Time & Labor (OTL)

OTL CSR
Transfer Time from OTL to BEE
(Retrieval Transaction Code
Naming Convention)

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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<td>16-Apr-2015</td>
<td>Kristin Wade</td>
<td>1.0</td>
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Reviewers

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Distribution

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<td>DoDEA_R12_WI_OTL_Retrieval Transaction Code Naming Convention</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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Transfer Time from OTL to BEE

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

Submit a New Request

What type of request do you want to run?

- **Single Request**
  This allows you to submit an individual request.

- **Request Set**
  This allows you to submit a pre-defined set of requests.

2. Accept the default radio selection of Single Request.

3. Click the OK button to open the Submit Request form.
Submit Request

4. Select XXDAI Transfer Time from OTL to BEE from the Reports List of Values.

5. Click the OK button to open the parameters form for this report.
6. **Start Date** – Enter a **Start Date one year prior** to the beginning of the current payroll period using the format of **DD-MMM-YYYY**.
   Example: Current payroll period, 05 April 2015. Enter **05-APR-2014**

7. **End Date** – Enter the **End Date** of the current payroll period using the format of **DD-MMM-YYYY**.

8. **Payroll** – Select the appropriate Payroll. In this example we selected DODEA DDEDDE Bi-Weekly Payroll.

   - DODEA DDEDDE Bi-Weekly Payroll – Americas
   - DODEA DDEEUR Bi-Weekly Payroll – Europe
   - DODEA DDEHQR Bi-Weekly Payroll – Headquarters
   - DODEA DDEPAC Bi-Weekly Payroll – Pacific
   - **XXX** – the Agency acronym
   - **MMDDYY** – the Payroll Period Ending Date
   - **NN** – a unique identifier, i.e., ’01’ (If you need to run the process more than once for the same Payroll Period, then increase this number, i.e., ’02’, ’03’, etc.)

<table>
<thead>
<tr>
<th>Americas Transaction Code:</th>
<th>DDE_041815_01</th>
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<tr>
<td>Europe Transaction Code:</td>
<td>EUR_041815_01</td>
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<td>Headquarters Transaction Code:</td>
<td>HQR_041815_01</td>
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<tr>
<td>Pacific Transaction Code:</td>
<td>PAC_041815_01</td>
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</table>

   This value must be unique for each submission.

   Write the **Retrieval Transaction Code** down because you will need it for the BEE Transfer process. Be aware this code is case sensitive.

10. **Batch Selection** – Select **New** from the **Batch Selection** List of Values.

11. **New Batch Reference** – **Required Field**. Enter the **same value** as entered in the **Retrieval Transaction Code**. Example: DDE_041815_01

12. **Status in BEE** – Select the Status of **Unprocessed** if not defaulted.

13. **Changes Since** – Keep the default of **Today’s Date and Time**.

14. Click the **OK** button to save the parameters.
15. Click the **Submit** button to run the Transfer Time from OTL to BEE request.
17. **Decision** – If you would like to submit another request, click the *Yes* button. Otherwise, click the *No* button.

Once you have completed the “Transfer Time from OTL to BEE” process and it has completed without errors, run the following processes in the order they are displayed:
- BEE Transfer
- Update Element Entries with Injury Number
- DCPS SDA Outbound Interface

Refer to the “OTL CSR DAI to DCPS Payroll Processing Work Instruction” for instructions on how to run these processes.

After the DCPS SDA Outbound Interface has been submitted (for each pass 0, 1, 2) the OTL CSR is responsible for sending an email to DFAS to confirm that what is being sent over matches your count. In return, DFAS will send an email confirming if the count is good.

**Note:** Running the process again before the prior file is received and processed by DFAS results in a loss of timecard data.

An example of the email you will send to DFAS and all required contacts is displayed below:

**Email Example:**

Subject: SDA Confirmation for MDAPRL - ZKA - PPE 04-04-15
Importance: High

Good Afternoon All,

Database: ZKA
SCA/UIC: MDAPRL
Record Count: 52
Please include the following DFAS Contacts in the “To” field of the email.

**DFAS Contacts:**
DFAS Indianapolis IN ZTD Mailbox dcps-operations;
DFAS Indianapolis IN ZTB List CIN-DCPS-PRODUCTION-SUPPORT;
HQ DAI PMO OTL Team;
HQ DAI PMO Help Desk;
HQ DAI PMO GEX Team

You can “CC” any individuals within DoDEA that need to be made aware of this information.

**Email Content Defined:**
MDAPRL – This is the SDAID
ZKA – This is the Database ID
PPE 04-04-15 – This is the payroll period end date for the pay period.
Record Count – The record count is the sum of the Type2, Type3 and Type5 records that come from the log of the SDA process itself.