



# **Time and Labor (OTL)**

Timecard Detail Report

DoDEA R12 Work Instructions



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## Document Control

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### Change Record

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

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### Reviewers

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

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### Distribution

Copy No.	Name	Location
1	DODEA_R12 Timecard Detail Report	DEPS

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## Business Process Description

This Timecard Detail report is designed to show details to individual timecard records. It will give a daily breakdown of hours worked by an employee as well as daily totals for a particular payroll period. It is a report used by the OTL CSR's to view statuses of all timecards and can be used to trouble shoot issues related to time entry.

The Timecard Detail Report provides the following information:

Name of Column	Description
Period Start Date	Timecard Period Start Date
Period End Date	Timecard Period End Date
Approver Name	Timecard Approver
Approval Status	Timecard Approval Status: Approved or No Timecard for the Period
Employee Name	Employee's Full Name
Organization	Organization Name within the Agency
Entry Date	Daily Entry Date
Project	Project Employee Charges Time Against
Task	Task Employee Charges Time Against
Paycode	Pay Code Employee Charges Time Against
Time Entered	Time Entered or number of hours employee charged
UoM	Unit of Measure, i.e., Hours
EHO Code	Environmental Hazard Other Code
Night Diff	Night Differential
Last Hr Ind	Last Hour Indicator
Shift Code Override	Shift Code Override
SURC	Substitute Usage Reason Code
Generated By Absence Request	Generated by Absence or Leave Request

**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

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## ***Business Process Description* Cont.**

### **Trigger**

Run this report when you need to determine daily hours worked as well as hours by timecard period. Including timecard statuses throughout the timecard period.

### **Prerequisites**

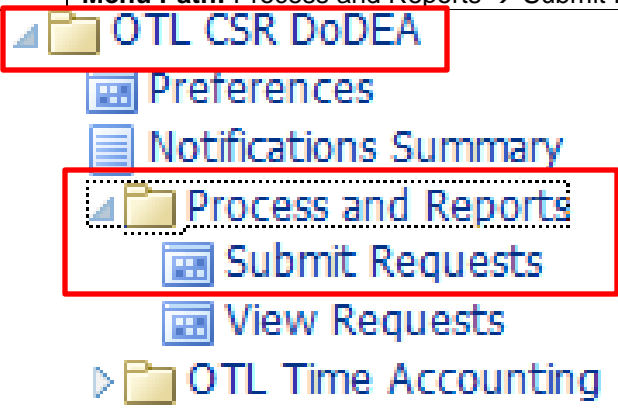
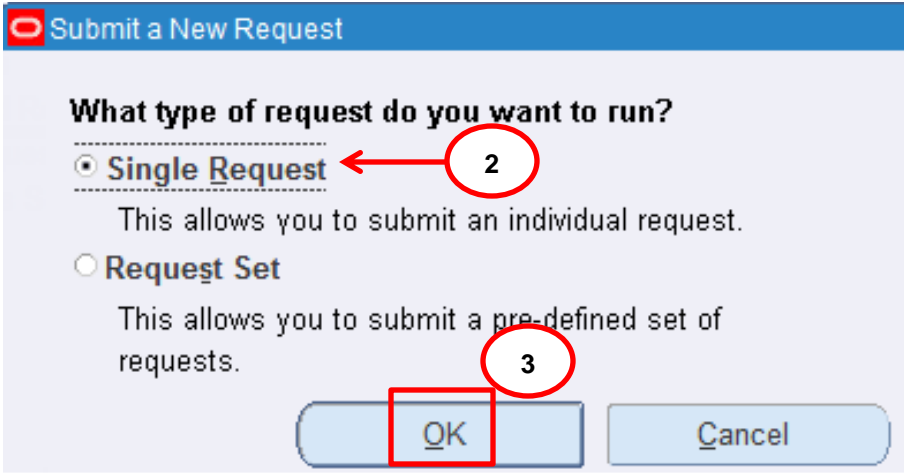
- Users, Timecard information and Supervisors must be loaded

### **Responsibilities Menu Path**

- OTL CSR – DODEA

Process and Reports → Submit Requests

**Training Exercise:** Create a Timecard Details report

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

**Submit Request**

Run this Request... Copy...

**4** Name: XXDAI%

Operating Unit: Reports

Parameters: Find: XXDAI%

Name	Applicati
XXDAI Automatic Timecard Generation process	XXCusto
XXDAI DCPS SDA Outbound Report	XXCusto
XXDAI Leave Availability Report	XXCusto
XXDAI TL Absence Management Reports	XXCusto
XXDAI Timecard Approver Delegation Report	XXCusto
XXDAI Timecard Approver Subordinate Report	XXCusto
XXDAI Timecard Audit Report	XXCusto
<b>XXDAI Timecard Detail Report</b>	XXCusto
XXDAI Timecard Summary Report	XXCusto
XXDAI Timekeeper Report	XXCusto
XXDAI Transfer Time from OTL to BEE	XXCusto

At these Times... Run the Job

Upon Completion... Layout, Notify, Print to

Help (C) Find OK Cancel

**5** (points to selected report)

**6** (points to OK button)

4. Click the **Name** field button for a list of reports available to this responsibility.
5. Select the “**XXDAI Timecard Detail Report**” from the **Reports** List of Values or 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

The screenshot shows a 'Submit Request' dialog box with the following fields and annotations:

- 7a**: A red circle around the 'Name' field, which contains 'XXDAI Timecard Detail Report'.
- 7b**: A red circle around the 'Start Date' field, which contains '22-FEB-2015'. An arrow points from this field to a 'Parameters' dialog box.
- 7c**: A red circle around the 'OK' button in the 'Parameters' dialog box.

The 'Parameters' dialog box contains the following fields and a table:

- Payroll Name: DODEA DDEHQ Bi-Weekly Payroll
- Start Date: 22-FEB-2015
- Employee: (empty)
- Approver: (empty)
- Org Name: (empty)

Date	Pay Period
01-JAN-2008	06-JAN-2008-19-JAN-2008
01-FEB-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
02-MAR-2008	02-MAR-2008-15-MAR-2008
16-MAR-2008	16-MAR-2008-29-MAR-2008

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

Submit Request

Run this Request... Copy...

Name: XXDAI Timecard Detail Report

Operating Unit: DODEA Operating Unit

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

Language: American English

Parameters

Payroll Name: DODEA DDEHQ Bi-Weekly Payroll

Start Date: 22-FEB-2015

Employee: 8a

Approver: Longlist

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

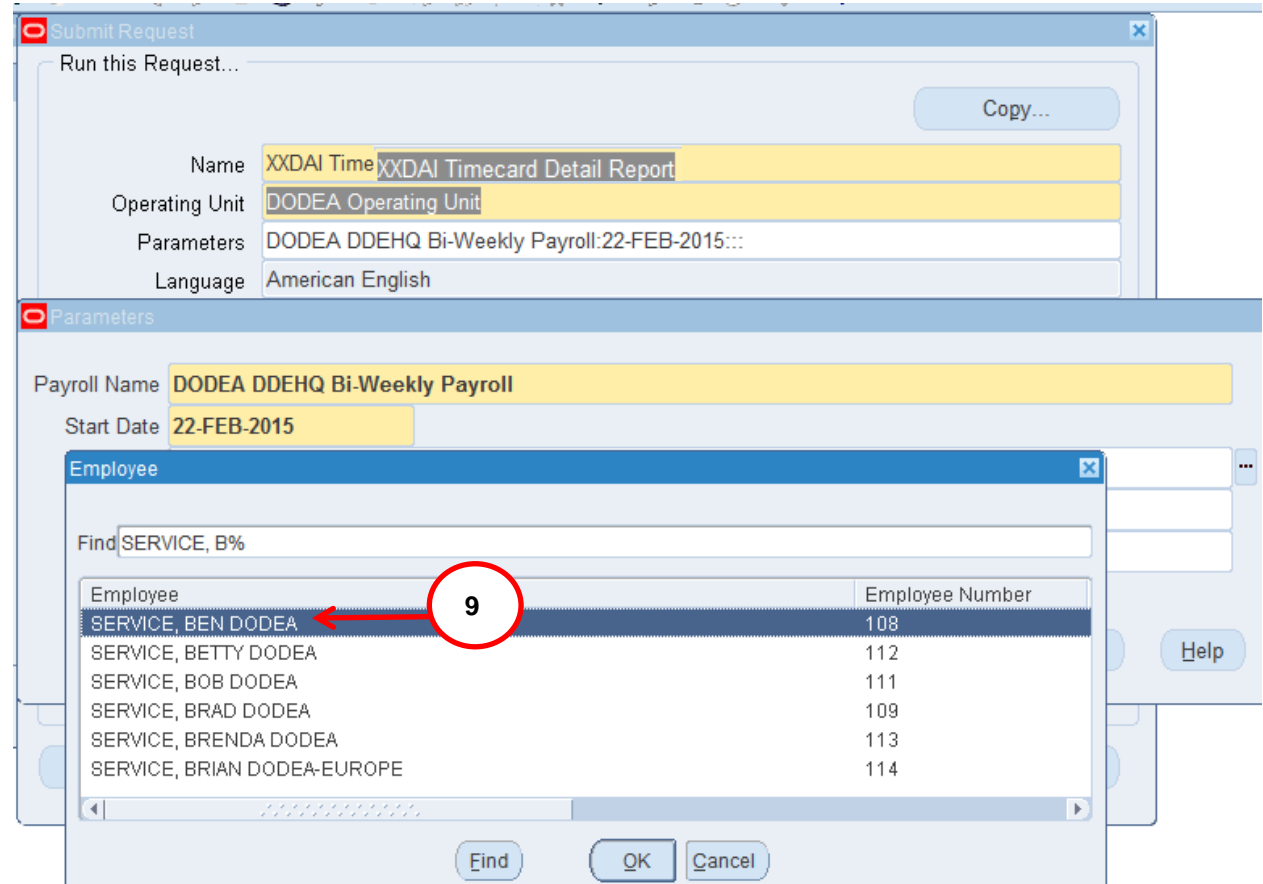
Partial Value: SERVICE 8c

OK Cancel Clear

Help (C) 8b 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. Select the **person's name** for the report and 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

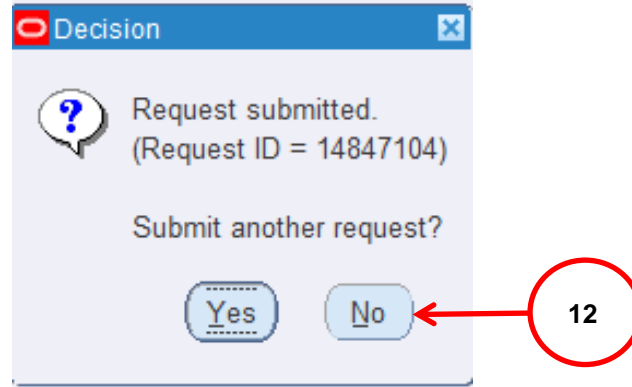
The screenshot shows the 'Submit Request' dialog box with the 'Parameters' tab selected. The 'Run this Request...' section contains fields for Name (XXDAI Timecard Detail Report), Operating Unit (DODEA Operating Unit), Parameters (DODEA DDEHQ Bi-Weekly Payroll:22-FEB-2015::), and Language (American English). The 'Parameters' section includes Payroll Name (DODEA DDEHQ Bi-Weekly Payroll), Start Date (22-FEB-2015), Employee (SERVICE, BEN DODEA), Approver, and Org Name. At the bottom, the 'OK', 'Cancel', and 'Clear' buttons are visible. A red circle with the number '10' is positioned over the 'OK' button, with a red arrow pointing down to it.

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



The screenshot shows the 'Submit Request' dialog box with the 'Parameters' tab selected. The 'Run this Request...' section is identical to the previous screenshot. The 'At these Times...' section includes 'Run the Job' (As Soon as Possible) and a 'Schedule...' button. The 'Upon Completion...' section includes checkboxes for 'Save all Output Files' (checked) and 'Burst Output' (unchecked), and fields for 'Layout', 'Notify', and 'Print to' (noprnt). There are 'Options...' and 'Delivery Opts' buttons. At the bottom, the 'Help (C)', 'Submit', and 'Cancel' buttons are visible. A red circle with the number '11' is positioned over the 'Submit' button, with a red arrow pointing down to it.

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

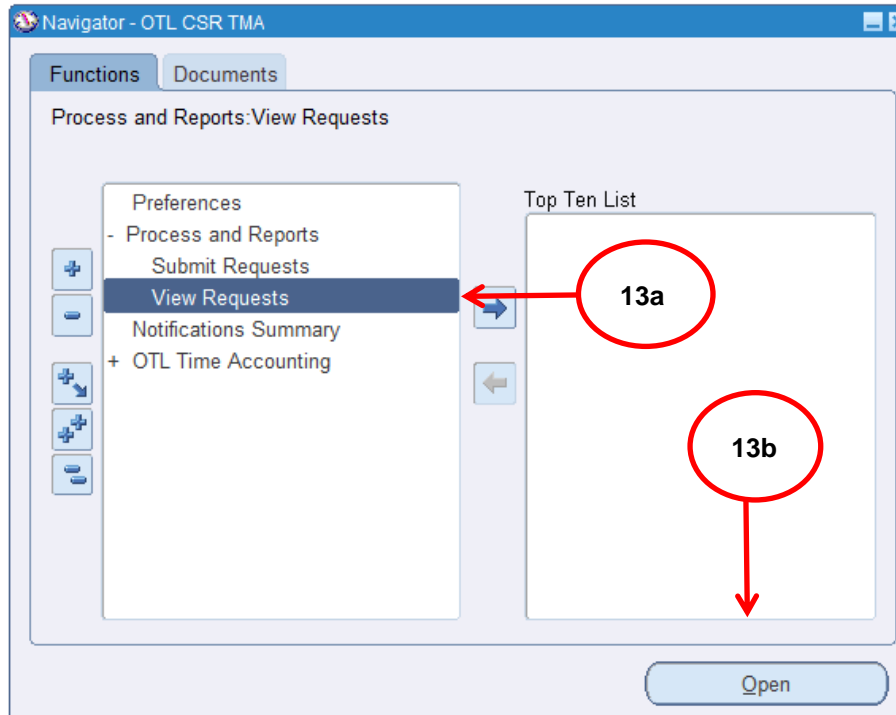
**Decision**



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

**Find Requests**

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

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

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

**View Timecard Detail Report**

The screenshot shows a web application window titled "Requests". At the top, there are two buttons: "Refresh Data" and "Submit a New Request...". Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected and highlighted in blue. Below the table, there are two rows of buttons: the first row contains "Hold Request", "View Details...", and "View Output"; the second row contains "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
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 Pre		Completed	Normal	
19003366	DQM Serial Sync Index Pre		Completed	Normal	
19003352	DQM Serial Sync Index Pre		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 **Timecard Detail** 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.

Timecard Detail Report

Defense Agencies Initiative

**View Timecard Detail Report**

Timecard Detail for Period Starting 08-FEB-2015 as of 25-FEB-2015 17:34:41

Period Start Date	Period End Date	Approver Name	Approval Status	Employee Name	Organization
08-FEB-2015	21-FEB-2015	SERVICE, BRAD	SUBMITTED	SERVICE, BEN	DODEA TEST ORGANIZATION

Entry Date	Project	Task Number	Paycode	Time Entered	UoM	EHO Code	Night Diff
Mon 09-Feb-2015	DODEA_PAYROLL_FY15	HQ PAYROLL	RG	8	Hours		

Last Hr Ind	Shift Code	Override	SURC	Generated By	Absence Request
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**(Note: Report image compressed due to number of columns.)**

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

**Result**

Congratulations! You have successfully run the Timecard Detail Report.