Time and Labor (OTL)

Enter Injury Time

DoDEA R12 Work Instructions
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<td>15-Sep-2014</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>R12 Upgrade</td>
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**Reviewers**

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<tr>
<td>19-Sep-2014</td>
<td>Bill Mohamed</td>
<td>Work Force Preparation, Lead</td>
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**Business Process Description**

Federal Employees are entitled to receive up to 45 days of Continuation of Pay (COP) for disabling job-related traumatic injuries. Use this Work Instruction to establish a work injury for an employee in DAI and for recording employee time spent on injury-related activities.

When an employee is injured on the job, the injury must be established and documented via the timecard and the information is passed to Defense Civilian Personnel System (DCPS). This can be entered by the Employee, Supervisor, or the Timekeeper.

A work injury is established by entering a separate line on the timecard with the ‘LU’ (Day of Injury Leave) pay code on the date the injury occurred. Once the LU pay code is entered and saved on the timecard, the system will create a record on the employee’s Assignment with the Injury Number, Injury Begin Date and the Injury End Date, which is defaulted to 45 days from the Injury Begin Date.

Once the injury is established in DAI, any time spent on injury-related activities (i.e., visits to the doctor or physical therapy) is recorded on the timecard using the ‘LT’ (Traumatic Injury Leave) pay code.

For a given Injury Number, the employee has up to 90 days from the date the injury occurred to record time to the LT pay code. The system will activate the Injury Number upon first use of the LT code and will automatically update the Injury End Date to the lesser of: 45 days from the timecard date when LT is first entered against a single active Injury Number, or 90 days after the Injury Number start date. Time cannot be recorded against an injury more than 90 days after the date the injury is established.

An employee may have up to three Injury Numbers in the system at the same time.

Once the time has been transferred, the HR CSR must manually update the employee’s element entry with the correct Injury Number only if there is more than one active Injury Number (refer to the Work Instruction titled **CSR DAI to DCPS Payroll Processing** for details). If no manual update is made, the system will automatically update the oldest active Injury Number on the employee’s DAI record.

**Trigger**

An employee has been injured, and injury time needs to be recorded on their timecard.

**Prerequisites**

- The employee is in the DAI hierarchy approval flow.
- Project, work schedule, TDY, etc. are all linked to the employee.
- The employee’s Tour of Duty exists.
- The supervisor or authorized delegate is in the hierarchy approval flow with a link to the employee.
- Familiarity with the Create Timecard work instruction.

**Responsibilities**

- Employee Time User – (Agency)
Enter Injury Time
Defense Agencies Initiative

- (Limited or Super) Timekeeper (Graded or Ungraded) – (Agency)
- OTL Supervisor Approver – (Agency)
- HR CSR – (Agency)

Menu Path
Use the following menu path(s) to begin this task:
- Time → Create Timecard (Employee Time User)
- Timekeeper Entry (Limited or Super Timekeeper (Graded or Ungraded))
- Time Entry (OTL Supervisor Approver)
- People → Enter and Maintain (HR CSR)
### Establish an Injury as a Timekeeper

1. **Start the task using the following responsibility and menu path to open the **Timekeeper Entry** screen:**
   - **Responsibility:** Super Timekeeper (or Limited Timekeeper) – (Graded or Ungraded) Agency
   - **Menu Path:** Timekeeper Entry

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2. Enter the name of the person in the **Person Name** field in the **Basic Search Criteria** section.  
   **Note**: The payroll **Period** defaults to the current payroll period, this may need to be adjusted as appropriate.

3.  
   a) Select the correct employee name.  
   b) Click the **OK** button.  
   c) Click the **Find** button on the **Find** form.
Enter Injury Time
Defense Agencies Initiative

Establish the Injury

Create a line on the timecard with all days the employee worked using their regular pay code (refer to the Enter Time as Timekeeper Work Instruction for details).

Create a line on the timecard using the “LU” pay code on the day the injury occurred.

Enter the “LU” code for the hours as follows:

- If the employee went home immediately after the injury, then enter the hours that remain in his Tour of Duty (TOD) for that day. For example, if the employee worked 5 hours before the injury occurred and they have 8 hours for that day on their Tour of Duty, enter 3 “LU” hours.

- If the employee worked the whole day, then enter 0 for the hours on the LU line on the day they were injured.
5. Click the Save button to save the timecard.
   - A Confirmation message appears indicating the timecard has been saved successfully.
   - The timecard indicates a “Working” status on the Timecard Search screen.
   - Time entry rules are validated, such as Pay Code and EHO Code eligibility and Leave.
   - Later in this work instruction the balance of the timecard will be completed. The timecard must be completed for the full Tour of Duty (TOD).

   The injury will be established on the person’s assignment record when the record is saved.
   - An employee may have up to three Injury Numbers in the system at the same time.

Refer to the Enter Time as Timekeeper” Work Instruction to submit the timecard.

Result

Congratulations! You have successfully established a work injury as a Timekeeper.
Establish an Injury as an Employee

1. Start the task using the following responsibility and menu path to open the Time Entry screen:
   - **Responsibility:** Employee Time User – Agency
   - **Menu Path:** Time → Create Timecard

   ![Employee Time User DoDEA]
   ![DAI Absence Management]
   ![Time Entry]
   ![Templates]
   ![Create Timecard]

Time – Create Timecard

2. Enter the **Project, Task, Type** and all applicable pay codes up until the time of injury on the new timecard, or select the **Update** icon if a timecard already exists.
3. On the day the injury occurred, create a line on the timecard using ‘LU’ as the Hours Type code. Enter the hours for the “LU” code as follows:

**Note:** If the employee went home immediately after the injury, then enter the hours that remain in his Tour of Duty (TOD) for that day.

**For example:** If the employee worked 5 hours before the injury occurred and they have 8 hours for that day on their Tour of Duty, enter 3 “LU” hours. If the employee worked the whole day, then enter 0 for the hours on the LU line on the day they were injured.

**Confirmation**

4. Click on the Save button to save the entry. The timecard will update with the confirmation message above.

**Note:** Refer to the Create a Timecard in Self Service or Adjust a Timecard in Self Service Work Instruction for further details on entering and submitting a timecard as an employee.

**Result**

**Congratulations!** You have established an Injury as an Employee.
Establish an Injury as a Supervisor

1. Start the task using the following responsibility and menu path to open the Time Entry screen:
   - **Responsibility:** OTL Supervisor Approver – Agency
   - **Menu Path:** Time Entry

2. Click the Action icon to enter a timecard for the selected employee.
3. Click the Create Timecard button to start a new timecard, or the Update icon if a timecard already exists.

Refer to Steps 3 and 4 in the Establish an Injury as an Employee section of this work instruction for further details on entering LU time for the employee.

Result

Congratulations! You have successfully established an Injury as a Supervisor.
### View or Update Injury Information

1. Start the task using the following responsibility and menu path to open the **Assignment** screen:
   - **Responsibility:** HR CSR – Agency
   - **Menu Path:** People → Enter and Maintain

2. Click the **No** button to keep the **Effective Date** as the current date, unless it is necessary to change the date.
3. Enter the name of the person in the **Full Name** field.

4. Click the **Find** button.
5. Click the **Assignment** button to open the Assignment form.
6. Click the **Extra Information** button to open the Extra Assignment Information form.
7. The **Injury Data** information is displayed in the Details region.
Injury Data (Extra Assignment Information)

8. Click in the Details line to expand the fields and display the Extra Assignment Information form. The injury information fields are displayed with the following information:

- **Injury Number** – A number assigned to the injury. This number represents the month and day (MMDD) the injury was logged. In this example, 0912 = September 12th
- **Injury Date** - The date in which the injury code (LU) was entered on the timecard
- **Injury End Date** - The end date of the injury time, which is defaulted to 45 days from the injury date. The system will automatically update the Injury End Date to the lesser of:
  - 45 days from the timecard date when LT is first entered against a single active Injury Number, or
  - 90 days after the Injury Number start date

9. Click the OK button to close out of the form.

Result

**Congratulations!** You have successfully viewed the Injury information on the employee’s Assignment form.
# Enter Injury Time as a Timekeeper

1. Start the task using the following responsibility and menu path to open the **Timekeeper Entry** screen:
   - **Responsibility:** Super Timekeeper (or Limited Timekeeper) – Agency
   - **Menu Path:** Timekeeper Entry

![Menu Path](image-url)
2. In the **Person Name** field, enter the name of the person for which Injury time must be established.

3. Click the OK button to complete the search.
4. Click the **Find** button to locate the timecard for the employee.
Enter Injury Time

5. Click in the next empty line in the Person Name field.

Create a line on the timecard using LT - Traumatic Injury (COP) as the Hours Type. Refer to the “Enter Time as Timekeeper” Work Instruction for details on entering and submitting the timecard as a Timekeeper.

- If time is being recorded to more than one injury in a timecard, they must be entered on the timecard as different lines.
- Employees must select Shift Override of ‘4’ when employees record time to ‘LT’ on their Regular Day Off.
- The LT Injury code allows for Continuation of Pay (COP). Time against the Injury must be entered within 45 days of the Injury date, and may be used up to 45 days after the first use of the code on the timecard.
- If there is more than one active injury, the employee must contact the HR CSR to manually adjust the employee’s element entry with the correct Injury Number.
- It is permissible to enter time against both the LU and LT in the same timecard; however the LU entry must be entered and saved on the timecard prior to any time entered against the LT code.
Timekeeper Entry – Submit Selected Lines

6.  
   a) Click the **Submit Selected Lines** button to move the timecard over to the **Supervisor Approver** within the **DAI** system.

   b) Click the **OK** button to close the **Note** box. The timecard has been successfully submitted.

Result

**Congratulations!** You have successfully entered time against an Injury pay code as a Timekeeper.
Enter Injury Time as an Employee

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

2. Click the **Update** icon to open the timecard. The timecard should already exist since the employee has previously entered the Injury line on the timecard to create the **Injury Number**.
Create Timecard – Time Entry

3.

a) Create a line on the timecard using ‘LT’ as the Hours Type code.

b) Complete the timecard.

c) 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).

d) 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).
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Enter Injury Time
Defense Agencies Initiative

Create Timecard – Time Entry - Attestation

4. Check the Attestation check box to activate the Submit button.

Create Timecard – Time Entry - Confirmation

5. a) View the Confirmation screen that the timecard was submitted successfully.

b) Click the Return to Recent Timecards link to return to the Recent Timecard tab.

Result

Congratulations! You have successfully entered time against the Injury code as an Employee and submitted the timecard for approval.
Enter Injury Time as a Supervisor

1. Start the task using the following responsibility and menu path to open the Time Entry screen:
   - **Responsibility:** OTL Supervisor Approver – Agency
   - **Menu Path:** Time Entry

   ![Menu Path]

   - OTL Supervisor Approver DoDEA
   - Advanced Worklist
   - DAI Absence Management
   - Time Entry
   - Reports

   ![Time Entry Screen]

2. Click the **Action** icon to enter a timecard for the selected employee.
3. Click the **Update** icon to open the timecard. The timecard already exists since previously the employee has enter the Injury line on the timecard to create the **Injury Number**.

**Note**: Refer to Steps 3, 4 and 5 in the “**Enter Injury Time as an Employee**” section of this Work Instruction for further details on entering and submitting a timecard for the employee.

**Result**

**Congratulations!** You have successfully entered time against the Injury code as a Supervisor.
Manually Adjust Injury Information – Exception

If an employee has more than one active injury and the employee or supervisor attempts to enter injury time (LU or LT) on the timecard, they will receive a Warning Message stating “You have multiple Active Injuries. Contact your…” they must contact the HR CSR to manually update the Time Entry with the correct Injury Number.

To update the Injury Number on the Employee's Element Entry after the time transfer process has been run, refer to the DAI to DCPS Payroll Processing Work Instruction for details, in the section Update Element Entry(s) with Injury Number (Manually).

Warning Message for hours posted against a timecard with two outstanding injury numbers activate for this employee.

Timecard Warning Message by Day