



Time and Attendance (OTL)

Create, Modify & Delete an Attachment in Self Service

DoDEA R12 Work Instructions



Document Control

Change Record

| The copy Date | Author | Version | Change Reference |
|---------------|-------------|---------|------------------|
| 13-Aug-2014 | Robin Hardy | 1.0 | R12 upgrade |

Reviewers

| Date | Name | Position |
|-------------|-----------------|---------------------------------|
| 14-Aug-2014 | Mahesh Kosandal | Enterprise Solutions Team (OTL) |
| 15-Aug-2014 | Bill Mohamed | Workforce Preparation Team Lead |
| | | |

Distribution

| Copy No. | Name | Location |
|----------|--|----------|
| 1 | DODEA_R12_WI_OTL_AMS_Create, Modify & Delete an Attachment in Self Service | DEPS |

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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 process is used by the employee to attach documentation to their timecard such as leave request, premium pay request, a paper timesheet, or any other document that requires supervisor review.

Trigger

A user has created a timecard and needs to attach time-related documentation that the supervisor may review for approval.

Prerequisites

- The employee's HR record exists in DAI and is linked to the employee's user account.
- The employee must have an "Active" assignment record.
- The employee's status must be Full-Time, Part-Time or Intermittent.
- The employee must have a valid Tour of Duty for the current period.
- The Supervisor's HR record is set up in DAI and is linked to the Supervisor's user account.
- The Supervisor's name is populated in the Supervisor field on the employee's record.
- The timecard has been created and is in "Working", "Submitted", "Approved", "Rejected", or "Error" status.

Responsibilities

- Employee Time User – DODEA

Menu Path

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

- Time → Create Timecard

Training Exercises:

- Attach a Document as an Employee



Create a Timecard Attachment

1. Start the task using the responsibility and menu path to open the **Timecard** form:
Responsibility: Employee Time User – DODEA
Menu Path: Time → Create Timecard

Home

Navigator

Personalize

- Employee Time User DoDEA
 - DAI Tour of Duty
 - DAI Absence Management
 - Time
 - Time Entry
 - Templates
 - Create Timecard

Create Timecard

Time

Recent Timecards | Create Timecard | Templates

 **Confirmation**
The timecard has been successfully saved as a template.

Time Entry: SERVICE, BLAKE DODEA, 68

▶ Show Accrual Balances

Period ⓘ

Template Exclude Hours Overwrite Entry

Project EHO Code ND Hours Ind Sun, Mar 08 Mon, Mar 09

0 0

Template Name

▶ Show Timecard Attachments

My Templates

- Reg. Hours Template
- Last Timecard
- Project Assignments
- Work Schedule

2

2. Click the **Template** drop down arrow and select under **My Templates – Reg. Hours Template**.
Note: The timecard defaults to the current **Payroll Period** use the **Period** drop down to change the **Payroll Period** for the timecard.



Time

[Recent Timecards](#) | [Create Timecard](#) | [Templates](#)

Time Entry: SERVICE, BLAKE DODEA, 68

[Show Accrual Balances](#)

Period [i](#)

Template Exclude Hours Overwrite Entry

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 |
|---|--------------------------------------|---|----------------------|----------------------|----------------------|--------------------------------|
| <input type="text" value="DODEA_F"/> | <input type="text" value="HQ PAYR"/> | <input type="text" value="RG - Regular"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="8"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/> | | | | | 0 | 8 |

Template Name

[Show Timecard Attachments](#)

3. Click the **Apply Template** button to auto-populate the time card information and hours.
4. Click the **Show Timecard Attachments** link to display the **Timecard Attachments** option.



Time
 Recent Timecards | Create Timecard | Templates

Time Entry: SERVICE, BLAKE DODEA, 68

▶ Show Accrual Balances

Period ⓘ Cor

Template Exclude Hours Overwrite Entry

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 |
|---|--|---|---------------------------------|---------------------------------|-------------------------------|--------------------------------|
| <input type="text" value="DODEA_F"/> ⓘ | <input type="text" value="HQ PAYR"/> ⓘ | <input type="text" value="RG - Regular"/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> | <input type="text" value="8"/> |
| <input type="text" value=""/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> ⓘ | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/> | | | | | 0 | 8 |

Template Name

▲ Hide Timecard Attachments

Timecard Attachments

Optionally, attach supporting documents that justify the time entry. Attachments [More...](#) **5**

5. Click the **More...** link to display the **Attachments** form.

Time
 Recent Timecards | Create Timecard | Templates
 Time: Recent Timecards >

Attachments

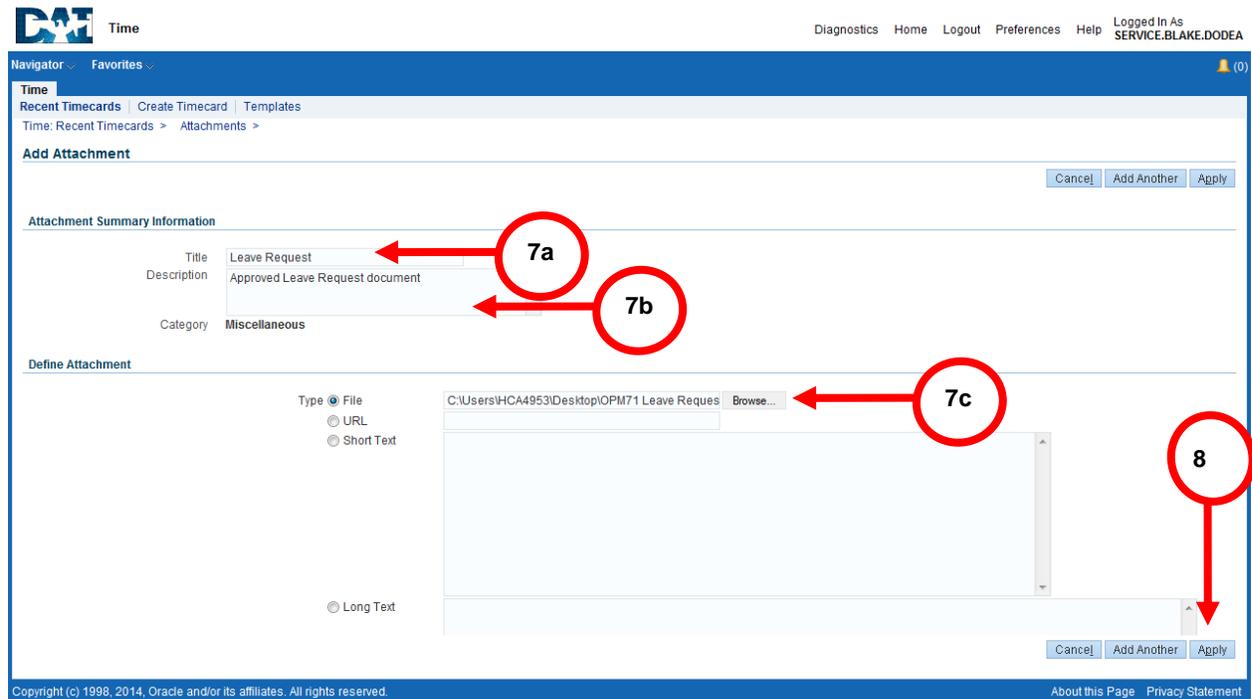
6

| Title | Type | Description | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | |

[Return to Time Entry: SERVICE, BLAKE DODEA, 68](#)

6. Click the **Add Attachments** button to display the **Add Attachments** form.

Add Attachment



7.
 - a. Enter the attachment file name in the **Title** field.
 - b. Enter a **Description** of the document being attached, if necessary.
 - c. Click the **Browse** button to locate and select the file attachment from your computer or network drives.

Note: There are additional options other than attaching a file to the timecard. These options are:

 - **URL** – Select the **URL** radio button and enter in a valid URL referencing a document.
 - **Short or Long Text** – Select the **Short** or **Long Text** radio button and enter in the free flow text in the field to be attached to the timecard.
8. Click the **Apply** button to receive the confirmation notice.



Add Attachment

Confirmation
 Attachment Leave Request has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|---------------|------|---------------------------------|---------------|---------------------|--------------|----------|--------|--------|
| Leave Request | File | Approved Leave Request document | Miscellaneous | SERVICE.BLAKE.DODEA | 26-Feb-2015 | One-Time | | |

Return to Time Entry: SERVICE, BLAKE DODEA, 68

- Click the **Return to Time Entry: SERVICE, BLAKE, DODEA, 68** link to return to the timecard. Continue the submittal process of the timecard.

Note: You **MUST** click the **Return to Time Entry** link in order to return to the timecard and complete the attachment process.

Time Entry: SERVICE, BLAKE DODEA, 68

Period: March 08, 2015 - March 21, 2015

Template: - Reg. Hours Template

| Project | Task | Type | EHO Code | ND Hours Ind | Su 08 |
|---------|---------|--------------|----------|--------------|-------|
| DODEA_F | HQ PAYR | RG - Regular | | | |

Buttons: Add Another Row, Recalculate

Buttons: Cancel, Save, Continue



10. Timecard Entry Decision

| If... | Then Proceed to Step... |
|---|-------------------------|
| Entering hours prior to the end of the pay period | Step 10a |
| All hours have been entered and the timecard is ready for attestation and submittal | Step 10b |

- a) Click the **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**  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).

Note: The attached document is a link on the timecard and can be viewed by clicking once on the file name.



Submit Timecard

Time
 Recent Timecards | Create Timecard | Templates

Review: SERVICE, BLAKE DODEA, 68

Cancel Back Submit

I affirm the Time and Attendance data to be true, correct and accurate

Week Starting Sunday, March 08 2015
 Timecard Period (days) 14

Comments

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 | Tue, Mar 10 | Wed, Mar 11 | Thu, Mar 12 | Fri, Mar 13 | Sat, Mar 14 | Sun, Mar 15 | Mon, Mar 16 | Tue, Mar 17 | Wed, Mar 18 | Thu, Mar 19 | Fri, Mar 20 | Sat, Mar 21 | Total |
|--------------------|------------|----------------------------------|----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| DODEA_PAYROLL_FY15 | HQ PAYROLL | RG - Regular Graded and Military | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 |

[Show Timecard Attachments](#)

Cancel Back Submit

11. Click the check box next to the **Attestation** statement to validate the timecard and to enable the **Submit** button.

Time
 Recent Timecards | Create Timecard | Templates

Review: SERVICE, BLAKE DODEA, 68

Cancel Back Submit

I affirm the Time and Attendance data to be true, correct and accurate

Week Starting Sunday, March 08 2015
 Timecard Period (days) 14

Comments

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 | Tue, Mar 10 | Wed, Mar 11 | Thu, Mar 12 | Fri, Mar 13 | Sat, Mar 14 | Sun, Mar 15 | Mon, Mar 16 | Tue, Mar 17 | Wed, Mar 18 | Thu, Mar 19 | Fri, Mar 20 | Sat, Mar 21 | Total |
|--------------------|------------|----------------------------------|----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| DODEA_PAYROLL_FY15 | HQ PAYROLL | RG - Regular Graded and Military | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 |

[Show Timecard Attachments](#)

Cancel Back Submit

12. Click the **Submit** button to send the timecard to the **Approver**. The timecard moves from **Working** status to a status of **Submitted** with an attachment that can be opened and reviewed by the timecard **Approver**.

View Attachment to Timcard

Time
 Recent Timecards | Create Timecard | Templates

Recent Timecards: SERVICE, BLAKE DODEA, 68

Search

Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.

From Date To Date
(example: 26-Feb-2015)

Show Advanced Search Criteria

Go Clear

Select Timecard: Delete Create Timecard

Select All | Select None

| Select | Timecard Status | Transferred To | Period Starting | Period Ending | Recorded Hours | Submission Date | Update | Details | Attachments |
|--------------------------|-----------------|----------------|-----------------|---------------|----------------|-----------------|--------|---------|-------------|
| <input type="checkbox"/> | Submitted | None | 22-Feb-2015 | 07-Mar-2015 | 80 | 26-Feb-2015 | | | |
| <input type="checkbox"/> | Submitted | None | 08-Mar-2015 | 21-Mar-2015 | 80 | 26-Feb-2015 | | | |

13. Click the **Recent Timecards** tab to view the submitted timecard showing the attachment icon.

Time
 Recent Timecards | Create Timecard | Templates

Recent Timecards: SERVICE, BLAKE DODEA, 68

Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.

Read more...

From Date To Date
(example: 26-Feb-2015)

Show Advanced Search Criteria

Go Clear

Select Timecard: Delete Create Timecard

Select All | Select None

| Select | Timecard Status | Transferred To | Period Starting | Period Ending | Recorded Hours | Submission Date | Update | Details | Attachments |
|--------------------------|-----------------|----------------|-----------------|---------------|----------------|-----------------|--------|---------|-------------|
| <input type="checkbox"/> | Submitted | None | 22-Feb-2015 | 07-Mar-2015 | 80 | 26-Feb-2015 | | | |
| <input type="checkbox"/> | Submitted | None | 08-Mar-2015 | 21-Mar-2015 | 80 | 26-Feb-2015 | | | |

Attachments

| Title | Type | Details | Update | Delete |
|---------------|------|---|--------|--------|
| Leave Request | File | OPM71 Leave Request Form for Blake Service.pdf | | |

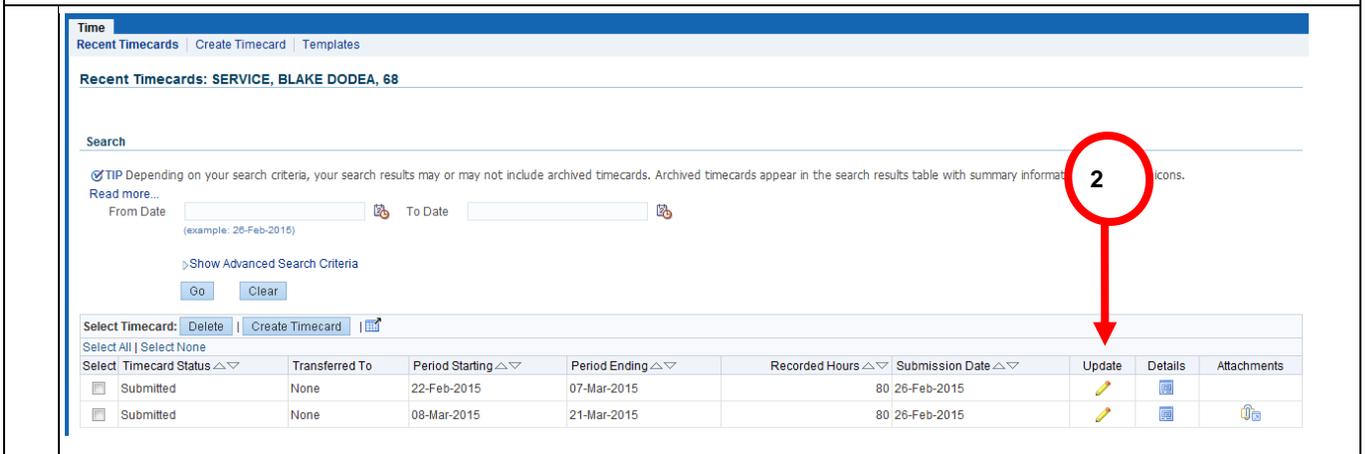
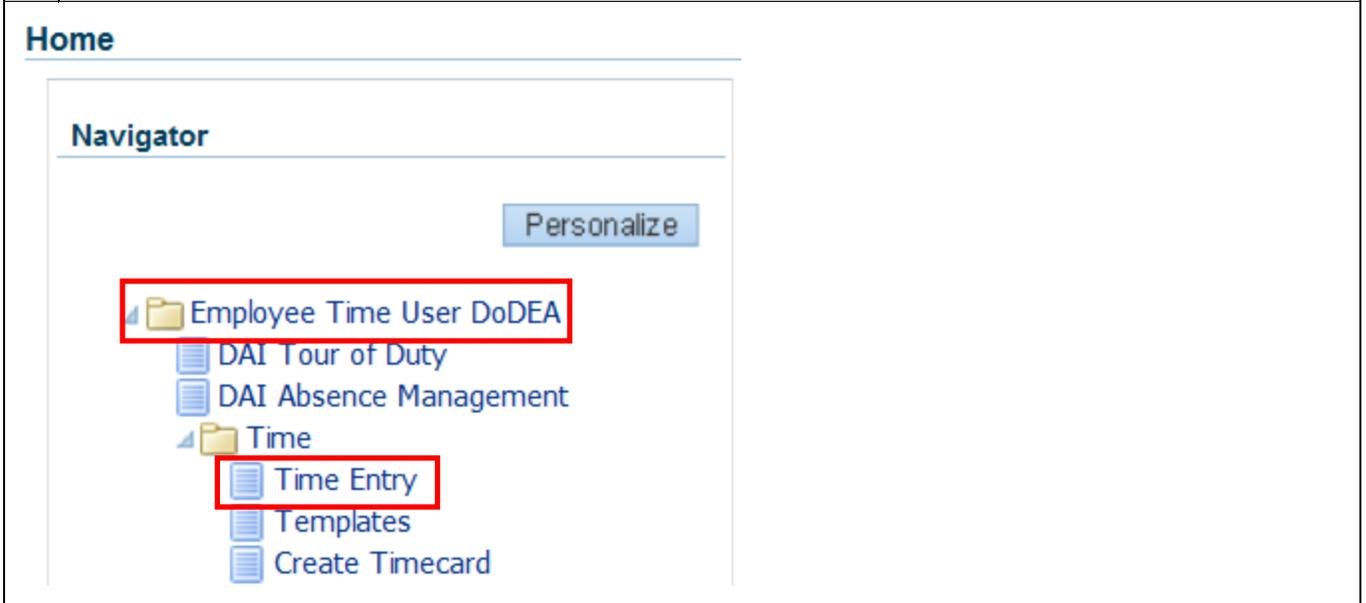
14. Place the cursor over the attachment icon in the **Attachments** column to view the attachments window displaying the name of the file attached to the timecard.

Result

Congratulations! You have successfully created a timecard with an attached file within DAI. This attachment will be visible to the Approver when approving the timecard.

View or Modify a Timecard Attachment

1. Start the task using the responsibility and menu path to open the **Timecard** form:
Responsibility: Employee Time User – DODEA
Menu Path: Time → Time Entry



2. Click the **Update**  icon to display the timecard.
Note: Modifications should be made within the file **PRIOR** to reattaching the file back to the timecard. The updated file will need to be reattached to the timecard and cannot be edited while attached to the timecard.



Time | Recent Timecards | Create Timecard | Templates

Time Entry: SERVICE, BLAKE DODEA, 68

▶ Show Accrual Balances

Period: ⓘ

Template: Exclude Hours Overwrite Entry

| Project | Task | Type | EHO Code | NC Ho Ind |
|--|---|--|------------------------|--------------------------|
| <input type="text" value="DODEA_P"/> ⓘ | <input type="text" value="HQ PAYRC"/> ⓘ | <input type="text" value="RG - Regular Gr"/> ⓘ | <input type="text"/> ⓘ | <input type="checkbox"/> |
| <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="checkbox"/> |

Template Name:

▶ Show Timecard Attachments ← **3**

3. Click the **Show Timecard Attachments** link to display the **Timecard Attachments** option.

Display Attachment

Time
[Recent Timecards](#) | [Create Timecard](#) | [Templates](#)

Time Entry: SERVICE, BLAKE DODEA, 68

[Show Accrual Balances](#)

Period: ⓘ

Template: Exclude Hours

| Project | Task | Type | EHO Code |
|--|---|--|----------------------|
| <input type="text" value="DODEA_P"/> ⓘ | <input type="text" value="HQ PAYRC"/> ⓘ | <input type="text" value="RG - Regular Gr"/> ⓘ | <input type="text"/> |
| <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> |

[Add Another Row](#) [Recalculate](#)

Template Name:

[Hide Timecard Attachments](#)

Timecard Attachments

Optionally, attach supporting documents that justify the time entry.
 Attachments [Leave Request, More...](#) **4**

4. Click the **More...** link to open the **Add Attachment** form.
Note: Click the file name link to display the file. In this view edits to the file are **NOT** allowed.

Time
[Recent Timecards](#) | [Create Timecard](#) | [Templates](#)

Time: Recent Timecards >

Attachments

[Add Attachment](#) ⓘ

| Title ▲▼ | Type ▲▼ | Description ▲▼ | Category ▲▼ | Last Updated By ▲▼ | Last Updated ▲▼ | Usage ▲▼ | Update | Delete |
|-------------------------------|---------|---------------------------------|---------------|---------------------|-----------------|----------|--------|--------|
| Leave Request | File | Approved Leave Request document | Miscellaneous | SERVICE.BLAKE.DODEA | 26-Feb-2015 | One-Time | | |

[Return to Time Entry: SERVICE, BLAKE DODEA, 68](#)

5

5. Click the **Update** icon to display the **Update Attachments** form



Re-attach a Modified File

The screenshot shows the 'Update Attachment: Leave Request' form. Red circles and arrows highlight the following steps:

- 6a**: The 'Title' field, which contains 'Revised Leave Request'.
- 6b**: The 'Description' field, which contains 'Attaching the revised Leave Request'.
- 6c**: The 'File' field, which contains the file path 'C:\Users\HCA4953\Desktop\OPM71 Leave Reques' and a 'Browse...' button.
- 6d**: The 'Apply' button at the bottom right of the form.

6.
 - a. Edit the title of the file **Leave Request** by adding the verbiage **Revised**.
 - b. Click in the **Description** box and add the verbiage **Attaching the revised Leave Request**.
 - c. Click the **Browse** button to search of the file to be attached to the timecard.
 - d. Click the **Apply** button to attach the file to the timecard.

The screenshot shows the 'Attachments' table with the following data:

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-----------------------|------|-------------------------------------|---------------|---------------------|--------------|----------|--------|--------|
| Revised Leave Request | File | Attaching the revised Leave Request | Miscellaneous | SERVICE.BLAKE.DODEA | 26-Feb-2015 | One-Time | | |

Below the table, a red circle and arrow highlight the link: [Return to Time Entry: SERVICE, BLAKE DODEA, 68](#) (labeled 7).

7. Click the **Return to Time Entry: SERVICE, BLAKE, DODEA, 68** link to return to the timecard and continue the submittal process of the timecard.
Note: You **MUST** click the **Return to Time Entry** link in order to return to the timecard and complete the attachment process.



Submit Timecard With Attachment

8. Timecard Entry Decision

| If... | Then Proceed to Step... |
|---|-------------------------|
| Entering hours prior to the end of the pay period | Step 8a |
| All hours have been entered and the timecard is ready for attestation and submittal | Step 8b |

- a) Click the **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).



| | |
|--|--|
| | <p>b) Click the Continue  button to validate the timecard before submitting for attestation and approval.</p> <p>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).</p> <p>Note: In order to complete the attachment process on the timecard, click either the Save or Continue button.</p> |
|--|--|



Submit the Timecard with the Modified Attachment

Time
 Recent Timecards | Create Timecard | Templates

Review: SERVICE, BLAKE DODEA, 68

Cancel Back **Submit**

* I affirm the Time and Attendance data to be true, correct and accurate

Week Starting **Sunday, March 08 2015**

Timecard Period (days) **14**

Comments

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 | Tue, Mar 10 | Wed, Mar 11 | Thu, Mar 12 | Fri, Mar 13 | Sat, Mar 14 | Sun, Mar 15 | Mon, Mar 16 | Tue, Mar 17 | Wed, Mar 18 | Thu, Mar 19 | Fri, Mar 20 | Sat, Mar 21 | Total |
|--------------------|------------|----------------------------------|----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| DODEA_PAYROLL_FY15 | HQ PAYROLL | RG - Regular Graded and Military | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 |

Hide Timecard Attachments

Timecard Attachments

Optionally, attach supporting documents that justify the time entry.
 Attachments Revised Leave Request



9. Click the **Attestation** check box to validate the timecard and to enable the **Submit** button.

Time
 Recent Timecards | Create Timecard | Templates

Review: SERVICE, BLAKE DODEA, 68

Cancel Back **Submit**

* I affirm the Time and Attendance data to be true, correct and accurate

Week Starting **Sunday, March 08 2015**

Timecard Period (days) **14**

Comments

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 | Tue, Mar 10 | Wed, Mar 11 | Thu, Mar 12 | Fri, Mar 13 | Sat, Mar 14 | Sun, Mar 15 | Mon, Mar 16 | Tue, Mar 17 | Wed, Mar 18 | Thu, Mar 19 | Fri, Mar 20 | Sat, Mar 21 | Total |
|--------------------|------------|----------------------------------|----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| DODEA_PAYROLL_FY15 | HQ PAYROLL | RG - Regular Graded and Military | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 |

Hide Timecard Attachments

Timecard Attachments

Optionally, attach supporting documents that justify the time entry.
 Attachments Revised Leave Request



10. Click the **Submit** button to send the timecard to the **Approver**. The timecard moves from a **Working** status to a **Submitted** status with an attachment that can be opened and reviewed by the timecard **Approver**.



View Timecard with Attachment

Time
 Recent Timecards | Create Timecard | Templates

Confirmation
 Time entries for the given timecard period have been submitted successfully.

Confirmation: SERVICE, BLAKE DODEA, 68

Week Starting **Sunday, March 08 2015**
 Timecard Period (days) **14**
 Comments

Hours Entered

| | Regular | Premium |
|---------------------|---------|---------|
| Total Hours Entered | 80 | 0 |

| Project | Task | Type | EHO Code | ND Hours Ind | Sun, Mar 08 | Mon, Mar 09 | Tue, Mar 10 | Wed, Mar 11 | Thu, Mar 12 | Fri, Mar 13 | Sat, Mar 14 | Sun, Mar 15 | Mon, Mar 16 | Tue, Mar 17 | Wed, Mar 18 | Thu, Mar 19 | Fri, Mar 20 | Sat, Mar 21 | Total |
|--------------------|------------|----------------------------------|----------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| DODEA_PAYROLL_FY15 | HQ PAYROLL | RG - Regular Graded and Military | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 |

[Return to Recent Timecards](#) ← **11**

11. Click the **Return to Recent Timecards** link to confirm the attachment of the file on the timecard.

Time
 Recent Timecards | Create Timecard | Templates

Recent Timecards: SERVICE, BLAKE DODEA, 68

Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.
 Read more...

From Date To Date
(example: 26-Feb-2015)

Show Advanced Search Criteria

Select Timecard:

Select All | Select None

| Select Timecard Status | Transferred To | Period Starting | Period Ending | Attachments |
|------------------------------------|----------------|-----------------|---------------|-----------------|
| <input type="checkbox"/> Submitted | None | 22-Feb-2015 | 07-Mar-2015 | |
| <input type="checkbox"/> Submitted | None | 08-Mar-2015 | 21-Mar-2015 | 80, 26-Feb-2015 |

Attachments

| Title | Type | Details | Update | Delete |
|-----------------------|------|--|--------|--------|
| Revised Leave Request | File | OPM71 Leave Request Form for Blake Service.pdf | | |

12

12. Place the cursor over the attachment icon in the **Attachments** column to view the **Attachments** window displaying the file name link.

Result

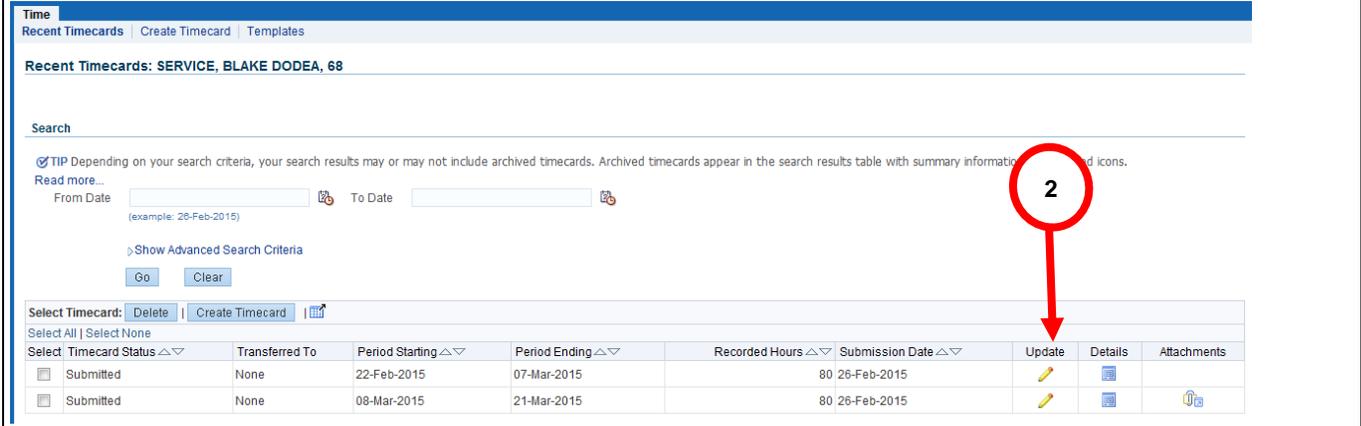
Congratulations! You have successfully attached a modified file to a timecard in DAI.

Delete a Timecard Attachment

1. Start the task using the responsibility and menu path to open the **Timecard** form:
Responsibility: Employee Time User – DODEA
Menu Path: Time Entry



View Attachment



2. Click the **Update** icon to open the timecard.

View Attachment

Time

[Recent Timecards](#) | [Create Timecard](#) | [Templates](#)

Time Entry: SERVICE, BLAKE DODEA, 68

▷ [Show Accrual Balances](#)

Period ⓘ

Template Exclude Hours

| Project | Task | Type | EHO |
|--|---|--|----------------------|
| <input type="text" value="DODEA_P"/> ⓘ | <input type="text" value="HQ PAYRC"/> ⓘ | <input type="text" value="RG - Regular Gr"/> ⓘ | <input type="text"/> |
| <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> ⓘ | <input type="text"/> |

Template Name

▷ [Show Timecard Attachments](#) ← **3**

3. Click the **Show Timecard Attachments** link to display the **Timecard Attachments** option.

View Attachment

Time

[Recent Timecards](#) | [Create Timecard](#) | [Templates](#)

Time Entry: SERVICE, BLAKE DODEA, 68

[Show Accrual Balances](#)

Period [i](#)

Template Exclude Hours

| Project | Task | Type | EHO Code |
|--|---|--|----------------------|
| <input type="text" value="DODEA_P"/> i | <input type="text" value="HQ PAYRC"/> i | <input type="text" value="RG - Regular Gr"/> i | <input type="text"/> |
| <input type="text"/> i | <input type="text"/> i | <input type="text"/> i | <input type="text"/> |

[Add Another Row](#) [Recalculate](#)

Template Name

[Hide Timecard Attachments](#)

Timecard Attachments

Optionally, attach supporting documents that justify the time entry.
[Attachments](#) [Revised Leave Request](#), [More...](#)

4

4. Click the **More...** link to open the **Attachments** form.



Delete an Attachment

5

Time
 Recent Timecards | Create Timecard | Templates
 Time: Recent Timecards >

Attachments
 Add Attachment

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-----------------------|------|--------------------------------------|---------------|---------------------|--------------|----------|--------|--------|
| Revised Leave Request | File | Attaching the revised Leave Request. | Miscellaneous | SERVICE.BLAKE.DODEA | 26-Feb-2015 | One-Time | | |

Return to Time Entry: SERVICE, BLAKE DODEA, 68

5. Click the **Delete** icon to start the removal process of the file.

Time
 Recent Timecards | Create Timecard | Templates

Warning

Are you sure you want to delete the attachment "Leave Request - Revised" of attachment type File for this record?

No Yes

6. Click the **Yes** button to delete the attachment.

Note: Click the **No** button to cancel out of the screen and return to the **Attachments** form.

Time
 Recent Timecards | Create Timecard | Templates
 Time: Recent Timecards >

Attachments
 Add Attachment

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Return to Time Entry: SERVICE, BLAKE DODEA, 68

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7. Click the **Return to Time Entry: SERVICE, BLAKE, DODEA, 68** link to continue the deletion process.



Save Timecard

8. Timecard Entry Decision

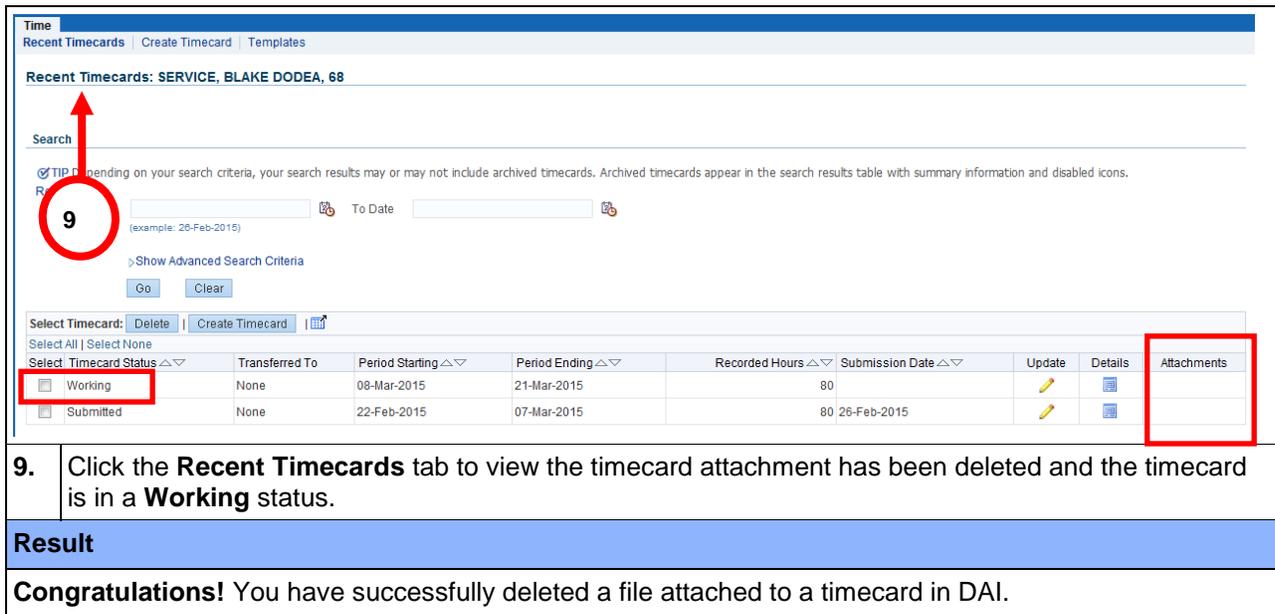
| If... | Then Proceed to Step... |
|---|-------------------------|
| Entering hours prior to the end of the pay period | Step 8a |
| All hours have been entered and the timecard is ready for attestation and submittal | Step 8b |

- a) Click the **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**  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).

Note: In order to complete the delete attachment process on the timecard, the **Save** or **Continue** buttons on the timecard must be used to complete the process.



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| Select | Timecard Status | Transferred To | Period Starting | Period Ending | Recorded Hours | Submission Date | Update | Details | Attachments |
|--------------------------|-----------------|----------------|-----------------|---------------|----------------|-----------------|--------|---------|-------------|
| <input type="checkbox"/> | Working | None | 08-Mar-2015 | 21-Mar-2015 | 80 | | | | |
| <input type="checkbox"/> | Submitted | None | 22-Feb-2015 | 07-Mar-2015 | 80 | 26-Feb-2015 | | | |

9. Click the **Recent Timecards** tab to view the timecard attachment has been deleted and the timecard is in a **Working** status.

Result

Congratulations! You have successfully deleted a file attached to a timecard in DAI.