How to Add
Account Number:

FAN changes affecting current and future pay periods

FAN changes affecting retroactive pay periods

Prerequisite: An employee must be assigned the correct security access role in PeoplePlus for maintaining FANs before he/she can complete these tasks.

Please see your PeoplePlus Coordinator for requesting changes to your security access profile for PeoplePlus.

If Required PPL Coordinator, Funds Coordinator, Timekeeper or Manager

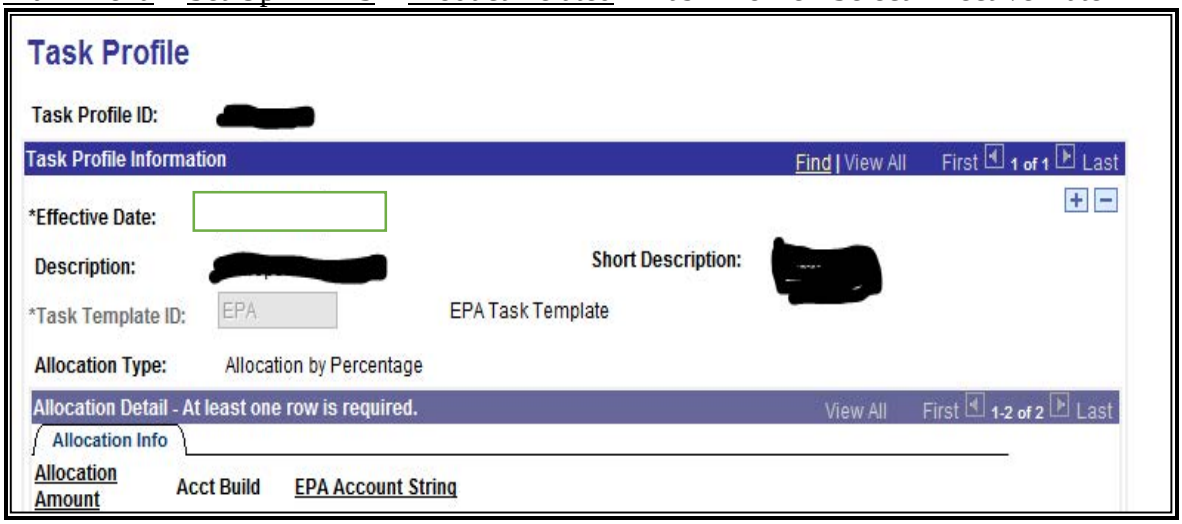
Provide the percentage allocation to the employee for recording their hours worked on the timecard.

How to Add FAN's

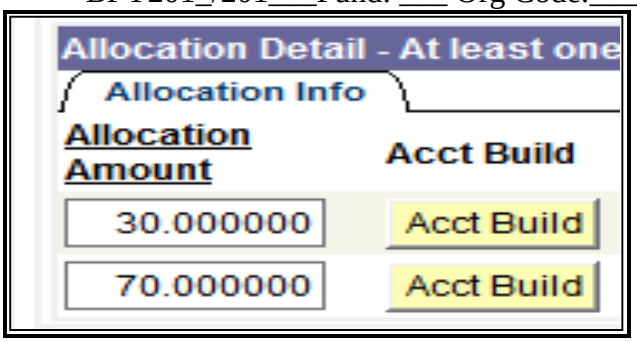
Option #1: PPL Coordinator or PPL Funds Coordinator

Navigate to the employee's task profile and copy the FAN, to include the accounting strings as well as the allocation percentage

Main Menu > Set Up HRMS > Product Related > Task Profile> Select Effective Date



BFY201_/201___Fund: ___ Org Code:____ PRC:____ Site/Proj_____

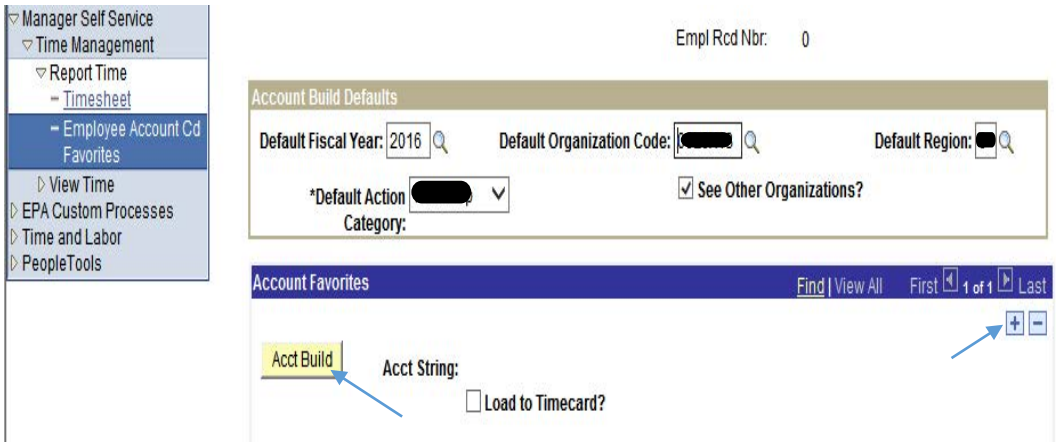


Example: Enter appropriate amount of ours that is to be charged to applicable accounting string

7010759

Option#2: PPL Coordinator, Funds Coordinator, Timekeepers or Managers

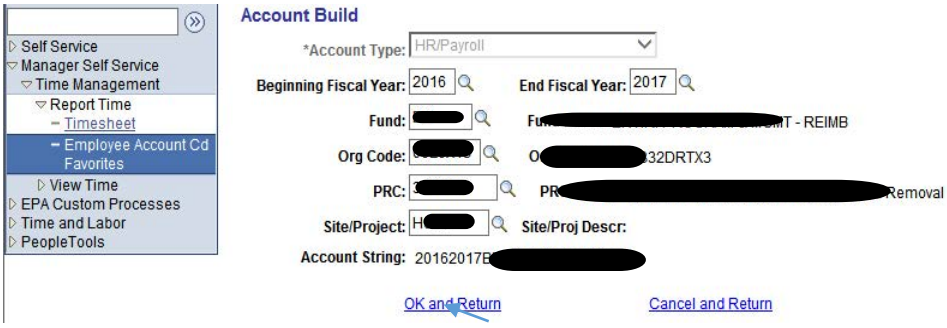
Main Menu > Manager Self Service > Time Management > Employee Account CD Favorites



Click on the plus (+) sign and then click on the Acct Build

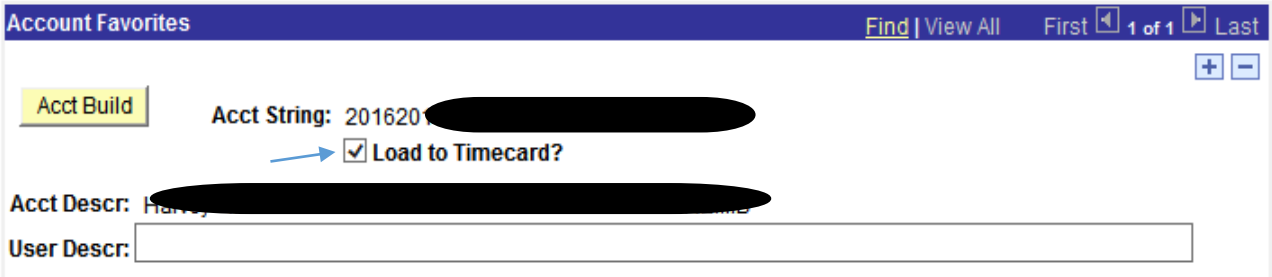
Enter the related accounting string

Add Account info: BFY201_/201___Fund: ___ Org Code:____ PRC:____ Site/Proj_____

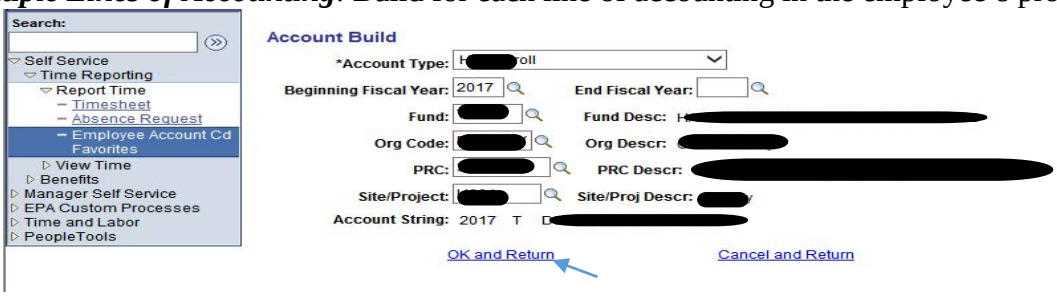


and click "OK and Return".

New Acct String will appear in Account Favorites: Select Load to Time Card



Multiple Lines of Accounting: Build for each line of accounting in the employee's profile if required



and click "OK and Return

Make sure to check the box for the "load to timecard"

☑ **Load to Timecard?**

Scroll to the bottom of the account Favorites page and click "save". Note: In order to view all the account code favorites you may need to click "view all".

GUIDELINES FOR PEOPLE PLUS/RECORDING TIME UNDER A MISSION ASSIGNMENT	
IF	**THEN**
Employees who are normally paid 100% from EPM accounts	Only OT hours should be charged to the mission assignment (MA)
Employees who are normally paid 100% from Trust Funds (Superfund, Oil or LUST)	Your base and OT hours should be charged to the MA
Employees who are normally paid from a combination of both EPM and Trust	Only the Superfund percentage of your regular hours should be charged to the MA. Your other regular hours (EPM) cannot be charged to the MA. ALL your OT hours can be charged to the MA

Site Specific Charging Calculator

To assist you in allocating your time, you may want to utilize the Calculator attached to this message

Harvey Increments of 0.25 Calculator for Site Specific Charging

This calculator may be used to allocate time to several accounts for the Harvey response.
Enter the FAN percentages and daily site hours in the following table.
Enter the largest FAN on the first line.

		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Enter daily site hours		5													
Enter FAN percentages															
FAN	Percent	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25
1		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The account favorite "description" will indicate the percentage of hours to charge per line. Employees charged to multiple accounts are encouraged to use the attached "site specific charging calculator" to assist with hour breakout by account. Please note hours are charged in increments of .25%.

CALCULATOR for Increments of 0.25% for Site Specific Charging

Enter the Date for each day listed on the spread sheet

7		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
8	Date	9/10/2017	9/11/2017						

Enter Daily Site hours: Enter the number of hours worked

Hours will auto populate in the Site Charges to fan increment column

		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed
	Date	9/10/2017	9/11/2017	9/12/2017	9/13/2017	9/14/2017	9/15/2017	9/16/2017	9/17/2017	9/18/2017	9/20/2017	
Enter daily site hours		8	8	8	8	8	8	8	8	8	8	
Enter FAN percentages												
FAN	Percent	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25
1		8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00
2		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Percent: Enter the percentage of time that is to be charged to each line of site accounting listed in your pp+ favorites.

Enter FAN percentages												
FAN	Percent	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25
1	60	1.25	1.25	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	0.00
2	40	0.75	0.75	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0.00

Spread sheet will auto populate the number of hours to enter into people plus time card

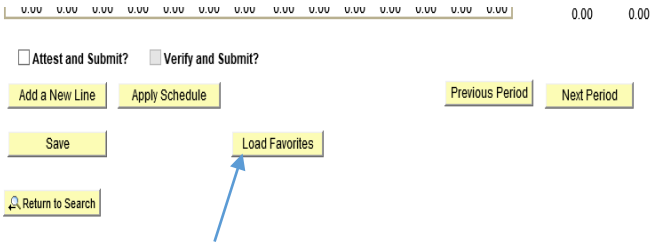
12	FAN	Percent	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25
13	1	60	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	0.00
14	2	40	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0.00
15	3		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	Total	100	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00

People Plus Time Recording

People Plus Time Entry:

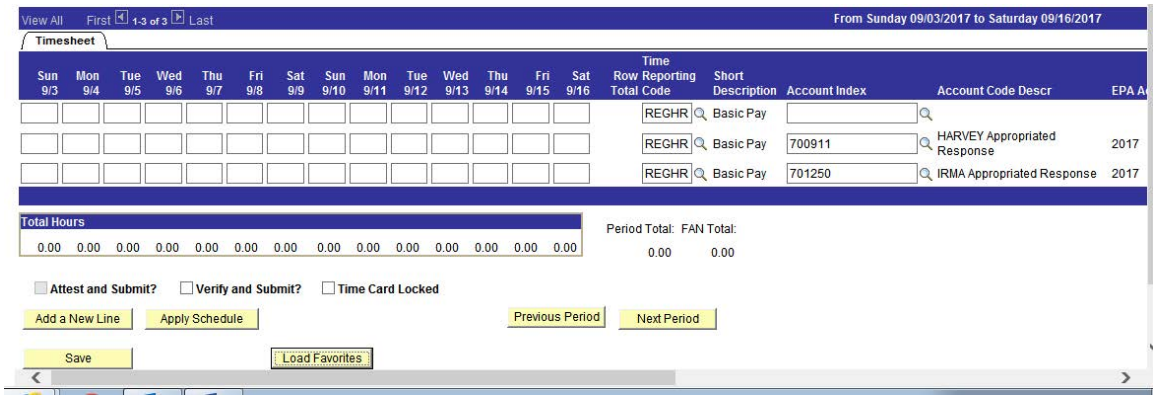
Log into PP+ & select appropriate Time Sheet

** If attest & submit box is checked/ uncheck



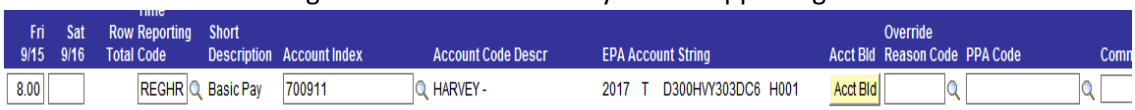
Select: Load Favorites

Your *assigned* response accoungint codes will populate to your time card(Example)



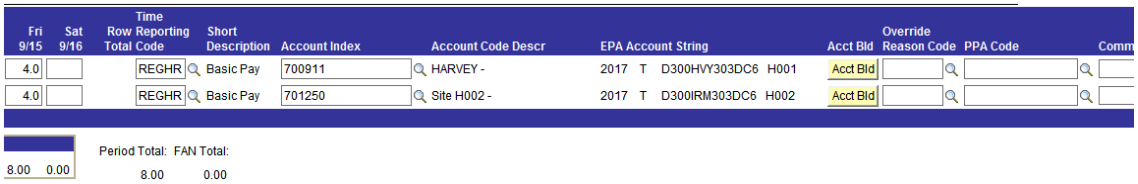
<u>Example Base Hrs</u>: Your Schedule is M-F 8hr per day, & you are working in the EOC

Your Base Hrs will be charged to the account code you are supporting



Example Splitting Hrs: 8hr work day/ 4hrs work in support of Harvey & 4hrs worked in support of IRMA.

4.0 Hrs Charged to Harvey & 4.0 Hrs charged to IRMA=8hrs



COMP Time: (8/28/17 thru 9/16/17)

COMP time will be charged to your regular FAN,

Comments field annotate: Harvey Response enter: H001 COMP/IRMA Response enter: H002 COMP

Time Reporting Code	Short Description	Account Index	Account Code Descr	EPA Account String	Acct Bld	Override Reason Code	PPA Code	Comments
COMPE	CompTimeE				Acct Bld			H001 COMP

Overtime Hrs

Overtime hrs will be charged to the appropriate Mission Assignment

Example:Harvey Over Time Hrs

Overtime	700871	Harvey - MA4332DRTX3 - ENVIR. PROGRAM & MGMT - REIMB	20162017BR	06L0X13303DC6	H001	Acct Bld

Example: IRMA Over Time Hrs

4.00	OVTHR	Overtime	701212 X	IRMA MISSION ASSIGNMENT	20162017BR H002	06L0X13303DC6

☑ Attest and Submit? ☐ Verify and Submit?

Previous Period Next Period

Save

Return to Search

Attest & submit & Save