Time & Labor (OTL)

Find Terminated Employees in Timekeeper Group

DoDEA R12 Work Instructions
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Business Process Description

Use this procedure to locate which employees were terminated in a timekeeper group.

**Trigger**
- Perform this procedure when you need to find terminated employees within a specific timekeeper group.

**Prerequisites**
- Employee has been terminated in DAI

**Responsibilities**
- Super Timekeeper DoDEA

**Menu Path**
Use the following menu path(s) to begin this task:
- Timekeeper Group
Locate Terminated Employees in a Timekeeper Group

1. Start the task using the responsibility and menu path to open the Timekeeper Group form.
   - **Responsibility:** Super Timekeeper DoDEA
   - **Menu Path:** Timekeeper Group
2. Press **F11** to enter query mode. (Fields will turn blue).

3. **Name:** Enter the name of the timekeeper group that you are researching. Press **CTRL+F11** to execute the query.
   **Note:** Query mode is case-sensitive.
4. **Type**: Locate the Ex-employees in the timekeeper group by the **Type** field and review their timecard.