

DRAFT

FEDERAL AVIATION ADMINISTRATION



**T&A
INSTRUCTIONS
FOR
RECORDING TIME
AGAINST PROJECTS IN
IPPS' LABOR DISTRIBUTION RECORDING SYSTEM**

DRAFT

DRAFT

TABLE of CONTENTS

TOPICS

I.	Overview	3
II.	Introduction to the Labor Distribution Reporting System	4
	A. LDR's Purpose and Definition	4
	B. LDR's Function	4
	C. LDR's Process	4
	D. Role of the LDR's Users	5
III.	The IPPS/CUPS Labor Distribution Process	6
	A. Entering Time & Attendance Information	6
	B. Entering Labor Distribution Information	6
	C. Overview of the Labor Distribution Input Screen	7
	D. SSN Sequence Screen	8
	E. Name Sequence Screen	9
	F. Individual Sequence Screen	10
	G. Labor Distribution Screen	
	1. Header Information	11
	2. Detail Information	12
	3. Standing Project Number	13
	4. Other Project Numbers	15
	5. Entering Additional Project Numbers	15
	6. Entering Line by Line or All Lines at a Time	15
	7. Title	16
	8. Entering Hours and Minutes	16
	9. Prior Pay Period Template	18
	10. Modifying Time & Attendance (T&A) Information	18
IV.	Cost Accounting Division (ABA) Points of Contact	19
ATTACHMENT 1		
	Biweekly Labor Distribution and Time & Attendance Summary Report	20

DRAFT

I. OVERVIEW

The Reauthorization Act of 1997 requires the FAA to implement a cost accounting system. A cost accounting system provides precision and integrity in defining actual costs of products and services. It allows management to determine the full cost of FAA's goods and services.

In its effort to comply with the Reauthorization Act requirements, FAA is in the process of implementing a cost accounting system called Cost Accounting System (CAS). The financial data produced by CAS will (a) provide management relevant and reliable reports related to the agency's full costs and (b) assist them and Congress in making executive decisions about allocating federal resources, authorizing, modifying and evaluating program's performance.

CAS will capture FAA's direct and indirect costs. Costs that can be specifically identified with a given project are referred to as "direct" costs. Costs that can be associated with more than one project, but cannot be associated specifically to a single project, for example supervisory labor costs, equipment costs, rent, etc. These costs are commonly referred to as "indirect" costs. These costs are commonly referred to as "overhead" or "general & administrative" (G&A) costs.

Labor cost is accumulated through a labor distribution system. FAA will capture its labor cost through the Integrated Personnel Payroll System – Labor Distribution Report System (IPPS/LDR). The accumulation of indirect costs will be through DAFIS.

II. INTRODUCTION TO LABOR DISTRIBUTION REPORTING SYSTEM

FAA created a labor distribution system for the purposes of tracking labor costs directly to projects. The system that will process FAA's labor distribution data is called the Labor Distribution Reporting System (LDR). LDR is an extension of FAA's existing time and attendance system, Integrated Personnel and Payroll System (IPPS).

A. PURPOSE AND DEFINITION:

A labor distribution system satisfies a fundamental requirement of cost accounting by providing the capability to capture the actual labor costs. As well as, provide a part of the cost basis for valuing inventory or fixed assets, the ability to compare the budgeted costs and hours with the actual costs, and the hours essential to complete a project or sub-project. These cost analysis assist managers in making decisions on whether to; (a) replace assets, (b) make or buy a particular item, and (c) estimate the cost of similar projects for the future. Additionally, they provide the basis for reflecting the cost of inventory, fixed assets and operational costs in the Agency's financial statements.

A project is a planned activity to achieve a specific result or outcome. A project may have one or many sub-projects or tasks involved from the beginning of the project to the completion of the project. Examples of projects include constructing an air traffic control tower, procuring and installing an instrument landing system (ILS), overhauling a radar system, performing scientific research, etc.

B. LDR FUNCTION:

LDR requires each project to have an assigned a project number. Project numbers are established to track costs that support projects over an entire organization. A designated person within the line of businesses will distribute project numbers to their employees. These individuals are also responsible for providing the Cost Accounting Division (AFM – 600) with updated numbers on a regular basis. Project numbers consist of 9 characters. The nine characters within CAS maybe of alphanumeric combinations.

C. LDR PROCESS:

The labor distribution system processes labor cost against the recorded time worked on a project to a project number. The system records an employee's actual hours worked by project. The labor distribution process involves a number of steps.

- (1) First, it involves the employees to record the actual hours worked on projects. The most common way to accomplished this by maintaining a timesheet. The timesheet summarizes the employee's Time and Attendance hours and the hours worked by project numbers for each day during the pay period. A samples of timesheet is attached as Attachment 1.

DRAFT

- (2) **Once the timesheets have been completed, the T&A data is entered, approved and generated in the IPPS – T&A system.**
- (3) **After the T&A process has been completed, the project data is entered into LDR. The hours recorded in LDR are reconciled against the total hours recorded in IPPS – T&A system per employee. IPPS/ LDR summarizes the total hours and costs each employee worked.**

D. ROLES OF LDR USERS:

In order to make the Labor Distribution Reporting System, an effective and productive FAA system each employee has a part. FAA employees' role are outlined:

- 1. The FAA employees hold the key to this entire process. Their contribution will be to daily track and record the time worked on each project. This record should be provided to the T&A clerks biweekly.**
- 2. The T&A clerks have a very important role. They enter the project time charges data into LDR system biweekly. Their precision and timeliness of entering the LDR data into the system is crucial.**
- 3. The Line of Businesses (LOB) engages in a proactive role. They will encourage their employees to produce and maintain accurate project time charge records. Each individual organization will determine the appropriate policies and procedures for accumulating and providing the necessary information to the T&A clerks to facilitate entry of the project time charge information into the labor distribution system. Additionally, they provide the Cost Accounting System Division with valid project and activity numbers.**

III. THE IPPS/CUPS LABOR DISTRIBUTION PROCESS

A. Entering Time & Attendance (T&A) Information.

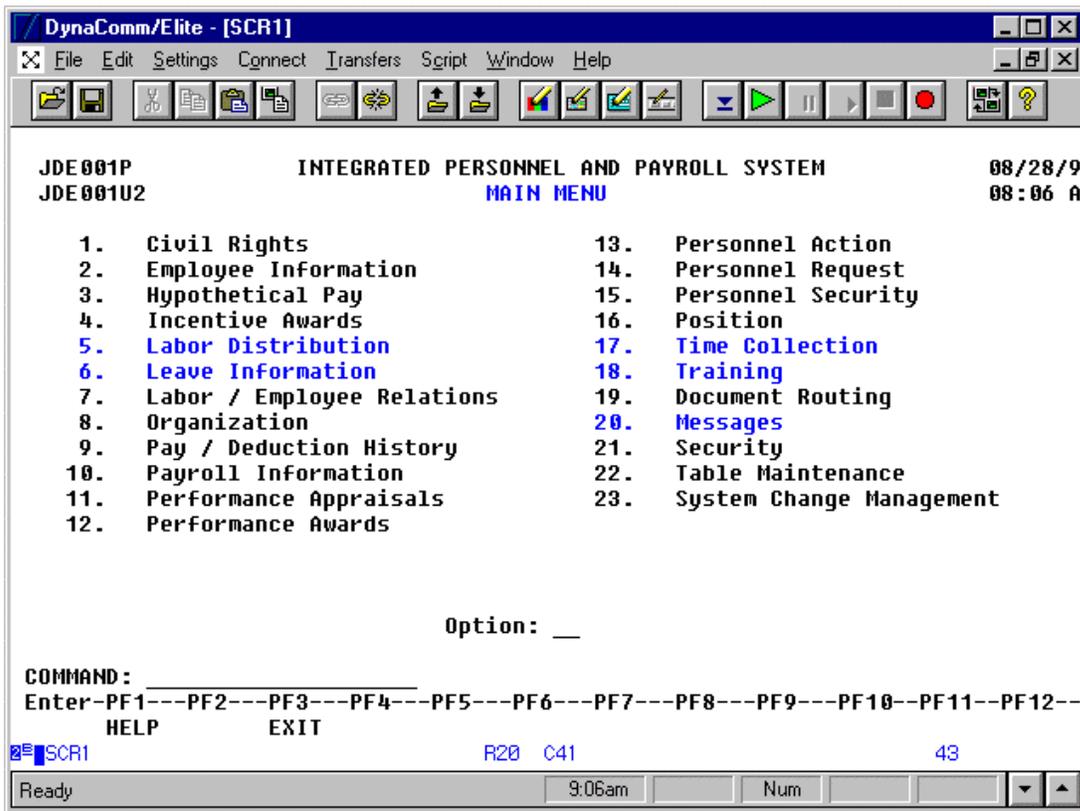
There are no changes to the procedures for entering T&A information. The only prerequisites are that the T&A information must be entered and the T&A hourly summarization process must have been performed prior to entering labor distribution information into LDR. The labor distribution process is further described below.

It is recommended that all employees T&A information, within your responsibility sector, be entered into IPPS prior to entering their labor distribution information. This will assure that each employee's T&A information has been summarized hours for recording labor distribution information.

B. Entering Labor Distribution Information.

After an employee's T&A information has been entered and their hourly summarization process has run, the labor distribution information may be entered for the employee into LDR.

This process begins by logging onto the IPPS system. After you have successfully logged onto IPPS, the main menu will appear. An example of the IPPS main menu screen is presented below (Exhibit 1). From IPPS' main menu select menu option 5 "Labor Distribution" and press enter to access the Labor Distribution Reporting System (LDR).

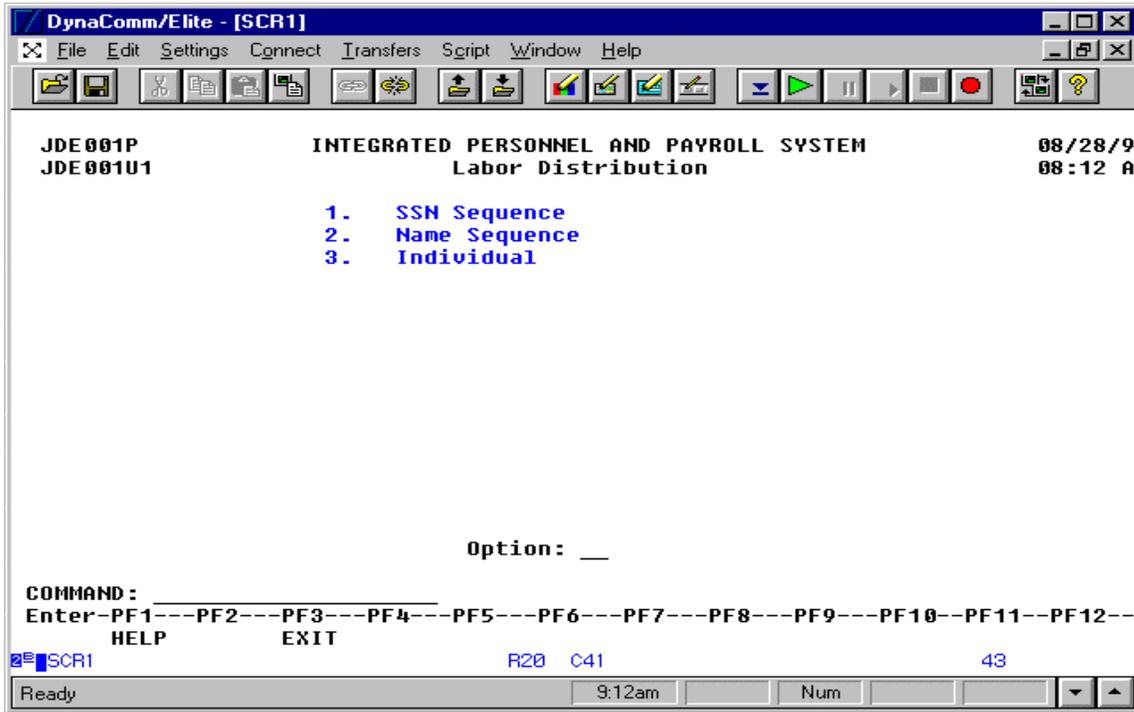


The Integrated Personnel and Payroll System (IPPS) main menu screen. – Exhibit 1

DRAFT

C. Overview of the Labor Distribution Input Screen.

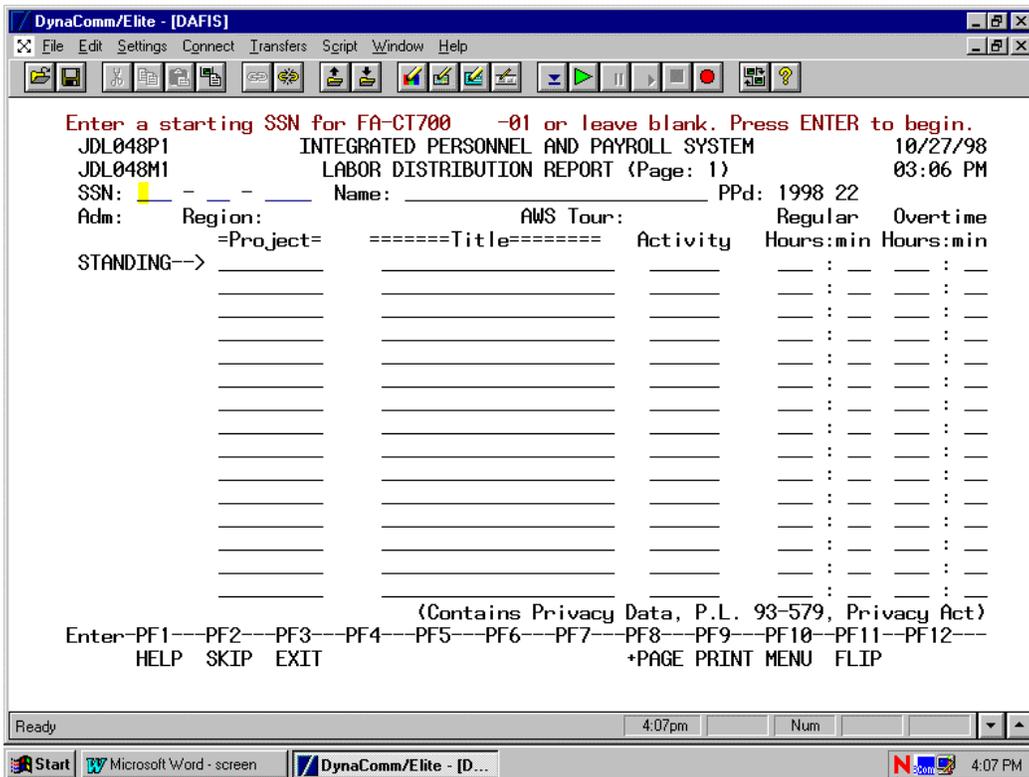
The screen below (**Exhibit 2**) represents the Labor Distribution main menu. Access to an employee's record can be accomplished in three ways: (1) SSN sequence, (2) Employee Name sequence, and (3) Individual.



The Labor Distribution Main Menu Screen (menu option 5 from IPPS main menu). - Exhibit 2

D. SSN Sequence Screen

Select option 1 from the LDR main menu and then depress the “Enter” key. The SSN Sequence screen appears. A sample of the SSN sequence screen (**Exhibit 3**) is presented below. The **SSN sequence (Option 1)** presents employees’ records in SSN sequential order. Notice the message in the upper left-hand corner the message reads **“Enter a starting SSN for FA-CT-700-01.”** This message will tell you the SSN Sequence option has been selected.



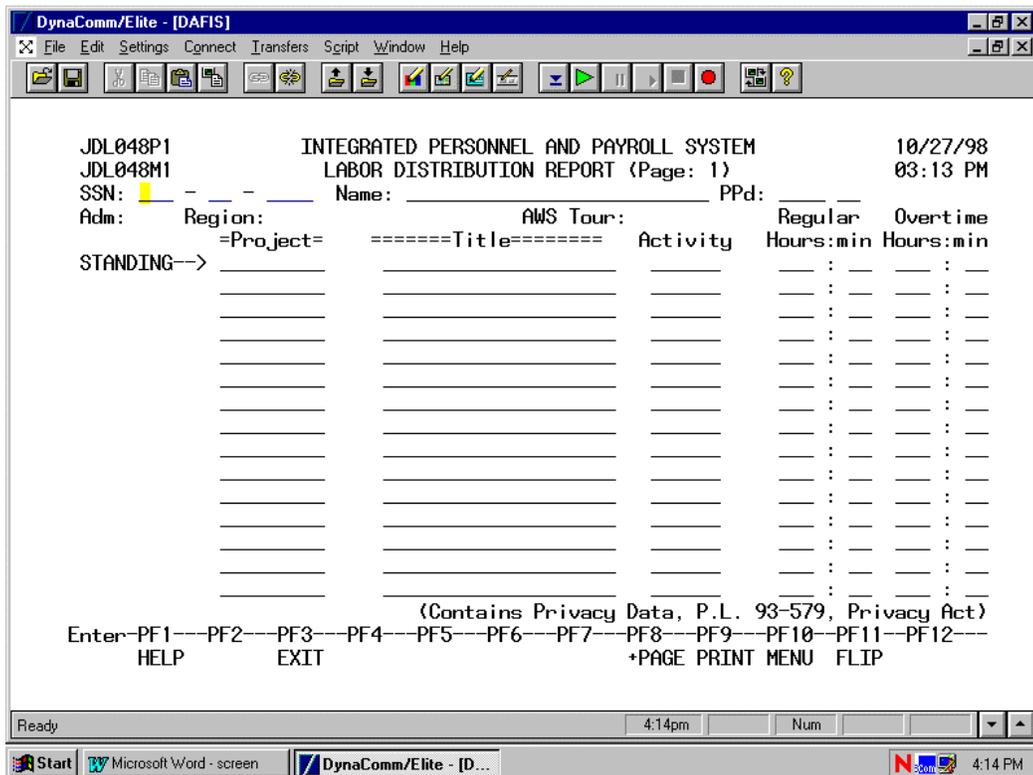
SSN Sequence (Option 1) Screen - Exhibit 3

DRAFT

F. Individual Name Screen

Return to the LDR main menu. From the main menu, press the “3” key for option 3 and then press the “Enter” key. The screen below (**Exhibit 5**) represents the **Individual (Option 3)**. The Individual (Option 3) screen is used to access specific employee’s labor distribution records. Notice that **no instructions are in the upper left-hand corner**. However, the employees’ SSN must entered for this screen. If the SSN is not entered, the system will return an error message specifying the SSN must be entered.

Entering the employees SSN grants access to an employee’s labor distribution record. This option allows you to enter an employee’s labor distribution data in any order (No number or alphabet sequence is required). This screen option is presented below.

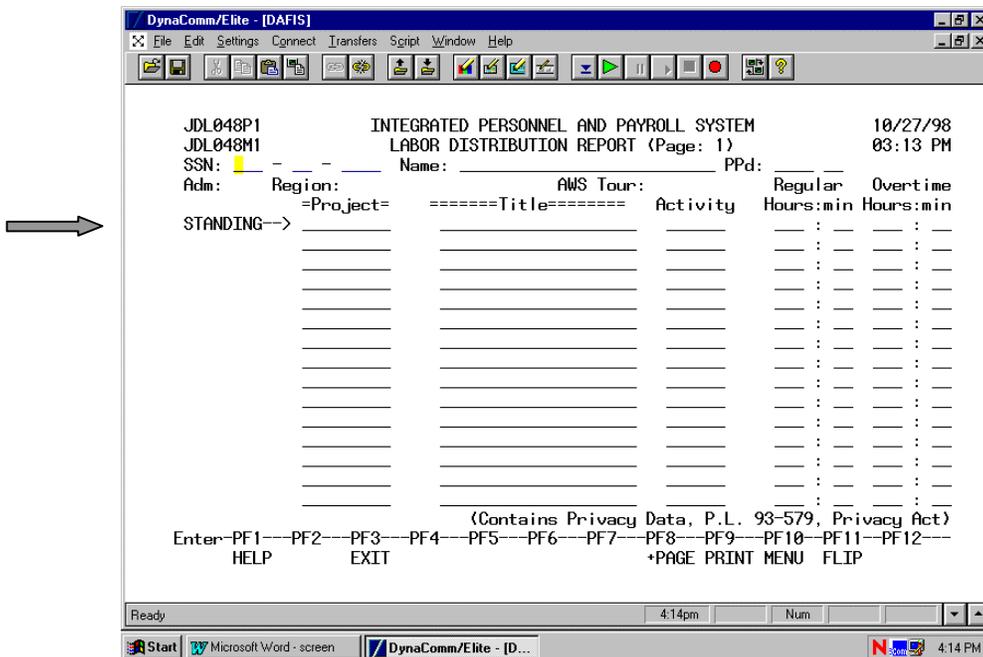


Individual Sequence (Option 3) Screen - Exhibit 5

3. Entering “Standing” Project Number.

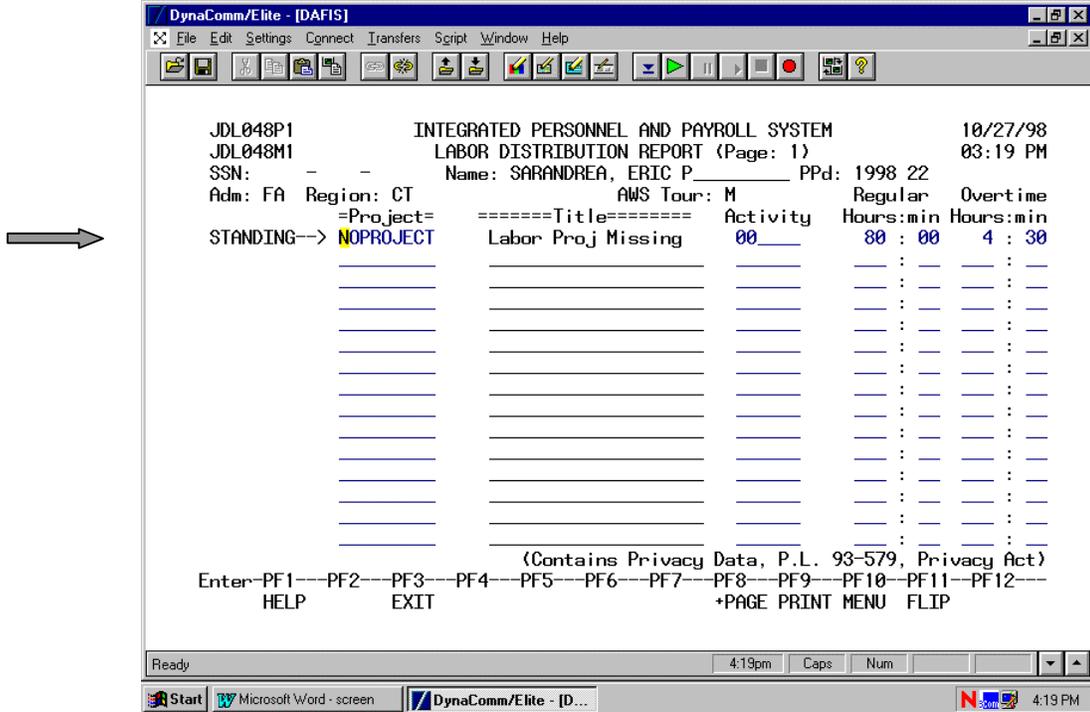
The first project number detail entry line is used for recording time worked against the employees’ “Standing” project number (**Exhibit 8**). A “**Standing project**” number is a project number an employee works on continually or most of the time. In any event, every employee will be assigned to a “Standing” project number. However, it is not necessary for every employee to have an assigned “Standing” project number.

The “Standing” project number is the project number that will be charged for all labor costs if no other project numbers are used. The “Standing” project number will usually be the same for an employee from one pay period to another. If an employee is reassigned to another “Standing” project number, the new “Standing” project number should be reflected on the Biweekly Labor Distribution and T&A Summary Report (**Attachment 1**) for the pay period it is effective.



**This screen print shows where a standing project number would be entered.
Exhibit 8**

Normally, the employee’s “Standing” project number will be present when the screen is presented. If a “Standing” project number has not been established in the IPPS LDR for an employee, the first line will show the default project number “NOPROJECT” (**Exhibit 9**). If the default project number is present, it may be because the employee is a new hire or has been reassigned from a different region. The employees’ Biweekly Labor Distribution and T&A Summary Report should reflect the employees “Standing” project number. If the “Standing” project number cannot be determined, consult the employee or the employee’s supervisor to obtain the “Standing” project number.



If a “Standing” project number has not been established in the IPPS LDR, **NOPROJECT** will appear in the “Standing” project number field. – Exhibit 9

There are only certain conditions, which should require entry of a “Standing”, project number for an employee. Examples of when a “Standing” project number needs to be entered are:

New Employees - Time is submitted for an employee for the first time. Enter the “Standing” projects number as indicated on the employees’ Biweekly Labor Distribution and T&A Summary Report.

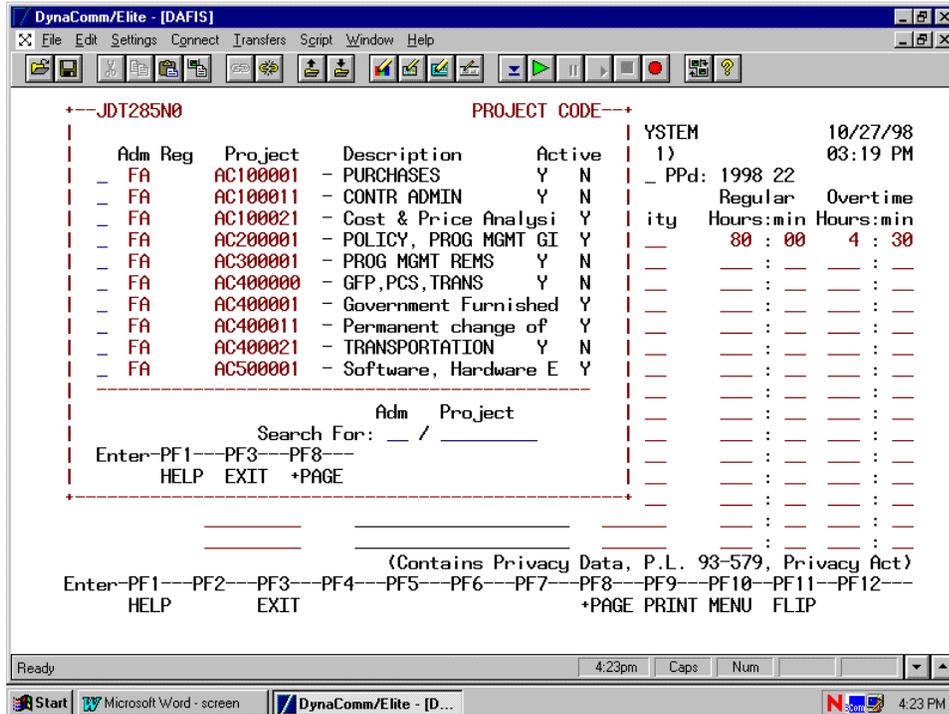
Reassignment of an employee to another “Standing” project number - If an employee is reassigned to a new “Standing” project, the new “Standing” project number should be reflected on the employees’ Biweekly Labor Distribution and T&A Summary Report. Overwrite the old “Standing” project number with the new “Standing” project number reflected on the report.

Employees on official detail to another region - If an employee is on official detail for a prolonged period of time, the employee may wish to establish the project as the “Standing” project. The new “Standing” project should be reflected on the employees’ Biweekly Labor Distribution and T&A Summary Report. Overwrite the old “Standing” project number with the new “Standing” project number reflected on the report.

Employees returning from official detail - If an employee has returned from an official detail in another region and the employee had previously changed the “Standing” project number while working in the detail region, the employee may wish to reestablish a “home” region project number as the “Standing” project number. The reestablished project number should be reflected on the employees’ Biweekly Labor Distribution Summary Report. Overwrite the old “Standing” project number with the new “Standing” project number reflected on the report.

4. Other Project Numbers

The project field is used to enter the project number. The first line is used only for the employees “Standing” project number. If an employee has time worked on other project numbers, those project numbers should be entered on the lines below the “Standing” project number unless the “Standing” project number is being changed as discussed above. An unlimited number of project numbers can be entered. To obtain a list of the entire valid project numbers, depress the “F8” key. A drop down box containing all of the valid project numbers will be presented. The drop down box contains a “search” feature that allow you to enter the Administration, Region, and Project Number as presented in **Exhibit 10**.



A list of the valid project numbers can be obtained by placing the cursor on any of the “Project” lines and depressing the “F1” key. Depress the “F8” key to page down for more project numbers. A search feature is also provided. - Exhibit 10

5. Entering Additional Project Numbers

You may enter as many project numbers as are indicated on the employee’s Labor Distribution and T&A Summary Report (**Attachment 1**) or other locally produced form. If the first page is completed, the next page can be obtained by depressing the “F8” key.

6. Entering Line by Line or All Lines at a Time.

You can enter the data one line at a time or enter all of the data before depressing the “Enter” key. Once the “Enter” key is depressed, all of the data entered will be validated. If you enter multiple project lines and then depress the “Enter” key, the cursor will stop at the first invalid project number and present an error message.

DRAFT

7. Title (Project Title).

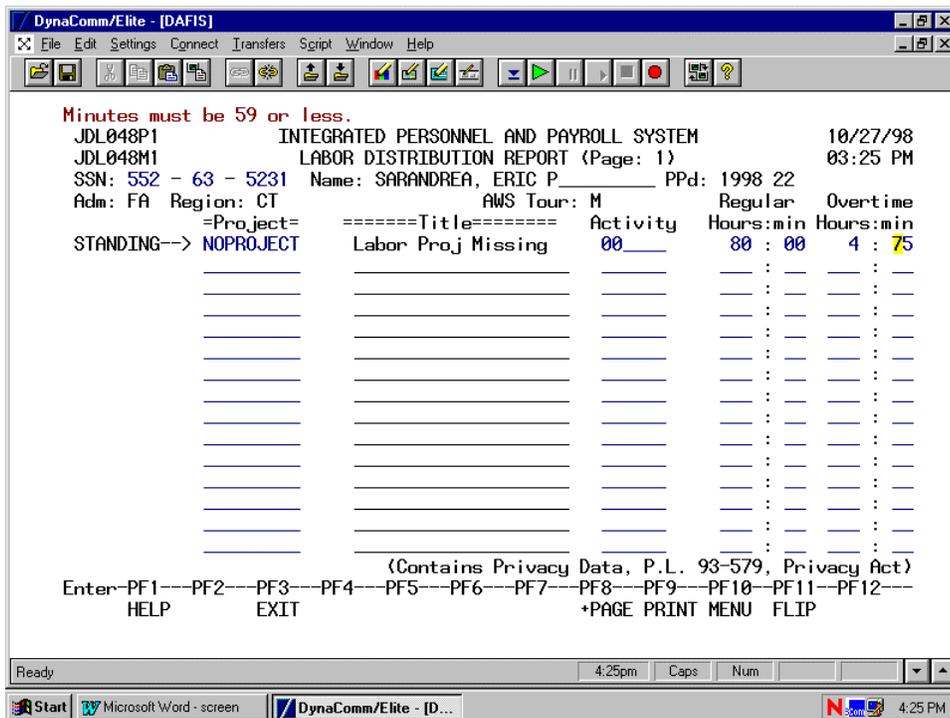
This field will provide the title of the project. After the project number has been entered and validated, the system will return the project title.

8. Entering Hours and Minutes.

To enter Hours and Min (minutes) the employee reported on the Labor Distribution and T&A Summary Report, tab to the right to the Hour or min column. This field is used to record the amount of time to be charged to the project number. You may enter up to 999 hours and 59 minutes for a single project. If less than 999 hours are reported, space over to the necessary location and enter the hours and minutes. The cursor will then take you to the next Project line.

Time must be entered in minute increments (for example, 12:35 equals 12 hours and 35 minutes.) Enter the time from the Biweekly Labor Distribution and T&A Summary Report from the "Total Time" column for the project number detail being entered.

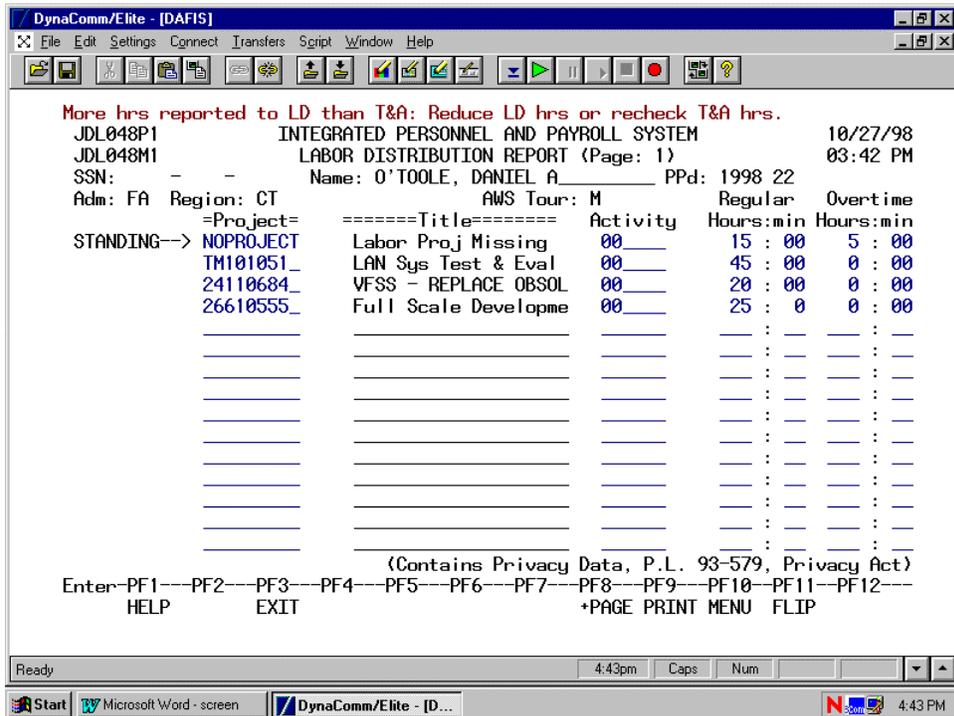
Note: Time is entered in hours and minutes only. Do not enter time as hours and hundreds, 10ths, quarters or halves of hours - Exhibit 11. For example, enter 10 hours and 45 minutes as 10:45. Do not enter it as 10:75.



Minutes must be less than 59. Enter actual minutes. Do not enter 100ths, 10ths, quarters, or halves of hours. - Exhibit 11

DRAFT

All time (hours and minutes) entered into the IPPS T&A application are initially recorded against the “Standing” project number. Therefore, when the labor distribution screen is accessed the first time in the pay period, all hours/minutes will appear on the “Standing” project number line. As other project numbers and the associated time are entered, the hours applied to the “Standing” project number will automatically be decreased by the number of hours entered for each subsequent project number. If more time is entered against subsequent projects than initially appear for the “Standing” project number, the system will display an error message indicating such (**Exhibit 12**). If this occurs, a review of the hours entered for all project numbers should be compared to the employee’s Biweekly Labor Distribution Summary Report to determine if an error has been made entering the hours for any of the projects. If no error can be detected, either the total hours reflected on the Biweekly Labor Distribution Summary Report do not equal the T&A hours reported on the employees time card or an error has occurred entering the T&A hours.



More hrs reported to LD than T&A: Reduce LD hrs or recheck T&A hrs. - Exhibit 12

When all entries have been made and passed the edits and validations, the system is ready to accept the labor distribution. You will notice that the time reported against the “Standing” project number has been decreased by the sum of all the time reported against any other project numbers. Press the “Enter” key to save the labor distribution details (**Exhibit 13**).

DRAFT

Decreases to the T&A hours may result in the following message being displayed on the labor distribution screen:

More hrs reported to LD than T&A: Reduce LD hrs or recheck T&A hrs.

The labor distribution data should be reviewed to determine if an adjustment is required to any of the times reported for a project number. If the hours applied to the “Standing” project number are equal to or greater than the T&A adjustment, the hours will automatically be adjusted to the “Standing” project number. If the adjustment exceeds the hours that were applied to the “Standing” project number, the hours for the “Standing” project number will be decreased to zero and the message above will still be presented. An adjustment needs to be made to the hours applied against one or more of the project numbers. If no adjustments are made, the system will automatically prorate the cost to the projects based on the hours reflected on the labor distribution screen.

IV. Cost Accounting Division (ABA-600) Points of Contact.

Questions regarding the IPPS Labor Distribution System should be directed to one of the following individuals:

Steve Smith (ABA-600)	Joseph Liposky
FOB10A, Room 1034	FOB10A, Room 1034
Business Phone: (202) 267-9001	Business Phone: (202) 493-4330
CC:Mail to: Smith, Steve W.	CC:Mail to : Liposky, Joseph
FAX (202) 493-4342	FAX: (202) 493-4342

DRAFT

FEDERAL AVIATION ADMINISTRATION BIWEEKLY LABOR DISTRIBUTION AND T& A SUMMARY REPORT															
Name:				SSN:				Admin:				Region:			
Pay Period:				From:				To:				Work T			
Core Hours:				Meal Break:											
REGULAR HOURS			Day #	1	2	3	4	5	6	7	8	9	10	11	
PROJECT NUMBER	ACTIVITY		Shift Worked												
			T& A CODE												
			Outside of Shift												
			T& A CODE												
			Time Not Worked												
OVERTIME HOURS															
TOTAL															

T& A CODE FOR	
Time worked outside of shift	Time not worked
1 COMP TIME WORKED	1 Annual Leave
9 CREDIT HOURS WORKED	2 Sick Leave
	4 Comp Leave
	21 Credit hours Leave

LEAVE CODES:			
MILITARY LEAVE	ML100001	ADMINISTRATION LEAVE	AD1000
JURY DUTY LEAVE	JD100001	CREDIT HOURS TAKEN	CH1000
TERMINAL LEAVE	TL100001	RESTORED LEAVE	RL1000
ANNUAL LEAVE	AL100001	COMPTIME TAKEN	CT1000

DRAFT