CASTLE for Employees COURSE PRINTOUT

Disclaimer: The course printout document only contains the course screenshots—interactive course elements are not illustrated.
Contents

COURSE WELCOME AND OBJECTIVES ................................................................. 5
  Course Welcome ......................................................................................... 5
  Course Objectives ..................................................................................... 6
  Course Outline ......................................................................................... 7

LESSON 1 ........................................................................................................ 8
  Overview of CASTLE ................................................................................ 8
  CASTLE ...................................................................................................... 9
  CASTLE Finalization Process .................................................................. 10
  Roles and Responsibilities ....................................................................... 11

LESSON 2 ........................................................................................................ 13
  Overview of Time and Attendance (T&A) .............................................. 13
  Standard Codes for Time ......................................................................... 14
  Standard Codes for Time: 24-Hour Clock ........................................... 15
  Standard Codes for Time: Day Numbering .......................................... 16
  Standard Codes for Time: Codes in CASTLE ....................................... 17
  Your Work Schedule ............................................................................... 18
  Schedule Codes Overview ....................................................................... 19
  Shift Codes ............................................................................................ 20
  Time Outside of Shift (TOS) Codes ....................................................... 21
  Time Not Worked Codes ......................................................................... 23
  Meal Break ............................................................................................. 24
  Optional Entry Type ............................................................................... 25
  Corrections and Amendments ............................................................... 26

LESSON 3 ........................................................................................................ 28
  Recording Time to Codes in T&A Demo ............................................... 28
  Logging into CASTLE ............................................................................. 29
  Access T&A Entry Page ........................................................................ 31
  Access T&A Entry Page — New CASTLE User .................................. 32
Access T&A Entry Page — Existing CASTLE User .............................................. 34
Completing T&A Submissions ............................................................................. 36
Basic Time Entry — New Employee ................................................................... 37
Basic Time Entry — Existing Employee .............................................................. 39
Leave Request — Sick Leave .............................................................................. 40
Overtime Request — Credit Hours Pre-Authorization ......................................... 42
Overtime Request — Overtime and Credit Hours Final Authorization ................. 44
Overtime Request Submission — Overtime and Credit Hours ........................... 46
Sync Approved Overtime and Leave to T&A ...................................................... 47
Optional Entry — Telework ................................................................................ 49
LESSON 4 ........................................................................................................... 51
Overview of LDR ............................................................................................... 51
Overview of Labor Distribution Reporting (LDR) .............................................. 52
Time Increments ................................................................................................. 53
Routine Recording in LDR ................................................................................... 54
LESSON 5 ........................................................................................................... 55
LDR Project and Task Codes ............................................................................... 55
Project and Task Codes Overview ...................................................................... 56
Recording Project and Task Time Codes ........................................................... 57
Charging Appropriate Code Based on Work Performed ..................................... 58
Charging Appropriate Code Based on Work Performed — Time Outside of Shift and Time Not Worked ................................................................. 60
Corrections and Amendments ........................................................................... 61
LESSON 6 ........................................................................................................... 63
Recording Time to Codes in LDR Demo ............................................................. 63
Access LDR ......................................................................................................... 64
Sync Leave to LDR ............................................................................................. 66
Review LDR for Discrepancies ........................................................................... 67
LESSON 7 ........................................................................................................... 69
CASTLE for Employees

Basic Time Entry Hands-On Practice: Introduction .............................................. 69
Hands-On Practice: Access Time Entry Page .................................................... 70
Hands-On Practice: Enter Hours ........................................................................ 71
Hands-On Practice: Leave Request — Sick Leave ............................................. 72
Hands-On Practice: Overtime Request ............................................................... 73
Hands-On Practice: Sync Leave and Overtime to T&A ..................................... 74
Hands-On Practice: Sync Leave to LDR ............................................................ 75
Hands-On Practice: Access LDR ........................................................................ 76
Hands-On Practice: LDR Time Entry ................................................................. 77

KNOWLEDGE CHECK .......................................................................................... 78
Knowledge Check ............................................................................................... 78
Question 1 ........................................................................................................... 79
Question 2 ........................................................................................................... 80
Question 3 ........................................................................................................... 81
Question 4 ........................................................................................................... 82
Question 5 ........................................................................................................... 83
Question 6 ........................................................................................................... 84
Question 7 ........................................................................................................... 85
Question 8 ........................................................................................................... 86
Question 9 ........................................................................................................... 87
Question 10 ......................................................................................................... 88
Question 11 ......................................................................................................... 89
Question 12 ......................................................................................................... 90
Certificate .......................................................................................................... 91
Welcome! My name is Robert, and I'll be your coach today. The purpose of this course is to provide an overview of Time and Attendance (T&A) for payroll, and Labor Distribution Reporting (LDR), an FAA-wide program that measures the level of effort for projects and services. I hope that this interactive training provides you with lots of information and new skills with a limited investment of your time.

You will notice you have a lot of flexibility in the speed with which you move through the training material. When you need a break, you can click on the coffee cup in the lower right-hand corner of the screen. Click again when you are ready to return and the training program will continue where you left off.

Click **Next** to begin.
Course Objectives

In this course, we will discuss the Consolidated Automated System for Time and Labor Entry (CASTLE), as well as the process for FAA employees to record time.

At the end of this course you will be able to:

- Provide an overview of CASTLE
- Describe T&A
- Identify the purpose of LDR
- Demonstrate how to record T&A and LDR hours using CASTLE

If you are a Manager or an Approving Official there is an additional course you would need to take, **CASTLE for Approving Officials**, in addition to this course. If you need help with navigating this course at any time, click the Help button below. Click Next to continue.
This course contains 7 Lessons:

- Lesson 1 describes the functionality of CASTLE
- Lesson 2 provides an overview of the T&A time collection process
- Lesson 3 demonstrates how an employee enters time in T&A
- Lesson 4 provides an overview of the LDR recording process
- Lesson 5 describes the purpose and uses of project and task codes in LDR
- Lesson 6 demonstrates how an employee records time to project and task codes
- Lesson 7 provides the user with an interactive hands-on opportunity to complete a basic time entry in T&A and LDR

Before we begin, let's specify your role so that you can get the most out of this training course. Please select the statement that best represents you.
This is the first lesson of the CASTLE for Employees course. In Lesson 1, we will discuss CASTLE which FAA employees use to record their time and labor.

By the end of this lesson, you will be able to:

- Describe the purpose and functionality of CASTLE
- Describe the role of T&A
- Discuss the purpose of LDR
- Define the role and responsibilities of those involved in the CASTLE process

Click **Next** to begin Lesson 1.
The purpose of CASTLE is to provide a central system for employees to track and complete their time and labor. T&A and LDR are two separate tools within CASTLE that are simultaneously used by employees as they enter and record their time.

1) T&A
   - T&A plays a vital role in scheduling and recording both time worked and time not worked by employees.

2) LDR
   - LDR is the process of linking T&A entries to projects and tasks.

First, employees enter their time in T&A for payroll purposes. Second, project and task codes are entered by employees into LDR. T&A and LDR are automatically reconciled as entries are made to either T&A or LDR.

Click Next to learn about the CASTLE Finalization Process.
Now, let’s explore the process in which employees complete their time entries. The general T&A and LDR finalization process goes as follows:

1. Employees (or Timekeepers) enter T&A and LDR on a daily basis

2. Discrepancy Reports are run to identify and make any needed corrections

3. Approving Officials approve T&A (automatically approving LDR) usually by 2PM Central Time on the first Tuesday after the end of the pay period

The following diagram displays the timing of CASTLE actions.

Click Next to learn about the Roles and Responsibilities involved in this process.
Roles and Responsibilities

All personnel at the FAA have certain roles and responsibilities in the execution of the time and labor collection process. Some of these roles are outlined below:

Employee or Timekeeper

- Record hours worked and not worked to authorized project and task codes on a daily basis
- Contact an Approving Official (or Manager) or Quality Assurance Resource (QAR) for codes and projects and tasks to use
- Verify that T&A and LDR corrections and amendments are submitted timely after being informed of an error

Manager or Approving Official

- Provide codes and descriptions to employees
• Work with employees and LDR Quality Assurance Resource (QAR) to verify accurate and timely T&A and LDR entries
• Review and approve employees' T&A and LDR data
• Review and use labor data for planning, budgeting, and evaluating projects

Note: The Approving Official is typically your Manager

QAR
• Provide guidance to Approving Officials
• Monitor LDR compliance

This concludes our Overview of CASTLE. Click Next to continue to Lesson 2.
LESSON 2

Overview of Time and Attendance (T&A)

This is the second lesson of the CASTLE for Employees training course. As mentioned in Lesson 1, the T&A section of CASTLE represents the time collection process where employees record their hours by day. In Lesson 2 we will provide a more in depth exploration of the components of T&A.

By the end of this lesson, you will be able to:

- Define the sections in T&A
- Identify the types of time employees can record in T&A
- Describe the fundamentals of entering time

Click Next to begin.
Standard Codes for Time

There are some basic key factors that are essential to entering accurate T&A entries. These three factors include the 24-hour clock (Military time), day numbering, and an array of codes used throughout CASTLE. Click on each of the factors to learn more.

There are some basic key factors that are essential to entering accurate T&A entries. These three factors include the 24-hour clock (Military time), day numbering, and an array of codes used throughout CASTLE. Click on each of the factors to learn more.
All start and stop times for the T&A are recorded in terms of the 24-hour clock. Each hour and minute of a 24-hour day has its own four-digit number. AM and PM designations are not necessary because they are identified through the four-digit number. The 24-hour day begins at 0000 and ends at 2400. The first two positions of the four-digit number represent the hours 00 through 24. The last two positions of the four-digit number represent the minutes 00 through 59. Minutes past 59 are the next hour.

The following is an AM and PM conversion to the 24-hour clock.

Click **Next** to continue.
Standard Codes for Time: Day Numbering

The fourteen days of the pay period are numbered as follows.

Click Next to continue.
There are a multitude of codes used throughout the time and labor recording process. We will define the various codes as we continue through this training course. Additionally, CASTLE has reference links that provide a list of necessary codes an employee can choose from.

Click **Next** to continue.
Your Work Schedule

Upon entering time in T&A employees should be aware of the time entry format for recording time. Employees must enter specific increments when scheduling and recording their time. Employees record their time worked as a time span, as opposed to the number of hours worked.

FAA employees, depending on their job, may be permitted to perform Alternate Work Schedules (AWS). The normal work schedule for an employee is an eight hour day and a 40 hour week. Any employee regularly working above or below eight hours a day and 40 hours a week must be assigned an AWS. Employees must have an Approving Official's approval to work an AWS. Please contact your Manager for more information regarding your eligibility of an AWS. Click Next to continue.
Schedule Codes Overview

Before an employee begins to enter time they must first specify their work schedule. An employee's designated shift code must be selected from the AWS drop down in T&A. This specifies the structure of the employee's work schedule regarding the days and number of hours per day they work during the pay period.

If you are an employee whose assignment allows for an irregular workweek, you can click on the Irregular Workweek box at the bottom of the page to learn more. Otherwise, click Next to continue.

On clicking “Irregular Workweek”
There is one other work schedule that is signified by the Assigned Shift Code 8 on Day 01 of the T&A. Using Assigned Shift Code 8 when the work schedule is blank triggers CASTLE to treat the T&A as an Irregular Workweek (IRR), also known as a First 40 hour tour. Please contact your Manager for more information regarding your schedule.

Click Next to continue.
The beginning and ending, or start and stop times, of an employee's basic work hours are recorded in the Assigned Shift Column on the date the work started. In addition to scheduling hours employees should enter a shift code, if applicable, for each day in T&A. Shift codes represent the employee's daily tour of duty, or the hours scheduled for work. For example, Shift Code – 9 represents a Regular Day Off (RDO). A blank shift code represents a regularly scheduled work day.

A list of shift codes can be viewed by clicking on the Code heading of each Shift column in CASTLE. Please refer to the DOT T&A Handbook, on Assigned Shift Codes for more information. Otherwise, click Next to continue.
The Time Outside of Shift (TOS) work column records the time the employee worked in addition to the basic assigned work schedule. Some examples of time worked outside of shift are overtime, compensatory time, and credit hours. For full-time employees on a regular schedule, this is time in excess of eight hours in a day or in excess of 40 hours in a week. If you are a part-time employee please contact your Manager about performing time outside of your shift.

Roll your mouse over the following examples of time outside of shift to learn more.

The TOS code to be used for credit hours is 9 and the code for unscheduled overtime is 8. Other examples can be viewed by clicking on the Code heading under the TOS column in CASTLE.

To receive permission to work overtime, compensatory time or credit hours an employee must have an authorized request. There are two recommended steps in the authorization process.
The first step is pre-authorization, done in advance, where the employee outlines the additional hours they plan to work and to which time codes those hours will be charged. The pre-authorization request is not mandatory; employees may perform this step verbally with their Approving Official (or Manager).

Final authorization is mandatory to document Manager approval. Employees receive an email, with an attached link to CASTLE, when their TOS request has been approved.

Please refer to the Premium Pay and Compensation Time link for additional information on Time Outside of Shift. Otherwise, click Next to continue.
When employees are not working (e.g., annual leave, sick leave, comp time taken, credit hours used, etc.), the type of leave code is entered into the Time Not Worked Column (TNW). Each occurrence of leave an employee takes is recorded on the day the leave started. The leave may be a portion or all of the time recorded in the Assigned Shift column. The time entered for the employee as leave generally must be within the start and stop times recorded in the Assigned Shift column. The codes for leave can be found by clicking on the **Code** heading in the Time Not Worked column in CASTLE, picking the appropriate category from the pop-up, and manually entering the desired code.

Click **Next** to continue.
If you are approved to take a meal break at a different time than you are regularly scheduled, you will enter code – 19 in the Time Not Worked column along with the appropriate start and stop times. For meal breaks taken during overtime, you will enter code – 18 in the Time Not Worked column along with the appropriate start and stop times.

Click **Next** to continue.
Optional entries are those entries that cannot be categorized in the other sections (i.e., Assigned Shift, TOS, and TNW) of the T&A. As with every time entry, each optional entry should have a recorded start and stop time. Two optional entry type codes employees frequently use are travel and telework.

A full list of Optional Entry Type codes can be viewed by clicking on the **Code** heading under the Optional column in CASTLE. You should consult with your Manager prior to using an Optional Entry code.

Click **Next** to continue.
Now let's discuss the corrective measures employees should take when adjusting previously entered time entries. When employee time entries are invalid or inaccurate, they should be adjusted. There are two classifications of adjustments in CASTLE: corrections and amendments.

A correction is a change made to T&A data during the current pay period before submission cut-off. Corrections to T&A data can be made at any time before they are approved. However, if an approved timecard needs to be corrected before the T&A submission cut-off, an Approving Official must disapprove the previously approved timecard. This will allow the employee to regain access to the T&A to apply the corrections and get it re-approved before the T&A cut-off.

An amendment is a change made to T&A entries after pay period cut-off. Amendments are required if errors are found in the T&A submission of a prior pay period or if the original timecard was not approved.
The timeframe for making corrections and amendments is as follows:

- Corrections cannot be made to the closing pay period T&A in the system after cut-off (which generally occurs at 2PM Central Time on the Tuesday following the pay period)

- Employees will be notified of the need to submit a T&A amendment as soon as errors are discovered

- Starting on Thursday of the first week of the pay period Employees (Timekeepers) can enter Amendments to prior pay period T&A’s. Amendments can be made for any pay period beginning PP2005-23, from October 16, 2005. Amendments created within the most recent 26 pay periods are automatically processed by the Federal Personnel and Payroll System (FPPS). T&A entries amended prior to the 26 pay period window will be manually processed

- Amendments to T&As must be approved by the Approving Official

- T&A amendment window is open from Thursday - Thursday after the close of the pay period

- Amendments should be entered and approved no later than 4PM Central Time on the second Thursday of the window for amendments

Note: This timeframe illustrates the amendment process for a single pay period. It is recommended to submit amendments to CASTLE within two pay periods of discovering the error.

This concludes our **Overview of T&A**. Click **Next** to continue to Lesson 3.
LESSON 3

Recording Time to Codes in T&A Demo

This is the third lesson of the CASTLE for Employees course. In Lesson 3 we will demonstrate how an employee would enter time in T&A.

By the end of this lesson you will be able to:

- Identify the sections and inputs within T&A
- Demonstrate the process of entering time in T&A

Click Next to begin the demonstration.
The first step employees must complete prior to entering time is to access the CASTLE website. DOT employees can access CASTLE from the DOT homepage or their agency's homepage (e.g., on the FAA homepage there is a link to CASTLE). For this demonstration we will access CASTLE from the DOT homepage. Now, let's demonstrate how to login to CASTLE.

- From the DOT Home Page > Select the CASTLE link
- From the CASTLE Warning Page > Select I Agree
- On the Welcome to CASTLE page > Enter your Email address or User ID along with your CASTLE password
  - If you do not have a CASTLE account, Select Create an Account and follow the instructions
If you forgot your Password, select **Forgot Password** and follow the instructions to have your password reset. Once you have completed this process you will receive an email with your new CASTLE password.

If you require additional assistance please contact the CASTLE Help Desk on (405) 954-3000, and select option 2 when prompted.

- Select **Login**

Click **Next** to continue.
Next we will demonstrate how an employee accesses the T&A entry page and provide an overview of the displayed sections. Before we begin you will need to select the statement that best describes you.

- I am a new employee
- I am a current employee, new to CASTLE
From the CASTLE Home Page > Select **Time Collection** from the menu bar

Select **T&A - Individual**

Then select **Add** - **Add** brings you to a blank time entry screen, an action usually performed by new employees

Let's review the Time Entry Page:

CASTLE T&A is divided into two Main Sections: the T&A header section and the T&A detail section

- The T&A Header contains employee specific information related to time collection. (You can select the F5 key to display the Header section)
- The T&A Detail section contains information about the work performed or the leave taken by the employee during the fourteen-day pay period
  
  - Management and employees determine the associated schedule for which they record time by selecting their designated work schedule from the drop down menu. For returning employees CASTLE will automatically display the last saved AWS code for all pay periods. If the AWS code needs to be changed, the employee can simply select the appropriate code from the drop down menu. However, not all AWS codes are allowed based on the line-of-business or bargaining unit of the employee
  
  - Employees specify the day in which they are recording time in the Day Column. Remember that day codes range from 01-14 for each pay period
  
  - All of the different types of time are categorized in different columns, which are further divided into sections, in T&A. These columns are sectioned into:
    - Assigned Shift Column
    - Time Outside of Shift (TOS)
    - Time Not Worked (TNW)
    - Optional Entry
  
  - There may be times when an employee needs to reference the available codes. When the column heading Code is selected, OR, if the cursor is placed on one of the boxes below the Code column and F1 is pressed, a pop-up box will display the corresponding codes for that column
    
    - Note: Although the codes pop-up, they do not automatically populate. Employee must manually enter the respective code
    
    - Note: It is a good idea to close the pop-up window each time instead of minimizing the pop-up. This way the code feature will display on the screen instead of on the toolbar
  
  For all future pay periods you will select Add Previous to access the time entry page.

  Click Next to continue.
From the CASTLE Home Page > Select **Time Collection** from the menu bar

Select **T&A - Individual**

Then select **Add Previous - Add Previous** will copy the employee’s last completed T&A into the current pay period. This is an action typically performed by existing users and current employees who are new to CASTLE

- CASTLE T&A is divided into two Main Sections: the T&A header section and the T&A detail section
  - The T&A Header contains employee specific information related to time collection. (You can select the F5 key to display the Header section)
- The T&A Detail section contains information about the work performed or the leave taken by the employee during the fourteen-day pay period

  - Management and employees determine the associated schedule for which they record time by selecting their designated work schedule from the drop down menu. For returning employees CASTLE will automatically display the last saved AWS code for all pay periods. If the AWS code needs to be changed, the employee can simply select the appropriate code from the drop down menu. However, not all AWS codes are allowed based on the line-of-business or bargaining unit of the employee

  - Employees specify the day in which they are recording time in the Day Column. Remember that day codes range from 01-14 for each pay period

  - All of the different types of time are categorized in different columns, which are further divided into sections, in T&A. These columns are sectioned into:

    - Assigned Shift Column
    - Time Outside of Shift (TOS)
    - Time Not Worked (TNW)
    - Optional Entry

  - There may be times when an employee needs to reference the available codes. When the column heading Code is selected, OR, if the cursor is placed on one of the boxes below the Code column and F1 is pressed, a pop-up box will display the corresponding codes for that column

    - **Note**: Although the codes pop-up, they do not automatically populate. Employee must manually enter the respective code

    - **Note**: It is a good idea to close the pop-up window each time instead of minimizing the pop-up. This way the code feature will display on the screen instead of on the toolbar

Click **Next** to continue.
Completing T&A Submissions

Employees should be aware of the save feature when completing T&A submissions. The save button has two functions: validation and submission.

- Click **Save** Once to validate (run a compliance check)
- Click **Save** a second time to save and submit

You have now established a schedule in CASTLE. Employees are responsible for finalizing the T&A data, while Approving Officials approve employee T&A submission for accuracy and compliance.

Click **Next** to continue.
Now we will demonstrate how an employee enters hours in T&A. For this example we will assume the employee is on a Flexible work schedule. We will also deliberately enter an invalid shift code and omit entering the meal break to demonstrate how CASTLE notifies its users of invalid entries through error messages.

**Note:** If your security profile allows you to access other employees' records (e.g., Timekeepers and Approving Officials), then you must enter your personal social security number to view your own T&A.

- First, select your appropriate AWS code from the AWS drop down menu, for this example we will select Maxiflex (M)
- Now click the Fill Day column header to populate the day codes
- The employee did not perform any work over the weekend so we will enter code 09 for Sunday (or Day 1) to identify it as a regular day off. We are simulating an invalid entry here by entering 09 instead of 9. This demonstration will show us what happens when invalid codes are entered into CASTLE
• Next, enter shift start time of **0615** and **1445** for the stop time for day 02

• Enter code **9** for days 07, 08 and 14 to classify these days as Regular Days Off (RDOs)

• After entering the number for the corresponding day, and your shift Start and Stop times for the pay period, Select **Save** (once) to validate the entries. Notice the error message, instead of having code 9 for Regular Day Off (RDO), we have 09, and the system does not recognize it as a valid code

• We need to change the code from **09** to **9** so that CASTLE recognizes this as a valid entry

• Now that we have made this adjustment we will click **Save** once to validate. CASTLE has automatically replicated the remaining days in this pay period to establish a daily schedule. Notice we received another error message, Assigned shift is greater than tour: 85:00. We received this message because the employee's meal break has not been entered

• Enter the Meal Start time as **1130** and Meal Stop as **1200** in the header

• Then click **Save** to validate again. The validation has found no errors

• Click **Save** a second time to save and submit

• The employee's time has been successfully saved

You have now established a schedule in CASTLE.

Click **Next** to continue.
Now we will demonstrate how an employee enters hours in T&A. For this example we will assume the employee is on a Flexible work schedule.

**Note:** If your security profile allows you to access other employees' records (e.g., Timekeepers and Approving Officials), then you must enter your personal social security number to view your own T&A.

The T&A time collection page comes prepopulated with the employee's schedule from the previous pay period. If changes are needed to adjust shift start and stop times the employee can manually enter or change their hours directly in the shift fields.

Once an employee has completed their schedule they will click **Save** to validate their submissions in T&A. Click **Save** again to store the updated timecard.

Click **Next** to continue.
The employee has an upcoming doctor appointment they wish to enter. We will demonstrate how an employee submits a leave request.

- From the CASTLE Home Page, select **Leave Request** from the menu bar
- Next, select **Create New Request**
- Select the appropriate options that pertain to your specific leave request, in this case we will select **Sick** in the Leave Group section
- Select **Sick Leave – 30** as the Leave Type
- Select the date and time the leave will be taken
  - For this example the employee will be taking sick leave for the entire day of March 22, 2012
- Select **March 22, 2012** for the From and To field calendars under the Date section and input **0615** in the From field and **1445** in the To field under Time
- Enter **8** in the Requested field indicating the employee is requesting 8 hours of sick leave for this day
• Under the Purpose section identify the purpose of this leave request, select **Medical/dental/optical examination of requesting employee**

• Next we will enter a brief explanation in the remarks field. Click **Edit** and specify this as a **Doctor appointment**

• Select **Send Request for Approval**

• Then select **Karen Herbert** as the appropriate Approving Official

• Select **Submit**. The employee's leave request has been successfully submitted. The status of the request is classified as pending, until it receives approval from the Approving Official

Click **Next** to continue.
The employee has duties that extend beyond their regular schedule. Time worked outside the regular schedule requires Manager approval. Let's demonstrate how to submit a pre-authorization request for credit hours.

- From the CASTLE Home Page, select Overtime Request from the menu bar
- Next, select Create New Request
- Select the Overtime/Comp/Credit Type drop box and select Credit Hours
- Next we will enter the request date the employee intends to perform these duties
- Select March 17, 2012 from the Request Start Date calendar
- Select March 17, 2012 from the Request End Date calendar
- The employee would like to request approval for working a total of 8 credit hours. Enter 8 in the Requested Hours field
Next describe the work the employee will be performing in the Justification field, enter Training development.

Select Send for Pre-Authorization

Then select Karen Herbert as the appropriate Approving Official.

Select Submit

The employee has successfully submitted their credit hours pre-authorization request.

Click Next to continue.
All overtime, credit hours, and comp time requests require final authorization. In some cases, employees who work these hours on a continuing basis, with management approval, can skip the pre-authorization and go directly to the final authorization. We will now demonstrate how to submit a final authorization request for overtime and credit hours.

- From the CASTLE Home Page, select **Overtime Request** from the menu bar
- Next, select **Create New Request**
- Under the Final Authorization section, select the **Overtime/Comp/Credit Type** drop box. For this example, we will select **Credit Hours**
- Select **March 12, 2012** from the Start Date calendar
- and Select **March 12, 2012** from the End Date calendar
- Next we will enter the start and stop times for the work performed. Enter 1445 for the start time and 1600 for the stop time.

- The employee describes the work they performed in the Justification field, enter Training development.

- **Note:** If you do not have any other requests to enter for the pay period you would now select Send for Final Authorization Approval.

- Now we will enter the overtime hours the employee worked. Under the Final Authorization section in the second row, select the Overtime/Comp/Credit Type drop box and select 8 - Unscheduled overtime.

- Select March 19, 2012 from the Start Date calendar.

- Select March 19, 2012 from the End Date calendar.

- Enter 1445 for the start time and 1645 for the stop time to capture the two hours of overtime worked.

- Describe the work performed in the Justification field, enter Project development.

- Select Save Final Authorization. A notification will appear verifying the request was saved.

Click Next to continue.
Now we will demonstrate how an employee submits the overtime and credit hours they have worked.

- From the CASTLE Home Page, select **Overtime Request** from the menu bar.
- Next, select the **My Requests** tab and
- Identify the request you wish to submit, locate the requests dated **03/12/2012 to 03/19/2012** and select **Edit**
- Select **Send for Final Authorization Approval**
- Then select **Karen Herbert** as the appropriate Approving Official
- Select **Submit**

The employee's overtime and credit hours have successfully been submitted.

Click **Next** to continue.
Sync Approved Overtime and Leave to T&A

Now that the employee has gotten their overtime and leave approved, they must now be entered into T&A. We will demonstrate how to synchronize approved overtime and approved leave to T&A.

- Select **Time Collection** from the CASTLE menu bar
- Select **T&A Individual**
- Select **Continue/Correct**
- Select the link for the desired pay period
- Select **Add Approved Leave to T&A** - all of the approved leave that has been requested should be added to the T&A
- Click **Save** once to validate
• Select **Continue/Correct**

• Select the link for the desired pay period

• Select **Add Approved Overtime to T&A** - all of the approved overtime and credit hours that have been requested should be added to the T&A

• Click **Save** to submit entries

Click **Next** to continue.
Optional Entry — Telework

In some instances employees are able to complete their work outside of the office (e.g. working from home). When an employee does not perform work in the office they must specify this under the Optional column. Let's demonstrate how to record telework hours in T&A.

- Enter the letter **T** under **Type** in the Optional column for day 04 to classify as telework hours

- There are numerous optional entry codes. For this demonstration we will use code F to represent telework hours being performed at the employee's home one to two days per week. Enter the letter **F** under **Code** in the Optional column for day 04 to specify the circumstances of the telework hours

- Next enter shift start time of **0615** and **1445** for the stop time for day 04 to capture the duration of the employee's shift which was teleworked
Now click **Save** twice to validate and submit the entries—you will return to the menu, signifying that everything has been saved.

This concludes our basic time entry demonstration. For more information refer to the T&A job aid in the main menu of this course.

Click **Next** to continue to Lesson 4.
LESSON 4

Overview of LDR

This is the fourth lesson of the CASTLE for Employees course. In Lesson 4 we will cover the LDR section of CASTLE in more detail.

By the end of this lesson, you will be able to:

- Define the purpose of LDR and how it is used
- Highlight the benefits of LDR
- Describe the importance of entering the correct time increments
- Identify the roles and responsibilities of FAA employees in the LDR process

Click Next to begin Lesson 4.
Overview of Labor Distribution Reporting (LDR)

LDR provides an effective and efficient means to track employee labor hours for projects and tasks. The purpose of LDR is to accurately capture all work and leave hours charged to projects and tasks.

LDR helps FAA Management to:

- Manage and assign resources effectively
- Prioritize work to best utilize the human resources available
- Verify that projects receive the appropriate resource support (e.g., staffing)
- Identify opportunities for service improvement and cost savings

In addition, LDR helps Approving Officials track their projects and verify that their human resource utilization is operating at an optimal level, while also aiding employees in completing an accurate T&A. Click Next to continue.
LDR is used to record time to a specific project and task. For projects and tasks, employees record net time per task, as opposed to time span.

Click **Next** to continue.
It is critical that all FAA employees actively record their time on a daily basis.

Regularly recording time:

- Enhances the accuracy of labor data, by eliminating estimations and guesswork
- Tracks time spent on multiple projects more easily
- Establishes employee routine

Recording time daily results in the highest efficiency of labor distribution reporting. You have completed the Overview of LDR lesson.

Click Next to learn more about LDR Project and Task Codes.
This is the fifth lesson of the CASTLE for Employees course. In Lesson 5 we will discuss project and task codes and their involvement in LDR.

By the end of this lesson, you will be able to:

- Define what a project and task code is and how they are assigned
- Describe how to record time to codes in LDR
- Define a correction and an amendment and how to apply them to LDR entries

Click Next to begin Lesson 5.
Let's begin by defining what projects and tasks are:

A project is a discrete product or service, an ongoing business process, or an engineering project. Each project may have different tasks.

A task is an actual work activity or step performed in producing and delivering a product or service. Tasks are associated with projects.

Employees receive project and task codes from their Manager.

Click **Next** to learn more on recording project and task codes.
Project and task codes are assigned to each employee by a Manager, based on the work that will be performed. If the Manager needs assistance the Quality Assurance Resource (QAR) helps the Manager to find and assign project and task codes. Once the project and task codes have been assigned, employees record time to the assigned codes based on the actual work they perform.

Click **Next** to learn how to appropriately charge to project and task codes.
When employees are performing work for multiple project and task codes, they must be sure to accurately record their time to the proper project and task codes when completing their LDR. Some general rules of practice to help employees correctly charge their time to the appropriate codes are as follows:

Employees should:

- Charge time to project and task codes assigned by their Approving Official for work performed
- Charge the assigned code that is most appropriate for the work being performed
- Accurately charge time to each project and task code
- Record time daily as permitted

**Note:** There is a project lookup tool in LDR that assists employees in locating the appropriate project and task code for the work performed. If an employee is unsure what project and task codes they should be
charging or their project and task code is not available in LDR, they should consult with their Manager for clarification.

Click **Next** to continue.
Charging Appropriate Code Based on Work Performed — Time Outside of Shift and Time Not Worked

We will now clarify how Time Outside of Shift (TOS) and Time Not Worked (TNW) codes are recorded in LDR. The only time outside of shift recorded in LDR is overtime. Comp time and credit hours are not recorded in LDR when they are earned, but rather when they are used as leave. Once an employee decides to use their comp time or credit hours they will complete a leave request, which will be reflected in the Time Not Worked column once it has been approved. All entries in the Time Not Worked column that result in pay are recorded in LDR as leave. Therefore, when an employee selects the **Sync Leave to LDR** button in T&A, all TNW entries will be reconciled to LDR as leave.

Click **Next** to learn about corrections and amendments in LDR.
Corrections and Amendments

As we discussed previously in Lesson 2, there are two processes of changing entered data in CASTLE: these are corrections and amendments.

A correction is a change made to LDR data during the current pay period before the 2PM cut-off. Corrections to LDR data can be made at any time before the cut-off.

An amendment is a change made to the LDR data after the pay period cut-off. Amendments are required if errors are found in the LDR data for a prior pay period.

The timeframe for making corrections and amendments is as follows:

- Corrections cannot be made to the closing pay period LDR in the system after cut-off (which generally occurs at 2PM Central Time on Tuesday following the pay period)
• Employees will be notified of the need to submit a LDR amendment as soon as errors are discovered

• Starting on Friday of the first week of the pay period Employees (or Timekeepers) can enter Amendments to the previous 26 pay periods in LDR

• LDR amendment window is open from Friday - Thursday of the second week of the pay period

• Amendments should be entered no later than 4PM Central Time on the second Thursday of the Pay Period

Note: It is recommended to submit amendments to CASTLE within two pay periods of discovering the error.

For example, an amendment would be necessary if a project and task code that was previously unavailable became available.

You have completed Lesson 5. Click Next to continue onto Lesson 6.
This is the sixth lesson of the CASTLE for Employees course. In Lesson 6 we will demonstrate how an employee would record time in LDR.

By the end of this lesson you will be able to:

• Demonstrate how to sync leave from T&A to LDR

• Demonstrate the steps to access the LDR page

• Demonstrate the process of reviewing LDR for discrepancies

Click Next to begin the demonstration.
We previously completed some basic time entries in T&A in Lesson 3. Now we want to transition from T&A to LDR. First, we will demonstrate how to access LDR.

- Select **LDR** from the CASTLE menu bar
- Select the correct Pay Period
- Select **Biweekly Entry**
- The LDR record for each pay period is initialized with any projects and tasks used by that employee in the prior two pay periods. Employees can utilize the lookup tool in LDR to locate their assigned project and task codes. Regularly used project and task codes can be saved to an employee's personal list. To add a project and task code to your personal list:
  - Select the **lookup** link
• Select **All** to show a list of all projects and tasks

• Enter your project code in the Project field and enter your task code in the task field, then click search. You should type the entire or partial value in the query field. If you enter a partial value, you will need to use the % sign as a wildcard. The percent sign is used to represent characters that are unknown. It can be placed before or after any letters or numbers

• The **Personal Projects Lookup** page appears listing the project and task you searched for

• Select **Add To Personal**

• Then select **Personal**. As you can see the project and task is now listed as one of your personal codes

• Select the **Select** link to insert the project task code into your LDR

Click **Next** to continue.
Now, that we are in LDR we want to begin entering our time to the associated project and task codes. But before we can do so, we need to import all of our approved leave recorded in T&A into LDR. We will now demonstrate how to synchronize leave from T&A to LDR.

You will notice a message display in LDR letting the employee know that their LDR and T&A leave hour totals are not equal. We will resolve this discrepancy by syncing our approved leave into LDR from T&A.

- Select **Time Collection** from the CASTLE menu bar
- Select **T&A - Individual**
- and Select **View**
- Select **Sync Leave to LDR** — the following message will display letting the employee know that the **LDR Leave entries successfully updated from timecard**

Click **Next** to continue.
It is the employee's responsibility to submit accurate time entries. We will demonstrate how to review LDR entries for discrepancies and correct those discrepancies.

First you want to navigate through the LDR entry page and review for any discrepancies. Currently we have a total of 74 hours recorded in T&A that is not accounted for in LDR.

Now we will resolve discrepancy by completing the employee's LDR. As you can see the 8 hours from our sick leave were synced. But we have not yet entered our regularly worked hours in LDR, hence the 72 hour discrepancy between T&A and LDR.

- Keep in mind LDR totals should equal T&A totals
- Therefore, we must manually enter an 8 against the row containing the correct project and task code for each day worked so that 8 hours is recorded in LDR for the day
- Once all of the hours have been entered, select Save & Add Entry button
• Discrepancies shown for an additional 2 hours recorded in T&A. These are the 2 hours of overtime

• We need to manually enter the overtime hours in LDR

• Locate the project and task code as well as the date in which overtime was performed

• Manually type in 2 in the OT field on March 19, 2012 for the 12XXFACASLDR project code

• Select Save & Add Entry button

Discrepancies should all be gone.

The employee has successfully entered time and leave in LDR. This concludes our overview of LDR. For more information refer to the LDR job aid in the main menu of this course.
Click Next to continue.
Now that we have an understanding of CASTLE and have seen how employees enter time in T&A and LDR it is now your opportunity to apply what you have learned. In this seventh and final lesson of the CASTLE for Employees course, you will be instructed to perform certain steps of the CASTLE submission process.

For this hands-on simulation you will be entering time as an employee working a normal work schedule. Further information and guidance will be provided to you as you progress through the hands-on performing the following steps.

Click **Next** to begin.
Hands-On Practice: Access Time Entry Page

First you will need to login to CASTLE.
Next you will need to access the T&A time entry page.

For the purpose of this simulation, when typing an entry in an individual field, you must press the Enter or Return key to confirm your entry. Failing to do so will result in an incorrect entry. Please note that pressing the enter button is not required in CASTLE.

Click the Help Me button if you need my assistance.
Now you will need to specify your work day, work code, work schedule, start and stop times, as well as your meal break.

You work a normal work schedule of eight hours a day, Monday through Friday, and 40 hours a week. Your typical work day begins at 6:15AM and ends at 2:45PM, with a meal break taking place from 12:00PM to 12:30PM.

Click the Help Me button if you need my assistance.
Hands-On Practice: Leave Request — Sick Leave

You have an upcoming doctor appointment scheduled for March 30, 2012 which will cause you to miss the entire day (eight hours). You will need to create a leave request for this event.

Click the **Help Me** button if you need my assistance.
A new project has just hit your desk that will require you to work some additional hours to complete. Create and submit a final authorization overtime request for 2 hours on March 12th, 2012.

Click the Help Me button if you need my assistance.
Hands-On Practice: Sync Leave and Overtime to T&A

Now that your leave and overtime hours have been approved you need to sync these approved hours to T&A.

Click the Help Me button if you need my assistance.
Hands-On Practice: Sync Leave to LDR

Now that you have entered all of your approved leave into T&A, you need to sync all of your approved leave to LDR.

Click the Help Me button if you need my assistance.
You will now need to access LDR. Please perform the steps necessary to access LDR.

Click the **Help Me** button if you need my assistance.
Hands-On Practice: LDR Time Entry

Now you must link your time worked to a project and task code. Your project and task codes are already entered. You will need to manually enter these hours to the associated project and task code so that they match up with your recorded hours in T&A. Keep in mind you have overtime hours to account for.

Click the **Help Me** button if you need my assistance.
Now it’s time to check your understanding of what has been discussed in this training course. Here’s the first question.
Question 1

All of the following are automatically recorded in LDR from T&A when the Sync Leave to LDR button is selected, except:

- Overtime
- Sick leave
- Annual leave
- Credit hour usage

Submit
Question 2

A _____ is a change made to data in T&A, LDR, or both after the 2PM cut-off on Tuesday.

- Correction
- Amendment
- A and B
- Neither
Question 3

_____ requires time to be entered in by the total number of hours worked rather than the span of time the work was performed.

- T&A
- TDR
- Both
- None of the above
Question 4

What tasks does LDR help management to perform? Select all that apply.

- [ ] Manage and assign resources effectively
- [ ] Prioritize work to best utilize the human resources available
- [ ] Verify that projects receive the appropriate resource support (e.g., staffing)
- [ ] Identify opportunities for service improvement and cost savings

Submit
Question 5

A ______ is an actual work activity or step performed in producing and delivering a product or service.

- Project
- Task
- Both
- Neither

Submit
Question 6

True or False: Employees must click Save twice to validate time entries.

- True
- False

Submit
Question 7

Which of the following statements about T&A is correct? Select the best answer.

- Alternative work schedules require approval from an Approving Official or Manager.
- Time entries are based on a 12-hour clock.
- Time worked is entered to represent the total number of hours an employee has worked rather than the time span in which the work was performed.
- Pre-authorized leave request is a mandatory requirement for overtime submissions.

Submit
Question 8

How could the additional eight hours worked be classified if an employee with a normal 40-hour week schedule works a 48-hour week?

- Overtime Hours
- Credit Hours
- A and B
- Neither

Submit
Question 9

Let's say the employee from the Question 5 decides he wants to hold off on redeeming his additional eight hours worked for a vacation they have planned in the next pay period. How would the employee classify the additional eight hours in TSA?

- Overtime
- Credit Hours
- A and B
- None of the above
Question 10

Referring the same employee from Question 6, would the 8 credit hours entered in T&A be shown in the employee's LBR for the current period?

- Yes
- No

Submit
Question 11

True or False: An employee should leave the Shift Code field blank for weekend entries in which they do not perform work.

- True
- False

Submit
Question 12

True or False: The DOT T&A Handbook is used for employees to lookup their designated project and task codes.

- True
- False

Submit
Congratulations on completing the course! Click the Print Certificate button to print your course completion certificate. Click the Print Course button to print the course. Please note that the course printout does not contain all course content (for example, rollover text is not included). To exit the course, click the flashing Exit button on the top right hand corner of the screen.