Time and Labor (OTL)

Adjust a Timecard in Self Service

DoDEA R12 Work Instructions
Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
</tr>
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<tbody>
<tr>
<td>27-Feb-2015</td>
<td>Paul Haag</td>
<td>1.1</td>
<td>R12 Upgrade DoDEA</td>
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Reviewers

<table>
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<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>21-Aug-2014</td>
<td>Bill Mohamed</td>
<td>Workforce Preparation Team Lead</td>
</tr>
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</table>

Distribution

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<th>Location</th>
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<td>DEPS</td>
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Note to Holders:

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If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.
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Adjust a Timecard In Self Service

Business Process Description

Use this procedure to adjust a timecard that has been previously submitted or approved. These instructions show how an employee would correct their own timecard and resubmit the timecard to the supervisor for approval in Self Service.

Trigger

A timecard error or correction is identified and the update needs to be recorded in DAI.

Prerequisites

- The employee is in the DAI hierarchy approval flow.
- Project, Tasks and work schedule, are all linked to the employee.
- The supervisor or authorized delegate is in the hierarchy approval flow with link to the employee.

Responsibilities

- Employee Time User – DODEA
- Limited Timekeeper – DODEA
- Limited Timekeeper – DODEA – Ungraded
- Super Timekeeper – DODEA
- Super Timekeeper – DODEA – Ungraded
- OTL Supervisor Approver – DODEA

Menu Path

Use the following menu paths to begin this task:

- Employee Time User → Time → Time Entry
- OTL Supervisor Approver → Advanced Worklist
- Limited Timekeeper → Timekeeper Entry
- Super Timekeeper → Employee Template Time Entry (Self Service)
- Super Timekeeper → Timekeeper Entry (Core Application)
Adjust a Timecard in Self Service

1. Start the task using the responsibility and menu path to open the **Recent Timecards** screen:

   **Responsibility:** Employee Time User - DODEA
   **Menu Path:** Time → Time Entry

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<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Function</th>
<th>Application</th>
</tr>
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<tbody>
<tr>
<td>Limited Timekeeper</td>
<td>Timekeeper Entry</td>
<td>DAI Core Application</td>
</tr>
<tr>
<td>OTL Supervisor Approver</td>
<td>Advanced Worklist</td>
<td>Self Service</td>
</tr>
<tr>
<td>Super Timekeeper</td>
<td>Employee Template Time Entry</td>
<td>Self Service</td>
</tr>
<tr>
<td>Super Timekeeper</td>
<td>Timekeeper Entry</td>
<td>DAI Core Application</td>
</tr>
</tbody>
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Employee Time Entry

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[Image of DODI E-Business Suite]

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Open Timecard

2. Click the Update icon to access the appropriate timecard and begin the edit process.

Adjust Timecard

3. Enter or modify the Project, Task, Type, EHO Code (if appropriate), or hours recorded per day to update the timecard.

Timecard Entry Decision

<table>
<thead>
<tr>
<th>If...</th>
<th>Then Proceed to Step...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering hours prior to the end of the pay period</td>
<td>Step 4a</td>
</tr>
<tr>
<td>All hours have been entered and the timecard is ready for attestation and submittal</td>
<td>Step 4b</td>
</tr>
</tbody>
</table>
4. **a)** Click the **Save** button to save the timecard and return to it at a later date.

- A **Confirmation message** appears indicating the timecard has been saved successfully.

  **Note:** **Time Entry Rules** and **Tour of Duty validations** are processed during this step. If the validation fails, an error message will appear indicating which day(s) and hours require correction(s).

**b)** Click the **Continue** button to validate the timecard before submitting for attestation and approval.

  **Note:** **Time Entry Rules** and **Tour of Duty** validations are processed during this step. If the validation fails, an error message will appear indicating which day(s) and hours require correction(s).

### Attestation Statement and Submittal

5. Click the check box by the **Attestation Statement** in order to activate the **Submit** button on the timecard.

  **Note:** The employee will be required to attest to the accuracy of the changed timecard prior to being submitted to the **Supervisor** for approval.

6. Click the **Submit** button to submit the timecard for approval.

### Timecard Confirmation
A Confirmation screen will display the amended timecard, once submitted successfully.

**Note:** The Timecard Approver receives the timecard for approval in their **Notifications Worklist**. The employee’s **Timecard Approver** has 72 hours to take action on the submitted timecard in their **DAI Worklist**. After 72 hours, if the timecard has not been approved, the timecard will automatically transfer to the **Supervisor** of the Approver who then receives a separate **Workflow Notification**.
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OTL Supervisor Approver View

8. The Supervisor will receive the submitted timecard in the Workflow Notification List. Each change to the timecard is broken out separately by day. View the PreviousSubmitted Entry in comparison to the Current Submitted Entry to view changes to the timecard.

Result

Congratulations! You have successfully adjusted a timecard and submitted the timecard for approval.