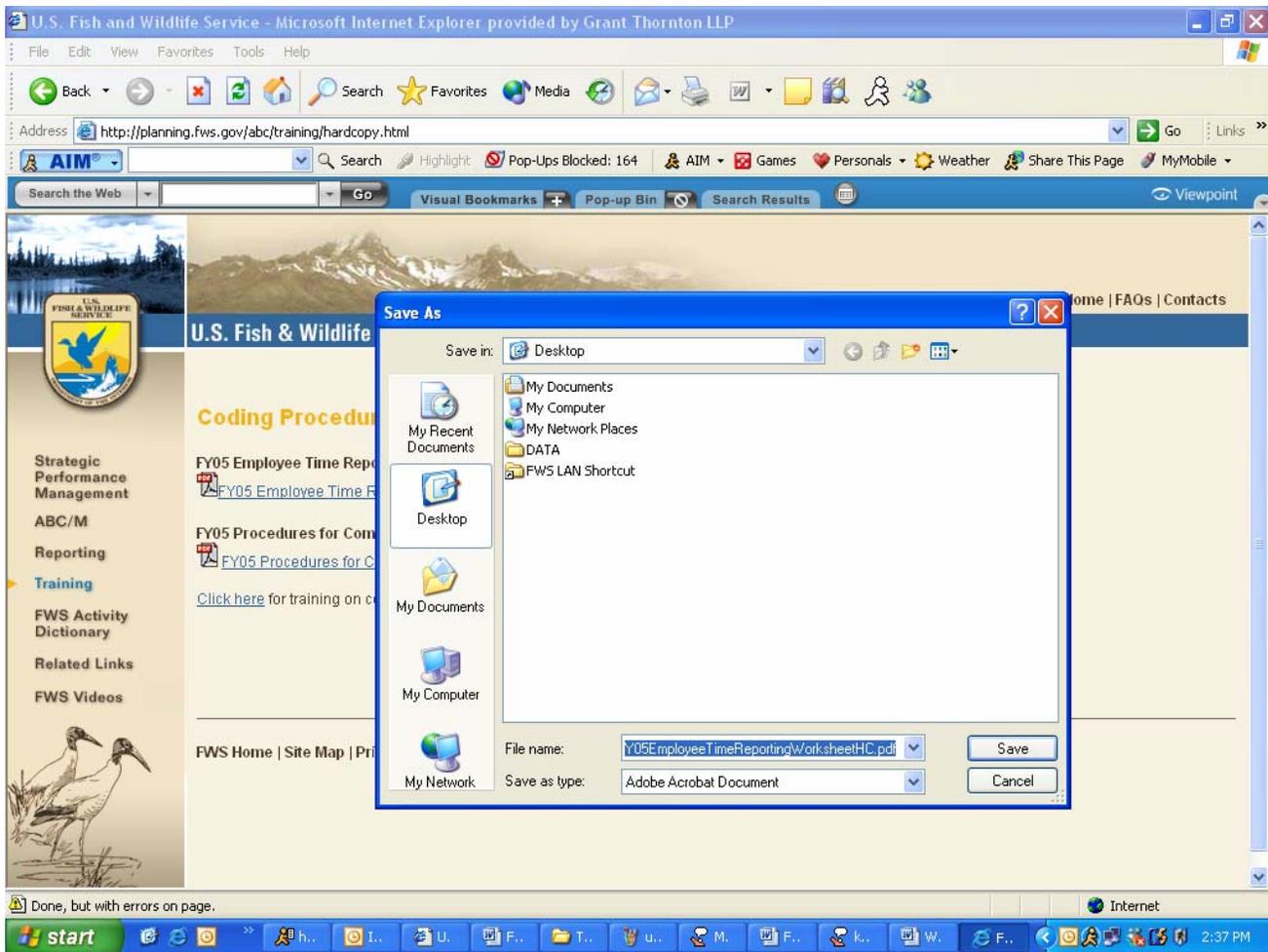


Exhibit 4, Saving the Employee Time Reporting Worksheet onto the Desktop

6. Go to your desktop and double click on the document called “FY05 Employee Time Reporting Worksheet.pdf.” This will open the file in Microsoft Adobe Acrobat.
7. Print the “FY05 Employee Time Reporting Worksheet.pdf”.
To print the document, go to the top left and click File then Print then Ok.

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** manually.

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

Organization or Department Name: _____
 Name: _____
 Employee Signature: _____

WEEK 1						
SUN	MON	TUE	WED	THU	FRI	SAT

Exhibit 5, Entering Organization/Department and Name on the Employee Time Reporting Worksheet

- Write the appropriate Pay Period in the center of the form. Also, enter the actual dates in each Pay Period directly below where you entered the Pay Period.

Pay Period:
 From:
 Through:

Exhibit 6, Entering the Pay Period

- Write in your regularly scheduled tour of duty (hours that you work) for each day of the pay period in the area labeled "Work Schedule." If you do not have regularly scheduled tour of duty, for example, you are on a maxiflex schedule or an intermittent employee), you do not have to complete this part of the form. The example below shows an 8-hour a day, Monday through Friday, schedule.

	WEEK 1							WEEK 2								
	SUN 1/11	MON 1/12	TUE 1/13	WED 1/14	THU 1/15	FRI 1/16	SAT 1/17	WEEK TOTAL	SUN 1/18	MON 1/19	TUE 1/20	WED 1/21	THU 1/22	FRI 1/23	SAT 1/24	WEEK TOTAL
Work Schedule		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00
PAY CODE																
								0.00								0.00
								0.00								0.00
								0.00								0.00

Exhibit 7, Entering the Standard Work Hours on a Typical Day

- Write the number of hours you actually worked each day in the Pay Period. Ensure

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

that you have divided your time by ABC Activity (discussed later in Section 3). Write the appropriate Pay Code, such as regular time, annual leave, sick leave, holiday, credit hours earned, credit hours used, leave without pay used, and admin leave other.

	WEEK 1							
	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK TOTAL
Work Schedule								
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT	

Exhibit 8, Entering the Pay Code on the Employee Time Reporting Worksheet

The worksheet has 14 lines available for pay codes. If you need additional lines, print another Employee Time Reporting Worksheet and indicate that to fully account for your time. You may require two or more Employee Time Reporting Worksheets for a particular Pay Period.

- Write the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the project code (4 digits) and the organization code (5 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.

ACCOUNT CODE
9999888812345

Exhibit 9, Entering the Account Code

- Write the appropriate ABC Work Activity Code. You are not required to write the ABC Work Activity Description.

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

ABC ACTIVITY CODE

Exhibit 10, View of an Employee Time Reporting Worksheet With an ABC Activity Code and Corresponding Activity Description

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 regarding ABC Work Activity Codes, go to Section 3 of this document or <http://planning.fws.gov/abc/activity/index.html>.

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

Record Comp Time or Credit Hours Used (when you take the time off) to the Activity Code and Activity 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 since there is not cost associated.

Your work hours should generally not exceed your tour of duty. You can ensure that you have properly input your hours by comparing the "Pay Period Total by Work Schedule" against the "Pay Period Total by Total Hours."

ABC requires most time submission to be in hour increments; however, if you need to record a fraction of an hour (for example, 1 hour 15 minutes of annual leave), 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

It is acceptable to assign time worked to multiple ABC work activity codes in a regular workday.

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

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

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. Once you have completed the Employee Time Reporting Worksheet at the end of a Pay Period forward it onto your supervisor for approval.

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&E Species</u>	11
<u>V7: Prepare and Process Special 4d and Experimental Population Rules</u>	12

Exhibit 11, 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	Russell_Harmon@fws.gov
Bill Myer	Region 2 Primary POC	(505) 248-6925	Bill_Myer@fws.gov
Dave Yazzie	Region 2 Secondary POC	(505) 248-6925	David_Yazzie@fws.gov
Bob Hansen	Region 3 Primary POC	(612) 713-5212	Robert_Hansen@fws.gov
Barbara Milne	Region 3 Secondary POC	(612) 713-5306	Barbara_Milne@fws.gov
Jackie Parrish	Region 4 Primary POC	(404) 679-4086	Jackie_Parrish@fws.gov
Ed Buskirk	Region 4 Secondary POC	(404) 679-4086	Ed_Buskirk@fws.gov
Jodie Kimmel	Region 5 Primary POC	(413) 253-8660	Jodie_Kimmel@fws.gov
Linda Repasky	Region 5 Secondary POC	(413) 253-8220	Linda_Repasky@fws.gov
Cathey Willis	Region 6 Primary POC	(303) 236-4589	Cathey_Willis@fws.gov
Elliot Sutta	Region 6 Secondary POC	(303) 236-3662	Elliot_Sutta@fws.gov
Richard Hannan	Region 7 Primary Contact	(907) 786-3447	Richard_Hannan@fws.gov
Debora McClain	Region 7 Secondary POC	(907) 786-3481	Debora_McClain@fws.gov
Kathy Tynan	Region 9 Primary Contact	(703) 358-2088	Kathy_Tynan@fws.gov

Exhibit 12, Contact Information for the Regional ABC Representatives

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING WORKSHEET
9/29/04

Section 6: Sample Completed Employee Time Reporting Worksheet

SAMPLE EMPLOYEE TIME REPORTING WORKSHEET

Organization or Department Name: Division of Human Resources Pay Period: 9/29/04

Name: Perry Moore From: 9/29/04 Supervisor Signature: _____

Employee Signature: _____ Through: 10/05/04 Timekeeper Signature (Optional): _____

	WEEK 1							WEEK 2							WEEK TOTAL	PMT PERIOD TOTAL	ACCOUNT CODE	DESCRIPTION	
	SUN 10/13	MON 10/14	TUE 10/15	WED 10/16	THU 10/17	FRI 10/18	SAT 10/19	SUN 10/10	MON 10/11	TUE 10/12	WED 10/13	THU 10/14	FRI 10/15	SAT 10/16					
Work Schedule		9.00	9.00		9.00	8.50	0.00	25.50		9.00	9.00	9.00	9.00	8.50	0.00	44.50	80.00		
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT					
010 Regular Time		1.00	1.00		1.00	1.00		4.00				1.00		1.00		2.00	6.00	166300095220	IF Administer Pay and B
010 Regular Time		1.00	1.00		1.00	1.00		4.00				1.00	1.00	1.00		3.00	7.00	166300095220	C7 Administer Employee
010 Regular Time		3.00	3.00		3.00	2.50		11.50				3.00	3.00	2.50		8.50	20.00	166300095220	65 Administer Recruitment Diversity
010 Regular Time		1.00	3.00		3.00	3.00		10.00				3.00	3.00	3.00		9.00	19.00	166300095220	R2 Analyze Organization Positions
010 Regular Time		1.00	1.00		1.00	1.00		4.00				1.00	1.00	1.00		3.00	7.00	166300095220	X4 Evaluate and Course
030 Sick Leave		2.00						2.00								0.00	2.00	166300095220	R2 Analyze Organization Positions
020 Annual Leave								0.00			4.00					4.00	4.00	166300095220	R2 Analyze Organization Positions
020 Annual Leave								0.00			4.00					4.00	4.00	166300095220	65 Administer Recruitment Diversity
020 Annual Leave								0.00			1.00					1.00	1.00	166300095220	C7 Administer Employee
061 Admin Leave Weather								0.00				1.00				1.00	1.00	166300095220	IF Administer Pay and B
010 Regular Time								0.00	9.00							9.00	9.00	166300095220	90Attend Training
Comp Time Earn 040								0.00								0.00	0.00	166300095220	
Total Hours	0.00	9.00	9.00	0.00	9.00	8.50	0.00	25.50	0.00	9.00	9.00	9.00	9.00	8.50	0.00	44.50	80.00		
DATE	10/13	10/14	10/15	10/16	10/17	10/18	10/19	Time	10/10	10/11	10/12	10/13	10/14	10/15	10/16	Time	TOTAL		
Record		8:00						From				4:00				From			

PROCEDURES FOR COMPLETING THE HARD COPY EMPLOYEE TIME REPORTING
WORKSHEET
9/29/04