



Enter Employee Record for New Hires

Employee records will only need to be manually created from scratch in rare instances. If an employee record needs to be created, submit a helpdesk ticket to the DoDEA DAI Help Desk.

Please note that timekeeper groups will be maintained through the DCPDS interface after Release 1.2 in mid-August. Until that time, HQ HR CSRs will create new timekeeper groups and the HR Interface Administrator will notify Area HR CSRs to add new employees to an existing group.

Also note that all terminations are made in DCPDS. The termination will flow to DAI through the DCPDS interface and will terminate the employee in the DAI system. Do not manually terminate an employee in DAI.

When new employees join DoDEA, the HR Interface Administrator will receive a notification for the new hire. The HR Interface Administrator will in turn notify the appropriate Area HR CSR of the new hire. The Area HR CSR will then need to enter the following fields on the new employee's record. All other information will be populated through the DCPDS interface:

- 1. Primary & Pseudo* SSN**
- 2. Email Address**
- 3. Default Project & Task**
- 4. P-Code**
- 5. PS-Code**
- 6. 12 Pay Indicator**
- 7. Supervisor**

Responsibility: HR CSR DoDEA

Navigation: People → Enter and Maintain

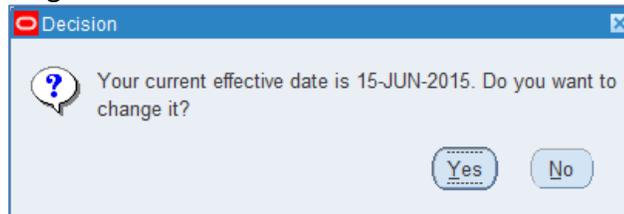
When making changes to the employee record, please ensure that you date track correctly. Please see the Date Tracking section below for guidance on the date tracking process.

*Pseudo SSNs are not required for all new hires. Please refer to the guidance below for entering Pseudo SSNs

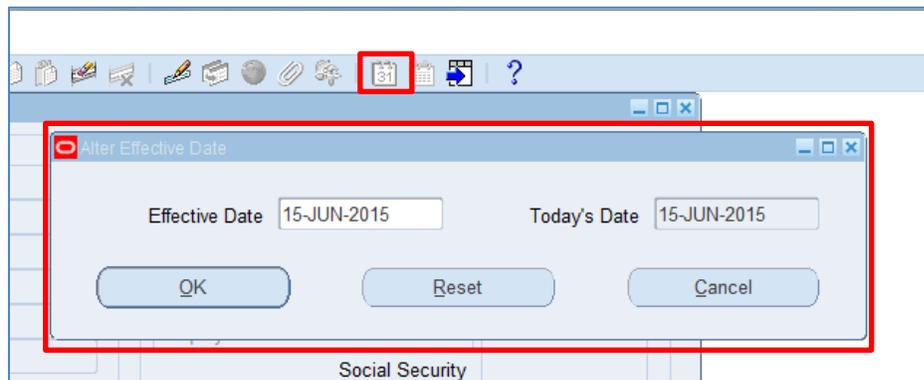


DATE TRACKING

- **Effective Date:** All changes will be made as of the **Effective Date**. You can either change the effective date before opening an employee record or you can select **No** and alter the effective date once you have made the necessary changes.

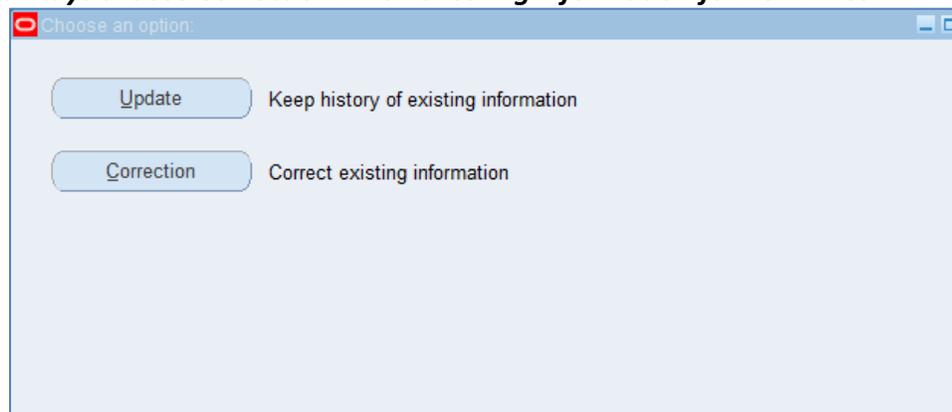


OR



- **Update:** Update to make changes going forward as of the effective date. (E.g. Supervisor change)
- **Correction:** Correct to change the existing information from the employee's start date to current. (E.g. SSN correction)

****HR CSRs will always choose Correction when entering information for new hires***





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- **Replace:** When choosing **Update**, the system will ask if you want to **Insert** or **Replace** if there is a future change on the employee's record. **Replace** means that the change will be effective as of the date that the user is currently tracked to and will replace any future changes on that record.
- **Insert:** **Insert** means that the change will be made effective as of the date that the user is currently tracked to, but future changes will stay in place and will be effective as of the date of the future change.
- **Date Track History:** Click the calendar icon to view the date track history of the employee record.



The screenshot shows a software window titled "DateTrack History Change Field Summary". The window contains a table with the following data:

From Date	To Date	Change Field Summary	Effective
07-OCT-2013		Birth Date	<input checked="" type="checkbox"/>
08-JUL-2013	06-OCT-2013	Birth Date	<input type="checkbox"/>
20-SEP-2010	07-JUL-2013	Birth Date	<input type="checkbox"/>
08-NOV-2009	19-SEP-2010		<input type="checkbox"/>
			<input type="checkbox"/>

Below the table is a button labeled "Full History".



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1. PRIMARY and PSEUDO SSN

If an employee has multiple jobs within the agency, the employee will have multiple records within DCPDS with multiple SSNs.

- For employees with only one SSN, the **Social Security** field will be populated with the real SSN.
- For employees with multiple SSNs, the **Social Security** field will be populated with the Pseudo-SSN and the DFF will store the real SSN in the **PRIMARY SSN** field.

On the **People** form, enter the necessary SSNs.

The image shows two screenshots of the Oracle HR People form. The top screenshot shows the 'Social Security' field with the value '000-00-0000' highlighted in a red box. The bottom screenshot shows the 'Additional Personal Details' dialog box with the 'PRIMARY SSN' field containing '999-99-9999', also highlighted in a red box. The form includes fields for Name (Last: DOE, First: JOHN, Middle: DAVIS), Gender (Male), Action (Create Emplo...), Person Type for Action (Employee), Birth Date (01-Jan-1901), Effective Dates (From: 20-APR-2015, To:), Latest Start Date (20-APR-2015), and various tabs like Personal, Employment, Office Details, Applicant, Further Name, Other, and Benefits.



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2. EMAIL ADDRESS:

On the **People** form, click the **Office Details** tab and enter the email address in the **Email** field.

The screenshot shows the Oracle People form interface. The 'Office Details' tab is selected and highlighted with a red box. Within this tab, the 'Email' field is also highlighted with a red box and contains the text 'JOHN.DOE@AGENCY.M'. Other visible fields include 'Last' (DOE), 'First' (JOHN), 'Middle' (DAVIS), 'Gender' (Male), 'Action' (Create Emplo...), 'Person Type for Action' (Employee), 'Identification' (Employee), 'Social Security' (000-00-0000), 'Office', 'Location', and 'Mailstop'. The 'Effective Dates' section shows 'From' as 20-APR-2015 and 'Latest Start Date' as 20-APR-2015. At the bottom, there are buttons for 'Address', 'Assignment', 'Special Info', and 'Others...'. The window title is 'People' and the menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'.



3. DEFAULT PROJECT AND TASK

On the **People** form, click the **Special Info** button.

The screenshot shows the Oracle People form for a person named JOHN DOE. The form is divided into several sections: Name, Gender, Action, Person Types, Identification, Social Security, Personal, Employment, Office Details, Applicant, Further Name, and Other. The Special Info button is highlighted in red.

Select **Default Project and Task**. Enter the **Start Date**. Click in the **Detail** field and enter the **Default Project** and **Default Task**. Click the **OK** button and exit out of the **Special Information** window.

**In the Start Date field, type in the date instead of using the calendar.*

The screenshot shows the Oracle Special Information form for a person named JOHN DOE. The form is divided into several sections: Name, Information Exists, Details, and Default Project and Task. The Default Project and Task section is highlighted in red.

Start Date	End Date	Detail
09-JUN-2015		

Default Project and Task

Default Project	Default Task
DODEA_PAYROLL_FY15	HQ PAYROLL



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4. P-CODE

On the **People** form, click the **Assignment** button.

Many time entry rules are based on the P-Code specifically so it is very important to enter and update the P-Code as necessary.

The screenshot shows the Oracle People form for a person named JOHN DOE. The form is divided into several sections: Name, Gender, Action, Person Type for Action, Person Types, Identification, Social Security, Office Details, Applicant, Further Name, Other, Benefits, Effective Dates, and a bottom navigation bar. The 'Assignment' button in the bottom navigation bar is highlighted with a red rectangle.

Field	Value
Last Name	DOE
First Name	JOHN
Title	
Prefix	
Suffix	
Middle Name	DAVIS
Gender	Male
Action	Create Emplo...
Person Type for Action	Employee
Person Types	
Identification	Employee
Social Security	000-00-0000
Office	
Location	
Mailstop	
Email	JOHN.DOE@AGENC
Mail To	
Effective Dates From	20-APR-2015
Effective Dates To	
Latest Start Date	20-APR-2015 [DC]

Buttons: Address, **Assignment**, Special Info, Others...



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On the **Assignment** form, click the **Group** field and enter the **P-Code**.

The screenshot shows the Oracle HR Assignment form. The 'Group' field is highlighted with a red box. The form contains the following fields and values:

Organization	DODEA Business Group	Group	
Job		Position	
Grade		Payroll	
Location	HE1254 TAC1	Status	A-Active
Assignment Number	484	Vacancy	
Assignment Category		Collective Agreement	
		Employee Category	

Below the main form, there are tabs for Salary Information, Supervisor, Probation & Notice Period, Standard Conditions, and Statutory Information. The Effective Dates section shows 'From 20-APR-2015'.

The screenshot shows the Oracle HR Assignment form with the 'People Group Flexfield' dialog box open. The 'P-Code' field is highlighted with a red box. The dialog box contains the following fields and values:

Graded/Ungraded Indicator	G	Graded
Employee Type Code	R	Regular - Graded (Non-Manual) and Ungraded (Manual) employees, includes Pre-Treaty Non-
P-Code	2001	School Level Administration

The dialog box also has 'OK', 'Cancel', 'Clear', and 'Help' buttons. The main form's 'Group' field now contains 'G.R.2001'.



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5. PS-CODE

See below

6. 12 PAY INDICATOR

On the **Assignment** form, click the **DFF** and enter the **PS-Code** and **12 Pay Indicator**.

**Americas employees do not require the 12 Pay Indicator*

The image shows two screenshots of the Oracle HRCSR Assignment form. The top screenshot shows the main form with the 'Effective Dates' field highlighted by a red box. The bottom screenshot shows the 'Additional Assignment Details' dialog box with the 'PS-Code' and '12 Pay Ind' fields highlighted by a red box.

Assignment Form Fields:

- Organization: DODEA Business Group
- Job: [Empty]
- Grade: [Empty]
- Location: HE1254 TAC1
- Assignment Number: 484
- Assignment Category: [Empty]
- Group: [Empty]
- Position: [Empty]
- Payroll: [Empty]
- Status: A-Active
- Vacancy: [Empty]
- Collective Agreement: [Empty]
- Employee Category: [Empty]

Salary Information:

- Salary Basis: [Empty]
- Review Salary: Every [] []
- Review Performance: Every [] []
- Effective Dates: From 20-APR-2015 To [] []

Additional Assignment Details Dialog:

- Jobnum: [Empty]
- PS-Code: G1
- 12 Pay Ind: No
- Buttons: OK, Cancel, Clear, Help



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7. SUPERVISOR

On the **Assignment** form, select the **Supervisor** tab and enter the Supervisor in the **Name** field.

File Edit View Folder Tools Window Help

People

Assignment

Organization: DODEA Business Group
Job: Accounting (0510).0510
Grade: TP.ED
Location: HE1254 TAC1

Group: G.R.3111
Position: 101420.BUDGET ANALYST.519788.DD
Payroll: DODEA DDEHQR Bi-Weekly Payroll
Status: A-Active
Vacancy:

Assignment Number: 484
Assignment Category: Full Time

Collective Agreement:
Employee Category: Title 38 Full

Salary Information | **Supervisor** | Probation & Notice Period | Standard Conditions | Statutory Information

Name: DOE, JANE A
Worker Number: 478
Assignment Number:

Effective Dates
From: 20-APR-2015 To: [...]

Entries Extra Information

**To view other tabs on the Assignment record, click the arrow and select a tab from the dropdown list.*

Be sure to **Save** all changes once the information has been entered.

