



## **Time & Labor (OTL)**

OTL CSR

Transfer Time from OTL to BEE  
(Retrieval Transaction Code  
Naming Convention)

R12 Work Instructions



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
<a href="#">16-Apr-2015</a>	<a href="#">Kristin Wade</a>	1.0	<a href="#">Original document</a>

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### Reviewers

Date	Name	Position

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### Distribution

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1	<a href="#">DoDEA_R12_WI_OTL_Retrieval Transaction Code Naming Convention</a>	

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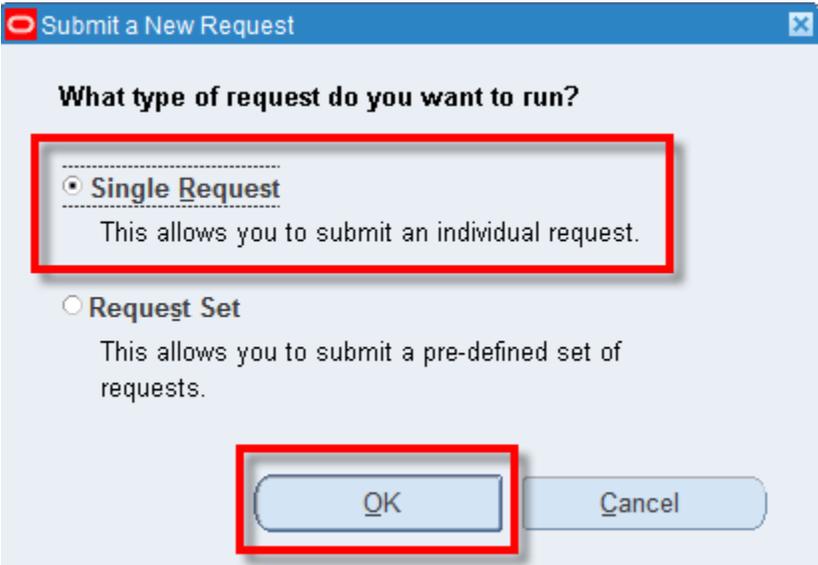
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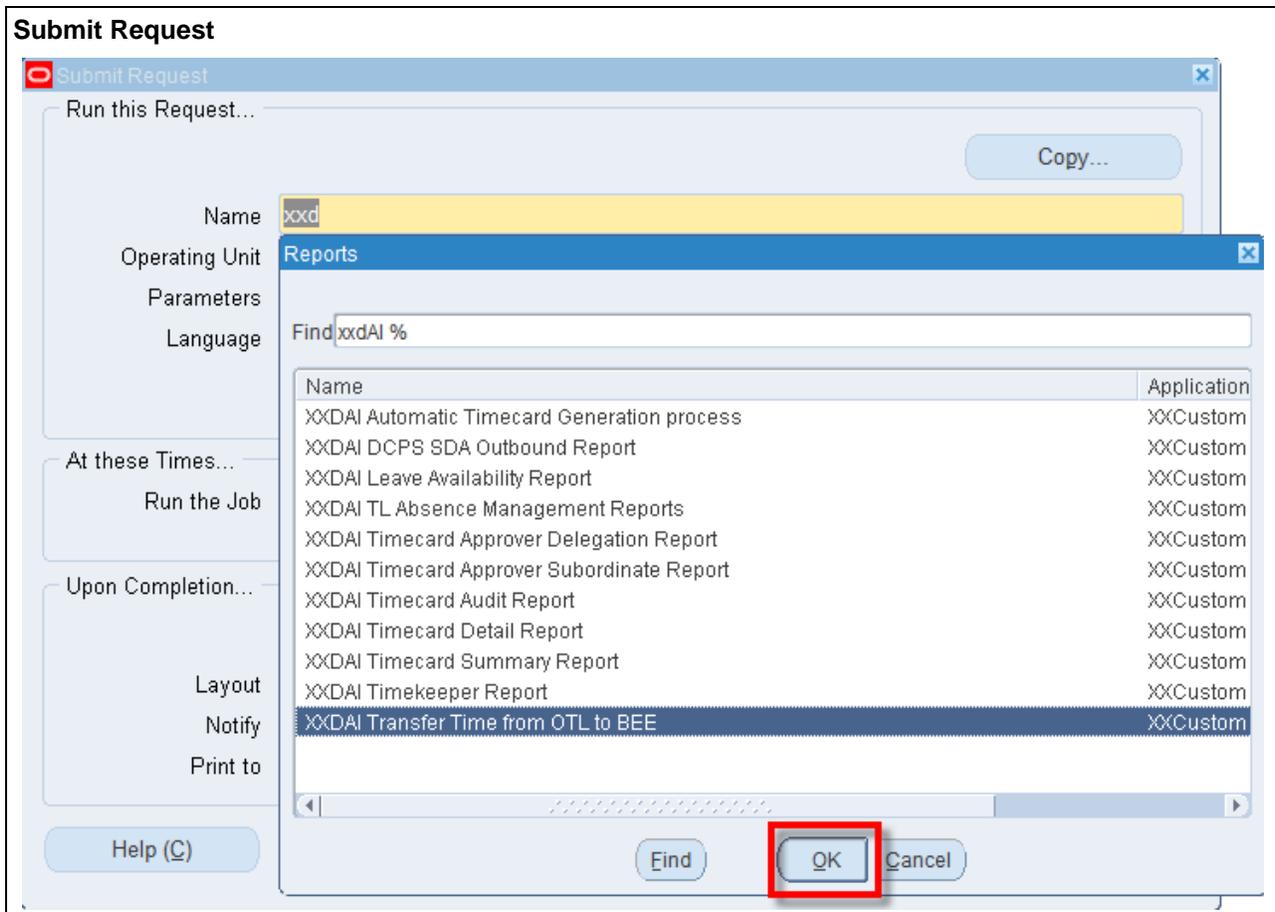
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Transfer Time from OTL to BEE	
1.	Start the task using the responsibility and menu path to open the <b>Submit a New Request</b> form: <b>Responsibility:</b> OTL CSR DoDEA <b>Menu Path:</b> Processes and Reports → Submit Requests
<b>Submit a New Request</b> 	
2.	Accept the default radio selection of <b>Single Request</b> .
3.	Click the <b>OK</b> button to open the <b>Submit Request</b> form.

**Submit Request**



Run this Request... Copy...

Name:

Operating Unit: **Reports**

Parameters

Language: Find

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

At these Times...  
Run the Job

Upon Completion...  
Layout  
Notify  
Print to

Help (C) Find **OK** Cancel

**4.** Select **XXDAI Transfer Time from OTL to BEE** from the **Reports** List of Values.

**5.** Click the **OK** button to open the parameters form for this report.



**Parameters**

Parameters ✕

Start Date

End Date

Government Reporting Entity

Organization

Location

Payroll

Employee Name

Retrieval Transaction Code

Batch Selection

Batch Reference

New Batch Reference

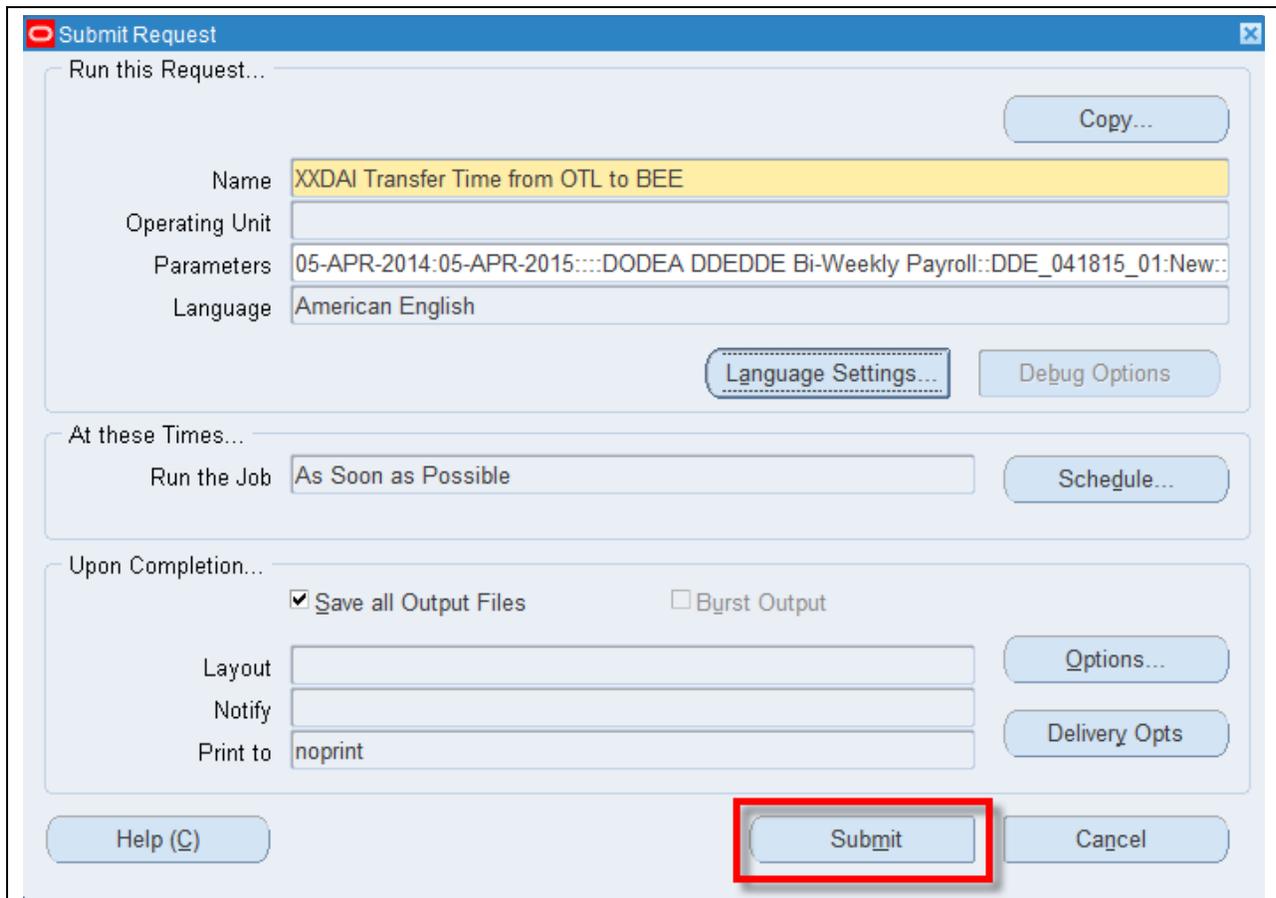
Status in BEE

Changes since

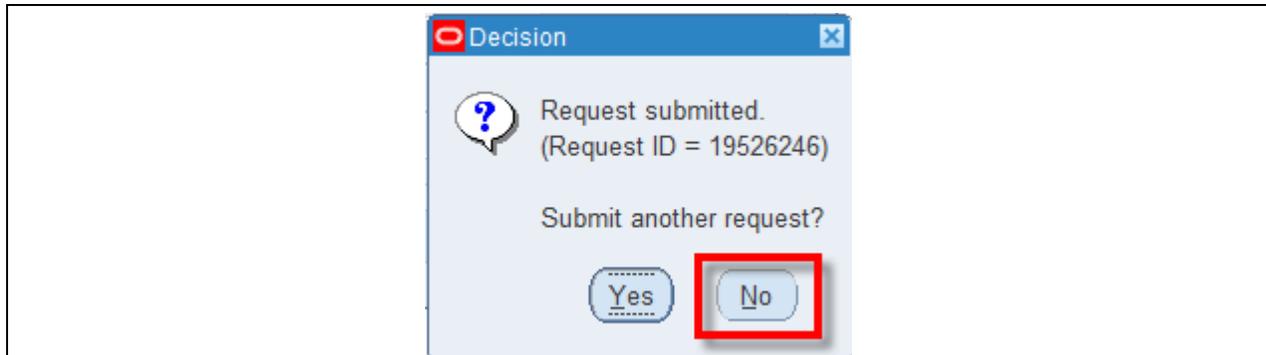
- |           |  |
|-----------|--|
| <b>6.</b> | <p><b>Start Date</b> – Enter a <b>Start Date</b> <u>one year prior</u> to the beginning of the current payroll period using the format of <b>DD-MMM-YYYY</b>.<br/>                 Example: Current payroll period, 05 April 2015. Enter <b>05-APR-2014</b></p>  |
| <b>7.</b> | <p><b>End Date</b> – Enter the <b>End Date</b> of the current payroll period using the format of <b>DD-MMM-YYYY</b>.</p>   |
| <b>8.</b> | <p><b>Payroll</b> – Select the appropriate Payroll. In this example we selected DODEA DDEDDE Bi-Weekly Payroll.</p> <p><b>DODEA DDEDDE Bi-Weekly Payroll</b> – Americas<br/> <b>DODEA DDEEUR Bi-Weekly Payroll</b> – Europe<br/> <b>DODEA DDEHQR Bi-Weekly Payroll</b> – Headquarters<br/> <b>DODEA DDEPAC Bi-Weekly Payroll</b> – Pacific</p> |



<p><b>9.</b></p>	<p><b>Retrieval Transaction Code</b> – Enter a unique value for a <b>Retrieval Transaction Code</b>. Suggested entry of <b>XXX_MMDDYY_NN</b>.  <b>XXX</b> – the Agency acronym  <b>MMDDYY</b> – the Payroll Period Ending Date  <b>NN</b> – a unique identifier, i.e., ‘01’ (If you need to run the process more than once for the same Payroll Period, then increase this number, i.e., ‘02’, ‘03’, etc.)</p> <table border="1" data-bbox="251 535 987 682"> <tr> <td><b>Americas Transaction Code:</b></td> <td>DDE_041815_01</td> </tr> <tr> <td><b>Europe Transaction Code:</b></td> <td>EUR_041815_01</td> </tr> <tr> <td><b>Headquarters Transaction Code:</b></td> <td>HQR_041815_01</td> </tr> <tr> <td><b>Pacific Transaction Code:</b></td> <td>PAC_041815_01</td> </tr> </table> <p> This value must be unique for each submission.</p> <p>Write the <b>Retrieval Transaction Code</b> down because you will need it for the BEE Transfer process. Be aware this code is case sensitive.</p>	<b>Americas Transaction Code:</b>	DDE_041815_01	<b>Europe Transaction Code:</b>	EUR_041815_01	<b>Headquarters Transaction Code:</b>	HQR_041815_01	<b>Pacific Transaction Code:</b>	PAC_041815_01
<b>Americas Transaction Code:</b>	DDE_041815_01								
<b>Europe Transaction Code:</b>	EUR_041815_01								
<b>Headquarters Transaction Code:</b>	HQR_041815_01								
<b>Pacific Transaction Code:</b>	PAC_041815_01								
<p><b>10.</b></p>	<p><b>Batch Selection</b> – Select <b>New</b> from the <b>Batch Selection</b> List of Values.</p>								
<p><b>11.</b></p>	<p><b>New Batch Reference – Required Field.</b> Enter the <b>same value</b> as entered in the <b>Retrieval Transaction Code</b>. Example: DDE_041815_01</p>								
<p><b>12.</b></p>	<p><b>Status in BEE</b> – Select the Status of <b>Unprocessed</b> if not defaulted.</p>								
<p><b>13.</b></p>	<p><b>Changes Since</b> – Keep the default of <b>Today’s Date and Time</b>.</p>								
<p><b>14.</b></p>	<p>Click the <b>OK</b> button to save the parameters.</p>								



15. Click the **Submit** button to run the Transfer Time from OTL to BEE request.



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

Once you have completed the “**Transfer Time from OTL to BEE**” process and it has completed without errors, run the following processes in the order they are displayed:

- **BEE Transfer**
- **Update Element Entries with Injury Number**
- **DCPS SDA Outbound Interface**

Refer to the “**OTL CSR DAI to DCPS Payroll Processing Work Instruction**” for instructions on how to run these processes.

**After the DCPS SDA Outbound Interface has been submitted (for each pass 0, 1, 2) the OTL CSR is responsible for sending an email to DFAS to confirm that what is being sent over matches your count. In return, DFAS will send an email confirming if the count is good.**

**Be certain that you have received a confirmation email from DFAS acknowledging receipt of your prior SDA file before you initiate the next SDA process.**

**Note:** Running the process again before the prior file is received and processed by DFAS results in a loss of timecard data.

An example of the email you will send to DFAS and all required contacts is displayed below:

**Email Example:**

Subject: SDA Confirmation for MDAPRL - ZKA - PPE 04-04-15

Importance: High

Good Afternoon All,

Database: ZKA

SCA/UIC: MDAPRL

Record Count: 52



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Please include the following DFAS Contacts in the “To” field of the email.

**DFAS Contacts:**

DFAS Indianapolis IN ZTD Mailbox dcps-operations;  
DFAS Indianapolis IN ZTB List CIN-DCPS-PRODUCTION-SUPPORT;  
HQ DAI PMO OTL Team;  
HQ DAI PMO Help Desk;  
HQ DAI PMO GEX Team

You can “CC” any individuals within DoDEA that need to be made aware of this information.

**Email Content Defined:**

**MDAPRL** – This is the SDAID

**ZKA** – This is the Database ID

**PPE 04-04-15** – This is the payroll period end date for the pay period.

**Record Count** – The record count is the sum of the Type2, Type3 and Type5 records that come from the log of the SDA process itself.