Time and Labor (OTL)

Review Timecard Approver Subordinate Report

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>
</thead>
<tbody>
<tr>
<td>10-Sep-2014</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>R12 Upgrade</td>
</tr>
</tbody>
</table>

**Reviewers**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Sep-2014</td>
<td>Bill Mohamed</td>
<td>Work Force Preparation, Lead</td>
</tr>
</tbody>
</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 Review Timecard Approver</td>
<td>DEPS</td>
</tr>
<tr>
<td></td>
<td>Subordinate Report</td>
<td></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

The Timecard Approver Subordinate Report provides a list of all employees who have the OTL Supervisor Approver responsibility for an Agency. In addition, employees who are assigned to an Approver. If no subordinates exist, the report will return “No Subordinates” in the Employee Name column. This report is useful to identify employees who need re-assignment due to an Approver no longer in the approval role.

Major Features

The Timecard Approver Subordinate Report provides the following information:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date</td>
<td>Date the report is created in DAI.</td>
</tr>
<tr>
<td>Report Effective Date</td>
<td>The date the information is valid within the report.</td>
</tr>
<tr>
<td>Timecard Approver</td>
<td>Full name of the timecard approver for who is set up on the Assignment form as the Supervisor.</td>
</tr>
<tr>
<td>Approver Person Type</td>
<td>The Approver’s person typed as listed in DAI.</td>
</tr>
<tr>
<td>Timecard Approver’s Organization</td>
<td>The Approver’s Organization name they belong to in DAI.</td>
</tr>
<tr>
<td>Employee Name</td>
<td>The Subordinate’s full name that has been assigned to the Approver (Supervisor).</td>
</tr>
<tr>
<td>Employee Organization</td>
<td>The Employee’s Organization name in DAI.</td>
</tr>
<tr>
<td>Emp Asn Status</td>
<td>The Employee’s Assignment status within DAI.</td>
</tr>
</tbody>
</table>

Trigger

The HR CSR responsibility has a need to identify employees who are associated to an approver within their Agency and to identify the employees/subordinates for whom they approve timecards. An Approver, who is out sick, on an extended period of leave, transferring jobs, or leaving the Agency may trigger this procedure.

Prerequisites

- Users and Supervisors must be loaded in DAI.
- Employees must be assigned to supervisors.

Responsibilities

- OTL CSR – DODEA

Menu Path

Use the following menu path(s) to begin this task:

- Process and Reports → Submit Requests

Training Exercises:

- Create a Timecard Approver Subordinate report
Review Timecard Approver Subordinate Report

1. Start the task using the responsibility and menu path to open the Submit a New Request form:
   - **Responsibility:** OTL CSR – DODEA
   - **Menu Path:** Process and Reports → Submit Requests
Submit a New Request

2. Select the **Single Request** radio button.

3. Click the **OK** button to confirm your choice and open the **Submit Request** form.
Submit Request

4. Enter XXDAI% in the Name field and press the Tab key for a list of standard reports available to this responsibility.

5. Select “XXDAI Timecard Approver Subordinate Report” from the report list.

6. Click the OK button to open the Parameters form.
Submit Request – Parameters

7.  
   a) Enter the **Effective Date** (DD-MON-YYYY) to see a list of Approvers and Subordinates as of a specific date.

   b) Select the LOV for the **Timecard Approver** field.

   c) Enter the **Last Name** or a partial value and the wildcard (%) for the **Timecard Approver** to be searched.

   d) Click the **Find** button.

**Note**: This report’s design phase has been completed. Additional options would be:

   a) **Timecard Approver Organization**: If you would like to generate the report for a **single organization** within your Agency, enter the organization’s name or select an organization from the list of values in this field. Otherwise, leave it blank to run the report for all organizations.

   b) **Employee Name**: If you would like to run for one employee, or select an **employee’s name** from the list of values in this field. Otherwise, leave the field blank to run it for all employees.

8. Click the **OK** button to complete the **Parameters** selection.
Click the **Submit** button to generate the report.
10. **Decision** – If you would like to submit another request, click the **Yes** button. Otherwise, click the **No** button to submit the request.
**View Requests**

11. 

   a) Select the **View Requests** function.  
   
   b) Click the **Open** button to open the **Requests** window.  

**Note:** Double-clicking the **View Requests** function will also open the **Requests** window.
12. Click the **Find** button to display the **Requests** form.

**Note:** The **Find Requests** form defaults to **All My Requests**.
13.  

a) Click the Refresh Data button if the report does not display as Completed in the Phase column and Normal in the Status column.

b) Click the View Output button to view the Timekeeper Report. The ID Request number should match the number show on the Decision box in step 10.

Note: This process may require the Refresh Data button to be clicked multiple times. If the report does not display in a Complete and Normal status, please contact the DAI Agency Help Desk for assistance.
Review Timecard Approver Subordinates Report

Defense Agencies Initiative

Timecard Approver Subordinate Report

REPORT DATE : 24-FEB-2015

EFFECTIVE DATE : 2015/02/24

Note: This report is displayed in two sections. The report output displayed above provides rows of employees grouped by the Approvers on the left.

14. Review the Timecard Approver Subordinate report. This report can be copied into Excel.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14a</td>
<td>Approver Section - Displays the Approver's name, Person Type and the Organization the Approver resides in.</td>
</tr>
<tr>
<td>14b</td>
<td>Employee Sections - Displays the Employee's name, Organization and Assignment status within DAI.</td>
</tr>
</tbody>
</table>

Result

Congratulations! You have successfully generated the Timecard Approver Subordinate Report.