

## Proposed Language from Notes 27 & 28 May

Language from Bob: The Agency will address the use of e-BIZ time and attendance reporting standards in performance plans.

Teresa: Language: The Agency will continue to provide guidance to the workforce to assist with proper usage of timekeeping codes.

1) The Agency will address the use of e-BIZ time and attendance reporting standards in performance plans.

2) The Agency will continue to provide guidance to the workforce to assist with proper usage of timekeeping codes.

Language and issue parked: The Agency will continue to provide guidance to the workforce to assist with proper usage of timekeeping codes.

Pete: Language: The employee's surrogate, approver, and those who have responsibility for processing an employee's time and attendance and those who have e-BIZ system responsibility have access to an employee's T&A information.

Parked for Connie.

Language: If future e-biz training is provided the Agency will offer the Union the opportunity to participate in the training. Local union reps may request a demonstration of phase II e-BIZ processes at their local sites.

Teresa: Language for bullet 9) Employees may request the approver to reject their timesheet in order to make corrections prior to approval. Employees are allowed to revise timesheets after approval and in accordance with e-BIZ time and attendance standard operating procedures.

Ron: Language: When a discrepancy exists or is perceived the supervisor or the appropriate Agency official will direct the employee to make the appropriate changes prior to taking disciplinary actions.

This will need some fine-tuning.

Number 5: Teresa language: E-BIZ time and attendance records will be treated in accordance with applicable law, rule, or regulation.

Mark Language: Employee's will normally be notified when a change is made to the T & A record.

Language: Employees with special needs will be provided assistance, as needed, in inputting timekeeping information.

Teresa: Language: Subsequent changes effecting working conditions will be resolved in accordance with applicable law, rule, regulation, and the current MOA regarding the level of bargaining.