Time and Attendance (OTL)

Create or Modify a Timekeeper Group

DoDEA R12 Work Instructions
Document Control

Change Record

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<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
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<tr>
<td>15-Aug-14</td>
<td>Robin Hardy</td>
<td>Initial</td>
<td>R12 Upgrade</td>
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Reviewers

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<th>Name</th>
<th>Position</th>
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<tr>
<td>15-Aug-2014</td>
<td>Bill Mohamed</td>
<td>Workforce Preparation Training Lead</td>
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Distribution

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<td>DODEA_R12_WI_OTL_AMS_Create_Modify_Timekeeper_Group</td>
<td>DEPS</td>
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Note to Holders:

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## Business Process Description

A Timekeeper is responsible for entering or updating timecards for a group of people. With the new separation of Graded and Ungraded Timekeeper responsibilities, the Timekeeper is required to separate Graded and Ungraded employees within the Timekeeper Group. It is recommended that the Timekeepers denote the type of group being created within the naming convention of the Timekeeper Group. This is due to the separation of timecard layouts for Graded and Ungraded.

Setting up the Timekeeper Groups will allow you to process time for these workers as one group rather than as individuals. You can choose to add or delete workers or place them within another group.

### Trigger

Perform this procedure when a Timekeeper Group needs to be created or updated.

### Prerequisites

- Employees must be separated in the Groups by Graded or Ungraded.
- Employees must exist in the system.

### Responsibilities

- Super Timekeeper – DODEA
- Super Timekeeper – DODEA – Ungraded

### Menu Path

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

- Timekeeper Group

### Training Exercises:

- Create a Timekeeper Group
- Modify a Timekeeper Group
Create a Timekeeper Group

1. Start the task using the responsibility and menu path to open the Timekeeper Group form:
   
   **Responsibility:** Super Timekeeper – DODEA
   
   Super timekeeper – DODEA Ungraded

   **Menu Path:** Timekeeper Group

   **Navigator**

   - Super Timekeeper DoDEA
   - Tour of Duty
   - Timekeeper Entry
   - DAI Tour of Duty
   - Employee Template Time Entry
   - Timekeeper Group
   - DAI Absence Management
   - Reports
   - Super Timekeeper DoDEA Ungraded
2. **Name: Timekeeper Group** names begin with the DOD EA acronym, and should identify if the group is **Graded** or **Ungraded** to easily distinguish the different group lists.

3. **Timekeeper**: From the List of Values select the appropriate **Timekeeper’s** name. The field defaults with the name of the person creating the **Timekeeper Group**.
Create Timekeeper Group

4. Populate Person Section
   Select **Organization** from the **Add** drop down arrow.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Set</td>
<td>Not being utilized within DAI at this time.</td>
</tr>
<tr>
<td>Organization</td>
<td>Add employee organizations from the field displayed to the right of the <strong>Add</strong> field.</td>
</tr>
</tbody>
</table>
5. Select the value associated with your choice of Organization and then click the OK button.
Populate Timekeeper Group

6. Select either **Employee** or **Contingent Worker** as appropriate to the type of employee to be filtered by in the **Filter by** field.
Populate Employees into the Group

Click the Go button to populate the Person region.

**Note**: All the employees with the same Organization on their primary assignment will be included in this Timekeeper Group.

A worker can only be in your group once. OTL will identify multiple occurrences of a worker in a group when you try to save your work.
Click the Save button to save the newly created Timekeeper Group.

**Result**

Congratulations! You have successfully created a Timekeeper Group in DAI.
Modify a Timekeeper Group

1. Start the task using the responsibility and menu path to open the **Timekeeper Group** form:
   - **Responsibility:** Super Timekeeper – DODEA
     - Super Timekeeper – DODEA Ungraded
   - **Menu Path:** Timekeeper Group
2. **Name**: To search for an existing Timekeeper Group to modify, press F11 to put the Timekeeper Group form in a query mode to begin your search. Entered the Name of the Timekeeper Group you wish to modify, press Ctrl + F11 to execute the search.
Timekeeper Group

3.
   a. Click the **Add Line** icon and type the employee or contingent workers name in the **Name** field or use the list of values (LOV) to perform a name search.

   b. Click the **Person Name** and click **Delete** icon to remove a name from the group listing.

   **A Decision** box will display, review the message and click the **Yes** button to continue with the name removal. Click the **Save** icon to commit the deletion.
Note: Additional organization can be added after the Timekeeper Group has been established. Use the steps 4-7 within this work instruction to complete this process. Modifications such as adding or deleting can be made to any groups or individuals once attached to a Timekeeper’s group.

Save Timekeeper Group

4. Click the Save button to record and capture the updated Timekeeper Group.

Result

Congratulations! You have successfully modified a Timekeeper Group.
Process Exception – Limited Timekeeper Setup Error

An exception is any event that occurs during the execution of a process or program that disrupts the normal flow of the program's instructions, which one can handle and continue to work normally.

Trigger Events

The following event is the most common reason for receiving an error message when logging in as Limited Timekeeper:

1. The Limited Timekeeper does not have a Timekeeper Group.

![Error Message]

APP-HKC-366338: The Setup of Timekeeper Preferences is incomplete

Ensure the following are set correctly
1. Timekeeper Misc Setup Items.
2. Timekeeper Layout Attributes.
3. Timekeeper Group is created.
Solution Process – Limited Timekeeper Setup Error

Set up a Timekeeper Group for the Limited Timekeeper

1. Navigate to Super Timekeeper - DODEA > Timekeeper Group.

2. In the Name column, enter the name of the Timekeeper Group. In the Timekeeper column, enter the name of the Timekeeper for whom you are creating the group.

3. Add people to this group either using the Populate Person region or adding them individually in the Person region.

4. Click Save to save the Timekeeper Group.

Result

Congratulations! You have successfully resolved the Limited Timekeeper Setup error.