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

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Table of Contents

Document Control ii
Business Process Description 4
Business Process Description Cont. 5
Timecard Audit Report 6

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

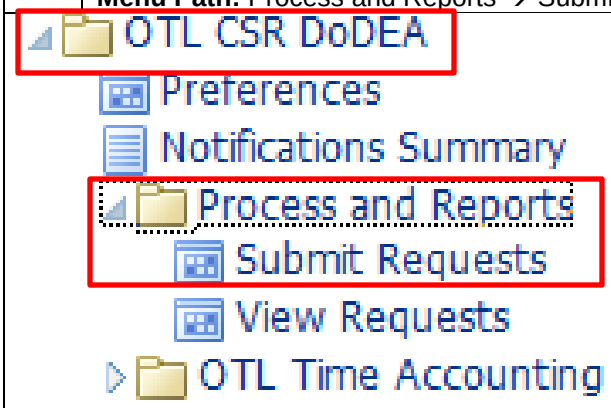
- OTL CSR – DODEA

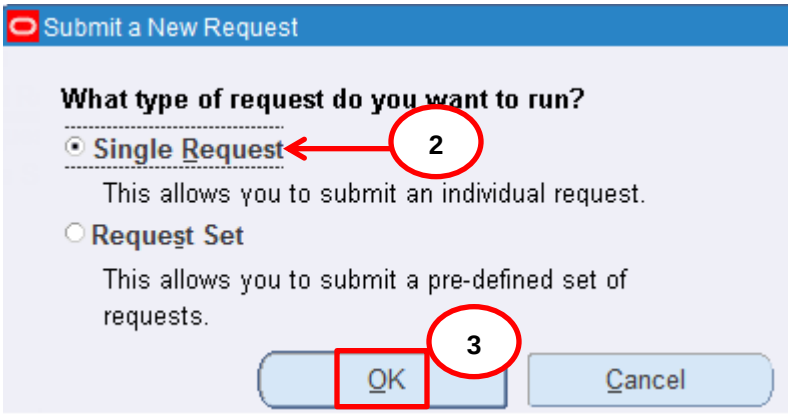
Process and Reports → Submit Requests

Training Exercise: Create a Timecard Audit report

Timecard Audit Report

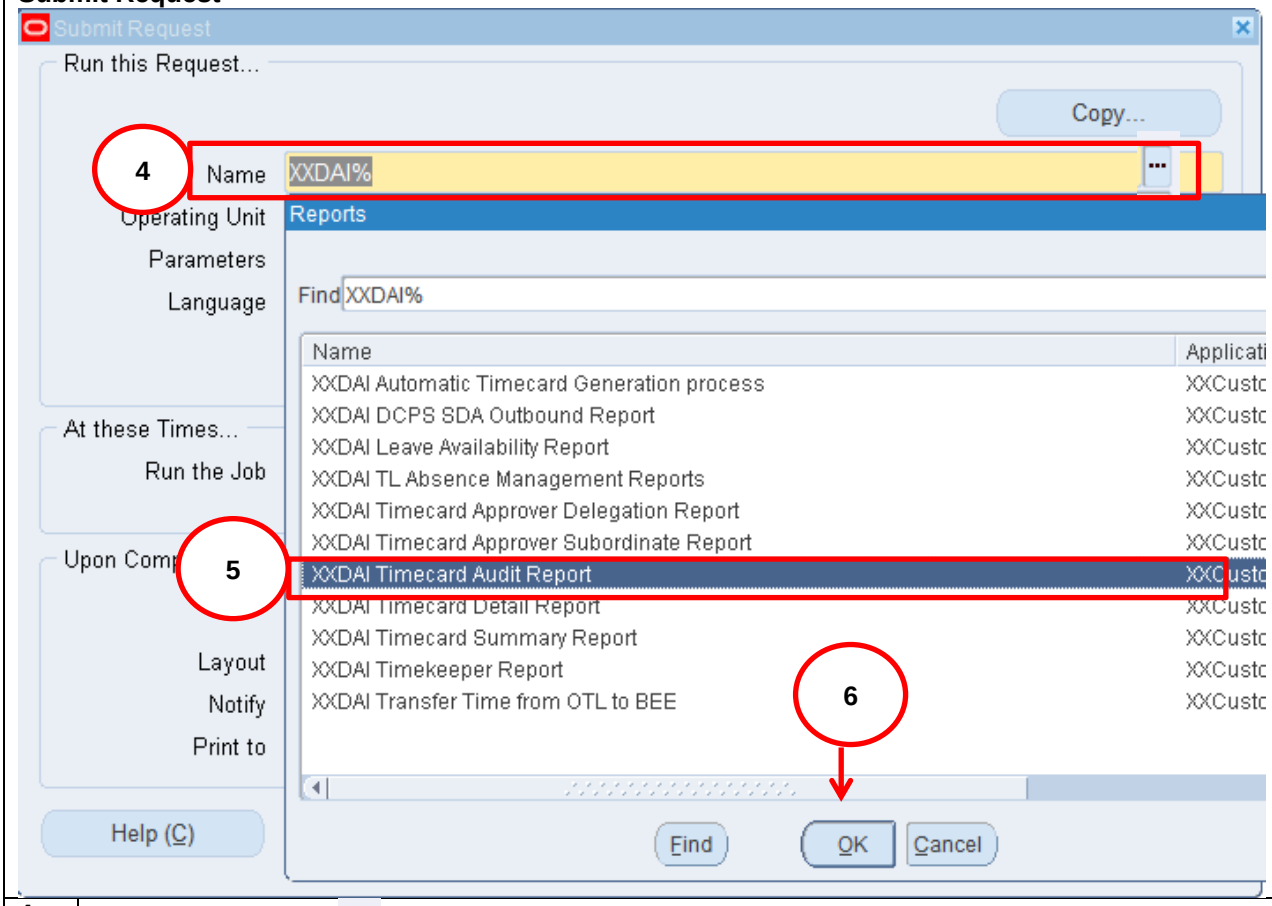
1.	Start the task using the responsibility and menu path to open the **Submit a New Request** form: **Responsibility:** OTL CSR – DODEA **Menu Path:** Process and Reports → Submit Requests





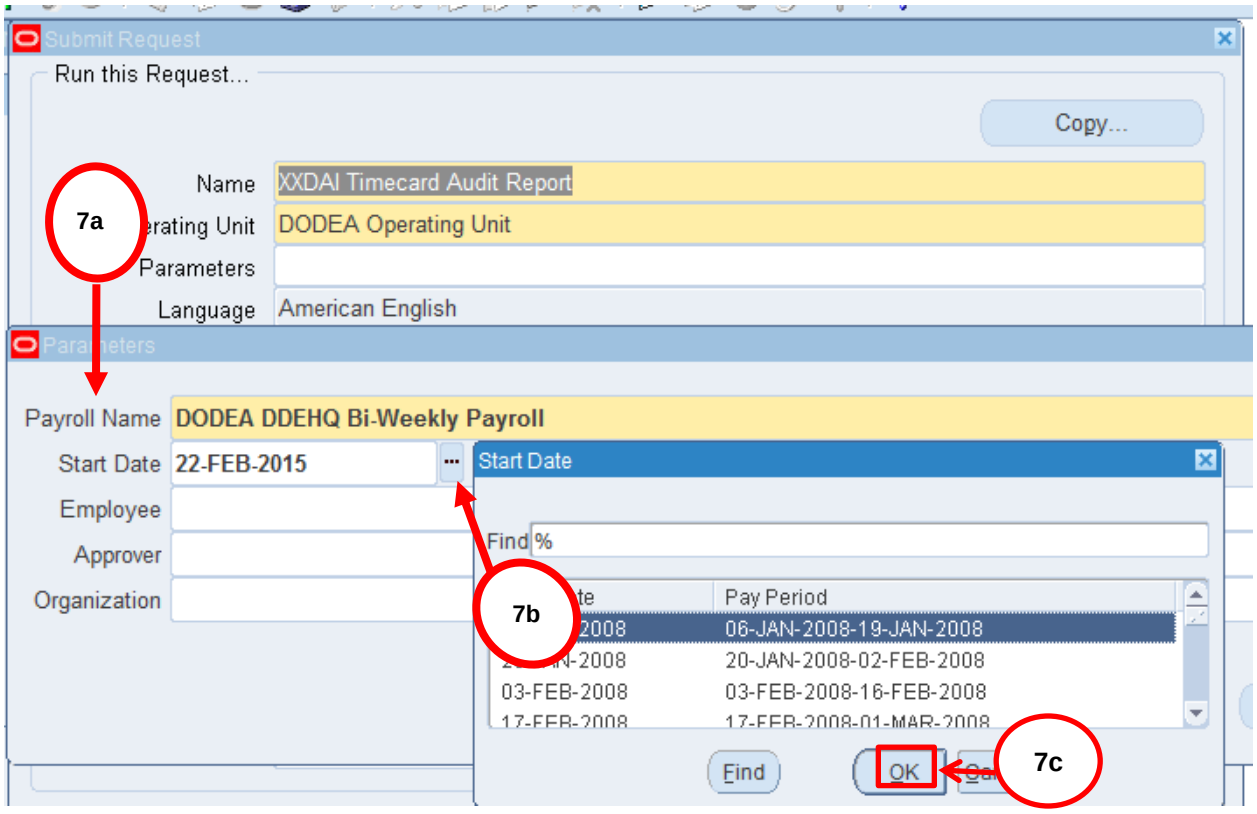
2.	Select the **Single Request** radio button. (Default)
3.	Click the **OK** button to open the **Submit Request** form.

Submit Request



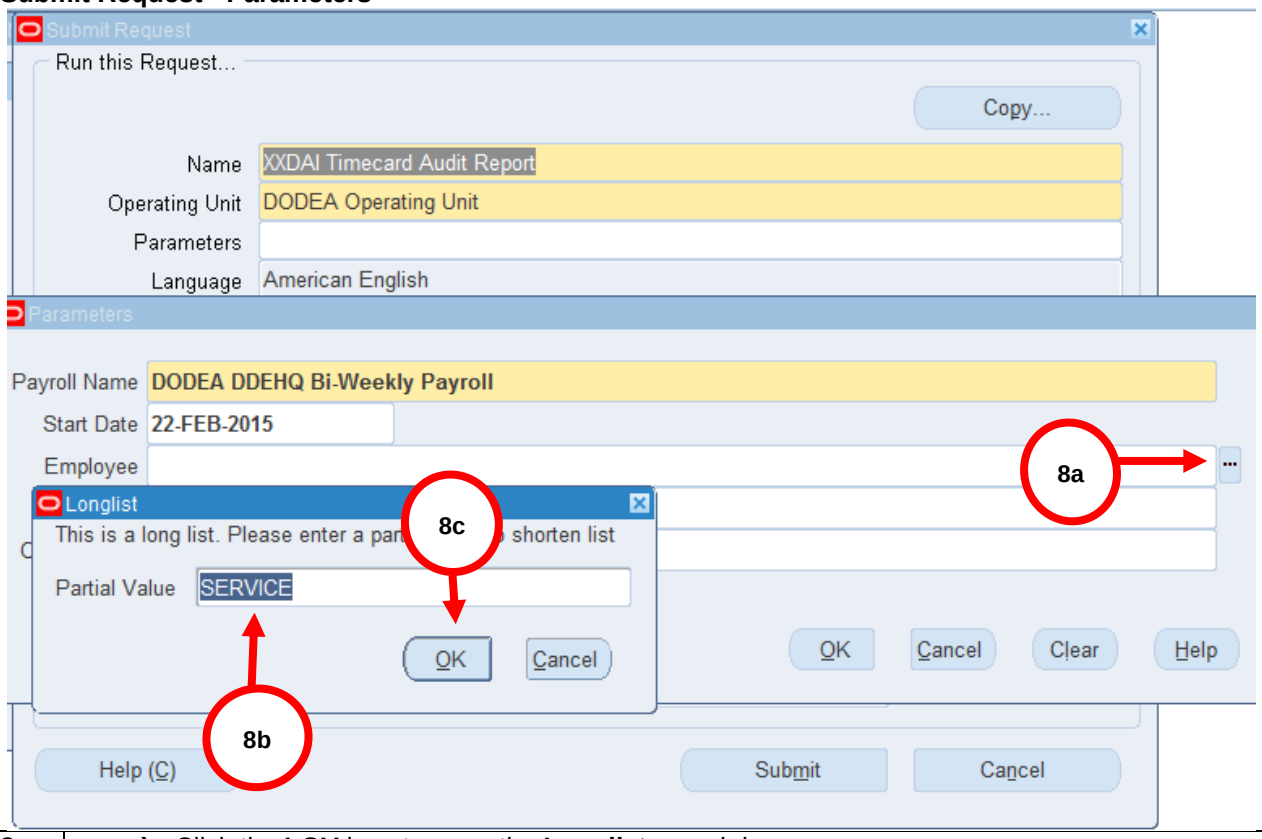
4.	Click the **Name** field button for a list of reports available to this responsibility.
5.	Select the **XXDAI Timecard Audit Report** from the **Reports** LOV. **Note**: Once the **Name** field is populated with the report name, the **Operating Unit** field will auto-complete with the agency operating unit name.
6.	Click the **OK** button to open the **Parameters** form.

Submit Request – Parameters



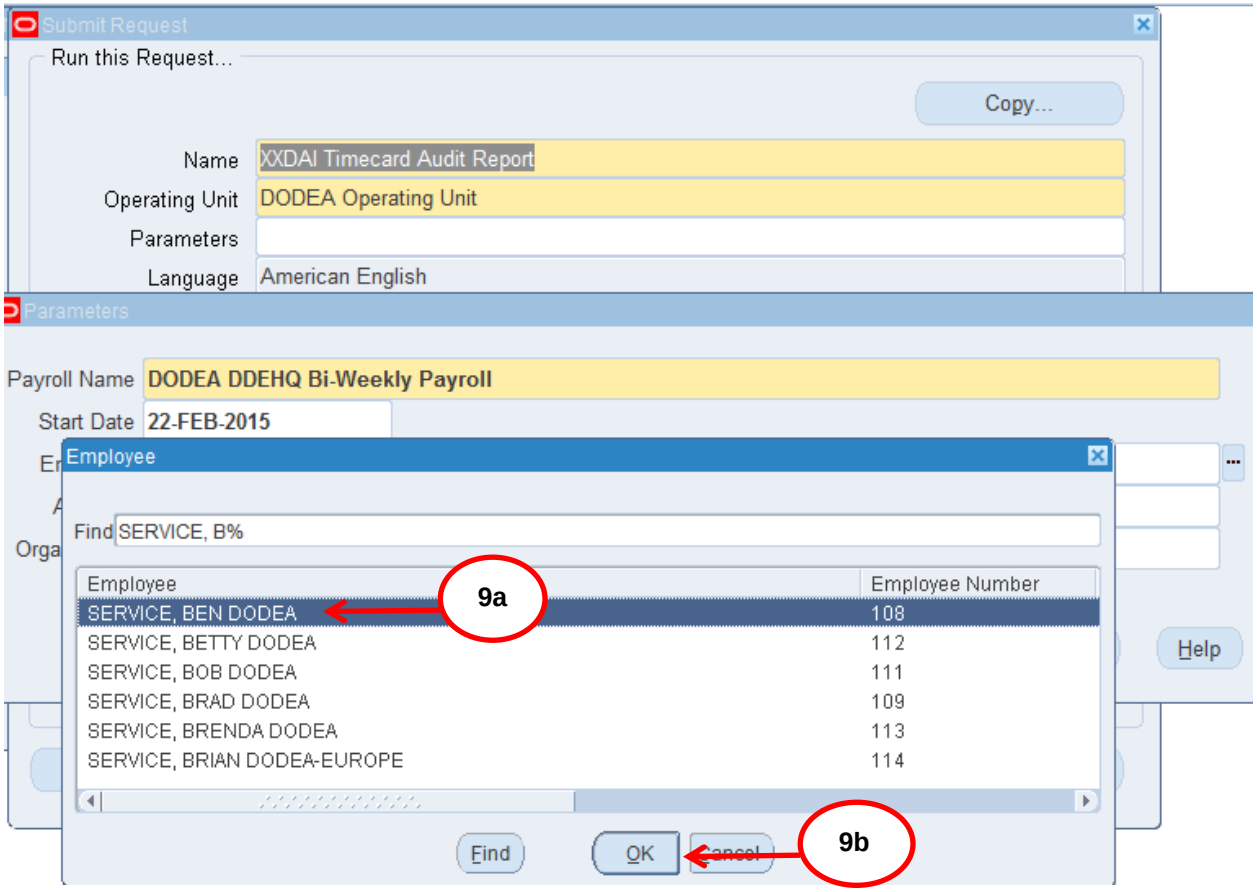
7.	Populate the parameters using the list of values in each row. Yellow fields are required parameters. **a)** Click the **LOV** icon (If the **LOV** icon is not displayed, stretch the parameters box to view it.) This will populate the **Payroll Name** field automatically. **b)** Click the **LOV** to 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



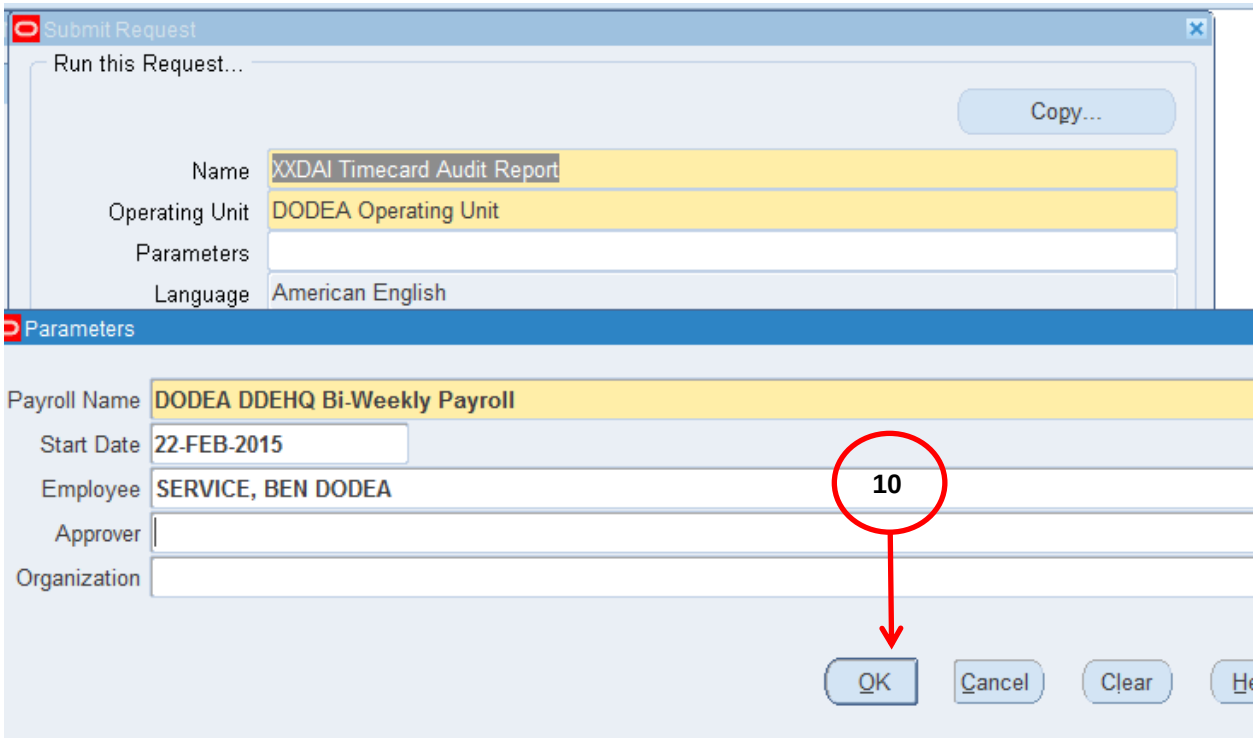
8.	**a)** Click the **LOV** icon to open the **Longlist** search box. **b)** Enter the **Last Name** of the person to be searched. **c)** Click the **OK** button to activate the search.

Submit Requests – Parameters



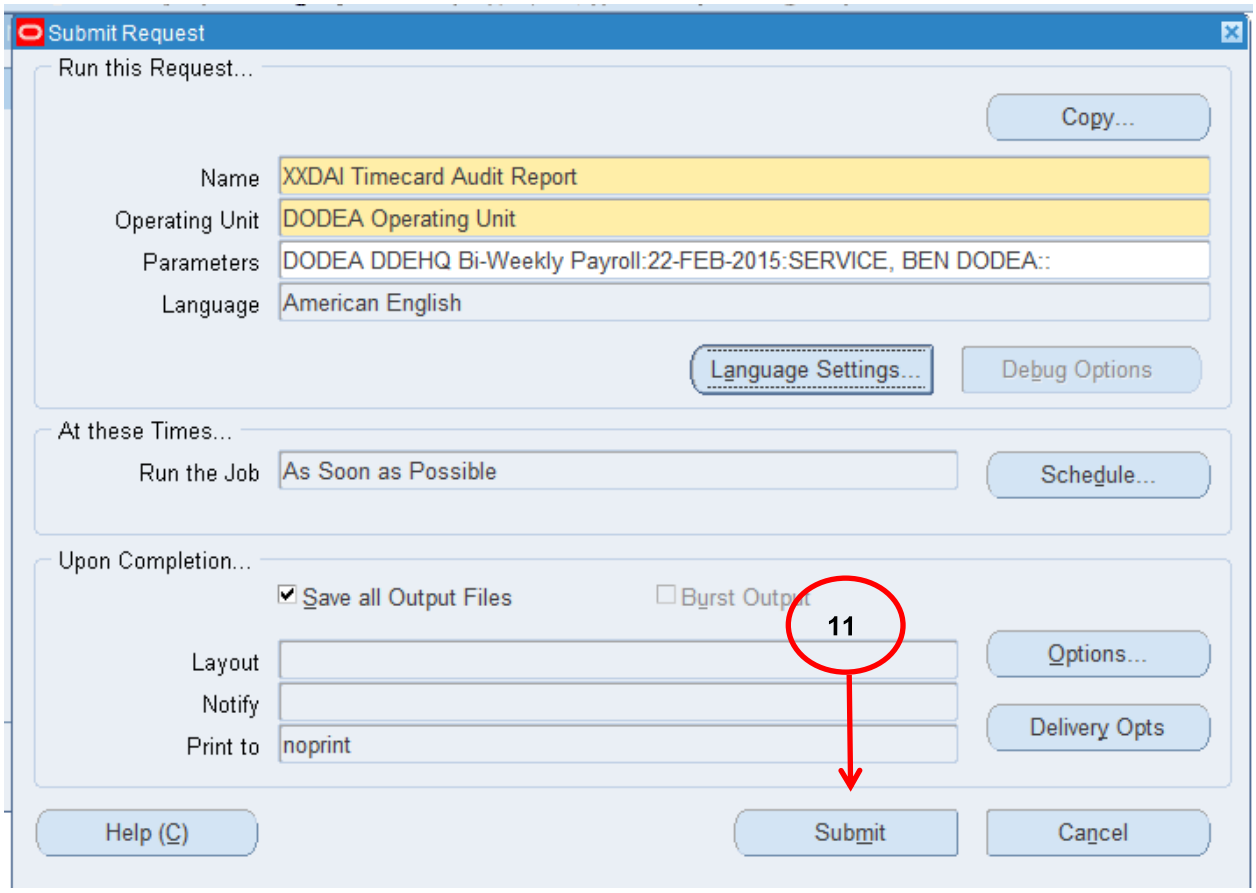
9.	**a)** Select the **person's name** for the report. **b)** Click the **OK** button to complete the parameters. **Note**: This report's design phase has been completed. Additional options would be; **a)** to run the report by **Approver** instead of Employee to return a list of all employees under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

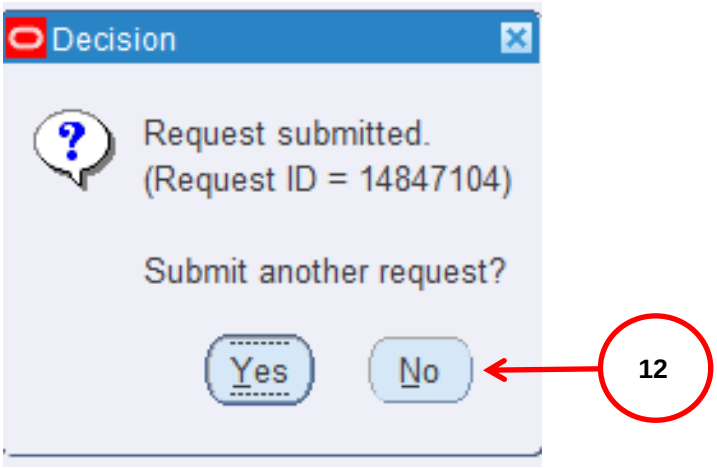


10.	Click the **OK** button to close the **Parameters** form and complete the **Submit Requests** form.

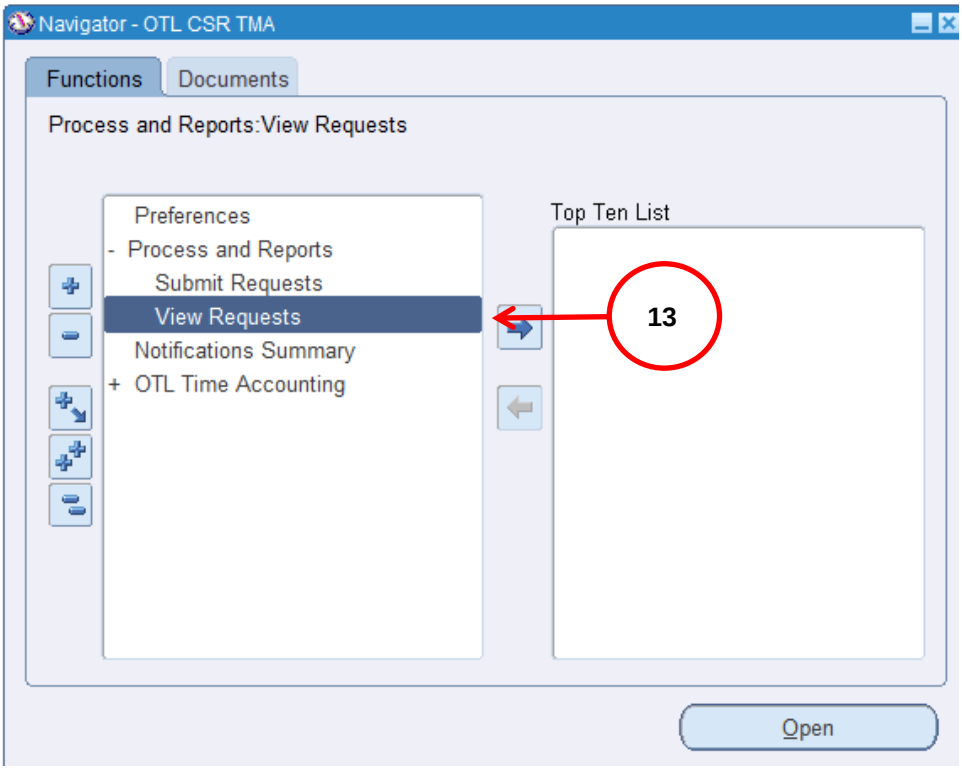
Submit Audit Report



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

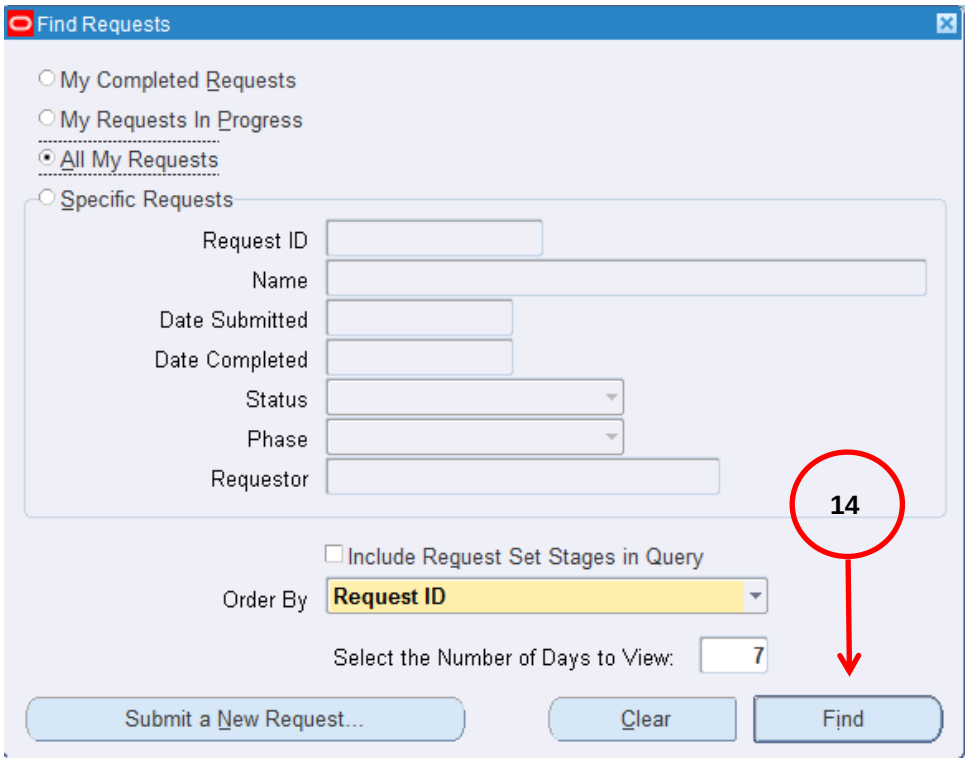
Decision 	
12.	**Decision** – If you would like to submit another request, click the Yes button. Otherwise, click the No button to submit the request.

View Requests List



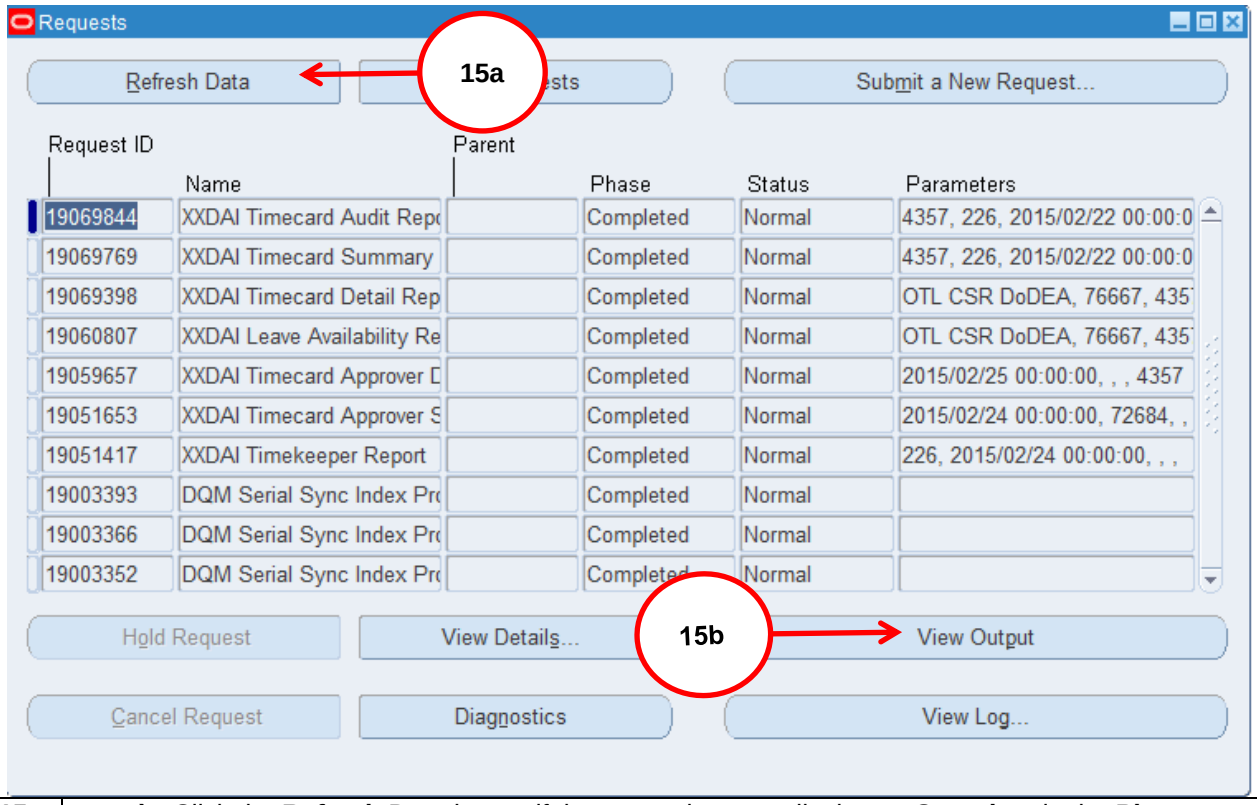
13.	**a)** Select the **View Requests** function. **b)** Click the **Open** button to open the **Requests** window. **Note**: Double-clicking the **View Requests** function will open the **Requests** window.

Find Request Form



14.	Click the **Find** button to display the **Requests** box. **Note**: The **Find Requests** form defaults to **All My Requests**.

View Audit Report



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.