Time and Labor (OTL)

Enter Time as a Timekeeper - Hourly

DoDEA R12 Work Instructions
Enter Time as a Timekeeper
Defense Agencies Initiative

Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-Mar-2015</td>
<td>Melissa Sturgeon</td>
</tr>
</tbody>
</table>

Reviewers

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
</table>

Distribution

<table>
<thead>
<tr>
<th>Copy No.</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DODEA_R12_WI_OTL_AMS_Enter_Time_as_a_Timekeeper</td>
<td>DEPS</td>
</tr>
</tbody>
</table>

Note to Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

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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## Business Process Description

Use this procedure to enter a timecard for an employee or group of employees using the Super Timekeeper or Limited Timekeeper responsibilities.

- Limited Timekeepers and Limited Timekeeper Ungraded will have the ability to enter time on behalf of any employee assigned to one of their timekeeper groups.
- Super Timekeepers have the ability to enter time on behalf of any employee assigned to any timekeeper group within their Agency or otherwise indicated by Agency specific business rules.

### Trigger
- A timecard needs to be entered on behalf of an employee or employees in a Timekeeper group.

### Prerequisites
- Timekeeper groups should be defined as Graded and Ungraded to differentiate between the two employee types.
- The timekeeper, employee, and supervisor or authorized delegate are in the DAI hierarchy approval flow.
- Project, Task, Work Schedule and Tour of Duty are linked to the employee.
- An employee is in the Timekeeper’s group.

### Responsibilities
- Limited Timekeeper - DODEA
- Limited Timekeeper - DODEA Ungraded
- Super Timekeeper – DODEA
- Super Timekeeper – DODEA Ungraded

### Menu Path
Use the following menu path(s) to begin this task:
- Timekeeper Entry
Enter Time as a Timekeeper for a Graded Employee

1. Start the task using the responsibility and menu path to open the Find form:

   **Responsibility:** Limited Timekeeper – DODEA  or  Super Timekeeper – DODEA
   **Menu Path:** Timekeeper Entry

   ![E-Business Suite Screenshot]

   - From the E-Business Suite, navigate to the Worklist, then expand the Navigator.
   - Select **Super Timekeeper DoDEA** to open the Timekeeper Entry form.
The Find form provides two different search options:

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Find Criteria</td>
<td>The Basic search allows the Timekeeper to easily search for one employee’s name, within a Timekeeper group, for any given pay period.</td>
</tr>
<tr>
<td>Advanced Search</td>
<td>The Advanced Search options are more detailed and give the Timekeeper the option to search/filter the Timekeeper group employees by the following fields:</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>Person Name</td>
<td>Last, First Name</td>
</tr>
<tr>
<td>Person Type</td>
<td>Employee or Contingent Workers</td>
</tr>
</tbody>
</table>
| Status of Timecard | • Approved  
                       • Deleted  
                       • Error  
                       • Rejected  
                       • Submitted  
                       • Working |
| Message Type     | • All  
                       • Business Message  
                       • Error  
                       • Warning |
| Message Text     | An open field with no defined list of values |
| Project          | List of Values (LOV) enter % to view all possible projects |
| Task             | Based off the project field and will display the applicable tasks associated to the Project |
| Hours Type       | Searches on Hours Type codes |
| EHO Code         | Searches by Environmental/Hazard/Other (EHO) codes |
2. Click in the **Group Name** field and enter the Timekeeper Group name or select it from the list of values.

3. **Recurring Period** – The default value **DAI Bi-Weekly – Starts Sunday** is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.

4. **Person Name** – Click the **Person Name** LOV icon to search for and select the Employee’s name.

5. **Period** – Select the desired Pay Period. The default value is the current Pay Period.

6. Click the **OK** button to populate the **Find** form with the employee name that matches the entered criteria.

7. Click the **Find** button to update the Timekeeper Entry form with the timecard of the employee in the **Person Name** field.
8. The checkbox defaults to checked, indicating that the line is selected.

9. **Status** - The status of the timecard is partially displayed. Click in the **Status** field and then click on the **Edit Field** icon to display the hidden text.

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Color</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Green</td>
<td>The Timecard Approver has approved the timecard in the Worklist.</td>
</tr>
<tr>
<td>Error</td>
<td>Red</td>
<td>Time Entry rules, Project rules or TOD validations have been processed and errored on the timecard.</td>
</tr>
<tr>
<td>Reject</td>
<td>Red</td>
<td>The Timecard Approver has rejected the timecard in the Worklist.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Green</td>
<td>Timecard has been submitted to the Timecard Approver for review (all validations have passed).</td>
</tr>
<tr>
<td>Working</td>
<td>Blue</td>
<td>Timecard details have been entered and saved, but not submitted to the Timecard Approver. (Note: In this phase, only Time Entry and Project rules have been processed, NOT the TOD validation.)</td>
</tr>
</tbody>
</table>

10. **Type** - Displays the employee type, such as Employee or Contingent Worker.
11. **Project** - Select the employee’s Project from the list of values (LOV) icon.

12. **Task** - Select the related project Task appropriate for the Project number selected.

   **Note:** Tasks represent specific activities within a project and are agency-defined. The values available within the LOV are based upon the previously selected project.

13. **Hours Type** - Select the type of hours being entered from the list of values. Separate rows need to be entered for each Project, Task, and Hours Type combination.

   **Note:** To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign.
14. **EHO Code** (Optional) – Select the Environmental/Hazard/Other code from the LOV. If the employee worked these hours under environmental, hazardous or “Other” conditions, enter the two position alpha code.

15. **ND Indicator** (Optional) – Select Yes or No for the Night Differential Indicator from the LOV. ND hours can be part of the employee’s normal TOD and must be accounted for on the TOD form. If approved exception hours are worked by the employee outside of their normal Tour of Duty within the 1800 to 0600 timeframe, these hours can be accounted for separately on the timecard at the Night Differential premium rate.
16. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. Use a separate line for each Project/Task-Type combination.

**Tip:** The View Tour of Duty (TOD) icon in the toolbar provides the Tour of Duty information for the highlighted employee. This will assist the Timekeeper in ensuring the time entered matched the employee’s TOD.

17. **Timecard Buttons**

<table>
<thead>
<tr>
<th>Button Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Enter comments as necessary.</td>
</tr>
<tr>
<td>Messages</td>
<td>Displays warning and error message details.</td>
</tr>
<tr>
<td>Mass Edits</td>
<td>Provides the ability to perform a Mass Edit to multiple timecards.</td>
</tr>
<tr>
<td>Day Totals</td>
<td>Sum of the hours entered per day at the bottom of the timecard.</td>
</tr>
<tr>
<td>Submit Selected Lines</td>
<td>Submits selected lines for time entry rules and TOD validations. Upon successful validation, submits the timecard for approval.</td>
</tr>
</tbody>
</table>
18. Click the **Submit Selected Lines** button. A message appears at the bottom of the screen indicating the number of records saved.
19. Refresh the Timekeeper Entry screen by pressing the Ctrl and F11 keys on the keyboard simultaneously.

The timecard will remain in a Submitted status until the Timecard Approver responds to the notification. If the timecard is changed while in a Submitted status, it will need to be resubmitted. The timecard will remain in a Working status until the validations are processed and the screen is refreshed a second time, when it will return to a Submitted status.

**Note:** Changes may be made to the timecard during the current pay period or within a few days of the end date of the pay period up until 4PM Central Time when the payroll process is run. Timecard changes can be made retroactively. For timecard changes affecting an employee’s paycheck, the paycheck changes will be processed within the current pay period at the time the correction is made within the system.

**Result**

Congratulations! You have successfully entered a timecard as a Timekeeper.
Enter Time for a Group of Employees as a Timekeeper

1. Start the task using the responsibility and menu path to open the Find:

**Graded: Responsibility:** Limited Timekeeper – DODEA or Super Timekeeper – DODEA

**Menu Path:** Timekeeper Entry

**Ungraded: Responsibility:** Limited Timekeeper – DODEA Ungraded or Super Timekeeper – DODEA Ungraded

**Menu Path:** Timekeeper Entry
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<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click in the <strong>Group Name</strong> field and enter the Timekeeper Group name or select it from the list of values.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Recurring Period</strong> – The default value <strong>DAI Bi-Weekly – Starts Sunday</strong> is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Period</strong> – Select the desired Pay Period. The default value is the current Pay Period.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Find</strong> button to populate the <strong>Timekeeper Entry</strong> form with group that matches the selected criteria. <strong>Note:</strong> Use the Advanced Search options to add additional search criteria, as needed.</td>
</tr>
</tbody>
</table>
Employee Type Decision

<table>
<thead>
<tr>
<th>If...</th>
<th>Proceed to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee group is Graded</td>
<td>Step 6</td>
</tr>
<tr>
<td>Employee group is Ungraded</td>
<td>Step 13</td>
</tr>
</tbody>
</table>

6. The checkbox defaults to checked, indicating that the line is selected. Only lines containing data will be transmitted regardless of the checkboxes marked.

7. **Project** - Select the employee’s Project number from the list of values.

8. **Task** - Select the related project Task appropriate for the Project number selected.
   **Note:** Tasks represent specific activities within a project and are agency-defined.

9. **Hours Type** - Select the type of hours being entered from the list of values. Separate rows need to be entered for each Project, Task, and Hours Type combination.
   **Note:** To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign to display all codes.
10. **EHO Code** – (Optional) Select the Environmental/Hazard/Other code from the LOV. If the employee worked hours under environmental, hazardous or “Other” conditions, enter the two position alpha code.

11. **ND Indicator** – (Optional) Select Yes or No from the LOV. ND hours can be part of the employee’s normal TOD and must be accounted for on the TOD form. Or if approved exception hours are worked by the employee above their normal Tour of Duty within the 1800 to 0600 time frame, these hours can be accounted for separately on the timecard at the ND premium rate.

12. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. If multiple projects/task or hours types are worked by an employee, enter each on separate lines.

**Proceed to Step 21.**
13. The checkbox defaults to checked, indicating that the line is selected. However, only lines containing data will be transmitted regardless of the checkboxes marked.

14. **Project** - Select the employee’s Project number from the list of values.

15. **Task** - Select the related project Task appropriate for the Project number selected.
   
   **Note:** Tasks represent specific activities within a project and are agency-defined.

16. **Hours Type** - Select the type of hours being entered from the list of values. Separate rows should be entered for each Project, Task, and Hours Type combination.
   
   **Note:** To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign.

17. **EHO Code** – (Optional) Select the Environmental/Hazard/Other code from the LOV. If the employee worked hours under environmental, hazardous or “Other” conditions, enter the two position alpha code.

18. **Shift Code Overr (Override):** Shift code override is used when an employee either works a shift that is unscheduled or works into the next shift. This employee will receive pay for all hours worked based on the new shift rate.

19. **Last Hour Ind (Indicator):** Select Y for the Last Hour Indicator **IF** the employee has:
   - Environmental exposure on his Last Scheduled Hour of the period
   - A Shift Override on the Last Hour of his Workday
   - an ‘F’ EHO Code on the last hour of their last scheduled workday of the period
   - Worked multiple Shifts in a Pay Period (if Rotating Shift Indicator is not set to 'Y')

20. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. Use a separate line for each Project/Task/Type combination.
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21. Click the Submit Selected Lines button, to process the entered timecards; a message appears at the bottom of the screen indicating the number of records saved. Upon submittal, the records are updated with a Working status if the Time Entry rules, TOD, and Project rules all pass validation, or an Error status will display. Click the Messages button to display any error message details.

Note: The Tour of Duty validation is ignored for new employees with a start date after the first day of the pay period.

Result

Congratulations! You have successfully entered time for a group of employees.
Mass Edit Timecards

1. Start the task using the responsibility and menu path to open the Find:
   Graded: Responsibility: Limited Timekeeper – DODEA or
                     Super Timekeeper – DODEA
   Menu Path: Timekeeper Entry

   Ungraded: Responsibility: Limited Timekeeper – DODEA Ungraded or
                     Super Timekeeper – DODEA Ungraded
   Menu Path: Timekeeper Entry

The Mass Edit capability allows Timekeepers to make the same update to multiple timecards at once.
2. **Group Name** – Click the **Group Name** LOV icon and search and select the appropriate timekeeper group.

3. **Recurring Period** – The default value, **DAI Bi-Weekly – Starts Sunday** is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.

4. **Period** – Select the desired Pay Period. The default value is the current Pay Period.

5. The **Advanced Search** options allow the Timekeeper to search/filter the Timekeeper group of employees by the following fields:
   - Person Name
   - Person Type
   - Status of Timecard
   - Message Type
   - Message Text
   - Project
   - Task
   - Hours Type
   - EHO Code

6. Click the **Find** button to populate the **Timekeeper Entry** form with the timecards of those employees within the selected Timekeeper Group.
7. Click the checkbox next to each timecard line within the Timekeeper Group which requires a mass update.

8. Click the Mass Edit button open the Mass Edit form.

9. Find and Replace a line

This action will find the selected timecard rows for the values on the 'Find' line and will replace them with the values from the 'Replace' line on the existing row.
Select the **Mass Edit Type** from the drop-down list of values.

a. **Find and Replace a line**: Performs a search on the values entered in the **Find** line and replaces the information with the criteria on the **Replace** line. Any replacement of Project and Task must include Hours Type. To maintain daily hours already entered on the timecard, leave the replacement row of daily hours blank. This will retain the hours previously entered.

b. **Find and Add a new line**: This function performs a search on the values entered in the Find line. If a match is found, a new line will be added to the timecard with the values entered in the Add line (e.g. eight holiday hours applied to all selected).

c. **Delete a line from timecard**: Deletes the lines from the timecard(s) when the line matches the criteria entered in the Delete line fields. Use the wildcard (%) or exact values for pattern matching when using this Mass Edit type.

d. **Add a new line to a timecard**: Allows the user to add values to the selected timecard(s). Wildcards are not appropriate for this Mass Edit Type. Use actual values to add a line.

**Note**: The wildcard or % sign preserves the previously entered value and includes it in the newly added line. If there is not a value in the field (e.g. the **Find** row contains a wildcard (%) and the corresponding field is blank in the **Replace** row) then the original value for that line is retained.

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Fields Available for Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADED</td>
<td>Project</td>
</tr>
<tr>
<td>UNGRADED</td>
<td>Project</td>
</tr>
</tbody>
</table>

**Mass Edit**

**Mass Edit Type**

- **Find and Replace a line**

This action will find the selected timecard rows for the values on the 'Find' line and will replace them with the values from the 'Replace' line on the existing row.

<table>
<thead>
<tr>
<th>Mass Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Find Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>DODEA_PAYROLL</td>
</tr>
<tr>
<td>HQ PAYROLL - HC</td>
</tr>
</tbody>
</table>

**Note**: The wildcard or % sign preserves the previously entered value and includes it in the newly added line. If there is not a value in the field (e.g. the **Find** row contains a wildcard (%) and the corresponding field is blank in the **Replace** row) then the original value for that line is retained.
10. **Project** – Select a Project from the LOV in the Find row. This should be the Project on the existing timecard which needs to be replaced. In the Replace row, enter or search for and select the appropriate Project.

11. **Task** – Select a Task from the LOV in the Find row. This should be the Task on the existing timecard which needs to be replaced. In the Replace row, enter or search for and select the appropriate Task.

12. **Hours Type** – Enter the Hours Type which corresponds to the timecards that require updates.

   **Note:** If a Project and/or Task is updated, the Hours Type is mandatory as part of the Mass Edit criteria.

13. Update the hours per day, if necessary. To retain the hours already entered on the timecard, leave the Replace row blank.

14. Click the **Apply** button to update the timecard lines.
15. The timecard is updated based on the information input on the Mass Edit for. Click the Submit Selected Lines button. All validations will be performed.

16. Click OK to acknowledge the Timekeeper Submit Request ID.

Result

Congratulations! You have successfully performed a timecard Mass Edit.