



## **Time and Labor (OTL)**

Review Timecard Approver  
Delegation Report

DoDEA R12 Work Instructions



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
11-Sep-2014	Robin Hardy	1.0	R12 Upgrade

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### Reviewers

Date	Name	Position
15-Sep-2014	Bill Mohamed	Work Force Preparation, Lead

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### Distribution

Copy No.	Name	Location
1	DODEA R12 Timecard Approver Delegation Report	DEPS

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## Business Process Description

Use this report to show OTL Supervisor Approvers who have created a Worklist delegation or vacation rule within DAI. It is recommended that ALL supervisors have at least 3 delegates set up as backup approvers for timecards.

### Major Features

The Timecard Approver Delegation Report provides the following information:

Headings	Description
<b>Delegation Description</b>	Open entry field populated by the Approver to describe the delegation reason. (optional)
<b>Delegated Person</b>	Approver's subordinate.
<b>Delegation Type</b>	Delegation type of either Worklist delegation or Vacation rule.
<b>Effective Date</b>	Date the report is run within DAI.
<b>End Date</b>	End date to terminate the Worklist or Vacation rule.
<b>Organization</b>	
<b>Start Date</b>	Start date to initiate the Worklist or Vacation rule.
<b>Timecard Approver`</b>	Name of the OTL Supervisor Approver.

**Note:** Use the Timecard Approver Subordinates report to view a listing of employees who are assigned to individual OTL Supervisor Approvers.

### Trigger

A DAI user needs to determine which backup or alternate approver might receive a timecard for an approver that is out or unable to approve a timecard. A DAI user wants to confirm that each approver has a backup or delegate approver setup for vacation or delegation purposes.

### Prerequisites

- Users and Supervisors must exist in DAI.
- A supervisor must have established a Worklist delegation or Vacation rule.

### Responsibilities

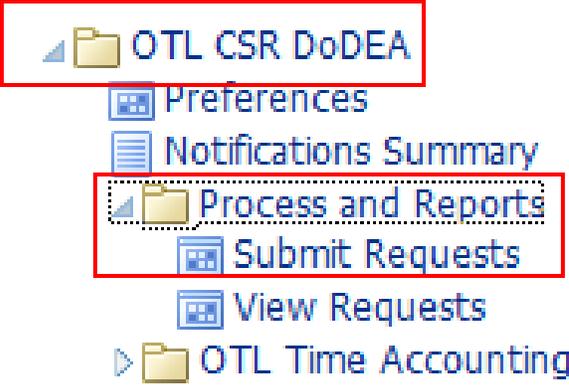
- OTL CSR – DODEA
- OTL Supervisor Approver – DODEA

### Menu Path

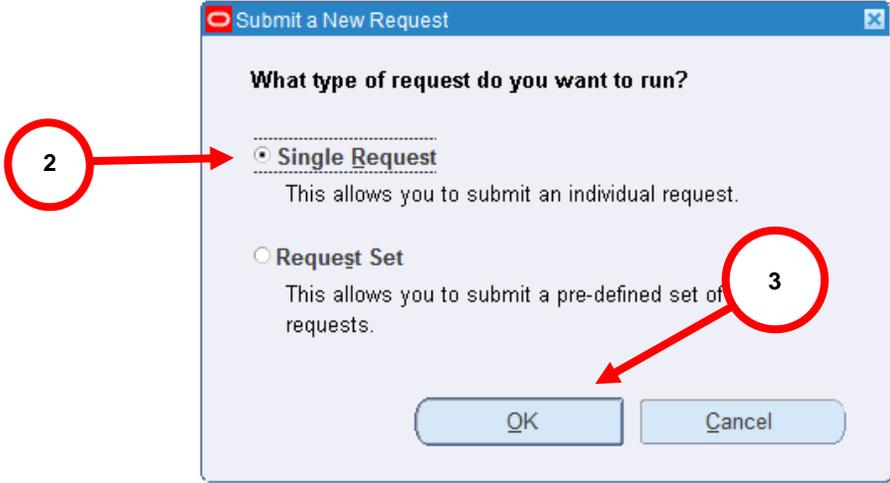
Use the following menu path to begin this task:

- Process and Reports → Submit Request

**Training Exercise:** Create and run a Timecard Approver Delegation Report.

Review Timecard Approver Delegation Report	
1.	Start the task using the responsibility and menu path to open the <b>Submit Request</b> form: <ul style="list-style-type: none"><li>• <b>Responsibility:</b> OTL CSR – DODEA</li><li>• <b>Menu Path:</b> Process and Reports → Submit Request</li></ul>
Navigator	 <p>The screenshot shows a vertical navigation menu with the following items: 'OTL CSR DoDEA' (highlighted with a solid red box), 'Preferences', 'Notifications Summary', 'Process and Reports' (highlighted with a dashed red box), 'Submit Requests' (highlighted with a solid red box), 'View Requests', and 'OTL Time Accounting'.</p>

**Submit Request**



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2.	Select the <b>Single Request</b> radio button.
3.	Click the <b>OK</b> button to open the <b>Submit Request</b> form.

**Submit Request - Report**

Run this Request...

Name

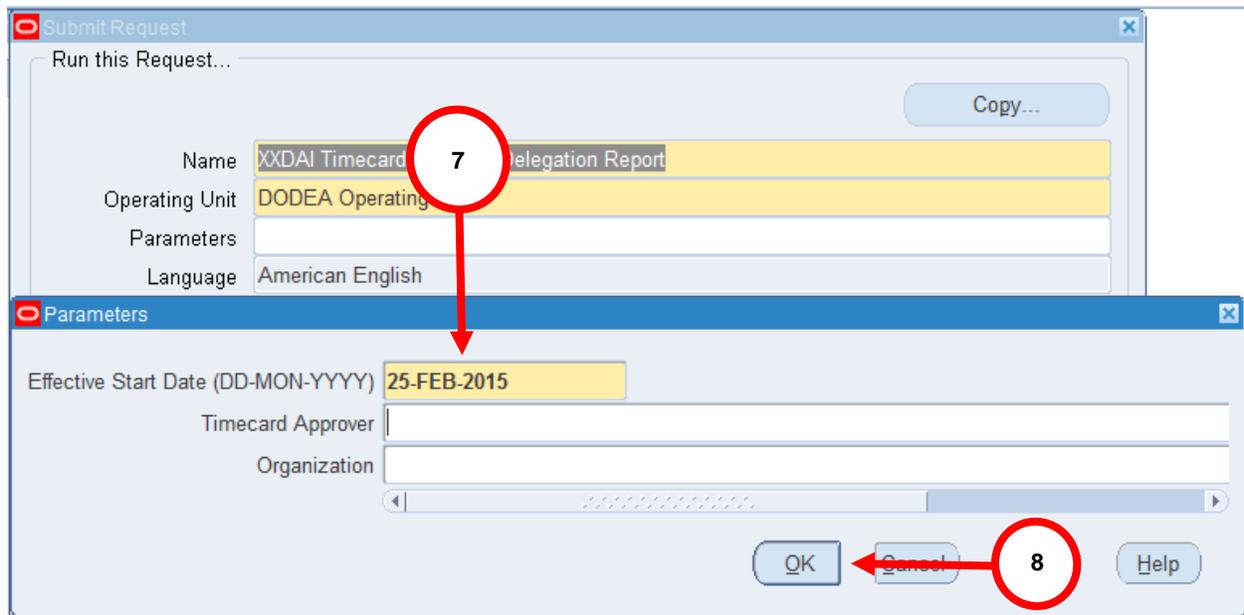
Find

Name	Application
XXDAI Automatic Timecard Generation process	XXCustom
XXDAI DCPS SDA Outbound Report	XXCustom
XXDAI Leave Availability Report	XXCustom
XXDAI Timecard Approver Delegation Report	XXCustom
XXDAI Timecard Approver Subordinate Report	XXCustom
XXDAI Timecard Audit Report	XXCustom
XXDAI Timecard Detail Report	XXCustom
XXDAI Timecard Summary Report	XXCustom
XXDAI Timekeeper Report	XXCustom

Buttons: Find, OK, Cancel

4. Enter **XXDAI%** in the **Name** field and press the **Tab** key for a list of standard reports available to this responsibility.
5. Select the report name "**XXDAI Timecard Approver Delegation Report**" from the Reports list.  
**Note:** Once the **Name** field is populated with the report name, the **Operating Unit** field will automatically enter the agency operating unit name.
6. Click the **OK** button to open the **Parameters** form for this report.

### Submit Request-Parameters



- |    |   |
|----|---|
| 7. | <p>Enter the <b>Effective Start Date (DD-MON-YYYY)</b>. (Today's date for the most up to date report)</p> <p><b>Note:</b> This determines the delegations that appear in the report and are based on those delegations where the Start date is on or prior to the date entered. Yellow fields are required parameter fields.</p> <p><b>Note:</b> This report's design phase has been completed. Additional options would be:</p> <ul style="list-style-type: none"><li>a) to run the report with a <b>Timecard Approver</b>, select in the <b>Timecard Approver</b> field and enter the <b>OTL Supervisor Approver</b> name in this field.</li><li>b) to run this report for an <b>Organization</b>, select an <b>Organization</b> in the <b>Organization</b> name field.</li></ul> |
| 8. | <p>Click the <b>OK</b> button to complete the <b>Parameters</b> selection.</p>  |

### Submit Request

Run this Request...

Name: XXDAI Timecard Approver Delegation Report

Operating Unit: DODEA Operating Unit

Parameters: 25-FEB-2015::

Language: American English

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

Save all Output Files  Byrst Output

Layout: [Empty]

Notify: [Empty]

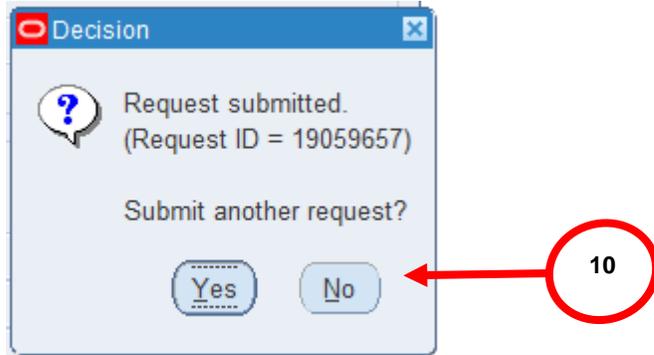
Print to: noprint

Buttons: Copy..., Language Settings..., Debug Options, Schedule..., Options..., Delivery Opts, Help (C), Submit, Cancel

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9. Click the **Submit** button to run the report.

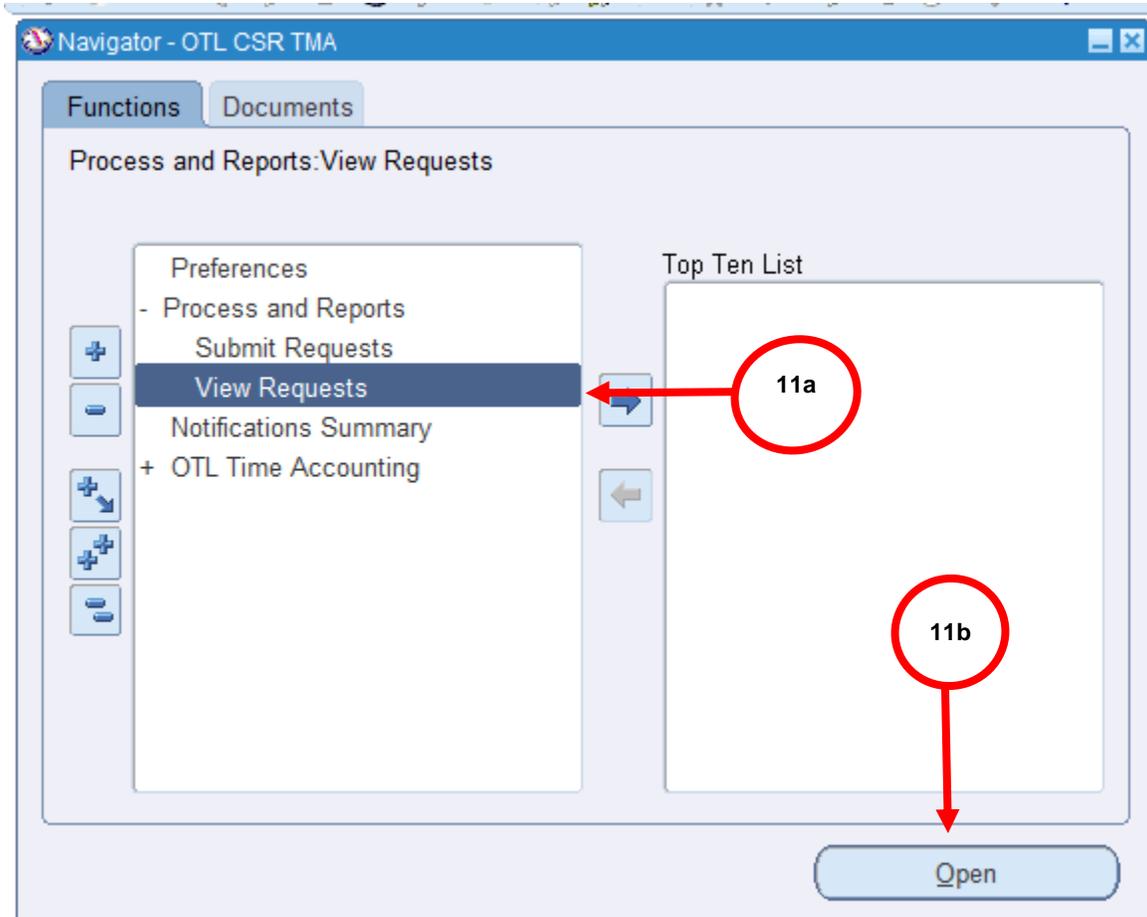
**Decision**



10.

**Decision** – If you would like to submit another request, click the  button. Otherwise, click the  button to submit the request.

### View Request



- 11.
- a) Select the **View Requests** function.
  - b) Click the **Open** button to open the **Requests** window.

**Note:** Double-clicking the **View Requests** function will also open the **Requests** window.

### Find Request

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By

Select the Number of Days to View:

12. Click the **Find** button to display the **Requests** box.

**Note:** The **Find Requests** form defaults to **All My Requests**.

**Requests form**

Request ID	Name	Parent	Phase	Status	Parameters
19059657	XXDAI Timecard Approver C		Completed	Normal	2015/02/25 00:00:00, , , 4357
19051653	XXDAI Timecard Approver S		Completed	Normal	2015/02/24 00:00:00, 72684, ,
19051417	XXDAI Timekeeper Report		Completed	Normal	226, 2015/02/24 00:00:00, , ,
19003393	DQM Serial Sync Index Pr		Completed	Normal	
19003366	DQM Serial Sync Index Pr		Completed	Normal	
19003352	DQM Serial Sync Index Pr		Completed	Normal	

- 13.**
- a) Click the **Refresh Data** button if the report does not display as **Completed** in the **Phase** column and **Normal** in the **Status** column.
  - b) Click the **View Output** button to view the **Timekeeper Report**. The **ID Request** number should match the number show on the **Decision** box in step 10.
- Note:** This process may require the **Refresh Data** button to be clicked multiple times. If the report does not display in a **Complete** and **Normal** status, please contact the **DAI Agency Help Desk** for assistance.

Review Timecard Approver Delegation Report

Defense Agencies Initiative

Timecard Approver Delegation Report																						
<p>***No Data Found for XXDAI Timecard Approver Delegation Report***</p> <p>Parameters:</p> <p>Effective Date : 2015/02/25 00:00:00                      Timecard Approver :                      Organization :</p>																						
<p>XXDAI Timecard Approver Delegation Report As Of 2015/02/25 0</p> <table border="0"> <tr> <td>Delegation Type</td> <td>Timecard Approver</td> <td>Organization</td> <td>REPORT RUN DATE: 25-FEB-2015</td> <td>Start Date</td> <td>End Date</td> <td>Description</td> </tr> <tr> <td>No Rules/Delegations</td> <td>SERVICE, BEN DODEA</td> <td>DODEA TEST ORGANIZATION</td> <td>Employee Assigned</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No Rules/Delegations</td> <td>WADE, KRISTIN R</td> <td>HEADQUARTERS</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Delegation Type	Timecard Approver	Organization	REPORT RUN DATE: 25-FEB-2015	Start Date	End Date	Description	No Rules/Delegations	SERVICE, BEN DODEA	DODEA TEST ORGANIZATION	Employee Assigned				No Rules/Delegations	WADE, KRISTIN R	HEADQUARTERS				
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No Rules/Delegations	SERVICE, BEN DODEA	DODEA TEST ORGANIZATION	Employee Assigned																			
No Rules/Delegations	WADE, KRISTIN R	HEADQUARTERS																				
Header Details	Description																					
Report Name and Report Date	XXDAI Timecard Approver Delegation Report (today's date)																					
Report Run Date	Date the report is run within DAI																					
Column Heading	Description																					
Delegation Type	Delegation type of: <ul style="list-style-type: none"> <li>No Rules/Delegation</li> <li>Vacation Delegation</li> <li>Worklist Delegation</li> </ul>																					
Timecard Approver	Name of the OTL Supervisor Approver																					
Organization	Approver's assigned Organization																					
Employee Assigned	Approver's subordinate																					
Start Date	Start date to initiate the Worklist or Vacation rule																					
End Date	End date to terminate the Worklist or Vacation rule																					
Description	Open entry field populated by the Approver to describe the delegation reason. (optional)																					
14.	View the Timecard Approver Delegation Report.																					
Result																						
<p>Congratulations! You have successfully generated the <b>Timecard Approver Delegation Report</b>.</p>																						