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**POLICY BULLETIN #08-79-SYS**

**THE EMPLOYMENT DAILY TIMEKEEPING SYSTEM (DTS)**

<p><b>Date:</b> July 1, 2008</p>	<p><b>Subtopic(s):</b> Employment, Systems</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all staff about the implementation of the new Employment Daily Timekeeping System (DTS). The DTS was created to assist in the monitoring of work-related activities for engaged participants.</p> <p>The DTS is mainly used by employment contractors such as Back-to-Work (BTW) vendors, the Work Experience Program (WEP), Begin Employment and Gain Independence Now (BEGIN) staff, etc. who will:</p> <ul style="list-style-type: none"> <li>• enter, view and track attendance information including excused absences</li> <li>• supervise and monitor submission of online attendance rosters</li> <li>• submit and view electronic forms to record participant's Failure To Report (FTR) or Failure To Comply/Cooperate (FTC) with engagement activities</li> <li>• review and analyze participant's attendance history</li> <li>• submit supplemental requests for additional carfare</li> </ul> <p>Employment contractors began using the system to track employment activity on May 5, 2008.</p> <p>Human Resource Administration's Outstationed Workers (OSWs) and certain Family Independence Administration (FIA) staff including Fair Hearing and Conference (FH&amp;C) Workers will have view-only access to the system. The system will allow staff with view-only access to view:</p> <ul style="list-style-type: none"> <li>• weekly employment histories by roster or participant,</li> <li>• Participant Change of Status (PCS) forms,</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

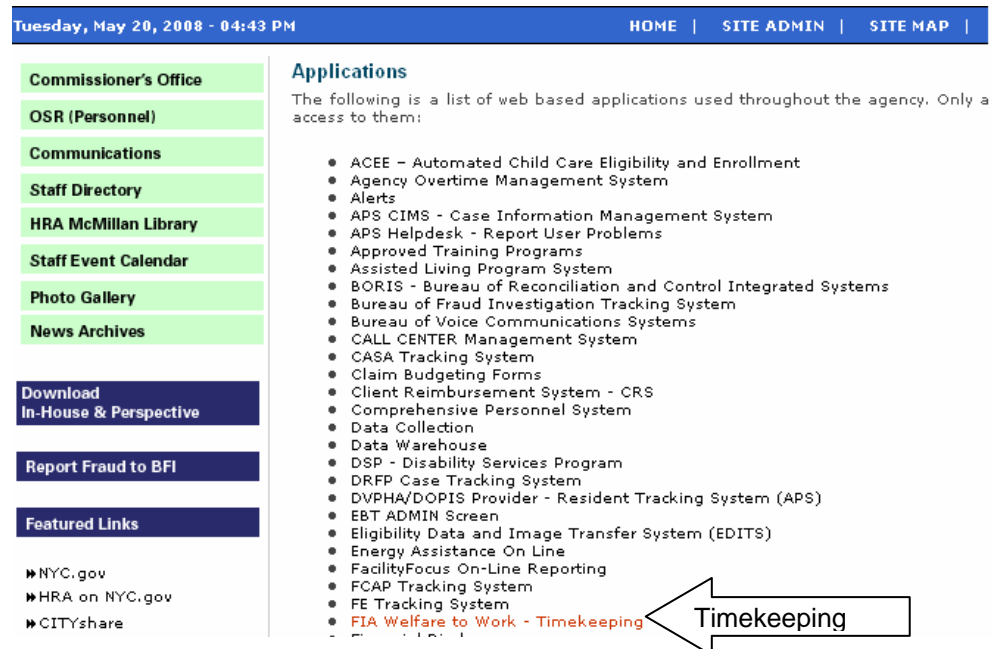
- supplemental carfare requests; a request typically made when a participant has not received enough carfare to enable him/her to participate in his/her work activities.

Staff can access the system via the HRA Intranet site by clicking on the Program Applications heading on the left side of the screen.



The screenshot shows the HRA Intranet homepage. On the left, a vertical menu lists various sections: Communications, Staff Directory, HRA McMillan Library, Staff Event Calendar, Photo Gallery, News Archives, Program Applications (highlighted with a blue arrow), HRA Forms, Program Reports, Facts & Statistics, Job Center Sites & Transit Maps, NYC Bus, Street & Subway Maps, HRA Policies & Procedures, HRA Docs, and HRA One View. The main content area features two announcements: 'VOLUNTEER for NYC's Coastal Storm Response Team' and 'AIDS Walk 2008 - Sign Up Today!'. On the right, there are sections for 'Program Areas' with a dropdown menu, 'Resources' with a 'Download from Press' link, and a 'Legislath' link.

The Applications window will open and staff must select “FIA Welfare to Work – Timekeeping” to be taken to the system.



The screenshot shows the 'Applications' page on the HRA Intranet. The top navigation bar includes the date 'Tuesday, May 20, 2008 - 04:43 PM' and links for 'HOME', 'SITE ADMIN', and 'SITE MAP'. The left sidebar contains a menu with 'Commissioner's Office', 'OSR (Personnel)', 'Communications', 'Staff Directory', 'HRA McMillan Library', 'Staff Event Calendar', 'Photo Gallery', 'News Archives', 'Download In-House & Perspective', 'Report Fraud to BFI', and 'Featured Links'. The main content area is titled 'Applications' and lists various web-based systems used by the agency. An arrow points to the entry 'FIA Welfare to Work - Timekeeping' in the list.

**Applications**

The following is a list of web based applications used throughout the agency. Only a access to them:

- ACEE - Automated Child Care Eligibility and Enrollment
- Agency Overtime Management System
- Alerts
- APS CIMS - Case Information Management System
- APS Helpdesk - Report User Problems
- Approved Training Programs
- Assisted Living Program System
- BORIS - Bureau of Reconciliation and Control Integrated Systems
- Bureau of Fraud Investigation Tracking System
- Bureau of Voice Communications Systems
- CALL CENTER Management System
- CASA Tracking System
- Claim Budgeting Forms
- Client Reimbursement System - CRS
- Comprehensive Personnel System
- Data Collection
- Data Warehouse
- DSP - Disability Services Program
- DRFP Case Tracking System
- DVPHA/DOPIS Provider - Resident Tracking System (APS)
- EBT ADMIN Screen
- Eligibility Data and Image Transfer System (EDITS)
- Energy Assistance On Line
- FacilityFocus On-Line Reporting
- FCAP Tracking System
- FE Tracking System
- **FIA Welfare to Work - Timekeeping**

Highlights of the system that are relevant to OSW and FH&C staff and informational for all other staff are:

- Weekly Roster Cycle (Shown Below)

Previously, participant's engagement hours and carfare issuances were calculated and recorded on a biweekly basis. Currently, the system will show the participant's engagement hours and carfare issuances on a weekly basis. Therefore, when determining the number of hours the participant is required to be engaged in a biweekly period, the hours viewed must be multiplied by 2.

**HRA • Family Independence Administration**  
**Daily Timekeeping System (DTS)**

Home | Timekeeping Rosters | PCS Forms | Suppl. Requests | Reports | User Support

Thu, Jun 12, 2008 User: ..... / Work Experience Management Role: Administrator Cycle Period: 06/09/08 - 06/15/08

Timekeeping Roster

Work Site: AMERICA WORKS BTW SITE 1 - Q1402  
 Job Code: Back-To-Work - 07  
 Contact: CAROL DESMOND Phone: 212 599-5627  
 Address: 228 E 45TH ST.(1ST FLOOR), NEW YORK 10017

Total: 294 To sort data click on the underlined column headers.  
 To enter search criteria, click on the Filter button.  
 To open Participant's Timesheet, click on his/her last name.

Last Name	First Name	Case Number	Ind. Status	Program Start	Orient. Time	EBT Carfare Start	Term.	Hours Assigned
ABDELFATTAH			AC	03/04/08	09:00	03/10/08		14
ABDELMAGED			AC	05/19/08	09:00	06/09/08		35
ABREU			AP	06/10/08	09:00			35
ACOSTA			SN	06/06/08	09:00		Term. 06/09/08	35
ALCAHITARA			AC	05/27/08	09:00	06/16/08		35
ALVAREZ			AC	05/23/08	09:00	06/16/08		35
AMATO			SI	06/13/08	09:00			35
ARCILESI			AC	09/25/07	09:00	10/09/07		28
ARMSTEAD			AC	05/19/08	09:00	06/02/08		14
ARROYO			AC	05/27/08	09:00	06/23/08		35

Weekly Hours

- Participant's Activity Timesheet Screen

Employment contractors are charged with data entering participation in engagement activities on a daily basis. This information can be viewed on the Participant's Timesheet screen. The screen will show the participant's engagement activity, the number of hours he/she participated in that assignment, and excused absences such as holidays, illnesses, jury duty, etc. In addition, any concurrent work activity that is done by the participant can be viewed by selecting the **Schedule** link (shown on next page). When **Schedule** is selected, a pop-up window will appear that will show the participant's concurrent work activity.

The participant's Timesheet screen also shows the hours of participation that are required during the weekly cycle indicated. Required hours are calculated by DTS and might differ from the assigned hours. This difference is particularly important for the FH&C staff to know because they will need to explain it at the Fair Hearings, if necessary. One amongst many possible reasons for this difference is the daily referrals to the BTW vendors. For example, if the applicant is referred to the BTW vendor on Thursday, he/she is only supposed to attend on Thursday and Friday within that weekly cycle. However, the assigned hours would show 35 while the DTS will correctly calculate and display only 14 required hours.

This screen can be used by FH&C staff in conciliation conferences regarding employment infractions. If this screen is printed, the FH&C Worker should select the landscape print option so the entire view of the page is captured.

**Participant's Timesheet**

▶ New Search ▶ Back to Roster

◀ Timesheet Period: 06/09/2008 - 06/15/2008

Name: \_\_\_\_\_ Work Site: ARBOR BTW SITE 1 - 05427  
Case: \_\_\_\_\_ FA Job Code: Back-To-Work - 07  
Ind. Status: UnderCare Program Status: Active

Click Here to View Concurrent Work Activity

Today Weekend N/A Schedule Save Changes

Data Entry must be completed by 05:00PM 06/16/08  
Enter/modify data and click on the Save Changes button.

Activity	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	TOTAL	Remo Line
Work.Hrs									
Exous.Hrs									
Unexc.Hrs									
Job Search		7	7					14	
Select									
DAILY TOTAL	0	7	7	0	0	0	0	14	

Participant's Schedule for Concurrent Activities - Microsoft Internet Explorer...

Concurrent Activity Schedule for

Effective from 05/12/08

Work Site	Program Start	Mon	Tue	Wed	Thu	Fri	Sat	Sun
05427/07	04/08/08		☑	☑				
P5F87/02	04/21/08	☑			☑	☑		

Hrs Assigned: 14  
Hrs Required: 14  
DIFFERENCE: 0

Hours

Pop-Up Window  
Appears Displaying  
Concurrent Work

- Non-Compliance Recording

When a participant FTR/FTC with a work activity, the contractor records this information in the DTS. A PCS form is generated and conciliation is initiated. FH&C staff may view the date of the FTR/FTC and the work history, including any time deficient issues, to determine the actual date of infraction.

**TRAINING VERSION**  
**HRA - Family Independence Administration**  
**Daily Timekeeping System (DTS)**

Home | Timekeeping Rosters | PCS Forms | Suppl. Requests | Reports | User Support

Thu, Jun 26, 2008 User: Work Experience Management Role: Administrator Cycle Period: 06/23/08 - 06/29/08

**Participant's Timesheet** Timesheet Period: 06/23/2008 - 06/29/2008

Name: BRUCE Work Site: AMERICA WORKS BAYRIDGE - 02400 Program Start: 06/26/08  
Case: SNCA Job Code: Back-To-Work - 07 Orient. Time: 09:30  
Ind. Status: Applicant Program Status: Active EBT Carfare Start:

Today Weekend N/A Save Changes

Data Entry must be completed by 05:00PM 06/30/08  
Enter/modify data and click on the Save Changes button.

Activity	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	TOTAL
Work Hrs								
Exous. Hrs								
Unexc. Hrs								
Carfare (metrocards)								
Failed to Report (FTR)				<input type="checkbox"/>				
DAILY TOTAL				0	0	0	0	0

Do NOT Conciliate: ☐

Hrs Assigned: 7  
Hrs Required: 1  
DIFFERENCE: 1

BTW vendors can also record FTCs due to the unexcused hours directly in the Web-based NYCWAY System.

The BTW vendors will use DTS to record a participant's FTR by using the FTR checkbox provided on the Participant's Timesheet screen (see above screen). A participant's time-deficiency FTC at the BTW vendor is recorded by selecting unexcused hours and entering the appropriate number of unexcused hours in the DTS. A "behavioral" FTC at the BTW vendor is recorded directly in the Web-based NYCWAY system.

BTW vendors do not use PCS forms. To record status changes (except non-compliance) they use the Web-based NYCWAY system.

- PCS forms

When a participant's status in an activity has changed or needs to be changed, a contractor may complete a PCS form on his/her behalf. The form records the nature of the change in status and is electronically forwarded to the Work Experience Management (WEM), who will process it accordingly. If the PCS form is completed for a FTC, the completion of the form will lead to the New York City Work, Accountability and You (NYCWAY) system posting an infraction code for conciliation.

PCS form

The screenshot displays the 'HRA • Family Independence Administration Daily Timekeeping System (DTS)' interface. The top navigation bar includes links for Home, Timekeeping Rosters, PCS Forms, Suppl. Requests, Reports, and User Support. The user is logged in as 'KHUDYAKOVA / Work Experience Management' with the role of 'Administrator' on 'Thu, Jun 12, 2008'. The main form is titled 'New Participant Change of Status (PCS) Form'. It contains the following fields:

- Name:** BARRETO
- Case:** [Empty]
- Ind. Status:** Applicant
- Work Site:** ARBOR RICHMOND - 05426
- Job Code:** Back-To-Work - 07
- Program Status:** Active
- Program Start:** 06/12/08
- Orient. Time:** 09:30
- EBT Carfare Start:** [Empty]

Under the 'PCS Type' section, 'Failed to Report' is selected. The 'Date of Infraction' is set to 06/12/2008. The 'Prepared by' field contains 'HUDYAKOVA' and the 'Phone' field is empty. A 'Submit' button is located below these fields. At the bottom, there are instructions: 'Select PCS Form Type.', '\* - required fields.', and 'Enter data and click on the Submit button.'

The screens in the DTS can be printed and presented as evidence for fair hearing purposes.

*Effective Immediately*

#### Related Items:

Employment Process Manual  
Conciliation/Notice of Intent Manual for Employment Infractions