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POLICY BULLETIN #09-97-EMP

(This Policy Bulletin Replaces PB #08-79-EMP)

REVISIONS TO THE EMPLOYMENT DAILY TIMEKEEPING SYSTEM (DTS)

Date: August 3, 2009	Subtopic(s): DTS
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to incorporate:</p> <ul style="list-style-type: none"> • instructions concerning the use of Action Code 436U (FTC Undercare at Vendor); • the newly created NYCWAY/ DTS Screens and Instructions for Timekeeping Infractions (Attachment A) which contains New York City Work Accountability and You (NYCWAY) screens showing detailed information regarding participants' infractions, Employment Daily Timekeeping System (DTS) access screens, and Employment DTS infraction related screens; • additional information and instructions for use by Fair Hearing and Conference (FH&C) and AJOSI/AJOSII Staff who conduct conciliation conferences; • information for FH&C staff who conduct conferences and AJOSI/AJOSII staff who conduct conciliation interviews, making them aware that Back to Work (BTW) vendors are required to scan absence verification documents and to access the HRA OneViewer to research documents when reviewing a participant's infraction history; • an alert to all Workers at Job Centers that NYCWAY now provides detailed information regarding participants' timekeeping infractions; and

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*

- a description of how the Employment DTS captures the previous week's timekeeping cycle and, on close of business Monday, posts infractions and removes participants from assignments who during the preceding week have had:
 - no attendance hours entered (zero hours);
 - only unexcused hours that were entered for that week's required hours; or
 - four or more unexcused hours entered.

Purpose:

The purpose of this policy bulletin is to inform all staff about updates to the Employment DTS and to alert staff that the system is now being used to infract participants who fail to meet their attendance requirements.

Revised

The Employment DTS is mainly used by Family Independence Administration (FIA) authorized programs such as BTW vendors, the Work Experience Program (WEP), Begin Employment and Gain Independence Now (BEGIN), and Anti-Domestic Violence Eligibility Needs Team (ADVENT). All authorized Staff and designated regional staff began using the system to track employment activities on May 5, 2008.

All Employment DTS engagement programs (e.g., BTW, ADVENT, WEP, BEGIN etc.) are responsible for entering data regarding an individual's participation in engagement activities. Each timekeeping cycle lasts one week, and information must be entered every Monday by 5:00 PM. This information must be entered for each day of the previous week during which the participant was required to attend an assigned activity. If any Monday is designated as an HRA holiday, the deadline for data entry shifts to Tuesday at 5:00 PM.

Employment DTS allows users to:

Revised

- enter, view, and track attendance information including excused and unexcused absences;
- submit and view electronic forms to record a participant's Failure to Report (FTR) or Failure to Comply/Cooperate (FTC) with engagement activities; and
- review and analyze a participant's attendance history.

The following FIA staff have view-only access to the Employment DTS:

- FIA JOS/Workers;
- FH&C Staff;
- AJOSI/AJOSII who conduct conciliation conferences; and
- Outstationed Workers (OSWs)

The system will allow these staff with view-only access to inquire about:

- the participant's weekly attendance histories;
- a daily breakdown of weekly hours (required, attended, excused, unexcused) for participants in their assignments, and
- the conciliation indicator, which is used to show whether or not conciliation was suspended due to an emergency in which a verbal excuse was offered and accepted or because no documentation was considered available for excuses such as a household emergency or a sick child.

Employment DTS
Password expires if
account is not used for
60 days.

To access the Employment DTS, staff must have a user ID and password that are different from those used for the Welfare Management System (WMS), NYCWAY or any other system. Staff can access DTS from the HRA Intranet Homepage by clicking on the Program Applications heading on the left side of the screen (see **Attachment A**).

Participant's Activity Timesheet Screen

The weekly schedule of activities covers Monday through Sunday, however, only those activities from Monday through Friday are displayed in DTS.

Revised

This is the main data entry screen where FIA-authorized programs record participant attendance information. View-only HRA users may see all the information that has been entered by the programs as well as the information automatically generated by the Employment DTS. The screen shows the participant's assignment and the number of required and actual hours he/she has participated in for that assignment. It also shows excused absences such as holidays, illnesses, jury duty, etc. If a participant is assigned to concurrent work assignments (e.g., WEP and BTW), the DTS schedule will show the days the participant is required to attend each assignment. To view the Employment DTS schedule, the Worker should select the **Schedule** link in NYCWAY (see **Attachment A**). When **Schedule** is selected, a pop-up window will appear in the right-hand corner of the screen.

The **Participant's Activity Timesheet** screen shows the hours of participation that are required during the weekly cycle indicated. Required hours are calculated by Employment DTS and might differ from the assigned hours. FH & C staff participating in fair hearings must know the reasons for differences between the numbers of assigned hours and required hours. One example of a reason for this difference is the daily referrals to the BTW vendors. For instance, if the participant is referred to the BTW vendor on Thursday, he/she is only supposed to attend on Thursday and Friday within that weekly cycle. In this case, the assigned hours would still show as 35 while the DTS will correctly calculate and display only 14 required hours.

Noncompliance Recording

When a participant FTR to an engagement program (BTW or non-BTW), appropriate staff must record this information in the Employment DTS by clicking **Failed to Report** on the **Participant's Timesheet** screen. A Participant Change of Status (PCS) form will be automatically transmitted to NYCWAY and conciliation initiated. FH&C staff may also see the date of the FTR, which is the actual date of the infraction.

Participants Timesheet screen

Click **Failed to Report (FTR)** on the date of infraction

DTS - Daily Timekeeping System - Microsoft Internet Explorer provided by Human Resources Administration

Address: http://hrwebbackup/RosterDaily/roster/DailyActivity.cfm?rosterind=536931&pagenumber=1&pageportionnumber=1&max_on_page=25&indexflag=

HRA - Family Independence Administration
Daily Timekeeping System (DTS)

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

Wed, Jul 29, 2009 User: / Work Experience Management Role: Administrator Cycle Period: 07/27/09 - 08/02/09

Participant's Timesheet [Back to Roster](#)

Timesheet Period: 07/27/2009 - 08/02/2009

Name: JASMINE Work Site: FEOS - 03 Program Start: 07/28/09
Case: -01-01 FA Job Code: Back-To-Work - 07 Orient. Time: 16:00
Ind. Status: Applicant Program Status: Active EBT Carfare Start:

Today Weekend Fed. Holiday N/A PCS Form Save Changes

Data Entry must be completed by 05:00PM 08/03/09
Enter/modify data and click on the Save Changes button.

Activity	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1	Sun 2	TOTAL
Carfare (metrocards)								
Failed to Report (FTR)		<input checked="" type="checkbox"/>						
DAILY TOTAL		0	0	0	0	0	0	0

Do NOT Conciliate: ☐

Hrs Assigned: 7
Hrs Required: 1
DIFFERENCE: 1

When a participant FTC with a BTW vendor (except concerning a matter of a time-deficiency, see below) vendor staff must record this infraction directly in NYCWAY.

Revised

When a participant FTC with a non-BTW program (e.g., WEP, BEGIN, etc.), responsible staff of the program must record this information in the Employment DTS by clicking **Failed to Comply** on the Participant's Timesheet screen. The PCS form will appear. The worker must complete this form and click **Submit**. The PCS form will be automatically transmitted to NYCWAY and conciliation initiated. FH&C and conciliation staff may view the actual PCS Form in DTS and the participant's work history, including any time deficiency issues, to determine the actual date of infraction.

New Participant Change of Status (PCS) Form

Click **Failed to Comply**

DTS - Daily Timekeeping System - Microsoft Internet Explorer provided by Human Resources Administration

Address: http://hrawebbackup.hra.nycnet/RosterDaily/pcs_newEntry.cfm?rosterind=529213&pcsflag=FTC&backlink=http://hrawebbackup.hra.nycnet/RosterC

HRA - Family Independence Administration Daily Timekeeping System (DTS)

Home Timekeeping Rosters PCS Forms Suppl. Requests Reports User Support

Tue, Jul 28, 2009 User: /Work Experience Management Role: Administrator Cycle Period: 07/27/09 - 08/02/09

New Search **New Participant Change of Status (PCS) Form** Back

Name: Case: 01-01 SNCA Work Site: DEPT OF PARKS, Job Code: Maintenance - 02 01 Program Start: 07/27/09 Orient. Time: 09:30 Ind. Status: UnderCare Program Status: Active EBT Carfare Start: 07/27/09

PCS Type

- ☐ Failed to Report
- ☐ **Failed to Comply**
- ☐ Non Sanction
- ☐ Employment

Date of Infraction: 07/27/2009

Prepared by: WNOV Phone: 212-331-

Submit

- Select PCS Form Type.
- Enter data and click on the Submit button.
- * - required fields.

Enter the **Date of Infraction**

Click **Submit**

Revised

A participant's time-deficiency with any type of engagement program (BTW or non-BTW) is recorded by entering the appropriate number of unexcused hours in the Employment DTS. On Monday night after the close of the previous week's timekeeping cycle, the Employment DTS sends time-deficiency information to NYCWAY. On Tuesday morning, NYCWAY posts infractions and removes the participant from the assignment. The following action codes are posted for timekeeping infractions for each respective engagement program:

- WEP – Action Codes **434P** (FTC with Attendance Policy and/or FTC with WEP) and **440Y** (FTC with WEP Assignment: Insufficient Hours);
- BTW – Action Code **436U** (see below for the Three Reasons to Post Action Code **436U**);
- BEGIN – Action Code **434Y** (FTC with Attendance Policy and/or FTC to BEGIN MG.PGM);
- Negotiated Acquisition/Job Search – Action Codes **434E** (FTC with Attendance Policy and/or Cooperate with/Job Search) and **448P** (Failed to Comply to Job Search [PA]).

Three Reasons for Posting Action Code **436U**

New

When a participant FTC with a BTW vendor for any reason, NYCWAY posts infraction Action Code **436U**. FH&C and Conciliation Staff must understand why Action Code **436U** would post in any of the following:

- The Vendor can manually post the **436U** to indicate a “behavioral infraction” (e.g., one in which the participant is verbally inappropriate). This Vendor posted FTC is identified by a Worker number such as **S0111** (anything but **SYSTM**) in the **Worker** field on the **Activity Inquiry** screen. In this case FH&C and Conciliation staff do not need to use DTS.
- NYCWAY auto posts **436U** four to seven days after a participant does not appear for a mandatory appointment with the OSW. This auto posted FTC infraction is identified by **SYSTM** in the **Worker** field on the **Activity Inquiry** screen with a User ID that starts as **MNY1** followed by two more characters (e.g., **MNY13T**) on the **Activity Record** screen. In this case FH&C and Conciliation staff do not need to use DTS.
- NYCWAY receives a timekeeping infraction from Employment DTS on Monday night after the close of the previous weekly cycle and posts the **436U** on Tuesday. This timekeeping FTC infraction is identified by **SYSTM** in the **Worker** field on the **Activity Inquiry** screen with a User ID that starts as **MNY9** followed by two more characters (e.g., **MNY917**) on the **Activity Record** screen. This is the only case in which FH&C and Conciliation staff may need to review the Employment DTS. Such staff will need to note the weekly cycle in question that also is listed on the **Activity Record** screen.

BTW vendors use NYCWAY to record status changes (e.g., employment or site transfer). They do not use the PCS forms.

Recording Participant's Change of Status (non-BTW)

When a participant's status in an activity has changed or needs to be changed, Employment DTS users (except BTW vendors) may complete a PCS form on the participant's behalf.

The form records the nature of the change in status (e.g., work site transfer or employment). The PCS form is then electronically forwarded to the Work Experience Management (WEM) division, who will process it accordingly. If the PCS form is completed for a FTC (see Noncompliance Recording on page 5), the completion of the form will result in NYCWAY posting an infraction code overnight for conciliation.

FH&C and Conciliation Staff Reminders

Timekeeping Infractions

FH&C and Conciliation staff should be aware that there are three categories of timekeeping infractions:

New

- no attendance hours entered (zero hours);
- only unexcused hours that were entered for that week's required hours; or
- four or more unexcused hours entered.

Employment DTS maintains a history of excused and unexcused absences. FH&C and Conciliation staff should also be aware that BTW vendors are required to scan absence verification documents and Workers should:

- access the HRA OneViewer to research relevant attendance related documents to be included along with the Employment DTS attendance information for a fair hearing. Workers should also be aware that screens in Employment DTS can be printed and presented as evidence for fair hearing purposes.

New

Note: If Action Code **499** (ADC Time Deficient While in Conciliation) has posted on a case, there is a timekeeping infraction as well as an outstanding NOI for another infraction on the case.

Recording engagement hours

Previously, a 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.

Effective Immediately

Related Items:

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

Attachment:

Attachment A NYCWAY/DTS Screens and Instructions for
Timekeeping Infractions

NYCWAY/DTS Screens and Instructions For Timekeeping Infractions

The following screens should be accessed by FH&C and Job Center Conciliation Workers to conduct a review of a timekeeping infraction.

- First, the Worker should access the **Activity Inquiry** screen in NYCWAY.

The infractions are posted on a weekly basis after roster processing and the Workers can review the history of action codes to determine the type of infraction and the cause of the infraction. The **436U** (FTC Undercare at Vendor) is posted for participants who have a timekeeping infraction and Action Code **499** (ADC Time Deficient while in Conciliation) is posted for participants who have an outstanding NOI as well as a timekeeping infraction. The **Activity Inquiry** screen lists the Action Codes **436U** or **499** indicating the timekeeping infraction.

MAPER-A (99682)

File Edit Functions Scripts Session Release Help

Months on PA (end JAN) : 04

480B22 WORK, ACCOUNTABILITY, AND YOU (WAY) PIW065.320

ACTIVITY INQUIRY

Casenumber : 0002728610 Suffix : 01 Linenumber : 01 Case Type : FA

Appreg : 0002728610 CIN : SSN :

Program: WORK ACTIVITY

Status : WEP BASIC

Name :

Sex : F Office : 044 ES Code : 20

DOB : 04/24/1985 Unit : Worker : 00023 Comp Code: 709 Ind Stat : AC

DATE	ACTION/DESCRIPTION	STATUS	CHP	FUT DATE	OFF	WORKR	SITE
02/10/09	436U FTC U/C AT VENDOR	WORW8		02/10/09	B44	SYSTM	
02/06/09	100A CASE NOTE	WORW1	100A		QF1	T0030	
02/04/09	153K VENDOR APPT KEPT	WORW1	153K		QF1	s0161	
02/04/09	153P OSW REF BACK TO VEND	WORW1	153K	02/04/09	QF1	E0064	QF1
02/04/09	119B EP COMPLETED	WORW1	119B		B44	E0064	
02/04/09	120A ADC ASGN TO WEP SITE	WORW1		11/01/09	B44	E0064	P3J99
02/04/09	153Q U/C VENDOR ASSIGN	WORW5	436U	02/05/09	QF1	E0064	QF1
01/29/09	153R RET APPT TO OSW	WORW5	153Q	02/02/09	QF1	E2044	QF1
01/28/09	010Q Case Accepted-In BTW	WORW5	153R	01/28/09	QF1	SYSTM	

Next Case: Next Suffix: Next Line: CATEGORY:

Prior RollFw AsgInq DemInq AddAct Assign HistPr Profile MnMenu

- FH&C and Job Center Conciliation Workers that have access to NYCWAY can review the participant's hours for the prior week by accessing the **Assignment Inquiry** screen by clicking on the **AsgInq** button from the **Activity Inquiry** screen.

MAPER-A (99682)

File Edit Functions Scripts Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW141.120
Assignment Inquiry

Case #: 0 Indv #: 01 Line #: 01 Case Type: FA
App Reg #: 0002/20010 CIN: Y7005240 SSN: 064-70-4522
Last: HENRY First: S M.I.: T
Program ORW8 <WORK ACTIVITY>
<WEP BASIC>

Action Date	Action Desc	Ornt Site	Job Cd	Work Site	Cycle Start Dt	Term Dt	Req Hrs	C B	Suppl
02/10/09	Adj Hr	02/23/09	P3J99	01	P3J99	02/23/09	21	1 P	
02/10/09	Terminated	4360	Q3461	07	Q3461	01/20/09	35	1 P	
02/04/09	Adj Hr	02/23/09	Q3461	07	Q3461	01/20/09	14	1 P	
02/04/09	Assignment		P3J99	01	P3J99	02/23/09	21	1 P	
01/09/09	Assignment		Q3461	07	Q3461	01/20/09	35	1 P	
01/09/09	Terminated	1251	Q3463	07	Q3463	01/20/09	7	1 P	
01/07/09	Assignment		Q3463	07	Q3463	01/20/09	7	1 P	

Prior Atplnq DemInq ActInq WHrInq SitInq TISInq MnMenu

press **F4** or
click on the
Atplnq button

- To access the **Attendance and Payment Inquiry** screen press **F4** or click on the **Atplnq** button. This screen breaks down all the hours from the previous week into Hours Attended (Hr At), Hours Excused (Hr Ex), and Hours Unexcused (Hr Ux).

Note: Whenever a participant has more than three hours in unexcused hours the system will post an infraction.

MAPER-A (99923)

File Edit Functions Scripts Session Release Help

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW140.120
Attendance & Payment Inquiry

Case #: 0 Indv #: 01 Line #: 01 Case Type: FA
App Reg #: 0002/20010 CIN: Z7005240 SSN: 107-62-1223
Last: HENRY First: S M.I.: T
Program ORW8 <WORK ACTIVITY>
<WEP BASIC>

Cyc Id	Cycle Start Dt	N Work S Site	Jb Cd	Req Hr	Suppl Paymnt	Total Paymnt	C Pay I Ref	Att Hr	Hr At	Hr Ex	Hr Ux	Ro OR	P HR	P O A C
W003	01/20/09	N Q34A8	07	14	25.00	E W001	Y	21	7	28	Y	Y	Y	Y
W004	01/26/09	Y P3D01	02	21	0.00	P EST	Y	7	7	14	Y	Y	Y	Y
W004	01/26/09	N Q34A8	07	14	25.00	E W002	Y	35	0	35	Y	Y	Y	Y
W005	02/02/09	N P3D01	02	21	0.00	E EST	Y	7	7	14	Y	Y	Y	Y
W005	02/02/09	N Q34A8	07	14	25.00	E W003	Y	35	0	35	Y	Y	Y	Y
W006	02/09/09	N Q34A8	07	35	25.00	E W004	Y	35	0	35	Y	Y	Y	Y
W007	02/17/09	N Q34A8	07	35	25.00	E W005	Y	28	0	28	Y	Y	Y	Y
W008	02/23/09	N Q34A8	07	35	25.00	E W006	Y	0	0	0	Y	Y	Y	Y
W008	02/23/09	X Q34A9	07	7	0.00	Y	Y	1	0	1	Y	Y	Y	Y

Prior RollFw RollBk AsgInq DemInq ActInq WHrInq SitInq Paint MnMenu

This is more than the
3 hours allowed so
case must go to
conciliation.

- The Worker must now access DTS to review the participant's attendance data for a given weekly cycle. DTS breaks down the hours infringed on a daily basis.

Accessing and Using Daily Timekeeping System (DTS)

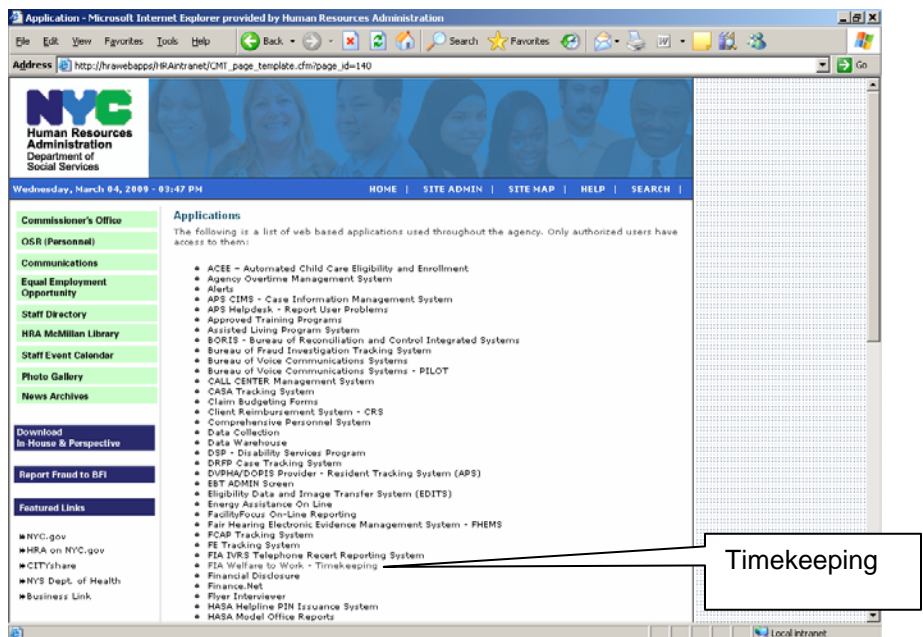
- Double-click Microsoft Internet Explorer icon (the big blue “E”) on your desktop and the **HRA Home Page** will appear.

HRA Home Page



- Click **Program Applications** and the **Applications Menu** appears.

Applications Menu



- Click **FIA Welfare to Work Timekeeping** and the DTS logon screen appears.

DTS Ligon screen

DTS - Daily Timekeeping System - Microsoft Internet Explorer provided by Human Resources Administration

Address: http://hrwebbackup.hra.nycnet/rosterdaily/dailyindex.cfm

Human Resources Administration
Application Login

Daily Timekeeping System (DTS) Today's Date: 03/04/2009

Enter Your User ID and Password

User ID:

Password:

Forgot your password? Click here.

To access Timekeeping History click here

To access DTS Training Environment click here

- Enter **User ID** and **Password** and press Enter and the **Attestation** screen appears.

Attestation screen

DTS - Daily Timekeeping System - Microsoft Internet Explorer provided by Human Resources Administration

Address: http://hrwebbackup.hra.nycnet/rosterdaily/dailymain.cfm

HRA - Family Independence Administration
Daily Timekeeping System (DTS)

ATTESTATION

To All HRA Sponsoring Programs

By logging onto the Daily Timekeeping System, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

All information entered on this system must be accurate and in accordance with the terms of your contract or agreement with HRA, whichever is applicable, and must be separately maintained on file and made available for review by auditors.

As to any HRA Participant, any request for payment for the same or similar services during the same time period must not have been previously paid or submitted for payment to any other agency.

To HRA Staff

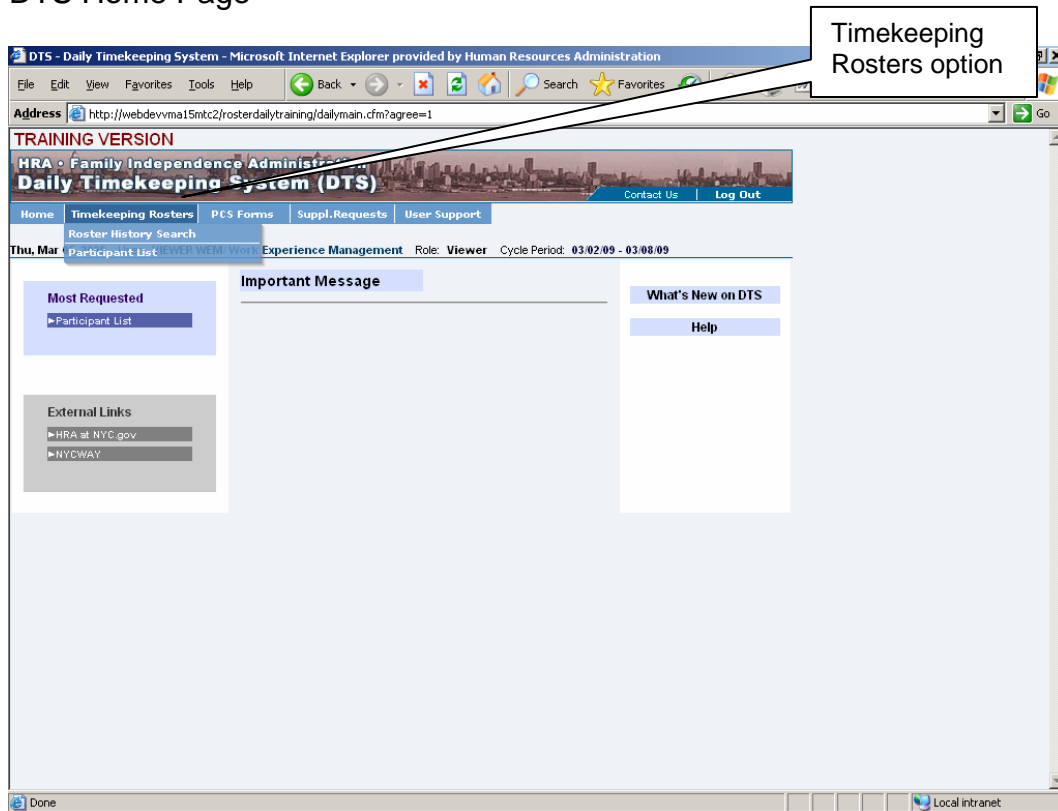
Federal, state and local laws and regulations protect the confidentiality of the Human Resources Administration's clients. All clients' confidential documents accessed by HRA staff and Sponsoring Programs through the Daily Timekeeping System, are to be used solely for the purposes of providing services. Redisclosure of this confidential information without appropriate signed consent, either in whole or in part, is prohibited.

Your use of the Daily Timekeeping System in violation of these terms and conditions will result in enforcement action by HRA, including, but not limited to, disciplinary and criminal proceedings.

☐ I Agree ☐ I Do Not Agree

- Click **I Agree** and the DTS Home page appears.

DTS Home Page



- Position the cursor on the **Timekeeping Rosters** option and a drop-down menu will appear as shown above. Click the **Roster History Search** option and the **Search Timekeeping Roster History** will appear.

Search Timekeeping Roster History screen

This screen is accessed first to initiate a search for the participant and the cycle period.

To review the participant's attendance information for a particular weekly cycle:

- select the desired cycle from the Cycle Period dropdown;
- enter the case number (all ten digits, including leading zeroes);

Note: instead of the case number, the participant's last and first names could be used; and

- press the **Search** button to access the **Participant's Timesheet Roster History** screen.

Note: If the participant was engaged in concurrent assignments during a weekly cycle, the following **Timekeeping Roster History** screen will appear. If there was only one assignment during the cycle, the **Timekeeping Roster History** screen will be skipped and the **Participant's Timesheet** screen will appear.

Timekeeping Roster History screen – Concurrent BTW and WEP

TRAINING VERSION

HRA • Family Independence Administration
Daily Timekeeping System (DTS)

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[Home](#) | [Timekeeping Rosters](#) | [PCS Forms](#) | [Suppl. Requests](#) | [User Support](#)

Thu, Mar 05, 2009 User: VIEWER WEM/ Work Experience Management Role: Viewer Cycle Period: 03/02/09 - 03/08/09

Timekeeping Roster History

► New Search

History Cycle: 03/02/2009 - 03/08/2009

Total: 2

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.

[Filter](#)

<u>Name</u>	<u>First Name</u>	<u>Case Number</u>	<u>Ind. Status</u>	<u>Work Site</u>	<u>Vendor</u>	<u>Program Start</u>	<u>Orient. Time</u>	<u>EBT Carfare Start</u>	<u>Term.</u>	<u>Hours Assigned</u>
DIILES		-01-01	AC	P3I	Department of Health	02/23/09	09:00	02/23/09		21
DIILES		-01-01	AC	Q1	AMERICA WORKS	02/19/09	09:00	02/23/09		14

Click here

- To review the participant's attendance information for either of the assignments, click the participant's last name and the **Participant's Timesheet** screen for the selected assignment will appear.

Participant's Timesheet - History– Example 1

HRA - Family Independence Administration
Daily Timekeeping System (DTS)

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

Wed, Mar 04, 2009 User: Work Experience Management Role: Administrator Cycle Period: 03/02/09 - 03/08/09

Participant's Timesheet - History

Timesheet Period: 02/23/2009 - 03/01/2009

Name: EBOIFY Work Site: Program Start: 01/28/09
Case: 01-01 SNCA Job Code: Back-To-Work - 07 Orient. Time: 15:00
Ind. Status: Under Care Program Status: Active EBT Carfare Start:

Activity	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 1	TOTAL
Job Readiness	3	3	2		3			11
Job Search	4	4	5		4			17
HRA Mandated Activity/Appointment				7				7
Carfare (metrocards)								
DAILY TOTAL	7	7	7	7	7	0	0	35

Do NOT Conciliate: ☐

Hrs Assigned: 35
Hrs Required: 35
DIFFERENCE: 0

Last Hours update on 03/02/09 10:24AM by:

The **Participant's Timesheet** screen details all the hours the participant was engaged in different activities during the week.

In the example above, the person was assigned Job Search and Job Readiness with the BTW vendor for different hours on each day of the week, except Thursday. On Thursday, the participant had to attend an HRA mandatory appointment that is also recorded as an activity in DTS.

A different case example on the following page shows a participant who missed several hours of assigned engagement activities.

Participant's Timesheet - History – Example Two

HRA • Family Independence Administration
Daily Timekeeping System (DTS)

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

Wed, Mar 04, 2009 User: / Work Experience Management Role: Administrator Cycle Period: 03/02/09 - 03/08/09

Participant's Timesheet - History

Timesheet Period: 02/23/2009 - 03/01/2009

Name: **HYDIA** Work Site: SNCA Program Start: 02/25/09
Case: Job Code: Back-To-Work - 07 Orient. Time: 09:00
Ind. Status: Denied Program Status: Term. 02/27/09 Reason EBT Carfare Start:

Today	Weekend Fed. Holiday	N/A	Term. Date					
Activity	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 1	TOTAL
Work Hrs								
Excus. Hrs								
Unexc. Hrs								
Unexcused Absences - Unreported			7	7	7			21
Carfare (metrocards)								
DAILY TOTAL	-	-	7	7	7	0	0	21

Do Not Conciliate: ☐

Hrs Assigned: 35
Hrs Required: 14
DIFFERENCE: 0

Last Hours update on 03/02/09 10:38AM by:

The participant above did not show up at the BTW site for three days. This is recorded in DTS as Unexcused hours.

This screen can be used by FH&C staff for issues regarding timekeeping 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 screen – Concurrent Assignment with Schedule

DTS - Daily Timekeeping System - Microsoft Internet Explorer provided by Human Resources Administration

Address: http://webdevvma15mtc2/RosterDailyTraining/Roster/DailyActivityView

TRAINING VERSION

HRA • Family Independence Administration
Daily Timekeeping System (DTS)

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Thu, Mar 05, 2009 User: VIEWER WEM/ Work Experience Management Role: 1

Participant's Timesheet - H

Timesheet Period: 03/02/2009 - 03/08/2009

Name: DIILES, Case: .01-01 FA Ind. Status: UnderCare Work Site: AMERICA WORKS BTW SITE Job Code: Back-To-Work - 07 Program Status: Active Program Start: 02/19/09 Orient. Time: 09:00 EBT Carfare Start: 02/23/09

Today Weekend Fed. Holiday N/A Schedule

Activity	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	TOTAL
Work Hrs								
Excus. Hrs								
Unexo. Hrs								
DAILY TOTAL	0	0	0	0	0	0	0	0

Do Not Conciliate: ☐

Hrs Assigned: 14
Hrs Required: 14
DIFFERENCE: 14

When a participant has two concurrent WEP/BTW assignments, DTS creates a schedule that shows which days of the week he/she has to attend each assignment.

The schedule accuracy can be affected by system down time.