Time and Labor (OTL)

Adjust a Timecard in Self Service

DoDEA R12 Work Instructions

Document Control

Change Record

Date	Author	Version	Change Reference
27-Feb-2015	Paul Haag	1.1	R12 Upgrade DoDEA

Reviewers

Date	Name	Position
21-Aug-2014	Bill Mohamed	Workforce Preparation Team Lead

Distribution

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1	DODEA_R12_WI_OTL_AMS_Adjust at Timecard in Self Service	DEPS

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Contents

Business Process Description

Use this procedure to adjust a timecard that has been previously submitted or approved.

These instructions show how an employee would correct their own timecard and resubmit the timecard to the supervisor for approval in Self Service.

Trigger

A timecard error or correction is identified and the update needs to be recorded in DAI.

Prerequisites

- The employee is in the DAI hierarchy approval flow.

- Project, Tasks and work schedule, are all linked to the employee.

- The supervisor or authorized delegate is in the hierarchy approval flow with link to the employee.

Responsibilities

- Employee Time User – DODEA

- Limited Timekeeper – DODEA

- Limited Timekeeper – DODEA – Ungraded

- Super Timekeeper – DODEA

- Super Timekeeper – DODEA – Ungraded

- OTL Supervisor Approver – DODEA

Menu Path

Use the following menu paths to begin this task:

- Employee Time User → Time → Time Entry

- OTL Supervisor Approver → Advanced Worklist

- Limited Timekeeper → Timekeeper Entry

- Super Timekeeper → Employee Template Time Entry (Self Service)

- Super Timekeeper → Timekeeper Entry (Core Application)

Adjust a Timecard in Self Service

1.	Start the task using the responsibility and menu path to open the **Recent Timecards** screen:
	Responsibility: Employee Time User - DODEA
	Menu Path: Time → Time Entry

Responsibility	Function	Application
Limited Timekeeper	Timekeeper Entry	DAI Core Application
OTL Supervisor Approver	Advanced Worklist	Self Service
Super Timekeeper	Employee Template Time Entry	Self Service
Super Timekeeper	Timekeeper Entry	DAI Core Application

Employee Time Entry

Open Timecard

2.	
	Click the **Update** ✏ icon to access the appropriate timecard and begin the edit process.

Adjust Timecard

3.	
	Enter or modify the **Project, Task, Type, EHO Code** (if appropriate), or **hours** recorded per day to update the timecard.

Timecard Entry Decision

If…	Then Proceed to Step…
Entering hours prior to the end of the pay period	Step 4a
All hours have been entered and the timecard is ready for attestation and submittal	Step 4b

4.	**a)** Click the **Save** [Save] button to save the timecard and return to it at a later date.
	• A **Confirmation** message appears indicating the timecard has been saved successfully.
	Note: **Time Entry Rules** and Tour of Duty validations are processed during this step. If the validation fails, an error message will appear indicating which day(s) and hours require correction(s).
	b) Click the **Continue** [Continue] button to validate the timecard before submitting for attestation and approval.
	Note: **Time Entry Rules** and **Tour of Duty** validations are processed during this step. If the validation fails, an error message will appear indicating which day(s) and hours require correction(s).

Attestation Statement and Submittal

5.	Click the check box by the **Attestation Statement** in order to activate the **Submit** button on the timecard.
	Note: The employee will be required to attest to the accuracy of the changed timecard prior to being submitted to the **Supervisor** for approval.

6.	Click the **Submit** [Submit] button to submit the timecard for approval.

Timecard Confirmation

7.	A **Confirmation** screen will display the amended timecard, once submitted successfully. **Note**: The **Timecard Approver** receives the timecard for approval in their **Notifications Worklist**. The employee's **Timecard Approver** has 72 hours to take action on the submitted timecard in their **DAI Worklist**. After 72 hours, if the timecard has not been approved, the timecard will automatically transfer to the **Supervisor** of the **Approver** who then receives a separate **Workflow Notification**.

OTL Supervisor Approver View

Worklist >

Timecard (22-FEB-2015 to 07-MAR-2015) for SERVICE, BLAKE (80 hours) requires approval

| Approve | Reject | Reassign | Request Information |

From	SERVICE, BLAKE		Timecard Dates	22-FEB-2015 to 07-MAR-2015
To	SERVICE, BEN		Description	80 total hours (0 premium hours, 0 non worked hours)
Sent	26-Feb-2015 11:48:59		OTL Approval ID	80626683#3339878
Due	01-Mar-2015 11:48:59			
ID	51862150			

Timecard Entries

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Feb 22	Mon, Feb 23	Tue, Feb 24	Wed, Feb 25	Thu, Feb 26	Fri, Feb 27	Sat, Feb 28	Sun, Mar 01	Mon, Mar 02	Tue, Mar 03	Wed, Mar 04	Thu, Mar 05	Fri, Mar 06	Sat, Mar 07	Total
DODEA_PAYROLL_FY15	HQ PAYROLL	RG - Regular Graded and Military	TW - Telework Regular	N	0	0	0	0	0	8			0	0	0	0	8		16
DODEA_PAYROLL_FY15	HQ PAYROLL	RG - Regular Graded and Military		N		8	8	8	8	0			8	8	8	8	0		64
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Sunday, February 22, 2015

	Previous Submitted Entry	Current Submitted Entry
Number of Hours	0	0
Project	DODEA_PAYROLL_FY15	DODEA_PAYROLL_FY15
Task	HQ PAYROLL	HQ PAYROLL
Type	RG - Regular Graded and Military	RG - Regular Graded and Military
EHO Code	TW - Telework Regular	TW - Telework Regular
ND Hours Ind	N	N
Comments		

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8.	The Supervisor will receive the submitted timecard in the **Workflow Notification List**. Each change to the timecard is broken out separately by day. View the **Previous Submitted Entry** in comparison to the **Current Submitted Entry** to view changes to the timecard.

Result
Congratulations! You have successfully adjusted a timecard and submitted the timecard for approval.