

Hours Tracking System (HTS) Supervisor's User Guide

Overview

The Hours Tracking System (HTS) is a new system that is used by assessment coordinators (AC) to record the number of hours and any overtime worked by the assessment administrators (AA) in their area on a weekly basis. Supervisors will use the HTS to review the AA hours and to enter the number of hours and any overtime worked by the ACs in their region on a weekly basis.

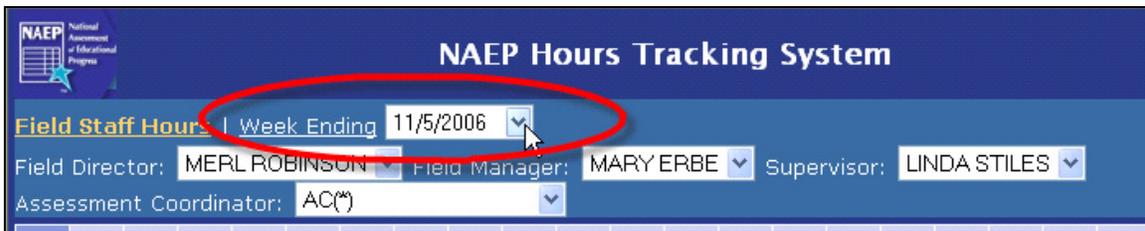
In previous NAEP assessment cycles staff might accidentally submit a second timesheet for the same week or make other timesheet errors. In those previous cycles it was often impossible to find these errors until after the assessment period had ended. This led to situations where Westat undertook the undesirable, but necessary task of recovering overpaid wages, a situation the company would greatly like to avoid in the future.

To limit these occurrences in the future, it is very important that supervisors and their ACs take seriously their responsibility to verify the data in the HTS.

Accessing the HTS

Viewing the Correct Week

When logged in, it is important to make sure the week ending date displayed matches the week ending date on the timesheet. The date the week ends (Sunday) is listed in the 'Week Ending' box just below the title of the system.



If the week ending date does not match the week ending date on the timesheet, then the correct week ending must be selected from the drop-down box.



9/20/2006

The 'Week Ending' box contains the ending date for every week ACs are authorized to work on NAEP, from the week ending 11/5/2006 through the week ending 3/18/2007.

Entering AC Hours

After logging in, supervisors will see the names of all the ACs in their region listed.

The screenshot shows the 'NAEP Hours Tracking System' interface. At the top, there's a header with the NAEP logo and the title 'NAEP Hours Tracking System'. Below the header, there are several dropdown menus: 'Field Staff Hours' (selected), 'Week Ending' (11/5/2006), 'Field Director' (MERL ROBINSON), 'Field Manager' (MARY ERBE), 'Supervisor' (LINDA STILES), and 'Assessment Coordinator' (AC(*)). Below these is a grid with columns labeled A through Z. A red circle highlights the first five rows of the grid, which contain the following data:

	First Name:	Last Name:	WINS # :	Role:	Week Ending:	Hours Worked:	OverTime:	Count of AAs:
1.	BETTY	DONALD	1293497	AC	11/5/2006			3
2.	CAROLE	RIVERA	1282793	AC	11/5/2006			1
3.	EDWIN	METZL	1265062	AC	11/5/2006			5
4.	JANICE	SCHNOBRICH	1161502	AC	11/5/2006			3
5.	JUDITH	TAMMI	1279388	AC	11/5/2006			4

At the bottom of the interface, there are search options: 'Page: 1 of 1', 'Search for', 'IN', 'First Name', and 'Find'. There is also a 'Save' and 'Reset' button at the top right of the grid area.

Each name will be followed by two boxes, one for regular hours worked and one for overtime hours worked. Both boxes should be filled in. If an AC did not work any overtime, then a '0' should be entered. It is important to enter the number of overtime hours, even if zero, for recordkeeping purposes. After the hours are entered, the 'Save' button needs to be clicked. If the 'Save' button is not clicked, then the data will not be saved into the system and will need to be re-entered at a later time.

Reviewing AA Hours

Supervisors are responsible for reviewing the hours ACs enter for the AAs in their areas. Supervisors can view the AAs of any AC by selecting the AC's name from the drop-down box above the list of ACs.

The screenshot shows the 'NAEP Hours Tracking System' interface with the 'Assessment Coordinator' dropdown menu open. The dropdown menu lists the following names: BETTY DONALD, CAROLE RIVERA, EDWIN METZL, JANICE SCHNOBRICH, and JUDITH TAMMI. The background shows the same grid as in the previous screenshot, but with the 'Week Ending' dropdown set to 3/18/2007. The grid shows the following data for the first two rows:

	First Name:	Last Name:	WINS # :	Role:	Week Ending:
1.	JANICE	SCHNOBRICH	161502	AC	3/18/2007
2.	EDWIN	METZL	265062	AC	3/18/2007

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The list of AAs looks very similar to the list of ACs. The supervisor's task is not to enter the AA hours but instead to review the hours entered by the AC to make sure the hours are approximately what are expected. Supervisors should contact ACs if they notice anything about the hours entered for an AA.

Field Staff Hours | Week Ending: 3/18/2007

Field Director: MERL ROBINSON | Field Manager: MARY ERBE | Supervisor: LINDA STILES
Assessment Coordinator: BETTY DONALD

*	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Save	Reset
	First Name: ⚙		Last Name:		WINS # :		Role:		Week Ending:		Hours Worked:		Over Time:															
1.	FAYE		HUDSON		1294557		AA		3/18/2007		<input type="text"/>		<input type="text"/>															
2.	WILMA		COLEMAN		1294423		AA		3/18/2007		<input type="text"/>		<input type="text"/>															
3.	ZENOBIA		GRANT		1293576		AA		3/18/2007		<input type="text"/>		<input type="text"/>															

Page: 1 of 1 | Search for: IN First Name | Page: 1 of 1

9/15/2006

NAEP 2007

WESTAT MATERIALS ORDERING SYSTEM

USER GUIDE

September 2006

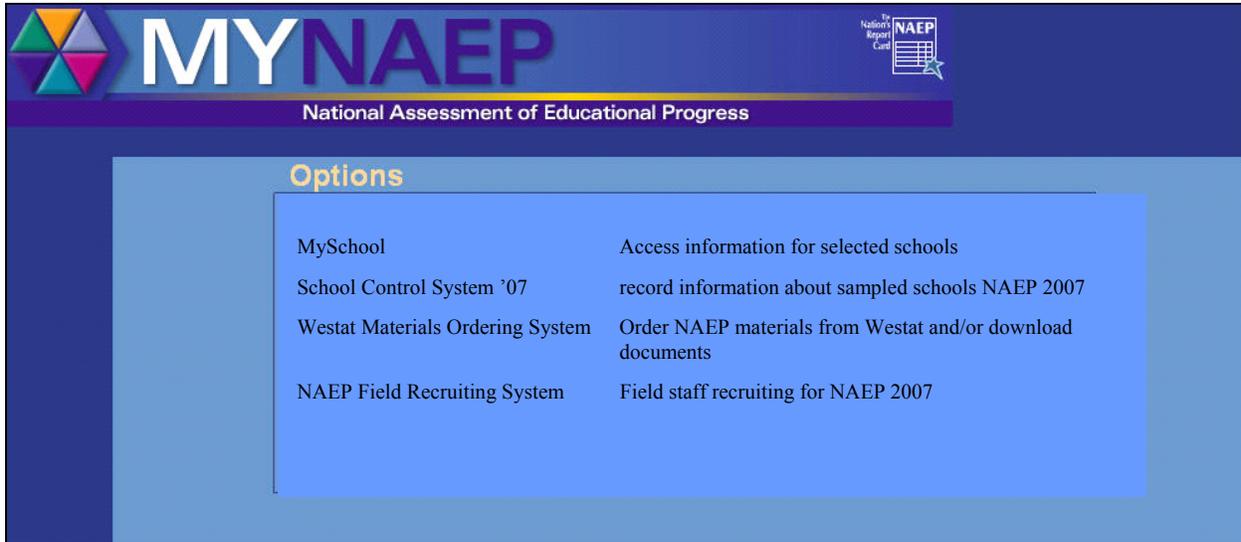
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1. Introduction

The Westat Materials Ordering System (MOS) is used by NAEP field staff to order materials from Westat. This site is completely separate from Pearson's Schoolhouse Materials Ordering System, from which you order assessment-related items such as accommodation booklets and teacher questionnaires.

You will access the Westat MOS through a link on the MyNAEP Options page; the same place that you select the link to the School Control System and the Field Recruiting System:



The screenshot shows the MyNAEP website interface. At the top, there is a blue header with the MyNAEP logo on the left and the text 'National Assessment of Educational Progress' in the center. On the right side of the header, there is a small icon for 'NAEP National Report Card'. Below the header, there is a light blue box titled 'Options' in orange text. Inside this box, there is a table with four rows of options:

Option Name	Description
MySchool	Access information for selected schools
School Control System '07	record information about sampled schools NAEP 2007
Westat Materials Ordering System	Order NAEP materials from Westat and/or download documents
NAEP Field Recruiting System	Field staff recruiting for NAEP 2007

When you have placed an order, you will receive an email message immediately to confirm that the order has been recorded and will be filled as soon as possible. When the order is shipped, another email message will be sent to your NAEP email address so that you will know it is on the way.

2. Using the MOS

This user guide focuses on using the MOS to order operations materials. The key elements of the main order screen are:

Materials Name	Quantity	Unit	Maximum Allowed Quantity
Affidavit of Nondisclosure	<input type="text" value="0"/>	1	50
Alabama State Tax Form	<input type="text" value="0"/>	1	50
Application Letter Sample (downloadable document)	<input type="text" value="0"/>	1	1
Application Packet for Applications to be returned directly to Home Office	<input type="text" value="0"/>	1	50
Application Packet for Field Use	<input type="text" value="0"/>	1	50
Application Packet for returning Westat employees	<input type="text" value="0"/>	1	50
Application Review Checklist	<input type="text" value="0"/>	1	5
Arizona State Tax Form	<input type="text" value="0"/>	1	50

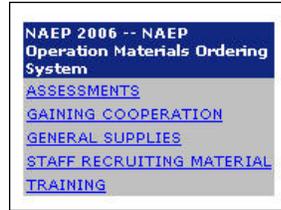
- (1) Materials List: Takes you to the starting MOS page;
- (2) Shopping Cart: Takes you to the list of items in your cart;
- (3) Orders Tracking: Takes you to a list of all of your orders;
- (4) Main Menu: Takes you to the starting MOS page;
- (5) Logout: Takes you back to MyNAEP.com
- (6) Product Search: Search for an item using key words
- (7) Category Groupings: Lists only items in that category
- (8) Document Download: Lists files you can download from this site

Since this list is quite long, you will need to scroll down to see the entire list. Two other options are available for locating an item:

- A search field in the upper left of the page.

Enter the item name (or partial name such as “brochure”) in the search field to see a list of only items with that name or word in the title.

- Links to category groupings (also referred to as ‘subsets’) located directly below the ‘product search’ box.



Click on the category group you are interested in filtering on.

NOTE: We recommend that you not enter NAEP or the year in the search field since the resulting list may be nearly as long as the total list.

Initially, some categories may not contain any materials. This is because items are added as they are received. If an item is not available check back later and/or contact the NAEP Warehouse for an estimate of when that item will be available.

3. Placing an Order

There are only a few steps involved in placing an order. First you locate the item, then you enter quantity desired, and finally you check the shipping information before confirming the order.

Step 1 – Locate the item on the list

Find the ‘Trip Expense Report’.

Step 2 – Enter the quantity

When you have located the item you need to order, enter the quantity in the “Quantity” box (1).

Materials Name	Quantity	Unit	Maximum Allowed Quantity	ADD TO CART
Affidavit of Nondisclosure	<input type="text" value="0"/>	1	50	
Alabama State Tax Form	<input type="text" value="0"/>	1	50	
Trip Expense Receipt (Downloadable & Hardcopy)	<input type="text" value="0"/>	1	1	
Trip Expense Report	<input type="text" value="0"/> (1)	1	(2) 10	

The ‘unit’ number (2) tells you how many items are packed in a single ‘unit’. In rare cases items are ordered by bundle rather than individually. If for an example you wanted 25 of an item that had a unit size of 5, the quantity you order would be 5. This is because ordering 5 units of the item would mean 25 are sent to you.

After entering the quantity you need for the one or more items, click the **Add to Cart** button (**ADD TO CART**) at the very top or bottom of the list. For this example, we'll order 5 Trip Expense Reports.

Materials Name	Quantity	Unit	Maximum Allowed Quantity	ADD TO CART
Affidavit of Nondisclosure	<input type="text" value="0"/>	1	50	
Alabama State Tax Form	<input type="text" value="0"/>	1	50	
Application Packet for Application to be returned directly to Home	<input type="text" value="0"/>			
Application Packet for Application to be returned directly to Home	<input type="text" value="0"/>			
Trip Expense Receipt (Downloadable & Hardcopy)	<input type="text" value="0"/>	1	1	
Trip Expense Report	<input type="text" value="5"/>	1	10	
Virginia State Tax Form	<input type="text" value="0"/>	1	50	

Step 3 – Check your shipping information.

When you click on the **Add to Cart** button, you will go to the Shopping Cart page shown below.

The system reads your address information from the NAEP personnel records and displays it in the Shopping Cart page. If you are traveling or for some other reason need the items shipped to a different address, change the address this order is being shipped to as appropriate. Changing the address will only change it for this order and it will not become the default address for you in the MOS.

Most orders received before 3:00 PM Eastern Time will be shipped FedEx 2-Day ground and should arrive within two business days. If, in rare cases you need the materials sooner than 2 business days you may select FedEx Standard or FedEx Priority, but these options should only be used when time is an issue. If you are traveling and ordering ahead of time, you wouldn't

want the materials to arrive before a certain date. In this case, if you want your order to arrive on a specific day, then enter desired arrival date in the bolded ‘**Desired Arrival Date**’ field. For example, if you want your materials shipped to a hotel where you will be staying three days from today, enter the hotel address and the Desired Arrival Date of (today + 3).

Options for the Shipping Method include:

Federal Express (FedEx) (shipments may be tracked via www.FedEx.com)

- **FedEx 2-Day (Default)** – shipment due to arrive within 2 business days of the date shipped (some locations may receive their shipments the day after it is shipped);
- **FedEx Priority** –shipment due to arrive next business morning;
- **FedEx Standard** – shipment due to arrive next business day;
- **FedEx Saturday** – shipment due to arrive Saturday; *due to a significant fee, Saturday delivery is only to be used if it is Friday and the package must be delivered prior to 10:30am on Monday;*
- **FedEx International** – for international shipments, including Puerto Rico;

United State Postal Service (USPS)

- **Express Mail**– shipment due to arrive in one to three business days; tracked via www.USPS.gov; and
- **U.S. Regular Mail** – due to arrive in three to five business days, tracking is not available.

There is a new policy in place for NAEP 2007 which changes the default shipping option from Priority Overnight to FedEx 2-Day. It is very important to plan further ahead when deciding which materials need to be ordered and when those materials need to be ordered.

When the order is shipped, an email is sent to you that will include the tracking information, if applicable.

The Special Instructions section informs the NAEP Warehouse staff of any information they should be aware of when shipping the materials and may include notes like:

- Pack materials in boxes no more than 10 lbs. each (can’t lift big, heavy boxes); or
- Do NOT leave with neighbor – Require Signature.

The item(s) that you ordered is displayed at the bottom of this page.

Quantity	Item No.	Item Name	
5	NXPXC21913	Trip Expense Report	1 delete

2 **3**

4

Double check this information before clicking on the **Submit Order** button. You have four options at this point:

- (1) *Delete*: Delete the item from your order;
- (2) *Continue Shopping*: Add the item with the quantity displayed to your shopping cart and return to the materials list to add more items to your shopping cart;
- (3) *Save Quantity*: If you changed the number in the Quantity box then you want to click on 'Save Quantity' before decided if you want to continue shopping or submit the order;
- (4) *Submit Order*: If this is the last item you wish to add to your shopping cart, click on 'Submit Order' and your order will be submitted to the NAEP Warehouse to be filled. See section 4 for what happens next.

4. Order Confirmations

When you click on the **Submit Order** button, the order confirmation shows you the order number as well as the specifics of your order.

NAEP MATERIALS *Ordering System*

[Materials List](#)
[Shopping Cart](#)
[Orders Tracking](#)
[Main Menu](#)
[Logout](#)

Order Confirmation

Order # 993 has been entered. Use your browser's PRINT function to print a copy of this order.

Order # 993 has been received

Order Date 8/23/2006

Requestor Information

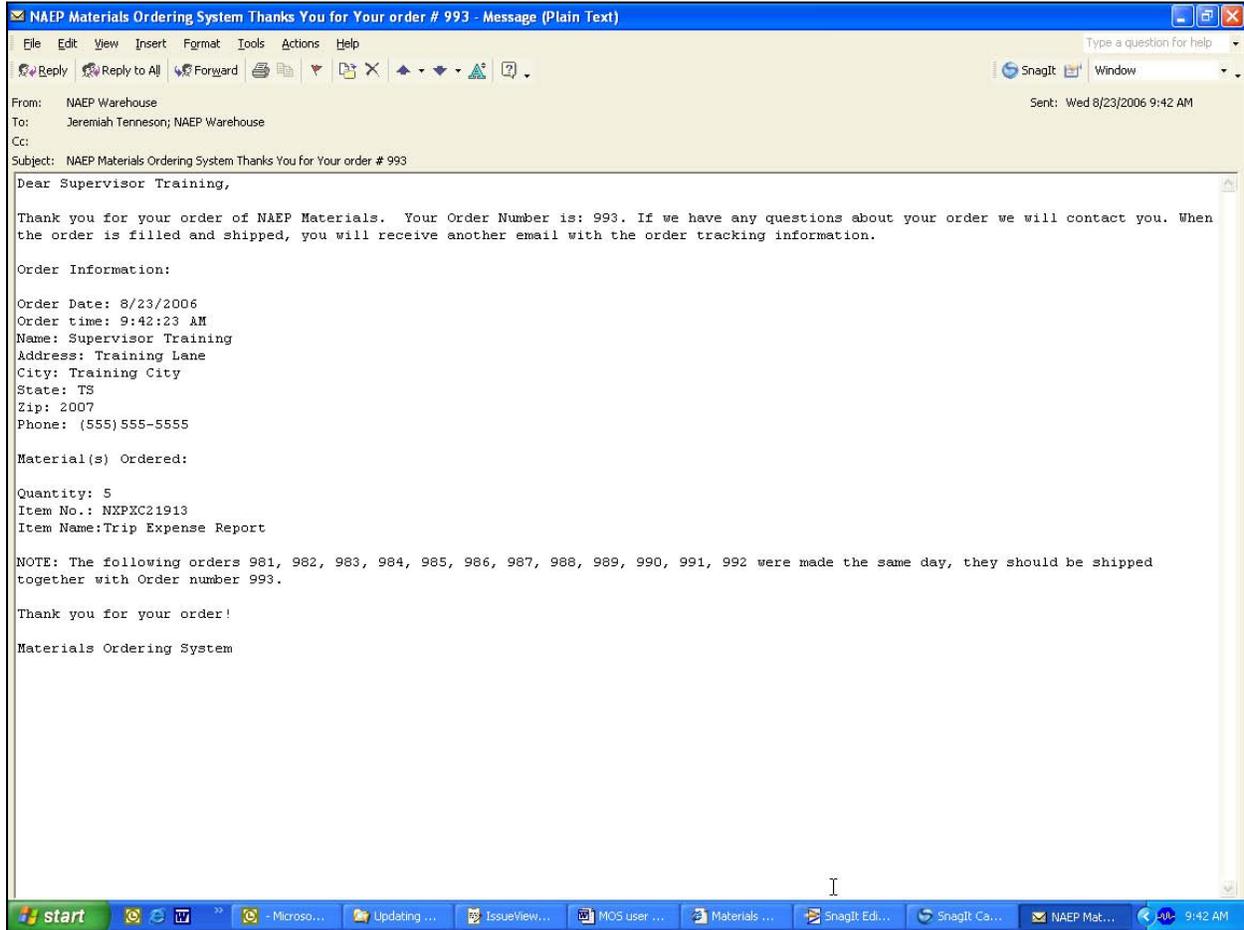
Name: [Supervisor Training](#)
Address: [Training Lane](#)
City/State/ZIP: [Training City, TS 2007](#)
Daytime Phone: [\(555\)555-5555](#)

Quantity	Item No.	Material Name
5	NXPXC21913	Trip Expense Report

Thank you for your order!

If you have a printer connected to your computer you should print this page as a record of your order. Use the print icon at the top of your browser to print the page.

When you check your NAEP email, you will find a confirmation email message.



When the order has been shipped, you will receive another email message to let you know your order is on the way.

