Time and Labor (OTL)

Review Timekeeper Report

DoDEA R12 Work Instructions

Document Control

Change Record

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

Reviewers

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

Distribution

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1	DODEA R12 Review Timekeeper Report	DEPS

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Business Process Description

Timekeeper Report provides information on Timekeepers and Timekeeper Groups based on the parameter values entered for an agency. It displays each DAI user who has a Timekeeper responsibility, the name of all their Timekeeper Groups, and the names of each employee within each of the Timekeeper Groups. A number of parameters are available, so the user may choose to run the report for a single Organization, Timekeeper or Employee.

Major Features

The **Timekeeper Report** provides the following information:

Name of Column	Description
Timekeeper Name	Name of the person who has the Timekeeper responsibility.
Timekeeper Organization	Organization of the Timekeeper.
Timekeeper Person Type	Current employment status of the Timekeeper such as: • DAI Active Military • DAI Contingent Worker • Employee
Timekeeper Group Name	Defined by the Agency/Organization assigned to a group of individuals to be part of a group.
Employee Name	Employee's Full Name
Employee Person Type	Current employment status of the Employee such as: • DAI Active Military • DAI Contingent Worker • Employee
Employee Assignment	Employee's assignment status from the Employee Record Assignment form in DAI.
Employee Organization	Organization of the Employee as defined by the Agency.

Note: An electronic copy of the report will be generated on demand as a concurrent request. The output is tab-delimited, so it can be exported into Excel. Multiple employees may be assigned to a Timekeeper Group, and one employee may be assigned to multiple Timekeeper Groups.

Business Process Description *(Cont.)*

Trigger

A user needs to view all employees and timekeepers within a timekeeper group(s).

Prerequisites

- Employees and Supervisors must be loaded and synchronized
- Timekeeper Groups established in DAI with:
    - At least one Timekeeper associated with the group
    - At least one employee assigned to the Timekeeper Group

Responsibilities

This report can be run by the following responsibilities:

- OTL CSR – DODEA
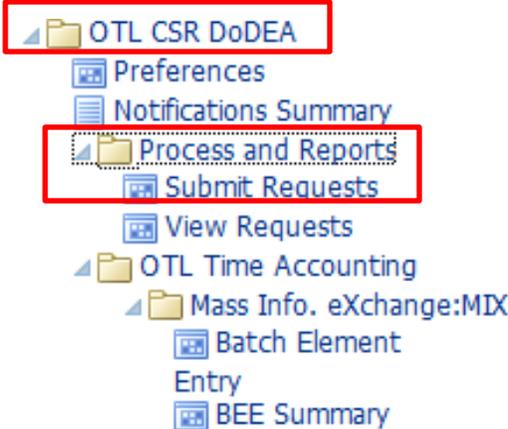- Limited Timekeeper- DODEA
- Super Timekeeper – DODEA

Menu Path

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

- Process and Reports → Submit Request

Training Exercise:

- Create a Timekeeper report.

Review Timekeeper Report

1.	Start the task using the responsibility and menu path to open the **Submit a New Request** form:
	Responsibility: OTL CSR – DODEA
	Menu Path: Process and Reports → Submit Requests
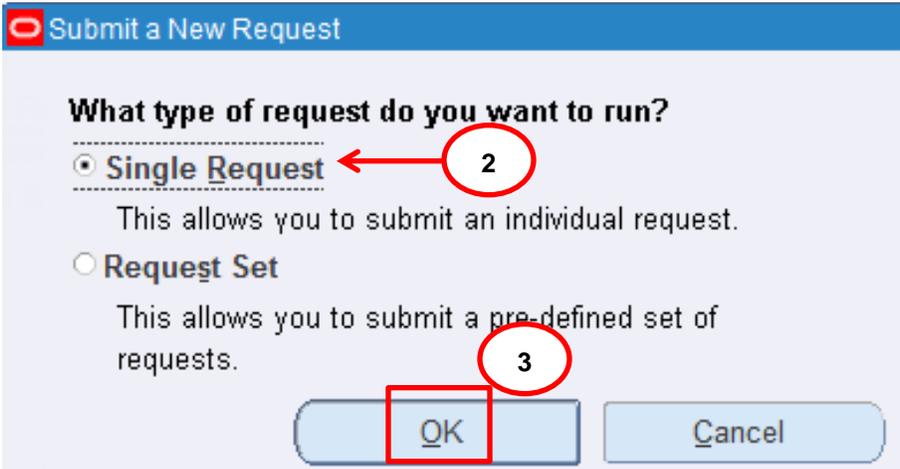
2.	Select the **Single Request** radio button. (Default)
3.	Click the **OK** button to open the **Submit Request** form.

Submit Request

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 **"XXDAI Timekeeper Report"** from the **Reports** List of Values or **LOV**. **Note**: Once the **Name** field is populated with the report name, the **Operating Unit** field will automatcially enter the agency operating unit name.
6.	Click the **OK** button to open the **Parameters** form.

Submit Request – Parameters

7.	Populate the parameters using the list of values in each row. Yellow fields are required parameters.

a) Click the **LOV** icon (If the **LOV** icon is not displayed, stretch the parameters box to view it.) This will populate the **Payroll Name** field automatically.

b) Enter the **Effective Date** for the report in the format of : **DD-MMM-YYYY**

c) Click the **OK** button to display the employee name list.

Note: This report's design phase has been completed. Additional options would be:
a) to run the report to include a specific **Organization** to return a list for only that **Organization** entered.
b) to run the report to include a specific **Timekeeper Name** to return a list for only that **Timekeeper's Name** entered.
c) to run the report for a specific **Employee Name** to return a list for only that employee.

Submit Request – Submit

8.	Click the **Submit** button.

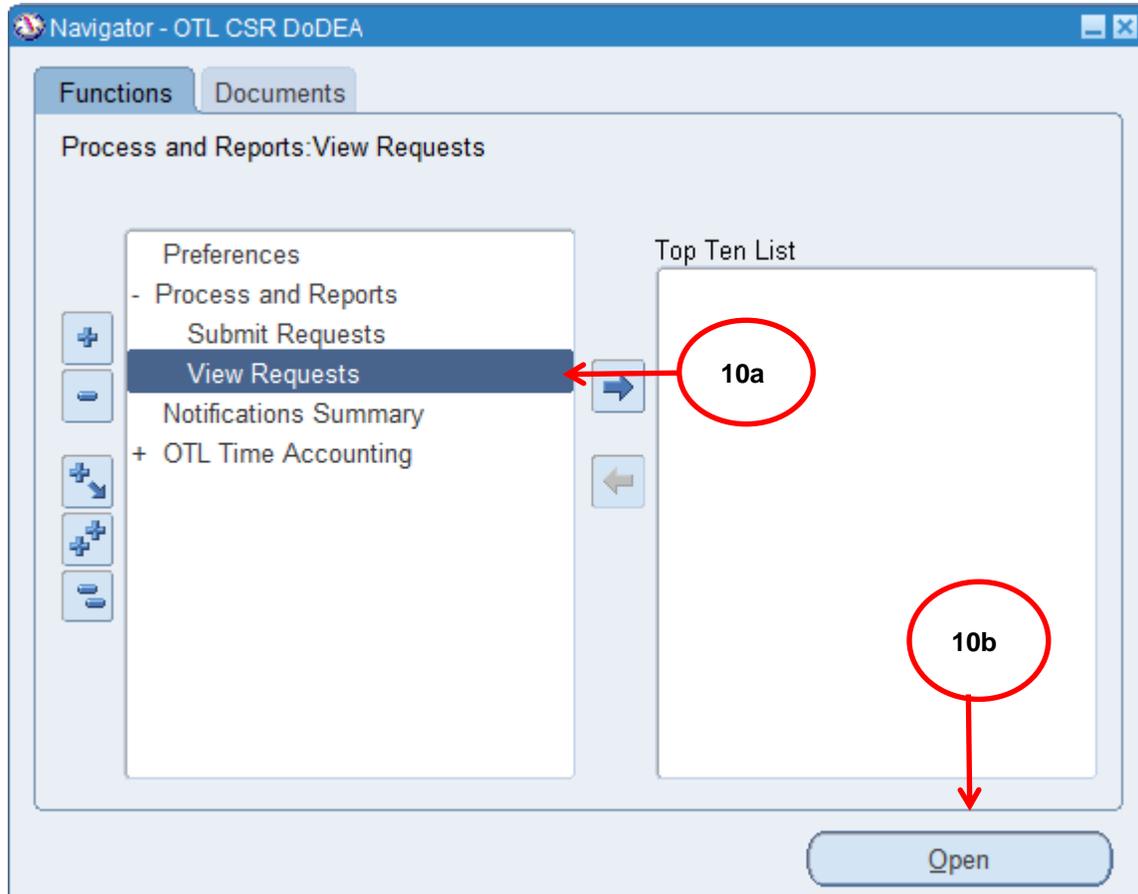|	
Decision	
9.	**Decision** – If you would like to submit another request, click the [Yes] button. Otherwise, click the [No] button to submit the request.

View Requests

10.	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 Requests Form

11.	Click the **Find** button to display the **Requests** box.
	Note: The **Find Requests** form defaults to **All My Requests**.

View Output - Timekeeper Report

File Edit View Folder Tools Window Help

Requests

| Refresh Data | **12a** | Submit a New Request... |

Request ID		Parent		Phase	Status	Parameters
19051417	XXDAI Timekeeper Report			Completed	Normal	226, 2015/02/24 00:00:00, , ,
19003393	DQM Serial Sync Index Pro			Completed	Normal	
19003366	DQM Serial Sync Index Pro			Completed	Normal	
19003352	DQM Serial Sync Index Pro			Completed	Normal	

| Hold Request | View Details... | View Output | **12b** |
| Cancel Request | Diagnostics | View Log... |

| 12. | 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 9.

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. |

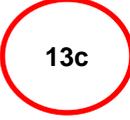## Timekeeper Report

```
Timekeeper Name        Timekeeper Organization                        Timekeeper Person Type

TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
TEST, TIMEKEEPER DOD   DODEA TEST ORGANIZATION                        Employee
```

13a

```
Timekeeper Group Name    Employee Name            Employee Person Type   Employee Assignment   Employee Organization

MOCK 7 TEST GROUP        RELYEA, Mr. BYRON WAYNE  Employee               A-Active              HEADQUARTERS
MOCK 7 TEST GROUP        GRAGG, KIMBERLEY M       Employee               A-Active              HEADQUARTERS
MOCK 7 TEST GROUP        BARI, MUFAZZALUL         Employee               A-Active              HEADQUARTERS
MOCK 7 TEST GROUP        WADE, KRISTIN R          Employee               A-Active              HEADQUARTERS
MOCK 7 TEST GROUP        TEST AWS 0, GUY DODEA    Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 1              Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 2 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 3 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 4 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 5 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 6 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
MOCK 7 TEST GROUP        TEST, AWS 7 DODEA        Employee               A-Active              DODEA TEST ORGANIZAT
```

13b   **13c**

Note: Report is displayed in two sections.

13.	Review the **Timekeeper Report**. This report can be copied into Excel.	
	13a	Timekeeper Information	Name, Organization and Person Type of the Timekeeper
	13b	Timekeeper Group Name	Name setup by the Agency for the Timekeeper Group
	13c	Employee Information	Details of the Employees assigned to the Timekeeper Group such as Name, Type, Assignment and Employee Org.

Result

Congratulations! You have successfully generated and reviewed a Timekeeper Report.