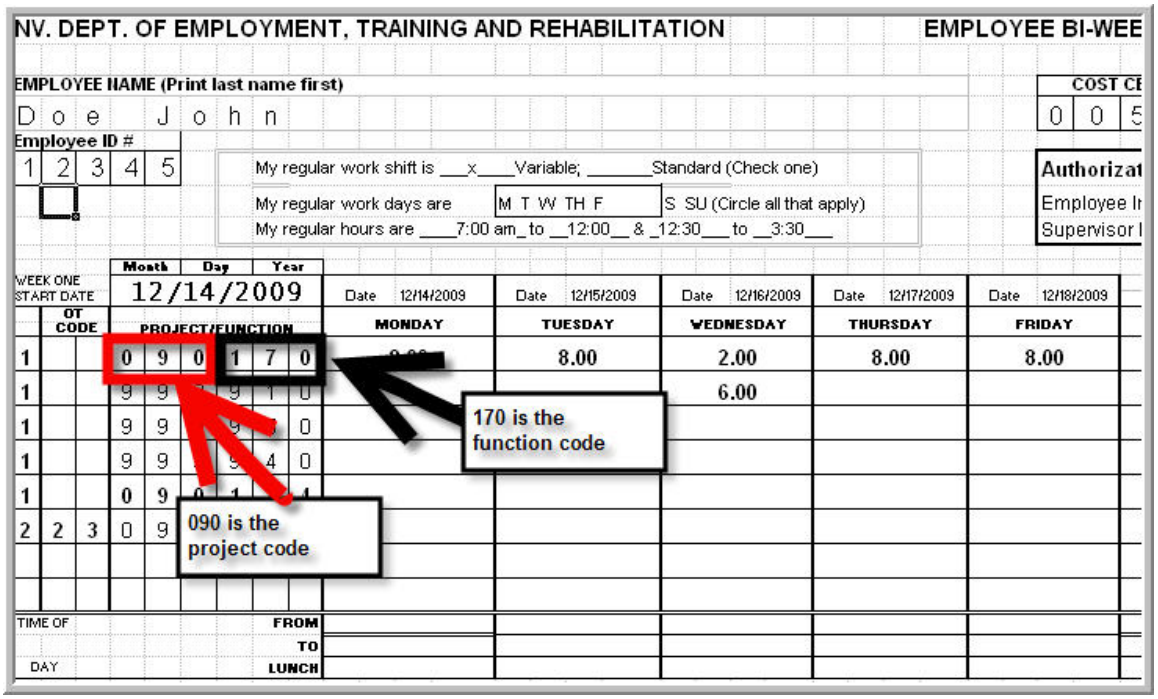
Paper Timesheet Code Conversion

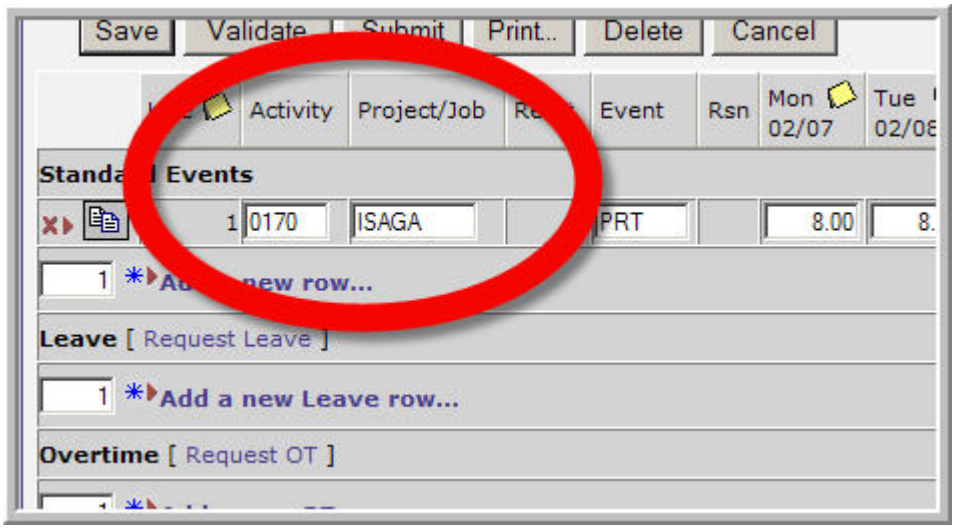
Last modified: 24-Feb-2011

You may never have realized it, but using our "old" paper timesheets DETR employees were required, for accounting purposes, to assign time to project codes and functions.



In the paper timesheet pictured above, the leftmost 3 digits (090) represent the project code. The rightmost 3 digits (170) represent the function code.

But now, using NEATS, we are assigning our time to Job Numbers and Activities. It looks something like this.

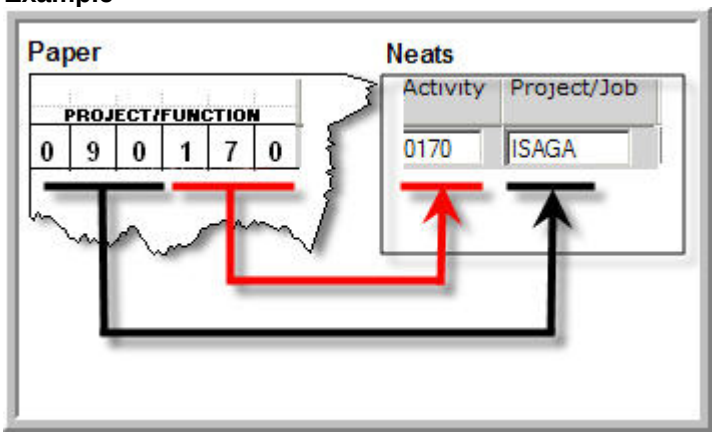


Here's the good news: our old function code values do not change because of the move to NEATS. We just call them Activity codes. Notice in the pics above that the function and activity code values are the same, 170 (expressed with a leading zero, 0170, in NEATS).

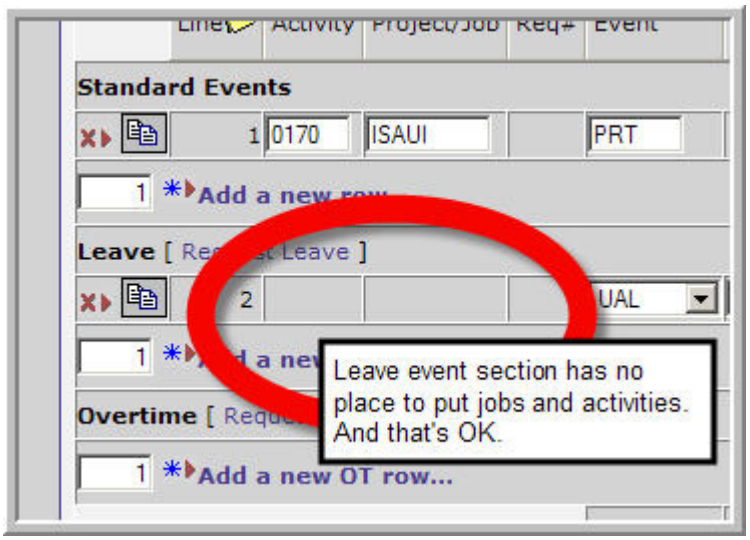
Other news: Our old project codes will not be used in NEATS. We will use job numbers instead. A job number is entered in the Project/Job field on the NEATS timesheet.

Important point: Job numbers correspond to our old project codes. For example, project code **090** matches up to job number **ISAGA**. So if you used 090 as your project code on your old paper timesheet, you would use ISAGA as your job number in NEATS, placing ISAGA in the Project/Job column in the NEATS timesheet.

Example



Side note: While we still need to assign our time to leave events in NEATS, we will not have to associate a project-function or a job-activity with the leave events.



In a nutshell, in NEATS, for Standard and OT events, enter your old paper function code value in the NEATS Activity field. And use your old project code to find a matching job number that you enter in the NEATS Project/Job column.

We know what you're thinking: Is there a list available that matches each of the old project codes on our paper timesheets to a job number we're supposed to use on NEATS? Answer: Yes. It's right here.

- To use the list, look at your last paper timesheet and find the project code(s) you used for anything other than leave.
- Now look back at the list for your project code.
- To the right of the project code is the corresponding job number you should use in NEATS, putting it in the Project/Job column.
- For the activity code value in NEATS, use the function code value paired with the project code on your paper timesheet. See the example pictured above to see how this works.

If you are confused or have questions, please contact your supervisor.