Time and Labor (OTL)

Review Timecard Attestation Report

DoDEA R12 Work Instructions

Document Control

Change Record

Date	Author	Version	Change Reference
13-May-2015	Kimberley Gragg	1.0	Initial Document

Reviewers

Date	Name	Position

Distribution

Copy No.	Name	Location

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Business Process Description

The Timecard Attestation Report is designed to provide the timecard in detail for each individual employee separated by a page break and to include a signature block at the bottom of the page on which the employee can attest to his or her time. This report will be used by the DoDEA Timekeepers to allow employee attestation of the timecard for employees that will not use self-service time entry. This report will primarily be used by the Limited Timekeepers at the school level to view the timecards for individual employees or entire timekeeper groups.

Report Features

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

Column Heading	Description
Period Start Date	Start Date of the payroll period for the timecard
Period End Date	End Date of the payroll period for the timecard
Approved By	The Supervisor that approved the timecard once approved
Approval Status	The current status of the timecard
Employee Name	The Employee that will be attesting to his or her timecard
Organization	The Organization to which the employee belongs
Entry Date	The Date for each day of the payroll period per line
Project	The DoDEA Payroll Project used for all employees
Task	The Area Payroll to which the employee is assigned
Pay Code	The Pay Code for the hours entered per line
Time Entered	The hours entered per line
UOM	The Unit of Measure
EHO Code	Environmental, Health, and Other Code (if applicable)
Nigh Dif	Night Differential Indicator (if applicable)
Last Hour Ind	Last Hour Indicator (if applicable)
Shift Code Override	Shift Code Override (if applicable)
SURC	Substitute Usage Reason Code (if applicable)
Comments	Additional comments section

An electronic copy of the report can be generated on demand as a concurrent request. The output is a PDF file that can easily be printed and distributed as necessary.

Trigger
- Run this report as a Timekeeper when you need to view and print employees' timecards to be reviewed and attested by the employee.

Prerequisites
- Employee timecard must be entered.

Responsibilities
- Limited Timekeeper DoDEA
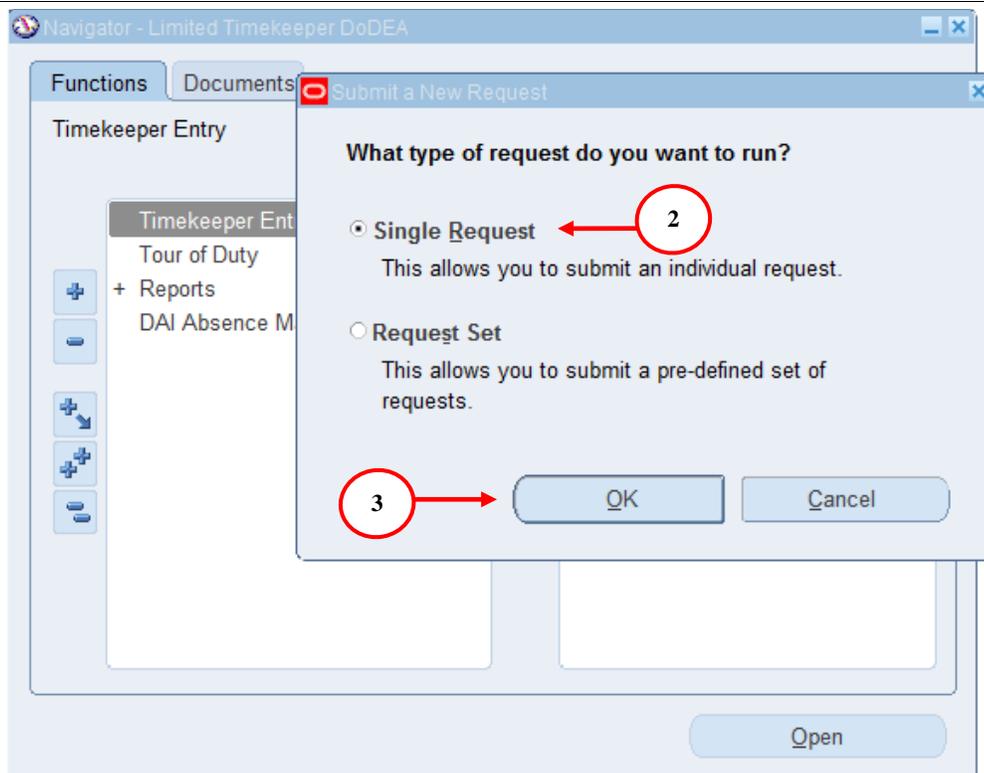- Super Timekeeper DoDEA

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

- Reports → Submit Requests

Review Timecard Attestation Report

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

- **Responsibility:** Limited Timekeeper DoDEA
- **Menu Path:** Reports → Submit Requests

2. Ensure that the **Single Request** option is selected.

3. Click the **OK** button to open the **Submit Request** form.

Submit Request

4. Enter **XXDAI%** in the **Name** field and press the **Tab** key for a list of standard reports available to this responsibility.

5. Select "**XXDAI OTL Timecard Attestation Report**" from the **Reports** list.

6. Click the **OK** button to open the **Parameters** form for this report.

Submit Request - Parameters

7. Payroll – Click the **LOV** icon to view the Area Payrolls. Select a Payroll and click the **OK** button.

8. a. Start Date – Enter the Start Date for the Payroll Period you would like to view	
b. Employee – (Optional) Run the report for a specific Employee	
c. Supervisor – (Optional) Run the report for a specific Supervisor	
d. Organization – (Optional) Run the report for an entire Organization	
e. Timekeeper Group – (Optional) Run the report for a specific Timekeeper Group	
Note: Limited Timekeepers can only run this report for the Timekeeper Groups to which they are assigned.	
f. Include Unapproved? – (Optional) View all timecards or only those in an Approved status	
g. Click the **OK** button to close the **Parameters** form.	

Submit Request

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

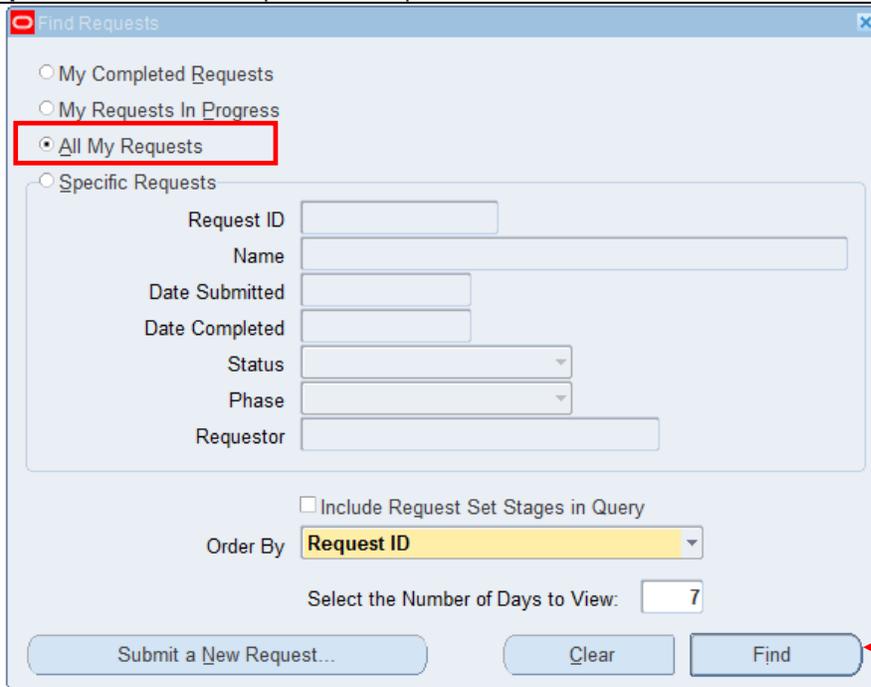**10. Decision –** If you would like to submit another request, click the **Yes** button. Otherwise, click the **No** button to return to the Navigator.

View Requests
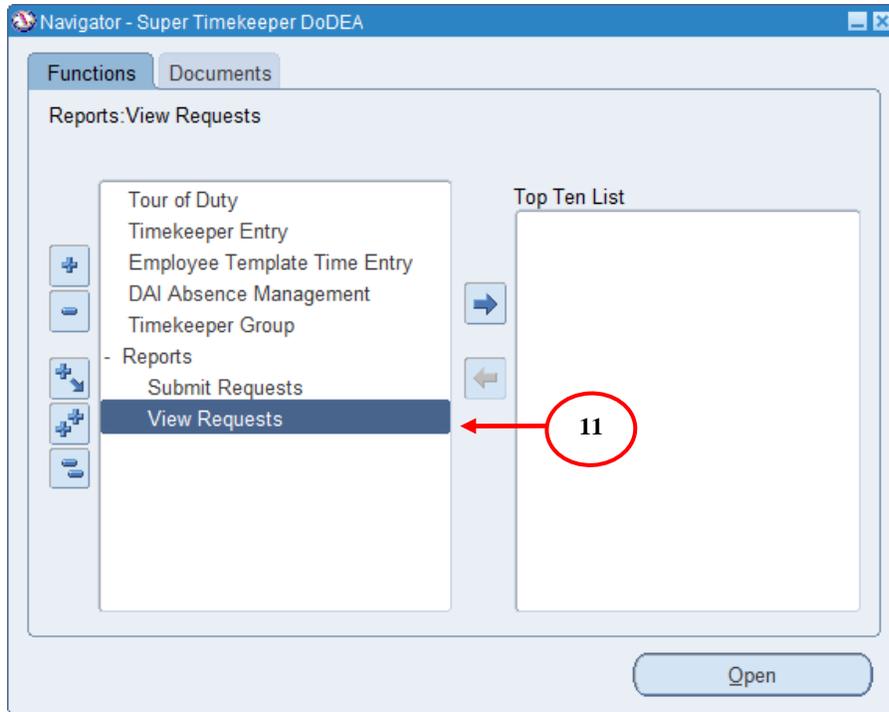
11. Click **View Requests** to view the output of the report.

12. Ensure that the **All My Requests** option is selected. Click the **Find** button.

Requests

Request ID	Name	Parent	Phase	Status	Parameters
20500065	XXDAI OTL Timecard Attes		Completed	Normal	Super Timekeeper DoDEA, 83
20500053	XXDAI OTL Timecard Attes		Completed	Normal	Super Timekeeper DoDEA, 83
20498081	XXDAI Timecard Audit Rep		Completed	Normal	4357, 226, 2015/04/19 00:00:0
20498079	XXDAI Timecard Summary		Completed	Normal	4357, 226, 2015/04/19 00:00:0
20498062	XXDAI Timecard Audit Rep		Completed	Normal	4357, 346, 2015/04/19 00:00:0
20498050	XXDAI Timecard Summary		Completed	Normal	4357, 346, 2015/04/19 00:00:0
20498049	XXDAI Timecard Summary		Completed	Normal	4357, 286, 2015/04/19 00:00:0
20497539	XXDAI OTL Timecard Attes		Completed	Normal	Limited Timekeeper DoDEA, 8
20497536	XXDAI OTL Timecard Attes		Completed	Normal	Limited Timekeeper DoDEA, 8
20497509	XXDAI OTL Timecard Attes		Completed	Normal	Super Timekeeper DoDEA, 83

Refresh Data ← **13** Requests   Submit a New Request...

Hold Request   View Details...   **14** →   View Output

Cancel Request   Diagnostics   View Log...

13. Click the **Refresh Data** button until the report displays as **Completed** in the **Phase** column and **Normal** in the **Status** column.

> **Note:** This process may require the **Refresh Data** button to be clicked several times.

14. Click the **View Output** button to view the **Timecard Attestation Report.**

Attestation Timecard Detail Report for   DOE. JANE L   and Pay Period 04/19/2015 - 05/02/2015

Period Start Date	Period End Date	Approved By	Approval Status	Employee Name	Organization
04/19/2015	05/02/2015	DOE, JOHN H	APPROVED	DOE, JANE L	NORTH CAROLINA DSO

Entry Date	Project	Task	Pay Code	Time Entered	UOM	EHO Code	Night Dif	Last Hour Ind	Shift Code Override	SUR C	Comments
04/20/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/21/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/22/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/23/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/24/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/27/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/28/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/29/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
04/30/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process
05/01/2015	DODEA_PAYROLL_FY15	AM PAYROLL	RG	8	Hours					--	Created using API: DAI ATG process

I affirm the Time and Attendance data to be true, correct, and accurate.

Attestation Signature:

Date:

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15. Each timecard will be generated as a PDF file and displayed individually on a separate page.

Result

Congratulations! You have successfully generated the **Timecard Attestation Report.**