
From: Smith, Carol (DEQ)
Sent: Thursday, October 22, 2015 7:17 AM
To: DEQ-RRD-Lab-Services
Subject: DCDS for Flint sample testing

Anyone that spends time on the Flint samples which includes sample receiving, bottle prep/labeling, data coding, analysis etc must put their time in DCDS under the following coding.

LAB COSTS RELATED TO FLINT DW should be charged to: AY 16, Index 45500, **PCA 30107**, Project #900040, phase 00

After you pull up your timesheet, click on options then check hours by CB Entry.

At the top of the screen you will see the coding blocks, one is checked as STD and there will be a second line.

This is where you enter in the coding listed above. Sometimes you have to enter the project number first (there is a drop down list however this number is not on that list so you will have to type it in). While you have that coding block highlighted you enter in the amount of hours spend for this project as reg hours. Then you highlight the STD coding block and enter all hours not spend on this project. Thus if you worked an 8 hour day and 1 hour was spent on this project you will enter 1 hour with the special coding highlighted and then enter 7 hours with the STD coding highlighted. Let me know if you need help with this.

Thank-you!

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