Time and Labor (OTL)

DCPS SDA Outbound Report

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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<tbody>
<tr>
<td>25-Feb-2015</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>R12 update</td>
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**Reviewers**

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<th>Date</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>25-Feb-2015</td>
<td>Bill Mohamed</td>
<td>DAI PMO Workforce Preparation Training Lead</td>
</tr>
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**Distribution**

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<td>R12_WI_OTL_DCPS_SDA_Outbound</td>
<td>DEPS website</td>
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**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**

This report will display all the data transmitted routinely, in the SDA file submitted to the Defense Civilian Payroll System (DCPS) each pay period. Additionally, it will show the details of the employee’s Tour of Duty (TOD) record, work day change record, timecard details record and permit the report to be run using employee name and pay period as report query parameters.

**Major Features**

The DCPS SDA Outbound Report provides the following information:

- Filename
- Pay Period Start Date
- Pay Period End Date
- Employee Name
- Employee Number
- Tour of Duty Record data
- Work Day Change Record data
- Timecard Details Record data
- Active Indicator (Active, Inactive; Note that Inactive records do not appear on the timecard, as they were deleted or replaced by another entry)

An electronic copy of the report will be generated on demand as a concurrent request. The output can be retrieved into Excel.

**Trigger**

Run this report to troubleshoot issues for a single employee related to each SDA submitted during payroll processing.

**Responsibilities**

- OTL CSR – Agency

**Prerequisites**

- Payroll and OTL data is stored on the employee’s primary HR assignment record in DAI.
- Users, Timecard information and Supervisors must exist in DAI.

**Menu Path**

- Process and Reports → Submit Request
SDA Outbound Report

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

2. Retain the default radio button of **Single Request**.

3. Click the **OK** button.
4. Enter the name of the report in the Name field, or click the LOV button for a list of reports available to this responsibility.

5. Select the **XXDAI DCPS SDA Outbound Report** from the Reports LOV.

6. Click the OK button to open the Parameters form.
7. Fill in the optional parameters using the list of values in each row. The fields highlighted in yellow are required.

a) **Payroll ID (Name):** Click the LOV \(\ldots\) to select a value from the list, or the system will auto populate the **Payroll Name**.

b) **p_end_date (Cycle Ending Date):** Click the LOV \(\ldots\) to select a value from the list, for the payroll period.
Submit Request - Parameters

8. a. **P_person_id (Person Id):** Click the LOV ... to select a person from the list, and the Person ID will be populated.
b. Click the OK button to select.

9. Click the OK button when all values have been entered.
Submit Request

10. Click the Submit button to run the report.

11. Decision – If you would like to submit another request, click the Yes button. Otherwise, click the No button to submit the request.
12. Double click the **View Requests** to open the **Find Request** form.
13. Click the **Find** button to view the **Requests** screen.
Click the Refresh Data button until the Phase and Status fields change from Pending and Normal to Completed and Normal indicating the report has completed successfully.
15. Click the **View Output** button to view the report.

The report is viewable in an Excel format. Click the **Open** button the Excel Download box.
DCPS SDA Outbound Report
The DCPS SDA Outbound Report displays the data transmitted in the SDA file to DCPS for a specific pay period and person. The report header provides details of the parameters selected to run the report such as the Start Date and End Date fields, as well as the Employee Name.

Result
Congratulations! You have successfully run and viewed the DCPS SDA Outbound Report.