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Memorandum

From **AD - Budg, Planning & Hum Res**

Subject **ABC T&A Tips for Employees, Timekeepers and Certifiers**

The Director recently issued a message to all Service employees regarding implementing Activity-Based Costing (ABC) work activity codes in the time and attendance process. ABC coding is applicable to all Service employees and is being implemented pay-period 0403 beginning January 11, 2004. The primary change in the T&A process is that employees are required to charge their time to specific activity codes. The following are T&A tips for employees, timekeepers and certifiers to assist with a smooth implementation.

Roles & Responsibilities:

- The role of the ***employee*** is to accurately record his/her T&A including assigning ABC work activity codes. The employee records his/her time using the new FWS *Employee Time Reporting Worksheet*.
- The role of the ***timekeeper*** is to ensure that the information submitted is accurately input in FPPS and that any system errors are resolved.
- The role of the ***certifier*** (first level supervisor or higher) is to ensure the accuracy of the employee's entire T&A. This includes that the employee worked the hours recorded, that the employee has correctly identified the ABC work activity codes, and that the timekeeper has correctly input the information into FPPS.

ABC Instructions & the Employee Time Reporting Worksheet: Detailed instructions on ABC coding and use of the Employee Time Reporting Worksheet are located at: http://planning.fws.gov/abc/coding.html.

Note: This website provides instructions for using an electronic Excel version of the Employee Time Reporting Worksheet as well as a hard copy version. Use of the Excel or hard copy version is a supervisory/management decision within each organization.

ABC Work Activity Codes: These codes are located at http://planning.fws.gov/abc/dictionary.htm. They are also available as part of the 'pull down menu' of the electronic Excel version of the Employee Time Reporting Worksheet.

Inputting ABC Codes in FPPS: The ABC code will be input into FPPS as part of the 'cost structure' field. Regardless of how you have been entering cost structure information in the past, the following is how cost structure information **MUST** now be input.

4 digit subactivity code; 4 digit project code; 5 digit organizational code; 4 digit ABC code.

The cost structure **MUST** have all 17 characters. If you do not have a project code, enter 4 zeros.

Pre-print T&As: Because the ABC requires that time be charged to specific work activities based on the actual work accomplished each pay period, it is typically not practical to have 'pre-print' T&As. Therefore, current pre-prints will not be useable and **HQHR will not be establishing new or revised pre-print T&As.**

- When inputting time for an employee who already has an established pre-print, FPPS will prompt the timekeeper with the statement: To Use the Employee's Master T&A enter (Y/N) - enter N for no.

- FPPS will then provide a 'blank' T&A screen.

Cost Keys: Cost Keys are used in FPPS to eliminate having to reenter duplicate cost structures. Since timekeepers will not be using pre-prints, they will need to use the numeric code (1-9) for the Cost Key. A different Cost Key is used for each different cost structure/ABC code.

- The following example shows the same cost structure with different ABC codes.

CK	**Cost Structure**
1	1660000095200616S
2	166000009520061C7
3	166000009520067R2

- The following example shows the use of additional Cost Keys if the cost structure changes even if the ABC code is the same. For example, if there is a different project code or you are cross-charging to a different organizational code.

4	1663000095200616S

- Note: When entering time charged to a recurring cost structure you only have to enter the Cost Key and not the entire cost structure.

- The Cost Key field has only one character. If by chance you have more than 9 different cost structures you can leave the Cost Key field blank. However, you will then need to reenter that particular cost structure each time it recurs on the T&A.

Corrections: Amended T&As cannot be submitted to correct the cost structure. FPPS does not allow changes to the cost structure portion of the T&A. Therefore, it is important that the cost structure and ABC codes are entered accurately before the supervisor releases the T&A in FPPS. Incorrect cost structure/ABC codes can only be corrected through the Federal Financial System (FFS) by remote data entry. Note: FFS will not be accepting remote data entry for ABC code errors during January - March 2004. You will be able to begin making changes to ABC codes through FFS after the beginning of the pay period which starts April 18, 2004.

Coding Paid Absences: Annual leave, sick leave, admin leave, holiday, court leave and military leave are charged to the ABC code(s) to which you would have charged the time if you had been at work.

Coding AWOL & LWOP: Since there is no cost involved in this time you DO NOT use an ABC code.

Coding Credit Hours Earned/Comp Time Earned: Credit hours earned and comp time earned are NOT charged to an ABC code since there are no costs involved.

Coding Credit Hours Used/Comp Time Used: Credit hours used and comp time used ARE charged to the ABC code to which you would have charged the time if you had been at work.

Coding Overtime and Premium Pay: Code to the applicable ABC code.

Reviewing the FPPS T&A for Certification: The implementation of ABC codes HAS NOT changed the certification process. The following instructions are provided as guidance on the best method for reviewing and certifying T&As.

- Only a first level supervisor or higher can certify T&As. T&As cannot be certified by someone else using the certifier's password. FPPS passwords should NEVER be used by anyone other than to whom it is assigned.

- After the timekeeper forwards the T&As to the certifier, it is recommended that the certifier enter a 'V' for View on the line in front of the employee's name. This allows the T&A to be viewed for accuracy before it is certified. **Note: It is not recommended that certifiers use the option at the top of the T&A screen that states: If you wish to certify all T&As in your possession type 'X' here ____.** This function does not allow you to review the individual T&As.

- If the T&A is not accurate the certifier can return the T&A to the timekeeper by entering a 'F' to forward the T&A back to the timekeeper.

- If the T&A is correct, the certifier would enter a 'Z' on the line before the employee's name and then choose 'Certify ad Save' from the pop-up box.

Questions: Employee and timekeeper questions concerning the appropriate use of ABC codes should be directed to the supervisor.