



## **Time & Labor (T&L)**

Timecard Approver

R12 Work Instructions



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
08-Jul-2014	Robin Hardy	1.1	R12 update
30-Jul-2015	Robin Hardy	1.2	Dashboard update

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### Reviewers

Date	Name	Position
07-Jul-2014	Mike Lindsey	Global Model Team Member
09-Jul-2014	Bill Mohamed	Workforce Preparation Team Lead

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### Distribution

Copy No.	Name	Location
1	T&L Timecard Approver	DEPS

#### Note to Holders:

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## Business Process Description

Use this procedure to approve employee submitted timecards. Employee submitted timecards are automatically routed to the employee's timecard approver through a workflow hierarchy.

The timecard approver has the capability to perform the following:

- Approve a timecard
- Correct a timecard for their employees
- Reassign approval responsibilities on a temporary or permanent basis
- Reject a timecard
- Request more information

An Approver has **72 hours** to take action on a timecard notification that has been placed in their Worklist. If the timecard action has not taken place, the request is automatically routed to the approver's supervisor for them to take "approval" action.

The **Timecard Status Dashboard** gives the Supervisor a quick review of the status of their Employee's timecards. The dashboard displays the status in a number format and the identical information in a visual pie chart format. Once retrieved, the display can be expanded to view more details about the employee. The timecard details can be generated into a PDF file format report, to be easily printed. The dashboard inquiry can be displayed for a single or multiple payroll periods.

### Trigger

An employee timecard has been submitted and routed through the approval process workflow to an approver.

### Prerequisites

- Approver must be designated in the employee's HR record in the Supervisor field.
- Approver must be a timecard approver in the DAI hierarchy approval workflow.
- Employee's hours are all linked to a Project, Task and Tour of Duty.

### Responsibilities

- OTL Supervisor Approver – Agency

### Menu Path

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

- Advanced Worklist

## Approve a Timecard

1. Start the task using the responsibility and menu path to open the Worklist:  
**Responsibility:** OTL Supervisor Approver – Agency  
**Menu Path:** Advanced Worklist

### Home

#### Navigator

Personalize

- ▶ Application Administrator, Standard
- ▶ HR CSR MDA
- ▶ **OTL Supervisor Approver MDA**
  - ▶ **Advanced Worklist**
  - ▶ Time Entry
  - ▶ Reports



## DAI Workflow: Notifications

By default, the **Worklist** → **View** displays all **Open Notifications**, including timecards submitted by employees or timekeepers that require approval. If the view selection changes, click the **Go** button to update the screen display.

2. Additional View options are:

View Option	Description
<b>All Notifications</b>	View all notifications that have a status of: <ul style="list-style-type: none"> <li>Cancelled</li> <li>Closed</li> <li>Open</li> </ul>
<b>FYI Notifications</b>	This option will list the FYI Notification received. Once each notification is opened and closed, it will be removed from the listing.
<b>Notifications from Me</b>	Notifications generated from the person logged in that has been sent to another user. Once each FYI notification is opened and closed, it will be removed from the listing.
<b>Open Notifications</b>	Displays all Open requests needing to be processed.
<b>To Do Notifications</b>	Displays all open requests by Timecard.

3. Click the box in the **Select** column for the notification which needs to be reviewed for approval.

**Note:** To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

4. Click the **Open** button to view the **Notification Details – Timecard** screen.



### Notification Details – Timecard

Workflow

[Home](#) [Logout](#) [Preferences](#) [Help](#) Logged In As  
HARDY.ROBIN.LOU

Navigator > Favorites >

Worklist >

**Timecard (01-JUN-2014 to 14-JUN-2014) for REDDING, OTIS MDA (80 hours) requires approval**

From REDDING, OTIS MDA  
To HARDY, ROBIN  
Sent 03-Jun-2014 16:15:37  
ID 26237880

Timecard Dates 01-JUN-2014 to 14-JUN-2014  
Description 80 total hours ( 0 premium hours, 0 non worked hours)  
OTL Approval ID 59551934#2698190

Approve Reject Reassign More Information Request

**Timecard Entries**

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	Sun, Jun 08	Mon, Jun 09	Tue, Jun 10	Wed, Jun 11	Thu, Jun 12	Fri, Jun 13	Sat, Jun 14	Total
Z4_SD30L_FY14	IC-00-FY14	RG - Regular Graded and Military				8	8	8	8	8			8	8	8	8	8		80
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Sunday, June 01, 2014

**Monday, June 02, 2014**

	Previous Submitted Entry	Current Submitted Entry
Number of Hours	9	8
Project	Z4_SD30L_FY14	Z4_SD30L_FY14
Task	IC-00-FY14	IC-00-FY14
Hours Type	RG - Regular Graded and Military	RG - Regular Graded and Military
EHO Code		
ND Hours Ind		
Comments		

Note: This is a partial view of the window.



5. The **Timecard Notifications** window provides the approver with the following information required to make the approval decision on the employee's timecard:
- a. **Header Region:**
    - **From:** Name of Employee or name of Timekeeper that created the timecard
    - **To:** Approver's Name
    - **Sent:** Date of submission to the approver
    - **Closed:** Date timecard was processed (not displayed in this view of an unprocessed timecard)
    - **Timecard Dates:** The two-week pay-period for the timecard request
    - **Description:** Total hours with any premium or non-worked hours summarized
  - Header Buttons:**
    - **Approve:** Approves the timecard as displayed
    - **Reject:** Rejects the timecard as displayed, comments for rejection can be added
    - **Reassign:** Assigns the approval process to another source selected by the current approver on a temporary or permanent basis
    - **More Information Request:** Allows the Approver to request more information in a comment field about the timecard contents prior to approval. The timecard moves to a **Closed** status until it is resubmitted by the employee requesting re-approval.
  - b. **Timecard Entries Region:**
    - Timecard Lines:
      - Project
      - Task
      - Hours Type
      - EHO (Environmental/Hazard/Other) Code
      - As Appropriate per **Graded** or **Ungraded** timecard layout:
        - ND (Night Differential) Hour Indicator (Graded)
        - Shift Code Override (Ungraded)
        - Last Hour Indicator (Ungraded)
  - c. **Timecard Hours by Date:** Provides an overview of the two-week period of the timecard entries displaying hours by date by individual pay code lines and the daily total in the bottom field.
  - d. **Timecard Summary Totals:** Displays the totals hours for the Timecard in the bottom right field, at the end and below the pay codes lines.
- Note:** R12 screens will have two timecard layouts depending on the employee's status of Graded or Ungraded. Each layout will contain only the pay code options that are appropriate to the Graded or Ungraded employee.

Timecard (01-JUN-2014 to 14-JUN-2014) for REDDING, OTIS MDA (80 hours) requires approval

From: REDDING, OTIS MDA  
 To: HARDY, ROBIN  
 Sent: 03-Jun-2014 16:15:37  
 ID: 26237880

Timecard Dates: 01-JUN-2014 to 14-JUN-2014  
 Description: 80 total hours ( 0 premium hours, 0 non-worked hours)  
 OTL Approval ID: 59551934#2698190

Buttons: Approve, Reject, Reassign, More Information Request

**6** →

6. Click the **Approve** button, after reviewing the timecard entries for accuracy and completeness.

Worklist

View: Open Notifications [Go]

Select Notifications: Open Reassign Close

Select	Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/>	Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY_TST2, ROBIN MDA (80 hours) requires approval	03-Jun-2014		HARDY_TST2, ROBIN MDA	OTL Workflows for Employees

**7** ↓

7. After **Approved**, the timecard processor is returned to their **Worklist** screen, displaying all unprocessed open notifications.

**Note:** Once approved, the notification message no longer appears in the **Open Worklist**, but may be viewed by querying **All Notifications** in the **View** dropdown list.

View: All Notifications [Go]

Select Notifications: Open Reassign Close

**8** →

**9** →

8. Click the **View drop down** list on the **Worklist** screen, Scroll to select the **All Notifications** option to display all notifications in the **Worklist**.

9. Click the **Go** button to display **All Notifications** by refreshing the screen.

Worklist

View: All Notifications [Go]

Select Notifications: Open Reassign Close

Select	Subject	Sent	Due - Fn Level	From	Status	Type
<input type="checkbox"/>	Timecard (01-JUN-2014 to 14-JUN-2014) for REDDING, OTIS MDA (80 hours) requires approval	03-Jun-2014		REDDING, OTIS MDA	Canceled	OTL Workflows for Employees
<input type="checkbox"/>	Timecard (15-JUN-2014 to 28-JUN-2014) for ABBOTT, JEREMY (80 hours) requires approval	05-Jun-2014		ABBOTT, JEREMY	Canceled	OTL Workflows for Employees
<input type="checkbox"/>	Timecard (01-JUN-2014 to 14-JUN-2014) for REDDING, OTIS MDA (80 hours) requires approval	03-Jun-2014		REDDING, OTIS MDA	Closed	OTL Workflows for Employees

**Result**

**Congratulations!** You have successfully viewed and processed a timecard request for approval.

## Edit Timecard as Approver

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

**Responsibility:** OTL Supervisor Approver – Agency

**Menu Path:** Time Entry

### Home



The screenshot shows a 'Navigator' window with a 'Personalize' button at the top right. Below the button is a list of menu items, each with a folder icon and a right-pointing arrow. The items are: 'Application Administrator, Standard', 'HR\_CSR MDA', 'OTL Supervisor Approver MDA', 'Advanced Worklist', 'Time Entry', 'Reports', 'PMO Notifications', 'Super Timekeeper MDA', 'Super Timekeeper MDA Ungraded', and 'US HRMS Manager MDA'. The 'OTL Supervisor Approver MDA' item is highlighted with a red rectangular box, and the 'Time Entry' item is also highlighted with a red rectangular box.

## Time Entry: People in Hierarchy

### Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
▲ HARDY, ROBIN			2		
ABBOTT, JEREMY	8738	Information Technology Management (2210).2210	ICTO MDA, ENTERPRISE OPERATIONS & ENGINEERING		
HARDY_TST2, ROBIN	10825	Miscellaneous Administration & Program (0301).0301	DS MDA, CHIEF OF STAFF		
HARDY_TST3, GLOWDEAN	10826	Miscellaneous Administration & Program (0301).0301	DS MDA, CHIEF OF STAFF		
HARDY_TST4, BARRY	10827	Miscellaneous Administration & Program (0301).0301	DS MDA, CHIEF OF STAFF		
HARDY_TST5, JAMES_RICK	10828	Miscellaneous Administration & Program (0301).0301	DS MDA, CHIEF OF STAFF		
REDDING, OTIS	10830	Miscellaneous Administration & Program (0301).0301	DS MDA, CHIEF OF STAFF		

- The **People in Hierarchy** screen displays the Approver's list of employees that has been assigned to this timecard approver.

Click the **Action**  icon in the **Action** column corresponding to an employee's timecard to view the employee's recent timecard submission.

**Note:** The **Details**  icon in the **People in Hierarchy** is not used in this view and will return an error message if selected.

### Recent Timecards

Recent Timecards: REDDING, OTIS MDA, 10830  [Return to Hierarchy](#)

**Search**

**TIP** Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.  
[Read more...](#)

From Date  To Date   
(example: 25-May-2014)  
[Show Advanced Search Criteria](#)

Select Timecard:  |  |  | 

Select	Timecard Status 	Transferred To	Period Starting 	Period Ending 	Recorded Hours 	Submission Date 	Update	Details
<input type="checkbox"/>	Approved	None	01-Jun-2014	14-Jun-2014	80	03-Jun-2014		

[Return to Hierarchy](#)

3. The **Recent Timecards** form opens and displays the current state of employees' timecard(s).

#### Timecard Statuses:

- **Approved:** Timecard has been approved.
- **Rejected:** Timecard is in rejected status and must be reviewed and resubmitted.
- **Submitted:** Timecard has been submitted to the Approver.
- **Working:** Timecard has been saved, but NOT submitted to the Approver.

#### Timecard Columns:

- **Transfer To:** Displays the Alternate Approver if established
- **Period Starting:** Displays the beginning day of the timecard's pay period.
- **Period Ending:** Displays the last day of the timecard's pay period.
- **Recorded Hours:** Displays the total number of hours submitted for the two week pay period.
- **Submission Date:** Displays the date of the timecard submittal.
- **Update icon:** Displays access to update the selected timecard.
- **Details icon:** Displays a non-editable view of the selected timecard's line item details.



**Recent Timecards: REDDING, OTIS MDA, 10830**

[Return to Hierarchy](#)

**Search**

**TIP** Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.  
[Read more...](#)

From Date  To Date   
(example: 26-May-2014)

[Show Advanced Search Criteria](#)

Select Timecard:

Select All | [Select None](#)

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
<input type="checkbox"/>	Submitted	None	30-May-2014	31-May-2014	8	09-Jun-2014		
<input type="checkbox"/>	Submitted	None	15-Jun-2014	28-Jun-2014	80	09-Jun-2014		
<input type="checkbox"/>	Approved	None	01-Jun-2014	14-Jun-2014	80	03-Jun-2014		

[Return to Hierarchy](#)

4. Click the **Update** icon to open the **Time Entry** form to edit an employee's timecard. The **OTL Supervisor Approver** may edit timecards on behalf of their employees. The name of the employee selected appears in the **Time Entry** header.
- a. To review the edits, click on the **Details** icon and the **Review** form will open displaying the timecard. No edits can be made in this view.

**Time Entry: REDDING, OTIS MDA, 10830**

[Show Accrual Balances](#)

Period: June 15, 2014 - June 28, 2014

[Return to Hierarchy](#)

Template Name

Project	Task	Type	EHO Code	Sun, Jun 15	Mon, Jun 16	Tue, Jun 17	Wed, Jun 18	Thu, Jun 19	Fri, Jun 20	Sat, Jun 21	Sun, Jun 22	Mon, Jun 23	Tue, Jun 24	Wed, Jun 25	Thu, Jun 26	Fri, Jun 27	Sat, Jun 28
Z4_SD30L	IC-00-FY14	RG - Regular Graded and Military				8	8	8	8			8	8	8	8		
Z4_SD30L	IC-00-FY14	LC - Court Leave			8												
Add Another Row				0	8	8	8	8	8	0	0	8	8	8	8	8	0

Template Name

5. Enter the **Project**, **Task** and **Hours Type** in the additional row, then perform the edits in the daily hours section to make the timecard accurate.
- Example Timecard Edits:**
- Project Entry:** Z4\_SD30L\_FY14
  - Task Entry:** IC-00-FY14
  - Hours Type Entry:** LC – Court Leave
  - Monday, June 16:** remove 8 hours from the first row and enter 8 hours in the **Court Leave** row.
- a. Click the **Continue** button to save the changes and display the timecard attestation statement.



**6**

Review: REDDING, OTIS MDA, 10830

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

Week Starting Sunday, June 15 2014  
 Timecard Period (days) 14

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 15	Mon, Jun 16	Tue, Jun 17	Wed, Jun 18	Thu, Jun 19	Fri, Jun 20	Sat, Jun 21	Sun, Jun 22	Mon, Jun 23	Tue, Jun 24	Wed, Jun 25	Thu, Jun 26	Fri, Jun 27	Sat, Jun 28	Total
Z4_SD30L_FY14	IC-00-FY14	RG - Regular Graded and Military				8	8	8	8	8			8	8	8	8	8	0	80
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

**6. Check the box** to confirm the attestation statement. The **Submit** button will be grayed out until the attestation is confirmed.  
**Note:** The \* asterisk besides the check box indicates this action is required.

Review: REDDING, OTIS MDA, 10830

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

Week Starting Sunday, June 15 2014  
 Timecard Period (days) 14

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 15	Mon, Jun 16	Tue, Jun 17	Wed, Jun 18	Thu, Jun 19	Fri, Jun 20	Sat, Jun 21	Sun, Jun 22	Mon, Jun 23	Tue, Jun 24	Wed, Jun 25	Thu, Jun 26	Fri, Jun 27	Sat, Jun 28	Total
Z4_SD30L_FY14	IC-00-FY14	RG - Regular Graded and Military				8	8	8	8	8			8	8	8	8	8		80
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

**7. Click the Submit** button to resubmit the edited timecard back to the Approver.



**Confirmation**  
 Time entries for the given timecard period have been submitted successfully.

**Confirmation: REDDING, OTIS MDA, 10830** [Return to Hierarchy](#)

**Hours Entered**

	Regular	Premium
Total Hours Entered	80	0

Week Starting **Sunday, June 15 2014**  
 Timecard Period (days) **14**

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 15	Mon, Jun 16	Tue, Jun 17	Wed, Jun 18	Thu, Jun 19	Fri, Jun 20	Sat, Jun 21	Sun, Jun 22	Mon, Jun 23	Tue, Jun 24	Wed, Jun 25	Thu, Jun 26	Fri, Jun 27	Sat, Jun 28	Total
Z4_SD30L_FY14	IC-00-FY14	RG - Regular Graded and Military				8	8	8	8	8			8	8	8	8	8		80
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) [Return to Hierarchy](#)

**8.** The **Confirmation** screen displays showing the edited timecard was successfully submitted to the Approver.  
 Click the **Return to Hierarchy** button to close out of the timecard.

**Result**

**Congratulations!** You have successfully edited a timecard and processed the re-approval.



## Reject a Timecard

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

**Responsibility:** OTL Supervisor Approver – Agency

**Menu Path:** Advanced Worklist

### Home

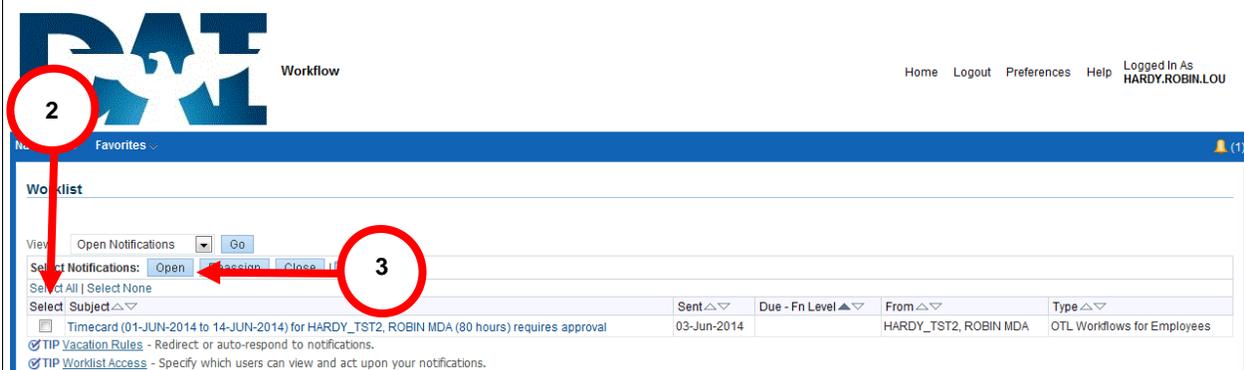
#### Navigator

Personalize

- Application Administrator, Standard
- HR CSR MDA
- OTL Supervisor Approver MDA**
- Advanced Worklist
- Time Entry
- Reports

1

## DAI Workflow: Notifications



Workflow

Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

Worklist

View: Open Notifications Go

Select Notifications: Open Refresh Close

Select All | Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/>	Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY_TST2, ROBIN MDA (80 hours) requires approval	03-Jun-2014		HARDY_TST2, ROBIN MDA	OTL Workflows for Employees

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

2. Click the box in the **Select** column for the Notification which needs reviewed.

**Note:** To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

3. Click the **Open**  button to view the notification(s) selected.

### Notification Details – Timecard

Workflow Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

Navigator Favorites

Worklist >

**Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Approve Reject Reassign More Information Request

From: HARDY\_TST2, ROBIN MDA  
 To: HARDY, ROBIN  
 Sent: 03-Jun-2014 15:50:40  
 ID: 26237870

Timecard Dates: 01-JUN-2014 to 14-JUN-2014  
 Description: 80 total hours (0 premium hours, 8 non worked hours)  
 OTL Approval ID: 59551840#2698184

Timecard Entries

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	Sun, Jun 08	Mon, Jun 09	Tue, Jun 10	Wed, Jun 11	Thu, Jun 12	Fri, Jun 13	Sat, Jun 14	To
Z4_SD30L_FY14	IC-SLS-FY14	RG - Regular Graded and Military				8	8	8	8	8			8	8	8	8	8		7
Z4_SD30L_FY14	IC-SLS-FY14	LA - Annual Leave											8						
Monday, June 02, 2014					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Daily sections display the previous and current submitted data for each day. If the previous section is completed, the current information fields will display a change.

Num	Action Date	Action	From	To	Details
1	03-Jun-2014 15:50:40	Submit	HARDY_TST2, ROBIN MDA	HARDY, ROBIN	

Response

Note:

Return to Worklist  
 Display next notification after my response

Approve Reject Reassign More Information Request

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4. Move the scrollbar on the **Timecard** screen to view additional details such as:
  - **Timecard Entry** details
  - Daily sections showing **Previous and Current Submitted Entry** details
  - **Action History** details
5. Enter the rejection reason in the **Response → Note** text field at the bottom of the screen.
6. Click the **Reject**  button to reject the timecard and submit it back to the timecard submitter.
 

**Note:** The timecard is routed back to the employee for correction and resubmission. The listing disappears from the approver's **Open Worklist**. The note entered into the **Response → Note** field may be used as a means to communicate to the timecard submitter the reason for rejection and/or correction steps if known. The status of the timecard changes to **"Rejected"**.

### Result

**Congratulations!** You have successfully rejected a timecard and provided a note as to the reason for the rejection.

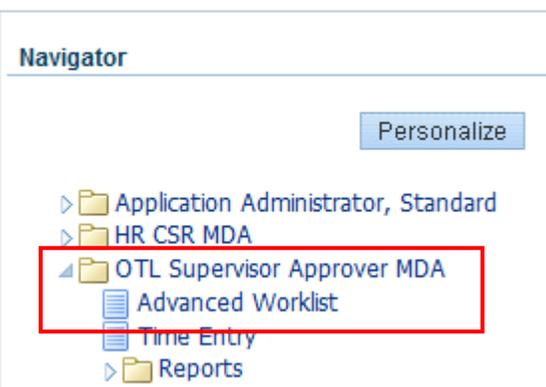
## More Information Request

Start the task using the responsibility and menu path to open the Worklist:

**Responsibility:** OTL Supervisor Approver – Agency

**Menu Path:** Advanced Worklist

### Home



## DAI Workflow: Notifications

**Worklist**

View: Open Notifications [Go]

Select Notifications: Open Reassign Close **3**

Select All | Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/> <b>2</b>	Timecard (01-JUN-2014) for HARDY_TST2, ROBIN MDA (80 hours) Requires approval	03-Jun-2014		HARDY_TST2, ROBIN MDA	OTL Workflows for Employees

**2** (points to the checkbox in the Select column)

**3** (points to the Open button)

**Open** button

**TIP** Vacation Rules - Redirect users to respond to notifications.  
**TIP** Worklist Access - Specify which users can view and act upon your notifications.

2. Click the box in the **Select** column for the Notification which needs reviewed.

**Note:** To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

3. Click the **Open** **Open** button to view the notification(s) selected.



Workflow

Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

Navigator Favorites

Worklist >

**Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Approve Reject Reassign **More Information Request**

From: HARDY\_TST2, ROBIN MDA  
 To: HARDY, ROBIN  
 Sent: 03-Jun-2014 15:50:40  
 ID: 26237870

Timecard Dates: 01-JUN-2014 to 14-JUN-2014  
 Description: 80 total hours ( 0 premium hours, 8 non worked hours)  
 OTL Approval ID: 59551840#2698184

**Timecard Entries**

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	Sun, Jun 08	Mon, Jun 09	Tue, Jun 10	Wed, Jun 11	Thu, Jun 12	Fri, Jun 13	Sat, Jun 14	Total
Z4_SD30L_FY14	IC-SLS-FY14	RG - Regular Graded and Military				8	8	8	8	8				8	8				72
Z4_SD30L_FY14	IC-SLS-FY14	LA - Annual Leave											8						8
					0	8	8	8	8	8	0	0	8	8	8			0	80

Sunday, June 01, 2014

...day, ... 14, 201

**Action History**

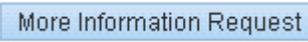
Num	Action Date	Action	From	To	Details
1	03-Jun-2014 15:50:40	Submit	HARDY_TST2, ROBIN MDA	HARDY, ROBIN	

**Response**

Note

Return to Worklist  
 Display next notification after my response

Approve Reject Reassign **More Information Request**

4. The **Timecard** screen opens. The approver may scroll down using the scrollbar on the far right to view additional details. If missing or incomplete information is required to make a decision, the approver may submit a request for more information.
5. Click the **More Information Request**  button to open the **Request Information** screen.

**Request Information**

Worklist > Notification Details >

**Request Information: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

\* Indicates required field Cancel Submit

**More Information Request**

Request More Information From  Workflow Participant HARDY\_TST2, ROBIN MDA 6 ←

Any User All Employees and Users

\* Information Requested

Return to Worklist Cancel Submit

6. Keep the **Workflow Participant** default option (original requestor) or click in the **Request More Information From** field drop down list and select an alternate Workflow Participant, if necessary and if additional options are available, **OR** continue to Step 7 to use the **Any User** functionality.

Worklist > Notification Details >

**Request Information: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

\* Indicates required field Cancel Submit

**More Information Request**

Request More Information From  Workflow Participant

Any User All Employees and Users

\* Information Requested

Return to Worklist Cancel Submit

7
7
7

7. Select the radio button **Any User**, do not change the default of **All Employee and Users**, and click on the search icon to open the **Search and Select: User or Role** form.

http://ucolhplm.oob.disa.mil:8012/?\_t=fredRC&enc=US-ASCII&\_minWidth=750&\_minHeight=550&configNa - Window...

**Search and Select: User or Role** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name  Go

**Results**

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		SMITH II, CHRISTOPHER	SMITH.CHRISTOPHER.YE	Christopher.Smith@dma.mil
<input type="radio"/>		SMITH III, LAWRENCE	SMITH.LAWRENCE.B	LAWRENCE.SMITH@DTRA.MIL
<input type="radio"/>		SMITH JR, ROWLAND	SMITH.ROWLAND.DAN	Rowland.Smith@dma.mil

Trusted sites | Protected Mode: Off

8. Enter "smith," the employee's Last Name, in the **Search By** field and click the **GO** Go button.

Select the employee name using the **Quick Select** option to populate the name in the **Request More Information from** field.



Worklist > Notification Details >

**Request Information: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

\* Indicates required field

Cancel Submit

---

**More Information Request**

Request More Information From  Workflow Participant HARDY\_TST2, ROBIN MDA

Any User All Employees and Users SMITH II, CHRISTOPHER

\* Information Requested

Return to Worklist

Cancel Submit



- Click the **Submit** button to activate the processing of the request for more information from the original requestor or the selected user.

**Note:** After requesting more information for a notification, that notification does not appear in your Worklist as an open notification until the user you specified responds to your request.

However, you may still review the notification while your request is pending by choosing to view **'Notifications From Me'** in your Worklist. Then open the **Notification Details** page for the notification you selected.

If the approver does not desire to wait any longer for the additional information requested, he/she may respond to the notification (approve/reject the timecard) using the **Response** section of the **Notification Details** page. The pending request for more information is thus canceled.

**Worklist**

View Notifications From Me Go

Select Notifications: Open Reassign Close

Select All Select None

Select To	Subject	Sent	Due - Fn Level	Type
<input type="checkbox"/> HARDY_TST2, ROBIN MDA	More Information Requested: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY_TST2, ROBIN MDA (80 hours) requires approval	11-Jun-2014		OTL Workflows for Employees

TIP: Accession Rules - Redirect or auto-respond to notifications.  
 TIP: Worklist Access - Specify which users can view and act upon your notifications.



- Select the **Notifications From Me** option in the **View** dropdown list of values. Click the **Go** button to view the list of notifications.



- The list of notifications displays the **More Information Requested Timecard...** used in the training example.

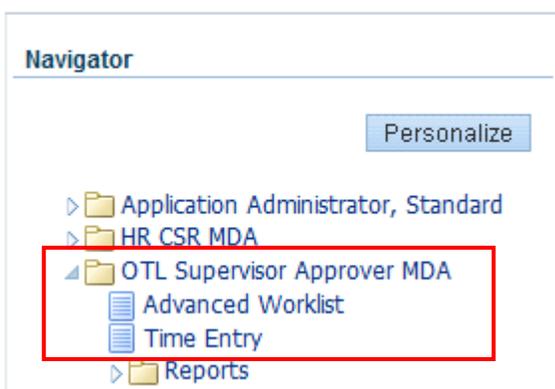
**Result**

**Congratulations!** You have successfully forwarded a request for additional information to the original requestor or to a selected individual.

## Reassign a Timecard

1. Start the task using the responsibility and menu path to open the Worklist:  
**Responsibility:** OTL Supervisor Approver – Agency  
**Menu Path:** Advanced Worklist

### Home



## DAI Workflow: Notifications

### Worklist

View

Select Notifications:

Select All | Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/>	Timecard (01-JUN-2014) for HARDY_TST2, ROBIN MDA (80 hours) requires approval	03-Jun-2014		HARDY_TST2, ROBIN MDA	OTL Workflows for Employees

TIP Vacation Rules - Redirect users to respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

2. Click the box in the **Select** column for the notification which needs to be reassigned for approval.  
**Note:** To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.
3. Click the **Open**  button to view the notification(s) selected.



**Timecard**

Worklist >

**More Information Requested: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Approve Reject **Reassign** More Information **4**

From: HARDY, ROBIN  
 To: HARDY\_TST2, ROBIN MDA  
 Sent: 11-Jun-2014 08:55:48  
 ID: 26237870

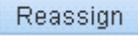
Timecard Dates: 01-JUN-2014 to 14-JUN-2014  
 Description: 80 total hours (0 premium hours, 8 non worked hours)  
 OTL Approval ID: 59551840#2698184

**Timecard Entries**

Comments

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jun 01	Mon, Jun 02	Tue, Jun 03	Wed, Jun 04	Thu, Jun 05	Fri, Jun 06	Sat, Jun 07	Sun, Jun 08	Mon, Jun 09	Tue, Jun 10	Wed, Jun 11	Thu, Jun 12	Fri, Jun 13	Sat, Jun 14	Total
Z4_SD30L_FY14	IC-SLS-FY14	RG - Regular Graded and Military				8	8	8	8	8				8	8	8	8		72
Z4_SD30L_FY14	IC-SLS-FY14	LA - Annual Leave											8						8
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Sunday, June 01, 2014

4. Click the **Reassign**  button to open the **Reassign Notification** screen to select an alternate approver and change the approval request to be routed to the new approver.

**Reassign Notification**

Worklist > Notification Details >

**Reassign Notification: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. \* Indicates required field.

\* Assignee: All Employees and Users

Delegate your response **5**

Transfer notification ownership

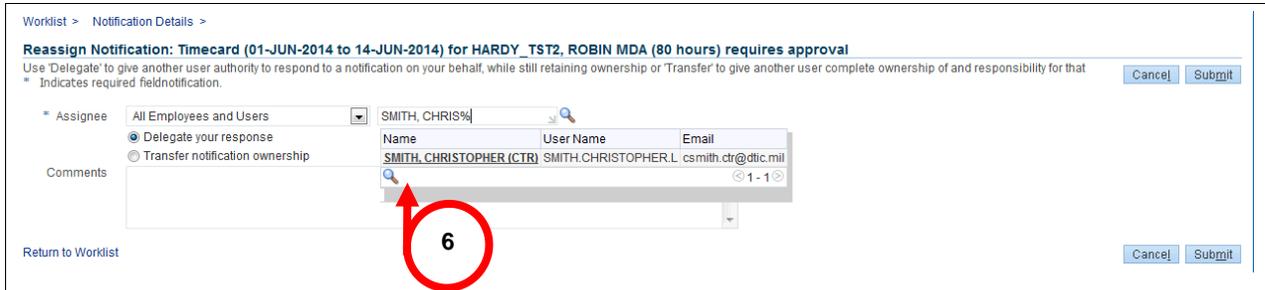
Comments

Return to Worklist

Cancel Submit

5. Select how this timecard will be reassigned:

- **Delegate your response** – This option allows the **alternate approver to respond on your behalf**. Though the alternate approver may respond on the original approver’s behalf, the original approver retains ownership of the notification. For example, a manager might delegate all vacation or sick leave scheduling approvals to an assistant.
- **Transfer notification ownership** – This option gives the **alternate approver complete ownership and responsibility** for the notification. Use this option if the approver should not have received the notification and wants to send it to the correct recipient or to a different recipient for resolution. A transfer may have the effect of changing the approval hierarchy for this notification. For example, a manager may transfer a notification from one project to another manager who now owns that project.



Worklist > Notification Details >

**Reassign Notification: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.  
\* Indicates required field

\* Assignee: All Employees and Users | SMITH, CHRIS% | Delegate your response | Transfer notification ownership

Name	User Name	Email
SMITH, CHRISTOPHER (CTR)	SMITH.CHRISTOPHER.L	csmith.ctr@dfic.mil

Comments: [Empty text area]

Return to Worklist

Cancel Submit

6. Enter the name of the employee. **SMITH, CHRIS%** (Last Name, First Name). To establish a new approver for the timecard. If a partial name is entered, as in this example, a filter will display a list of values that match the criteria. Click the name link that matches to enter the new approver's name.



Worklist > Notification Details >

**Reassign Notification: Timecard (01-JUN-2014 to 14-JUN-2014) for HARDY\_TST2, ROBIN MDA (80 hours) requires approval**

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.  
\* Indicates required field

\* Assignee: All Employees and Users | SMITH, CHRISTOPHER (CTR) | Delegate your response | Transfer notification ownership

Comments: I am off sick today, can you review this timecard and approve?

Return to Worklist

Cancel Submit

7. Enter comments in the **Comment** field to record the reason for reassigning the timecard to a new approver.
8. Click the **Submit** button to complete the action. The timecard no longer appears in your **Open Worklist** items, but instead appears in the alternate **Approver's Worklist**.

## Result

**Congratulations!** You have successfully reassigned a timecard to an alternate approver on a temporary or permanent basis.

## Timecard Status Dashboard

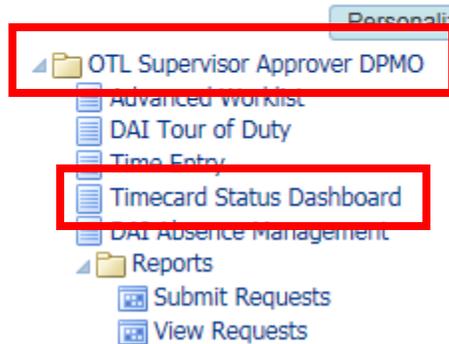
1. Start the task using the responsibility and menu path to open the Worklist:

**Responsibility:** OTL Supervisor Approver – Agency

**Menu Path:** Timecard Status Dashboard

### Home

#### Navigator



OTL Supervisor Approver DPMO

Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

Navigator Favorites

### Timecard Status Dashboard

\* Indicates required field

#### Timecard Search

This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date  End Date

(example: 30-Jul-2015) (example: 30-Jul-2015)

\* Supervisor in Hierarchy HARDY, ROBIN DPMO - DPAA

\* Reporting Employees  **2**

Go Clear

#### Timecard Status Summary

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
No search conducted.							
No search conducted.							

No graph generated because no data exists.

#### Timecard Status Details

Generate PDF Report

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No search conducted.										

2. Click the **Timecard Status Dashboard** link to start the inquiry process for the timecard status of each employee's within the search parameters.

**Note:** the Reporting Employee field defaults to "Directs" indicating the report will display the current Supervisor's direct reports. The other option is "All Employees under Directs".



## Timecard Dashboard Inquiry

**DAI OTL Supervisor Approver DPMO** Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

Navigator Favorites

**Timecard Status Dashboard**  
 \* Indicates required field

**Timecard Search**

This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date: 12-Jul-2015 (example: 30-Jul-2015)  
 End Date: 25-Jul-2015 (example: 30-Jul-2015)

Supervisor in Hierarchy: HARDY, ROBIN DPMO - DPAA  
 Reporting Employees: Directs

[Show More](#) **3** [Go](#) [Clear](#)

**Timecard Status Summary**

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
No search conducted.							
No search conducted.							

**Timecard Status Details**

[Generate PDF Report](#)

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No search conducted.										

3. Click the **Show More** link to expand the searchable parameters.

**DAI OTL Supervisor Approver DPMO** Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

**Timecard Status Dashboard**  
 \* Indicates required field

**Timecard Search**

This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date: 12-Jul-2015 (example: 31-Jul-2015)  
 End Date: 25-Jul-2015 (example: 31-Jul-2015)

Supervisor in Hierarchy: HARDY, ROBIN DPMO - DPAA  
 Reporting Employees: Directs

Recurring Period: DAI BiWeekly - Starts Sunday **4**

Timecard Period: 12-JUL-2015 - 25-JUL-2015  
 Location:

[Hide More](#) [Go](#) [Clear](#)

**Timecard Status Summary from 12-JUL-2015 to 25-JUL-2015**

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
Summary Totals	0	5	0	1	0	0	6

**Timecard Status Summary**

**Timecard Status Details from 12-JUL-2015 to 25-JUL-2015**

[Generate PDF Report](#)

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No results found.										

4. Select the “DAI – Biweekly Starts Sunday” option in the **Recurring Payroll** field. Currently this is the only option being utilized by DAI.



### Timecard Dashboard Inquiry

OTL Supervisor Approver DPMO
Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

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**Timecard Status Dashboard**

\* Indicates required field

**Timecard Search**

This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date  (example: 31-Jul-2015)

End Date  (example: 31-Jul-2015)

Supervisor

Recurring Period:

Organization:

Timecard Period:

**5**

---

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
<b>Summary Totals</b>	0	5	0	1	0	0	6

**Timecard Status Summary**

83.33% Timecardcount

16.67% Submitted

---

**Timecard Status Details from 12-JUL-2015 to 25-JUL-2015**

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No results found.										

**5.** Click the **Calendar** icon beside the **Timecard Payroll** field to select the searchable payroll period. Or, enter a date range in the **Start and End Dates** fields for multiple payroll periods. Utilize only one of these date options.

Other Search Options:

The Timecard Status Dashboard can be filtered on the following options:

Search Options	Description
Location	Allows the Supervisor to query for a particular Duty Station.
Organization	Allows the Supervisor to query the Employees for one organization. <b>Note:</b> This will be the lowest level of Organization.



**DAI OTL Supervisor Approver DPMO** Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

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**Timecard Status Dashboard**  
 \* Indicates required field

**Timecard Search**  
 This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date: 12-Jul-2015 (example: 31-Jul-2015)

End Date: 25-Jul-2015 (example: 31-Jul-2015)

\* Supervisor in Hierarchy: HARDY, ROBIN DPMO - DPAA

\* Reporting Employees: Directs

Recurring Period: DAI BiWeekly - Starts Sunday

Timecard Period: 12-JUL-2015 - 25-JUL-2015

Organization:

Location:

**Go** **6**

**Timecard Status Summary from 12-JUL-2015 to 25-JUL-2015**

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
<b>Summary Totals</b>	0	5	0	1	0	0	6

**Timecard Status Summary**

**Timecard Status Details from 12-JUL-2015 to 25-JUL-2015**

[Generate PDF Report](#)

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No results found.										

**6.** Click the **Go** button after entering all the inquiry parameters.



### Timecard Dashboard Results

**OTL Supervisor Approver DPMO** Home Logout Preferences Help Logged In As HARDY.ROBIN.LOU

**Timecard Status Dashboard**  
 \* Indicates required field

**Timecard Search**  
 This page lists all timecard statuses of employees reporting to a supervisor. You need to enter the Start Date and End Date to view the data.

Start Date:  End Date:   
 Supervisor in Hierarchy:  Reporting Employees:   
 Recurring Period:  Timecard Period:   
 Organization:  Location:

**Timecard Status Summary from 12-JUL-2015 to 25-JUL-2015**

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
<b>Summary Totals</b>	0	5	0	1	0	0	6

**Timecard Status Summary**

7

**Timecard Status Details from 12-JUL-2015 to 25-JUL-2015**

Generate PDF Report

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
No results found.										

**7.** Review the display; it will indicate what the overall timecard status is for all of the Supervisor's Direct reports in a summary format.



### Timecard Status Results

Timecard Status Summary from 12-Jul-2015 to 25-Jul-2015

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
<b>Summary Totals</b>	0	5	0	1	0	0	<b>6</b>

Timecard Status Summary

Timecard Status Details from 12-Jul-2015 to 25-Jul-2015

Person Number	Person Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
199	SERVICE, JIM DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Submitted	SERVICE, JIM	23-Jul-2015	
200	SERVICE, JACK DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
202	SERVICE, JASON DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
201	SERVICE, JEFF DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
203	SERVICE, JEN DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
198	SERVICE, JERRY DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	

**8.** Click the **number** link in the **Summary Totals** row in the **Total** column. The screen will expand to display a timecard status details for each employee.

Additionally, a pie diagram will display showing the overall percentage for each existing timecard status pertaining to this Supervisor's direct reports.

The status options are:

Status	Description
<b>Not Entered</b>	The Employee's timecard has not been created in DAI.
<b>Working</b>	The Employee's timecard has been started either by; Self Entry, Automatic Timecard Generation or by an Approved Leave Request.
<b>Error</b>	The Employee's timecard has an error and must be corrected before the timecard can be submitted to the Supervisor for approval.
<b>Submitted</b>	The Employee's timecard is awaiting a Supervisor's approval.
<b>Rejected</b>	The Employee's timecard has been rejected by the Supervisor back to the employee with comments on the timecard issues for rejection.
<b>Approved</b>	The Employee's timecard has been approved by the Supervisor.

**Note:** Currently the **Action** icon will not allow the Supervisor to modify any timecard within the display.



### Timecard Dashboard Results – PDF Printable Format

Timecard Status Summary from 12-Jul-2015 to 25-Jul-2015

Supervisor	Not Entered	Working	Error	Submitted	Rejected	Approved	Total
HARDY, ROBIN DPMO - DPAA	0	5	0	1	0	0	6
<b>Summary Totals</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>

Timecard Status Summary

9

Generate PDF Report

Time	Name	Start Date	End Date	Supervisor	Organization	Location	Timecard Status	Last Modified By	Last Modified Date	Action
199	SERVICE, JIM DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Submitted	SERVICE, JIM	23-Jul-2015	
200	SERVICE, JACK DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
202	SERVICE, JASON DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
201	SERVICE, JEFF DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
203	SERVICE, JEN DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	
198	SERVICE, JERRY DPMO-DPAA	12-Jul-2015	25-Jul-2015	HARDY, ROBIN DPMO - DPAA	DPMO FAMILY SUPPORT AND OUTREACH	HQ0048 TAC1	Working	HARDY, ROBIN LOU	22-Jul-2015	

9. Click the **Generate PDF Report** button to create a printable PDF file on the timecard details of individual employees.

ORACLE Time and Labor Timecard Status Summary 10 Report Date: 31-JUL-2015 02:34 Page 1 of 1

Report Parameters

Date Range	-
Supervisor Hierarchy	HARDY, ROBIN DPMO - DPAA
Recurring Period	DAI BiWeekly - Starts Sunday
Organization	
Location	

Person Number	Person Name	Timecard Status	Supervisor	Start Date	End Date	Last Modified By	Last Modified Date
199	SERVICE, JIM DPMO-DPAA	Submitted	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	SERVICE, JIM	23-JUL-2015
200	SERVICE, JACK DPMO-DPAA	Working	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	HARDY, ROBIN LOU	22-JUL-2015
202	SERVICE, JASON DPMO-DPAA	Working	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	HARDY, ROBIN LOU	22-JUL-2015
201	SERVICE, JEFF DPMO-DPAA	Working	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	HARDY, ROBIN LOU	22-JUL-2015
203	SERVICE, JEN DPMO-DPAA	Working	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	HARDY, ROBIN LOU	22-JUL-2015
198	SERVICE, JERRY DPMO-DPAA	Working	HARDY, ROBIN DPMO - DPAA	12-JUL-2015	25-JUL-2015	HARDY, ROBIN LOU	22-JUL-2015

End of Report

10. The **Timecard Status Summary PDF** formatted file can be saved or printed. The report advises the Supervisor the status of the Employee's timecard as of the date and time in the top right corner.

#### Result

**Congratulations!** You have successfully utilized the Timecard Status Dashboard to review the status of all currently assigned Employees' timecards. In addition this timecard status information can be saved over into a formatted PDF file for printing.