



Timesheet Approval Instructional Guide

Timesheet Approval Instructions:

- Non-BLM employees approving or timekeeping for BLM employee
 - o Includes fillable form
- Non-FWS employees approving or timekeeping for FWS employees
 - o Includes fillable form
- Non-NPS employees approving or timekeeping for FWS employees
 - o Includes fillable form
- Non-FS employees approving or timekeeping for FS employees
 - o Includes FS Person-Model Instructions



Time Sheet Approval Instructions

Agency	System
Bureau of Land Management	BLM Quicktime
Fish and Wildlife Service	FWS Quicktime
National Park Service	NPS Quicktime
Forest Service	Paycheck8

Background

In some Service First arrangements, there are employees and/or managers from multiple agencies. In these cases, a supervisor from one agency may be supervising employee(s) from other agencies. For example, inter-agency fire units have a Fire Management Officer from one agency who supervises employees from two or more agencies. Timekeeping can be challenging in those situations, and often there are employees who have someone serving as their supervisor and/or timekeeper who is not their actual supervisor or timekeeper. By accessing one another's timekeeping systems, inter-agency units will be able to assign the actual supervisor and timekeeper to all employees.

Purpose

These forms allow timekeepers and supervisors from other agencies to access employees' timekeeping systems in order to input or approve time for employees that they supervise or act as timekeeper for.

All Agencies

Before changing timekeeping roles in your organization, be sure to sit down with current timekeepers and certifiers to discuss the transition and ensure everyone understands what their new roles will be.

Non-BLM employees approving or timekeeping for BLM employee

Here's what you need to start:

- If you are a non-BLM employee and you supervise BLM employees, fill out the BLM permission document (pg. 4) and check the Certifier Role. Write the names of the employee(s) or group that you will be certifying. Have an appropriate BLM manager sign the Supervisor line and then send to the State Administrator for processing (list of administrators, below).
- If you are a non-BLM employee and you serve as a timekeeper for BLM employees, fill out the permission document (pg. 4) and check the Timekeeper Role. Write the names of the employee(s) or group that you will be timekeeper for. Have an appropriate BLM manager sign the Supervisor line and then send to the State Administrator for processing (list of administrators, below).

What happens next? The State Administrator will assign the role and give access. The form will go to the Quicktime National Administrator for final approval and storage.

State Quicktime Administrator List

<u>Location</u>	<u>Quicktime Administrator</u>	<u>Phone Number</u>	<u>Email Address</u>
Alaska	Beth Hartt/Gail Johnson	907-271-5511	bhartt@blm.gov / gljohnson@blm.gov
Arizona	Susan K Williams	602-417-9231	s7willia@blm.gov
California	Erica St Michel/Nicole Savage	916-978-4524/4441	estmichel@blm.gov / nsavage@blm.gov
Colorado	Debra Page/Julie Scholla	303-239-3800	dpage@blm.gov / jscholla@blm.gov
Eastern States	Stacey Solis	703-440-1719	ssolis@blm.gov
Fire and Aviation	Richard Moore/Lydia Mawson	208-387-5523	rjmoore@blm.gov / lmawson@blm.gov
Idaho	Nona Del Bosque/Peggy Smith	208-373-3950	ndelbosque@blm.gov
Montana/Dakotas	Donna Kaseman/Brenda Kahl	406-896-5013/5341	bkahl@blm.gov
National Operations Center	Naomi Poissant	303-236-5394	npoissant@blm.gov
National Training Center	Diane Morrison	602-906-5607	dlmorris@blm.gov
Nevada	Gary Gustafson	775-861-6679	ggustafson@blm.gov
New Mexico	Kelly Gatlin/Teresa Perez	505-954-2031/2118	kgatlin@blm.gov / tperez@blm.gov
Oregon/Washington	Bebiana Capture	541-473-6316	bcapture@blm.gov
Utah	Debbra Buge, Melanie Beckstead, & Stella Portillo	801-539-4051	dbuge@blm.gov / mbeckstead@blm.gov / sportill@blm.gov
Washington DC Office	Lakesha Sprately	202-912-7052	lspratle@blm.gov
Wyoming	Beverly Forrest/Sherry Dixon/Margaret Rothleutner	307-328-4318/5118	sdixon@blm.gov / mrothleu@blm.gov

United States Department of the Interior
Bureau of Land Management
Division of Human Resources Services
Quicktime Application Permission Request

Route Form to:

- 1. Supervisor**
- 2. State Administrator**
- 3. Timekeeper (Timekeeper retains original)**
- 4. Timekeeper forwards copy to DHRS Application User Representative (OC200) within 3 days of completion**

Date: _____ Submitted by: _____

USER INFORMATION

Print Name (First, MI, Last): _____

Org./Office Code: _____

ROLE PERMISSIONS

Action:

Add New User Role	Modify User Role	Remove User Role
Explain Modification: _____		

Type of Role:

(Identify Groups/Employees to be assigned)

Master Administrator for _____

State Administrator for _____

Local Administrator for _____

Password Administrator for _____

Certifier for _____

"Alternate Certifier for _____

"Timekeeper for _____

"Alternate Timekeeper for _____

Timeframe:

From: _____ to _____

Notes/Comments: _____

Has the User Completed Training? Yes No

SIGNATURES

BLM Supervisor: _____ Tel#: _____ Date: _____

State Administrator: _____ Tel#: _____ Date: _____

Timekeeper: _____ Tel#: _____ Date: _____

Application User Rep: _____ Tel#: _____ Date: _____

Non-FWS employees approving or timekeeping for FWS employee

Here's what you need to start:

- If you are a non-FWS employee and you supervise FWS employees, fill out the FWS permission document (pg. 7) and check the Certifier Role. Write the names of the employee(s) or group that you will be certifying. Have an appropriate FWS manager sign the Supervisor line and then send to timekeeper.
- If you are a non-FWS employee and you serve as a timekeeper for FWS employees, fill out the permission document (pg. 7) and check the Timekeeper Role. Write the names of the employee(s) or group that you will be timekeeper for. Have an appropriate FWS manager sign the Supervisor line and then send to timekeeper.

What happens next?

The timekeeper will assign the role and give access. A copy of the form will be sent to Regional Pay Administrator within three days of completion (pg. 7).

FWS - Fish & Wildlife Service		Password Resets done by FWS	
1552 Production		https://qtime.nbc.gov/proweb/qtime1552/login	
1052 Test		https://testqt/proweb/qtime1052/login	
Password resets done by Local Admins by regions			
Master Admin	Phone #	Fax #	Email Address
Ginger Nethery - Servicewide	(703) 358-1853	(703) 358-1739	ginger_nethery@fws.gov
Region 1	Phone #	Fax #	Email Address
Carol Crook	(503) 231-6138	(503) 231-2373	carol_crook@fws.gov
Kim Shrader	(503) 231-6138	(503) 231-2373	kim_shrader@fws.gov
Laura Wanner	(503) 231-6138	(503) 231-2373	laura_wanner@fws.gov
Region 2	Phone #	Fax #	Email Address
Christina Smith	(505) 248-6939	(505) 248-6856	christina_smith@fws.gov

Cindy Weakland	(505) 248-6863	(505) 248-6604	cindy_weakland@fws.gov
Region 3	Phone #	Fax #	Email Address
Julie Anderson	(612) 713-5233	(612) 713-5281	julie_anderson@fws.gov
Katie Eull	(612) 713-5245	(612) 713-5281	katherine_eull@fws.gov
Valerie Eastland	(612) 713-5229	(612) 713-5281	valerie_eastland@fws.gov
Region 4	Phone #	Fax #	Email Address
Gentry King	(404) 679-4054	(404) 679-4199	gentry_king@fws.gov
Region 5	Phone #	Fax #	Email Address
Jacob Porst	(413) 253-8327	(413) 253-8461	jacob_porst@fws.gov
Sheila McCarthy	(413) 253-8268	(413) 253-8461	shelia_mccarthy@fws.gov
Region 6	Phone #	Fax #	Email Address
Susan O'Connor	(303) 236-7913	(303) 236-5775	susan_oconnor@fws.gov
Region 7	Phone #	Fax #	Email Address
Lynne Santos	(907) 786-3544	(907) 786-3306	lynne_santos@fws.gov
Beth Hartt	(907) 271-5511	(907) 786-3306	bhartt@blm.gov
Helen Stewart	(907) 786-3307	(907) 786-3306	helen_stewart@fws.gov
Region 8	Phone #	Fax #	Email Address
Carol Crook	(503) 231-6138	(503) 231-2373	carol_crook@fws.gov
Kim Shrader	(503) 231-6138	(503) 231-2373	kim_shrader@fws.gov
Laura Wanner	(503) 231-6138	(503) 231-2373	laura_wanner@fws.gov
Region 9	Phone #	Fax #	Email Address
Vanessa Porter	(703) 358-2557	(703) 358-1739	vanessa_porter@fws.gov
Ginger Nethery	(703) 358-1853	(703) 358-1739	ginger_nethery@fws.gov

United States Department of the Interior
US Fish & Wildlife Division of Human
Resources Service First Quicktime
Application Permission Request

Route Form to:

1. Supervisor
2. Timekeeper (Timekeeper retains original)
3. Timekeeper forwards copy to Regional Pay Administrator within 3 days of completion

Date: _____ Submitted by: _____

USER INFORMATION

Print Name (First, MI, Last): _____

Org./Office Code: _____

ROLE PERMISSIONS

Action:

Add New User Role Modify User Role Remove User Role
Explain Modification: _____

Type of Role:

(Identify Organizations to be assigned)

Local Administrator for _____

Password Administrator for _____

Certifier for _____

Alternate Certifier for _____

Timekeeper for _____

Alternate Timekeeper for _____

Timeframe:

From: _____ to _____

Notes/Comments: _____

Has the User Completed Training? Yes No

SIGNATURES

FWS Supervisor: _____ Tel#: _____ Date: _____

Regional Pay Administrator: _____ Tel#: _____ Date: _____

Timekeeper: _____ Tel#: _____ Date: _____

Application User Rep: _____ Tel#: _____ Date: _____

Non-NPS employees approving or timekeeping for NPS employee

Here's what you need to start:

- If you are a non-NPS employee and you supervise NPS employees, fill out the NPS permission document (pg. 9, 10) and check the Certifier Role. Complete block 14 with the following: 1) the Org Code that the requesting employee would need access to; 2) a brief description of why the access is needed; and 3) how long the access be needed. Have an appropriate NPS manager sign the Supervisor line. The approving official should sign and then the form should be sent to Michelle Fisher (michelle_fisher@nps.gov) for processing.
- If you are a non-NPS employee and you serve as a timekeeper for NPS employees, fill out the permission document (pg. 9, 10) and check the Timekeeper Role. Complete block 14 with the following: 1) the Org Code that the requesting employee would need access to; 2) a brief description of why the access is needed; and 3) how long the access be needed. Have an appropriate NPS manager sign the Supervisor line. The approving official should sign and then the form should be sent to Michelle Fisher (michelle_fisher@nps.gov) for processing.

**National Park Service
Quicktime User Account Form**

This form is to be used for all requests for access, changes, or termination of user access to the Quicktime T&A System

Action Type: Add a new user Delete user Change user profile/access

Annual re-certification Re-instituting Access (only check if user was previously assigned an NPS Quicktime user Id)

Information about the applicant.

Last 1. Name:	First 2. Name:	Middle 3. Initial:
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4. Employment Type: Employee Temporary Employee Contractor

5. Division/Office Name:	6. Office/Org Code:
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7. Start Date: (MM/DD/YY)	8. End Date: (temporary/contractor)
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9. Phone number: () - Ext:	10. Office Location (City/State)
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11. Current Quicktime User ID (if applicable):	12. E-Mail address:
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13. Type of Access Needed: *Please contact the Human Resources Office if you need assistance in making this determination.*

Time and Attendance Data (Quicktime)

- Timekeeper
- Certifier
- Alternate Timekeeper
- Alternate Certifier
- Local Administrator
- Password Administrator
- Master Administrator

14. Access range: list the organization codes for which the applicants should be granted access.

15. Purpose of this request:

Quicktime User Security Agreement

Access to the Department of the Interior (DOI) Mainframe Computer System and Quicktime T&A System is controlled to protect sensitive personnel and payroll information. Access is granted only to authorized users. Unauthorized use of a user account includes, but is not limited to: the use of a user account to access the DOI mainframe or Quicktime T&A system by any person other than the authorized user; theft; damage to or corruption of the database; destruction of or tampering with government information; disclosure of any sensitive information; or any non-government related reasons.

I, _____, acknowledge that unauthorized use of any US government computer system is
print your name
punishable under Public Law 98-473. I also understand that I am accountable for any and all actions performed as a result of access to the mainframe and Quicktime T&A system via my user account and that unauthorized actions may subject me to disciplinary actions. I understand that I may not share my user ID or password with anyone. My signature acknowledges that I have read this certification form and that I agree to protect the security of the system and its contents. Any suspected illegal access will be reported immediately.

I, _____, have completed DOI-sponsored IT Security Awareness training.
print your name Yes No

Quicktime Rules of Behavior

I, _____, have received a copy of the Rules of Behavior for Quicktime T&A System
print your name
Users and I have read, understand, and agree to abide by the Rules of Behavior governing my use of the Quicktime T&A System. I understand that failure to do so may result in disciplinary action being brought against me.

16. Date:	
17. Name (typed/printed):	
18. Signature:	

Supervisor:

I certify that the information regarding the applicant is accurate to the best of my knowledge.

19. Date:	
20. Name (typed/printed):	
21. Signature:	

***Approving Signature (see below for delegations):**

22. Date Access Granted:	
23. Name (typed/printed):	
24. Signature:	

PLEASE FORWARD THIS FORM TO THE APPROVING OFFICIAL UPON SUPERVISORY SIGNATURE

- *If user is requesting Timekeeper and/or Certifier access only, the Local Administrator signs and maintains
- *If user is requesting Administrator access, the Quicktime Regional Coordinator signs and maintains (including local and password administrator access)

ACCESS REMOVAL SECTION (if applicable):**Supervisor:**

I certify that the information regarding the applicant is accurate to the best of my knowledge.

19. Date:	
20. Name (typed/printed):	
21. Signature:	

***Approving Signature (see below for delegations):**

22. Date Access Removed:	
23. Name (typed/printed):	
24. Signature:	

PLEASE FORWARD THIS FORM TO THE APPROVING OFFICIAL UPON SUPERVISORY SIGNATURE

Non-FS employees approving or timekeeping for FS employee

Here's what you need to start:

- In order to access the FS timekeeping system, non-FS employees must first have an identity record input in the Person Model database (USDA's identify management system). The Service First website has [instructions](#) on the process.
- Once the non-FS employee is entered into the Person Model, create a help desk ticket and FS Human Resources will create a profile in Paycheck8.