



Time and Labor (OTL)

DCPS SDA Outbound Report

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
25-Feb-2015	Robin Hardy	1.0	R12 update

Reviewers

Date	Name	Position
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Distribution

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1	R12_WI_OTL_DCPS_SDA_Outbound	DEPS website
2		

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Business Process Description

This report will display all the data transmitted routinely, in the SDA file submitted to the Defense Civilian Payroll System (DCPS) each pay period. Additionally, it will show the details of the employee's Tour of Duty (TOD) record, work day change record, timecard details record and permit the report to be run using employee name and pay period as report query parameters.

Major Features

The DCPS SDA Outbound Report provides the following information:

- Filename
- Pay Period Start Date
- Pay Period End Date
- Employee Name
- Employee Number
- Tour of Duty Record data
- Work Day Change Record data
- Timecard Details Record data
- Active Indicator (Active, Inactive; Note that Inactive records do not appear on the timecard, as they were deleted or replaced by another entry)

An electronic copy of the report will be generated on demand as a concurrent request. The output can be retrieved into Excel.

Trigger

Run this report to troubleshoot issues for a single employee related to each SDA submitted during payroll processing.

Responsibilities

- OTL CSR – Agency

Prerequisites

- Payroll and OTL data is stored on the employee's primary HR assignment record in DAI.
- Users, Timecard information and Supervisors must exist in DAI.

Menu Path

- Process and Reports → Submit Request

SDA Outbound Report

1. Start the task using the following responsibility and menu path to open the **Submit a New Request** form:

Responsibility: OTL CSR – Agency

Menu Path: Process and Reports → Submit Requests

Navigator



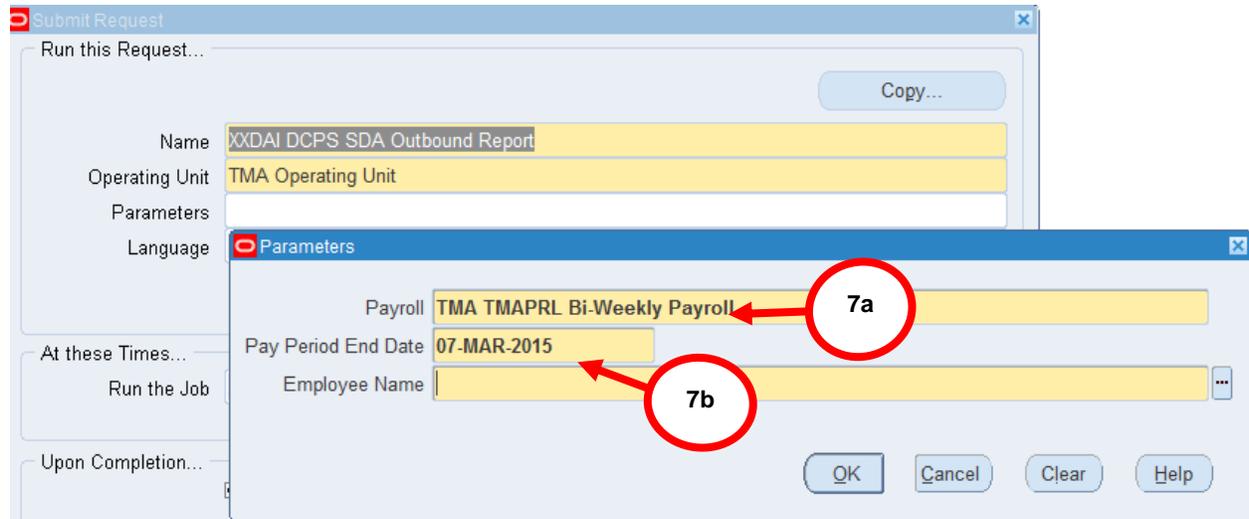
2. Retain the default radio button of **Single Request**.

3. Click the **OK** button.

Create Request

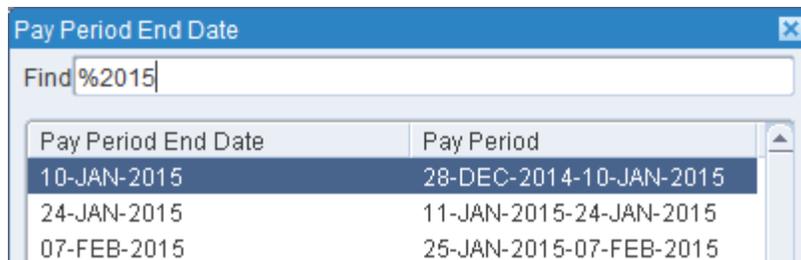
4.	Enter the name of the report in the Name field, or click the LOV  button for a list of reports available to this responsibility.
5.	Select the XXDAI DCPS SDA Outbound Report from the Reports LOV.
6.	Click the OK button to open the Parameters form.

Submit Request – Parameters



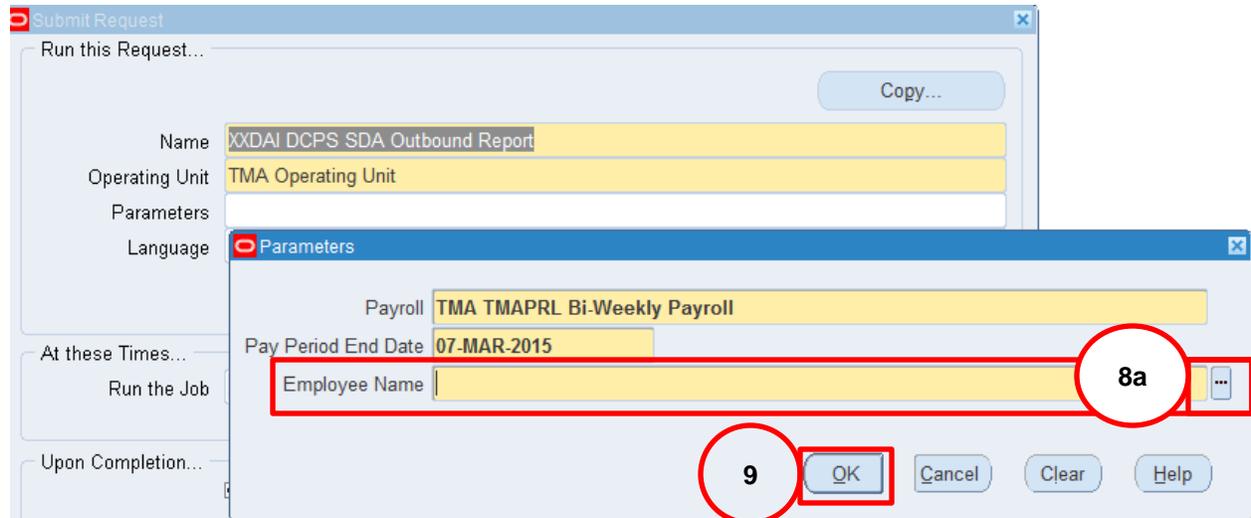
7. Fill in the optional parameters using the list of values in each row. The fields highlighted in yellow are required.

- a) **Payroll ID (Name):** Click the LOV  to select a value from the list, or the system will auto populate the **Payroll Name**.
- b) **p_end_date (Cycle Ending Date):** Click the LOV  to select a value from the list, for the payroll period.

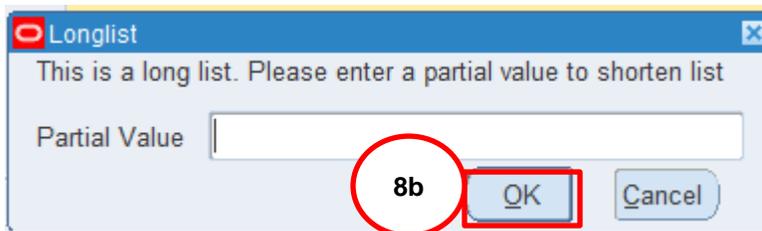


Pay Period End Date	Pay Period
10-JAN-2015	28-DEC-2014-10-JAN-2015
24-JAN-2015	11-JAN-2015-24-JAN-2015
07-FEB-2015	25-JAN-2015-07-FEB-2015

Submit Request - Parameters



- 8.
- a. **P_person_id (Person Id):** Click the LOV  to select a person from the list, and the **Person ID** will be populated.
 - b. Click the **OK** button to select.

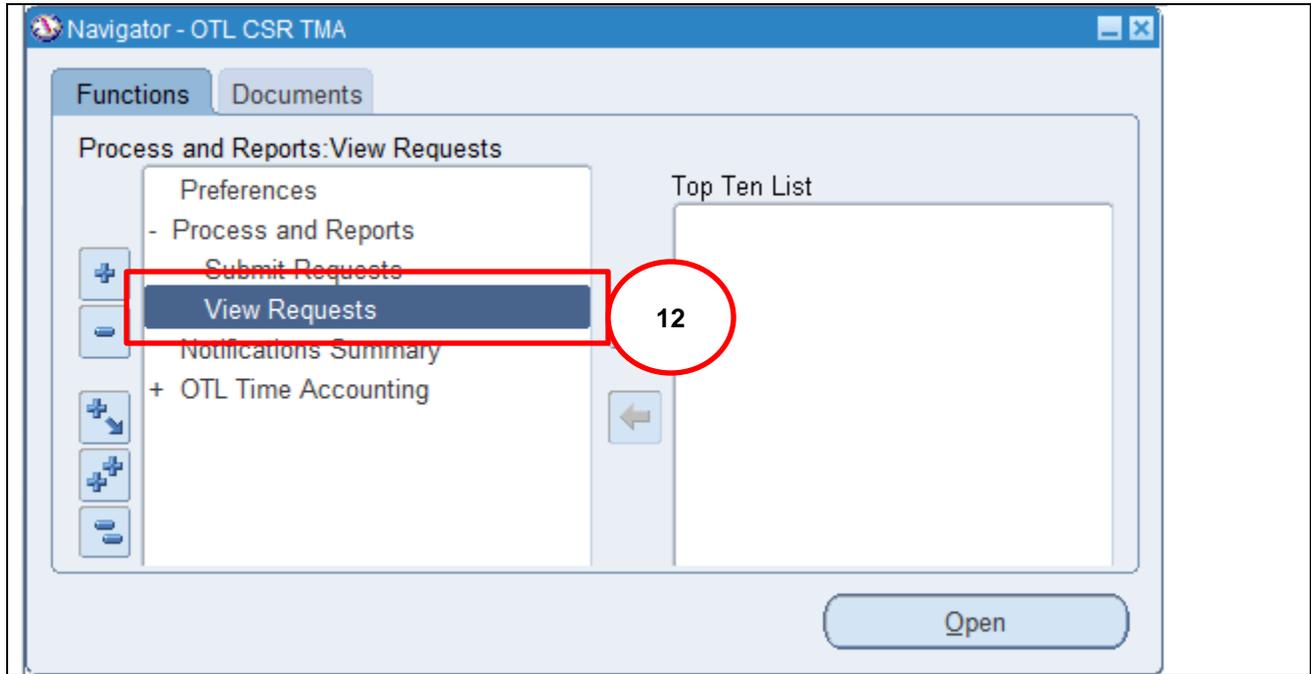


9. Click the **OK** button when all values have been entered.

Submit Request

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

11. **Decision** – If you would like to submit another request, click the **Yes** button. Otherwise, click the **No** button to submit the request.

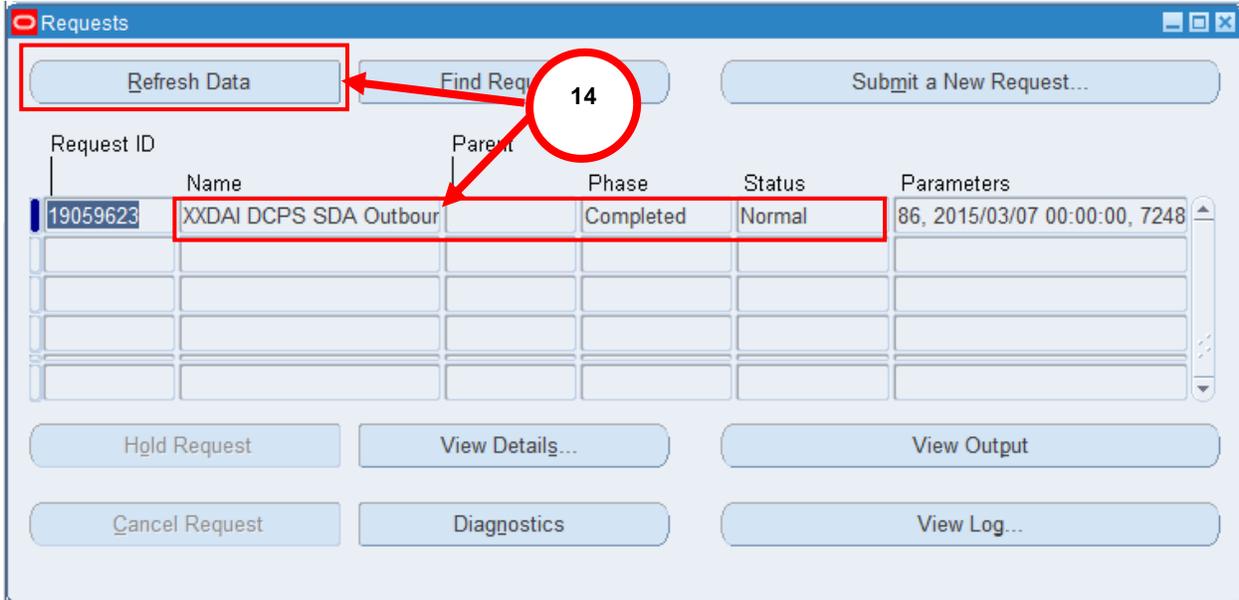


12. Double click the **View Requests** to open the **Find Request** form.

Find Requests

13. Click the **Find** button to view the **Requests** screen.

Refresh Data



Requests

Refresh Data Find Request Submit a New Request...

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Request ID	Name	Parent	Phase	Status	Parameters
19059623	XXDAI DCPS SDA Outbour		Completed	Normal	86, 2015/03/07 00:00:00, 7248

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

14. Click the **Refresh Data** button until the **Phase** and **Status** fields change from **Pending** and **Normal** to **Completed** and **Normal** indicating the report has completed successfully.

Requests

Request ID	Name	Parent	Phase	Status	Parameters
19059623	XXDAI DCPS SDA Outbour		Completed	Normal	86, 2015/03/07 00:00:00, 7248

15. Click the **View Output** button to view the report.
The report is viewable in an Excel format. Click the **Open** button the Excel Download box.



DCPS SDA Outbound Report

The DCPS SDA Outbound Report displays the data transmitted in the SDA file to DCPS for a specific pay period and person. The report header provides details of the parameters selected to run the report such as the Start Date and End Date fields, as well as the Employee Name.

	A	B	C	D	E	F	G	H	I
1	Gex File Name	DCPS TMA OUT SDA ZKA 19JUL12 070708866.xml							
2	Frequence Indicator	0							
3	Employee Name	Oneill, Sassy TestTMA							
4	Employee Number	12683							
5	End Date	28-JUL-12							
6	Start Date	14-JUL-12							
7	Record 2	Toc Effective Date	Tod Hours 1	Shift Code 1	Night Diff Hours 1	Tod Hours 2	Shift Code 2	Night Diff Hours 2	Tod Hours 3
8									
9	Record 3	Toc Effective Date	Wdc Rotating Shift	Wdc Rotating Shift 1	Wdc Rotating Shift 2	Wdc Rotating Shift 3	Wdc Time Att Status	Wdc Repeating Schedule	Wdc Repeating Indicator
10									
11	Record 5	L Hours Reported	Pay Sda Detail Id	RI Calendar Date Worked	RI Job Order Number	RI Type Hour Code	RI Night Differential Hours	RI Env Hazard Other Code	RI Injury Number
12		8	531247	16-Jul-12	33255.12422	RG			
13		8	531247	17-Jul-12	33255.12422	RG			
14		8	531247	18-Jul-12	33255.12422	RG			
15		8	531247	19-Jul-12	33255.12422	RG			
16		8	531247	20-Jul-12	33255.12422	RG			
17		8	531247	23-Jul-12	33255.12422	RG			
18		8	531247	24-Jul-12	33255.12422	RG			
19		8	531247	25-Jul-12	33255.12422	RG			
20		8	531247	26-Jul-12	33255.12422	RG			
21		8	531247	27-Jul-12	33255.12422	RG			

Result
Congratulations! You have successfully run and viewed the DCPS SDA Outbound Report.