

## Designed for easy and accurate time entry

The Corps Enterprise Time and Attendance System (ETA) is designed for one and only one purpose: to simplify and manage the entry of attendance, leave, and project hours by Corps personnel. It was designed from the ground up for the Corps.

ETA shows the employee only the projects they can charge, and validates their time entry by applying “tour of duty” rules for any of the AWS codes defined in CEFMS. It accrues project charges and synchronizes these with CEFMS on an at least daily basis. It keeps track of leave balances.

Timekeepers report an almost complete elimination of such issues as inaccurate time entry and charges to incorrect projects.

The screenshot displays the 'Time and Attendance System' interface for user Michael Russo. The top navigation bar includes 'My Timesheet', 'Timekeeper', 'Supervisor', 'Administrator', and 'Help'. A warning message states: 'Not enough REGULAR hours for the week. You have 31.00 and need 40.00'. The user's name 'Russo, Michael' and the date 'Saturday, November 12, 2011' are shown. A calendar view shows the current date. Below the calendar is a table for entering time entries with columns for 'Charge Code', 'Time', 'Type', 'Hazard', and 'ND'. The table shows two entries: one for '153EC7 | FY11 Labor for Resource Management | RF6002 | \$39992.86' with a time of 7.00 and type 'CREDIT HOURS EARNED', and another for '--- please select ---' with a time of 7.00 and type 'REGULAR (GRADED)'. The interface also includes a 'Leave Code' section and a bottom bar with buttons for 'Save Timesheet', 'Create Template', 'APPLY TEMPLATE', and 'Create Signoff Sheet'.

## Designed to simplify CEFMS entry and signing

ETA presents timekeepers with a CEFMS entry screen that allows for rapid transfer of time into CEFMS. Once period time has been entered into CEFMS, the employee creates a Digital Sign off Sheet and signs it using their CAC card. The Digital Sign off Sheet flows through a workflow in which the timekeeper signs next and then the supervisor signs. Timekeepers and supervisors can easily sign all sign off sheets from one screen. Finally the Digital Sign off Sheet is archived by the system. It is never necessary to print the sign off sheet. The system can also accept and store digital copies of leave requests, prior period corrections, manual sign off sheets, and other documents.

**Time and Attendance System**  
Ceonex Development

My Timesheet | Timekeeper | Supervisor | Administrator

CEFMS Entry | Sign off Sheets | Emp.off System | Time Entry | Employee Docs | Reports

**01 - Angie Vanaria**  
10/23/2011 - 11/5/2011

Andon, Steven  
Caruso, Deborah  
D'Antuono, Evamarie  
Didomenico, Jacqueline  
Fisher, Rachel  
Hays, Timothy  
Hughes, Eileen  
Nunziato, Jerome  
Schafer, David

Print blank sign off sheets | Enter reason for cancelling | Cancel SOS

Legend:  
 - Need timekeeper signature  
 - Signed by Timekeeper but not supervisor  
 - Approved by Timekeeper  
 - Closed (Supervisor Signed)  
 - No signoff sheet produced yet

At least one signature has problems. Please fill out the following form.

Week Starting: January 02, 2011

Date	In/Out	Leave Hrs	Charge Code	Hours	Time Type	Env/HAZ Code	Nite
Mon 1/3/2011	LS 09:00-16:30	0.50	153F68	7.50	RG		
Tue 1/4/2011	08:00-12:30 13:00-16:30		153F56	8.00	RG		
Wed 1/5/2011	LS 10:00-17:00	1.00	153F56	7.00	RG		
Thu 1/6/2011	08:30-16:30		153F56	8.00	RG		
Fri 1/7/2011	LA 08:30-15:30	1.00	153F56	7.00	RG		
<b>Week</b>		<b>2.50</b>		<b>37.50</b>			

Week Starting: January 09, 2011

Date	In/Out	Leave Hrs	Charge Code	Hours	Time Type	Env/HAZ Code	Nite
Mon 1/10/2011	LS 10:00-16:30	1.50	153F56	6.50	RG		
Tue 1/11/2011	LS 09:30-16:30	1.00	153F56	7.00	RG		
Wed 1/12/2011	LN	8.00					
Thu 1/13/2011	LS 09:30-16:30	1.00	153F56	7.00	RG		
Fri 1/14/2011	08:30-16:30		153F56	8.00	RG		
<b>Week</b>		<b>11.50</b>		<b>38.50</b>			
<b>Period</b>		<b>14.00</b>		<b>66.00</b>			

I affirm the above to be accurate: Posted to CEFMS Approved:

Signed For: Steven Andon | Angie Vanaria 01 | Steven Howell EX01

**SUBMIT**

Comments:

## Significant Cost Savings

The Enterprise Time and Attendance System has been installed in the New England District for over 5 years and over 2 years in the Mobile District. It saves the New England District an estimated \$275,000/year in operating costs. Driving these cost savings is the time savings for employees, timekeepers, and supervisors which results from always having an accurate set of projects and validations which eliminate the need for time consuming corrections. Integration with CEFMS guarantees that entered data can flow into CEFMS and be correct. Furthermore this integration means that no manual entry for such items as projects, AWS codes, or even the departmental rates used to calculate charges, is required..

## Rated Number One by CECI/ACE-IT Project Delivery Team

In 2011, a CECI/ACE-IT Project Delivery Team surveyed 74 time entry systems used by the Corps. ETA received the top ranking and lowest risk by a substantial margin. ETA has passed Certificate of Networkiness tests.

## Features

### Integration

- Matches Active Directory information to Corps of Engineers Financial Management System (CEFMS) to ensure accurate user data.
- Uses network credentials, no separate login required
- Clones data from the Corps of Engineers Financial Management System (CEFMS) on a daily or more frequent basis. Data from CEFMS includes: employee tour of duty, labor codes and current labor code balances available to the employee (including those inherited by their organization), employee information, timekeeper data, supervisor data, departmental rates, and organization hierarchy.

### Time and Attendance Functionality

- Web based – employees, timekeepers and supervisors can enter time and sign sign-off sheets on or off site (via VPN).
- Enforces all time and attendance and charging regulations
- Provides employees with an accurate list of labor codes they can charge to, as well as their current balances
- Cross checks attendance hour input with project labor code input
- Computes accrued labor code charges in real time to give fully accurate balances
- Understands all Corps “tour of duty” (AWS code) types: from part time, to fixed hours per day, to schedules that vary by day – including “floating” time over a one or two week period. Enforces correct Tour of Duty entry.
- Supports “shift work” time crossing midnight
- Prevents employees from shifting time from labor codes with negative balances without timekeeper approval to discourage “shopping” for projects with positive balances
- System automatically generates an email to employee when entry has not been made after 2 day (configurable) and their supervisor after 3 days (configurable)
- Timesheets are electronically signed by employee, supervisor and timekeeper using CAC certificate authentication and PDF signing. Document work flow is built in: sign off sheets flow from employee to timekeeper to supervisor for signing.
- Electronically signed timesheets and any changes saved to database, no paper documents.
- Drop downs for attendance types (e.g. regular, overtime) and leave types (e.g. annual, sick).
- Allows the user to promote “favorite” projects and leave types
- Handles “away time” when an employee is off line for any reason.
- Calculates and displays “personal leave balances” for such items as annual leave.
- Provides sets of reports for employees, timekeepers, supervisors, and system administrators.
- User can save and apply a daily template if their hours and projects are often repeated
- Batches sign-off sheets for timekeepers and supervisors and allows them to rapidly review and sign all sequentially

## Security and Privacy

- Certificate of Net Worthiness tests passed
- Best practices followed related to software vulnerabilities. For example, SQL injection attacks on the system are eliminated via best practice standardized programming.
- Enforces privacy: only supervisors, their delegates, and timekeepers in the employee's chain of command can view timesheets.
- Use of combined Active Directory and CEFMS data ensures that the logged in network user is shown only the data they should be able to access. No manual settings are needed for privacy and security.

## Technical

- .Net and SQL Server
- Uses AJAX to minimize screen refreshes
- Uses Web Services to handle time entry interactions to support clients such as smart phone apps in the future.
- Has been in active use for years and steadily improved and debugged.
- Resource efficient (database and server) and fast
- Managed code and coding practices assure resource cleanup

## More Information and Contact

You can get more information about Ceonex's Corps Enterprise Time and Attendance System, including a video tour, at <http://ceonex.com/government>

Ceonex has been working with the Corps for the last 9 years and has produced a number of Corps Apps™, including ETA, our Corps Vehicle Reservation System for managing vehicle pools, the Visitor Registration System for managing outside visitors to Corps facilities, and the Service Request System which manages help desk type requests. See <http://ceonex.com/government/>

We are under the ACE-IT umbrella. Ceonex has been given a 97% rating by our clients in an Open Ratings survey.

For any Corps related products or services, please contact

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