



Time & Labor (OTL)

OTL CSR

DAI to DCPS Payroll Processing

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
25-Feb-2015	Robin Hardy	1.0	R12 Update

Reviewers

Date	Name	Position
11-Mar-2015	Bill Mohamed	Workforce Preparation Training Lead

Distribution

Copy No.	Name	Location
1	R12_WI_OTL_CSR_DAI_TO_DCPS Payroll Processing	DEPS website

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Business Process Description

Use this procedure to transfer the time and attendance data from DAI to the DCPS payroll system using the concurrent processes described below.

Agency employees enter and attest their time and attendance in DAI. The interface transfers the timecard detail in an outbound Source Data Automation (SDA) file into DCPS where payroll is processed. Each agency assigns one person to the DAI responsibility of OTL CSR that runs (or initiates) the following processes to create and transfer the SDA interface file.

1. Transfer Time from OTL to BEE:

This process retrieves APPROVED timecards for the period selected, and moves the timecard data into BEE (Batch Element Entry) batches.

- The Transfer Time from OTL to BEE process must be run after 100% or all of the current pay period timecards have been approved.
- This process can be run more than once if necessary. Taking into account that some timecard might not have been in an approved status or that timecards have been changed and the change within the timecard needs to be resent In order to override the previously sent timecard details.
- After the initial running, each time this process is run, it picks up only timecards that have been approved and had not yet been retrieved since the last run, including Retro timecards.
- If you run the process and it generates errors, check the Log File and call the OTL DAI Help Desk and log at ticket, unless the error is due to the next statement. A message of 'Query Retrieved no Records' indicates there are no un-retrieved timecards, thus no action required.
- The process only picks up timecards which fall within the parameters entered when the process is initiated
- NEVER MOVE FORWARD to BEE Validate or Transfer until the Transfer Time to OTL BEE has fully completed WITHOUT ERRORS.

2. BEE Transfer:

The Transfer process transfers the batch lines onto the employees' Element Entries.

Note: The BEE Transfer are separate processes that are initiated from the BEE form. Once all errors are resolved and the Transfer is completed the SDA interface file pick-ups all timecard records from the Element Entries. Always check for unprocessed BEE Batches as the last step in your process; **leaving batch in a status other than 'TRANSFER' can lead to short pays.**



3. INJURY PAY CODES LU OR LT: Once the batch lines have been transferred into the employees' element entries if there are any LU OR LT pay codes transferred, the employee's record MAY need to be updated with the correct Injury Number. Contact the HR CSR to have them review the employee HR record. If there is only one Injury Number, nothing additional needs to be done; the system will automatically update the Element Entry with the active Injury Number, as well as insert that Element Entry into the SDA outbound file. If there are multiple active Injury Numbers, the HR CSR will need to apply the correct Injury Number to the current LU or LT pay code Element Entries, which will be sent to DCPS via the SDA interface. Instructions to complete this process are included with this work instruction and in the "Enter Injury Time" work instruction. As the OTL CSR you can NOT complete the SDA interface until the HR CSR confirms the LU and LT Element Entries are set correctly to the proper Injury Number.

4. DCPS SDA Outbound Interface:

Takes all the timecard records from the Element Entries, and creates an outbound SDA file for DCPS Interface. The SDA Process is fully automated once started. The process triggers BPEL to process the file. **Be certain that you have received a confirmation email from DFAS acknowledging receipt of your prior file before you initiate the next SDA process.**

Running the process again before the prior file is received and processed by DFAS results in a loss of timecard data. Though DAI can manually fix this situation if made aware, it is a very labor-intensive process. Therefore, the procedure is to always wait for the confirmation before submitting the next SDA Process.

Trigger

- End of the current pay period. All Timecards have been created and approved.

Prerequisites

- Timecard Summary Report has been run and shows that all Timecards for the pay period have been entered, submitted, and approved.

Responsibilities

- OTL CSR – Agency

Menu Path

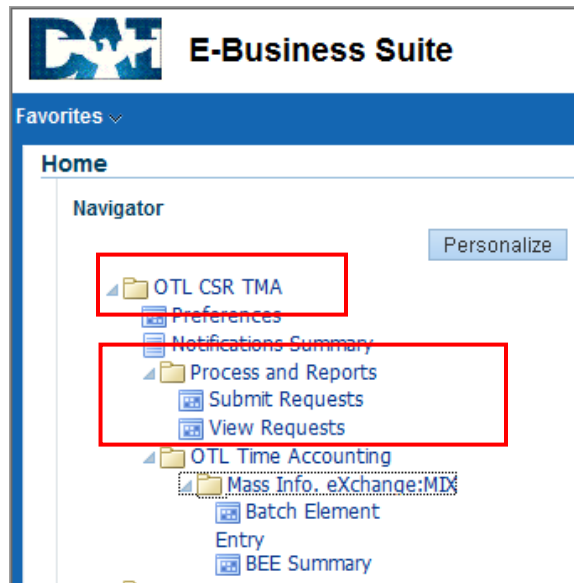
5. Various see individual processes



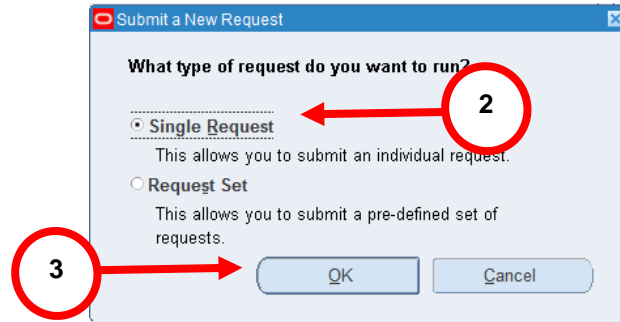
Transfer Time from OTL to BEE

1. Start the task using the responsibility and menu path to open the **Submit a New Request** form:
Responsibility: OTL CSR – Agency
Menu Path: Processes and Reports → Submit Requests

DAI E-Business Suite



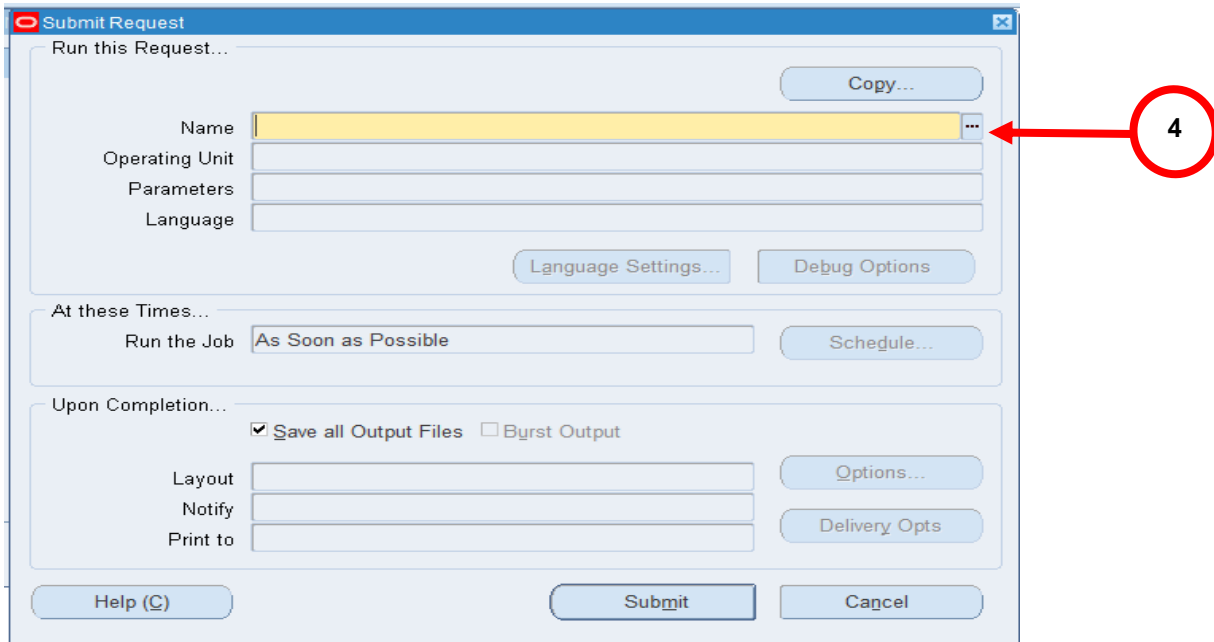
Submit a New Request



2. Retain the default radio selection of **Single Request**.

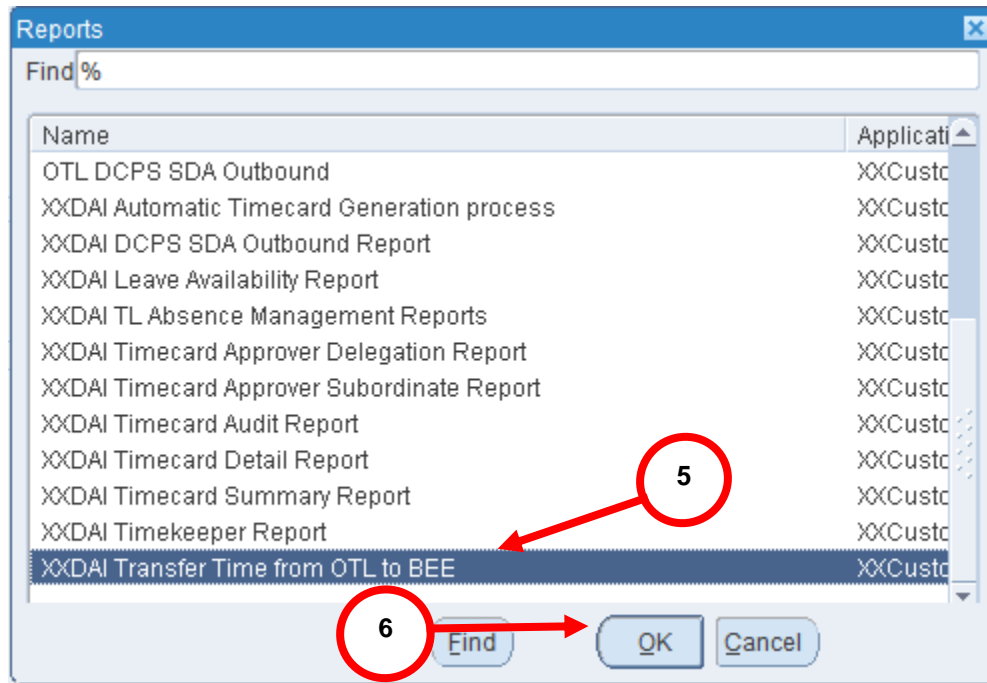
3. Click the **OK** button to open the **Submit Request** form.

Submit Request




4. Click the LOV  button in the **Name** field to view a list of reports.


Submit a New Request



5. Select the **Transfer Time From OTL to BEE** option in the list of report names

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

Parameters

7.	<p>Start Date – Enter a Start Date <u>one year prior</u> to the beginning of the current payroll period using the format of DD-MMM-YYYY. Example: Current payroll period, 22 February 2015. Enter 22-FEB-2014</p>
8.	<p>End Date - Enter the End Date of the current payroll period using the format of DD-MMM-YYYY.</p>
9.	<p>Payroll – Click the Payroll LOV  icon to auto populate your Agency’s payroll name. If your agency has multiple payroll names, this process must be run for each individual payroll name.</p>

Submit Request - Parameters

Submit Request

Run this Request... Copy...

Name: **XXDAI Transfer Time from OTL to BEE**

Operating Unit:

Parameters:

At these:

Upon Co:

Help

Parameters

Start Date: 22-FEB-2014

End Date: 03-MAR-2015

Government Reporting Entity:

Organization:

Location:

Payroll: **TMA TMAPRL Bi-Weekly Payroll**

Employee Name:

Retrieval Transaction Code: **TMA_022215_01** 10

Batch Selection: **New** 11


Batch Reference:

New Batch Reference: **TMA_022215_01** 12

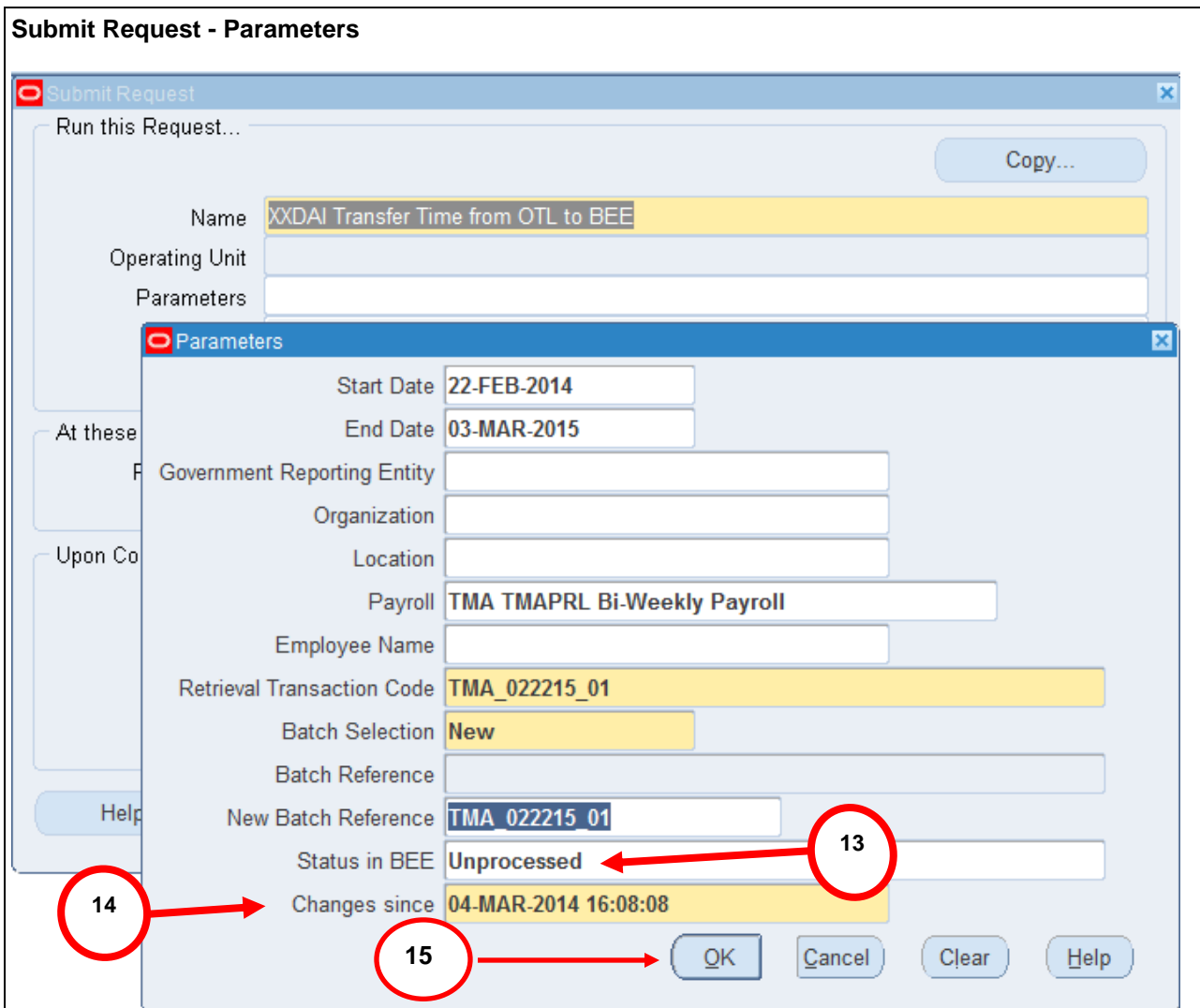
Status in BEE: **Unprocessed**

Changes since: **04-MAR-2014 16:08:08**

OK Cancel Clear Help


- 10. Retrieval Transaction Code** - Enter a unique value for a **Retrieval Transaction Code** with DAI suggested entry of **XXX_MMDDYY_NN**.
XXX – the Agency acronym
DDMMYY – the Payroll Period Ending Date
NN – 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.)
-  This value must be unique for each submission:
- Write the **Retrieval Transaction Code** down because you will need it for the BEE Transfer process shown later in this work instruction. Be aware this code is case sensitive and later you will have to query using the matching upper and lower cases entered on this form.
- 11. Batch Selection** - Select **New** from the **Batch Selection** list of values.
- 12. New Batch Reference – Required Field.** Enter the **same value** as entered in the **Retrieval Transaction Code**. This field **does** have a character limit.
- Note:** This is sometimes overlooked and an error message appears indicating this is a required field. If this occurs, to reopen the parameters list and not lose the values entered in the other parameter fields, press **CTRL + L** on the **Submit Request** form.

Submit Request - Parameters

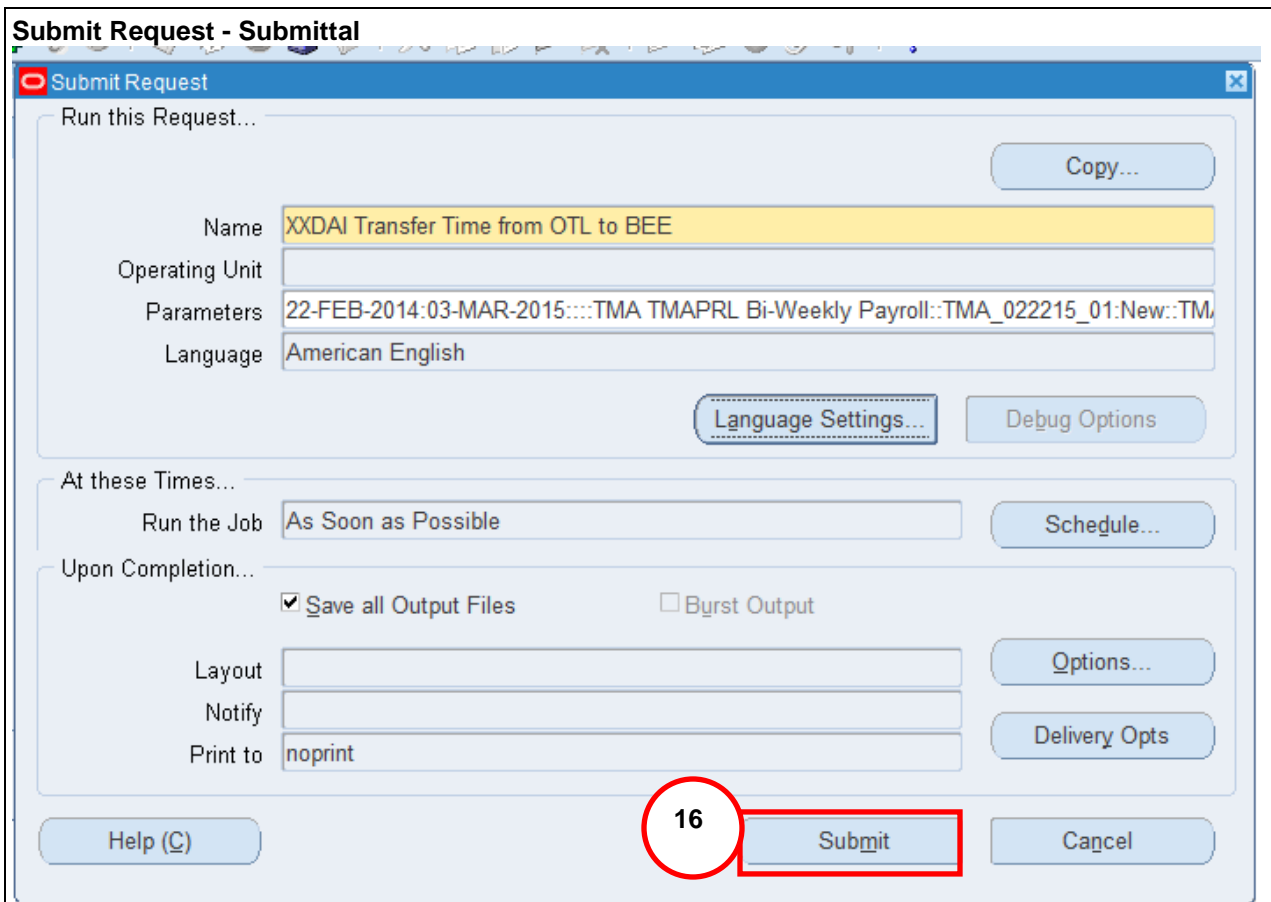


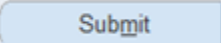
13. **Status in BEE** - Select the Status of BEE **Unprocessed** if not defaulted.

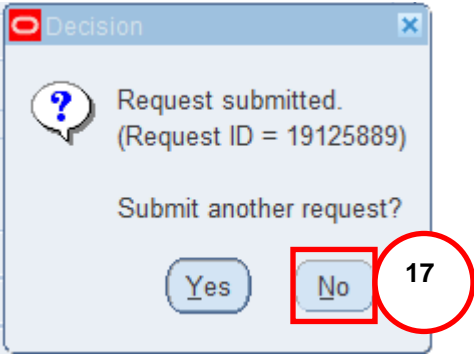
14. **Changes Since** – keep the default of **Today's Date and Time**.



15. Click the **OK**  button to save the parameters selected.

Submit Request - Submittal

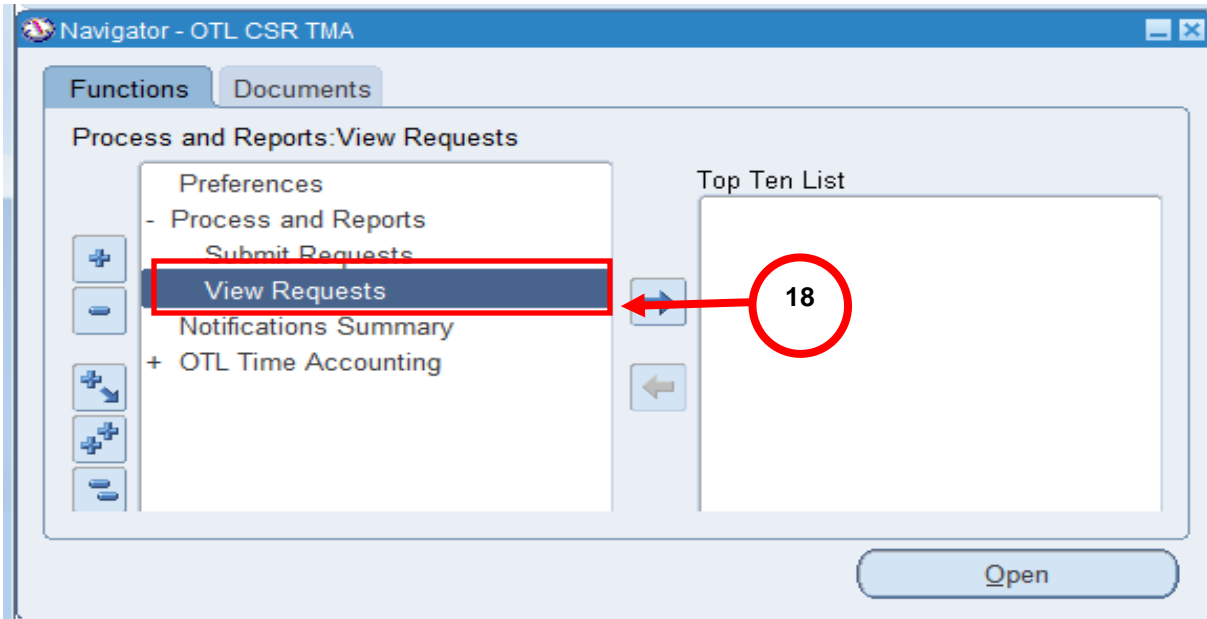


16. Click the **Submit**  button to run the Transfer Time from OTL to BEE request.

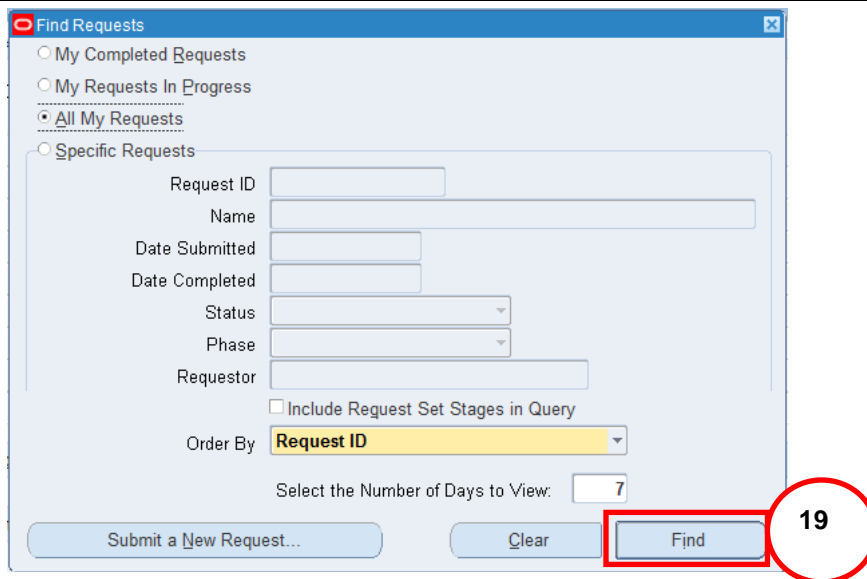


17. **Decision** – If you would like to submit another request, click the  button. Otherwise, click the  button to submit the request.

Submit Request

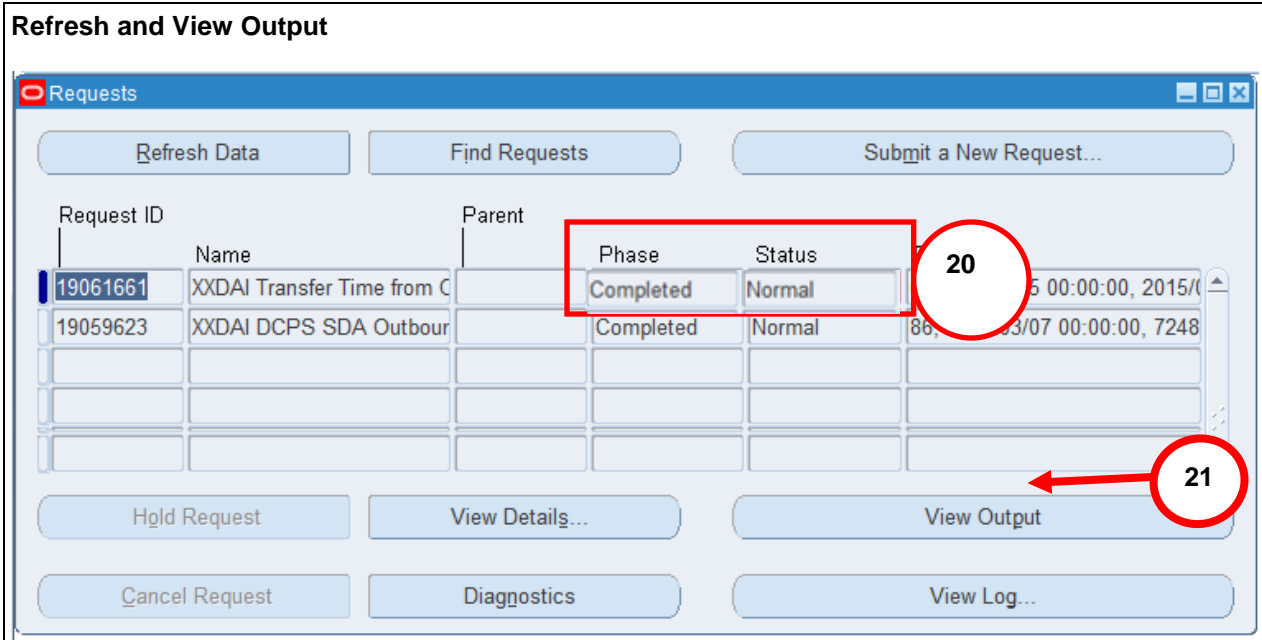


18. Double click the **View Requests** to open the **Find Request** form.



19. Click the **Find** button to view the **Requests** screen.

Refresh and View Output



Request ID	Name	Parent	Phase	Status	
19061661	XXDAI Transfer Time from C		Completed	Normal	5 00:00:00, 2015/
19059623	XXDAI DCPS SDA Outbour		Completed	Normal	86, 03/07 00:00:00, 7248

20. Click the **Refresh Data** [Refresh Data](#) button until the **Phase** and **Status** changes from **Pending** and **Normal** to **Completed** and **Normal** indicating the report has completed successfully or return later to check its progress.

21. Click the **View Log** button to view the log details for the process once the **Phase** and **Status** are **Completed** and **Normal**. The log opens in a separate browser window.

- If any errors have occurred, the **Status** displays as **“Error”**. Immediately call in a ticket with the OTL DAI Help Desk.

Result

Congratulations! You have successfully run the **“Transfer Time From OTL to BEE”** process. After this process has completed successfully, you will be able to review the newly created batches in BEE, then **“Transfer”** those batches to move the timecard data to employees’ Element Entries.

BEE Transfers

1. Start the task using the responsibility and menu path to open the **Batch Summary** form:

Responsibility: OTL CSR – Agency

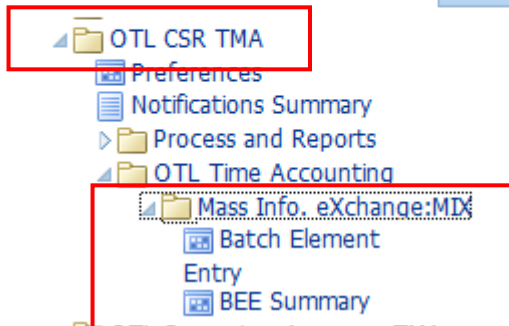
Menu Path: OTL Time Accounting → Mass Info eXchange:MIX → BEE Summary

Warning Note: Only process the BEE Summary AFTER the Transfer to Time from OTL to BEE has completed successfully without errors.

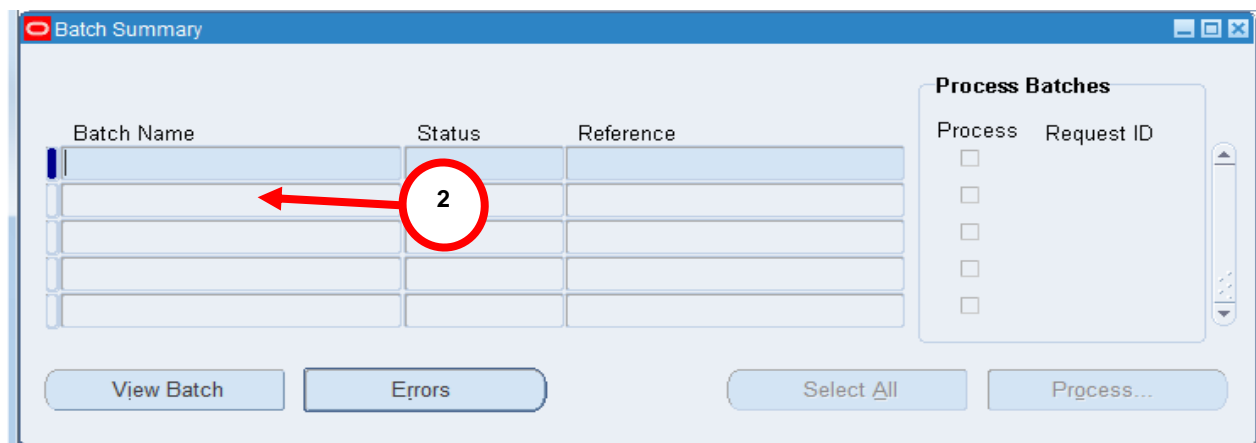
Home

Navigator

Personalize



Batch Summary



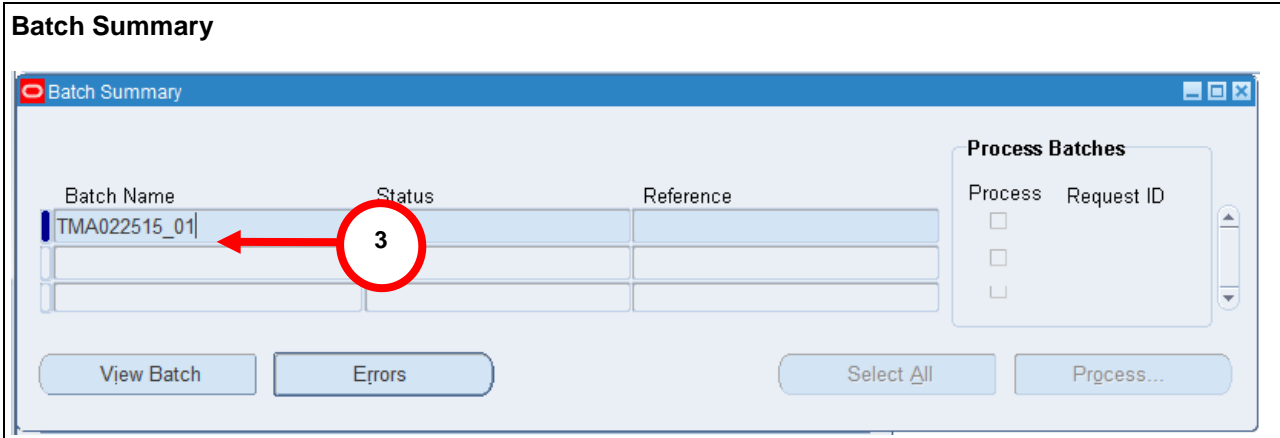
Batch Name	Status	Reference

Process	Request ID
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	


View Batch Errors Select All Process...

2. **Batch Name** – Press the 'F11' key on your keyboard while on the **Batch Summary** form. This places the form in query mode with the cursor defaulting to the **Batch Name** field.

Note: The first line is blue indicating that you may enter search/query criteria in the blue fields.

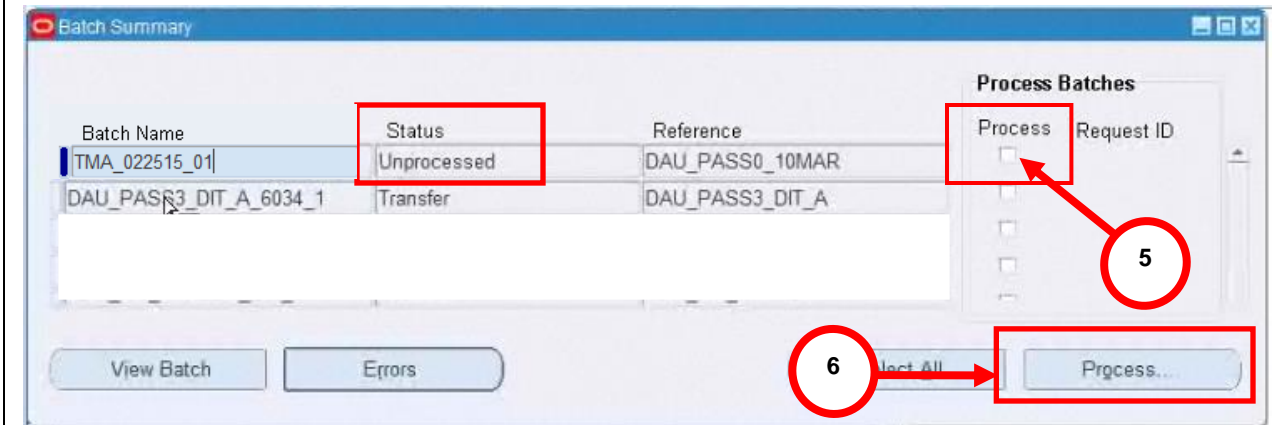



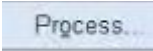
3. Enter a partial set of characters of the **Retrieval Transaction Code** created during the **Transfer Time From OTL to BEE** process, followed by a %. (Example: TMA_DDMMYY%). The system will display all agencies within this list, so it is very important to filter with the Agency's 3 letter code first and then the Retrieval Transaction Code partial..

 Depending on the number of timecards, the **Transfer Time From OTL to BEE** may have created more than one batch. The **Batch Names** will add to the **Retrieval Transaction Code** the **NNNN_NN** as a unique-system assigned identifier on the end of the Retrieval Transaction Code
4. Press **CTRL + F11** to Run the Query.

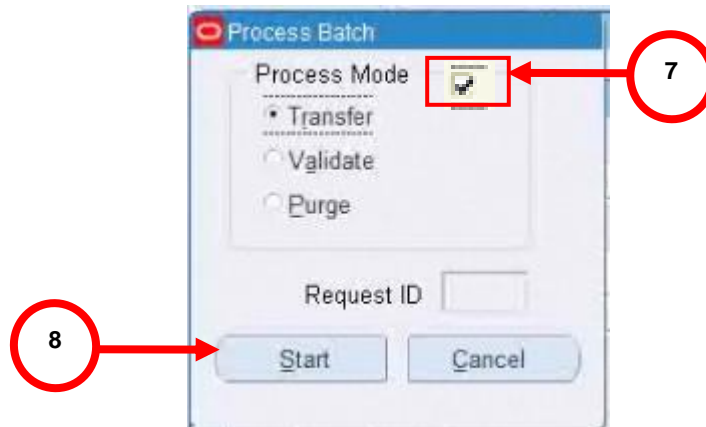
All the batches created when the “**Transfer Time From OTL to BEE**” process was ran are returned in the query and based on the query criteria entered.

Batch Summary – Query Results



5. Click the **Process** checkbox for **RETRO BATCHES FIRST**.
 THEN CONTINUE TO THE OTHER BATCHES UNTIL **ALL BATCHES** WITH “**UNPROCESSED**” HAVE BEEN SELECTED.
 This view shows previously processed **Batch Names** that have already been processed. **ONLY** PROCESS “UNPROCESSED” BATCHES.
 **Do not process RETRO AND NON-RETRO BATCHES** at the same time because the same person’s timecard may be split across more than one batch and will result in an error.
6. Click the **Process**  button to continue processing the selected batch.

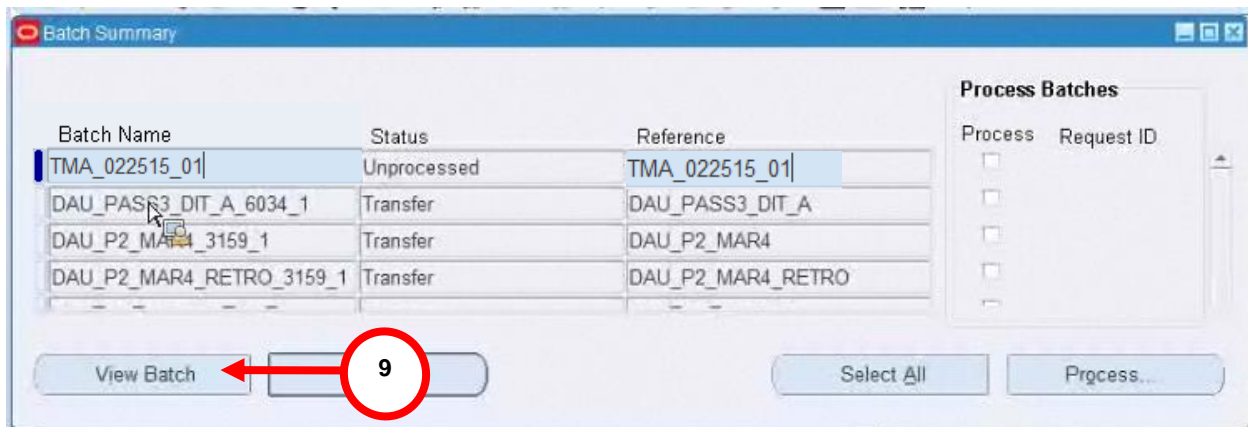
Process Batches – Process Mode - Transfer



7. Select **Transfer** for the process mode.

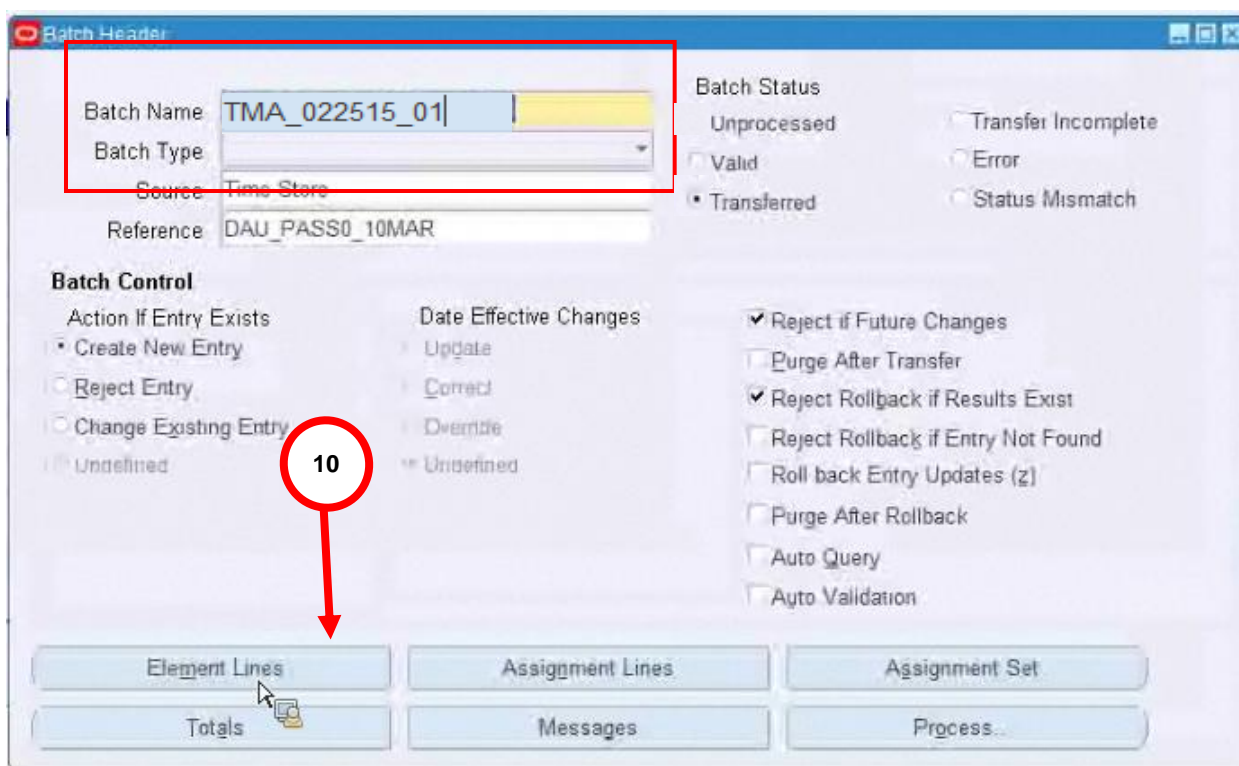
8. Click the **Start** button after selecting Transfer.
 Click the **OK** button to acknowledge the message to submit the batch to be transferred.
Note: To reset the screen to show all the **Transfers**, re-query (or close and re-open) the **BEE Summary** form to see the status change to **Transfer**. **This might take a few minutes to view don't re-query too soon.**

Batch Summary



9. Click the **View Batch** button to review the selected **Batch Header** details.

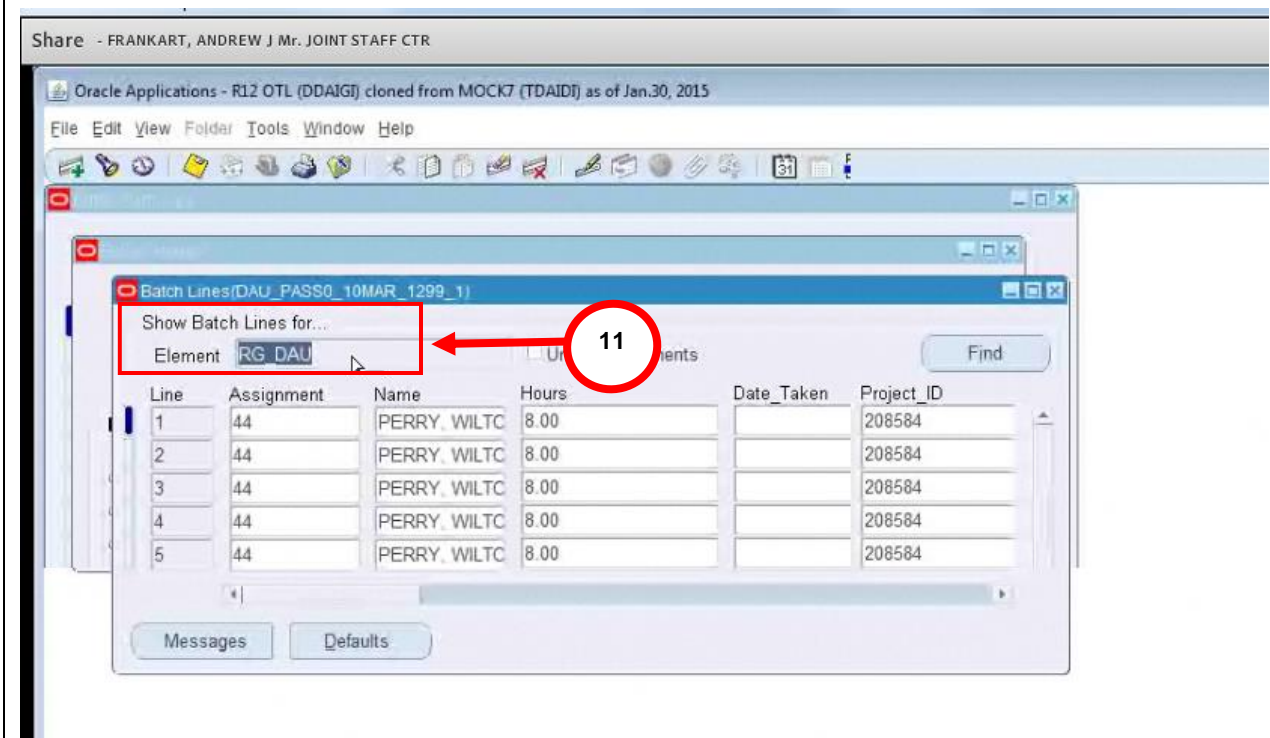
Batch Header



10. Click the **Element Lines** button to view the individual timecard lines submitted within the batch. Look for the pay codes of LU and LT in order to validate with the HR CSR on the Injury Number as previously discussed in the beginning of this work instruction.

Note: If any errors have occurred, the Batch Status appears as "Error". In the event an error has occurred, contact the OTL DAI Helpdesk for resolution. There is only one status returned, it's either Transferred or Error not both.

Batch Lines



11. The Element (Pay Codes) is displayed at the top of the form. Place your cursor in the Element box and press the down arrow on your keyboard to see additional Element Codes (Pay Codes). Look through the codes to see if LU or LT are within this batch.

STOP!

1. If there are any **LT or LU Pay Codes** proceed with the next section **Update Element Entry(s) with Injury Number (Manual Process)**
2. If there are no **LT or LU Pay Codes**, proceed to the next business process section titled **Verify All BEE Batches Are Transferred.**

Note: Multiple entries appear for the same **Assignment (Employee ID)**, each representing a separate line entry on a timecard. Multiple assignments may appear on this form representing each employee. Use the scrollbar at the bottom of the form to scroll right to see additional details, such as the **'Date Earned'** for each entry.

Result

Congratulations! You have successfully validated and transferred a BEE Batch file.



BEE Verify all BEE Batches Are Transferred

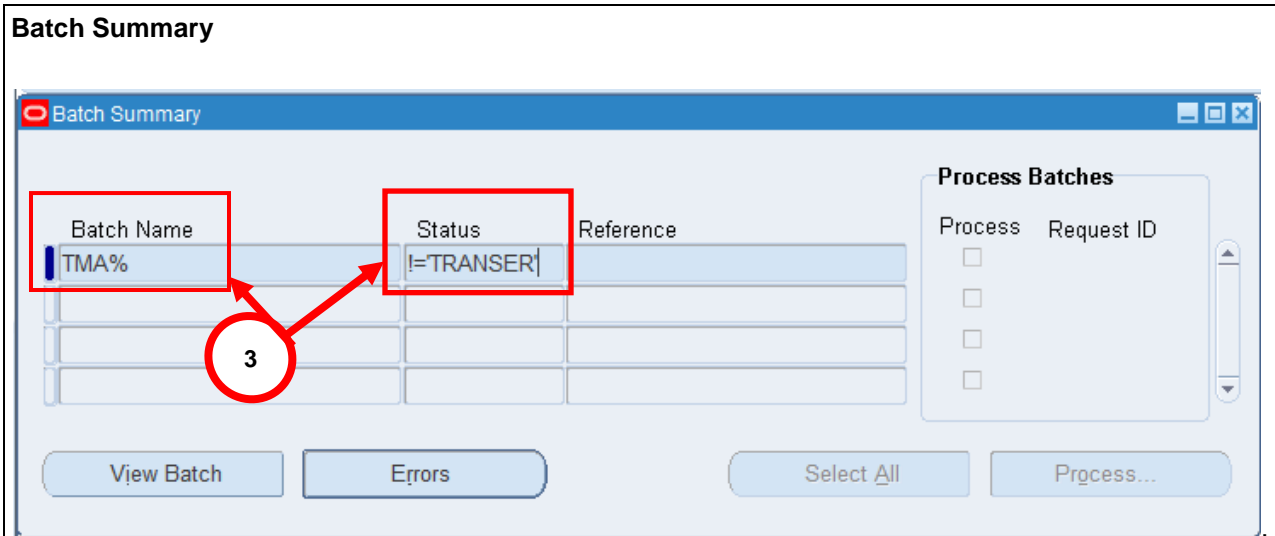
1. Start the task using the responsibility and menu path to open the **Batch Summary** form:
Responsibility: OTL CSR – Agency
Menu Path: OTL Time Accounting → Mass Info eXchange:MIX → BEE Summary

Home

Navigator

Personalize

- Application Administrator, Standard
- Employee Time User TMA
- HR CSR TMA
- HR Interface Administrator TMA
- Limited Timekeeper TMA
- Limited Timekeeper TMA Ungraded
- OTL CSR TMA
- Preferences
- Notifications Summary
- Process and Reports
- OTL Time Accounting
 - Mass Info. eXchange:MDX
 - Batch Element Entry
 - BEE Summary



2. Press **F11** to initiate a query and change the **Batch Name, Status and Reference** fields to blue meaning query mode.
3.
 - a. Enter (AGENCY ACYROMYN) plus the % percent sign in the Batch Name field. This field is case sensitive so if you started the Retrieval Transaction Code using upper case letters the query needs to be entered as TMA%
 - b. Enter **!='Transfer'** exactly as shown in the **Status** field to find all Batches where the status is not equal to "Transfer".

This will return all batches with other statuses than Transfer, which may need to be investigated.



Batch Summary

Batch Summary
[Close] [Maximize] [Minimize]

Batch Name	Status	Reference
TMA_081311_0_8585_1	Unprocessed	TMA_081311_0

Process Batches

Process	Request ID
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

View Batch
Errors
Select All
Process...

4. Press **<Ctrl + F11>** to execute the query to see all batches other than “Transfer”.

5. The **Batch Summary** form displays those batches which are not transferred. Take the appropriate steps to resolve these unprocessed batches.

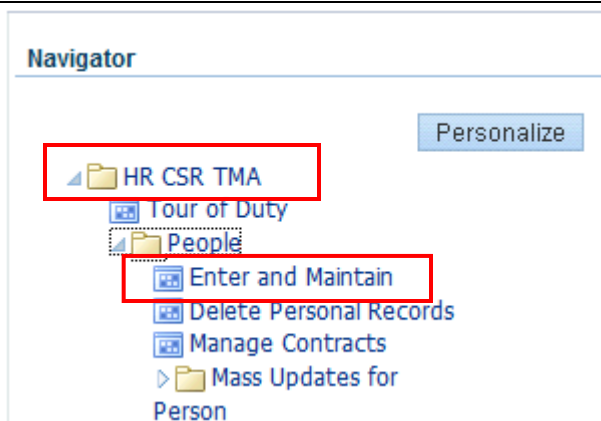
Status	Indicates	Action Required
Unprocessed	BEE Batch file has not been transferred.	Initiate the BEE Batch Transfer section of this document.
Valid	BEE Batch file has been validated but not yet transferred.	Initiate the BEE Batch Transfer section of this document.
Error	File failed to processing for Transfer.	Check the error message and resolve. If unable to resolve, contact the Help Desk.
Transfer	BEE Batch files have been transferred and are now ready for the DCPS SDA Outbound Interface steps found in the next business process below.	Ensure all BEE Batch files have a status of “Transfer” and then proceed to initiate the DCPS SDA Outbound Interface business process.

Result

Congratulations! You have successfully taken the appropriate actions to verify all BEE Batches have a status of ‘Transfer’ or resolve any batches not transferred. In addition validated LU and LT codes back to the HR CSR to show appropriate to the correct Injury Number.

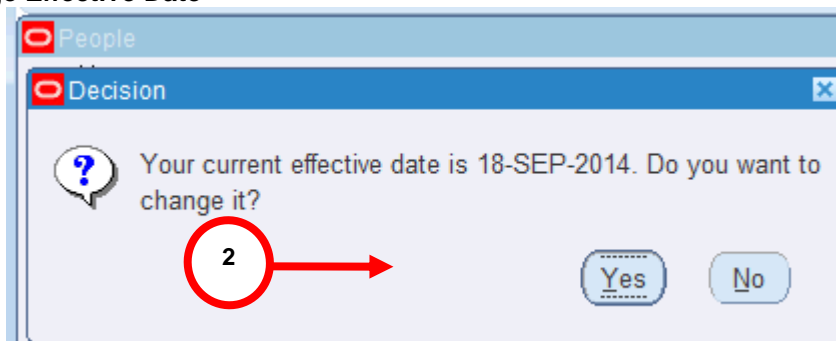
Update Element Entry(s) with Injury Number (Manually)

1. Start the task using the responsibility and menu path to open the **People** form:
 - **Responsibility:** HR CSR – Agency
 - **Menu Path:** People → Enter and Maintain



This process is necessary to record an injury number in DAI. Follow these steps to record an injury number in DAI. Or to assign a LU or LT code to the correct Injury Number if multiple codes are recorded in the employee's HR Record.

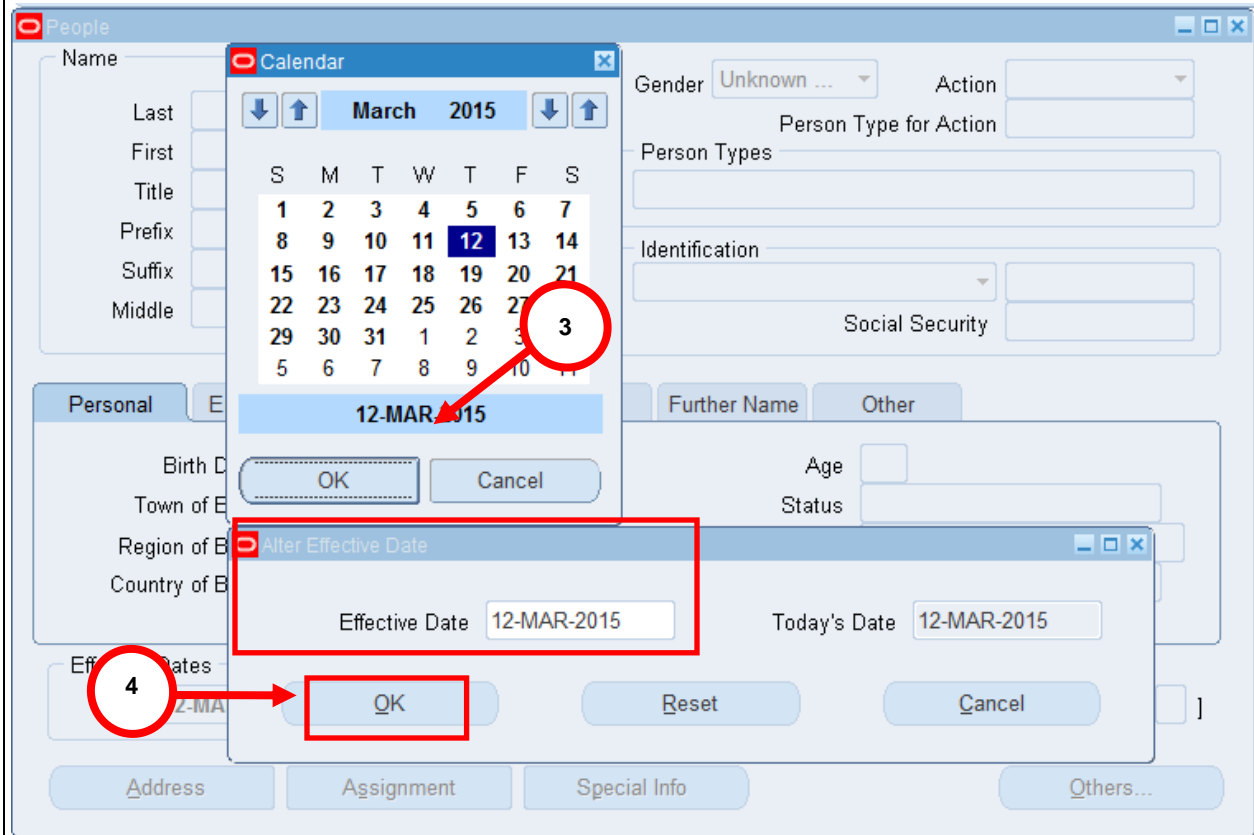
People – Change Effective Date



2. **Change Effective Date** – The **DAI** application asks if you want to change your **Effective Date** each time you access the **People** form. If you are still within the current payroll period date range you can keep the system date and click **NO** button and continue to Step 5.

If the date accessing this HR record is beyond the payroll end date, click **Yes** and enter a date within the payroll date range. Continue to **Step 3 and 4** if the **Yes** button has been selected to see the steps for changing the **Alter Effective Date** for the HR record.

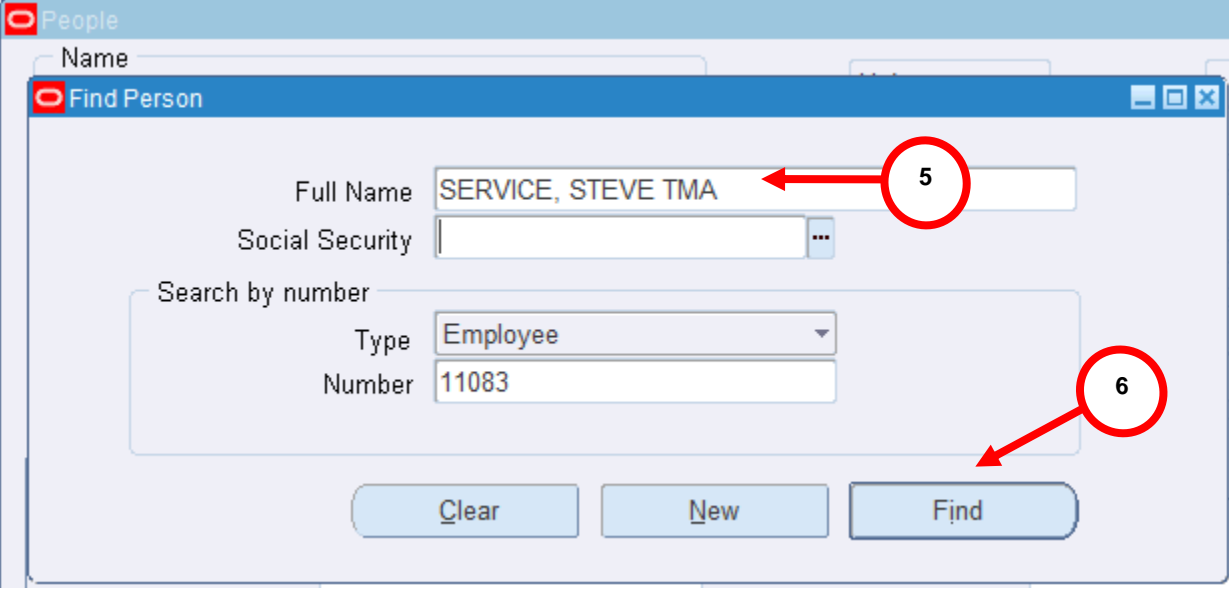
Alter Effective Date



3. **Alter Effective Date** – Enter the period ending date of the timecard period which has the Injury requiring a manual update.

4. Click the **OK** button to proceed with the updated **Alter Effective Date**.

People – Find Person



5. **Find Person** – Enter the employee with the injury in the **Name** field using the format of **Last Name, First Name**.
You may also use the social security or employee number fields to search for the injured employee.

6. **Find Person** – Click the **Find** button to populate the **People** form with the injured employee.

People

People

Name

Last **SERVICE**

First **STEVE**

Title

Prefix

Suffix **TMA**

Middle

Gender **Male** Action

Person Type for Action

Person Types

Employee

Identification

Employee **11083**

Social Security **998-87-5432**

Personal Employment Office Details Applicant Further Name Other

Birth Date **06-DEC-1987** Age **26**

Town of Birth

Region of Birth

Country of Birth **7**

Status

Nationality

Registered Disabled

Effective Dates

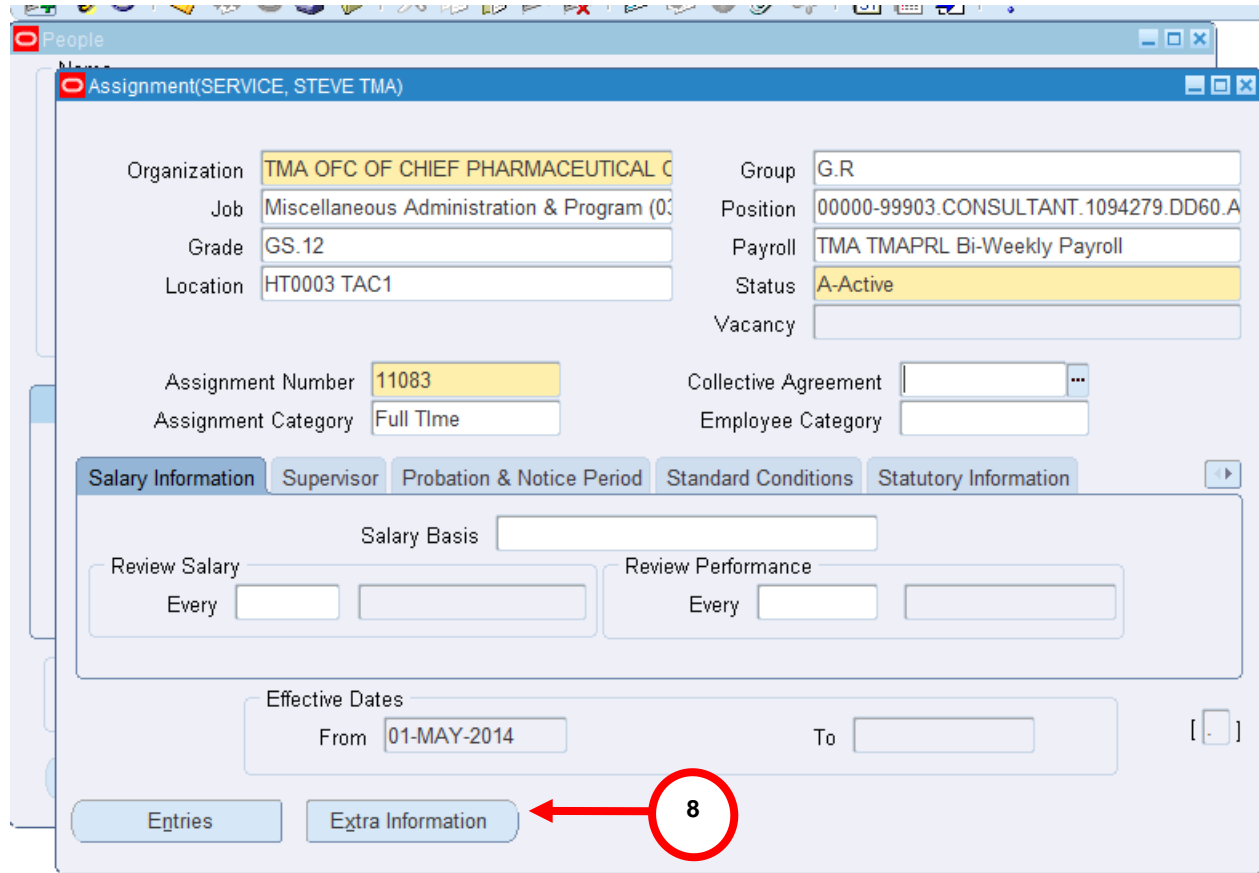
From **01-MAY-2014** To

Latest Start Date **01-MAY-2014** [..]

Address **Assignment** **Special Info** **Others...**

7. Click the **Assignment** button to continue to the **Assignment** form with defaulted values.

Assignment (Last Name, First Name)



Organization: TMA OFC OF CHIEF PHARMACEUTICAL C
Job: Miscellaneous Administration & Program (03
Grade: GS.12
Location: HT0003 TAC1
Group: G.R
Position: 00000-99903.CONSULTANT.1094279.DD60.A
Payroll: TMA TMAPRL Bi-Weekly Payroll
Status: A-Active
Assignment Number: 11083
Assignment Category: Full Time
Collective Agreement: []
Employee Category: []

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

Salary Basis: []

Review Salary: Every [] []
Review Performance: Every [] []

Effective Dates: From 01-MAY-2014 To [] []

Buttons: Entries, Extra Information

8. Click the **Extra Information** [Extra Information](#) button to view Injury Information.
- The **Extra Assignment** Information form opens.

Extra Assignment Information(Last Name, First Name)

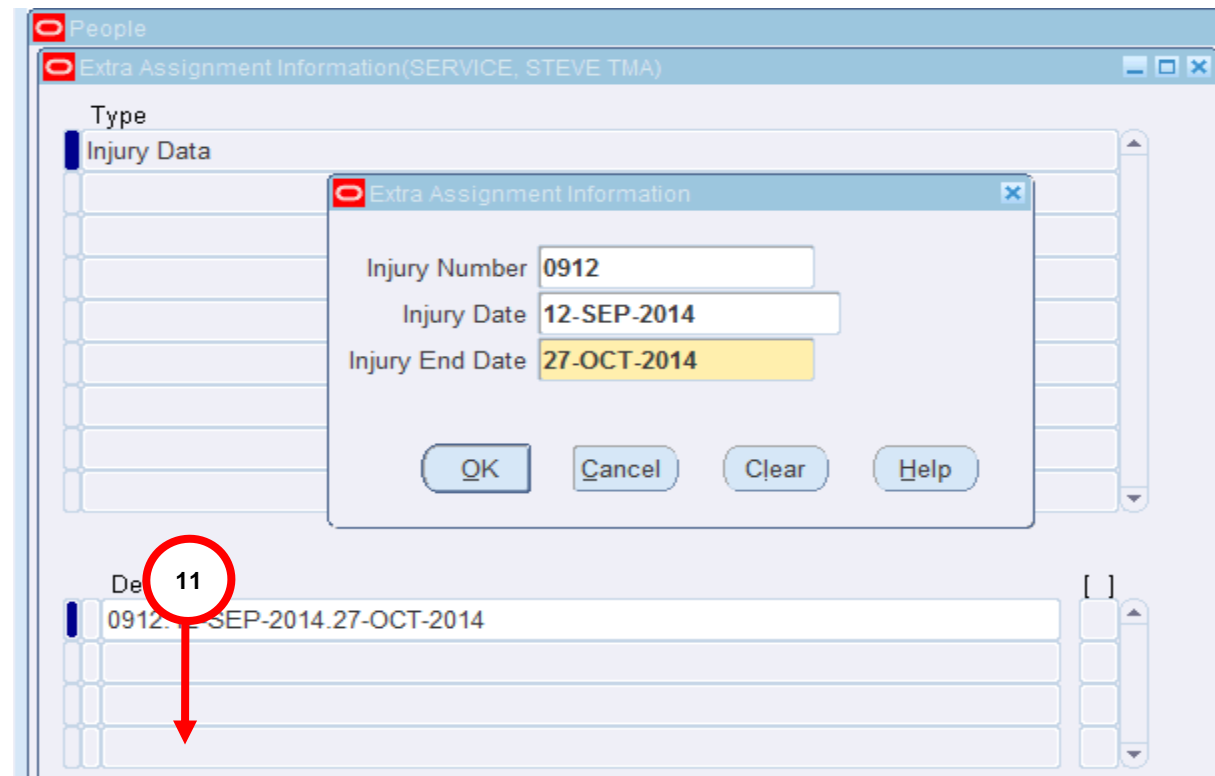
9. If there is more than one Injury number established for a single employee, contact the employee to verify that you are applying the correct LT or LU pay code to the correct Injury number.


1028.28-OCT-2010.12-DEC-2010

The first four digits are the **Month and Day (MMDD)** that the **LU** code was entered on the employee's timecard. **Capture or write down this number for reference.**

10. Close the **Extra Assignment Information** form and return to the **Assignment** form.

Assignment (Last Name, First Name)



11. Click the **Entries**  button (not displayed but at the bottom of the screen) to open the **Element Entries** form.



Element Entries (Last Name, First Name)

Element Entries(SERVICE, STEVE TMA)

Period: 12-SEP-2014.27-OCT-2014

Classification: []


Processing Types:
 Recurring
 Nonrecurring
 Both

Additional:
 Processed
 Retroactive


Element Name	Processing Type	Costing	Reason	[]
LH				
LT				
RG				
RG	Recurring			
RG	Recurring			

Effective Dates:
 From: [] To: []

Entry Values Balance Grossup

- 12.** Highlight the **LT** or **LU** Entry and click the **Entry Values** button.
-  These steps need to be completed for each LU or LT entry in the current payroll period that may need to be assigned to a specific Injury Number

Element Entries – Entry Values


13. **Injury Number** - Enter the injury number captured from the Extra Assignment Information form from step 8 into the Injury Number field on the Entry Values form.
14. Click the **Save**  icon to record your entries.
15. **Repeat steps 8 to 14** for each **LT** and **LU** element entry.


Result

Congratulations! You have successfully updated the Element Entries for an Injury entry with the injury number.

DCPS SDA Outbound Interface

1. After the BEE Batch Transfer process is complete and the Element Entries for all Injuries have been updated with injury numbers, run the DCPS SDA Outbound Interface process.

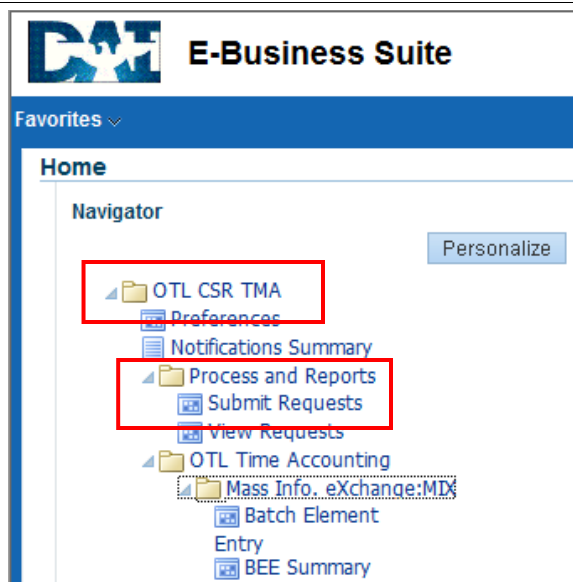
 Verify that you have received a confirmation email from DFAS acknowledging receipt of your prior SDA file before initiating the next SDA process.

 Running the process again before the prior file is received and processed by DFAS will result in a loss of timecard data. Though DAI can manually fix this situation if made aware, it is a very labor-intensive process. Therefore, the procedure is to always wait for the DFAS confirmation before submitting the next SDA Process.

Start the task using the responsibility and menu path to open the **Submit a New Request** form:

Responsibility: OTL CSR – Agency

Menu Path: Process and Reports → Submit Requests

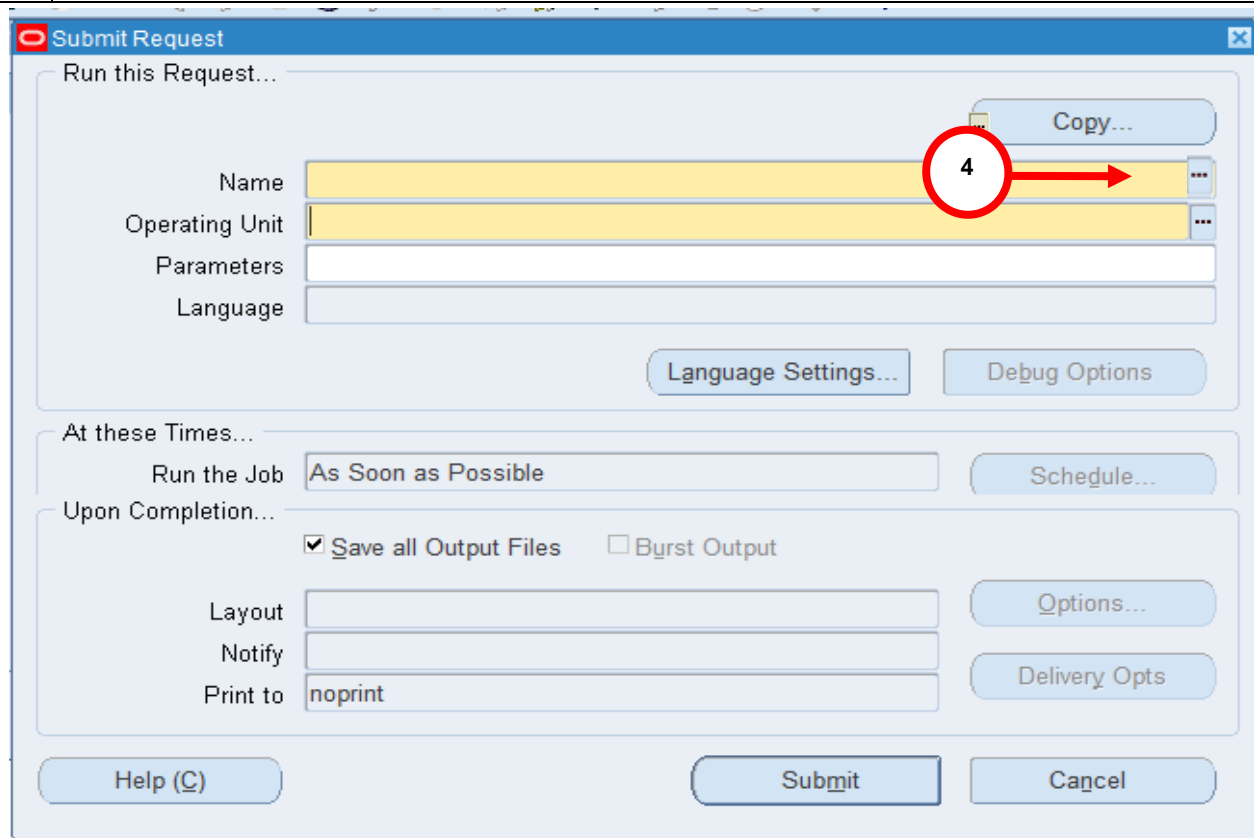


Submit a New Request



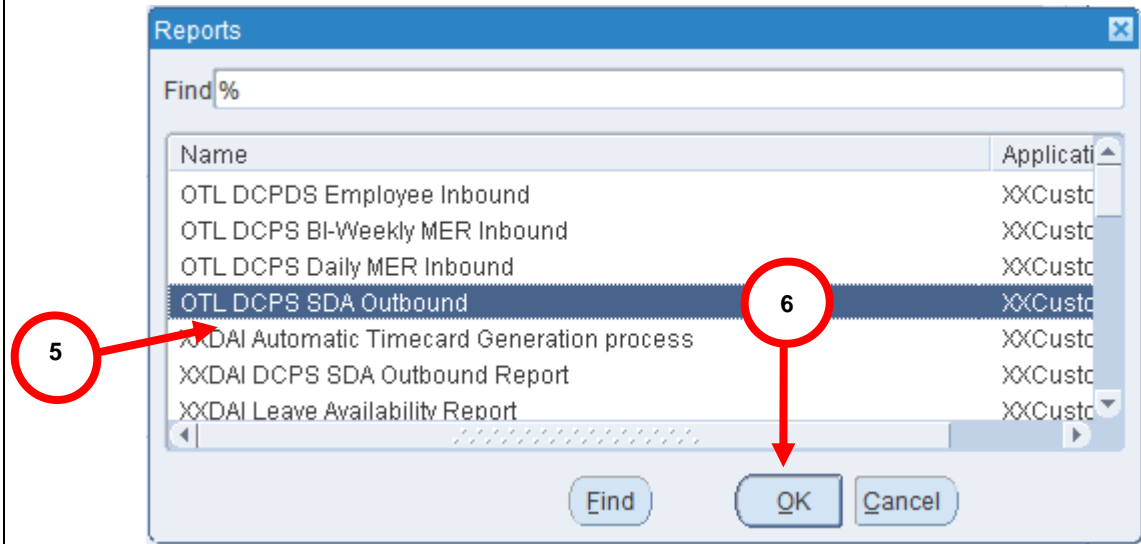
2. Retain the default radio selection of **Single Request**.

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



4. Click the LOV  button for the **Name** field to view a list of report values.

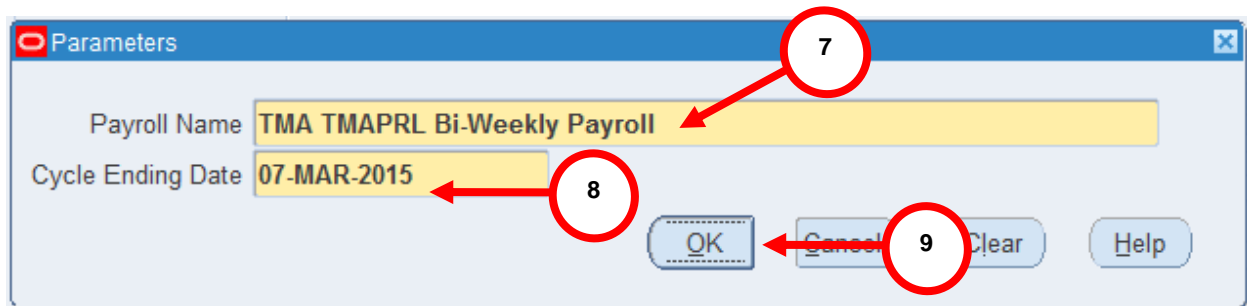
Submit a New Request



5. Select the **OTL DCPS SDA Outbound – Agency** process from the LOV.


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

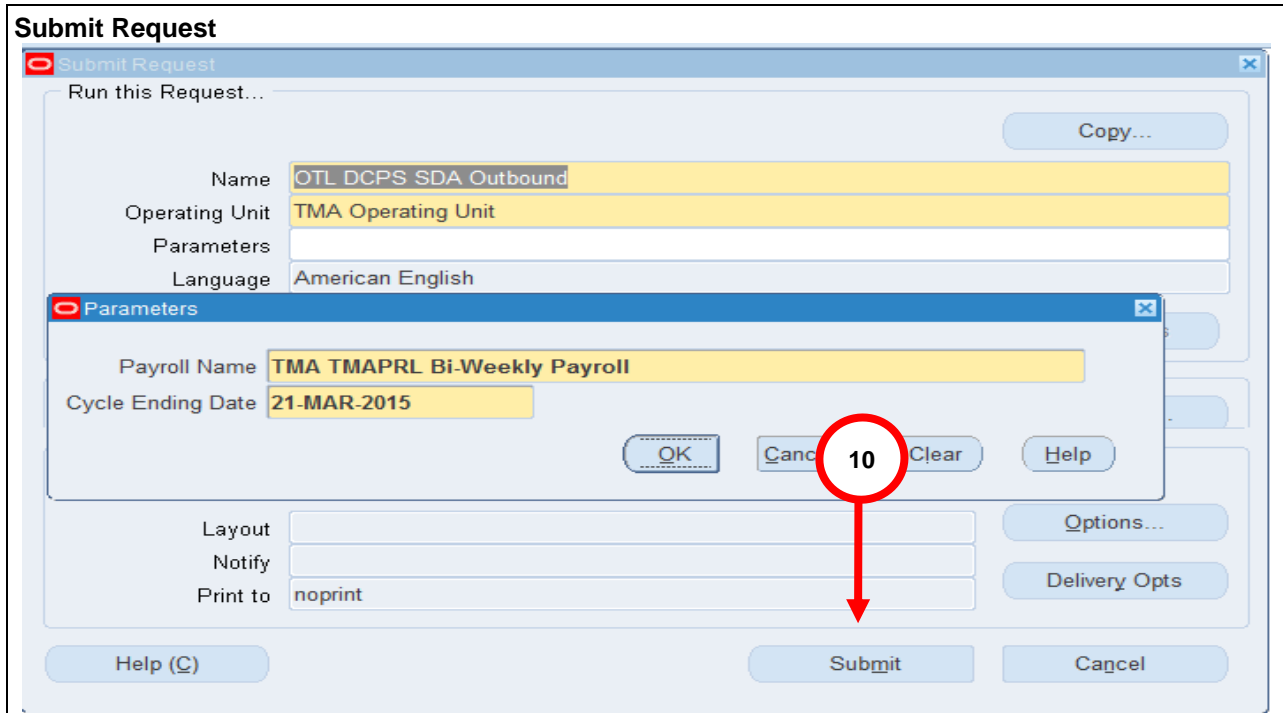
Parameters



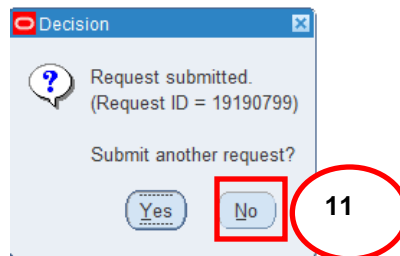
7. **Type %** in the **Payroll Name** field and **press Tab**. The Agency payroll populates the **Payroll Name** field. If more than one value exists, select it from the list of values.



8. Select the **Cycle Ending Date** from the LOV that corresponds with the payroll period being processed.

9. Click the **OK**  button to proceed.

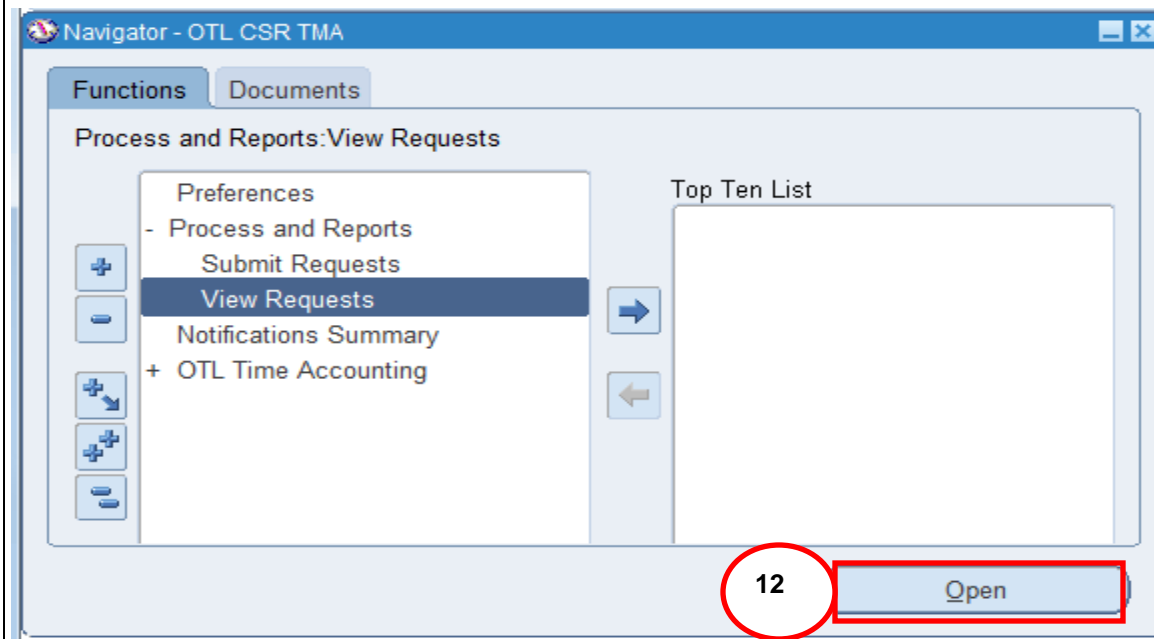


10. Click the **Submit** button to run the **OTL DCPS SDA Outbound – Agency** interface process.

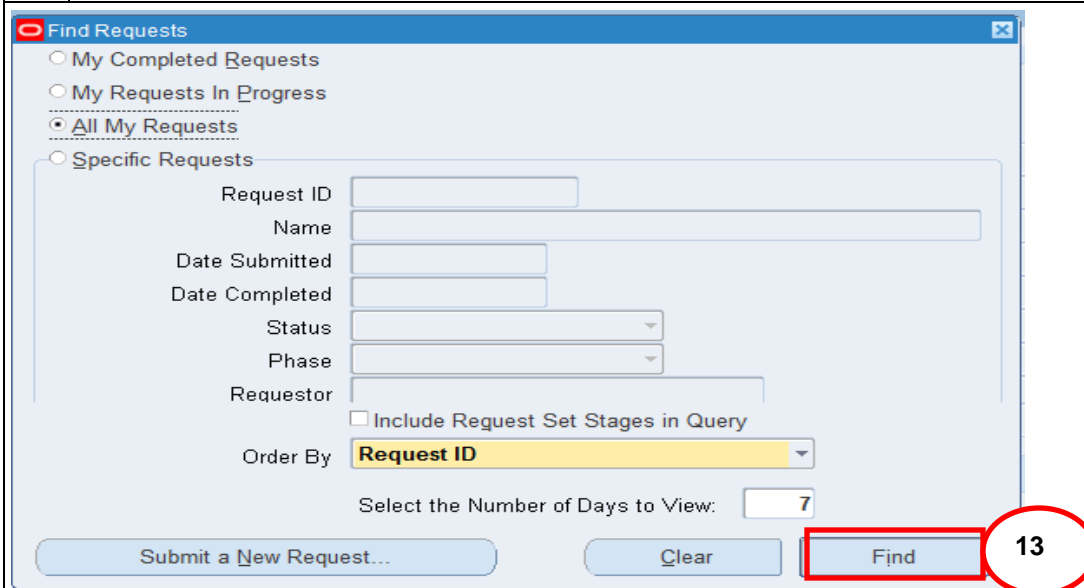


11. **Decision** – If you would like to submit another request, click the  button. Otherwise, click the  button to submit the request.

View Requests

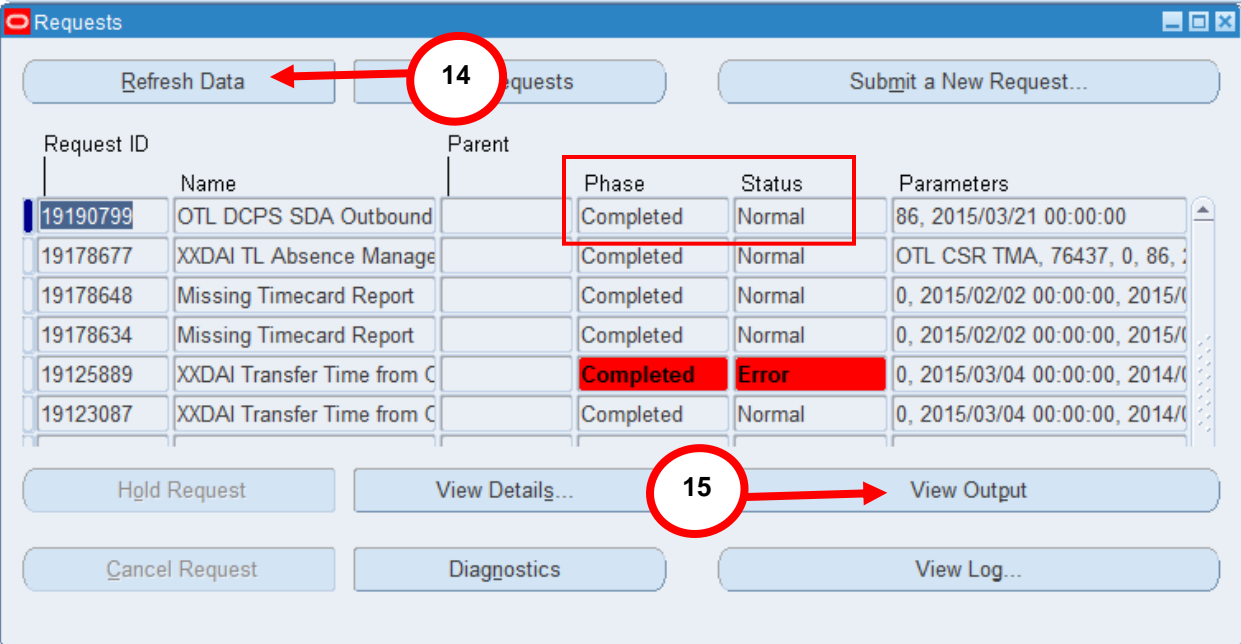


12. Select the **View Requests** option and click the **Open** button to display the **Find Requests** form.



13. Click the **Find** button to display the **Requests** form

View Requests



Request ID	Name	Parent	Phase	Status	Parameters
19190799	OTL DCPS SDA Outbound		Completed	Normal	86, 2015/03/21 00:00:00
19178677	XXDAI TL Absence Manage		Completed	Normal	OTL CSR TMA, 76437, 0, 86, ;
19178648	Missing Timecard Report		Completed	Normal	0, 2015/02/02 00:00:00, 2015/0
19178634	Missing Timecard Report		Completed	Normal	0, 2015/02/02 00:00:00, 2015/0
19125889	XXDAI Transfer Time from C		Completed	Error	0, 2015/03/04 00:00:00, 2014/0
19123087	XXDAI Transfer Time from C		Completed	Normal	0, 2015/03/04 00:00:00, 2014/0

14. Click the **Refresh Data** button repeatedly (or return later) until the **Phase** and **Status** changes from **Pending** and **Normal** to **Completed** and **Normal** indicating the report has completed successfully.
15. Click the **View Output** button to view the statistics about the number of records processed.

SDA Interface Output

Time and Labor - Super User - Adobe Connect

Share - FRANKART, ANDREW J Mr. JOINT STAFF CTR

OTL_DCPS_SDA_Outbound_060315.txt - Notepad

File Edit Format View Help

```
DCPS SDA EXTRACT      :Run Date :06-MAR-2015 12:17
Org Name              :DAU Operating Unit
Responsibility Name   :OTL CSR DAU
Concurrent Request ID :19076058
Output File Name      :DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml
*****
```

```
The file (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 1 Type1 records.
The file (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 0 Type2 records.
The file (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 0 Type3 records.
The file (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 0 Type4 records.
The file (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 53 Type5 records.
```

Please run the Corresponding BI report for the details with GEX FILE NAME (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml)



Workflow Notifications are generated to the OTL CSR if any errors occur during the SDA Interface process.

- To review notifications, return to the Navigator and select “Notifications Summary”.
- Notifications are displayed on the Notifications Summary screen.

Result

Congratulations! You have successfully interfaced time and labor data to DCPS. You may now log into DCPS to verify the number of records received matches the number of records processed in the DAI interface output.