



Time and Labor (OTL)

Enter Time as a Timekeeper -
Hourly

DoDEA R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
09-Mar-2015	Melissa Sturgeon		

Reviewers

Date	Name	Position

Distribution

Copy No.	Name	Location
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Business Process Description

Use this procedure to enter a timecard for an employee or group of employees using the Super Timekeeper or Limited Timekeeper responsibilities.

- Limited Timekeepers and Limited Timekeeper Ungraded will have the ability to enter time on behalf of any employee assigned to one of their timekeeper groups.
- Super Timekeepers have the ability to enter time on behalf of any employee assigned to any timekeeper group within their Agency or otherwise indicated by Agency specific business rules.

Trigger

- A timecard needs to be entered on behalf of an employee or employees in a Timekeeper group.

Prerequisites

- Timekeeper groups should be defined as Graded and Ungraded to differentiate between the two employee types.
- The timekeeper, employee, and supervisor or authorized delegate are in the DAI hierarchy approval flow.
- Project, Task, Work Schedule and Tour of Duty are linked to the employee.
- An employee is in the Timekeeper's group.

Responsibilities

- Limited Timekeeper - DODEA
- Limited Timekeeper - DODEA Ungraded
- Super Timekeeper – DODEA
- Super Timekeeper – DODEA Ungraded

Menu Path

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

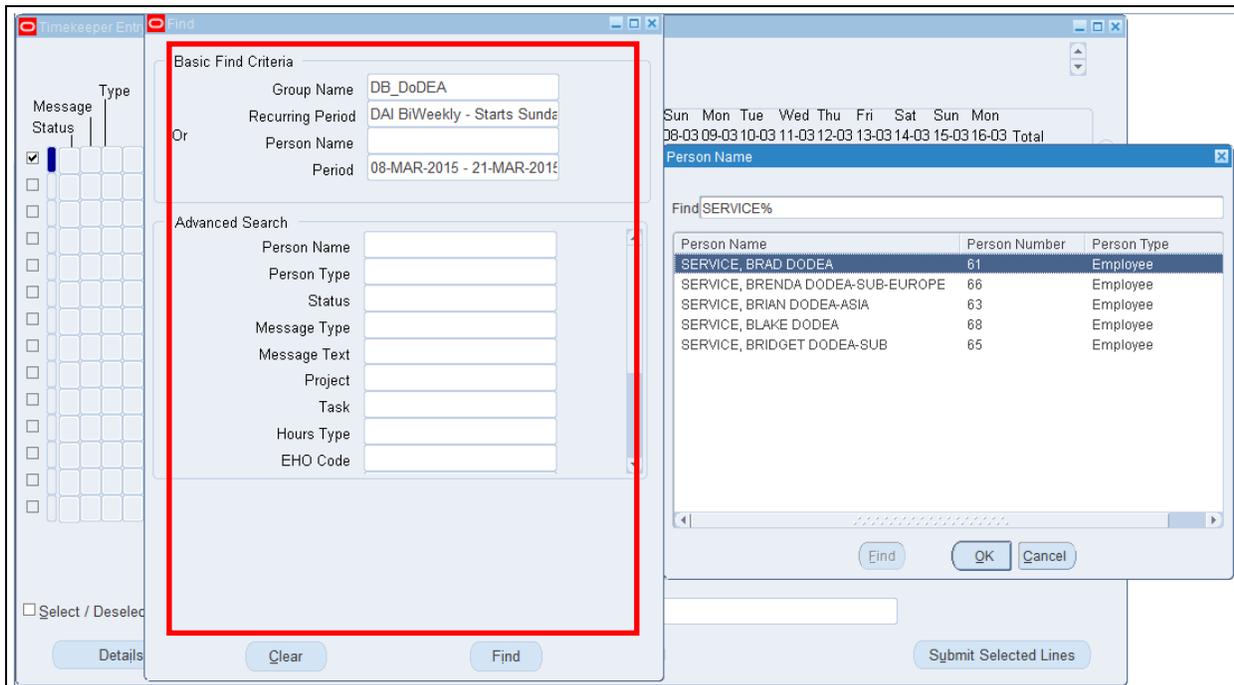
- Timekeeper Entry



Enter Time as a Timekeeper for a Graded Employee

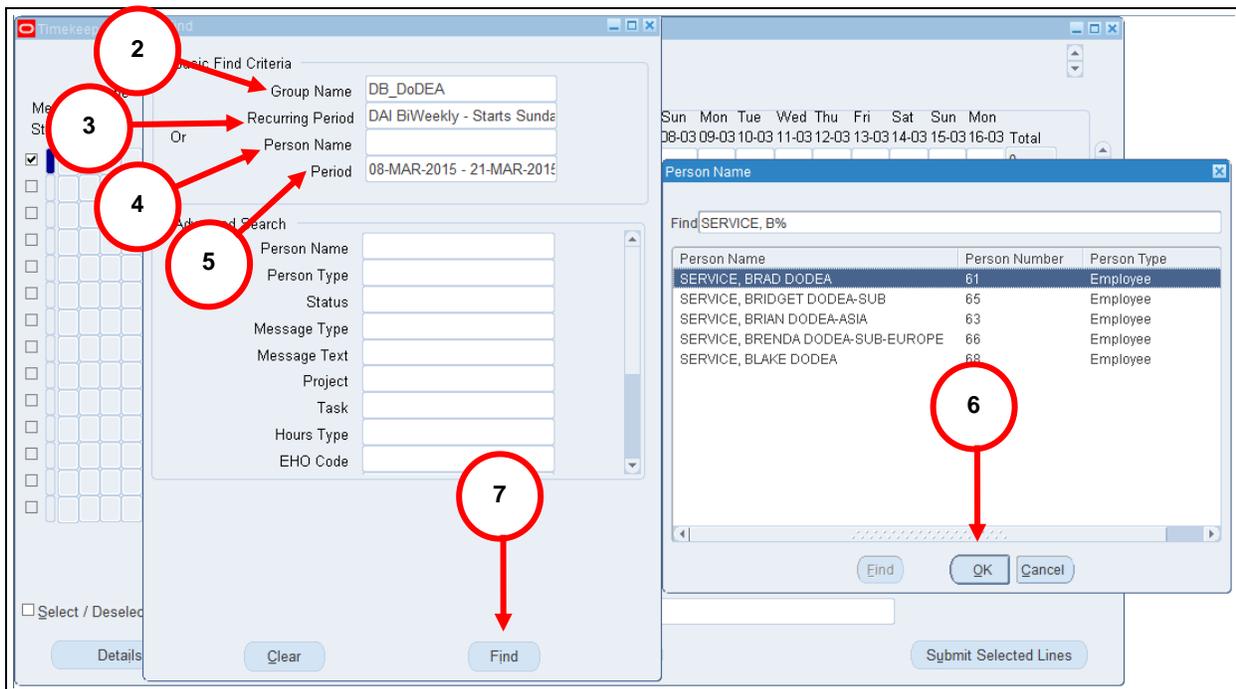
1. Start the task using the responsibility and menu path to open the **Find** form:
Responsibility: Limited Timekeeper – DODEA or Super Timekeeper – DODEA
Menu Path: Timekeeper Entry

The screenshot shows the DAI E-Business Suite interface. The top navigation bar includes the DAI logo, 'E-Business Suite', and links for 'Diagnostics', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'SERVICE.BEN.DODEA'. The main content area is titled 'Home' and contains two sections: 'Navigator' and 'Worklist'. The 'Navigator' section has a 'Personalize' button and a list of folders. The 'Worklist' section has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The 'From' column contains the text 'There are no notifications in this view.' and two links: 'TIP Vacation Rules' and 'TIP Worklist Access'. The 'Navigator' list includes folders for 'Employee Time User DoDEA', 'HR CSR DoDEA', 'HR Interface Administrator DoDEA', 'OTL CSR DoDEA', 'OTL Supervisor Approver DoDEA', 'Projects Budgets All DoDEA', 'Super Timekeeper DoDEA', 'Tour of Duty', 'Timekeeper Entry', 'DAI Tour of Duty', 'Employee Template Time Entry', 'Timekeeper Group', 'DAI Absence Management', 'Reports', and 'Super Timekeeper DoDEA Ungraded'. The 'Super Timekeeper DoDEA' folder and its sub-item 'Timekeeper Entry' are highlighted with red boxes. A red circle with the number '1' and an arrow points to the 'Timekeeper Entry' item.



The **Find** form provides two different search options:

Search Type	Description																				
Basic Find Criteria	The Basic search allows the Timekeeper to easily search for one employee's name, within a Timekeeper group, for any given pay period.																				
Advanced Search	<p>The Advanced Search options are more detailed and give the Timekeeper the option to search/filter the Timekeeper group employees by the following fields:</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Person Name</td> <td>Last, First Name</td> </tr> <tr> <td>Person Type</td> <td>Employee or Contingent Workers</td> </tr> <tr> <td>Status of Timecard</td> <td> <ul style="list-style-type: none"> • Approved • Deleted • Error • Rejected • Submitted • Working </td> </tr> <tr> <td>Message Type</td> <td> <ul style="list-style-type: none"> • All • Business Message • Error • Warning </td> </tr> <tr> <td>Message Text</td> <td>An open field with no defined list of values</td> </tr> <tr> <td>Project</td> <td>List of Values (LOV) enter % to view all possible projects</td> </tr> <tr> <td>Task</td> <td>Based off the project field and will display the applicable tasks associated to the Project</td> </tr> <tr> <td>Hours Type</td> <td>Searches on Hours Type codes</td> </tr> <tr> <td>EHO Code</td> <td>Searches by Environmental/Hazard/Other (EHO) codes</td> </tr> </tbody> </table>	Field Name	Description	Person Name	Last, First Name	Person Type	Employee or Contingent Workers	Status of Timecard	<ul style="list-style-type: none"> • Approved • Deleted • Error • Rejected • Submitted • Working 	Message Type	<ul style="list-style-type: none"> • All • Business Message • Error • Warning 	Message Text	An open field with no defined list of values	Project	List of Values (LOV) enter % to view all possible projects	Task	Based off the project field and will display the applicable tasks associated to the Project	Hours Type	Searches on Hours Type codes	EHO Code	Searches by Environmental/Hazard/Other (EHO) codes
Field Name	Description																				
Person Name	Last, First Name																				
Person Type	Employee or Contingent Workers																				
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EHO Code	Searches by Environmental/Hazard/Other (EHO) codes																				



2. Click in the **Group Name** field and enter the Timekeeper Group name or select it from the list of values.
3. **Recurring Period** – The default value **DAI Bi-Weekly – Starts Sunday** is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.
4. **Person Name** – Click the **Person Name** LOV icon  to search for and select the Employee's name.
5. **Period** – Select the desired Pay Period. The default value is the current Pay Period.
6. Click the **OK** button to populate the **Find** form with the employee name that matches the entered criteria.
7. Click the **Find** button to update the Timekeeper Entry form with the timecard of the employee in the **Person Name** field.



8. The checkbox defaults to checked, indicating that the line is selected.

9. **Status** - The status of the timecard is partially displayed. Click in the **Status** field and then click on the **Edit Field**  icon to display the hidden text.

Status	Status Color	Status Description
Approved	Green	The Timecard Approver has approved the timecard in the Worklist.
Error	Red	Time Entry rules, Project rules or TOD validations have been processed and erred on the timecard.
Reject	Red	The Timecard Approver has rejected the timecard in the Worklist.
Submitted	Green	Timecard has been submitted to the Timecard Approver for review (all validations have passed).
Working	Blue	Timecard details have been entered and saved, but not submitted to the Timecard Approver. (Note: In this phase, only Time Entry and Project rules have been processed, NOT the TOD validation.)

10. **Type** - Displays the employee type, such as Employee or Contingent Worker.



Message Status	Type	Person Name	Hours Type	EHO Code	ND Ind	Fri 10-04	Sat 11-04	Sun 12-04	Mon 13-04	Tue 14-04	Wed 15-04	Thu 16-04	Fri 17-04	Sat 18-04	Total
✓	W	Er	SERVICE, BRAD	RG - Regular Grade					8	8	8	8	8		72
✓	W	Er	SERVICE, BRAD	RG - Regular Grade	TW - Telework Reg	8									8

16. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. Use a separate line for each Project/Task/Type combination.
Tip: The **View Tour of Duty (TOD)**  icon in the toolbar provides the Tour of Duty information for the highlighted employee. This will assist the Timekeeper in ensuring the time entered matched the employee's TOD.

17. Timecard Buttons

Button Name	Description
Details	Enter comments as necessary.
Messages	Displays warning and error message details.
Mass Edits	Provides the ability to perform a Mass Edit to multiple timecards.
Day Totals	Sum of the hours entered per day at the bottom of the timecard.
Submit Selected Lines	Submits selected lines for time entry rules and TOD validations. Upon successful validation, submits the timecard for approval.



19. Refresh the **Timekeeper Entry** screen by pressing the **Ctrl** and **F11** keys on the keyboard simultaneously.

The timecard will remain in a **Submitted** status until the Timecard Approver responds to the notification. If the timecard is changed while in a Submitted status, it will need to be resubmitted. The timecard will remain in a **Working** status until the validations are processed and the screen is refreshed a second time, when it will return to a **Submitted** status.

Note: Changes may be made to the timecard during the current pay period or within a few days of the end date of the pay period up until 4PM Central Time when the payroll process is run. Timecard changes can be made retroactively. For timecard changes affecting an employee's paycheck, the paycheck changes will be processed within the current pay period at the time the correction is made within the system.

Result

Congratulations! You have successfully entered a timecard as a Timekeeper.



Enter Time for a Group of Employees as a Timekeeper

1. Start the task using the responsibility and menu path to open the **Find:**
Graded: Responsibility: Limited Timekeeper – DODEA or
Super Timekeeper – DODEA
Menu Path: Timekeeper Entry
Ungraded: Responsibility: Limited Timekeeper – DODEA Ungraded or
Super Timekeeper – DODEA Ungraded
Menu Path: Timekeeper Entry

The screenshot shows the DAI E-Business Suite interface. The top navigation bar includes the DAI logo, 'E-Business Suite', and links for 'Diagnostics', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'SERVICE.BEN.DODEA'. The main content area is divided into a 'Home' section with a 'Favorites' dropdown and a 'Worklist' section. The 'Navigator' pane on the left contains a tree view of menu items. A red box highlights the 'Super Timekeeper DoDEA' folder, and another red box highlights the 'Timekeeper Entry' item, with a red circle containing the number '1' and an arrow pointing to it. The 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due', and a message stating 'There are no notifications in this view.' Below the table are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

- | | |
|----|--|
| 2. | Click in the Group Name field and enter the Timekeeper Group name or select it from the list of values. |
| 3. | Recurring Period – The default value DAI Bi-Weekly – Starts Sunday is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday. |
| 4. | Period – Select the desired Pay Period. The default value is the current Pay Period. |
| 5. | Click the Find <input type="button" value="Find"/> button to populate the Timekeeper Entry form with group that matches the selected criteria.

Note: Use the Advanced Search options to add additional search criteria, as needed. |



Employee Type Decision

If...	Proceed to...
Employee group is Graded	Step 6
Employee group is Ungraded	Step 13

- | | |
|----|---|
| 6. | The checkbox defaults to checked, indicating that the line is selected. Only lines containing data will be transmitted regardless of the checkboxes marked. |
| 7. | Project - Select the employee's Project number from the list of values. |
| 8. | Task - Select the related project Task appropriate for the Project number selected.
Note: Tasks represent specific activities within a project and are agency-defined. |
| 9. | Hours Type - Select the type of hours being entered from the list of values. Separate rows need to be entered for each Project, Task, and Hours Type combination.
Note: To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign to display all codes. |



Message Status	Type	Person Name	Hours Type	EHO Code	ND Indicator	Sun 19-04	Mon 20-04	Tue 21-04	Wed 22-04	Thu 23-04	Fri 24-04	Sat 25-04	Sun 26-04	Mon 27-04	Total
<input checked="" type="checkbox"/>	Er	SERVICE, BLAKE	RG - Regular Grade					8	8	8				8	64
<input checked="" type="checkbox"/>	Er	SERVICE, BLAKE	RG - Regular Grade	TW - Telework Reg						8					8
<input checked="" type="checkbox"/>	Er	SERVICE, BLAKE	LH - Holiday Leave				8								8
<input checked="" type="checkbox"/>	Er	SERVICE, BRAD	RG - Regular Grade					8	8	8	8			8	64
<input checked="" type="checkbox"/>	Er	SERVICE, BRAD	RG - Regular Grade	TW - Telework Reg											8
<input checked="" type="checkbox"/>	Er	SERVICE, BRAD	LH - Holiday Leave				8								8

- 10. **EHO Code** – (Optional) Select the Environmental/Hazard/Other code from the LOV. If the employee worked hours under environmental, hazardous or “Other” conditions, enter the two position alpha code.
- 11. **ND Indicator** – (Optional) Select Yes or No from the LOV. ND hours can be part of the employee’s normal TOD and must be accounted for on the TOD form. Or if approved exception hours are worked by the employee above their normal Tour of Duty within the 1800 to 0600 time frame, these hours can be accounted for separately on the timecard at the ND premium rate.
- 12. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. If multiple projects/task or hours types are worked by an employee, enter each on separate lines.
Proceed to Step 21.

Message Status	Type	Person Name	Project	Task	Hours Type	Fri 08-05	Sat 09-05	Sun 10-05	Mon 11-05	Tue 12-05	Wed 13-05	Thu 14-05	Fri 15-05	Sat 16-05	Total
<input checked="" type="checkbox"/>	Er	SERVICE, BETSY	DODEA_PAYROLL	HQ PAYROLL - HC	RF - Regular First	8				8	8	8	8		72
<input checked="" type="checkbox"/>	Er	SERVICE, BETSY	DODEA_PAYROLL	HQ PAYROLL - HC	LH - Holiday Leave				8						8
<input checked="" type="checkbox"/>	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC	RS - Regular Secor	8				8	8	8	8		72
<input checked="" type="checkbox"/>	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC	LH - Holiday Leave				8						8



- 13. The checkbox defaults to checked, indicating that the line is selected. However, only lines containing data will be transmitted regardless of the checkboxes marked.
- 14. **Project** - Select the employee's Project number from the list of values.
- 15. **Task** - Select the related project Task appropriate for the Project number selected.
Note: Tasks represent specific activities within a project and are agency-defined.
- 16. **Hours Type** - Select the type of hours being entered from the list of values. Separate rows should be entered for each Project, Task, and Hours Type combination.
Note: To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign.

- 17. **EHO Code** – (Optional) Select the Environmental/Hazard/Other code from the LOV. If the employee worked hours under environmental, hazardous or “Other” conditions, enter the two position alpha code.
- 18. **Shift Code Overr (Override):** Shift code override is used when an employee either works a shift that is unscheduled or works into the next shift. This employee will receive pay for all hours worked based on the new shift rate.
- 19. **Last Hour Ind (Indicator):** Select Y for the Last Hour Indicator **IF** the employee has:
 - Environmental exposure on his Last Scheduled Hour of the period
 - A Shift Override on the Last Hour of his Workday
 - an 'F' EHO Code on the last hour of their last scheduled workday of the period
 - Worked multiple Shifts in a Pay Period (if Rotating Shift Indicator is not set to 'Y')
- 20. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. Use a separate line for each Project/Task/Type combination.



FRM-40400: Transaction complete: 6 records applied and saved.
 Record: 1/6 ... List of Valu... <OSC>

- Click the **Submit Selected Lines** button, to process the entered timecards; a message appears at the bottom of the screen indicating the number of records saved. Upon submittal, the records are updated with a **Working** status if the Time Entry rules, TOD, and Project rules all pass validation, or an **Error** status will display. Click the **Messages** button to display any error message details.

Note: The Tour of Duty validation is ignored for new employees with a start date after the first day of the pay period.

Result

Congratulations! You have successfully entered time for a group of employees.



Mass Edit Timecards

1. Start the task using the responsibility and menu path to open the **Find**:

Graded: Responsibility: Limited Timekeeper – DODEA or
Super Timekeeper – DODEA

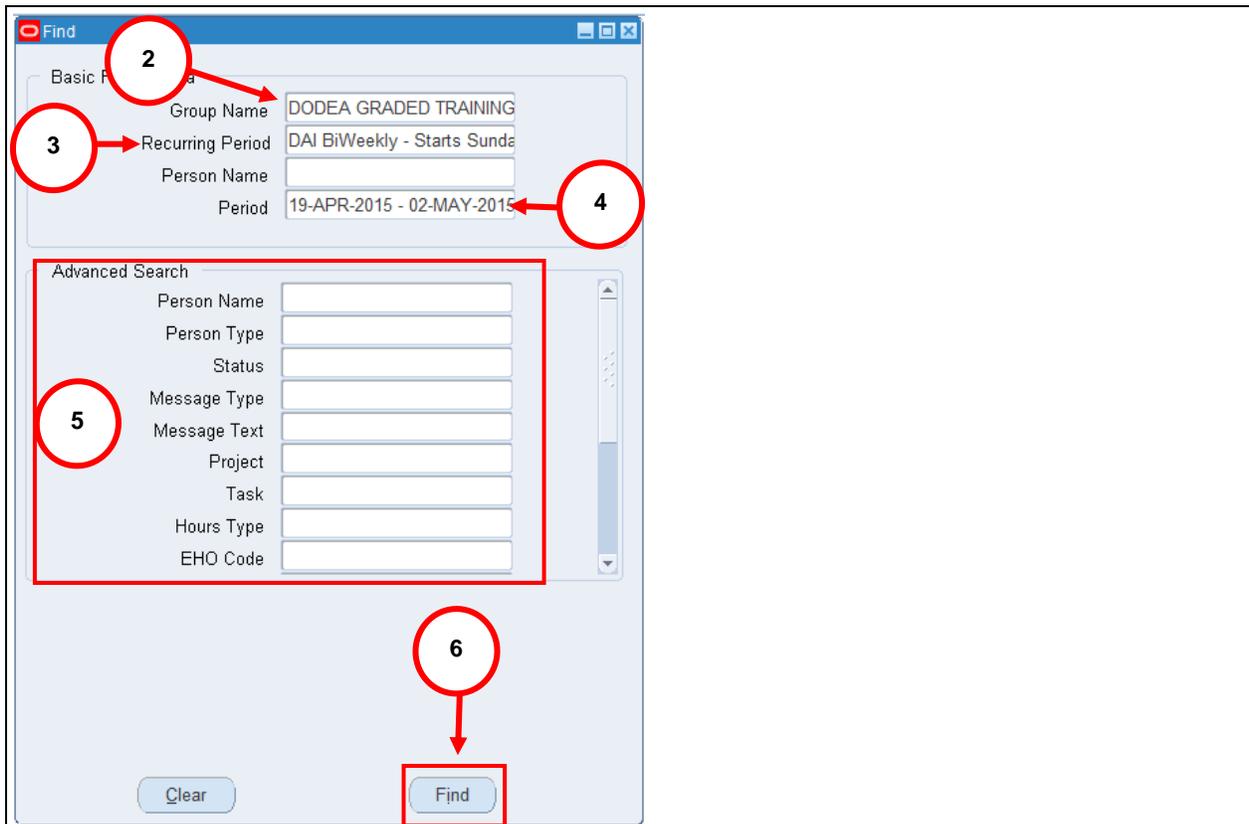
Menu Path: Timekeeper Entry

Ungraded: Responsibility: Limited Timekeeper – DODEA Ungraded or
Super Timekeeper – DODEA Ungraded

Menu Path: Timekeeper Entry

The Mass Edit capability allows Timekeepers to make the same update to multiple timecards at once.

The screenshot shows the E-Business Suite interface. The top navigation bar includes the DAI logo, 'E-Business Suite', and links for 'Diagnostics', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'SERVICE.BEN.DODEA'. The main content area is divided into a 'Home' section and a 'Worklist' section. The 'Navigator' pane on the left contains a tree view of application menus. A red box highlights the 'Super Timekeeper DoDEA' folder, and another red box highlights the 'Timekeeper Entry' menu item. A red circle with the number '1' and an arrow points to the 'Timekeeper Entry' menu item. The 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due', and a message stating 'There are no notifications in this view.' Below the table are two links: 'TIP Vacation Rules' and 'TIP Worklist Access'.



2. **Group Name** – Click the **Group Name** LOV  icon and search and select the appropriate timekeeper group.
3. **Recurring Period** –The default value, **DAI Bi-Weekly – Starts Sunday** is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.
4. **Period** – Select the desired Pay Period. The default value is the current Pay Period.
5. The **Advanced Search** options allow the Timekeeper to search/filter the Timekeeper group of employees by the following fields:
 - Person Name
 - Person Type
 - Status of Timecard
 - Message Type
 - Message Text
 - Project
 - Task
 - Hours Type
 - EHO Code
6. Click the **Find**  button to populate the **Timekeeper Entry** form with the timecards of those employees within the selected Timekeeper Group.

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 19-04	Mon 20-04	Tue 21-04	Wed 22-04	Thu 23-04	Fri 24-04	Sat 25-04	Sun 26-04	Mon 27-04	Total
<input checked="" type="checkbox"/>	S Me Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC	LH - Holiday Leave		8								8
<input type="checkbox"/>	S Me Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC			8	8	8					8	64
<input type="checkbox"/>	S Me Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC						8					8
<input checked="" type="checkbox"/>	S Me Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	LH - Holiday Leave	8									8
<input type="checkbox"/>	S Me Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade		8	8	8	8				8	64
<input type="checkbox"/>	S Me Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade										8

7. Click the checkbox next to each timecard line within the Timekeeper Group which requires a mass update.
8. Click the **Mass Edit** button open the Mass Edit form.



9. Select the **Mass Edit Type** from the drop-down list of values.
- Find and Replace a line:** Performs a search on the values entered in the **Find** line and replaces the information with the criteria on the **Replace** line. Any replacement of Project and Task must include Hours Type. To maintain daily hours already entered on the timecard, leave the replacement row of daily hours blank. This will retain the hours previously entered.
 - Find and Add a new line:** This function performs a search on the values entered in the Find line. If a match is found, a new line will be added to the timecard with the values entered in the Add line (e.g. eight holiday hours applied to all selected).
 - Delete a line from timecard:** Deletes the lines from the timecard(s) when the line matches the criteria entered in the Delete line fields. Use the wildcard (%) or exact values for pattern matching when using this Mass Edit type.
 - Add a new line to a timecard:** Allows the user to add values to the selected timecard(s). Wildcards are not appropriate for this Mass Edit Type. Use actual values to add a line.

Note: The wildcard or % sign preserves the previously entered value and includes it in the newly added line. If there is not a value in the field (e.g. the **Find** row contains a wildcard (%) and the corresponding field is blank in the **Replace** row) then the original value for that line is retained).

Group Type	Fields Available for Update					
GRADED	Project	Task	Hours Type	EHO Code	ND Ind	
UNGRADED	Project	Task	Hours Type	EHO Code	Shift Code Overr	Last Hour Ind.

Mass Edit

Mass Edit Type
 Find and Replace a line

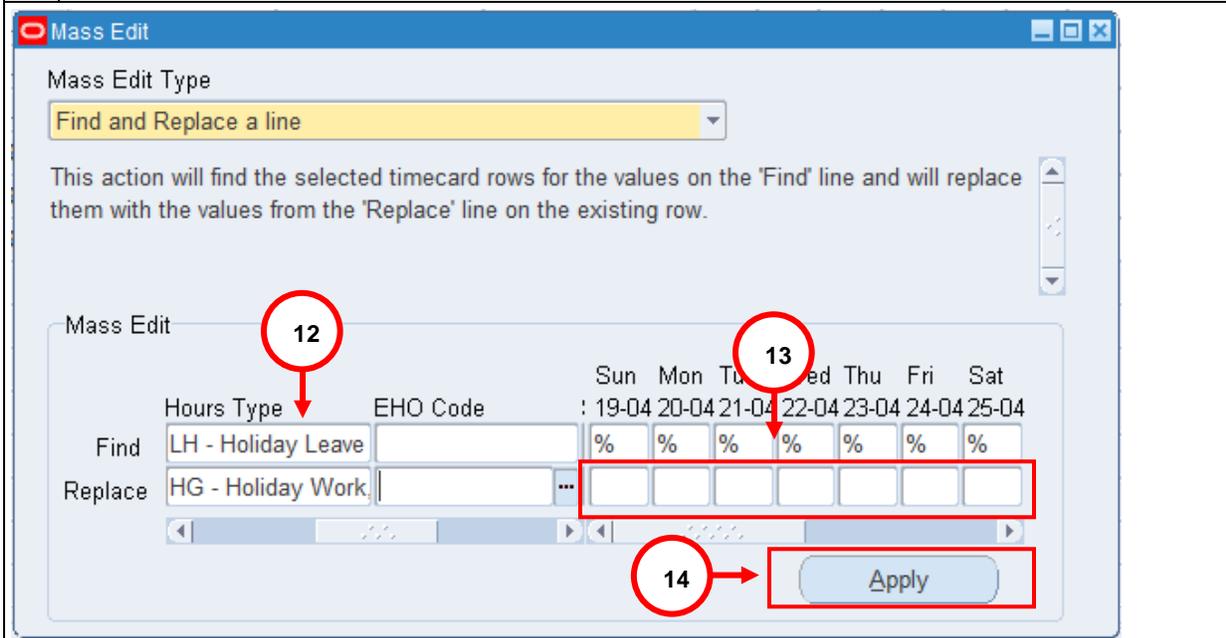
This action will find the selected timecard rows for the values on the 'Find' line and will replace them with the values from the 'Replace' line on the existing row.

Mass Edit

	Project	Task	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Find	DODEA_PAYROLL	HQ PAYROLL - HC	%	%	%	%	%	%	%
Replace	DODEA_PAYROLL	HQ PAYROLL - HC							

Apply

10. **Project** – Select a Project from the LOV in the **Find** row. This should be the Project on the existing timecard which needs to be replaced. In the **Replace** row, enter or search for and select the appropriate Project.
11. **Task** – Select a Task from the LOV in the **Find** row. This should be the Task on the existing timecard which needs to be replaced. In the **Replace** row, enter or search for and select the appropriate Task.



12. **Hours Type** – Enter the Hours Type which corresponds to the timecards that require updates.
Note: If a Project and/or Task is updated, the Hours Type is mandatory as part of the Mass Edit criteria.
13. Update the hours per day, if necessary. To retain the hours already entered on the timecard, leave the **Replace** row blank.
14. Click the **Apply** button to update the timecard lines.



Timekeeper Entry
 DODEA GRADED TRAINING/DAI BiWeekly - Approver Comments
 19-APR-2015 - 02-MAY-2015

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 19-04	Mon 20-04	Tue 21-04	Wed 22-04	Thu 23-04	Fri 24-04	Sat 25-04	Sun 26-04	Mon 27-04	Total
<input checked="" type="checkbox"/>	S	Mk	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC	HG - Holiday Work	8							8
<input type="checkbox"/>	S	Mk	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC		8	8	8				8	64
<input checked="" type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	HG - Holiday Work	8			8				8
<input type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade		8	8	8	8		8	64
<input type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade								8

0 0 0 0 0 0 0 0

Select / Deselect All Comment

Details Messages Mass Edit Day Totals **Submit Selected Lines**

15. The timecard is updated based on the information input on the **Mass Edit** for. Click the **Submit Selected Lines** **Submit Selected Lines** button. All validations will be performed.

Timekeeper Entry
 DODEA GRADED TRAINING/DAI BiWeekly - Approver Comments
 19-APR-2015 - 02-MAY-2015

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 19-04	Mon 20-04	Tue 21-04	Wed 22-04	Thu 23-04	Fri 24-04	Sat 25-04	Sun 26-04	Mon 27-04	Total
<input checked="" type="checkbox"/>	S	Mk	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PAYROLL - HC	HG - Holiday Work	8							8
<input type="checkbox"/>	S	Mk	Er	SERVICE, BLAKE	DODEA_PAYROLL	HQ PA								8	64
<input checked="" type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PA								8	8
<input type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PA								8	64
<input type="checkbox"/>	S	Mk	Er	SERVICE, BRAD	DODEA_PAYROLL	HQ PA								8	8

0 0 0 0 0 0 0 0

Select / Deselect All Comment

Details Messages Mass Edit Day Totals Submit Selected Lines

Note
 APP-HXC-366304: Timekeeper Submit Request: 19216090 .

OK

16. Click **OK** to acknowledge the Timekeeper Submit Request ID.

Result

Congratulations! You have successfully performed a timecard Mass Edit.