

From: [Shekter Smith, Liane \(DEQ\)](#)
To: [Schinderle, Jack \(DEQ\)](#); [Browne, Elizabeth \(DEQ\)](#); [Shekter, Jean \(DEQ\)](#)
Cc: [Tetzlaff, Katherine \(DEQ\)](#)
Subject: FW: DCDS coding for Flint
Date: Friday, November 06, 2015 4:35:00 PM
Attachments: [image001.emz](#)
[image002.emz](#)
[image003.emz](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
Importance: High

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From: Tetzlaff, Katherine (DEQ)
Sent: Friday, November 06, 2015 9:51 AM
To: Shekter Smith, Liane (DEQ); Benzie, Richard (DEQ); Cook, Pat (DEQ); Prysby, Mike (DEQ); Devereaux, Tracy Jo (DEQ); Busch, Stephen (DEQ)
Subject: DCDS coding for Flint
Importance: High

We have shifted gears on tracking time for Flint. Since some of the time is not recorded with hours (ie those who cannot record more than 80 hours in a pay period or are earning comp time), in order to capture it all, we are now going to use an Activity Code in DCDS instead of a project number.

Below is guidance on how to do this in DCDS. Let me know if you have problems and I can walk you through it.

We will still use a project number for all travel or other non-payroll costs. If I have missed anyone in this email, please forward on. Payroll is not certified so there is time to make changes as needed for this pay period.

Thanks

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Act Cd	Description
FDWP	Flint Drinking Water – No Pay

Entering an Activity Code in DCDS

The activity tab is accessed through the regular screen where employees enter their time. The path is as follows: Functions > Employee Data Collection. Right next to the TIME tab is an ACTIVITY tab.

In the “Activity” tab complete the following steps:

- 1) Ensure that a check mark is selected for “No CB” which stands for No Coding Block.
- 2) In the drop down menu for “Activity” select code “FDWP” identified as **Flint Drinking Water – No Pay**.
- 3) Enter the appropriate time per day, for the two weeks in the pay period, where work was completed on the Flint Drinking Water project.
- 4) Select “Save” to save all information entered.