



Time and Labor (OTL)

Timecard Audit Report

DoDEA R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
26-Aug-14	Robin Hardy	1.0	R12 Upgrade

Reviewers

Date	Name	Position
28-Aug-2014	Bill Mohamed	Work Force Preparation, Lead

Distribution

Copy No.	Name	Location
1	DODEA R12 Timecard Audit Report	DEPS

Note to Holders:

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Business Process Description

This report is designed to show timecard data entry history. The report will list who, what and when changes took place on the timecard.

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

Report Column Title	Description
Record Type (Timecard, Approval)	Type of record – timecard from most recent to oldest timecard
Employee Name	Employee’s Name
Approver Name	Approver’s Name or if unapproved null
Organization	Assigned Organization
Timecard Status	Various Statuses of Working, Submitted, Approved
Updated by	Name of person making the update
Entry Date	Entry showing individual days of the week of time entry
Comments	Comments entered on the timecard
Time Stamp	Date and time stamp of change
Project	Project Name/Number
Task Number	Task Number
Paycode	Each line of individual pay codes on timecard
Time Entered	Time entered
UOM	Unit of Measure, i.e. Hours
SURC	Substitute Usage Reason Code
Active Indicator	Displays: Active or Inactive

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

Trigger

Run this report when you need to determine when and by whom timecard entries were made.

Prerequisites

- Users, Timecard information and Supervisors must be loaded.

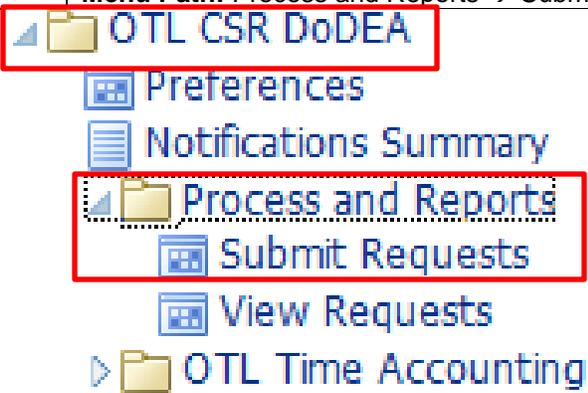
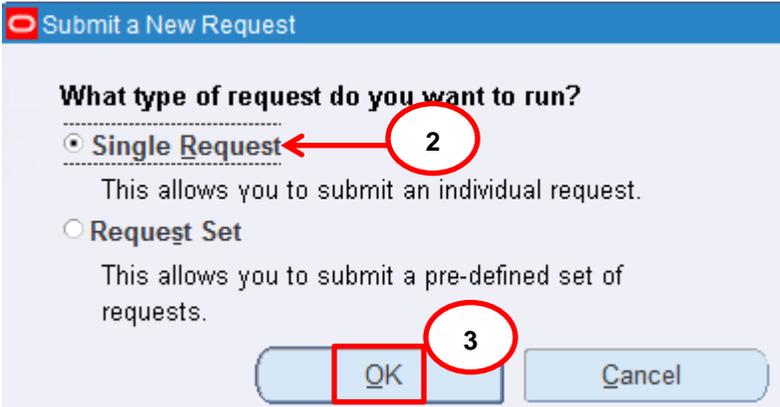
Business Process Description *Cont.*

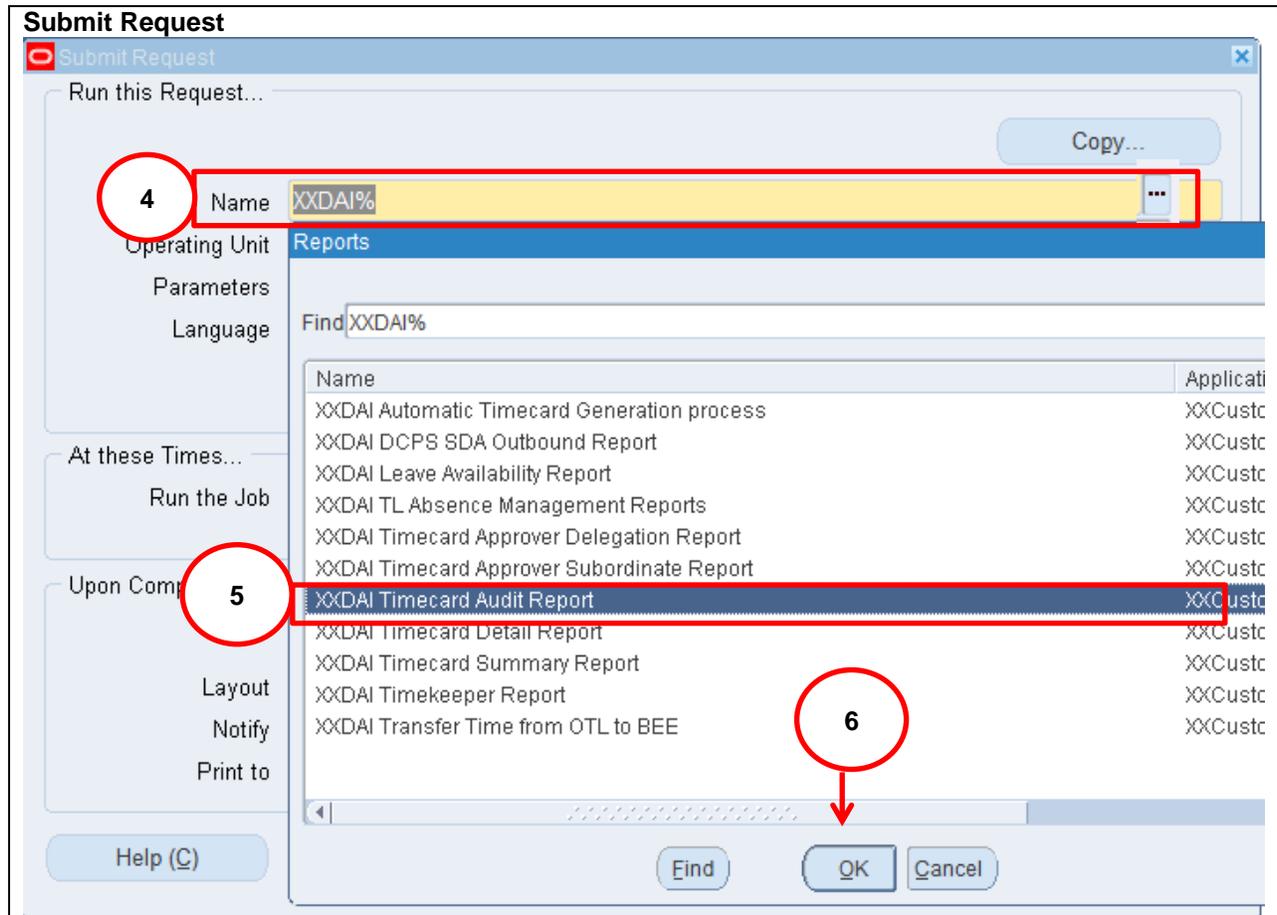
Responsibilities Menu Path

- OTL CSR – DODEA

Process and Reports → Submit Requests

Training Exercise: Create a Timecard Audit report

Timecard Audit Report	
1.	<p>Start the task using the 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.



- | | |
|----|--|
| 4. | Click the Name field  button for a list of reports available to this responsibility. |
| 5. | Select the XXDAI Timecard Audit Report from the Reports LOV.

Note: Once the Name field is populated with the report name, the Operating Unit field will auto-complete with the agency operating unit name. |
| 6. | Click the OK button to open the Parameters form. |

Submit Request – Parameters

Submit Request

Run this Request... Copy...

Name: XXDAI Timecard Audit Report

Operating Unit: DODEA Operating Unit

Parameters

Language: American English

Parameters

Payroll Name: DODEA DDEHQ Bi-Weekly Payroll

Start Date: 22-FEB-2015

Employee

Approver

Organization

Start Date

Find %

Date	Pay Period
06-JAN-2008	06-JAN-2008-19-JAN-2008
20-JAN-2008	20-JAN-2008-02-FEB-2008
03-FEB-2008	03-FEB-2008-16-FEB-2008
17-FEB-2008	17-FEB-2008-01-MAR-2008

Find OK Cancel

7. Populate the parameters using the list of values in each row. Yellow fields are required parameters.
- a) Click the **LOV** icon (If the **LOV** icon is not displayed, stretch the parameters box to view it.) This will populate the **Payroll Name** field automatically.
 - b) Click the **LOV** to select a payroll period **Start Date**.
 - c) Click the **OK** button to populate the payroll period begin date within the **Start Date** field.

Submit Request - Parameters

Run this Request... Copy...

Name: **XXDAI Timecard Audit Report**

Operating Unit: **DODEA Operating Unit**

Parameters:

Language: **American English**

Parameters

Payroll Name: **DODEA DDEHQ Bi-Weekly Payroll**

Start Date: **22-FEB-2015**

Employee: 8a

Longlist

This is a long list. Please enter a partial value to shorten list

Partial Value: **SERVICE** 8b

8c OK Cancel

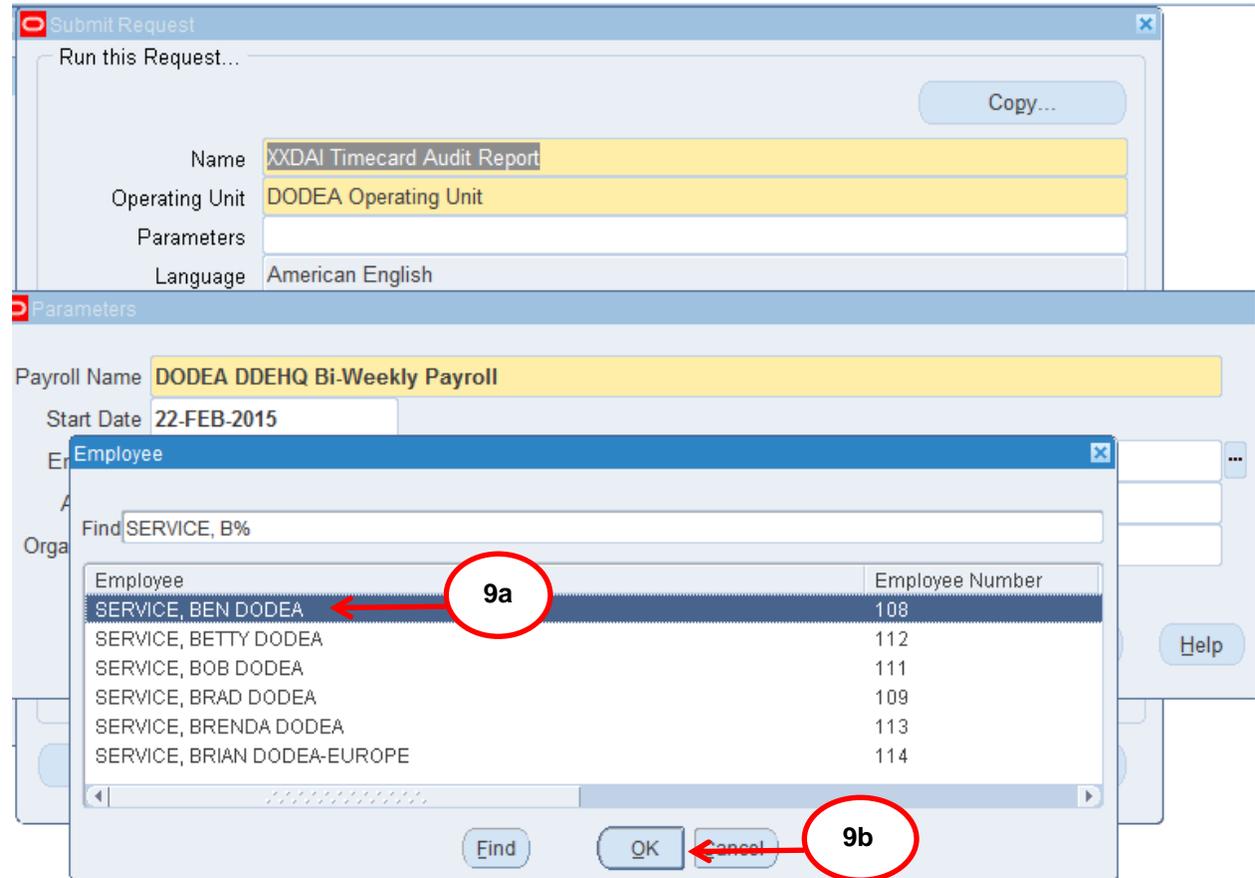
OK Cancel Clear Help

Help (C) Submit Cancel

8.

- a)** Click the **LOV** icon to open the **Longlist** search box.
- b)** Enter the **Last Name** of the person to be searched.
- c)** Click the **OK** button to activate the search.

Submit Requests – Parameters



9. a) Select the **person's name** for the report.
- b) Click the **OK** button to complete the parameters.
- Note:** This report's design phase has been completed. Additional options would be;
- a) to run the report by **Approver** instead of Employee to return a list of all employees under a specific approver.
- b) to run the report by **Organization** that would return a list of all employee timecards for the selected agency group.

Submit Requests – Parameters

The image shows two overlapping windows. The top window is titled "Submit Request" and contains a "Run this Request..." section with a "Copy..." button. Below this are four fields: "Name" (XXDAI Timecard Audit Report), "Operating Unit" (DODEA Operating Unit), "Parameters" (empty), and "Language" (American English). The bottom window is titled "Parameters" and contains five fields: "Payroll Name" (DODEA DDEHQ Bi-Weekly Payroll), "Start Date" (22-FEB-2015), "Employee" (SERVICE, BEN DODEA), "Approver" (empty), and "Organization" (empty). A red circle highlights the number "10" in the "Employee" field, and a red arrow points from this circle to the "OK" button at the bottom right of the "Parameters" window.

10. Click the **OK** button to close the **Parameters** form and complete the **Submit Requests** form.

Submit Audit Report

Submit Request

Run this Request...

Copy...

Name: XXDAI Timecard Audit Report

Operating Unit: DODEA Operating Unit

Parameters: DODEA DDEHQ Bi-Weekly Payroll:22-FEB-2015:SERVICE, BEN DODEA::

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout: []

Notify: []

Print to: noprint

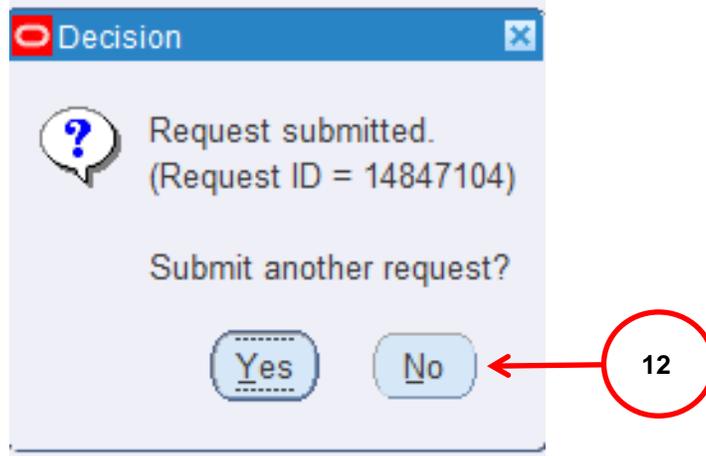
Options... Delivery Opts

Help (C) Submit Cancel

11

11. Click the **Submit** button to activate the report request.

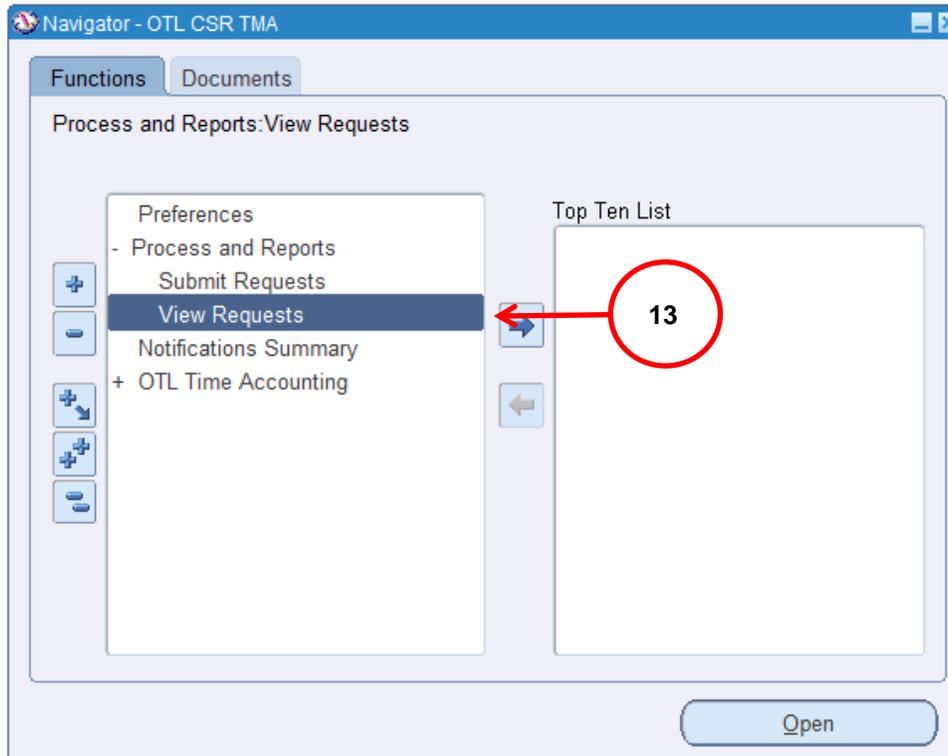
Decision



12.

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

View Requests List



13. a) Select the **View Requests** function.
- b) Click the **Open** button to open the **Requests** window.

Note: Double-clicking the **View Requests** function will open the **Requests** window.

Find Request Form

The screenshot shows a web application window titled "Find Requests". It contains several radio buttons for filtering requests: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". There is also a checkbox for "Include Request Set Stages in Query" and an "Order By" dropdown menu currently set to "Request ID". A "Select the Number of Days to View:" field is set to "7". At the bottom, there are three buttons: "Submit a New Request...", "Clear", and "Find". A red circle with the number "14" inside is positioned over the "Find" button, with a red arrow pointing downwards from the circle.

14. Click the **Find** button to display the **Requests** box.

Note: The **Find Requests** form defaults to **All My Requests**.

View Audit Report

The screenshot shows a window titled 'Requests' with a table of audit reports. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected, showing Request ID 19069844, Name 'XXDAI Timecard Audit Report', Phase 'Completed', and Status 'Normal'. Below the table are several buttons: 'Hjld Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'. A red circle labeled '15a' points to the 'Refresh Data' button, and another red circle labeled '15b' points to the 'View Output' button.

Request ID	Name	Parent	Phase	Status	Parameters
19069844	XXDAI Timecard Audit Report		Completed	Normal	4357, 226, 2015/02/22 00:00:0
19069769	XXDAI Timecard Summary		Completed	Normal	4357, 226, 2015/02/22 00:00:0
19069398	XXDAI Timecard Detail Report		Completed	Normal	OTL CSR DoDEA, 76667, 435
19060807	XXDAI Leave Availability Report		Completed	Normal	OTL CSR DoDEA, 76667, 435
19059657	XXDAI Timecard Approver List		Completed	Normal	2015/02/25 00:00:00, , , 4357
19051653	XXDAI Timecard Approver Summary		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 Process		Completed	Normal	
19003366	DQM Serial Sync Index Process		Completed	Normal	
19003352	DQM Serial Sync Index Process		Completed	Normal	

15. a) Click the **Refresh Data** button if the report does not display as **Complete** in the **Phase** column and **Normal** in the **Status** column.
 b) Click the **View Output** button to view the **Audit** report.
- 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.

View Audit Report

Record Type	Employee Name	Approver Name	Organization	Timecard Status	Updated By	Entry Date
Timecard	SERVICE, BEN	SERVICE, BRAD	DODEA	SUBMITTED	SERVICE, BRAD	FRIDAY 27-FEB-2015

Comments	Time Stamp	Project	Task Number	Paycode	Time Entered
	27-FEB-2015 11:37:26	DODEA_PAYROLL_FY15	HQ PAYROLL	RG	80

UoM SURC Active Indicator

Hours Active

(Note: Report image compressed due to number of columns.)

16. Review the **Audit Report**. This report can be copied into **Excel**.

Result

Congratulations! You have successfully run the Timecard Audit Report.