



## **Time and Labor (T&L)**

HR CSR  
View and Export –  
Employee by Element

DoDEA R12 Work Instructions



**Document Control**



**Change Record**

Date	Author	Version	Change Reference
8-May-2014	Robin Hardy	V1.1	<a href="#">Updates for R12</a>



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## Business Process Description

DAI Forms provide users a means to view data directly in DAI. It provides an alternate method for reviewing data in lieu of a report, as well as the capability to export and sort/filter data in a spreadsheet format.

In this work instruction, we will use the Employee by Element list to view and export a list of employees by element.

- This tool does not query data from the timecards, but rather from Employee Element Entry. The hours for element entry are delivered by the Batch Element Entry (BEE) (Transfer) process; this view should be used as a troubleshooting tool after the (BEE) (Transfer) process is complete.
- The Employee by Element view can be used to derive various pieces of information by querying on the over 80 elements, such as the more common options:
  - **KE - Furlough.**
  - **LA – Annual Leave**
  - **LN – Administrative Leave**
  - **LS – Sick Leave**

### Prerequisites

- The Batch Element Entry (BEE) Transfer Process has been run and completed successfully.

### Responsibilities

- HR CSR – DODEA

### Menu Path

- View → Lists → Employees By Element

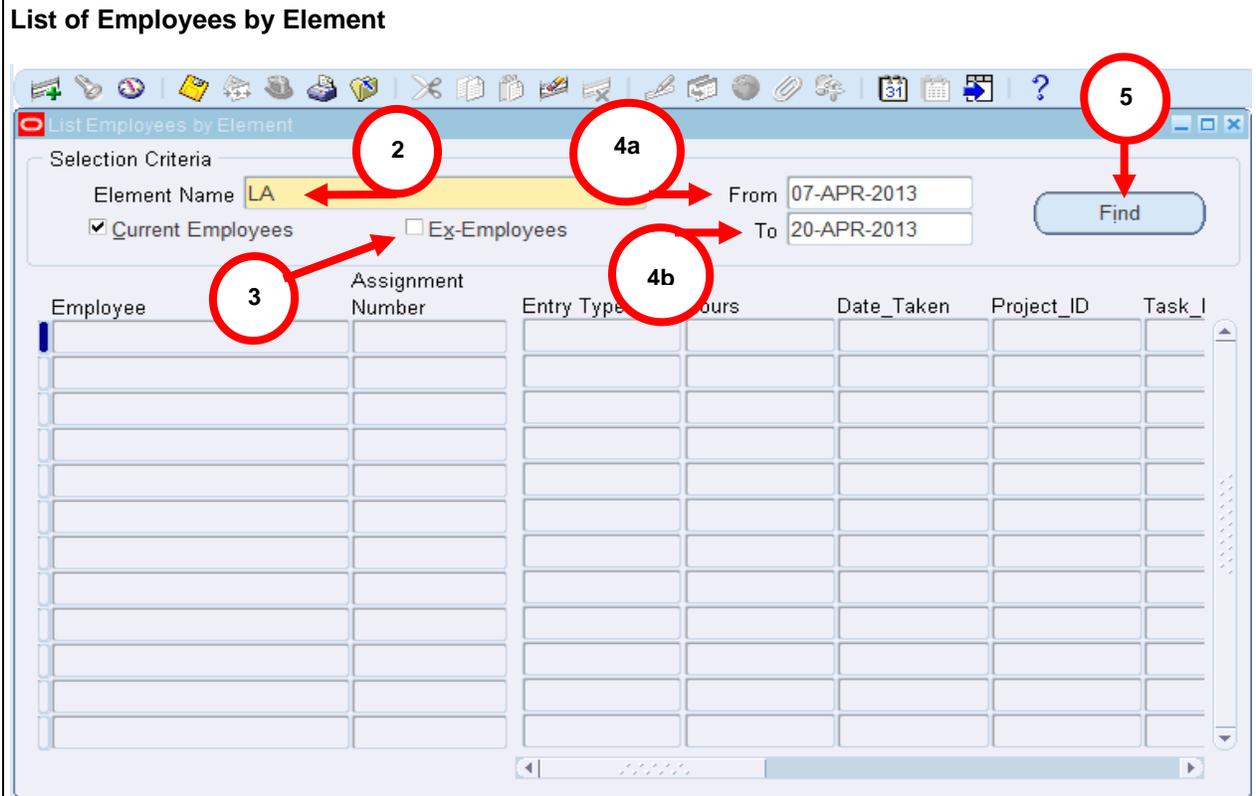


## Viewing and Exporting a List of Employees by Element

1. Start the task using the responsibility and menu path to open the **Employee By Element** form:  
**Responsibility:** HR CSR – DODEA  
**Menu Path:** View → Lists → Employees by Element

The screenshot displays a hierarchical menu structure. The root node is 'HR CSR DoDEA', which is highlighted with a red box. Underneath it are 'Tour of Duty', 'People', and 'FastPath'. The 'View' folder is expanded and highlighted with a red box. Under 'View' are 'Employee Accruals', 'Employee Balances', 'System Messages', and 'Histories'. The 'Lists' folder is expanded and highlighted with a red box. Under 'Lists' are 'People Folder', 'Assignment Folder', 'People by Assignment', 'Assignments', 'Workforce by Organization', 'Employees by Element' (highlighted with a red box), and 'People by Special Information'.

## Create a Employees by Element List



- |           |   |
|-----------|---|
| <b>2.</b> | <p>Click in the <b>Element Name</b> field and enter an <b>element code</b> or Click the <b>(LOV)</b> button to perform a search. Enter the search criteria in the <b>Find</b> field then click the <b>Find</b> button.</p> <p>Enter <b>LA (Administrative Leave)</b> in the <b>Find</b> field and click the <b>Find</b> button. Select the <b>LA</b> code off the search list and click the <b>OK</b> button.</p> <p><b>Note:</b> Enter only a <b>% sign</b> in the <b>Find</b> field to return <b>ALL</b> element code values.</p> |
| <b>3</b>  | <p>Deselect the checkbox for <b>Ex-Employees</b>. The default is for <u>both</u> <b>Current and Ex-Employee's check boxes</b> to be selected.</p>   |
| <b>4.</b> | <p>Click on the <b>List of Values (LOV)</b> for each date field in order to display the <b>Calendar</b>.</p> <ol style="list-style-type: none"> <li>a. Enter a <b>Date</b> range in the <b>From</b> field.</li> <li>b. Enter a <b>Date</b> range in the <b>To</b> field.</li> </ol> <p><b>Note:</b> The date range is by <b>Payroll Pay Period</b>.</p>   |
| <b>5.</b> | <p>Click the <b>Find</b> button to activate the search for the employee list.</p>   |



### Viewing the Results

File Edit View Folder Tools Window Help

List Employees by Element

Selection Criteria

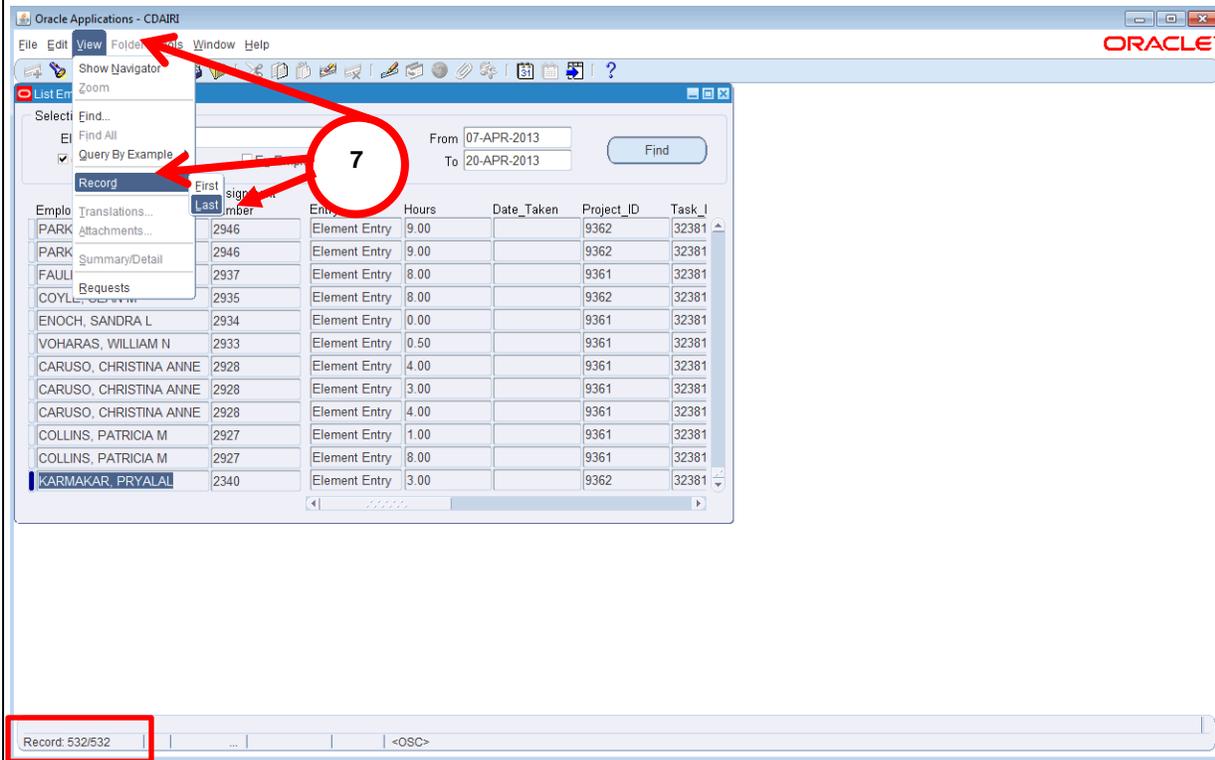
Element Name  From  To

Current Employees **6**  Ex-Employees

Employee	Assignment Number	Entry Type	Hours	Date_Taken	Project_ID	Ta
GAVINS, ADRIAN O	10183	Element Entry	5.50		9361	3
GAVINS, ADRIAN O	10183	Element Entry	8.00		9361	3
GAVINS, ADRIAN O	10183	Element Entry	8.00		9361	3
GAVINS, ADRIAN O	10183	Element Entry	5.50		9361	3
BAILEY, COLLIN W	10090	Element Entry	8.00		9362	3
EDOM, BRIAN S	10032	Element Entry	8.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3
CONKLIN, VANESSA	10028	Element Entry	9.00		48945	3

- 6.** A list of all records matching the criteria displays in the **List of Employees by Element** form.
- Note:** This list can be filtered within the DAI form to locate single employees, or if necessary the list can be exported to Excel for further sorting and filtering.

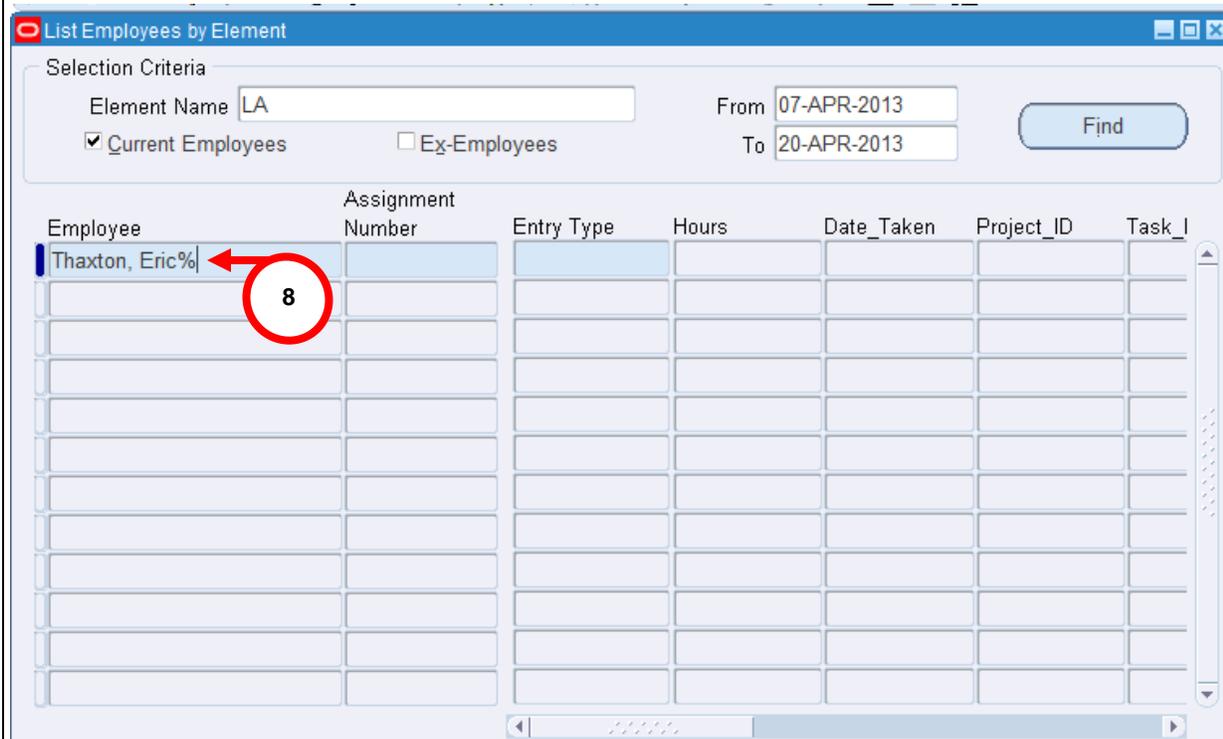
### Determine number of Records in List



7. Click on **View** in the menu bar and scroll to select **Last** to view the **Last** employee record in the **Employees by Element List**.

**Note:** To view the total numbers of records in the list, look at the status bar in the bottom left side of the screen. If not visible, place the main window in the **Restore Down** format.

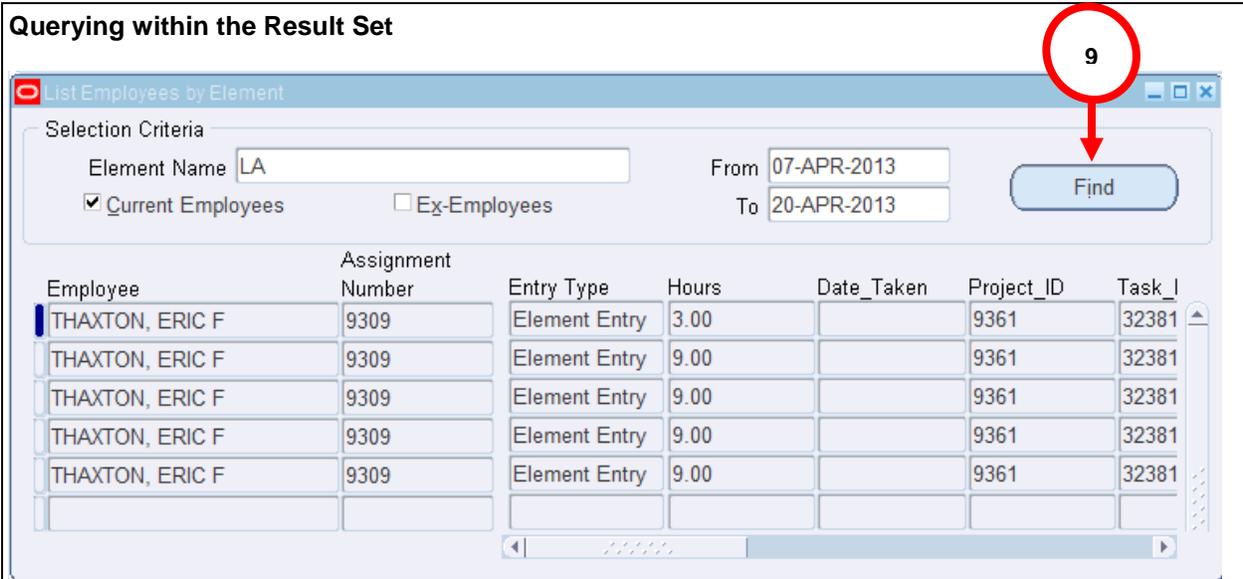
### Querying within the Result Set



Employee	Assignment Number	Entry Type	Hours	Date Taken	Project ID	Task ID
Thaxton, Eric%						

8. Press the **F11** key to put the **List of Employees by Elements** form in the query mode. (Only blue fields displayed are fields that can be queried.)  
  
Select in the **Employee** field and enter the **Employee Name**, (format of **Last Name, First Name%**) to be searched.  
  
**Warning:** The **% sign must be** used in conjunction with the name entry, as the system will look for an exact match in order to display the requested name.  
  
**Example:** **Thaxton, Eric%** will display the employee name: **Thaxton, Eric F.**  
  
**Note:** To cancel a query, press the **F4** key. An additional query option is to click on **View** in the menu bar scroll to select, **Query by Example** scroll to the sub menu and select **Enter**. The query mode of the form displays, select in the **Employee** field and enter the **Employee Name**, (format of **Last Name, First Name%**) to be searched. Click on **View** in the menu bar and scroll to select **Query by Example**, scroll to the sub menu and select **Run** to activate the query.

### Querying within the Result Set



Employee	Assignment Number	Entry Type	Hours	Date_Taken	Project_ID	Task_ID
THAXTON, ERIC F	9309	Element Entry	3.00		9361	32381
THAXTON, ERIC F	9309	Element Entry	9.00		9361	32381
THAXTON, ERIC F	9309	Element Entry	9.00		9361	32381
THAXTON, ERIC F	9309	Element Entry	9.00		9361	32381
THAXTON, ERIC F	9309	Element Entry	9.00		9361	32381

9. The query results display the single employee name from the listing per the search criteria.

Click the **Find** button to return the screen to the complete listing.

**Note:** The complete list can be queried from the DAI core form or the list can be exported to Microsoft Excel in order to sort or apply filtering.

## Export Employees by Elements List to Microsoft Excel

### Employees by Elements form – Export to Excel

Assignment Number	Entry Type	Hours	Date_Taken	Project_ID	Task_ID
10183	Element Entry	8.00		9361	32381
10183	Element Entry	5.50		9361	32381
10183	Element Entry	5.50		9361	32381
10183	Element Entry	8.00		9361	32381
10090	Element Entry	8.00		9362	32381
EDOM, BRIAN S	10032	Element Entry	8.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871
CONKLIN, VANESSA	10028	Element Entry	9.00	48945	33871

10. Click **File** in the menu bar and scroll to select **Export**. The Export will begin the download process.

### Exporting the Results

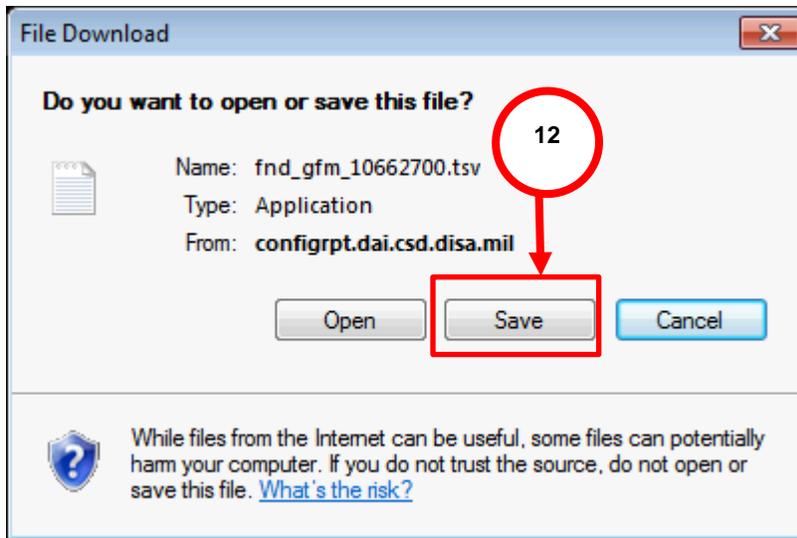
Decision

100 more records have been retrieved, and an unknown number of additional records remain.

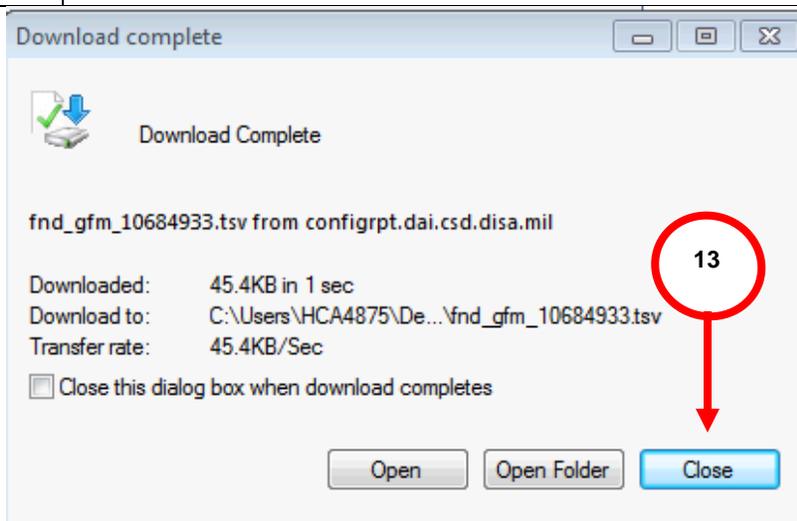
Continue Stop Continue to End

11. Click the **Continue** button to retrieve a grouping of 100 records. Click the **Continue to End** button to retrieve the complete list of records or click the **Stop** button to end the export

### File Download

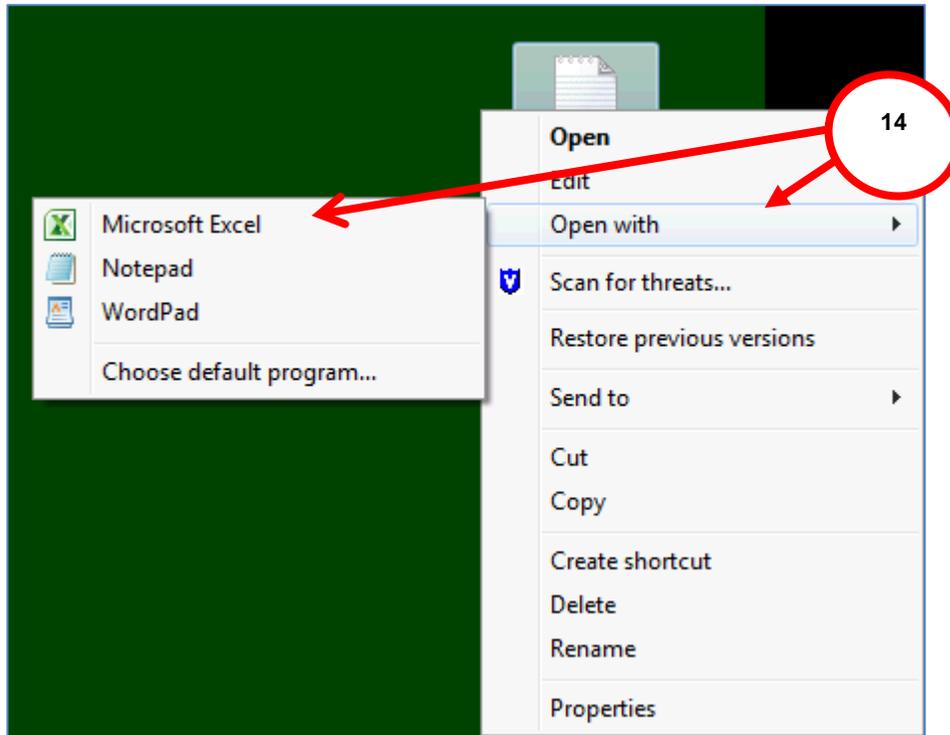


12. A **File Download** message box will open. Click **Open** to open the file, **Save** to save the file, or **Cancel** to abort the download.  
Click on the **Save** button to save the **.tsv** file to the Desktop.



13. Select the **Close** button on the **Download complete** box.

### Open File in Excel



14. Right click on the Desktop .tsv file icon and scroll to select **Open with**, scroll to the submenu and click **Microsoft Excel**.



### View the Employees by Element Export in Excel

Employee	Assignme Hours	Date_Take	Project_IC	Task_ID	EHO_Code	Night_Difi	Night_Difi	OTL_Data	OTL_Data	Last Recei	End Dat
ABOLINS, DANIEL E	10033	5	48945	3387144						13-Jan-13	26-Jan-
NEIL, JUANITA D.	9932	1	9361	3238142						13-Jan-13	26-Jan-
CABREROS, BUTCH F.	9907	4	9361	3238142						13-Jan-13	26-Jan-
LARSON, EMMETT D.	3818-2	3.5	9361	3238142						13-Jan-13	26-Jan-
MCCALL, BRENDA L	9772	9	9361	3238142						13-Jan-13	26-Jan-
MARTIN, WILLIAM ALFRED JR	9694	8	49174	3238150						13-Jan-13	26-Jan-
ANDERSON, MATTHEW L.	9692	2	9361	3238142						13-Jan-13	26-Jan-
HUFFAKER, SUSAN L	9596	9	48945	3387144						13-Jan-13	26-Jan-
COMBS, ERIC J	9572	7	49174	3238150						13-Jan-13	26-Jan-
BARR, JAMES L	9554	8	49174	3238150						13-Jan-13	26-Jan-
BARR, JAMES L	9554	2	49174	3238150						13-Jan-13	26-Jan-
STEINDEL, SHERRY E	9518	6	9361	3238142						13-Jan-13	26-Jan-
TREAT, CHRISTINE M	9515	5	9361	3238142						13-Jan-13	26-Jan-
ROJASCORREA, ROBERTO	9381	1	49175	3387143						13-Jan-13	26-Jan-
THAXTON, ERIC F	9309	3	9361	3238142						13-Jan-13	26-Jan-
DAVISON, JOHN W III	9227	2	9361	3238142						13-Jan-13	26-Jan-
SANCHEZ, NICOLAS G	7795-2	4	9366	2983142						13-Jan-13	26-Jan-
FOSTER, PATRICK O	9179	2.5	9361	3238142						13-Jan-13	26-Jan-
FOSTER, PATRICK O	9179	2.5	9361	3238142						13-Jan-13	26-Jan-
FOSTER, PATRICK O	9179	1	9361	3238142						13-Jan-13	26-Jan-
FOSTER, PATRICK O	9179	1.5	9361	3238142						13-Jan-13	26-Jan-
KUZEL, KELLY M	9058	3	9362	3238147						13-Jan-13	26-Jan-
COMBS, MICHELLE O	9005	8	9361	3238142						13-Jan-13	26-Jan-
COMBS, MICHELLE O	9005	8	9361	3238142						13-Jan-13	26-Jan-
KALIL, DONALD J	8901	5.5	9361	3238142						13-Jan-13	26-Jan-
WASNER, CHRISTINE E.	8827	0	10529	3387147						13-Jan-13	26-Jan-
WASNER, CHRISTINE E.	8827	1.5	10529	3387147						13-Jan-13	26-Jan-

### Result

**Congratulations!** You have successfully viewed a list of **Employees by Element** and exported the data to Microsoft Excel.