

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		
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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 <u>after</u> 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**. Time and Attendance (OTL) Defense Agencies Initiative



3. INJURY PAY CODES LU OR LT: 3Once 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



Trar	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 \rightarrow Submit Requests						
DAI	E-Business Suite						
	E-Business Suite						
	Favorites 🗸						
	Home						
	Navigator						
	Personalize						

Time and Attendance (OTL) Defense Agencies Initiative



Submit a New Requ	est
	Submit a New Request
	What type of request do you want to run2
	• Single Request
	Request Set
	This allows you to submit a pre-defined set of
	requests.
	3 QK Cancel
2 Retain the defau	It radio selection of Single Request
3. Click the OK but	ton to open the Submit Request form.
Submit Request	
Submit Request	
Run this Request	
	Сору
Name	· · · · · · · · · · · · · · · · · · ·
Operating Unit	
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Language	
	Language Settings Debug Options
At these Times	
Run the Job	As Soon as Possible Schedule
Upon Completion	Rener all Ordent Files Renet Ordent
Layout	Options
Notify	Delivery Opts
Print to	
Help (C)	Submit Cancel
4	
Click the LOV	button in the Name field to view a list of reports
	button in the nume field to view a list of reports.



Reports	×
Find %	
Name	Applicati
OTL DCPS SDA Outbound	XXCusto
XXDAI Automatic Timecard Generation process	XXCustc
XXDAI DCPS SDA Outbound Report	XXCustc
XXDAI Leave Availability Report	XXCustc
XXDAI TL Absence Management Reports	XXCustc
XXDAI Timecard Approver Delegation Report	XXCustc
XXDAI Timecard Approver Subordinate Report	XXCusto
XXDAI Timecard Audit Report	XXCustc 💋
XXDAI Timecard Detail Report 5	XXCustc 🔆
XXDAI Timecard Summary Report	XXCustc
XXDAI Timekeeper Report	XXCustc
XXDAI Transfer Time from OTL to BEE	XXCusto
the Transfer Time From OTL to BEE option in the list of	report names



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		Name	XXDAI Transfer Ti	ime from OTL to BEE
	Οp	perating Unit		
		Parameters	;	
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			End Date	07-MAR-2015
	At thes	Government	Reporting Entity	
			Organization	
			Location	
	Upon C		Payroll	TMA TMAPRL Bi-Weekly Payroll
		I	Employee Name	
		Retrieval T	ransaction Code	
			Batch Selection	
		6	Batch Reference	
		New I	Batch Reference	
	He		Status in BEE	Unprocessed
			Changes since	04-MAR-2014 08:53:33
		·		
7.	Start E	Date – Enter mat of DD-M	a Start Date <u>o</u> IMM-YYYY	one year prior to the beginning of the current payroll period using
	Examp	ole: Current	payroll period,	22 February 2015. Enter 22-FEB-2014
8.	End D	ate - Enter tl	he E nd Date o	f the current payroll period using the format of DD-MMM-YYYY .
9.			ſ	
	Payro	II - Click the	Payroll LOV	icon to auto populate your Agency's payroll name. If your agency
	nas mi	utiple payrol	i names, this p	rocess must be run for each individual payroll name.



Subi	mit Rec	uest - Para	ameters			
0 S	ubmit Re	quest		×		
F	Run this I	Request				
				Сору		
		Name	XXDAI Transfer Tin	ne from OTL to BEE		
	Оре	erating Unit				
	F	^o arameters				
	1	Parameter	rs			
			Start Date	22-FEB-2014		
	At these		End Date	03-MAR-2015		
	F	Governmen	t Reporting Entity			
			Organization			
	Jpon Co		Location			
			Payroll	TMA TMAPRL Bi-Weekly Payroll		
			Employee Name			
		Retrieval	Transaction Code	TMA 022215 01		
			Batch Selection	New 11		
			Batch Reference			
	Help	New	Batch Reference	TMA 022215 01 12		
			Status in BEE	Unprocessed		
			Changes since	04-MAR-2014 16:08:08		
				QK 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 					
		same	Payroll Period,	then increase this number, i.e., '02', '03', etc.		
		This value	e must be uniqu	e 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 fro	om the Batch Selection list of values.		
12.	New B Transa	atch Refer	ence – Require e. This field doe	ed Field. Enter the same value as entered in the Retrieval es have a character limit.		
		Note : This required f the other	s is sometimes of ield. If this occur parameter fields	overlooked and an error message appears indicating this is a irs, to reopen the parameters list and not lose the values entered in s, press CTRL + L on the Submit Request form.		



Subr	mit Rec	uest - Par	ameters				
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			Payroll	TMA TMAPRL Bi-Weekl	y Payroll		
			Employee Name				
	Retrieval Transaction Code		TMA_022215_01				
			Batch Selection	New]		
			Batch Reference				
	Help	Nev	v Batch Reference	TMA_022215_01			
L			Status in BEE	Unprocessed	13		
	14		Changes since	04-MAR-2014 16:08:08			
			15		OK Cancel	Clear	Help
13.	Status	in BEE - S	Select the Status	of BEE Unprocessed	I if not defaulted.		,
14	Chang	ina Sinaa	keep the defeu	t of Today's Data and	Timo		
14.	Chang			it of Touay's Date and			
15.	Click th	ne OK 🧕	DK button to sa	ave the parameters sel	ected.		



Submit Reque	est - Su	bmittal
O Submit Reque	est	×
Run this Re	quest	
		Copy
	Name	XXDAI Transfer Time from OTL to BEE
Operat	ting Unit	
Par	ameters	22-FEB-2014:03-MAR-2015::::TMA TMAPRL Bi-Weekly Payroll::TMA_022215_01:New::TMA
La	anguage	American English
		Language Settings Debug Options
At these Tin	nes	
Run	the Job	As Soon as Possible Schedule
Upon Comp	letion	
		Save all Output Files
	Lavout	Options
	Notify	
	Print to	noprint Delivery Opts
Help (C	.)	16 Sub <u>m</u> it Ca <u>n</u> cel
16.	h . O h	Submit
	ne Subi	mit button to run the Transfer Time from OTL to BEE request.
		Decision
		Request submitted.
		(Request ID = 19125889)
		Submit another request?
		Yes No 17
17		
Decis	ion – lf	you would like to submit another request, click the <u><u>Yes</u> button. Otherwise, click</u>
the	No)	itton to submit the request



Submit Requ	uest
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Proce	ess and Reports:View Requests
	Preferences Top Ten List
	- Process and Reports
*	
-	Notifications Summary
	+ OTL Time Accounting
*	
	(<u>Open</u>)
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	ble click the view Requests to open the rind Request form.
	Find Requests
	O My Completed Requests
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	Specific Parameter
	Name
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	Include Reguest Set Stages in Query
	Select the Number of Days to View.
	Submit a New Request Clear Find 19
19. Click	the Find button to view the Requests screen.



Ref	Refresh and View Output									
	Requests									
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	Request ID	I	Parent							
		Name		Phase	Status	20				
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Ĩ	19059623	XXDAI DCPS SD/	A Outbour	Completed	Normal	86, 3/07 00:00:00, 7248				
	Ho Can	d Request	View Deta	iilg		View Log				
20.	Clicl Pen succ	Click the Refresh Data Pending and Normal to Completed and Normal indicating the report has completed successfully or return later to check its progress.								
21.	Clicl Con	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. 								
Res	ult									
Cor proc "Tra	ngratulat cess has ansfer" the	ions! You have s completed succe ose batches to m	successfully run essfully, you will love the timecar	the " Transfer be able to revie d data to emplo	Time From ew the newl byees' Elem	OTL to BEE " process. After this y created batches in BEE, then tent Entries.				



BE	E 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 \rightarrow Mass Info eXchange:MIX \rightarrow BEE Summary
	Warning Note: Only process the BEE Summary <u>AFTER</u> the Transfer to Time from OTL to BEE has completed successfully without errors.
	Home
	Navigator
Bate	Personalize
	Batch Name Status Reference Process Request ID
	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.



Bato	h Summary
Ов	atch Summary
	Process Batches
	Batch Name Status Reference Process Request ID
Ī	
	View Batch Errors Select All Process
3.	Enter a partial set of characters of the Retrieval Transaction Code created during the Transfer Time
	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
	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 $\mathbf{CIRL} + \mathbf{F}$ 11 to Kun 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



Bato	ch Summary – Query R	esults									
0	Batch Summary										
	Batch Name Status Reference Process Request ID TMA_022515_01 Unprocessed DAU_PASS0_10MAR Image: Constraint of the second of the seco										
and the second	DAU_PAS <u>§3_</u> DIT_A_6034_1	Transfer	DAU_PASS3_DIT_A	All Process							
5.	Click the Process check THEN CONTINUE TO T HAVE BEEN SELECTE	kbox for RETRO E THE OTHER BAT(D.	BATCHES FIRST. CHES UNTIL ALL BATCHES	WITH "UNPROCESSEI	D"						
	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 selec	ted batch.							



 Process Mode Transfer Validate Burge Request ID Cancel 8 Start Cancel 8. Click the Start 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 Summary form to see the status change to Transfer. This might take a few minuview don't re-query too soon. Batch Summary 			atch	Process Batch		
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	en) the BEE nutes to	Process Batches Process Request ID	Reference TMA_022515_01 DAU_P2_MAR4 DAU_P2_MAR4_RETRO	Status Unprocessed Transfer Transfer Transfer	Click the OK button to ac Note: To reset the Summary form to view don't re-que n Summary atch Summary Batch Name MA_022515_01 DAU_PASR3_DIT_A_6034_1 DAU_P2_MAR4_8ETRO_3159_1	atc
View Batch 9 Select All Process	en) the BEE nutes to	Process Batches Process Request ID	Reference TMA_022515_01 DAU_PASS3_DIT_A DAU_P2_MAR4_RETRO	Status Unprocessed Transfer Transfer	Click the OK button to ac Note: To reset the Summary form to view don't re-que a Summary Batch Name MA_022515_01 DAU_PASR3_DIT_A_6034_1 DAU_P2_MAR4_RETRO_3159_1	atc



Batch Name Batch Type Source Reference	TMA_022	2515_01 • • 0_10MAR	Batch Status Unprocessed Valid • Transferred	Transfer Incomplete Error Status Mismatch
Batch Control Action If Entry I Create New Er Reject Entry Change Existin Undefined	Exists htry ng Entry 10	Date Effective Changes Update Dorrect Dorrect Underinde Underined	 Reject if Future Purge After T Reject Rollibat Reject Rollibat Roll back Enternation Purge After F Auto Query Auto Validation 	ure Changes Transfer ack if Results Exist ack if Entry Not Found try Updates (g) Rollback
Ele <u>m</u> er Tol	nt Lines Regis	Assignment Line Messages	s A	Assignment Set
lick the Elem or the pay coo reviously disc	tent Lines des of LU a cussed in tl	button to view the individua and LT in order to validate w he beginning of this work ins	I timecard lines sub ith the HR CSR on struction.	mitted within the batch. I the Injury Number as



Batch	Batch Lines								
Share	2 - FR/	ANKART, AI	NDREW J Mr. JOINT	STAFF CTR					
<u></u>	Dracle /	Application	s - R12 OTL (DDAIG	I) cloned from MOCK7	(TDAIDI) as of Jan.30, 2015				
Elle	Edit	View Fol	der Tools Windo	ow Help					
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		Show Ba	atch Lines for						
		Elemer	nt RG_DAU		Ur hents		Find		
		Line	Assignment	Name	Hours	Date_Taken	Project_ID		
		1	44	PERRY, WILTC	8.00		208584	-	
	4	2	44	PERRY, WILTC	8.00	· ·	200504		
	i.	4	44	PERRY WILTO	8.00		208584		
	4	5	44	PERRY, WILTC	8.00		208584		
			Cal.			0			
			100						
		Mess	ages De	taults					
11.	The	e Eleme	ent (Pay Co	des) is display	ed at the top of the	ne form.			
	Pla	ce you	r cursor in th	ne Element bo	x and press the d	lown arrow	on your keyboa	rd to see additional	
	Ele	ment C	odes (Pay (Jodes). LOOK	through the code	s to see it l	LU or LI are with	nin this datch.	
	1	\mathbf{N}							
	<u>_</u>)P!		0.1	1 24 4 .			
		1. IT Fr	there are ar	IY LI OF LU P	ay Codes procee er (Manual Proc	ed with the i	next section Up	date Element	
						533)			
		2. If	there are no	LT or LU Pag	y Codes, proceed	d to the nex	t business proc	ess section titled	
		Ve	erify All BE	E Batches Ar	e Transferred.				
	Not	to: Mult	tiplo optrioo	oppoor for the	anna Accianm	ont (Emplo		proporting o	
	sep	arate li	ine entry on	appear for the	/ultiple assignme	nts may an	pear on this for	n representing a	
	em	ployee.	Use the sc	rollbar at the b	ottom of the form	to scroll rig	ght to see additi	onal details, such as	
	the	'Date	Earned' for	each entry.		·			
Resu	lt								
Cong	ratu	lations	! You have	successfully v	alidated and tran	sferred a B	EE 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 										
	OTL CSR TMA OTL CSR T										
	Mass Info. eXchange:MIX Batch Element Entry Entry Entry										



Batch	Summ	ary						
O Bat	tch Summ	ary					= =	×
			Process Batches					
			Ct-t	Defemance		Drococc	Damua at ID	
	atch Nan	ne		Reference			Request ID	
		\sim	<u> </u>					
		3	<u> </u>				_	
								2
				<i></i>				
	View E	Batch	Eirors		Select <u>A</u> ll		Process	
_						- /		
2.	Press I	-11 to initiate a que	ery and change	the Batch Nar	ne, Status and	Referen	ce fields to blue	
	meanin	ig query mode.						
3.	a.	Enter (AGENCY /	ACYROMYN) p	olus the % perce	ent sign in the E	Batch Nan	ne field. This fiel	ld
		is case sensitive s	so if you started	d the Retrieval	Transaction Co	de using ι	upper case letters	S
			o be entered a	STIVIA%				
	b.	Enter !='Transfe is not equal to " Tr	r ' exactly as sh ansfer.	nown in the Sta	tus field to find	all Batche	es where the stat	us
	This wi	ll return all batches	with other stat	tuses than Trar	sfer, which may	y need to	be investigated.	



				Process	Batches
Batch Name MA_081311_0_8585_1	Status Unprocessed	Reference TMA_081	ce 311_0	Process	Request ID
View Batch	Errors	Л	Se	lect <u>All</u>	Pr <u>o</u> cess
Press <ctrl +="" b="" f<="">1</ctrl>	1> to execute the query	y to see all bat	tches other th	an "Transfer".	
Press <ctrl +="" b="" f1<=""> The Batch Sum Take the approp Status</ctrl>	1> to execute the query mary form displays thos riate steps to resolve th Indicates	y to see all bat se batches wh ese unprocess	tches other th nich are not tra sed batches.	an "Transfer". ansferred. uired	
Press < Ctrl + F1 The Batch Sum Take the approp Status Unprocessed	 1> to execute the query mary form displays those riate steps to resolve the lindicates BEE Batch file has not transferred. 	y to see all bat se batches wh lese unprocess ot been	tches other th nich are not tra sed batches. Action Req Initiate the B this docume	an "Transfer". ansferred. uired EE Batch Trar nt.	nsfer section
Press < Ctrl + F1 The Batch Sum Take the approp Status Unprocessed Valid	 1> to execute the query mary form displays those riate steps to resolve the lindicates BEE Batch file has not transferred. BEE Batch file has be validated but not yet 	y to see all bat se batches wh lese unprocess ot been een transferred.	tches other th nich are not tra sed batches. Action Req Initiate the B this docume Initiate the B this docume	an "Transfer". ansferred. EE Batch Trar nt. EE Batch Trar nt.	nsfer section
Press < Ctrl + F1 The Batch Sum Take the approp Status Unprocessed Valid Error	 1> to execute the query mary form displays those riate steps to resolve the indicates BEE Batch file has not transferred. BEE Batch file has be validated but not yet File failed to process Transfer. 	y to see all bat se batches wh lese unprocess ot been een transferred. ing for	tches other the nich are not tra sed batches. Action Requ Initiate the B this docume Initiate the B this docume Check the e unable to res	an "Transfer". ansferred. EE Batch Trar nt. EE Batch Trar nt. rror message a solve, contact t	nsfer section Insfer section and resolve. I the Help Des









Alter Effect	ive Date	•															
People																	_ 🗆 ×
Name —		Calen	ıdar					×	l	Uni							_
la	et	J 🛧	1	Marc	:h	2015	ſ	J 🛧	Gende		nown	<u> </u>	Act	ion			<u> </u>
Fir	rst	<u> </u>				2010	L		- Perso	n Tyne	Person	Type f	or Act	ion			
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To	wn of E		UK			Ua	ance			_	Status						
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Cour	ntry of B																
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Eff	ates -					_											
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Ad	dress		ļ	A <u>s</u> sigr	nmei	nt		Spe	cial Info						<u>O</u> tl	ners	
3 Altor	Effectiv		to -	- Enf	or t	he n	orio	d endi	na date	of th	e timeca	ard na	ariod	which	has	tha li	niury
requir	ring a ma	anual	up	date		ine p	chio		ig duit			ind pr	Jilou	WINOI	mas		ijary
	-					1 10											
4. Click	the OK k	outtor	n to	pro	cee	d witl	h th	e upda	ited Al	ter Ef	tective	Date	•				



People	e – Find Person
<mark>O</mark> Pe	ople
	lame
	Find Person 📃 🖬 🔀
	Full Name SERVICE, STEVE TMA 5 Social Security Search by number Type Employee 6 Number 11083
	<u>Clear</u> <u>N</u> ew Find
5. F	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. F	Find Person – Click the Find button to populate the People form with the injured employee.



Name				ander Male	Action	
Last	SERVICE			Por	Action	
First	STEVE			Person Types	son Type for Action	
Title			E	Employee		
Prefix				1		
Suffix	TMA			dentification		11082
Middle				_проуее	Casial Casurity	009 97 5422
Town of Birth Status Region of Birth Nationality Country of Birth 7 Registered Disabled						
Effective Dat From 01	es -MAY-2014	То		Latest	Start Date 01-M/	AY-2014 [
Addre	ss	Assignment	Special	Info		Others



Δssid	nment (Last N	Name_First Name)	
7991			
O Peo	ople		
	Assignment(SERVI		
	Organization	TMA OFC OF CHIEF PHARMACEUTICAL C Group G.R	
	Job	Miscellaneous Administration & Program (0) Position 00000-99903.CONSULTANT.1094279.DD60.	A
	Grade	GS.12 Payroll TMA TMAPRL Bi-Weekly Payroll	۲.
	Location	HT0003 TAC1 Status A-Active	ī.
		Vacancy	
	Assignme Assignmen	ent Number 11083 Collective Agreement met Coll	
	Salary Information	Supervisor Probation & Notice Period Standard Conditions Statutory Information	
	Review Salary Every	Salary Basis Review Performance Every	
	[Effective Dates From 01-MAY-2014 To]1
•(Entries	Extra Information	
8.	Click the Extra • The Ex	a Information Extra Information button to view Injury Information.	



Extra Assignment Information(Last Name, First Name)	
Extra Assignment Information(SERVICE, STEVE TMA)	
	+
Type	
Injury Data	
Details	
9. If there is more than one Injury number established for a single employee, contact the e verify that you are applying the correct LT or LU pay code to the correct Injury number.	mployee to
1028.28-OCT-2010.12-DEC-2010	
The first four digits are the Month and Day (MMDD) that the LU code was er employee's timecard. Capture or write down this number for reference.	ntered on the
10. Close the Extra Assignment Information form and return to the Assignment form.	



Assignment (Last Na	ame, First Name)	
Extra Assignment	Information(SERVICE, STEVE TMA)	
Туре		
Injury Data		
	Extra Assignment Information	
	Injury Number 0912	
	Injury End Date 27-OCT-2014	
	QK Clear Help	
De 11	2014 27-007-2014	
I. Click the Entries Entries form.	s Entries button (not displayed but at the bottom of the screen) to c	open the Eleme



ment Entries (Last	Name, First N	Name)	cessing Types					
Classification	-2014.27-001-	Nonrecurring Both			Additional Processed Retroactive			
Element blows	Processing		_		Effective D	ates		
Element Name	Туре	Costing	Reason		From	To		
	12							
							:	
RG	Desuring						1	
RG	Recurring							
RG	Recurring						(⁻	
							:	
							. —	
							J	
Entry Values Ba	lance <u>G</u> rossup				(1) 560	000	Þ	
Highlight the LT	or LU Entry an	nd click the	e Entry Values	button.				
Deriod th	nese steps nee nat may need to	d to be co o be assig	ompleted for ea gned to a speci	ch LU or LT fic Injury Num	entry in th nber	e current pa	yroll	



Elem	ent Entries -	Entry Values			
		🛤 🗞 🕥 🖉 🗧 😜		🤹 🌒 🖉 🎋 i 👪 🛗	
)	O People		≚ ज ×	
		Element Entries(GOODE	, TONI D)	≚ त्र X	
		Period 25 20	C Entry Values(GOODE, TONI D)	×⊐× ×	
		Classification	Hours	8.00	
			Date_Taken		
			Project_ID	4191	
		Element Name	Task_ID	86216	
			EHO_Code		
			Night_Diff_Hrs		
ĺ		RG	Night_Diff_Ind		
		RG	OTL_Data_1		
		RG	OTL_Data_2		
		RG	Injury_Number	1028	
		RG			
		RG			
		RG			
		Restored Annual Lea			
			Further Entry Information		
			, Date Farned	23-NOV-2010	
		Entry V <u>a</u> lues	Original Date Earned		
			- Paγee Details		
			Processing Priority	1750	
	L				
	.				
13.	from step 8 in	er - Enter the injury r nto the Injury Number	number captured from the r field on the Entry Values	Extra Assignment I form.	nformation form
14.	Click the Sav	re 🔌 icon to record	your entries.		
15.	Repeat step	s 8 to 14 for each LT	and LU element entry.		
Resu	lt				
Cong numb	jratulations! Note:	ou have successfully	y updated the Element En	tries for an Injury er	ntry with the injury



DC	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							
	E-Business Suite							
	Home							
	Navigator							
	Personalize							
	Notifications Summary							
	Process and Reports Em Submit Requests							
	OTL Time Accounting Mass Info. eXchange:MIX Batch Element Entry							
	BEE Summary							



Sub	mit a New Request		
		OSubmit a New Request	
		What type of request do you want to run?	
		This allows you to submit an individual	
		○ Request Set	
		requests.	
		3 QK Cancel	
2.	Retain the default ra	adio selection of Single Request.	
3.	Click the OK button	to open the Submit Request form.	
0	Submit Request		
	Run this Request		
		Copy	
	blausa		
	Name Operating Upit		
	Parameters		
	Language		
		Language Settings Debug Options	
	At these Times		
	Run the Job	As Soon as Possible Schedule	
l i	- Upon Completion		
		✓ Save all Output Files □ Burst Output	
	Layout	Options	
	Notify		
	Print to	noprint Delivery Opts	
	Help (<u>C</u>)	(Sub <u>m</u> it Ca <u>n</u> cel	
L			
4.	Click the LOV bu	tton for the Name field to view a list of report values.	



Subr	mit a New Request	
	Reports 🔀	
	Find %	
	Name Applicati	
	OTL DCPS BI-Weekly MER Inbound XXCusto	
	OTL DCPS SDA Outbound 6 XXCusto	
5	ALCusto	
	XXDAI DCPS SDA Outbound Report XXCusto	
	XXDAI Leave Availability Report XXCustc	
	(Eind) QK Cancel	
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.	
Para	ameters	
0	Parameters 7	×
		c
	Payroll Name TMA TMAPRL Bi-Weekly Payroll	
C	Cycle Ending Date 07-MAR-2015	p
ι		
7.	Type % in the Payroll Name field and press Tab . The Agency payroll populates the Payroll field. If more than one value exists, select it from the list of values.	l Name
8.	Select the Cycle Ending Date from the LOV that corresponds with the payroll period being processed.	
9.	Click the OK button to proceed.	



S	hmit Poquost							
Ju			v					
	Run this Request							
		Conv						
		0029						
	Name	OTL DCPS SDA Outbound						
	Operating Unit	TMA Operating Unit						
	Parameters							
	Language	American English						
	Parameters	2						
	Cycle Ending Date	21-MAR-2015	.)					
		OK Canc 10 Clear Help						
	Lavout	Options.						
	Notify							
	Print to	noprint Delivery O	pts					
Ļ								
	Help (C)	Submit Cancel						
	/							
10.	Click the Submit	t button to run the OIL DCPS SDA Outbound – Agency Interface process	3.					
	O Decision							
		(Request submitted. (Request ID = 19190799)						
		Submit another request?						
11.		Yes						
	Decision – If you	u would like to submit another request, click the button. Otherwise,	click the					
	(No)	and a state of the second state of the						
	button to	o submit the request.						



View Requests						
🕸 Navigator - OTL CSR TMA						
Functions Documents						
Process and Reports:View Requests						
Preferences - Process and Reports Submit Requests View Requests Notifications Summary + OTL Time Accounting						
12 Open 12. Select the View Requests option and click the Open button to display the Find Requests form.						
► Find Requests ○ My Completed Requests ○ My Requests In Progress ○ All My Requests ○ Sensific Requests						
Specific Requests Request ID Name Date Submitted Date Completed Status Phase Requestor						
Order By Request ID						
Select the Number of Days to View: 7 Submit a New Request Clear Find 13						
13. Click the Find button to display the Requests form						



Defense Agencies	Initiative
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Ref	resh Data		ests	(Sub <u>m</u> it a New Request
Request ID	Name	Parent	Phase	Status	Parameters
19190799 OTL DCPS SDA Outbo		und	Completed	Normal	86, 2015/03/21 00:00:00
19178677	XXDAI TL Absence Man	age	Completed	Normal	OTL CSR TMA, 76437, 0, 86,
19178648	Missing Timecard Repo	rt	Completed	Normal	0, 2015/02/02 00:00:00, 2015/
19178634	Missing Timecard Repo	rt	Completed	Normal	0, 2015/02/02 00:00:00, 2015/
19125889	XXDAI Transfer Time fro	m C	Completed		
19123087	XXDAI Transfer Time fro	m C	Completed	Normal	0, 2015/03/04 00:00:00, 2014/(
Hold Request View Detail			<u>s</u> 15)	View Output
<u>C</u> ancel Request		Diagnostics		View Log	

Time and Attendance (OTL)

Defense Agencies Initiative



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 (DCP5_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 0 Type2 records.
The file (DCP5_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 (DCP5_DAU_OUT_SDA_ZM5_06MAR15_120320141.xml) will be generated with 53 T
Please run the Corresponding BI report for the detials with GEX FILE NAME (DCPS_DAU_OUT_SDA_ZM5_06MAR15_120320141.xm]
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.