



Time and Labor (OTL)

Review Timecard Summary
Report

DoDEA R12 Work Instructions



Document Control

Change Record

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

Reviewers

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

Distribution

Copy No.	Name	Location
1	DODEA R12 Review Timecard Summary Report	DEPS

Note to Holders:

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Business Process Description

The Timecard Summary Report is designed to assist the Customer Service Representative (CSR) with payroll processing. It displays the employee(s) timecard status for a specific payroll, as well as tracks the approval notification.

Major Features

The **Timecard Summary Report** provides the following information:

Column Heading	Description
Approved By	Person who approved the timecard
Current Recipient	Current recipient of the timecard approval notification
Email Address	Email Address of the employee
Employee Name	Name of the employee
Organization	Name of the organization to which the employee belongs
Submitted By	Person who submitted the timecard
Supervisor	Supervisor of the employee / Approver of the timecard
Timecard Status	Approval Status of the timecard
Timekeepers	Name of all timekeepers with authority for approving the employee's timecard. Additional timekeepers will be displayed in the two columns to the right of the Timekeepers column. (no headings)

An electronic copy of the report can be generated on demand as a concurrent request. The output is tab-delimited, so it can be easily exported into Excel.

Trigger

Run this report when you need to determine the status of the timecards or where the approval notification currently resides.

Responsibilities

- OTL CSR – DODEA
- OTL Supervisor Approver – DODEA
- OTL Super or Limited Timekeeper

Prerequisites

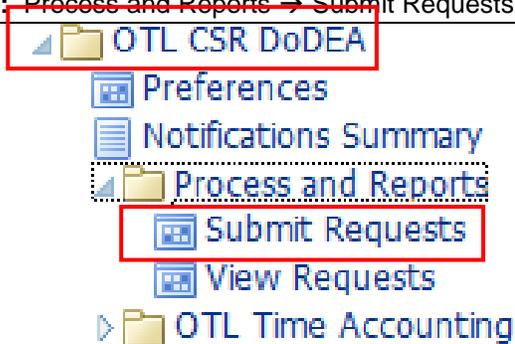
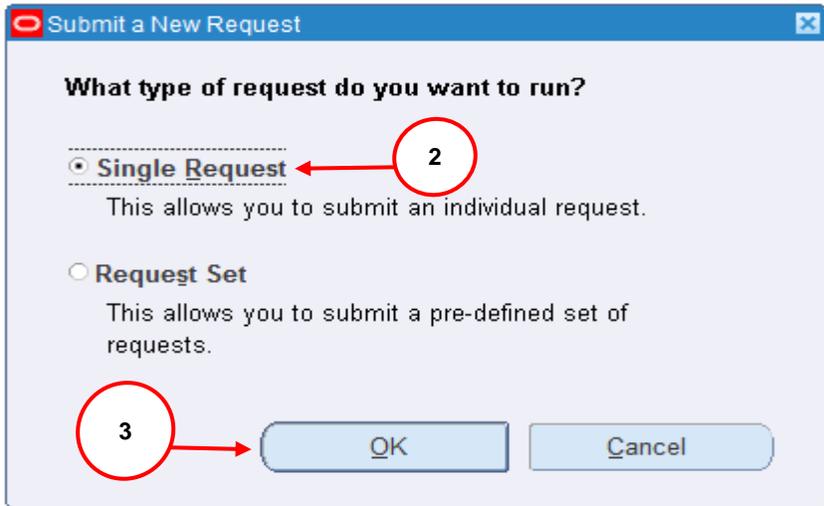
- Users, Supervisors, and Timecard information must be loaded.

Menu Path

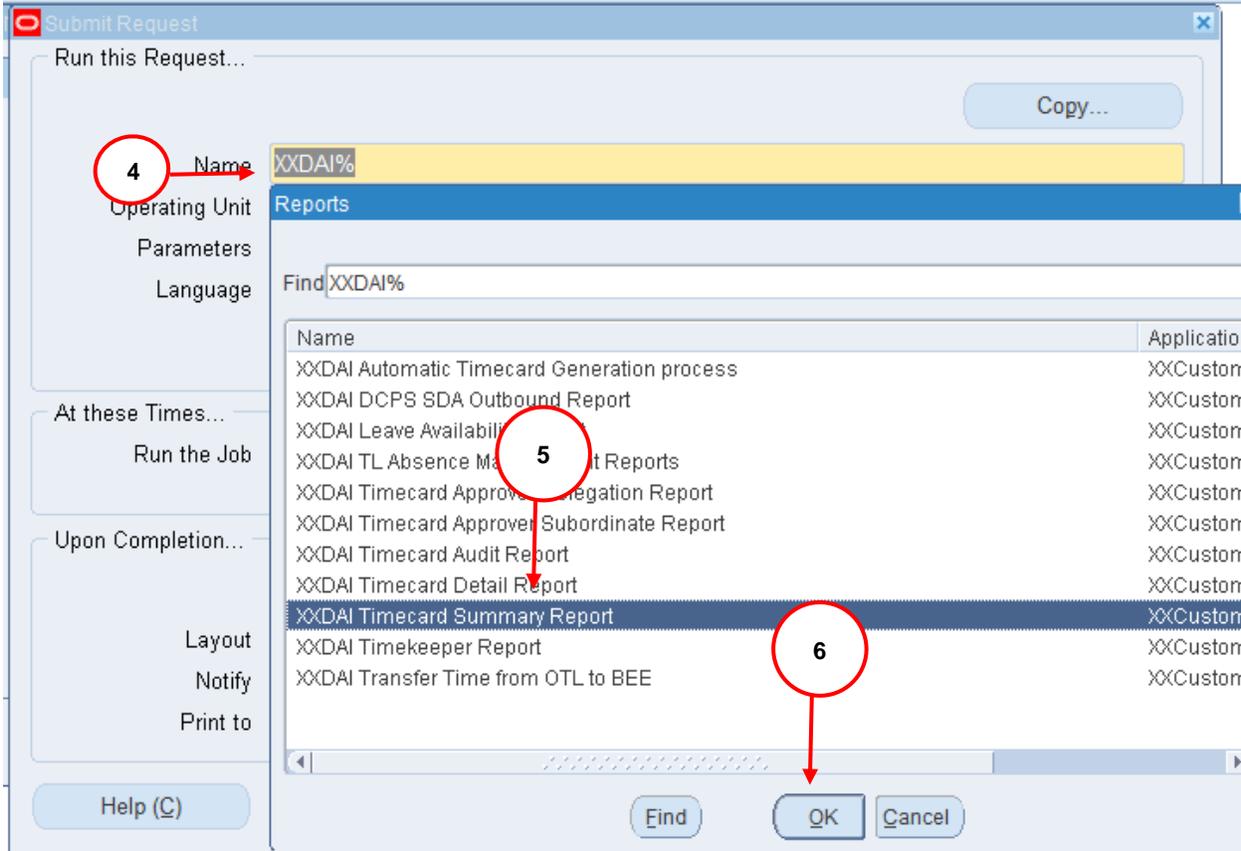
- Process and Reports → Submit Request

Training Exercise

- Create a Timecard Summary Report

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

Submit Request



The screenshot shows a 'Submit Request' dialog box with the following elements:

- Name:** XXDAI% (circled with a red '4')
- Operating Unit:** Reports
- Find:** XXDAI%
- Reports List:**

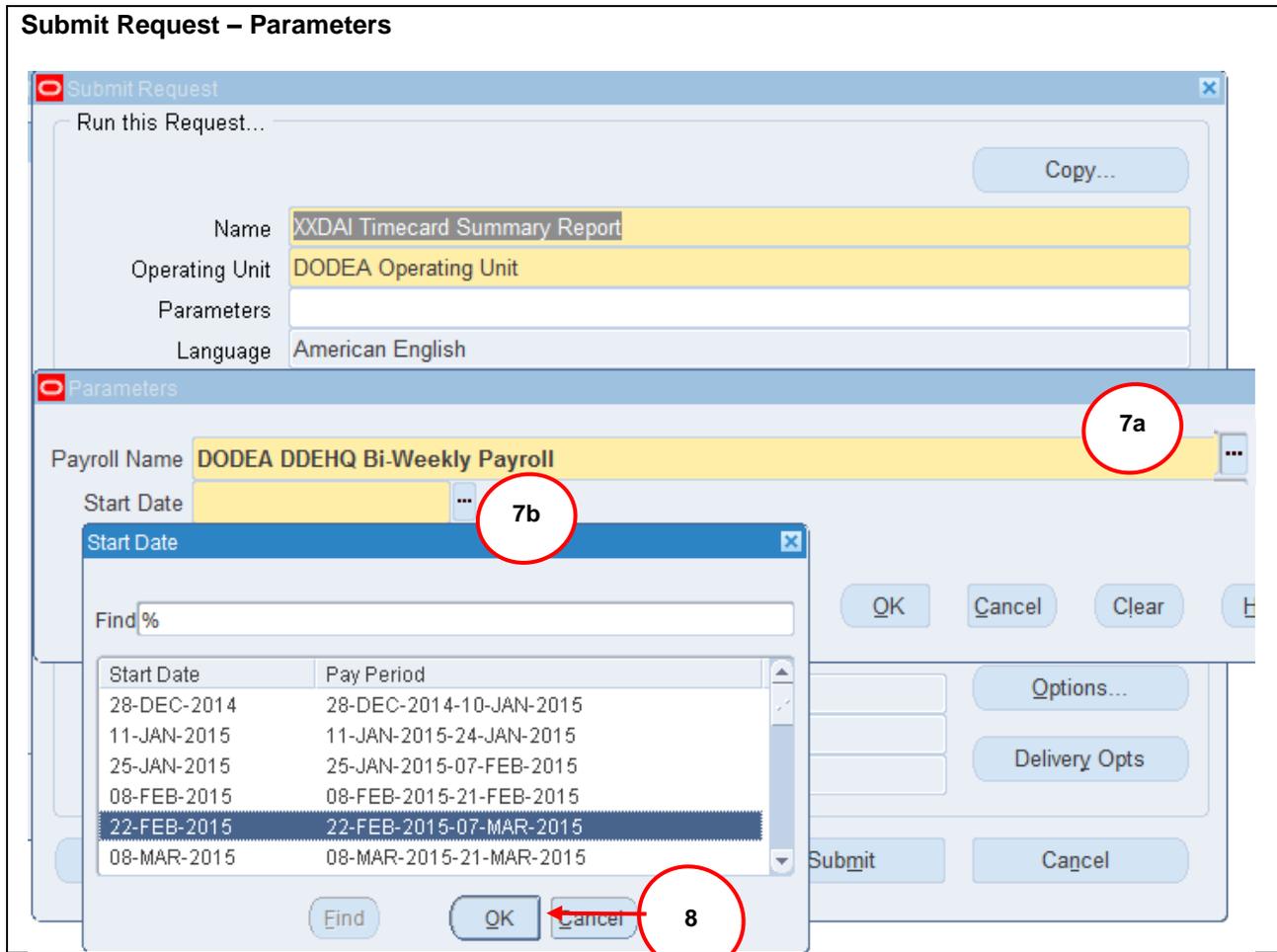
Name	Application
XXDAI Automatic Timecard Generation process	XXCustorr
XXDAI DCPS SDA Outbound Report	XXCustorr
XXDAI Leave Availabili	XXCustorr
XXDAI TL Absence Ma	XXCustorr
XXDAI Timecard Approv	XXCustorr
XXDAI Timecard Approver Subordinate Report	XXCustorr
XXDAI Timecard Audit Report	XXCustorr
XXDAI Timecard Detail Report	XXCustorr
XXDAI Timecard Summary Report	XXCustorr
XXDAI Timekeeper Report	XXCustorr
XXDAI Transfer Time from OTL to BEE	XXCustorr
- Buttons:** Find, OK (circled with a red '6'), 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 “**XXDAI Timecard Summary Report**” from the **Reports** list.

6. Click the **OK** button to open the **Parameters** form for this report

Submit Request – Parameters

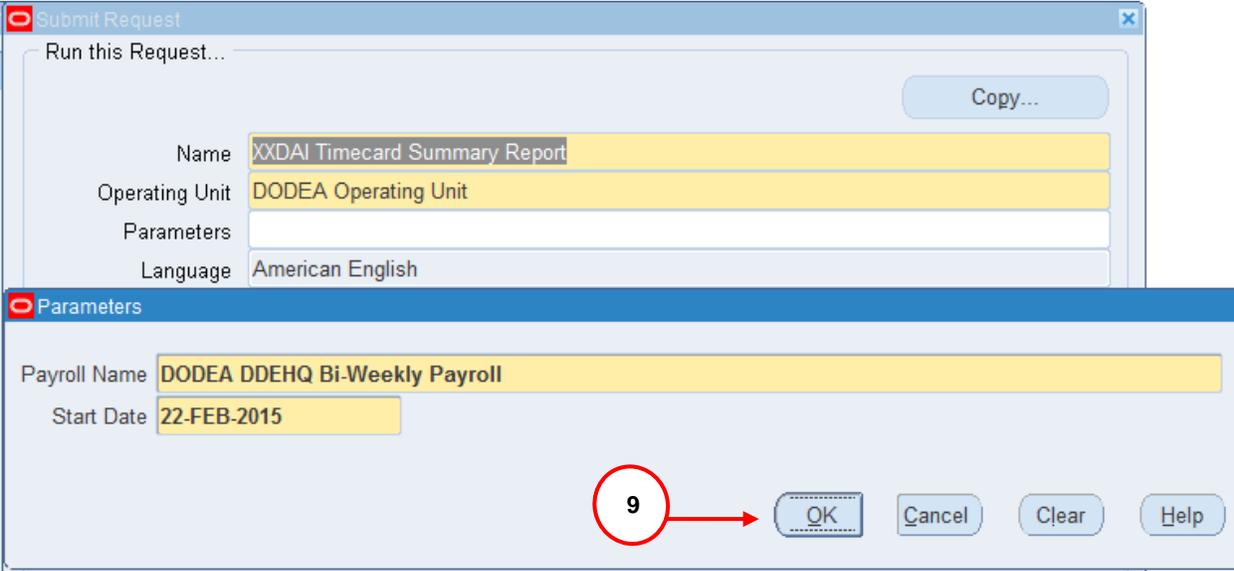


7.
 - a) **Payroll Name:** Click the **LOV** icon to auto-populate the **Payroll Name** field.
 - b) **Start Date:** Click the **Start Date** to select the **Pay Period** of the report.

Note: Yellow fields are required parameter fields.

8. Click the **OK** button to close the **Start Date** box. This will complete the **Parameters** entry.

Submit Request



Run this Request... Copy...

Name: XXDAI Timecard Summary Report

Operating Unit: DODEA Operating Unit

Parameters:

Language: American English

Parameters

Payroll Name: DODEA DDEHQ Bi-Weekly Payroll

Start Date: 22-FEB-2015

9 → OK Cancel Clear Help

9. Click the **OK** button to close the **Parameters** form.



Submit Request

Submit Request

Run this Request...

Copy...

Name: XXDAI Timecard Summary Report

Operating Unit: DODEA Operating Unit

Parameters: DODEA DDEHQ Bi-Weekly Payroll:22-FEB-2015

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Byrst Output

Layout: Options...

Notify: Delivery Opts

Print to: noprint

Help (C) 10 Submit Cancel

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

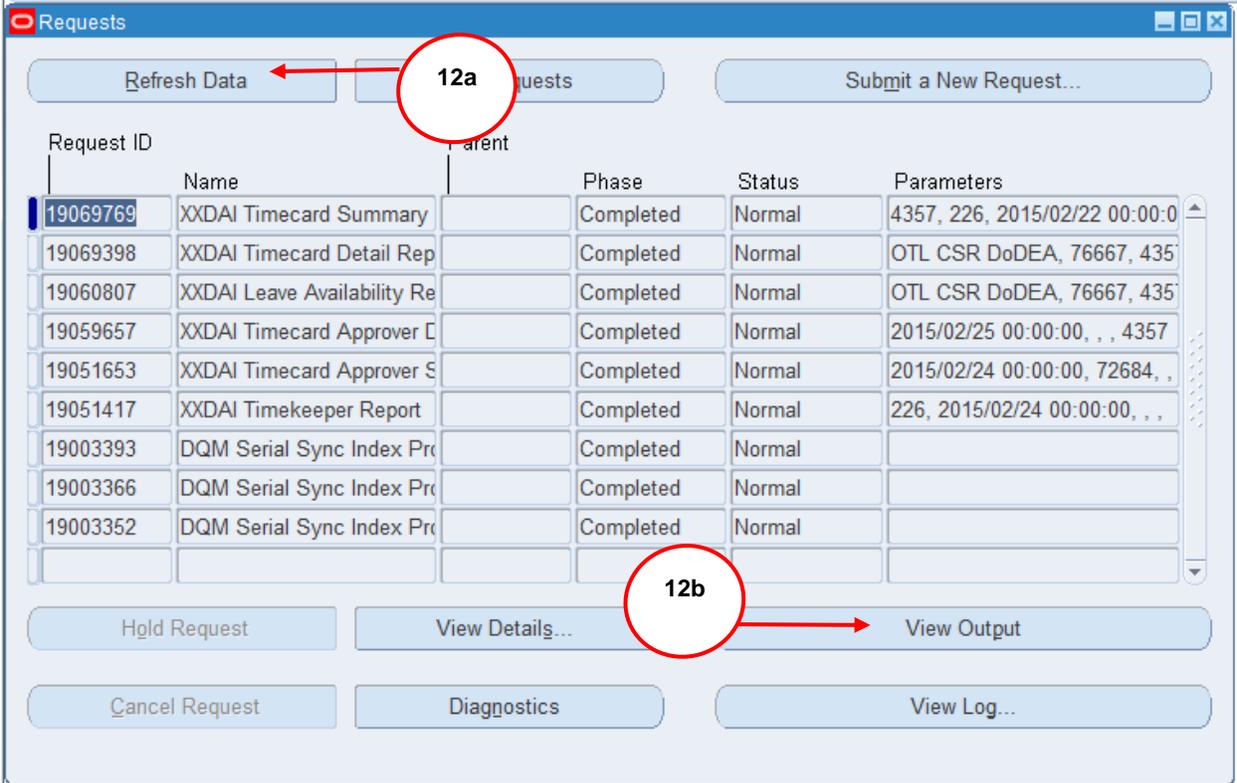
Decision



11.

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

Requests



Request ID	Name	Parent	Phase	Status	Parameters
19069769	XXDAI Timecard Summary		Completed	Normal	4357, 226, 2015/02/22 00:00:0
19069398	XXDAI Timecard Detail Rep		Completed	Normal	OTL CSR DoDEA, 76667, 435
19060807	XXDAI Leave Availability Re		Completed	Normal	OTL CSR DoDEA, 76667, 435
19059657	XXDAI Timecard Approver D		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 Pro		Completed	Normal	
19003366	DQM Serial Sync Index Pro		Completed	Normal	
19003352	DQM Serial Sync Index Pro		Completed	Normal	

- 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 11.
- 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.



Timecard Summary Report

Timecard Status for Period Starting 22-FEB-15 as of 05-MAR-2015 09:41:21

Timecard Status	Employee Name	Organization Name	Email Address	Supervisor	Approved By	Submitted By
SUBMITTED	GRAGG, KIMBERLEY M	HEADQUARTERS		RELYEA, Mr. BYRON WAYNE		GRAGG, KIMBERLEY M
SUBMITTED	SERVICE, BEN DODEA	DODEA TEST ORGANIZATION	Benjamin.SERVICE@DODEA.MIL	BOYD, APRIL L		SERVICE, BEN DODEA
SUBMITTED	SERVICE, BOB DODEA	DODEA TEST ORGANIZATION	BOB.SERVICE@DODEA.MIL	SERVICE, BEN DODEA		SERVICE, BEN DODEA

Current Recipient

RELYEA, BYRON
 BOYD, APRIL
 BOYD, APRIL

Timekeepers

WADE, KRISTIN R
 SERVICE, BEN DODEA
 SERVICE, BEN DODEA

RELYEA, Mr. BYRON WAYNE

TEST, TIMEKEEPER DODEA

***Report image compressed due to number of columns.**

(Note: Employees who are intermittent or "on recess" will not display on this report.)



The **Timecard Summary Report** columns are as follows:

Column Heading	Description
Timecard Status	Approval Status
Employee Name	Name of the employee
Organizational Name	Name of the organization to which the employee belongs
Email Address	Email Address of the employee
Supervisor	Supervisor of the employee / Approver of the timecard
Approved By	Person who approved the timecard
Submitted By	Person who submitted the timecard
Current Recipient	Current recipient of the timecard approval notification
Timekeepers	Name of all timekeepers with authority for approving the employee's timecard. Additional timekeepers will be displayed in the two columns to the right of the Timekeepers column. (no headings)

Result

Congratulations! You have successfully generated and reviewed the **Timecard Summary Report**.