

How to Enter Time and Effort in F&A

Employees who are paid through federal funds or who provide direct patient care must enter all hours they work in our online Time and Effort Reporting System. You should enter your time at least weekly, but preferably daily.

1. Using Internet Explorer, Go to the T&E System

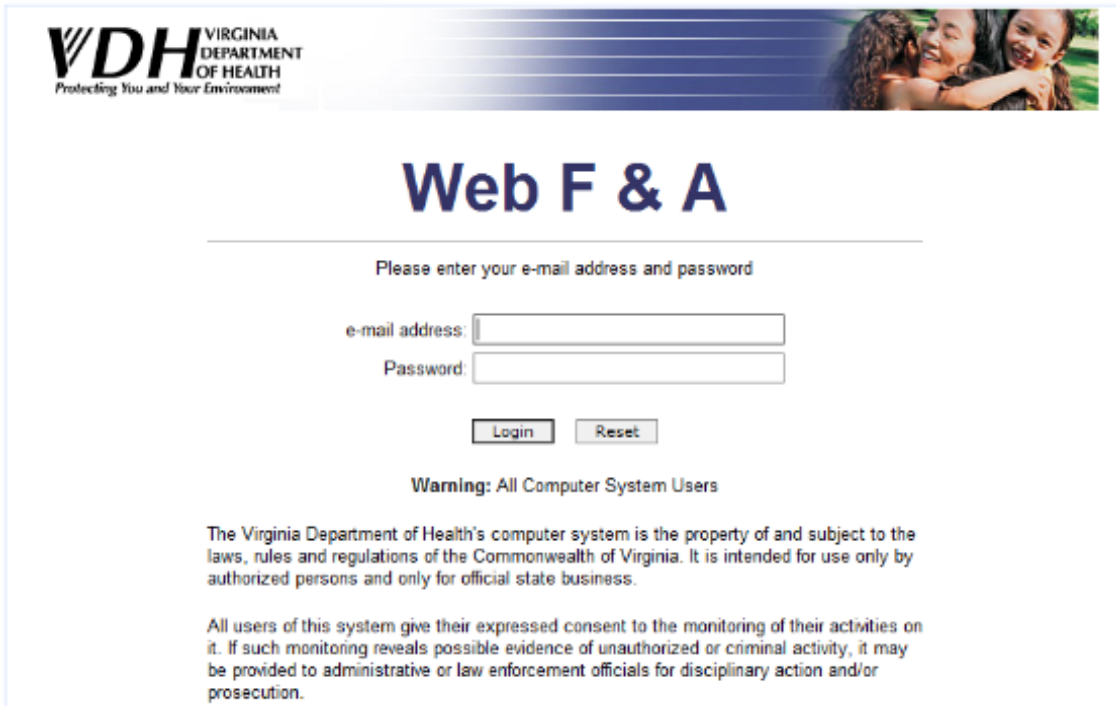
You get to the system by

1. Clicking the T&E/F&A icon on the intranet homepage (<http://vdhweb>) or
2. Go directly to the link <https://fanda.vdh.virginia.gov>


The screenshot shows the VDH Intranet homepage. At the top, there is a dark blue header with the text "VDH Intranet" and "Resources for VDH Employees". Below the header is a navigation bar with tabs for "Your VDH", "Financial", "Human Resources", "Procurement", and "OIM". A search bar is located in the top right corner. Below the navigation bar, there is a link: "Click here for information regarding Ebola >>". The main content area is divided into several sections. On the left, there is a section for "Handwashing Awareness Week" with a sub-section "Same Sex Marriage" and "New Grant Applications". The "Handwashing Awareness Week" section includes a photo of hands being washed and text describing the importance of hand hygiene. On the right, there is a section for "Office/District Locator" with a dropdown menu. Below that is a "Quick Links" section with various icons. The "T&E/F&A" icon, which is a green calendar icon, is highlighted with a red box.

How to Enter Time and Effort in F&A

2. Login to F&A with Your VDH Email and Password



VDH VIRGINIA
DEPARTMENT
OF HEALTH
Protecting You and Your Environment



Web F & A

Please enter your e-mail address and password

e-mail address:

Password:

Warning: All Computer System Users

The Virginia Department of Health's computer system is the property of and subject to the laws, rules and regulations of the Commonwealth of Virginia. It is intended for use only by authorized persons and only for official state business.

All users of this system give their expressed consent to the monitoring of their activities on it. If such monitoring reveals possible evidence of unauthorized or criminal activity, it may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

How to Enter Time and Effort in F&A

Understand How to Report Your Time

The current week is displayed. To jump to different weeks, you can

- (1) go back a week
- (2) skip ahead a week
- (3) enter a specific date



Time & Effort

Navigation: << Home | Maintenance | **Time & Effort** | Reports | Logout

Time & Effort Entry

Employee Num: 0000000000 Employee Name: MICHELLE JOHNSON

<< Previous Week **1** Currently Viewing Week Ending: 12/14/2014 **2** Next Week >>

| # | COST CODE | FIPS | T & E Program | T & E Activity | Total | Mon 12/8 | | Tue 12/9 | | Wed 12/10 | | Thu 12/11 | | Fri 12/12 | | Sat 12/13 | | Sun 12/14 | |
|---|-----------|------|---------------|----------------|-------|----------|----|----------|----|-----------|----|-----------|----|-----------|----|-----------|----|-----------|----|
| | | | | | | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT |
| | | | | | | 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |

TE Prog Code Desc: _____ Total: 0.0

Go To week: **3**

[HELP](#) TENUTEW

How to Enter Time and Effort in F&A

Cost Code, FIPS and T&E Program are Required Fields

Check with your program director to find out which codes should be used for your work activities.

Important Note: You should enter your time *based on where you've spent your time*. This may be different from the funding source (grant) from which you are paid.

[View a complete list of the time and effort codes.](#)



Time & Effort

<< Home Maintenance **Time & Effort** Reports Logout

Time & Effort Entry

Employee Num: Employee Name: MICHELLE JOHNSON

<< Previous Week Currently Viewing Week Ending: 12/14/2014 Next Week >>

| # | COST CODE | FIPS | T & E Program | T & E Activity | Total | Mon 12/8 | | Tue 12/9 | | Wed 12/10 | | Thu 12/11 | | Fri 12/12 | | Sat 12/13 | | Sun 12/14 | |
|---|----------------------|----------------------|----------------------|----------------------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT |
| | | | | | | 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

TE Prog Code Desc: Total: 0.0

Go To week:

 TENUTEW

[HELP](#)

How to Enter Time and Effort in F&A

3. Enter or Find your Cost Code

If you don't know your cost code,

(1) Click the magnifying glass and a box will pop up.

(2) Click the cost code number and it will populate the field

You will only need to do this the first time you enter your time. The next time, the system will automatically fill in your cost code.

The screenshot displays the 'Time & Effort Entry' interface. At the top, it shows 'Employee Num:' and 'Employee Name: MICHELLE JOHNSON'. Below this is a table with columns for '#', 'COST CODE', and 'F'. The table has rows numbered 1 through 7. A magnifying glass icon is visible next to the first row, with a red circle and the number '1' highlighting it. A search window titled 'TE Cost Codes - Windows Internet Explorer provided by Virginia IT Partnership' is overlaid on the table. The window has a search bar with the text 'Cost Code:' and a search button labeled 'Find'. Below the search bar is a table with two columns: 'Cost Code' and 'Cost Code Description'. The first row in this table has the value '503' in the 'Cost Code' column and 'OFFICE OF HUMAN RESOURCE' in the 'Cost Code Description' column. A red circle and the number '2' highlight the '503' value.

| # | COST CODE | F |
|---|-----------|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

| Cost Code | Cost Code Description |
|-----------|--------------------------|
| 503 | OFFICE OF HUMAN RESOURCE |

How to Enter Time and Effort in F&A

4. Enter or Find the FIPS Code

The FIPS Code is used to identify the location of the services you provide.

The image shows two overlapping windows. The background window is titled "Time & Effort Entry" and contains a form for entering time and effort. It includes fields for "Employee Num:", a navigation link "<< Previous Week", a table with columns "#", "COST CODE", "FIPS", and "T Pro", and a "Go To week:" field with a "Go" button. A red circle with the number "1" is placed over the "FIPS" column header in the table.

The foreground window is titled "FIPS Code List of Values - Windows Internet Explorer provided by Virginia IT Partnership" and contains a "FIPS Code Listing" form. It has search fields for "FIPS Code:" and "Description:", and "Find" and "Clear" buttons. Below the search fields is a table with columns "FIPS Code", "FIPS Code Description", "Cost Code", and "Cost Code Description". A red circle with the number "2" is placed over the first row of the table.

| FIPS Code | FIPS Code Description | Cost Code | Cost Code Description |
|-----------|-----------------------|-----------|---------------------------|
| 000 | NO FIPS CORRECTION | 002 | LORD FAIRFAX DISTRICT |
| 001 | ACCOMACK COUNTY | 029 | EASTERN SHORE DISTRICT |
| 003 | ALBEMARLE COUNTY | 005 | THOMAS JEFFERSON DISTRICT |
| 005 | ALLEGHANY COUNTY | 012 | ALLEGHANY DISTRICT |
| 007 | AMELIA COUNTY | 025 | PIEDMONT DISTRICT |
| 009 | AMHERST COUNTY | 013 | CENTRAL VIRGINIA DISTRICT |
| 011 | APPOMATTOX COUNTY | 013 | CENTRAL VIRGINIA DISTRICT |
| 013 | ARLINGTON COUNTY | 007 | ARLINGTON DISTRICT |
| 015 | AUGUSTA COUNTY | 001 | CENTRAL SHENANDOAH DIST |
| 017 | BATH COUNTY | 001 | CENTRAL SHENANDOAH DIST |
| ... | ... | ... | ... |

How to Enter Time and Effort in F&A

5. Enter or Find Your Program Code

Time & Effort Entry

Employee Num: [redacted]

<< Previous Week

| # | COST CODE | FIPS | T & E Program |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Go To week: [calendar icon] Go

Save Cancel

Time & Effort Programs Listing

Enter search criteria

Code:

Description:

Find Clear

| Time & Effort Program Code | Description | Effective Date | Termination Date |
|----------------------------|--------------------------------|----------------|------------------|
| 116 | EPIDEMIOLOGY & LABORATORY CAP. | 04/01/2004 | |
| 117 | CHILD TRANSPORTATION SAFETY | 01/26/2005 | |
| 120 | MAT. AND CHILD HEALTH SERVICES | 04/01/1992 | |

Use 999 Non-Direct Service Time if Applicable

This code should be used when the employee's effort cannot be related to a specific program. Examples include all leave and holidays (salaried employees only), compensatory time off, training, travel time, staff meetings, state mandated furlough leave, etc. where travel, training or staff meetings are directly related to a specific program, the time should be charged against that program.

| | | |
|-----|-----------------------------|------------|
| 999 | ACTIVITY | 04/01/2005 |
| 898 | OTHER STATE FUNDED PROGRAMS | 04/01/1992 |
| 999 | NON-DIRECT SERVICE TIME | 04/01/1992 |

6. Enter Your Time for Each Day

Hours worked in excess on the regular work day should be reported as overtime.

You should report overtime hours if

1. Compensation is received

How to Enter Time and Effort in F&A

2. Compensatory time was not earned or
3. The time is being donated by exempt positions and reported to the federal government as match.

Please note, according to the Fair Labor Standards Act (FLSA), **non exempt employees must be compensated for overtime or have their work schedule adjusted**. All overtime should be approved in advance by the supervisor. If overtime is attributed to a schedule adjustment, then an alternate work schedule must be established.

You can change time that you enter until the cost center manager has certified and locked down the reporting month. If you need to change your hours after it has been locked down, contact your cost center manager to unlock the reporting month which will allow you to make the changes.

| | |
|----------------------|----------------------|
| Mon | |
| 12/8 | |
| Reg | OT |
| <input type="text"/> | <input type="text"/> |

How to Enter Time and Effort in F&A

Partial Hours

You can enter partial hours in the system.

Time is always entered as a whole hour from 0 to 10, plus partial hours listed in tenths as point 1 to point 9.

For example, if you worked 1 hour and 15 minutes, you would enter your time as 1 point 3, not one point 25.

| Minutes | | Reporting Increment |
|------------|------------------------|---------------------|
| From | To | |
| 0 Minutes | 2 minutes, 59 seconds | Disregard |
| 3 Minutes | 8 minutes, 59 seconds | 1 Tenth Hour |
| 9 Minutes | 14 minutes, 59 seconds | 2 Tenths Hour |
| 15 Minutes | 20 minutes, 59 seconds | 3 Tenths Hour |
| 21 Minutes | 26 minutes, 59 seconds | 4 Tenths Hour |
| 27 Minutes | 32 minutes, 59 seconds | 5 Tenths Hour |
| 33 Minutes | 38 minutes, 59 seconds | 6 Tenths Hour |
| 39 Minutes | 44 minutes, 59 seconds | 7 Tenths Hour |
| 45 Minutes | 50 minutes, 59 seconds | 8 Tenths Hour |
| 51 Minutes | 56 minutes, 59 seconds | 9 Tenths Hour |
| 57 Minutes | 60 Minutes | One Hour |

Multiple Rows

You can enter multiple rows of hours for any day.

You will use multiple rows if you

- Work for more than one program (with different T&E Program codes)
- Have to report Non Direct Service time (999)

Suppose your week looked like this --

How to Enter Time and Effort in F&A

- Tuesday: 1 hour of sick leave
- Wednesday: 5 hours with the Maternal and Child Health Services program & 3 hours with the Preventative Health Services program
- Thursday: 2 hours of annual leave
- Friday: State Holiday

Your Time & Effort Entry Form would look like this:

| # | COST CODE | FIPS | T & E Program | T & E Activity | Total | Mon | | Tue | | Wed | | Thu | | Fri | |
|----------------------------|-----------|------|---------------|----------------|-------|------|-----|------|-----|-------|-----|-------|-----|-------|-----|
| | | | | | | 12/8 | | 12/9 | | 12/10 | | 12/11 | | 12/12 | |
| | | | | | | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT |
| 1 | 503 | 001 | 120 | | 26.0 | 8 | | 7 | | 5 | | 5 | | 0 | |
| 2 | 503 | 001 | 999 | | 11.0 | | | 1 | | | | 2 | | 8 | |
| 3 | 503 | 001 | 123 | | 3.0 | | | | | 3 | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| PREVENTIVE HEALTH SERVICES | | | | | Total | 40.0 | 8.0 | | 8.0 | | 8.0 | | 8.0 | | 8.0 |

Totals

Notice that the form automatically calculates your total hours.

You should always have 40 hours as the total, unless you

- Normally work less than 40 hours per week **or**
- Work an alternate work schedule

| # | COST CODE | FIPS | T & E Program | T & E Activity | Total | Mon | | Tue | | Wed | | Thu | | Fri | |
|----------------------------|-----------|------|---------------|----------------|-------|------|-----|------|-----|-------|-----|-------|-----|-------|-----|
| | | | | | | 12/8 | | 12/9 | | 12/10 | | 12/11 | | 12/12 | |
| | | | | | | Reg | OT | Reg | OT | Reg | OT | Reg | OT | Reg | OT |
| 1 | 503 | 001 | 120 | | 26.0 | 8 | | 7 | | 5 | | 5 | | 0 | |
| 2 | 503 | 001 | 999 | | 11.0 | | | 1 | | | | 2 | | 8 | |
| 3 | 503 | 001 | 123 | | 3.0 | | | | | 3 | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| PREVENTIVE HEALTH SERVICES | | | | | Total | 40.0 | 8.0 | | 8.0 | | 8.0 | | 8.0 | | 8.0 |

7. Click Save to Submit Your Time for the Week

Time & Effort Entry

Employee Num: ()

<< Previous Week

| # | COST CODE | FIPS | T & E Program | T | Ac |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

TE Prog Code Description

Go To week:  Go

Save Cancel