



Time and Labor (OTL)

Enter Time as a Timekeeper

DoDEA Substitute R12 Work
Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
09-Mar-2015	Melissa Sturgeon		

Reviewers

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Business Process Description

Use this procedure to enter a timecard for an employee or group of employees using the Super Timekeeper Substitute responsibility.

Trigger

- A timecard needs to be entered on behalf of an employee or employees in a Timekeeper group.

Prerequisites

- The timekeeper, employee, and supervisor or authorized delegate are in the DAI hierarchy approval flow.
- Project, Task, Work Schedule and Tour of Duty are linked to the employee.
- An employee is in the Timekeeper's group.

Responsibilities

- Super Timekeeper DODEA Substitute

Menu Path

Use the following menu path(s) to begin this task:

- Timekeeper Entry



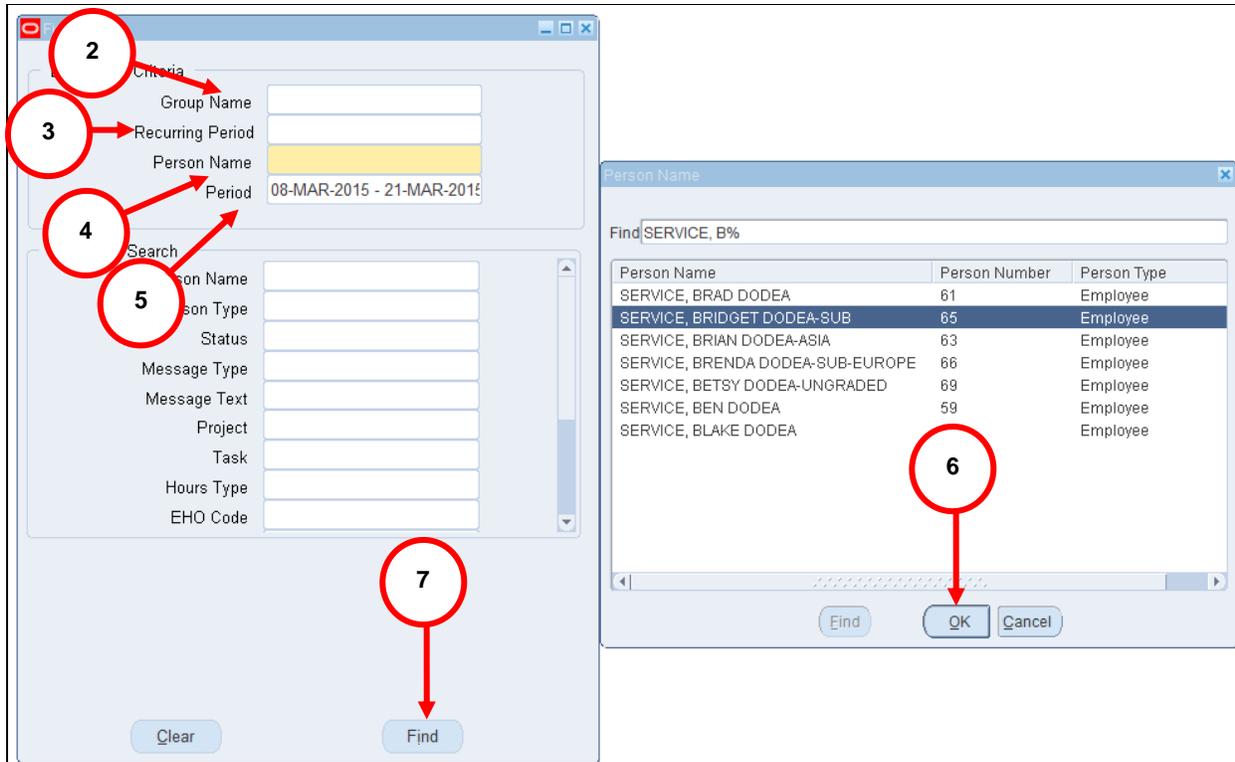
Enter Time on Behalf of an Employee

1. Start the task using the responsibility and menu path to open the **Find** form:

Responsibility: Super Timekeeper DODEA Substitute

Menu Path: Timekeeper Entry

The screenshot shows the E-Business Suite interface. At the top, there is a navigation bar with the DAI logo, 'E-Business Suite', and links for 'Diagnostics', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'SERVICE.BETH.DODEA -SUB'. Below the navigation bar is a 'Favorites' section with a dropdown arrow and a notification icon showing '(0)'. The main content area is titled 'Home' and contains two panels: 'Navigator' and 'Worklist'. The 'Navigator' panel has a 'Personalize' button and a list of folders. The folder 'Super Timekeeper DoDEA Substitute' is highlighted with a red box, and an arrow points from a red circle containing the number '1' to the 'Timekeeper Entry' sub-item within it. The 'Worklist' panel has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a message: 'There are no notifications in this view.' and two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'



2. Click in the **Group Name** field and enter the Timekeeper Group name or select it from the list of values.
3. **Recurring Period** – The default value **DAI Bi-Weekly – Starts Sunday** is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday.
4. **Person Name** – Click the **Person Name** LOV icon  to search for and select the Employee’s name.
5. **Period** – Select the desired Pay Period. The default value is the current Pay Period.
6. Click the **OK** button to populate the **Find** form with the employee name that matches the entered criteria.
7. Click the **Find**  button to populate the **Timekeeper Entry** form with group that matches the selected criteria.
Note: Use the Advanced Search options to add additional search criteria, as needed.



8. The checkbox defaults to checked, indicating that the line is selected.

9. **Status** - The status of the timecard is partially displayed. Click in the **Status** field and then click on the **Edit Field**  icon to display the hidden text.

Status	Status Color	Status Description
Approved	Green	The Timecard Approver has approved the timecard in the Worklist.
Error	Red	Time Entry rules, Project rules or TOD validations have been processed and erred on the timecard.
Reject	Red	The Timecard Approver has rejected the timecard in the Worklist.
Submitted	Green	Timecard has been submitted to the Timecard Approver for review (all validations have passed).
Working	Blue	Timecard details have been entered and saved, but not submitted to the Timecard Approver. (Note: In this phase, only Time Entry and Project rules have been processed, NOT the TOD validation.)

10. **Type** - Displays the employee type, such as Employee or Contingent Worker.



18. Enter hours for each individual day based on Project/Task and Hours Type in the Timecard. Use a separate line for each Project/Task/Type combination.

Tip: The **View Tour of Duty (TOD)**  icon in the toolbar provides the Tour of Duty information for the highlighted employee. This will assist the Timekeeper in ensuring the time entered matched the employee's TOD.

19. **Timecard Buttons**

Button Name	Description
Details	Enter comments as necessary.
Messages	Displays warning and error message details.
Mass Edits	Provides the ability to perform a Mass Edit to multiple timecards.
Day Totals	Sum of the hours entered per day at the bottom of the timecard.
Submit Selected Lines	Submits selected lines for time entry rules and TOD validations. Upon successful validation, submits the timecard for approval.

20. Click the **Submit Selected Lines** button. A message appears at the bottom of the screen indicating the number of records saved.



21. Refresh the **Timekeeper Entry** screen by pressing the **Ctrl** and **F11** keys on the keyboard simultaneously.

The timecard will remain in a **Submitted** status until the Timecard Approver responds to the notification. If the timecard is changed while in a Submitted status, it will need to be resubmitted. The timecard will remain in a **Working** status until the validations are processed and the screen is refreshed a second time, when it will return to a **Submitted** status.

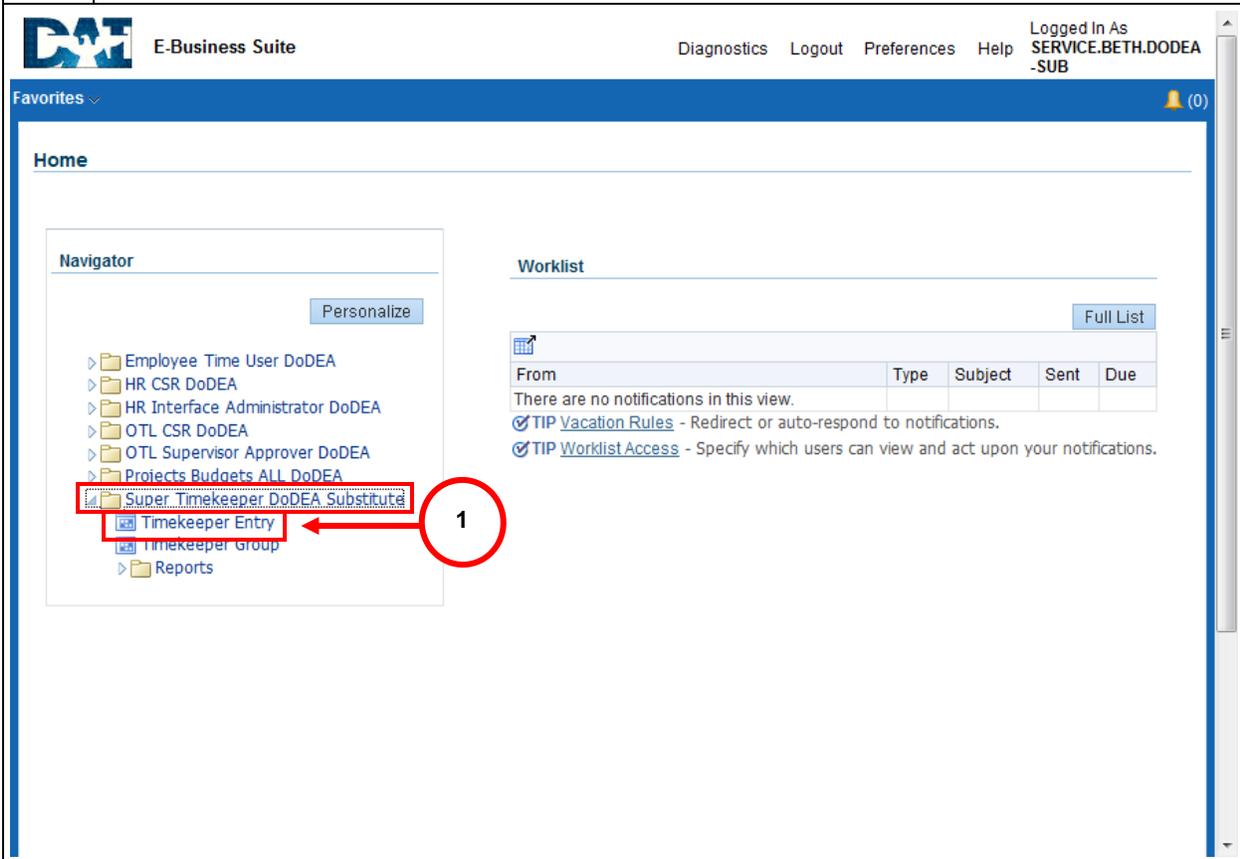
Note: Changes may be made to the timecard during the current pay period or within a few days of the end date of the pay period up until 4PM Central Time when the payroll process is run. Timecard changes can be made retroactively. For timecard changes affecting an employee's paycheck, the paycheck changes will be processed within the current pay period at the time the correction is made within the system.

Result

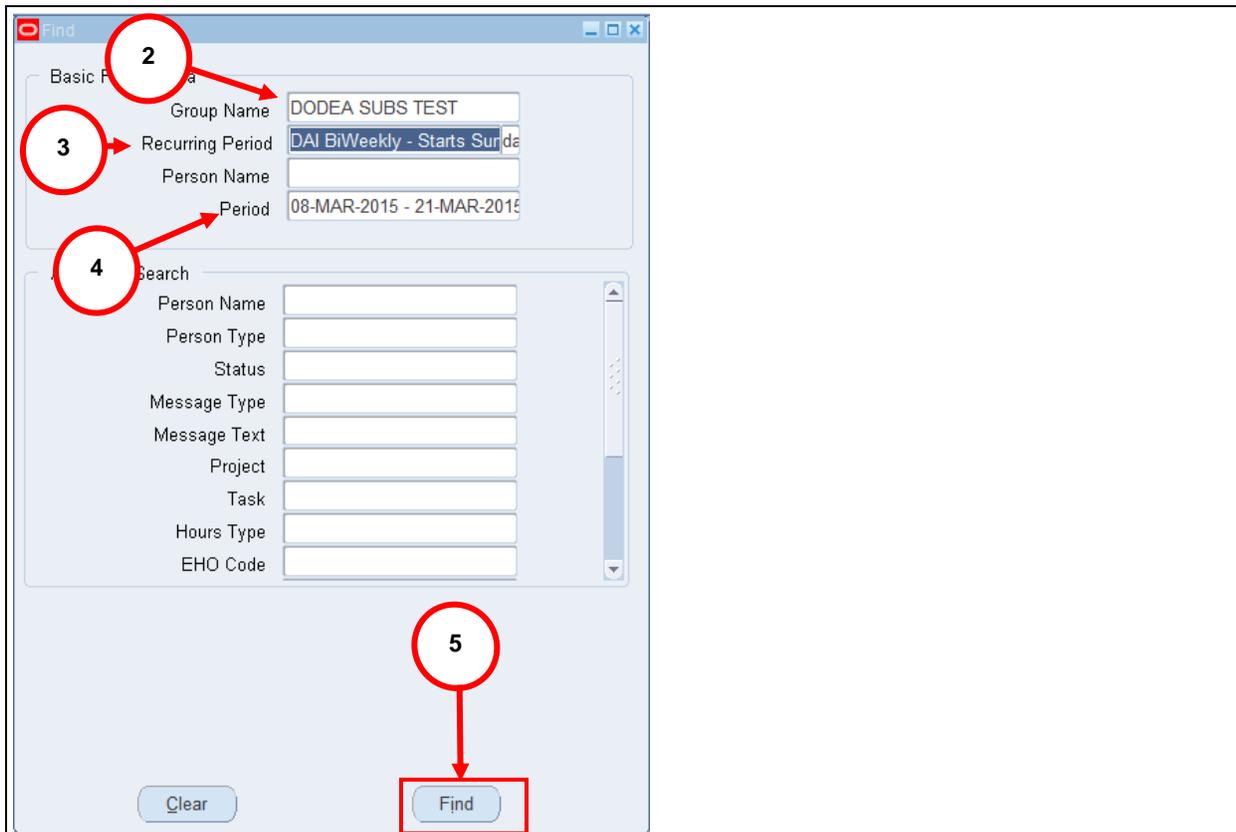
Congratulations! You have successfully entered a timecard as a Timekeeper.

Enter Time for a Group of Employees as a Timekeeper

1. Start the task using the responsibility and menu path to open the **Find**:
Responsibility: Super Timekeeper DODEA Substitute
Menu Path: Timekeeper Entry



The screenshot shows the E-Business Suite interface. The top navigation bar includes the DAI logo, "E-Business Suite", and links for "Diagnostics", "Logout", "Preferences", and "Help". The user is logged in as "SERVICE.BETH.DODEA -SUB". The "Favorites" section is visible, and the "Home" page is displayed. The "Navigator" pane on the left contains a tree view of folders. The folder "Super Timekeeper DoDEA Substitute" is highlighted with a red box, and a red circle with the number "1" is placed next to it. An arrow points from the circle to the "Timekeeper Entry" sub-item within that folder. The "Worklist" pane on the right shows a table with columns "From", "Type", "Subject", "Sent", and "Due". Below the table, there is a message: "There are no notifications in this view." and two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."



- | | |
|----|--|
| 2. | Click in the Group Name field and enter the Timekeeper Group name or select it from the list of values. |
| 3. | Recurring Period – The default value DAI Bi-Weekly – Starts Sunday is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday. |
| 4. | Period – Select the desired Pay Period. The default value is the current Pay Period. |
| 5. | Click the Find <input type="button" value="Find"/> button to populate the Timekeeper Entry form with group that matches the selected criteria.
Note: Use the Advanced Search options to add additional search criteria, as needed. |



Message Status	Type	Person Name	Project	Task	Hours Type	Sun 08-03	Mon 09-03	Tue 10-03	Wed 11-03	Thu 12-03	Fri 13-03	Sat 14-03	Sun 15-03	Mon 16-03	Total
<input checked="" type="checkbox"/>	Er	TEST, GUY DODE	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade	8	8	8	8	8			8	80	
<input checked="" type="checkbox"/>	Er	THOMPSON, ELI	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade	8	8	8	8	8			8	80	
<input checked="" type="checkbox"/>	Er	THOMPSON, ENO	DODEA_PAYROLL	HQ PAYROLL - HC	RG - Regular Grade	8	8	8	8	8			8	80	

6. The checkbox defaults to checked, indicating that the line is selected. Only lines containing data will be transmitted regardless of the checkboxes marked.
7. **Project** - Select the employee's Project number from the list of values.
8. **Task** - Select the related project Task appropriate for the Project number selected.
Note: Tasks represent specific activities within a project and are agency-defined.
9. **Hours Type** - Select the type of hours being entered from the list of values. Separate rows need to be entered for each Project, Task, and Hours Type combination.
Note: To view all DCPS pay code values loaded within DAI, use the LOV icon and perform a search using the wildcard or % sign to display all codes.

- | | |
|-----|---|
| 10. | EHO Code – (Optional) Select the Environmental/Hazard/Other code from the LOV. If the employee worked hours under environmental, hazardous or “Other” conditions, enter the two position alpha code. |
| 11. | SURC – Enter the appropriate SURC or select it from the list of values. |
| 12. | ORC – Enter the appropriate ORC or select it from the list of values. |
| 13. | Session ID – Enter the appropriate Session ID. The Session ID field is only available for update when a SURC value beginning with H, I, J, or K is selected. |
| 14. | Enter time for each individual day based on Project/Task and Hours Type in the Timecard. If multiple projects/task or hours types are worked by an employee, enter each on separate lines. |



- Click the **Submit Selected Lines** button, to process the entered timecards; a message appears at the bottom of the screen indicating the number of records saved. Upon submittal, the records are updated with a **Working** status if the Time Entry rules, TOD, and Project rules all pass validation, or an **Error** status will display. Click the **Messages** button to display any error message details.
Note: The Tour of Duty validation is ignored for new employees with a start date after the first day of the pay period.

Result

Congratulations! You have successfully entered time for a group of employees.



Mass Edit Timecards

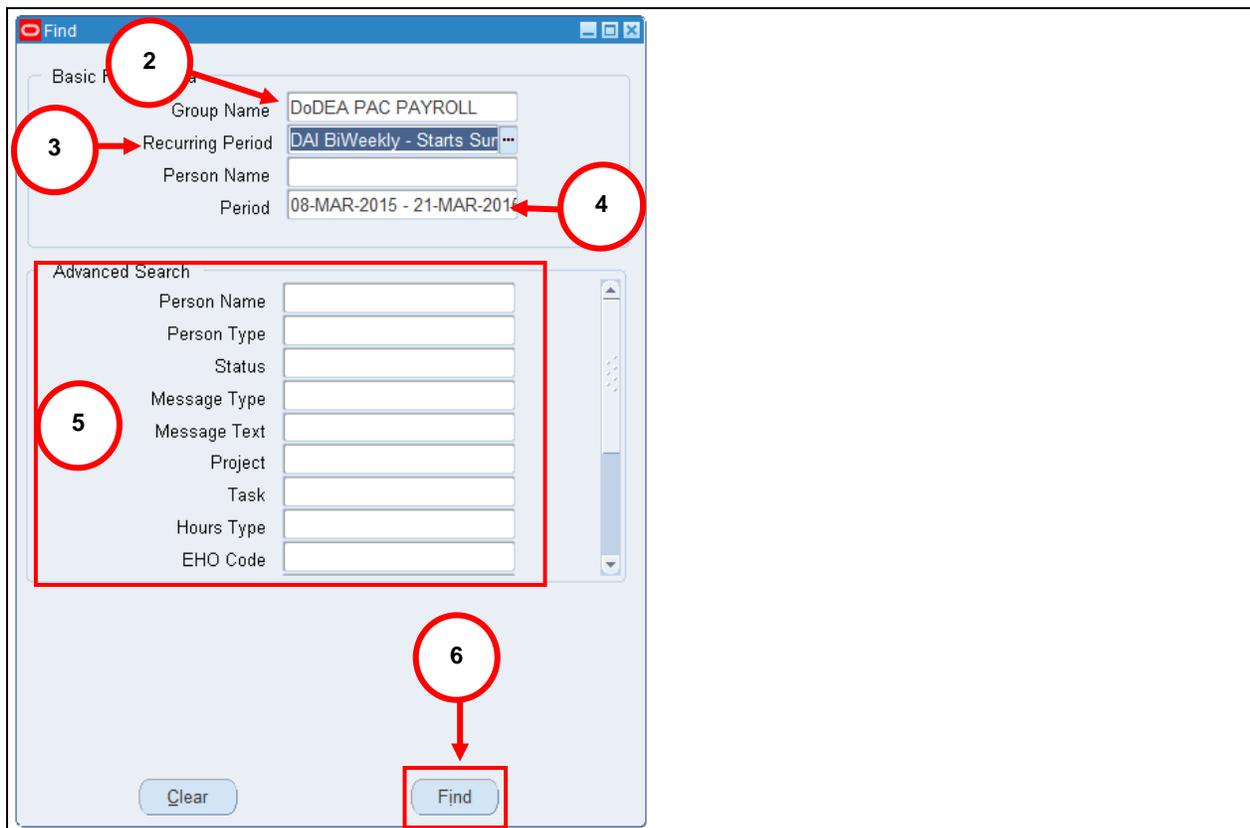
1. Start the task using the responsibility and menu path to open the **Find**:

Responsibility: Limited Timekeeper – DODEA or
Super Timekeeper – DODEA

Menu Path: Timekeeper Entry

The Mass Edit capability allows Timekeepers to make the same update to multiple timecards at once.

The screenshot shows the E-Business Suite interface. The top navigation bar includes the DAI logo, "E-Business Suite", and user information: "Logged In As SERVICE.BOB.DODEA -EUROPE". The main content area is titled "Home" and contains a "Navigator" sidebar on the left and a "Worklist" section on the right. The "Navigator" sidebar has a "Personalize" button and a tree view of menu items. The "Super Timekeeper DoDEA" folder is highlighted with a red box, and the "Timekeeper Entry" item is also highlighted with a red box. A red circle with the number "1" and an arrow points to the "Timekeeper Entry" item. The "Worklist" section has a "Full List" button and a table with columns "From", "Type", "Subject", "Sent", and "Due". Below the table, there are two notification items: "TIP Vacation Rules" and "TIP Worklist Access".



- | | |
|----|---|
| 2. | Group Name – Click the Group Name LOV  icon and search and select the appropriate timekeeper group. |
| 3. | Recurring Period –The default value, DAI Bi-Weekly – Starts Sunday is standard for all agencies, indicating timecards are submitted every two weeks and each pay period begins on a Sunday. |
| 4. | Period – Select the desired Pay Period. The default value is the current Pay Period. |
| 5. | The Advanced Search options allow the Timekeeper to search/filter the Timekeeper group of employees by the following fields: <ul style="list-style-type: none"> • Person Name • Person Type • Status of Timecard • Message Type • Message Text • Project • Task • Hours Type • EHO Code |
| 6. | Click the Find  button to populate the Timekeeper Entry form with the timecards of those employees within the selected Timekeeper Group. |

Message Status	Type	Person Name	Project	Task	Hours Type	Sun 08-03	Mon 09-03	Tue 10-03	Wed 11-03	Thu 12-03	Fri 13-03	Sat 14-03	Sun 15-03	Mon 16-03	Total
<input checked="" type="checkbox"/>	S	Er	ANDREA, ARNOLD	DODEA_PAYROLL	PAC PAY - PAC P	RG - Regular Grade		1	1	1	1			1	8
<input checked="" type="checkbox"/>	S	Er	MICKLE, ALTON L	DODEA_PAYROLL	PAC PAY - PAC P	RG - Regular Grade		1	1	1	1			1	10
<input checked="" type="checkbox"/>	S	Er	TEST, AWS 2 DOD	DODEA_PAYROLL	PAC PAY - PAC P	RG - Regular Grade		1	1	1	1			1	10
<input checked="" type="checkbox"/>	S	Er	TEST, AWS 5 DOD	DODEA_PAYROLL	PAC PAY - PAC P	RG - Regular Grade		1	1	1	1			1	10

7. Click the checkbox next to each timecard line within the Timekeeper Group which requires a mass update.
8. Click the **Mass Edit** button open the Mass Edit form.

Mass Edit Type
 Find and Replace a line

This action will find the selected timecard rows for the values on the 'Find' line and will replace them with the values from the 'Replace' line on the existing row.

Project	Task	Sun 19-04	Mon 20-04	Tue 21-04	Wed 22-04	Thu 23-04	Fri 24-04	Sat 25-04
Find		%	%	%	%	%	%	%
Replace								

Apply

9. Select the **Mass Edit Type** from the drop-down list of values.
- Find and Replace a line:** Performs a search on the values entered in the **Find** line and replaces the information with the criteria on the **Replace** line. Any replacement of Project and Task must include Hours Type. To maintain daily hours already entered on the timecard, leave the replacement row of daily hours blank. This will retain the hours previously entered.
 - Find and Add a new line:** This function performs a search on the values entered in the Find line. If a match is found, a new line will be added to the timecard with the values entered in the Add line (e.g. eight holiday hours applied to all selected).
 - Delete a line from timecard:** Deletes the lines from the timecard(s) when the line matches the criteria entered in the Delete line fields. Use the wildcard (%) or exact values for pattern matching when using this Mass Edit type.
 - Add a new line to a timecard:** Allows the user to add values to the selected timecard(s). Wildcards are not appropriate for this Mass Edit Type. Use actual values to add a line.
- Note:** The wildcard or % sign preserves the previously entered value and includes it in the newly added line. If there is not a value in the field (e.g. the **Find** row contains a wildcard (%) and the corresponding field is blank in the **Replace** row) then the original value for that line is retained).

Mass Edit Type: Find and Replace a line

This action will find the selected timecard rows for the values on the 'Find' line and will replace them with the values from the 'Replace' line on the existing row.

Mass Edit		Sun	Mon	Tue	Wed	Thu	Fri	Sat
		19-04	20-04	21-04	22-04	23-04	24-04	25-04
Find	Project: DODEA_PAYROLL	Task: HQ PAYROLL - HC	%	%	%	%	%	%
Replace	Project: DODEA_PAYROLL	Task: HQ PAYROLL - HC						

Apply

10. **Project** – Select a Project from the LOV in the **Find** row. This should be the Project on the existing timecard which needs to be replaced. In the **Replace** row, enter or search for and select the appropriate Project.

11. **Task** – Select a Task from the LOV  in the **Find** row. This should be the Task on the existing timecard which needs to be replaced. In the **Replace** row, enter or search for and select the appropriate Task.

Hours Type	EHO Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		08-03	09-03	10-03	11-03	12-03	13-03	14-03
Find	RG - Regular Grade TW - Telework Reg	%	%	%	%	%	%	%
Replace	RG - Regular Grade							

12. **Hours Type** – Enter the Hours Type which corresponds to the timecards that require updates. Enter an EHO Code, if applicable.

Note: If a Project and/or Task is updated, the Hours Type is mandatory as part of the Mass Edit criteria.

13. Update the hours per day, if necessary. To retain the hours already entered on the timecard, leave the **Replace** row blank.

14. Click the **Apply**  button to update the timecard lines.

Message Status	Type	Person Name	Hours Type	EHO Code	ND Indicator	Sun 08-03	Mon 09-03	Tue 10-03	Wed 11-03	Thu 12-03	Fri 13-03	Sat 14-03	Sun 15-03	Mon 16-03	Total
<input checked="" type="checkbox"/>	Er	ANDREA, ARNOLD	RG - Regular Grade				1								1
<input checked="" type="checkbox"/>	Er	ANDREA, ARNOLD	RG - Regular Grade					1	1	1				1	7
<input checked="" type="checkbox"/>	Er	MICKLE, ALTON L	RG - Regular Grade				1								1
<input checked="" type="checkbox"/>	Er	MICKLE, ALTON L	RG - Regular Grade					1	1	1	1			1	9
<input checked="" type="checkbox"/>	Er	TEST, AWS 2 DOC	RG - Regular Grade			1	1	1	1	1				1	10
<input checked="" type="checkbox"/>	Er	TEST, AWS 5 DOC	RG - Regular Grade			1	1	1	1	1				1	10
						0	0	0	0	0	0	0	0	0	

15. The timecard is updated based on the information input on the **Mass Edit** for. Click the **Submit Selected Lines** button. All validations will be performed.

FRM-40400: Transaction complete: 2 records applied and saved.
 Record: 1/6

16. Click **OK** to acknowledge the Timekeeper Submit Request ID.

Result

Congratulations! You have successfully performed a timecard Mass Edit.