



Time & Labor (OTL)

Find Terminated Employees in
Timekeeper Group

DoDEA R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
10-Aug-2015	Andrew Frankart	1.0	Initial Document
11-Aug-2015	Kimberley Gragg	2.0	DoDEA Updates

Reviewers

Date	Name	Position

Distribution

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Business Process Description

Use this procedure to locate which employees were terminated in a timekeeper group.

Trigger

- Perform this procedure when you need to find terminated employees within a specific timekeeper group.

Prerequisites

- Employee has been terminated in DAI

Responsibilities

- Super Timekeeper DoDEA

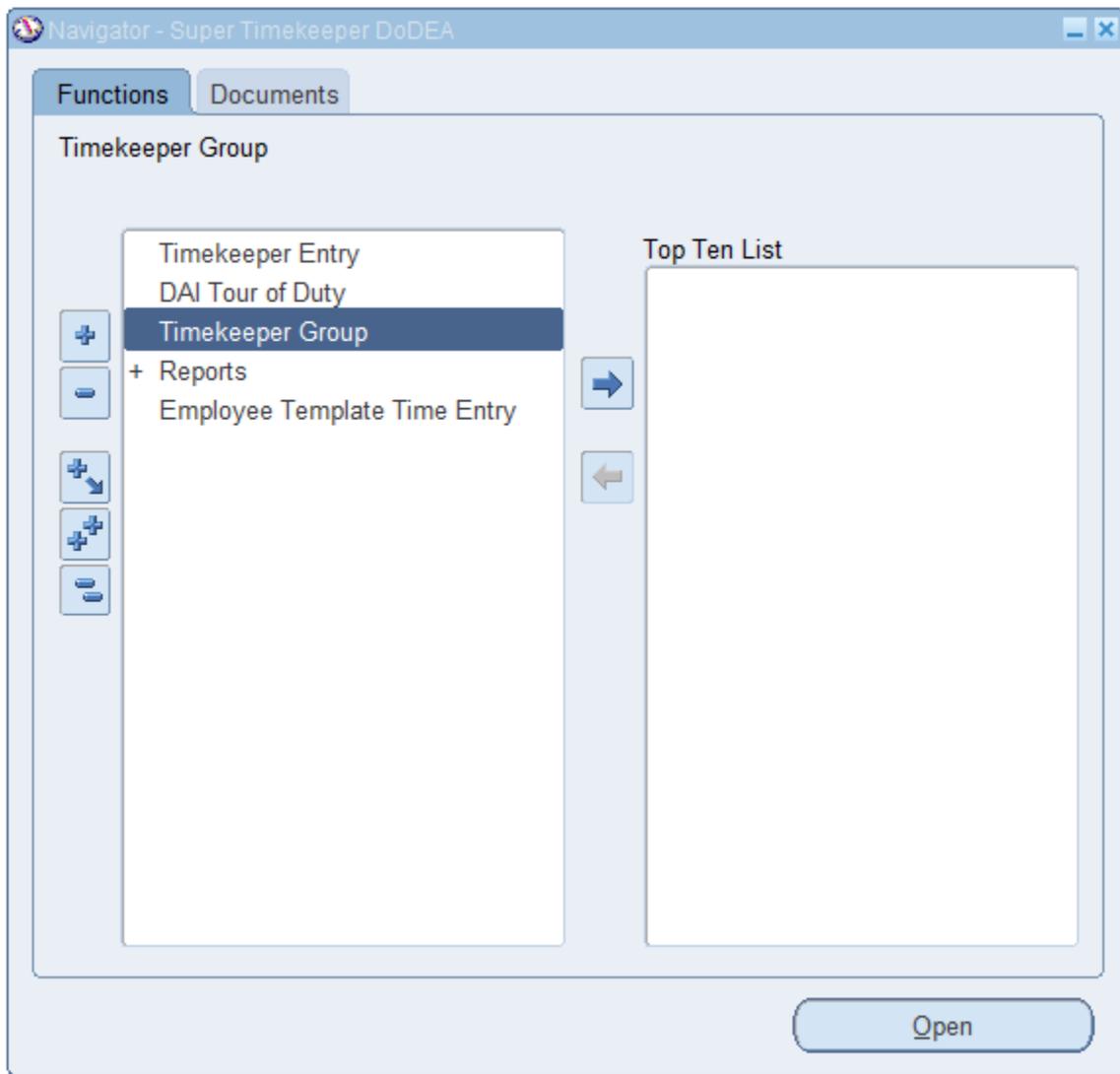
Menu Path

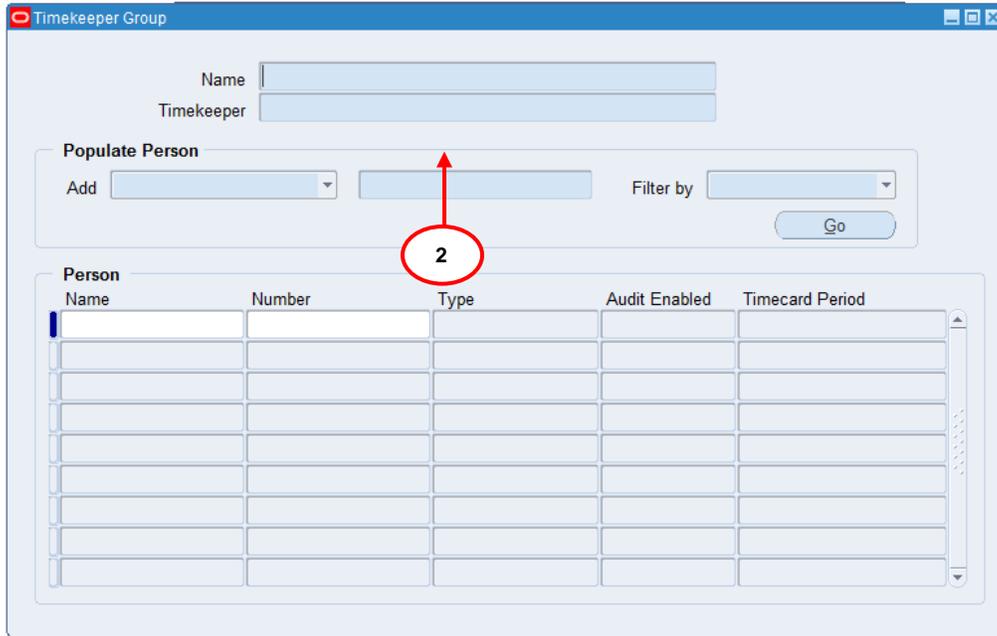
Use the following menu path(s) to begin this task:

- Timekeeper Group

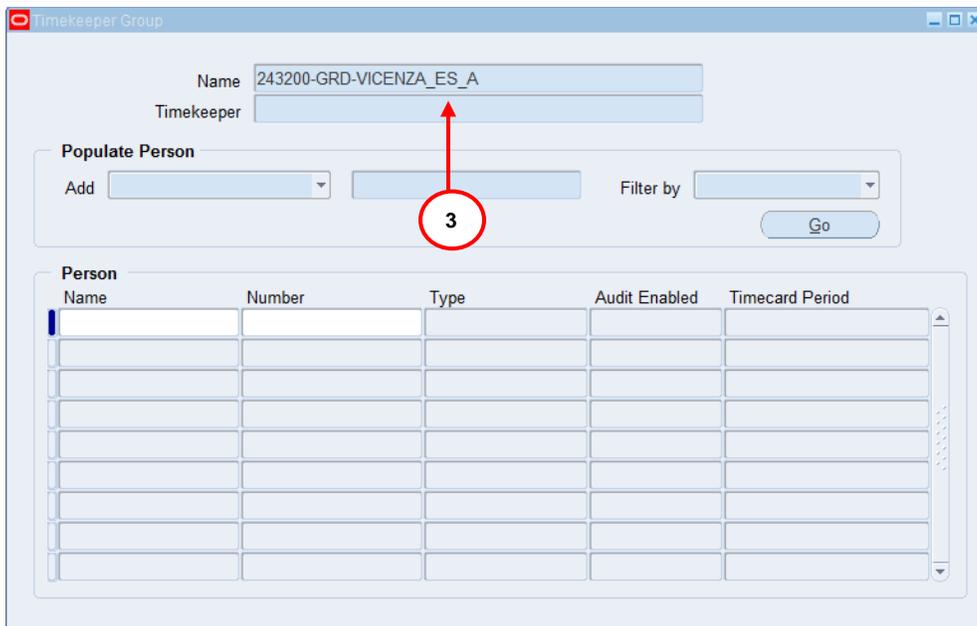
Locate Terminated Employees in a Timekeeper Group

1. Start the task using the responsibility and menu path to open the **Timekeeper Group** form.
 - **Responsibility:** Super Timekeeper DoDEA
 - **Menu Path:** Timekeeper Group





2. Press **F11** to enter query mode. (Fields will turn blue).



3. **Name:** Enter the name of the timekeeper group that you are researching. Press **CTRL+F11** to execute the query.
Note: Query mode is case-sensitive.



Timekeeper Group

Name: 243200-GRD-VICENZA_ES_A
Timekeeper: DICRESCENZO, SONIA

Populate Person

Add: [dropdown] [input] Filter by: [dropdown] [Go]

Name	Number	Type	Audit Enabled	Timecard Period
ALBIN, MARIA L	7733	Employee	No	DAI BiWeekly - Starts Sunc
ALICEA, ARRIC M	9040	Ex-employee	No	DAI BiWeekly - Starts Sunc
ALIYEVA, YAGUT	9403	Employee	No	DAI BiWeekly - Starts Sunc
ALLEN, ANGELA M	11268	Employee	No	DAI BiWeekly - Starts Sunc
ALLISON, TAMMY LEE	13514	Employee	No	DAI BiWeekly - Starts Sunc
ANGEL, SHANNAN D	10801	Employee	No	DAI BiWeekly - Starts Sunc
ARDOLINO, ADRIANA	13026	Employee	No	DAI BiWeekly - Starts Sunc
BARNETT, DIANA L	7202	Employee	No	DAI BiWeekly - Starts Sunc
BAUS, JENNIFER M	12417	Employee	No	DAI BiWeekly - Starts Sunc

4. **Type:** Locate the Ex-employees in the timekeeper group by the **Type** field and review their timecard.