



Time and Labor (OTL)

Enter Injury Time

DoDEA R12 Work Instructions



Document Control

Change Record

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

Reviewers

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

Distribution

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1	DODEA_R12_WI_OTL Enter Injury Time	DEPS

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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)



-
- (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)
-

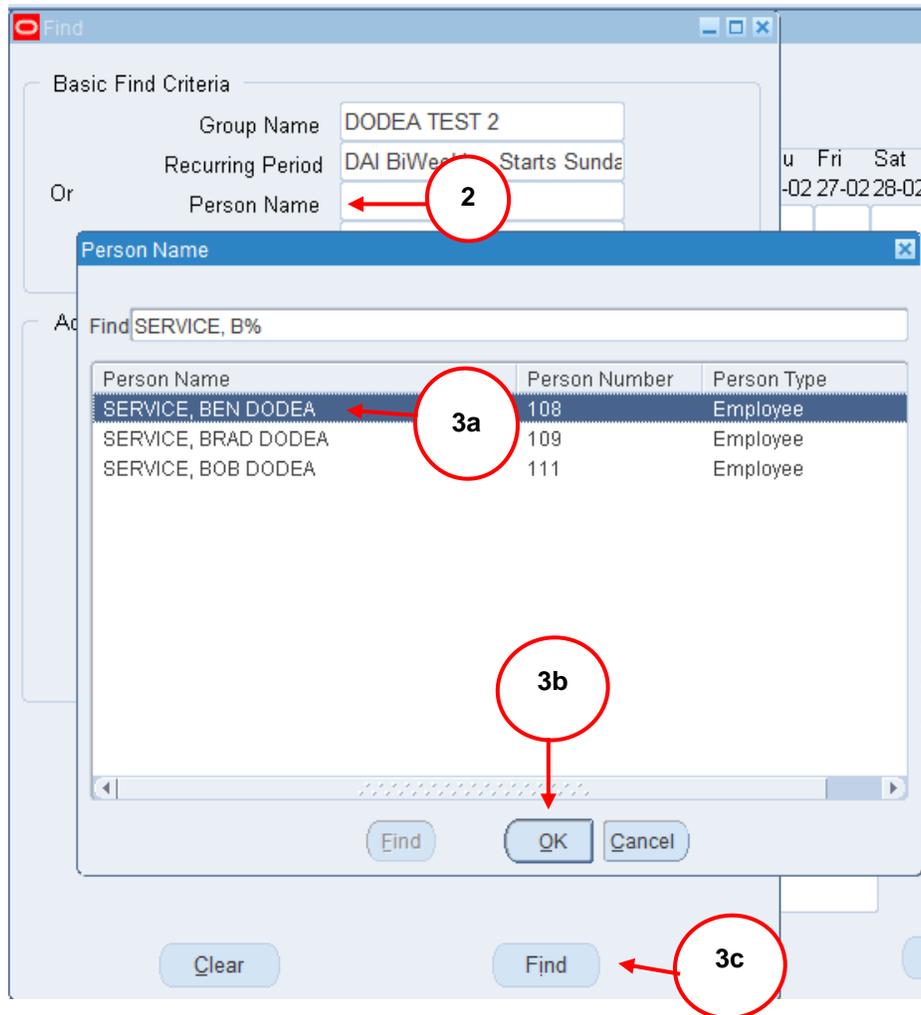


Establish an Injury as a Timekeeper

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

The screenshot displays a hierarchical menu structure. The top-level items are 'Super Timekeeper DoDEA' and 'Super Timekeeper DoDEA Ungraded'. Under 'Super Timekeeper DoDEA', the items are 'Tour of Duty', 'Timekeeper Entry', 'DAI Absence Management', 'Employee Template Time Entry', 'Timekeeper Group', and 'Reports'. Under 'Super Timekeeper DoDEA Ungraded', the items are 'Tour of Duty', 'Timekeeper Entry', 'DAI Absence Management', 'Employee Template Time Entry', 'Timekeeper Group', and 'Reports'. The 'Timekeeper Entry' item is highlighted with a red box in both categories.

Find Person



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.



Establish the Injury

Message		Type	Person Name	Project	Task	Hours Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
<input checked="" type="checkbox"/>	S	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade		8	8	8	8	5				61
<input checked="" type="checkbox"/>	S	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HC	LU - Date of Trauma						3				3

- 4 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.

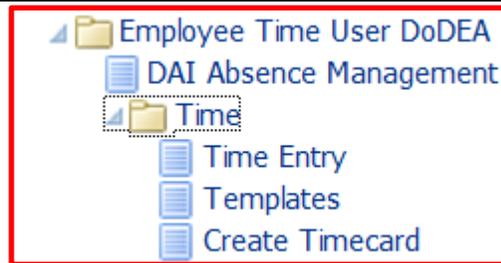
Refer to the **“Enter Time as Timekeeper”** Work Instruction to submit the timecard.

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



Time – Create Timecard

Time
 Recent Timecards | **Create Timecard** | Templates

Time Entry: SERVICE, BEN DODEA, 108

Period:

 Comments:

Template:
 Exclude Hours
 Overwrite Entry

					ND					
Project	Task	Type	EHO Code	Hours Ind	Sun, Mar 08	Mon, Mar 09	Tue, Mar 10	Wed, Mar 11	Thu, Mar 12	Fri, Mar 13
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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	0	0	0	0	0
Template Name: <input type="text"/>				<input type="button" value="Save as a Template"/>						

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.



Time – Create Timecard

- 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

Confirmation
The timecard has been saved successfully.

- 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

- 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



Timecard – Select Employee - Action

Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
└ SERVICE, BEN					
└ HARDY, ROBBIN	110	Human Resources Management (0201),0201	DODEA TEST ORGANIZATION		
└ SERVICE, BETTY	112	Budget Analysis (0560),0560	DODEA TEST ORGANIZATION		
└ SERVICE, BOB	111	Human Resources Management (0201),0201	DODEA TEST ORGANIZATION		
└ SERVICE, BRAD	109	Human Resources Management (0201),0201	DODEA TEST ORGANIZATION		
└ SERVICE, BRENDA	113	Budget Analysis (0560),0560	DODEA TEST ORGANIZATION		
└ SERVICE, BRIAN	114	Human Resources Management (0201),0201	DODEA TEST ORGANIZATION		

- Click the **Action**  icon to enter a timecard for the selected employee.



Recent Timecards – Create Timecard

Recent Timecards: SERVICE, BEN DODEA, 108 Return to Hierarchy

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: 16-Feb-2015)

[Show Advanced Search Criteria](#)

Select Timecard: **2**

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details	Attachments
<input type="checkbox"/>	Working	None	08-Feb-2015	21-Feb-2015	80				
<input type="checkbox"/>	Working	None	22-Feb-2015	07-Mar-2015	8				

Return to Hierarchy

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

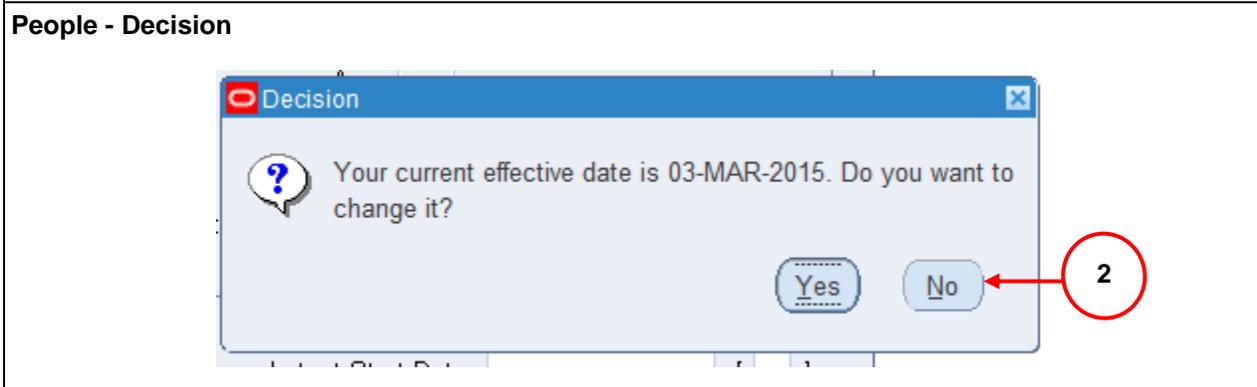
Congratulations! You have successfully established an Injury as a Supervisor.

View or Update Injury Information

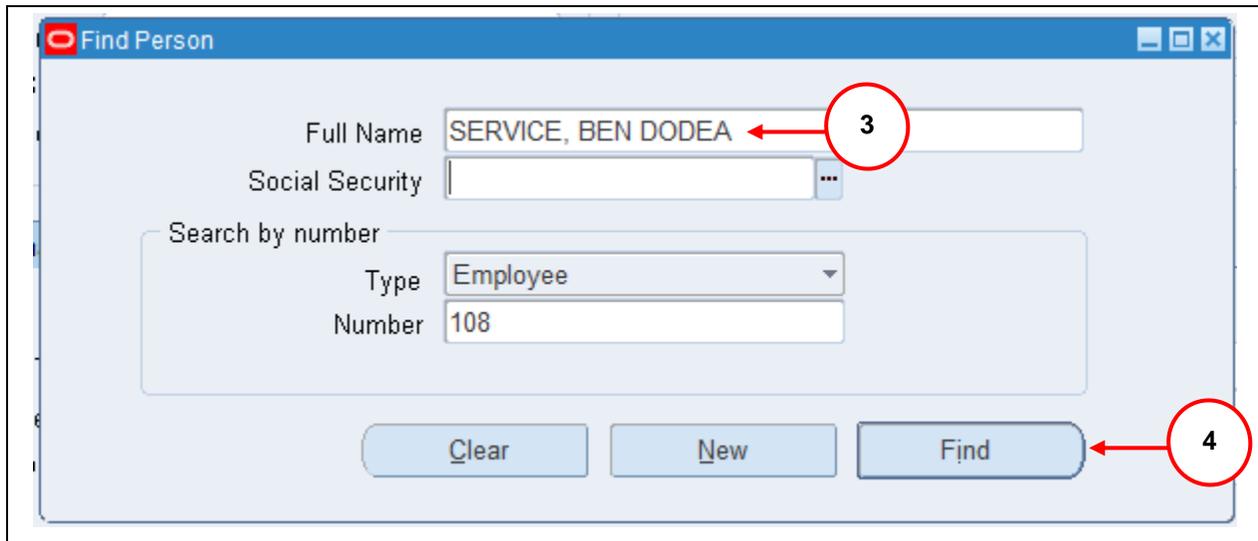
1. Start the task using the following responsibility and menu path to open the **Assignment** screen:
Responsibility: HR CSR – Agency
Menu Path: People → Enter and Maintain



People - Decision



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. |

People Form

People

Name

Last **SERVICE**

First **BEN**

Title

Prefix

Suffix **DODEA**

Middle

Gender **Male** Action

Person Type for Action

Person Types

Employee

Identification

Employee **108**

Social Security **998-71-7155**

Personal Employment Office Details Applicant Further Name Other

Birth Date **06-DEC-1971** Age **43**

Town of Birth

Region of Birth

Country of Birth

Status

Nationality

Registered Disabled

Effective Dates

From **19-FEB-2015** To

Latest Start Date **25-JAN-2015** [...]

5

Assignment Address Special Info Others...

5. Click the **Assignment** button to open the Assignment form.



Assignment Form

Assignment(SERVICE, BEN DODEA)

Organization	DODEA TEST ORGANIZATION	Group	G.R.
Job	Human Resources Management (0201).020	Position	000777.SUPV HUMAN RESOURCES SPECI
Grade	GS.11	Payroll	DODEA DDEHQ Bi-Weekly Payroll
Location	510000510	Status	A-Active
Assignment Number	108	Vacancy	
Assignment Category	Full Time	Collective Agreement	
		Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: []

Review Salary: Every [] []

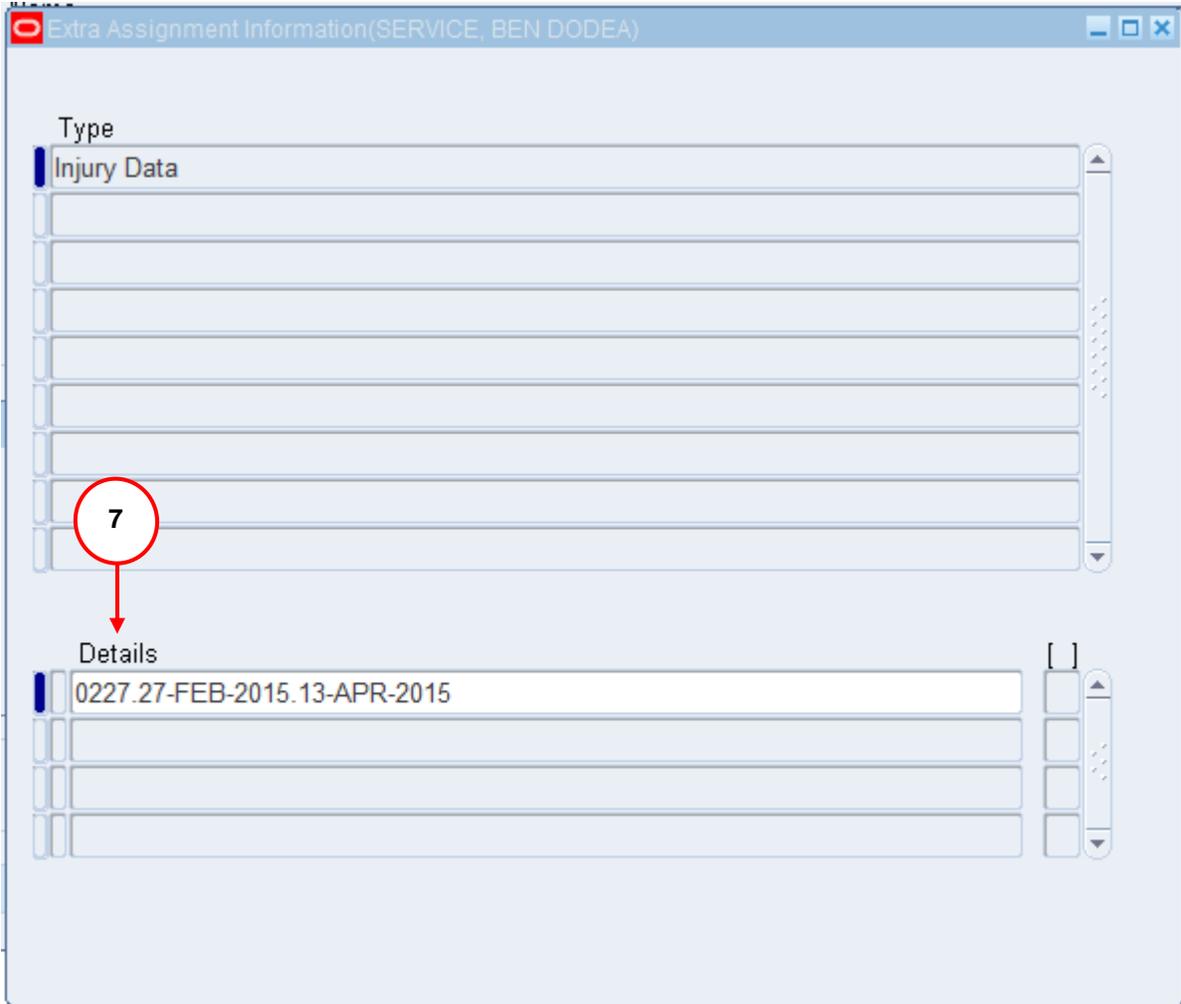
Review Performance: Every [] []

Effective From: **6** 9-FEB-2015 To: [] [G]

Buttons: Entries | Extra Information

6. Click the **Extra Information** button to open the Extra Assignment Information form.

Extra Assignment Information



Extra Assignment Information(SERVICE, BEN DODEA)

Type

Injury Data

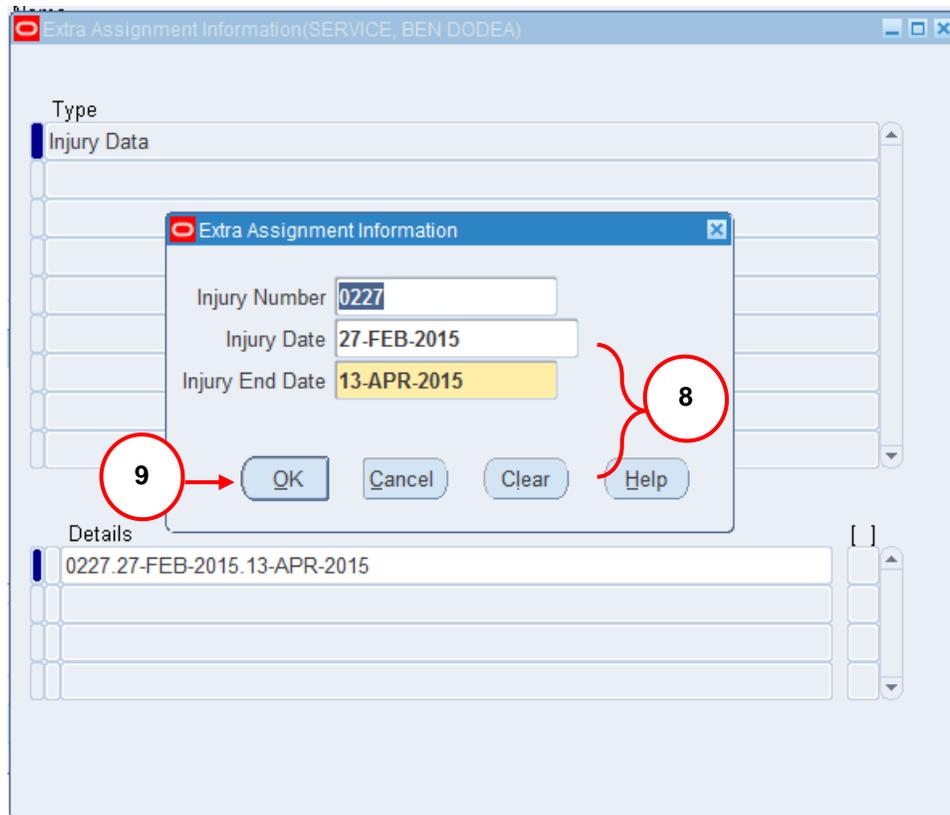
7

Details

0227.27-FEB-2015.13-APR-2015

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

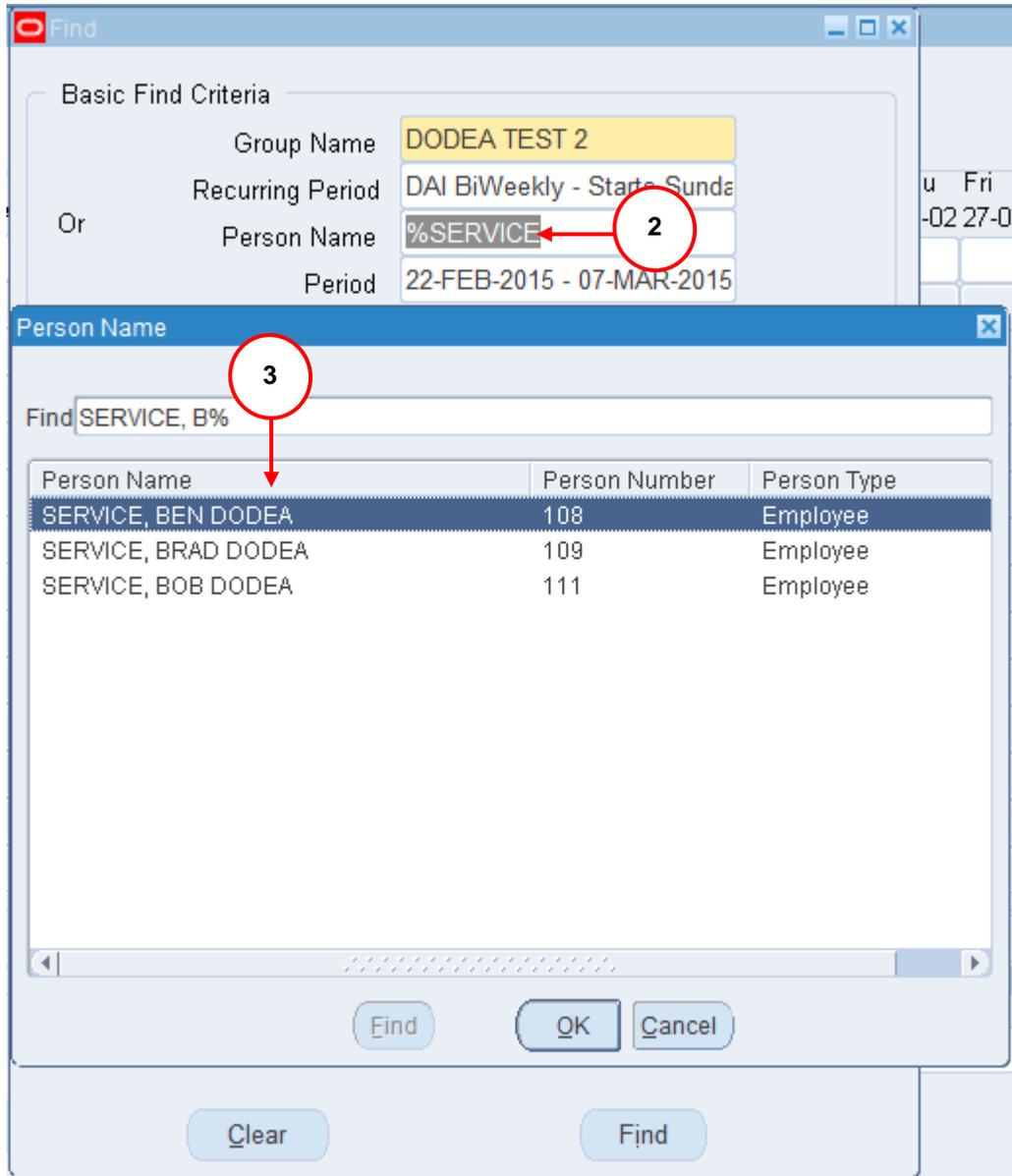
Congratulations! You have successfully viewed the Injury information on the employee's Assignment form.

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



Timekeeper Entry - Find Person



Basic Find Criteria

Group Name DODEA TEST 2

Recurring Period DAI BiWeekly - Starts Sunda

Or

Person Name %SERVICE

Period 22-FEB-2015 - 07-MAR-2015

Person Name

Find SERVICE, B%

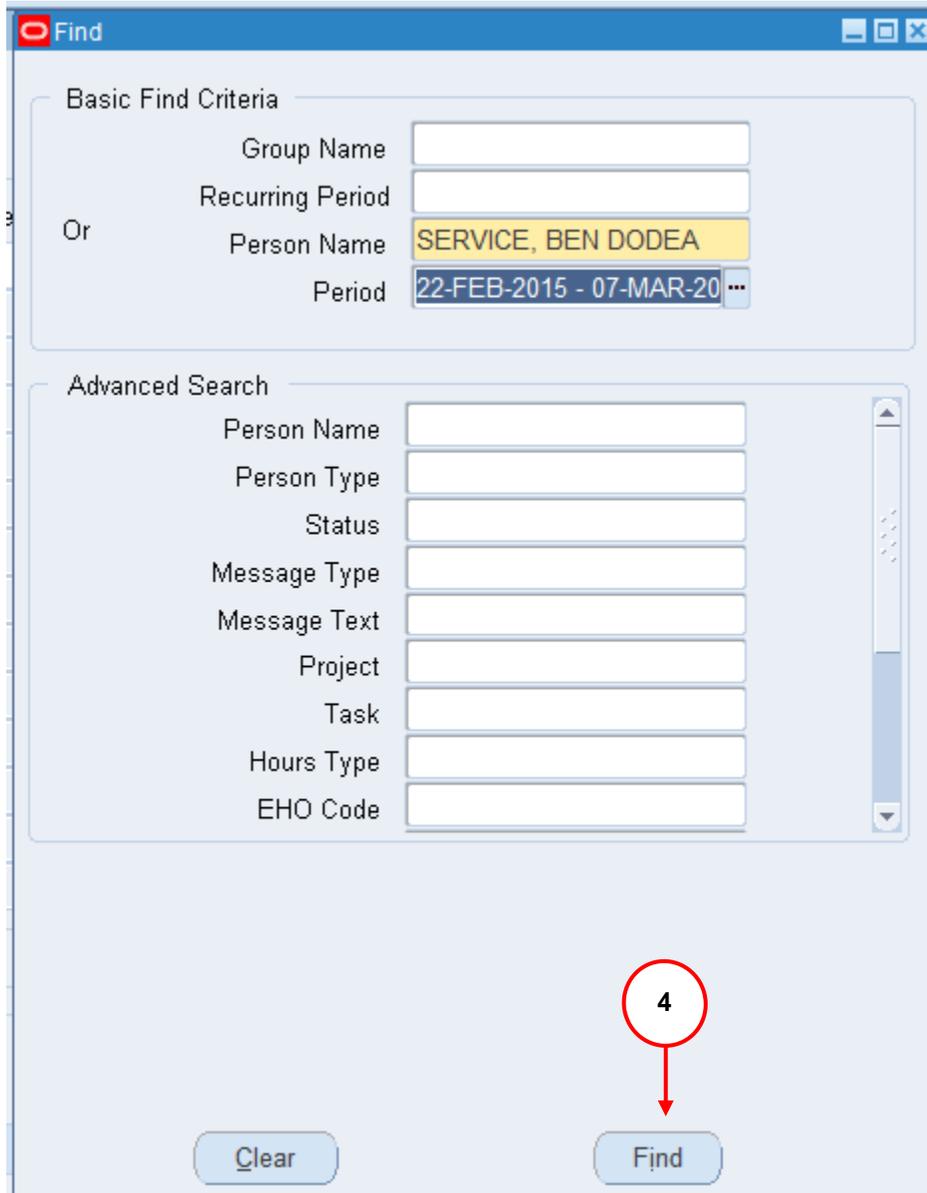
Person Name	Person Number	Person Type
SERVICE, BEN DODEA	108	Employee
SERVICE, BRAD DODEA	109	Employee
SERVICE, BOB DODEA	111	Employee

Find OK Cancel

Clear Find

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.

Timekeeper Entry - Find



4. Click the **Find** button to locate the timecard for the employee.



Enter Injury Time

Timekeeper Entry

SERVICE, BEN DODEA
 22-FEB-2015 - 07-MAR-2015

Approver Comments

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 22-02	Mon 23-02	Tue 24-02	Wed 25-02	Thu 26-02	Fri 27-02	Sat 28-02	Sun 01-03	Mon 02-03	Total
<input checked="" type="checkbox"/>	S	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HCRG - Regular Grade		8	8	8	8	5				61
<input checked="" type="checkbox"/>	S	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HCLU - Date of Trauma						3				3
<input checked="" type="checkbox"/>	S	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HCLT - Traumatic Injury								8		16

0 0 0 0 0 0 0 0

Select / Deselect All Comment

Details Messages Mass Edit Day Totals Submit Selected Lines

- 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

Timekeeper Entry

SERVICE, BEN DODEA
 22-FEB-2015 - 07-MAR-2015

Approver Comments

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 22-02	Mon 23-02	Tue 24-02	Wed 25-02	Thu 26-02	Fri 27-02	Sat 28-02	Sun 01-03	Mon 02-03	Total
<input checked="" type="checkbox"/>	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HC RG - Regular Grade		8	8	8	8	5					61
<input checked="" type="checkbox"/>	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HC LU - Date of Traum:						3					3
<input checked="" type="checkbox"/>	Er	SERVICE, BEN DC	DODEA_PAYROLL	HQ PAYROLL - HC LT - Traumatic Injur									8		16

Note: APP-HXC-366304: Timekeeper Submit Request: 19116755.

0 0 0 0 0 0 0

Select / Deselect All Comment

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

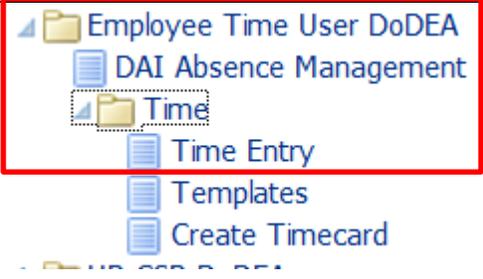
6.
 - a) Click the **Submit Selected Lines** button to move the timecard over to the **Supervisor Approver** within the **DAI** system.
 - b) Click the **OK** button to close the **Note** box. The timecard has been successfully submitted.

Result

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

Enter Injury Time as an Employee

- 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



Recent Timecards: SERVICE, BEN DODEA, 108

Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results
[Read more...](#)

From Date To Date
(example: 16-Feb-2015)

[Show Advanced Search Criteria](#)

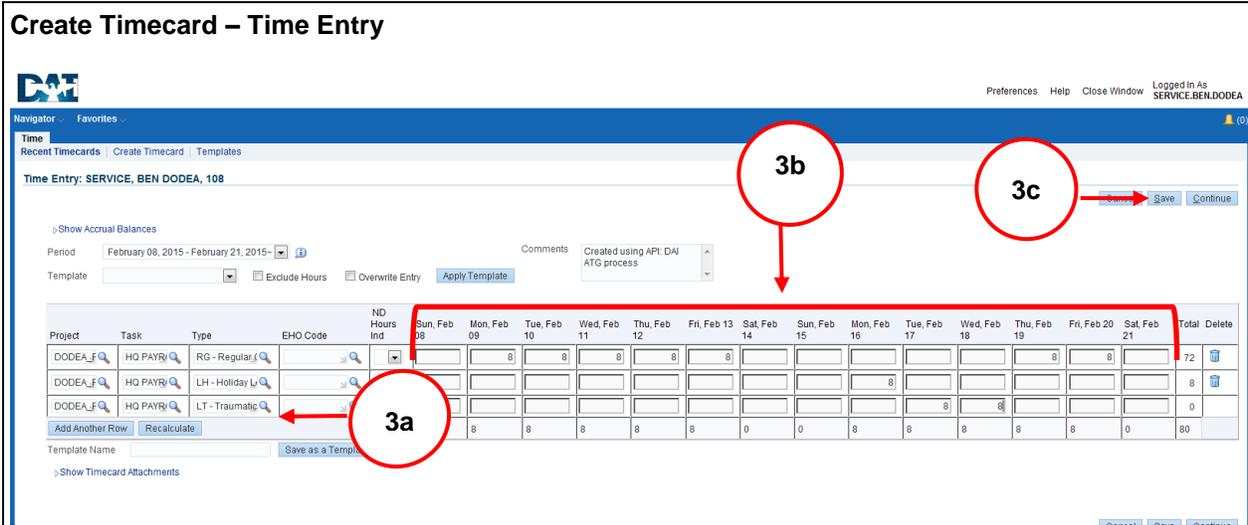
Select Timecard: | |

Select All | Select None

Select	Timecard Status <input type="text"/>	Transferred To	Period Starting <input type="text"/>	Period Ending <input type="text"/>	Recorded Hours <input type="text"/>	Submission Date <input type="text"/>	Update	Details	Attachments
<input type="checkbox"/>	Working	None	08-Feb-2015	21-Feb-2015	80				
<input type="checkbox"/>	Working	None	22-Feb-2015	07-Mar-2015	8				



- 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**.



3.

- a) Create a line on the timecard using 'LT' as the **Hours Type** code.
- b) Complete the timecard.

If...	Then Proceed to Step...
Entering hours prior to the end of the pay period	Step 3c
All hours have been entered and the timecard is ready for attestation and submittal	Step 3d

- c) Click the **Save** 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** 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:** Refer to the *Create a Timecard* or *Adjust a Timecard* Work Instruction for



	<p>details on entering and submitting a timecard as an employee.</p> <ul style="list-style-type: none">• Employees must select Shift Override of '4' when employees record time to 'LT' on their Regular Day Off.• 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.
--	--



Create Timecard – Time Entry - Attestation

Review: SERVICE, BEN DODEA, 108

Cancel Back Submit

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

Week Starting Sunday, February 22 2015

Timecard Period (days) 14

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Feb 22	Mon, Feb 23	Tue, Feb 24	Wed, Feb 25	Thu, Feb 26	Fri, Feb 27	Sat, Feb 28	Sun, Mar 01	Mon, Mar 02	Tue, Mar 03	Wed, Mar 04	Thu, Mar 05	Fri, Mar 06	Sat, Mar 07	Total
DODEA_PAYROLL_FY15	HQ PAYROLL	RG - Regular Graded and Military				8	8	8	8	5					8	8	8		61
DODEA_PAYROLL_FY15	HQ PAYROLL	LU - Date of Traumatic Injury								3									3
DODEA_PAYROLL_FY15	HQ PAYROLL	LT - Traumatic Injury (COP)											8	8					16
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

▷ Show Timecard Attachments



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

Create Timecard – Time Entry - Confirmation

Time
Recent Timecards Create Timecard Templates

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



Confirmation: SERVICE, BEN DODEA, 108

Week Starting Sunday, February 22 2015

Timecard Period (days) 14

Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Feb 22	Mon, Feb 23	Tue, Feb 24	Wed, Feb 25	Thu, Feb 26	Fri, Feb 27	Sat, Feb 28	Sun, Mar 01	Mon, Mar 02	Tue, Mar 03	Wed, Mar 04	Thu, Mar 05	Fri, Mar 06	Sat, Mar 07	Total
DODEA_PAYROLL_FY15	HQ PAYROLL	RG - Regular Graded and Military				8	8	8	8	5					8	8	8		61
DODEA_PAYROLL_FY15	HQ PAYROLL	LU - Date of Traumatic Injury								3									3
DODEA_PAYROLL_FY15	HQ PAYROLL	LT - Traumatic Injury (COP)											8	8					16
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#)



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

- 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



Time – Time Entry

Time Entry: People in Hierarchy

Focus	Name	Assignment Number	Job	Department	Action	Details
	SERVICE, BEN					
	HARDY, ROBBIN	110	Human Resources Management (0201).0201	DODEA TEST OR	2	
	SERVICE, BETTY	112	Budget Analysis (0560).0560	DODEA TEST ORGANIZATION		
	SERVICE, BOB	111	Human Resources Management (0201).0201	DODEA TEST ORGANIZATION		
	SERVICE, BRAD	109	Human Resources Management (0201).0201	DODEA TEST ORGANIZATION		
	SERVICE, BRENDA	113	Budget Analysis (0560).0560	DODEA TEST ORGANIZATION		
	SERVICE, BRIAN	114	Human Resources Management (0201).0201	DODEA TEST ORGANIZATION		

- Click the **Action** icon to enter a timecard for the selected employee.



Time – Recent Timecards - Update

Recent Timecards: SERVICE, BEN DODEA, 108 Return to Hierarchy

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: 16-Feb-2015)

[Show Advanced Search Criteria](#)

Select Timecard:

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Subr	Update	Details	Attachments
<input type="checkbox"/>	Working	None	08-Feb-2015	21-Feb-2015	80		3		
<input type="checkbox"/>	Submitted	None	22-Feb-2015	07-Mar-2015	80	03-Mar-2015			

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.

Time
 Recent Timecards | Create Timecard | Templates

Warning

- The timecard has been saved successfully.
- Hrs Thu, Sep 25 - Warning: You have multiple Active Injuries. Contact your CSR to select Injury for SDA.

Time Entry: SERVICE, BEN DODEA, 108

Timecard Warning Message by Day

Thu, Sep 25	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Warning: You have multiple Active Injuries. Contact your CSR to select Injury for SDA.	8
<input type="text"/>	<input type="text"/>
8	

The screenshot shows the DAI Timecard system interface. At the top, there is a navigation bar with 'Time', 'Recent Timecards', 'Create Timecard', and 'Templates'. Below this is a warning message: 'Warning: You have multiple Active Injuries. Contact your CSR to select Injury for SDA.' The main area displays a timecard for 'SERVICE, SETH TMA, 11165' for the period 'September 21, 2014 - October 04, 2014'. The timecard grid shows hours for various days, with a warning icon and message appearing above the 'Thu, Sep 25' column. A red box highlights the warning message and the timecard grid. A text box with the text 'Timecard warning text is shown above in order to better read the content.' points to the warning message.