Defense Medical Human Resources System *i*nternet

Army MEPRS Program Office
DMHRSi User Manual

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Section 1: DMHRSi Introduction

DMHRSi Overview

The Defense Medical Human Resources System internet (DMHRS*i*) is a web-based Tri-Service application designed to simplify and standardize human resource management across the Military Health System (MHS). DMHRS*i* supports enhanced management and oversight of the most important resource within the Army Medical Service (AMS); its people.

Ever-changing real world situations often require joint military medical operations. DMHRS*i* provides medical leadership with critical visibility and real-time information across the Services including medical assets available for Active Duty, Reserve, National Guard (Guard), Civilians, Local Nationals, Contractors, and Volunteers.

General Usage Policy

The Effort to improve human resource management capabilities within the MHS began in response to guidance provided in a Deputy Secretary of Defense Memorandum, dated 13 October 1993, on Accelerated Implementation of Migration Systems, Data Standards, and Process Improvements. The Medical Human Resource Functional Process Improvement Program began in January 1994, when it was determined that the Assistant Secretary of Defense - Health Affairs (OASD-HA) required a standardized integrated system to provide provide accurate medical manpower, utilization, and expense information to assist the medical leadership in providing efficient, quality health care services to Department of Defense (DoD) beneficiaries.

On 2 July, 2008, the Assistant Health Affairs Secretary of Defense signed the Acquisition Decision Memorandum that deployed DMHRSi. This memorandum required Military Treatment Facilities (MTFs) to utilize the Human Resources (HR), Manpower, and Labor Costs & Accounting (LCA) modules of DMHRSi.

Application Access

Access to the production version of DMHRSi, Discoverer Viewer, and Discoverer Plus from the MTF environment is gained through the following websites:

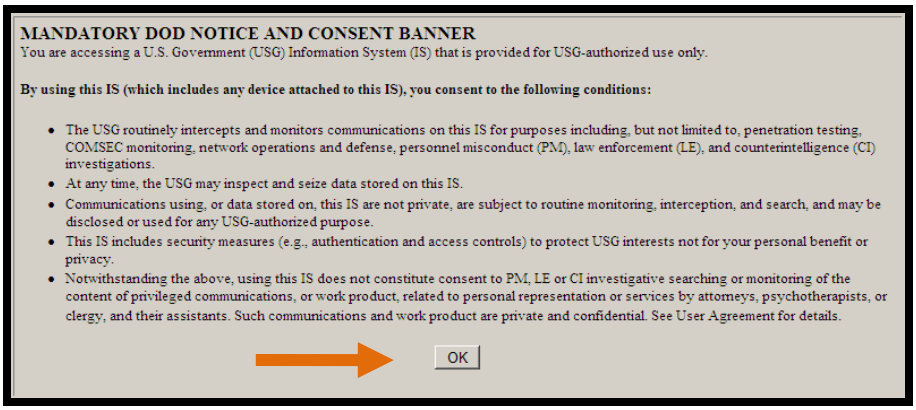
DMHRSi website: https://dmhrsi.csd.disa.mil

DMHRSi Discoverer Viewer website: https://dmhrsidisco.csd.disa.mil/discoverer/viewer

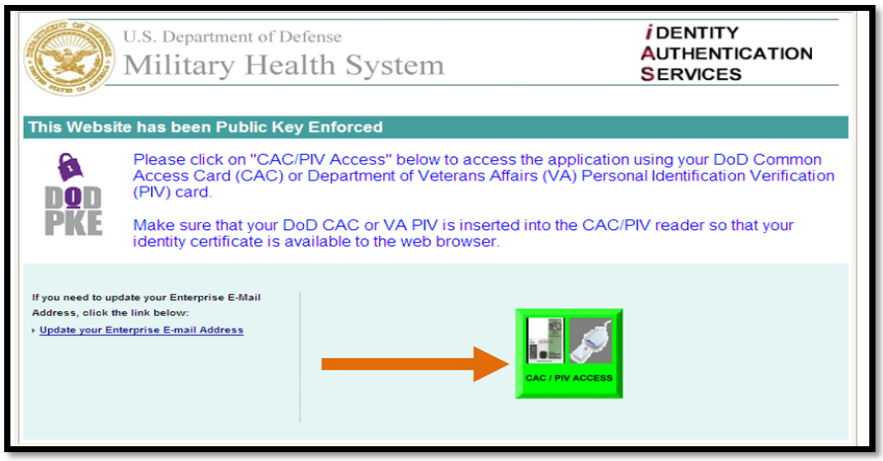
DMHRSi Discoverer Plus website: https://dmhrsidisco.csd.disa.mil/discoverer/plus

NOTE: *Some sites have the DMHRSi link saved as a desktop icon, inquire with the Timekeeper Specialist for location. User can also log into https://dmhrsi.csd.disa.mil and save the link in a location of their choice*

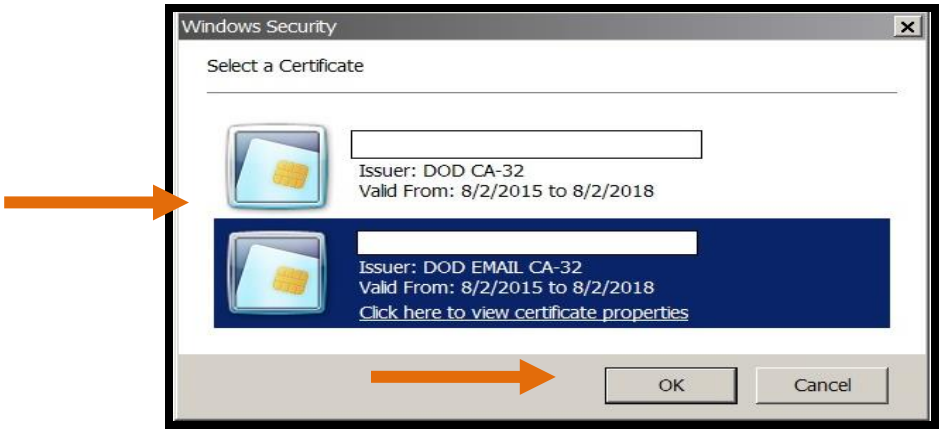
1. Log onto DMHRSi - The “Mandatory DoD Notice and Consent Banner” opens; Review the notice and click “OK” to concur



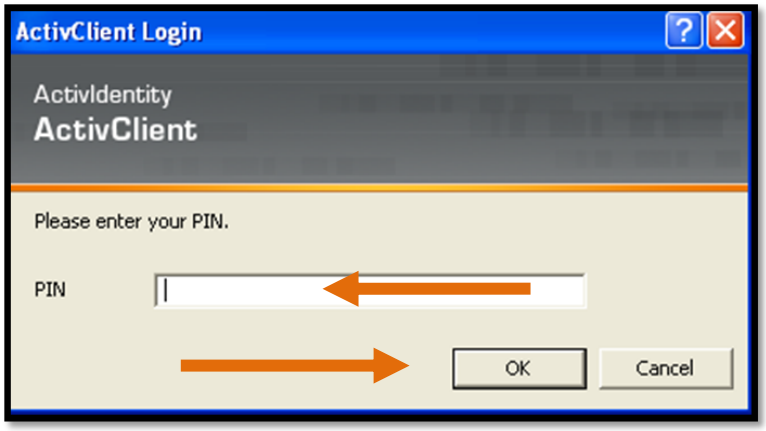
2. The “U.S. Department of Defense Military Health System; Identity Authentication Services” “This Website has been Public Key Enforced” page opens. Click “CAC/PIV Access”



3. The “Windows Security” “Select a Certificate” window opens. Select the appropriate certificate then click “OK”

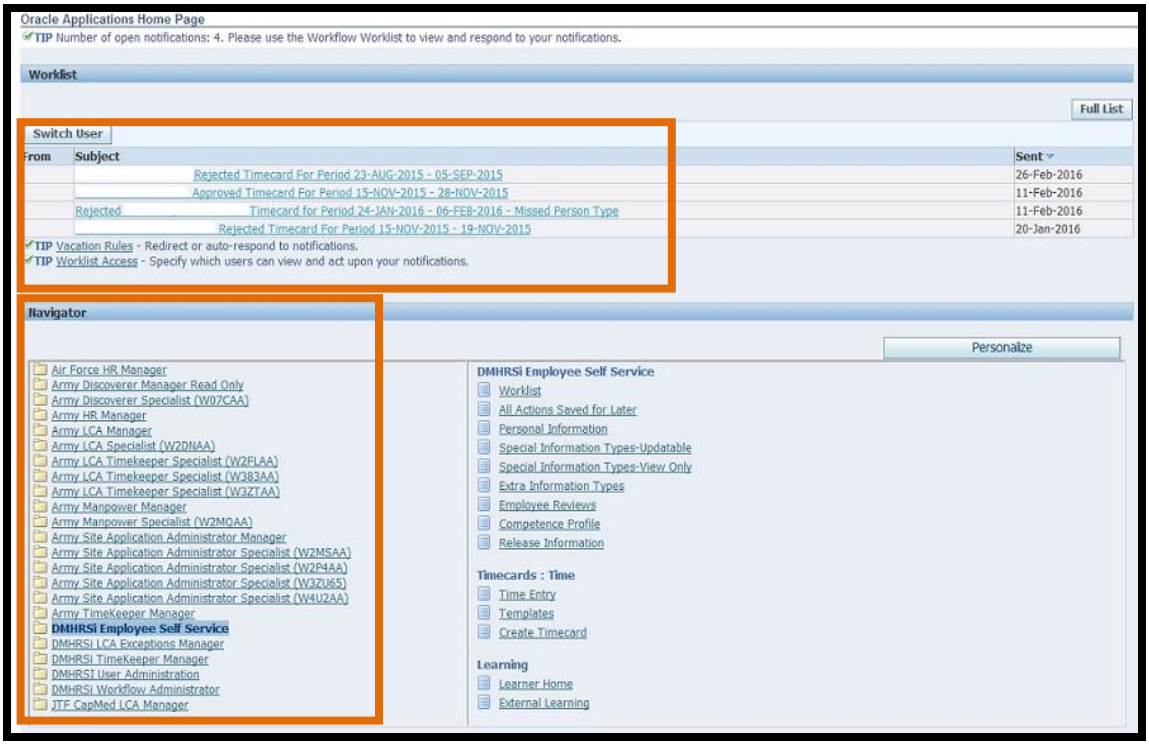


4. The “ActivClient Login” window opens; enter personal PIN number then click”OK”



NOTE: *If the “ActivClient” screen does not appear continue with the log in process*

5. The Worklist/Navigator screen opens. From this screen you can select to work on your worklist or access a role to work on timecards.



Modules

DMHRSi consists of 5 interdependent modules to allow tracking of personnel related data:

Manpower - The Manpower source system; "Manpower Programming and Execution System (MPES) interfaces with DMHRSi. This feed provides all authorized Positions, Jobs, and Organizations in the correct hierarchy for all Army Medical Services (AMS) Military Treatment Facilities (MTF)

Human Resources - MTF Human Resource (HR) assets consists of the following personnel types: Active Duty, National Guard, Reserve, Civilian or Government Service, Contractor, Local National, and Volunteer personnel. Human Resource assets can either be assigned to an MTF or borrowed from another military facility to fulfill specific functions within an MTF

Personnel data for Active Duty, National Guard, and Reservists are fed from the Military Personnel Data System (MILPDS). Data for government civilian service personnel are fed from the Defense Civilian Personnel Data System (DCPDS). Data for Contractors, Local Nationals, and Volunteers must be manually entered. (Note: Local Nationals in Europe may feed from DCPDS)

Labor Cost Assignment - The DMHRSi Labor Cost Assignment (LCA) module provides MTFs with Labor Costs, Hours, and Full Time Equivalents (FTEs). DMHRSi interfaces with Expense Assignment System IV (EASIV) allowing MTFs to process end-of-month data and transfer the EASIV Output File into the EASIV System

Education and Training – **NOT** used by the Army

Medical Readiness – **NOT** used by the Army

Roles and Responsibilities

DMHRS*i* is a role-based application. To effectively utilize the application the following roles are assigned to MTF personnel:

HR Specialist - Personnel involved withpersonnel actions such as in-/out-processing, assigning work centers, assigning supervisors, managing Family Care Plans, etc. HR Specialists have access to their assigned MTF HR records

HR Manager - Personnel involved with personnel actions such as in-/out-processing, assigning work centers, assigning supervisors, managing Family Care Plans, etc. HR Managers have access to Army HR records

DMHRSi In-processing Manager - DMHRS*i* In-processing Managers are responsible for managing in-processing actions within the DMHRS*i* application. DMHRS*i* In-processing Managers have access to HR records for all three services (Army, Navy, Air Force)

Manpower Specialist - Personnel involved with managing the Table of Distribution and Allowance (TDA). Manpower Specialist can create local work centers outside the TDA

LCA Specialist - Personnel involved with processing data reported to EASIV

LCA Timekeeper Specialist - Personnel capable of submitting time for individuals within their section/assigned to their MTF, if those personnel are unable to submit their owntime

Army LCA Manager - Enables Medical Expense and Performance Reporting System (MEPRS) Specialists to process time for borrowed personnel; Army LCA Manager can update DMHRSi records for all Army personnel

DMHRSi LCA Exceptions Manager - Enables MEPRS Specialists to process borrowed personnel's time. DMHRSi LCA Exception Managers have the capability to update DMHRSi records for all three services (Army, Navy, Air Force)

DMHRSi Employee Self-Service - Basic role assigned to all personnel granted access to a DMHRSi account

Timecard Approver - Personnel responsible for reviewing and approving time submitted by all personnel in a duty section. Timecard Approvers are assigned by the LCA Specialist and are associated with an Organization

Site Applications Administrator – Personnel responsible for creating and maintaining DMHRSi user accounts, distributing user IDs, and monitoring user access

Army Timekeeper Manager – Personnel capable of submitting time for individuals within their section, assigned to their MTF, assigned to another Army organization, if those individuals are not able to submit their own time

DMHRSi Timekeeper Manager - Personnel capable of submitting time for individuals within their section, assigned to their MTF, assigned to another Army organization, assigned to another service, if those individuals are not able to submit their own time

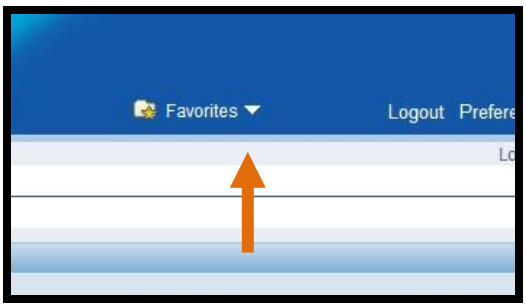
Establish a Connection to Discoverer Viewer/Discoverer Plus

MEPRS Manager's MUST utilize Discoverer Viewer/Discoverer Plus to perform End-of-Month (EOM) processing

You will first need to add the Discoverer Viewer/Plus URL as a "favorite" on the DMHRS*i* homepage

Create a Favorite

1. On the top right side of your DMHRSi homepage, click the"Favorites"down arrow



2. Select "Manage Favorites"

3. "Customize Favorites" screen opens

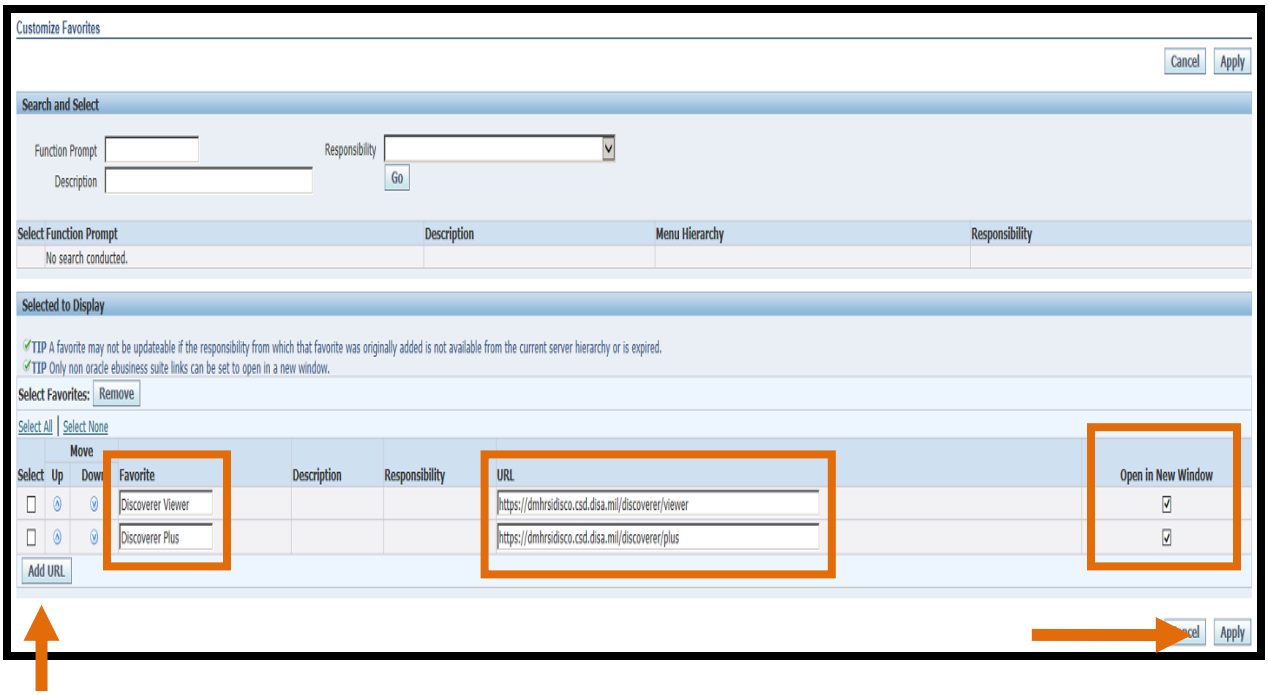
- Under "Favorite" type in the link name
- Under the "URL" column enter the URL for:

  Discoverer Viewer (https://dmhrsidisco.csd.disa.mil/discoverer/viewer)
  Discoverer Plus (https://dmhrsidisco.csd.disa.mil/discoverer/plus)

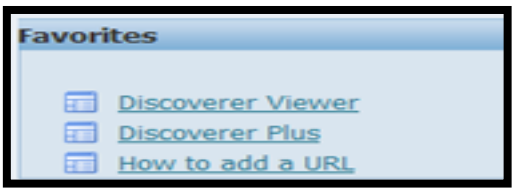
NOTE: *Discoverer Plus allows those authorized to "schedule" reports*

- Click "Add URL", to add a blank line
- Ensure the fields are checked under "Open in New Window"

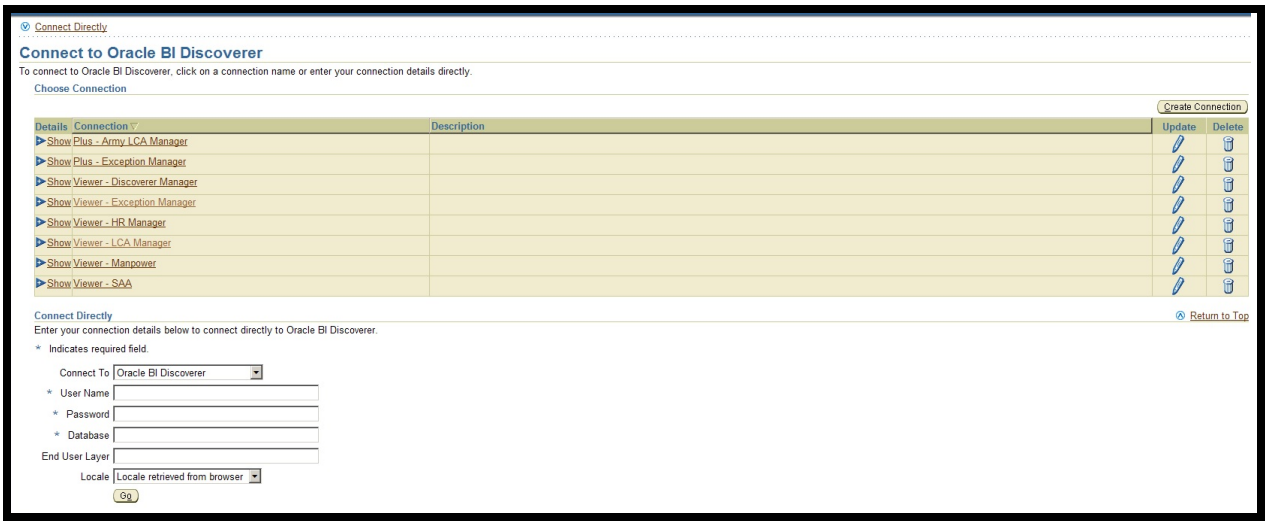
- Click “Apply”



4. The links should appear under “Favorites” on the DMHRSi homepage; click either link to enter “Discoverer”



5. “Discoverer” Login screen opens



Discoverer: Creating a Connection

There are two options are available to connect to Discoverer Viewer/Plus

- Option 1: Create a Direct Connection – users must create a connection each time Discoverer is accessed
- Option 2: Create a Connection – connection is located under "Details Connection" and must be selected each time Discoverer is accessed

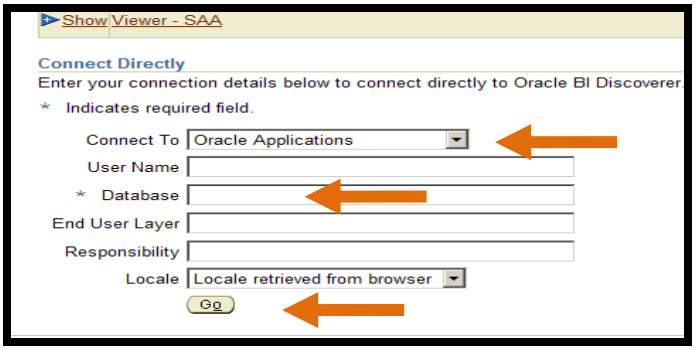
NOTE: *The following Create Connection instructions are the same for Discoverer Viewer and Plus*

Discoverer : Create a Direct Connection

With this option the user will need to create a connection each time Discoverer is accessed

1. To "Connect Directly"

- Click the "Connect To" down arrow and select "Oracle Applications"
- Enter "PDMHRI" in the "Database" field
- Click "Go"



2. "Account Details: Select User Name" window opens

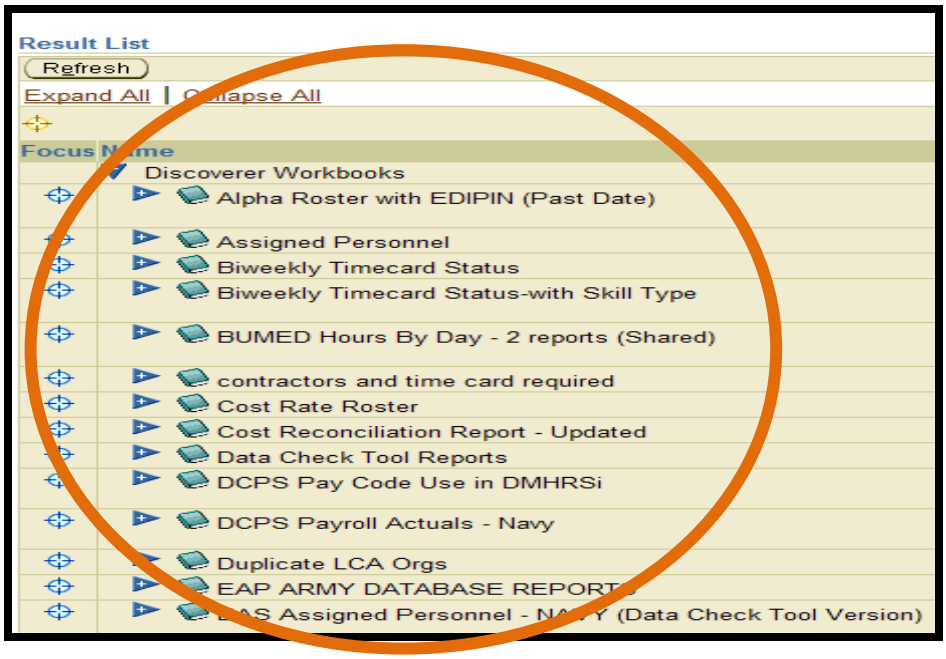
- Verify the User Name is accurate
- Click either of the "Continue" options

NOTE: *Screens that have multiple "Continue", "Cancel", "Apply", etc. options, either one may be selected*

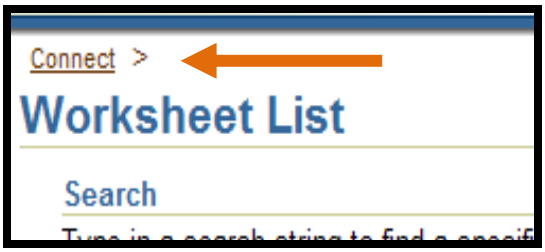
3. "Account Details: Select Responsibility" window opens

- Select the "Responsibility" down arrow
- Review the list of responsibilities assigned to your account
- Select the appropriate"Responsibility" from the list
- Click "Continue" button.

4. Select desired workbook for the report you wish to run



5. To switch Responsibilities, click “Connect” located at the top of the screen. This will take you back to the “Connect to the ORACL BI Discoverer” page

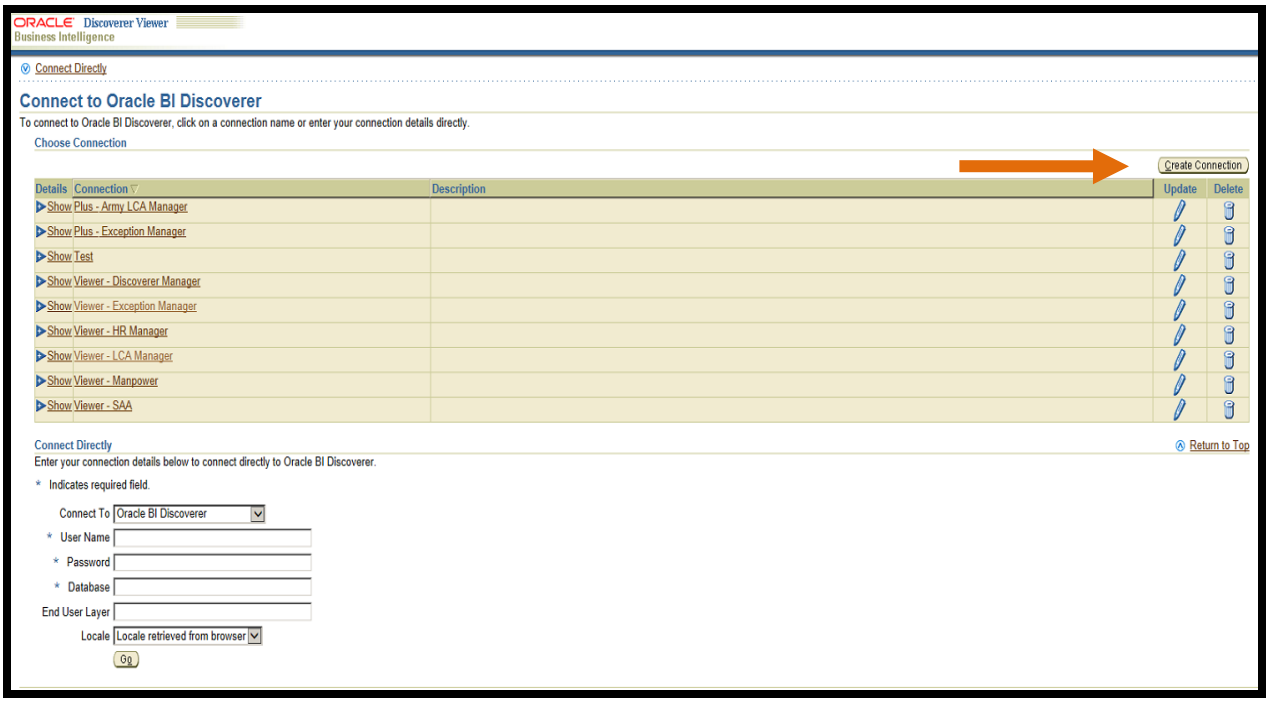


6. Click “Logout” to exit Discoverer

Discoverer: Create a Connection

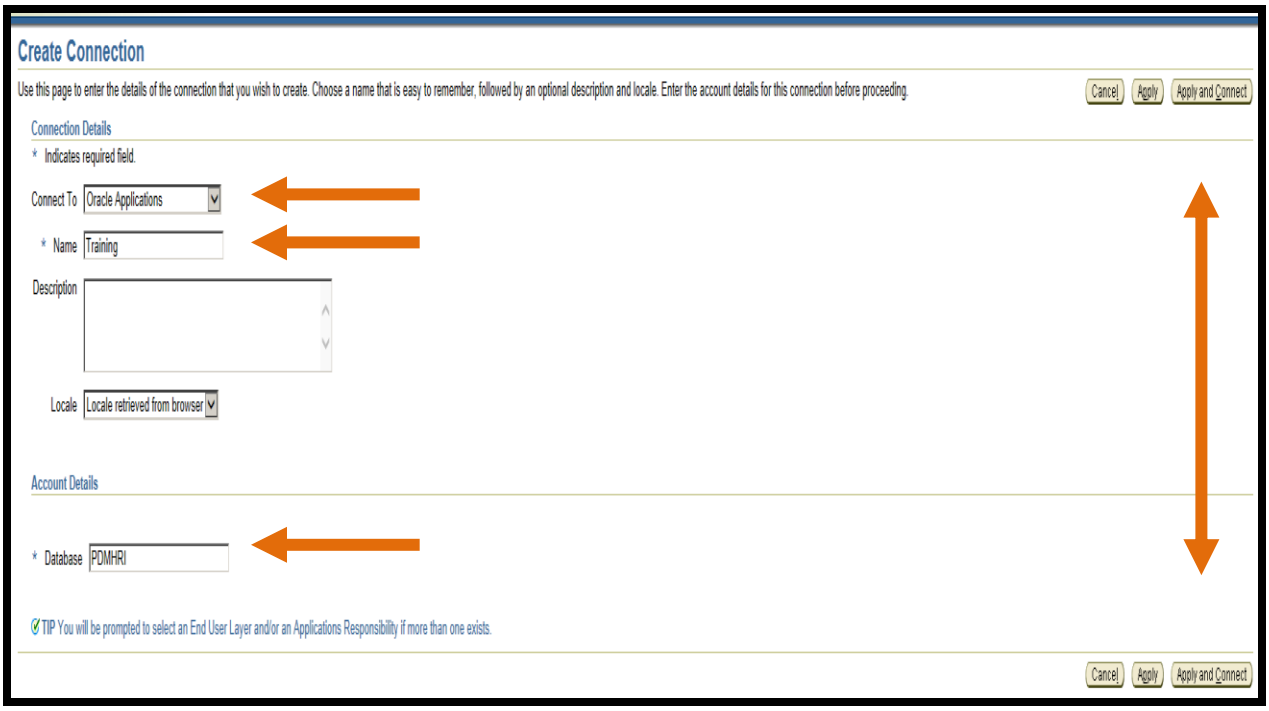
With this option the connection link will be seen under “Details Connection” for you to select each time Discoverer is accessed.

1. On the “Connect to Oracle BI Discoverer” window, click “Create Connection”



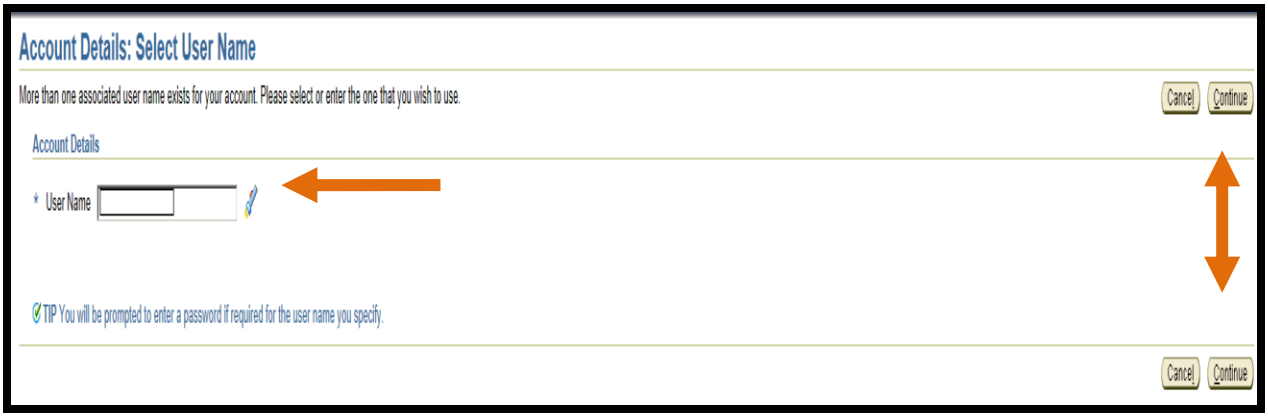
2. “Create Connection” window opens

- Click the “Connect To” down arrow
- Select “Oracle Application” (this will remove the need for a password)
- Enter a “Name” associated with the link (i.e. Viewer-LCA Manager)
- Enter PDMHRI in the “Database” field
- Then select “Apply and Connect”



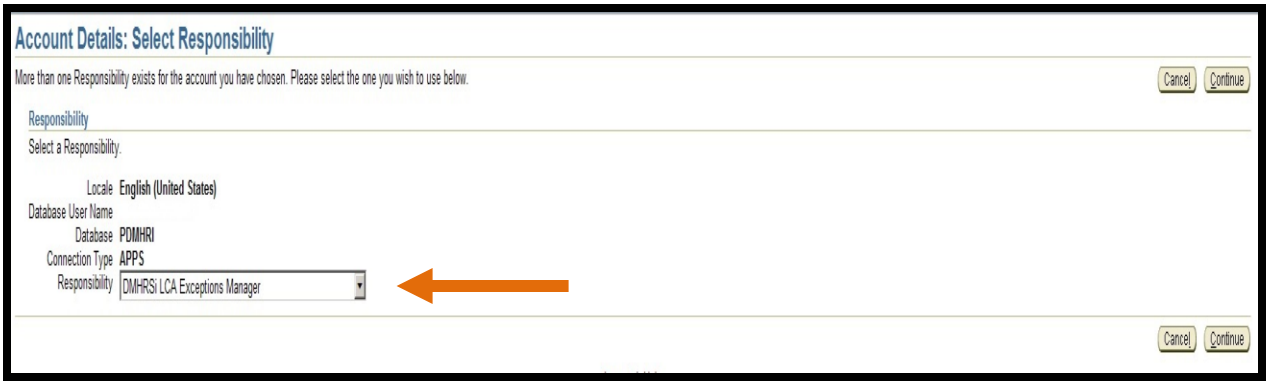
3. The “Account Details: Select User Name” screen opens

- Your user name should be listed under Account Details User Name
- Click “Continue” at the bottom or top of the screen

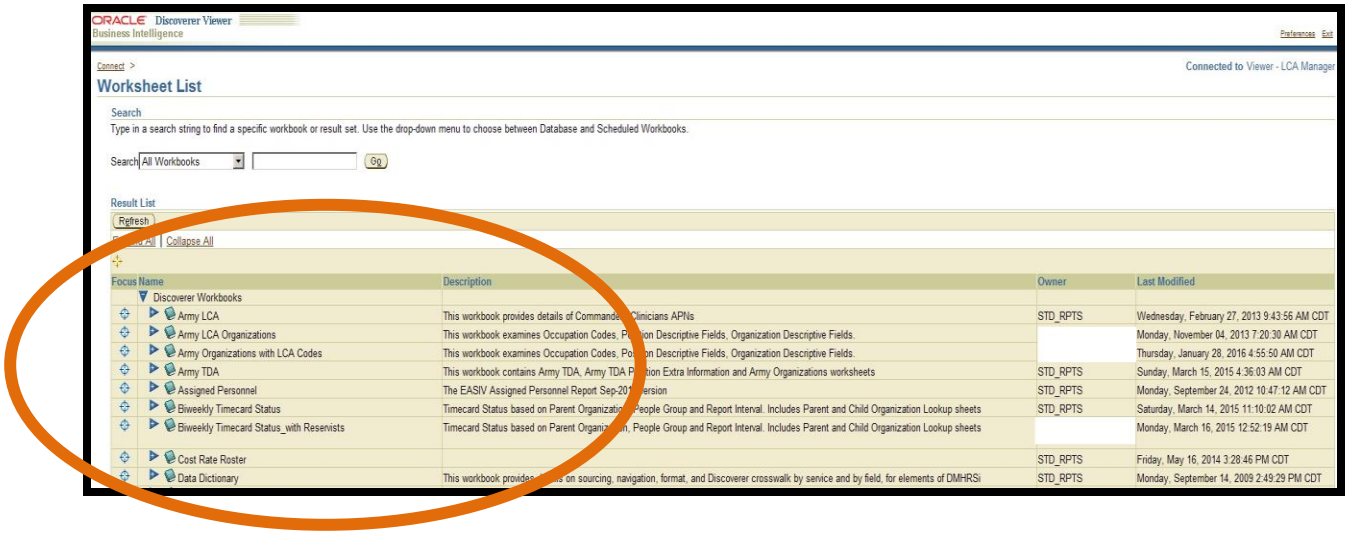


4. The “Account Details: Select Responsibility” page opens

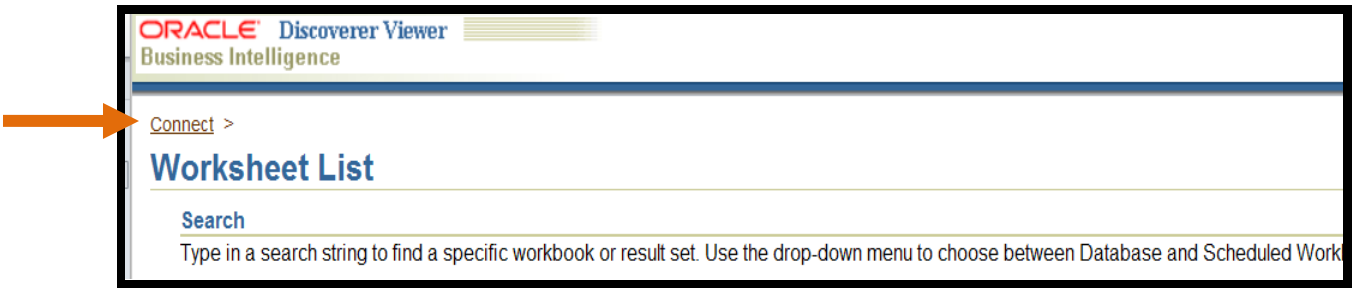
- Click the “Responsibility” down arrow
- Review the list of responsibilities assigned to your account
- Select “Responsibility” from the list
- Then click “Continue”



5. All reports associated with the selected Role will display



6. To switch Responsibilities, click “Connect”, this will return you to the “Connect to the ORACLE BI Discoverer” page



7. Click “Logout” to exit Discoverer

Discoverer Workbook Definitions

Workbook – A container for worksheets (or collection of worksheets). A “workbook” is comprised of one or more reports created and saved together

Worksheet – A report that returns the results of a quary ran against the database

Connect – Allows users to return to “Connect to Oracle BI Discoverer” page to switch responsibilities

Search – Type in a search to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks

Expand All – Allows users to expand the “Workbook” list and display the Worksheets”

Collapse – Allows users to close all displayed “Workbook” and “Worksheets”

Discoverer Worksheet Helpful Hints

Parameters for all reports are as follows:

Asterisk - If an Asterisk [*] appears in parameter field. A value is required. If you leave a required value blank, no data will be returned

Exact - Used when selecting from a List of Values or when a List of Values is not present. Exact parameters are required

Contains - Used when you need to enter part of the parameter. Begins with % and ends with a % wildcard. You can enter part of the information. This can also be used when you want to see all that is in the same category

Date Fields - **MUST** be entered in DD-MMM-YYYY format (i.e. 01-JAN-2005)

Parameters – Users are not required to enter values in all available parameter fields, only fields with asterisks require values; however, entering additional known parameters values narrows your search time/results

Existing Data - If there is existing data populated in the fields, you must clear the parameters by clicking in the Contains field, or deleting the information in the field before executing your query

Level of Access - The ability to access queries is based on your responsibility, and is linked to levels of access based to your log-in

Pop-Up Blockers - Pop-up blockers may restrict access to the export function and ability to download the files; when this happens hold down the **[Ctrl]** key on your keyboard

Workbooks - Allows users to navigate back to the "Worksheet List" page

Organization UIC/PAS Like - Allows users to search for the requested Organizational UIC/Pass

Pay Period End Date: End date of pay period quaring

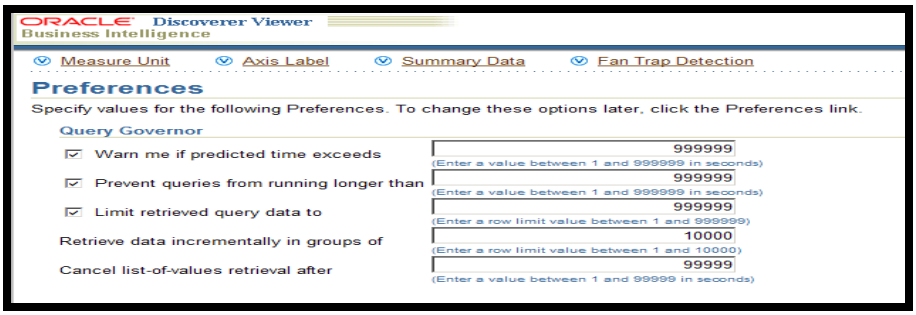
Discoverer Preferences

The Preference screen is the same in both Discoverer Viewer and Plus

1. Click on "Preferences" located in the upper right corner on the Worksheet List screen

2. The "Preferences" page opens:

- Set the "Warn me if predicted time exceeds" to the max of 999999 seconds
- Set the "Prevent queries from running longer than" to the max of 999999 seconds
- Set the "Limit retrieved query data to" max row limit value of 999999
- Set the "Retrieve data incrementally in groups of" max row limit of 10000
- Set the "Cancel list-of-values retrieval after" to the max of 99999 seconds
- Click "Apply"

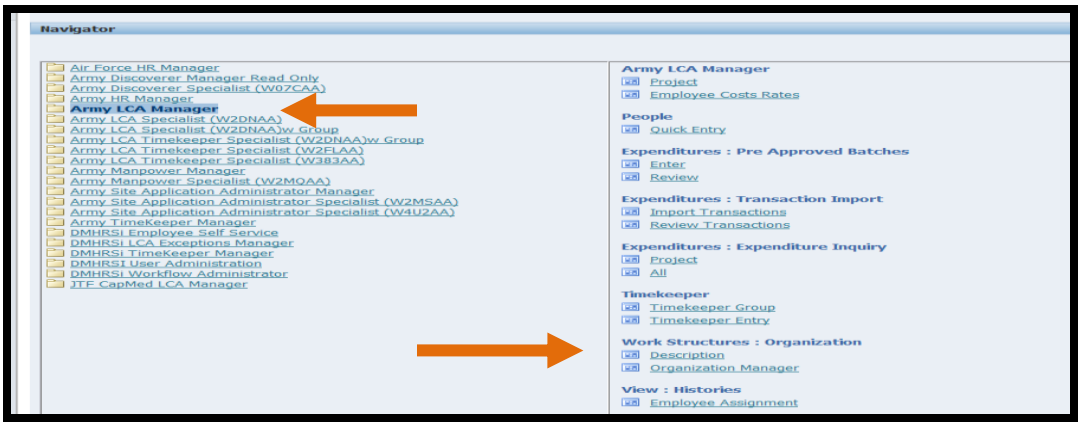


Section 2: Organization

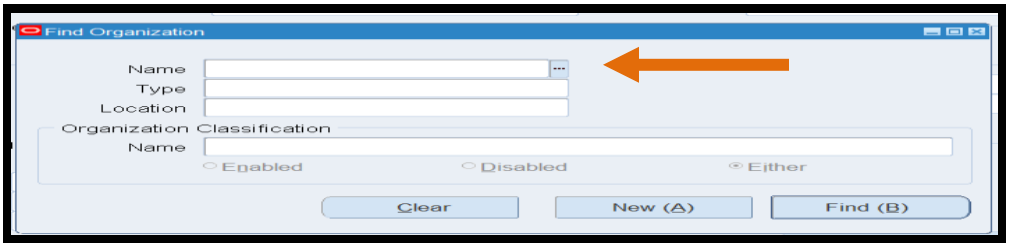
Searching for an Organization

The following guidance details how to search for existing organizations, how to modify the LCA Codes, and how to change or add a timecard approver. Existing organizations refer to those organizations fed from source systems or those local organizations that have previously been created

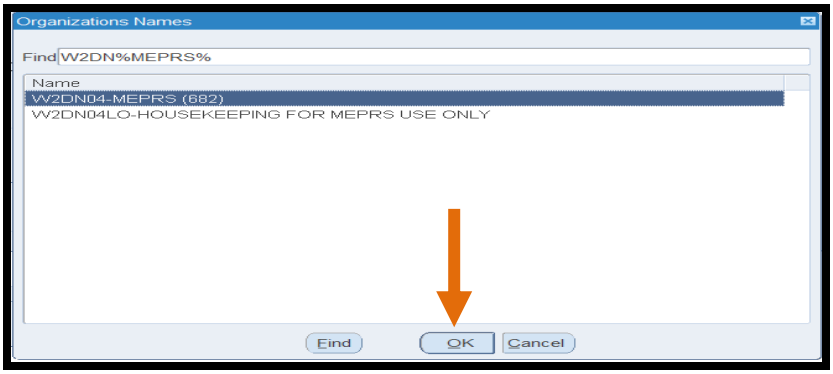
1. Select “Army LCA Manager” role and then “Description” under “Work Structures: Organization”



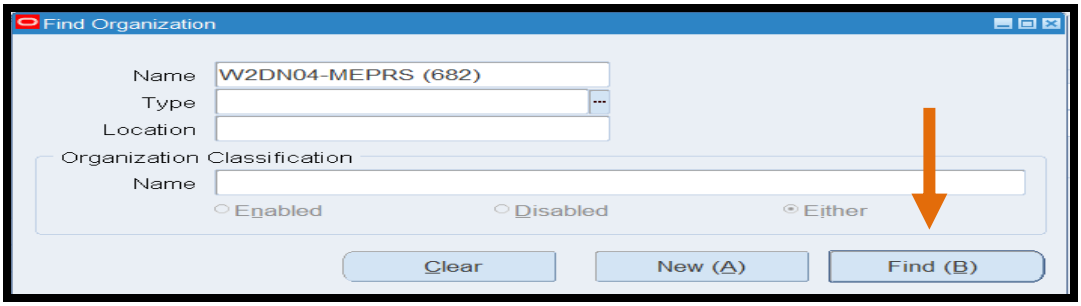
2. Enter UIC and Organization in the Name field (or partial Org Name, e.g. W2DN%-MEPRS%) then press **[Tab]** on your keyboard



3. Select the appropriate organization from the list; then click “OK”

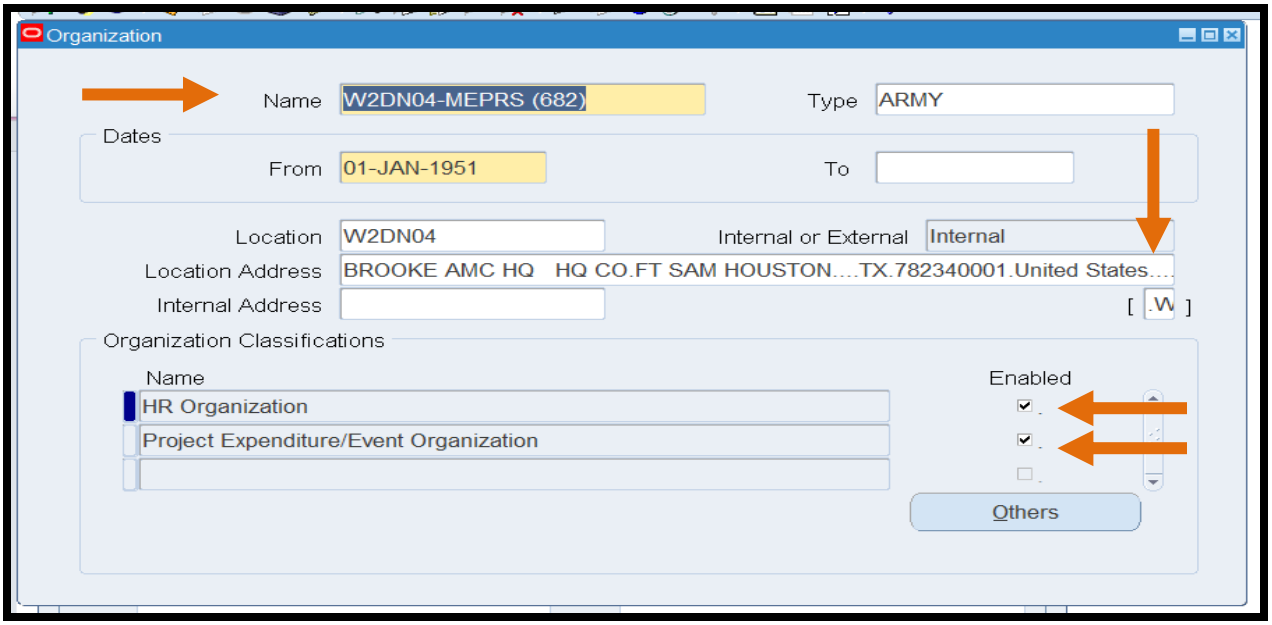


4. Click “Find (B)”



5. The “Organization” Main Page will open:

- The top half of the page contains the name and location of the Organization. The flex field contains the UIC for that Organization
- The bottom half of the page contains the Organization Classifications. Except for the Header Organization, all organizations will display “HR Organization” and “Project Expenditure/Event Organization” and the “Enabled” radio button corresponding to each classification will be checked
- Enabling “HR Organization” allows authorized personnel to enter funding data, a timecard approver, and displays the Organization in the Organization and Group list of values on the HR record’s assignment pageEnabling the “Project Expenditure/Event Organization” allows MTF assigned personnel to create a timecard
- Both the “HR Organization” and “Project Expenditure/Event Organization” are automatically enabled when the Manpower Programming and Execution System (MPES) feeds a new organization into DMHRSi



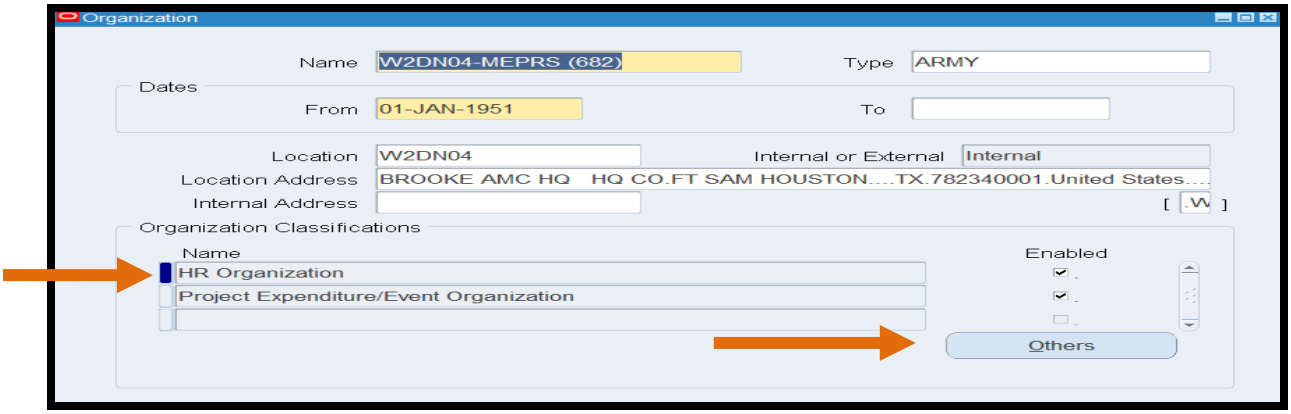
Modifying Organization Funding Data

Organization LCA Codes are the source for the values created in the EASIV output file for Non-Available time and Assigned FTEs. For Non-Available time, unless personnel are loaned to another MTF, the LCA Codes are pulled from the organization entered on the employee's People Group field (i.e., where they actually work). If loaned to another MTF, Non-Available time pulls from the Organization where the employee is assigned. For Assigned FTEs, the LCA Codes are pulled from the employee's Organization field (i.e. where they are assigned)

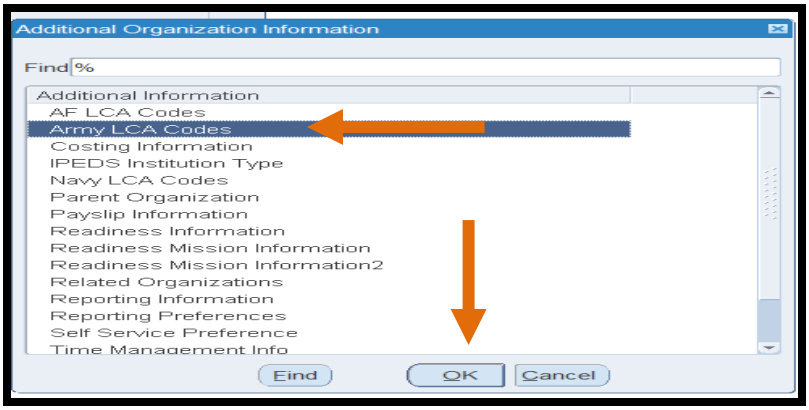
Organizational funding data for each Organization includes: DMIS ID, FCC, Service PEC, and Loaned Time FCC. This funding data is essential for the accurate costing of Organizational expenditures. Each year Army MEPRS Program Office (AMPO) provides updated FY funding data to the MTFs. The MTFs LCA Managers must ensure that the funding data for each organization is current and accurate

The MTFs LCA Manager MUST create a new Army LCA Codes Record and end-date the existing record to maintain a history of the changes in DMHRSi

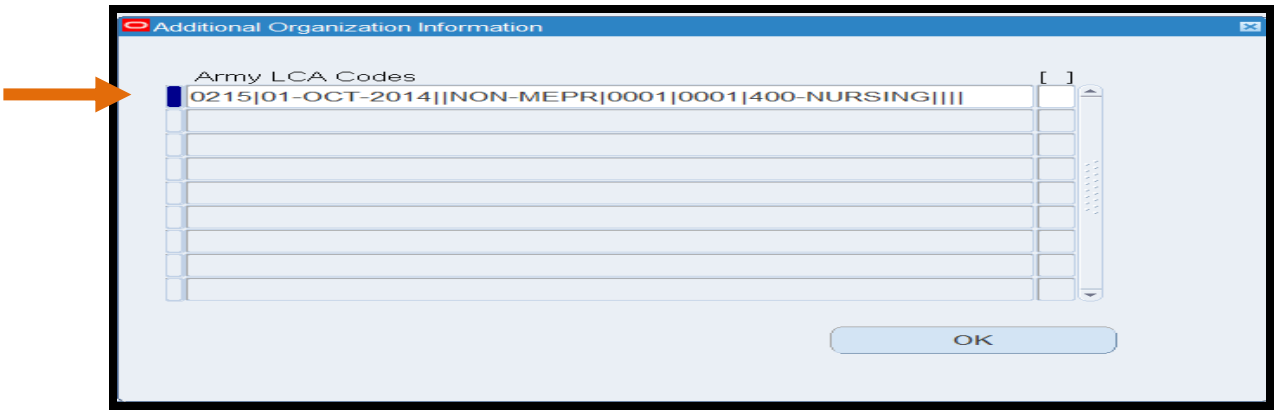
1. Click "HR Organization" under "Organization Classifications then click the "Others" button



2. Select "Army LCA Codes" then click "OK"



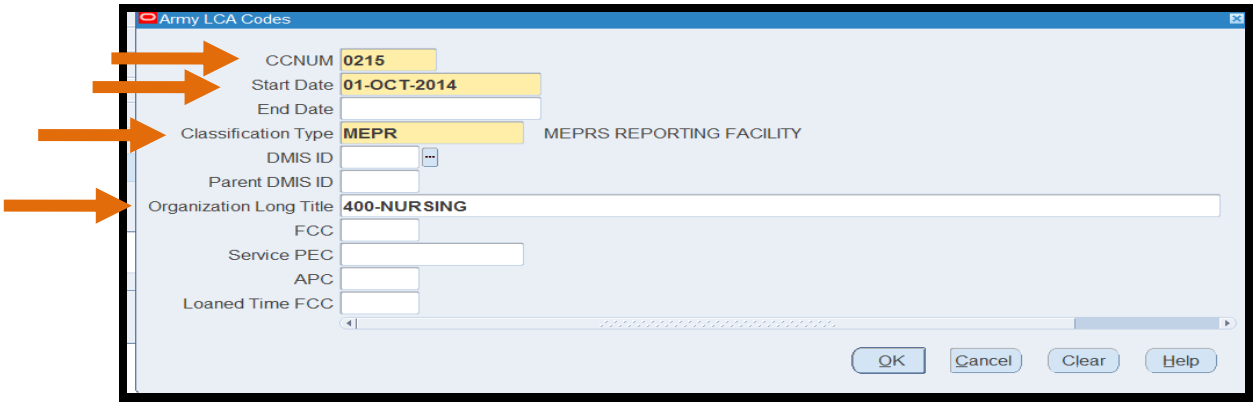
3. “Additional Organization Information” screen opens; click the LCA code line to open the “Army LCA Codes” screen



NOTE: *In most situations, users will need to add funding data to a new organization that was recently fed from MPES*

4. The “Army LCA Codes” screen opens

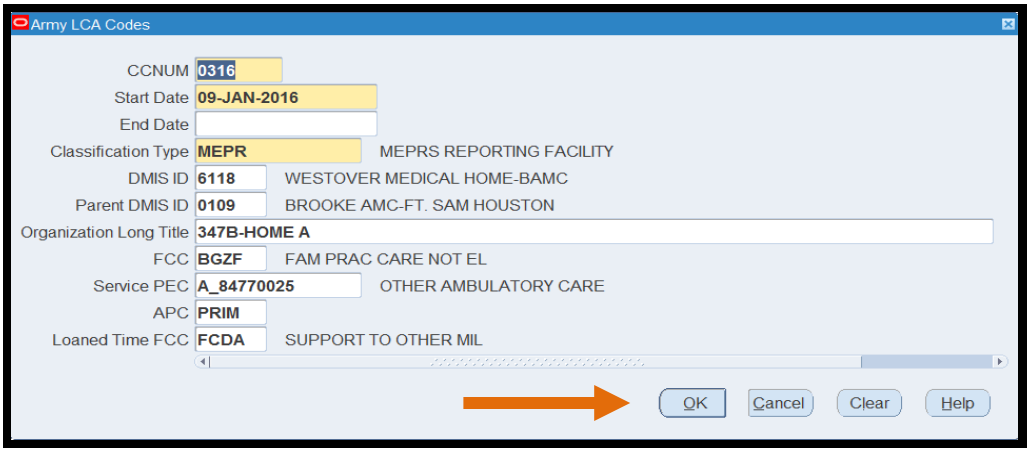
- MPES will load:
  - The current CCNUM
  - The Start Date
  - Classificaiton Type (defaults to MEPRS Reporting Facility)
  - Organization Long Title



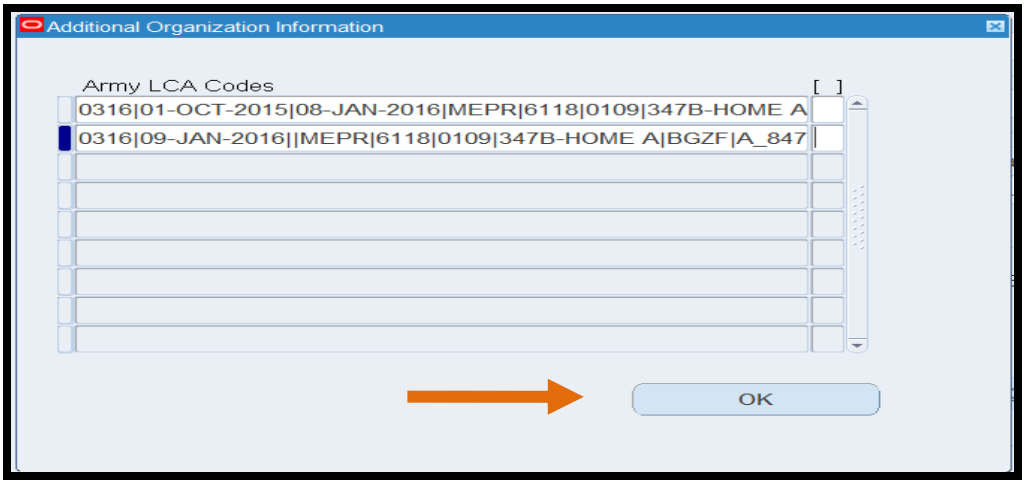
- For MEPRS Reporting orgnizations all of the data elements will need to be added to avoid null values in the EASIV output file
  - **<u>CCNUM</u>** – Verify the new “FY CCNUM” is used
  - **<u>Start Date</u>** – The “Start Date” of the organization (DD-MON-YYYY); will feed from MPES

- **End Date** – Leave the "End Date" blank unless you are end-dating a prior fiscal year LCA Codes record
- **Classification Type** – Fed in from MPES; verify it reflects "MEPR"
- **DMIS ID** – Add the Child DMIS ID associated with the organization
- **Parent DMIS ID** – DMIS ID of the parent organizaiton
- **Organization Long Title** – Leave as is. Add if missing
- **FCC** – The Functional Cost Code associated with the organizaiton
- **Service PEC** – Service Program Element Code associatied with the Orgnaization. Army Service PECs begin with "A"
- **APC** – Used only by the Army – Identifies the MTF Department the organizationfalls under
- **Loaned Time FCC** – Automatically populates on the EASIV Output File when personnel charge to another Project. This FCC should always be **"FCDA"** for "Medical" organizations and **"FCDD"** for "Ddental" organizations

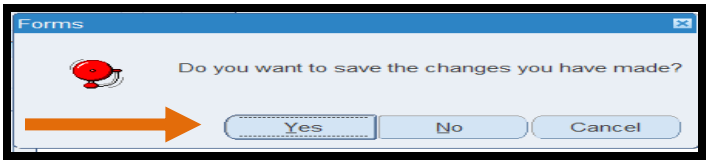
- Once all fields have been entered and verified select "OK"



5. The "Additional Organization Information" form displays the data; select "OK"



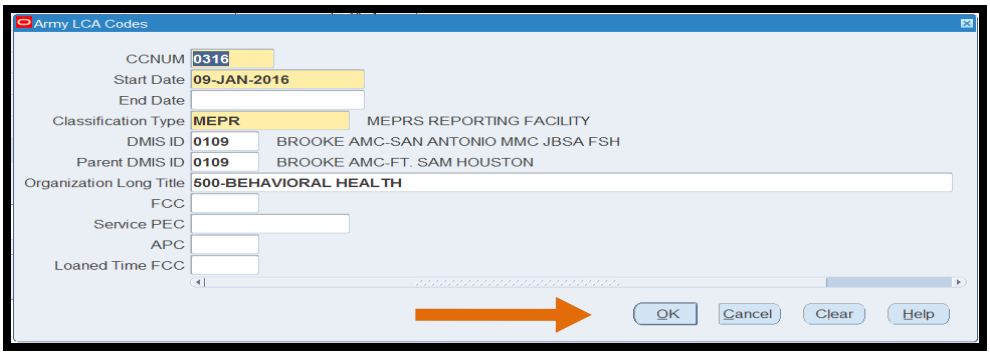
6. Select “Yes” to save your changes



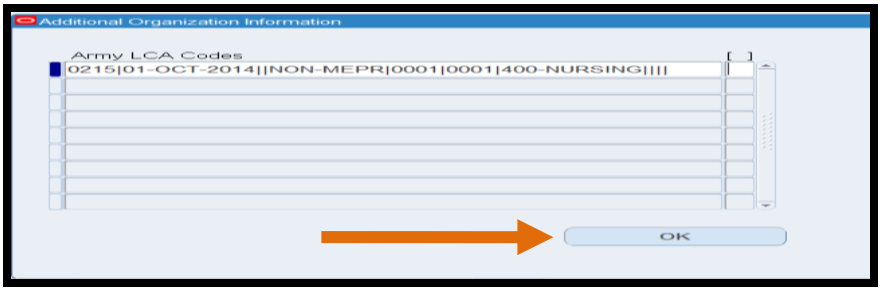
- For Non-MEPRS organizations

  - **CCNUM** – Should be the new FY CCNUM
  - **Start Date** – The “Start Date” of the organization (DD-MON-YYYY); will feed from MPES
  - **End Date** – Leave the “End Date” blank unless you are end-dating a prior fiscal year LCA Codes record
  - **Classification Type** – Feds from MPES; change to NON-MEPR
  - **DMIS ID** – Add the Child DMIS ID associated with the organization
  - **Parent DMIS ID** – DMIS ID of the parent organizaiton
  - **Organization Long Title** – Leave as is. Add if missing
  - **FCC** – Leave blank
  - **Service PEC** – Leave blank
  - **APC** – Leave blank
  - **Loaned Time FCC** – Leave blank

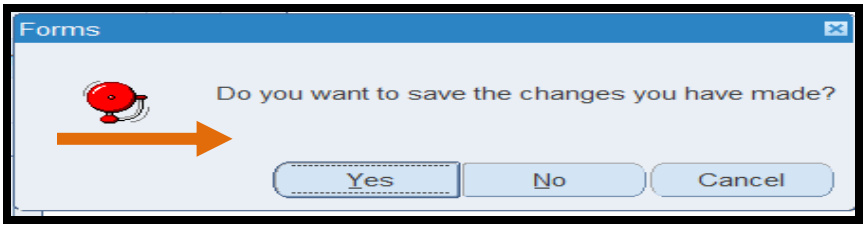
- Once all fields have been entered and verified select “Ok”



7. The “Additional Organization Information” form displays the data; select “OK”



8. Select “Yes” to save your changes



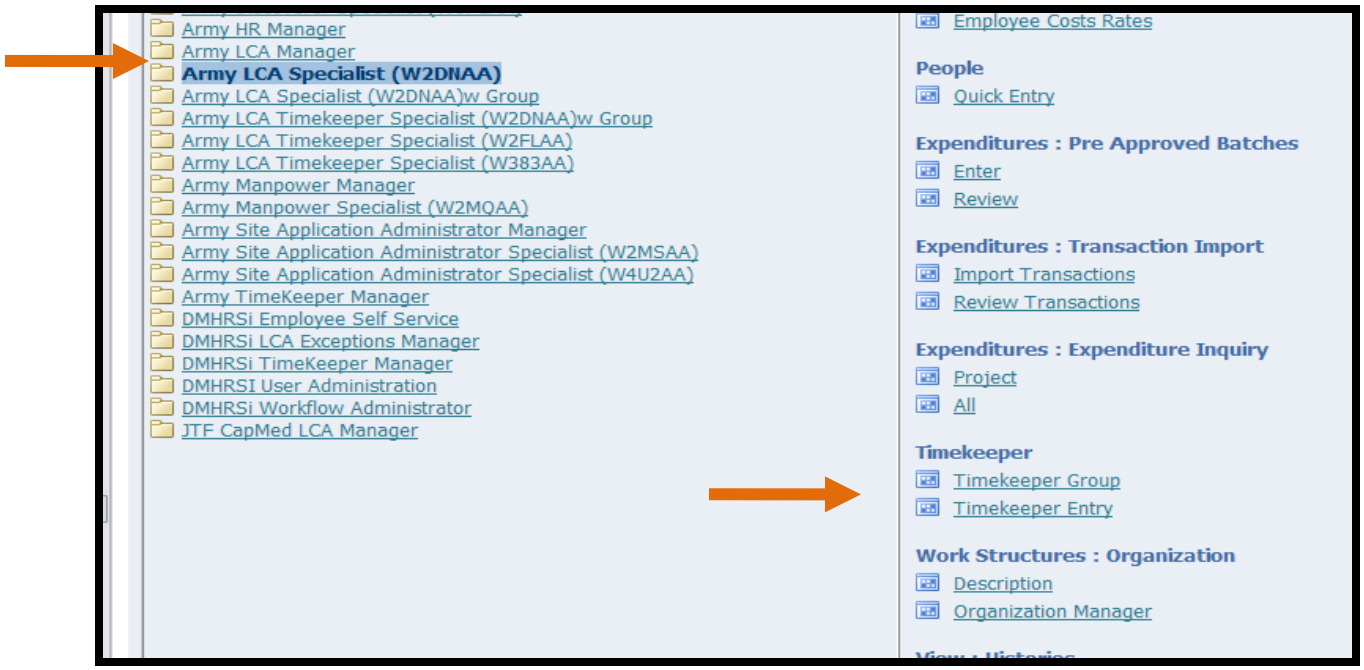
Modifying Timecard Approver for an Organization

Each organization must have one timecard approver assigned to the organization. Timecards in DMHRSi flow to the timecard approver for the organization listed in the employee’s People Group. Timecards will reject if an organization does not have a timecard approver. The **LCA Specialist** must ensure that Timecard Approvers for Organizations are always accurate

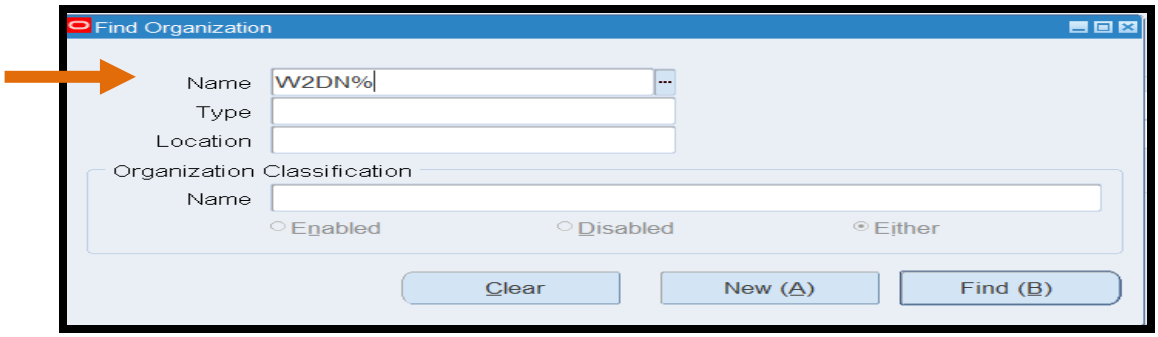
If a Timecard Approver is retiring or resigning their HR record will be terminated in DMHRSi. A new Timecard Approver must be assignto the organization prior to the termination of the HR record to maintain proper worklist flow notification. If you do not assign a new approver and the current approver has a terminated HR record when timecards are submitted, the timecards will get “lost” in the system and will not flow to the proper work list Notification

1. Log into DMHRSi using the ”Army LCA Specialist Role**”**

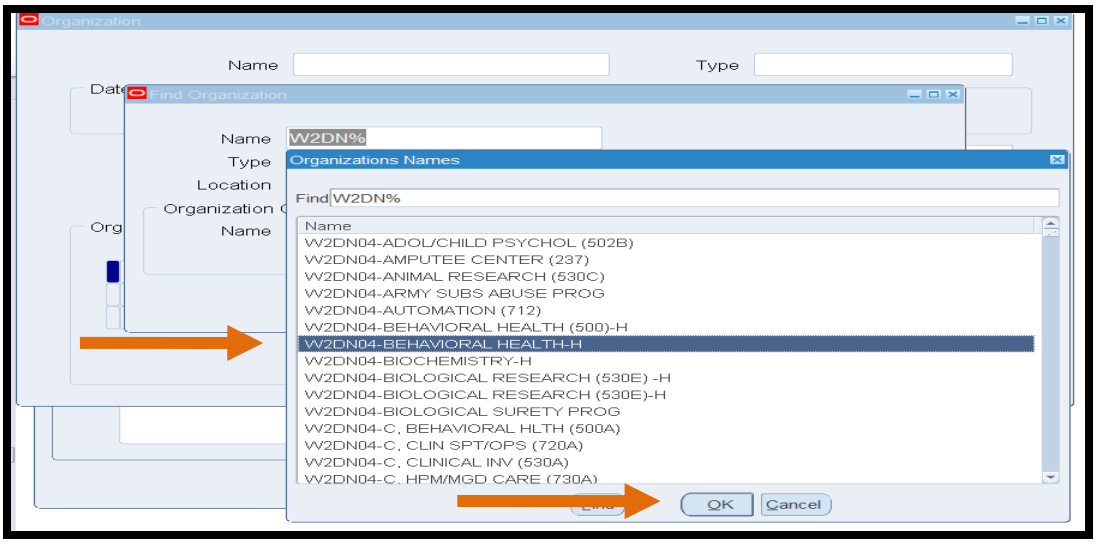
2. Select “Description” under “Work Structures: Organization”



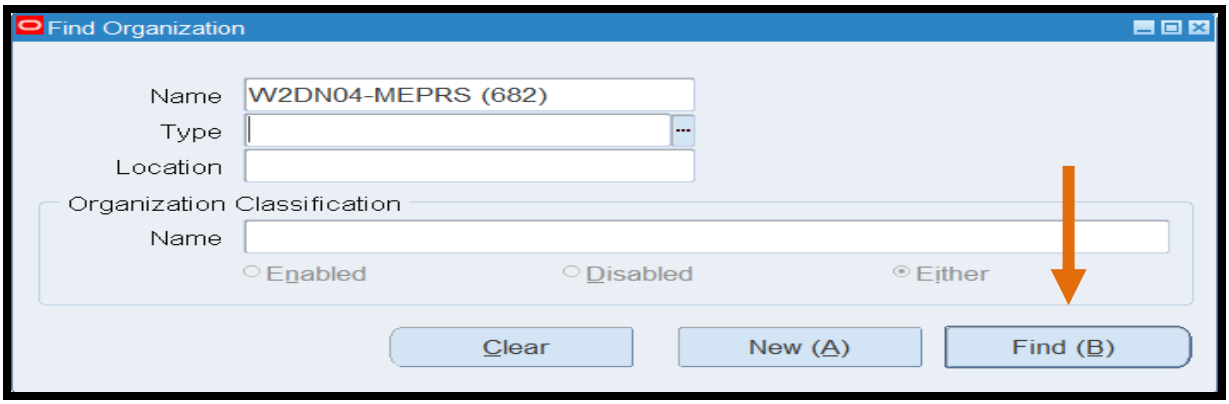
3. The “Find Organization” screen will open. Enter the organization name or partial name followed by % and click **[Tab]** button on your key board



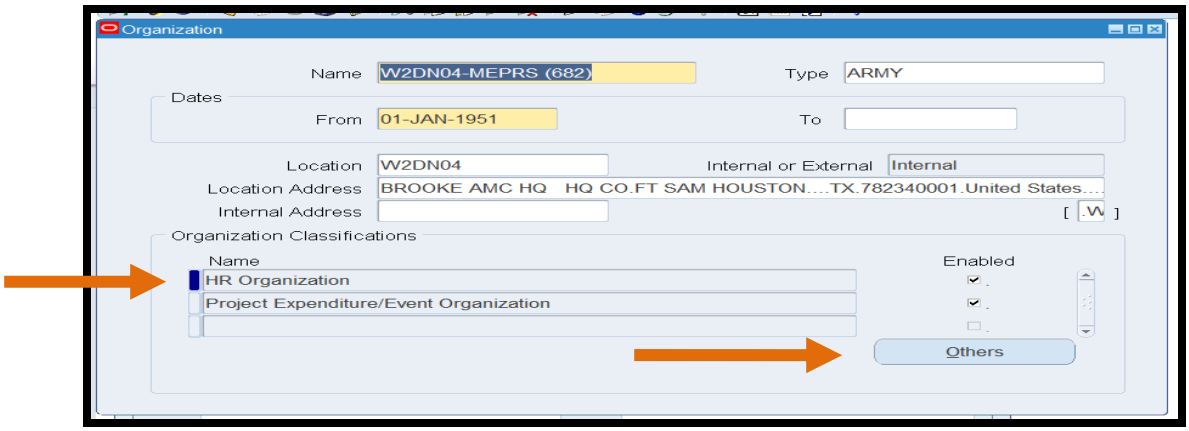
NOTE: *Entering partial organization names and % generates a list of organization; scroll through the list to find the organization and highlight the appropriate organization, then click “OK”*



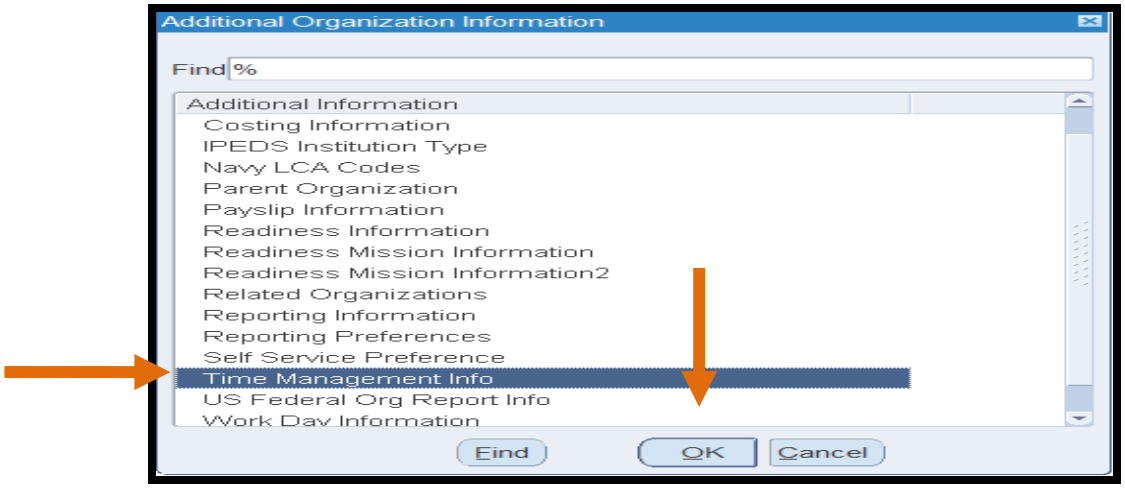
4. Click the “Find (B)” button



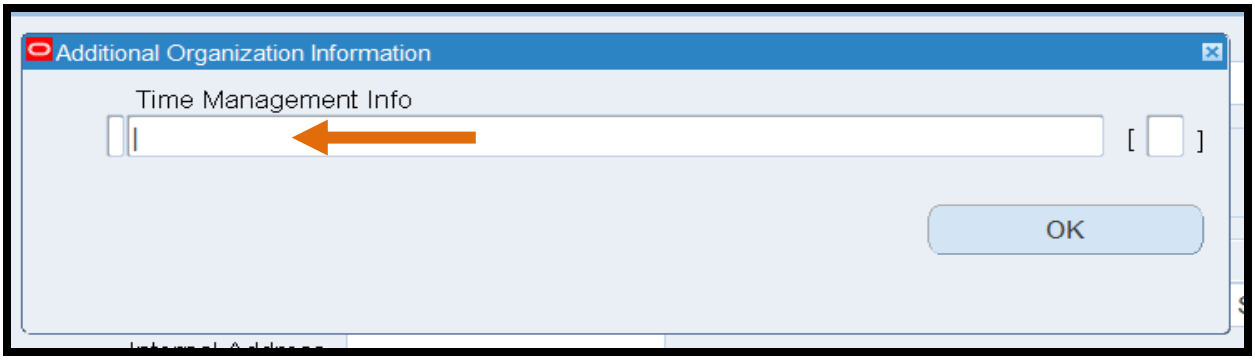
5. On the “Organization" screen ensure that “HR Organization” is highlighted, then select “Others”



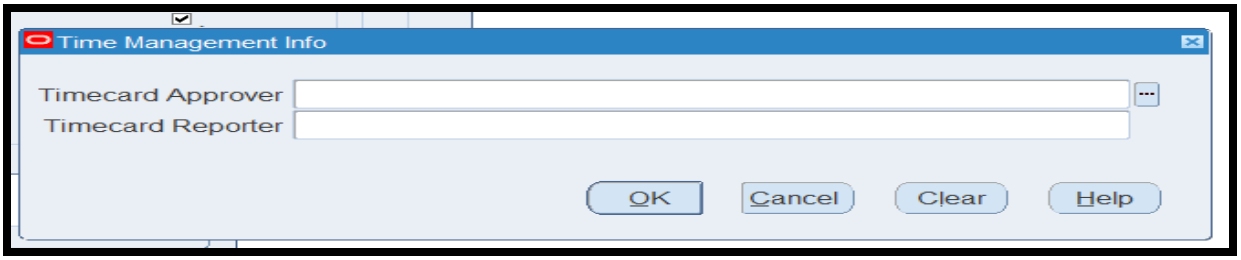
6. Select “Time Management Info” from the list of values to assign (or modify) the Timecard Approver for the organization; then click “OK”



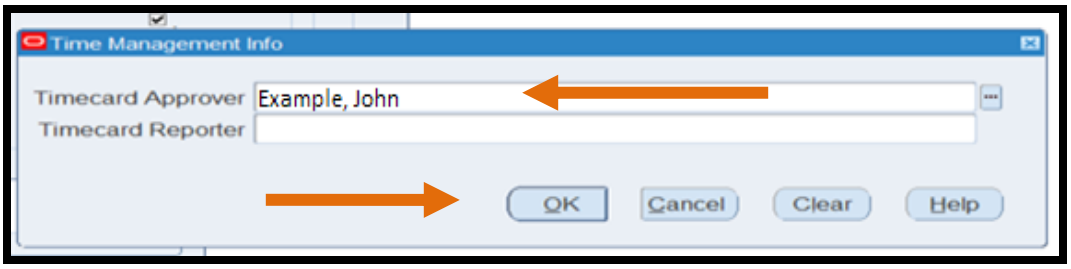
7. The “Additional Organization Information” screen opens. Click in the “Time Management Info” field



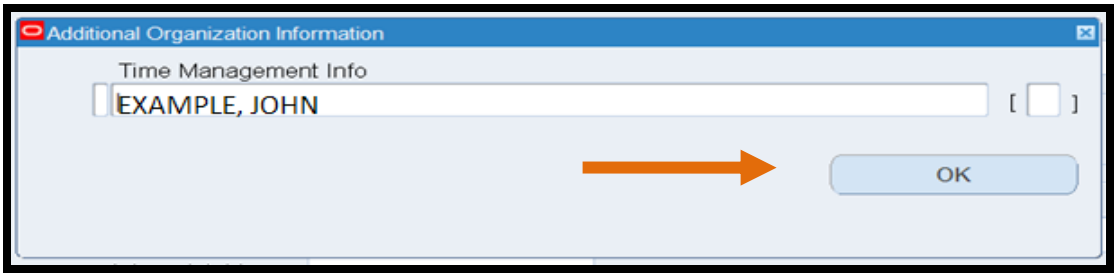
8. The “Time Management Info” screen opens



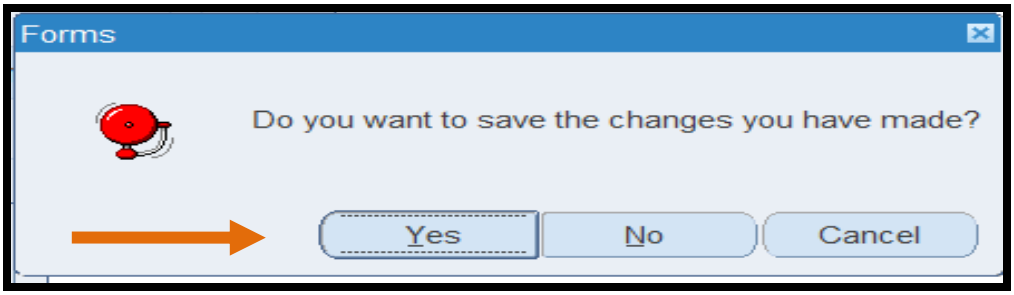
9. Enter the appropriate Timecard Approver in the “Timecard Approver” field. **Do not enter a Timecard Reporter.** Click on the “OK”



10. Select “OK”



11. Select “Yes” to save changes

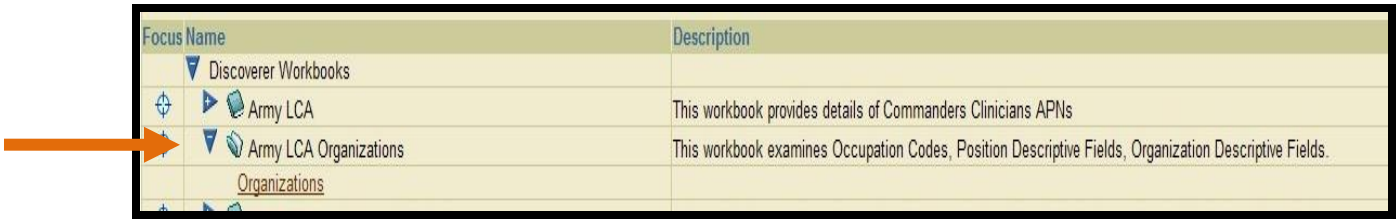


Army Organizations with LCA Codes Report

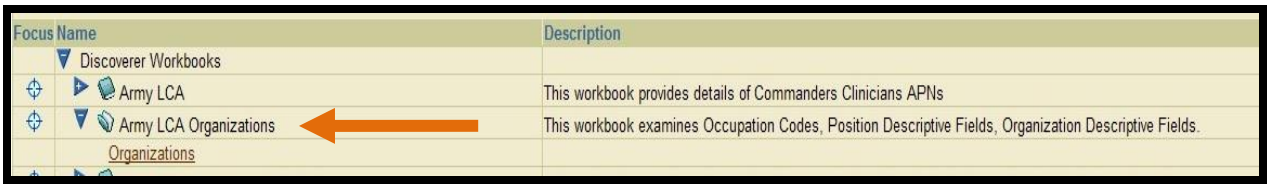
The Army Organizations with LCA Codes Report provides information on organizational data elements that are required to facilitate correct timecard flow, to capture hours, and costs during End-of-Month (EOM) Processing. This report displays the organizational funding data for each organization. At the beginning of each fiscal year MTF MEPRS Managers are required to review this report to validate funding data elements, such as MEPRS codes that have been deactivated, which will cause expenditures to flow to deactivated MEPRS codes that result in processing errors. The Army Organizations with LCA report should be run in Discoverer Viewer at the beginning of each FY and periodically throughout the year to ensure the data is correct

1. Log into Discoverer Viewer using the "Army LCA Manager Role" connection

2. Click the blue triangale by "Army LCA Organizations "

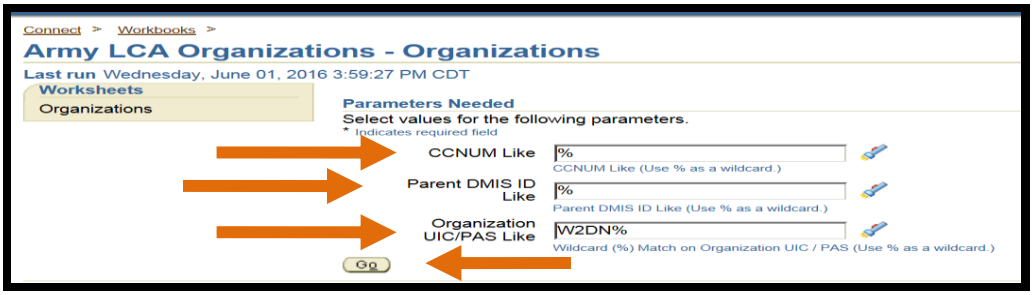


3. Select "Organizations" link to open the parameters page

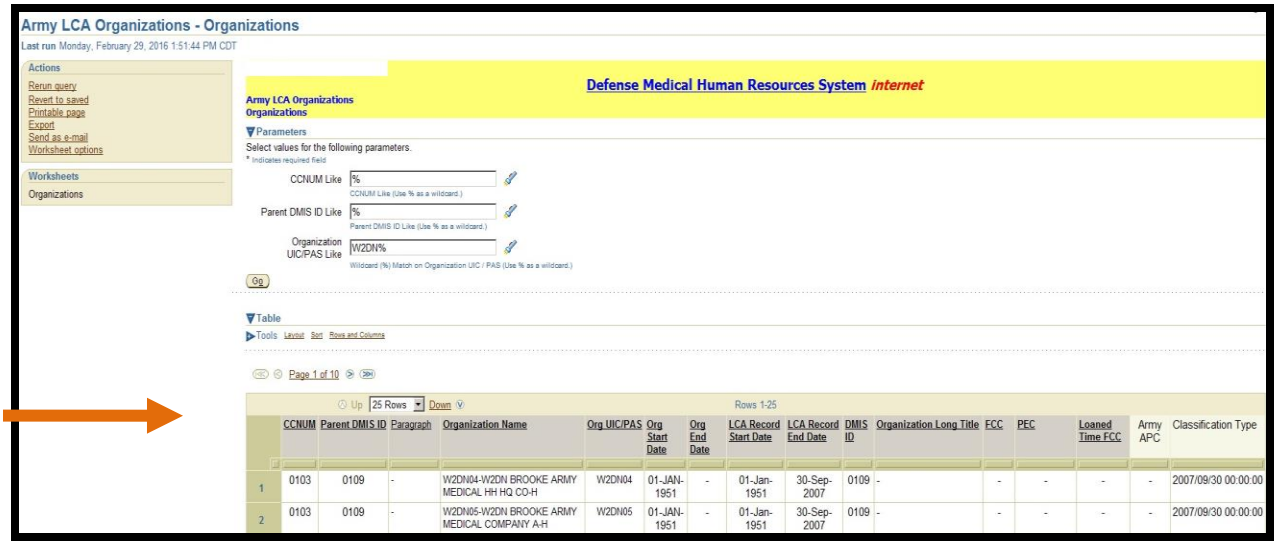


4. Enter the Parameter:

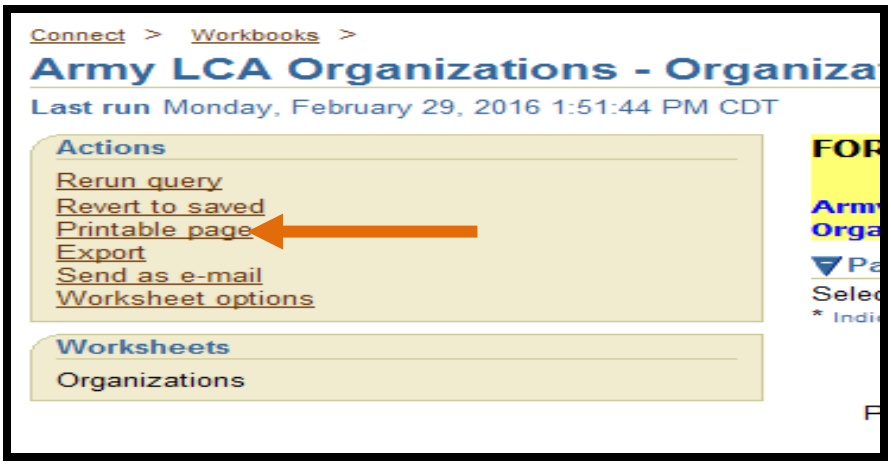
- CCNUM Like: enter %
- Parent DMIS ID Like: enter %
- Organization UIC/PAS Like: enter the first 4 letters of the MTFs UIC followed by a "%" (i.e. W2DN%)
- Click "Go"



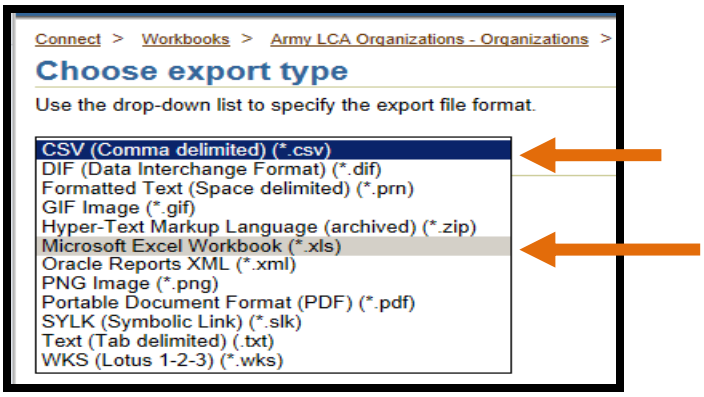
5. Upon completion, export the report to an Excel file



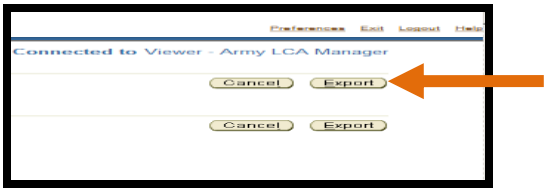
6. Select "Export"



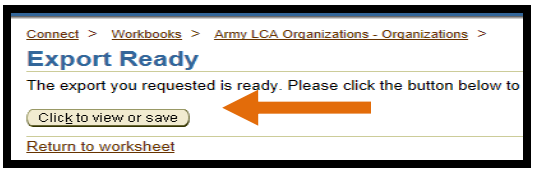
7. Click the drop-down arrow and select "Microsoft Excel Workbook (*.XLS)"



8. Select “Export”



9. Select “Click to view or save”



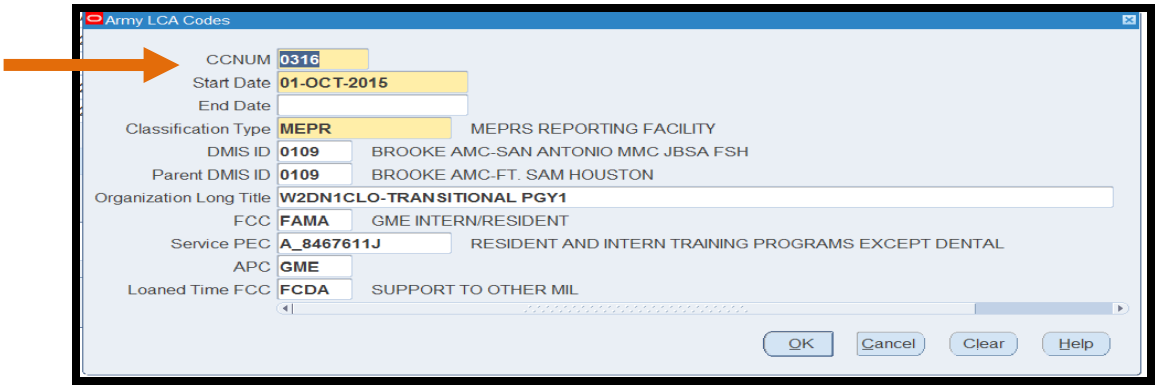
10. The “Organization” report will open in Excel. Click on “File” then “Save As” to save the report in the desired location

CCNUM	Parent DMIS ID	Paragraph	Organization Name	Org UIC/PAS	Org Start Date	Org End Date	LCA Record Start Date	LCA Record End Date	DMIS ID	Organization Long Title	FCC	PEC	Loaned Time FCC	Army APC	Classification Type
0103	0109	-	W2DN04-W2DN BROOKE ARMY MEDICAL HH HQ CO-H	W2DN04	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00
0103	0109	-	W2DN05-W2DN BROOKE ARMY MEDICAL COMPANY A-H	W2DN05	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00
0103	0109	-	W2DN06-W2DN BROOKE ARMY MEDICAL COMPAY B-H	W2DN06	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00
0103	0109	-	W2DN07-W2DN BROOKE ARMY MEDICAL COMPANY C-H	W2DN07	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00
0103	0109	-	W2DN1C-W2DN BROOKE AMC STU CO D-H	W2DN1C	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	0	-	-	-	-	2007/09/30 00:00:00
0103	0109	-	W2DNAA-BROOKE ARMY MEDICAL CENTER-H	W2DNAA	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00
0207	0109	W2DN04LO	W2DN04LO-AEGD	W2DN04	01-Oct-2006	01-Jan-2009	29-Apr-2007	30-Sep-2007	7323	W2DN04LO-AEGD	FANA	A_8467611P	FCDA	DENT	2007/09/30 00:00:00
0210	0109	001	W2DN04-OFC OF THE COMMANDER (001)-H	W2DN04	01-Jan-1951	-	01-Oct-2009	30-Sep-2010	0109	001-OFC OF THE COMMANDER	EBAA	A_84770051	FCDA	CMDR	2010/09/30 00:00:00
0210	0109	010	W2DN04-STAFF OFFICES-H	W2DN04	01-Jan-1951	-	01-Oct-2009	30-Sep-2010	0109	010-STAFF	-	-	-	-	2010/09/30 00:00:00

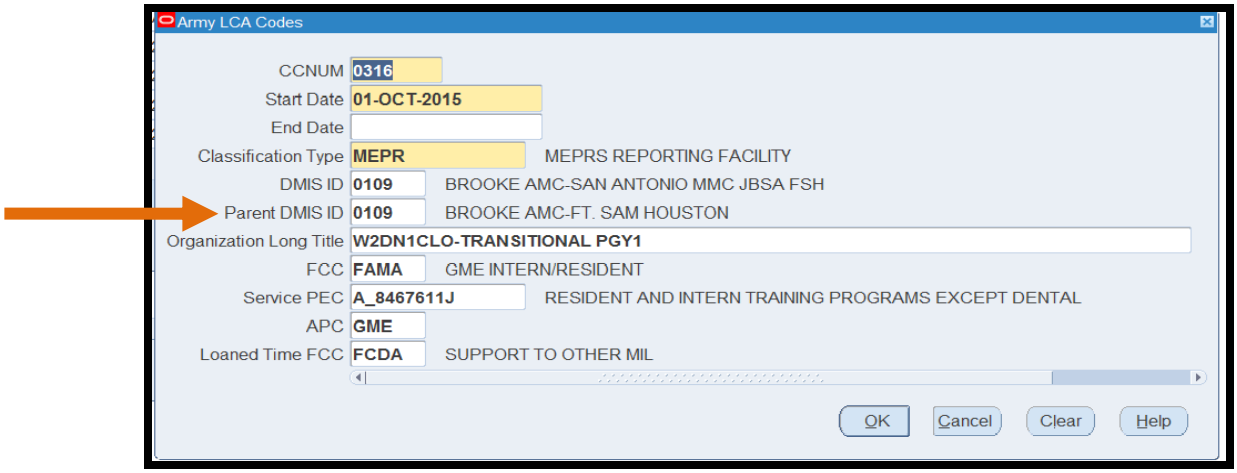
The Army LCA Organizations: Organizations Report Column Headings

CCNUM	Parent DMIS ID	Paragraph	Organization Name	Org UIC/PAS	Org Start Date	Org End Date	LCA Record Start Date	LCA Record End Date	DMIS ID	Organization Long Title	FCC	PEC	Loaned Time FCC	Army APC	Classification Type
0103	0109	-	W2DN04-W2DN BROOKE ARMY	W2DN04	01-Jan-1951	-	01-Jan-1951	30-Sep-2007	0109	-	-	-	-	-	2007/09/30 00:00:00

<u>Army CCNUM</u>: Displays all of the CCNUM’s (fiscal years) that the organization has been active

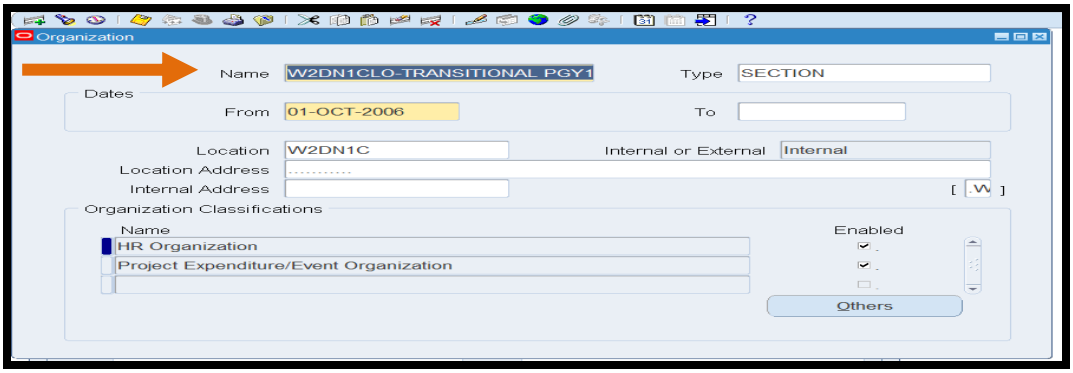


Parent DMIS ID: Displays the Parent DMIS ID for the organization

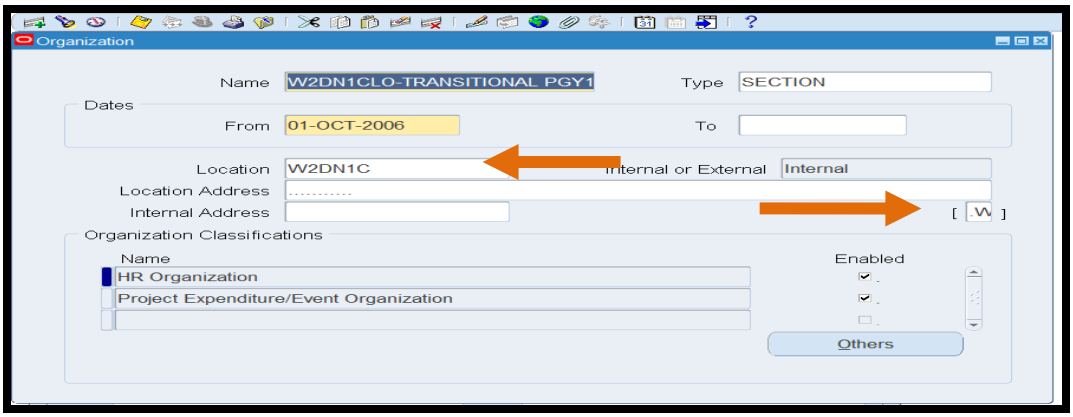


Paragraph: Not used

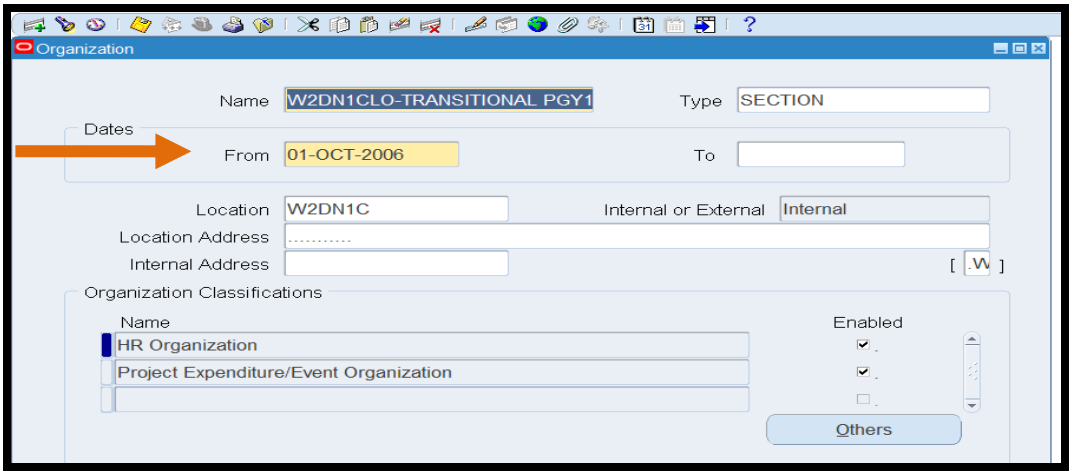
Organization Name: Displays the name of each organization - consists of the MTFs UIC, Name, and Paragraph Number that is listed on the TDA. Local Organizations are identified with an LO after the UIC (e.g. W2DN07LO)



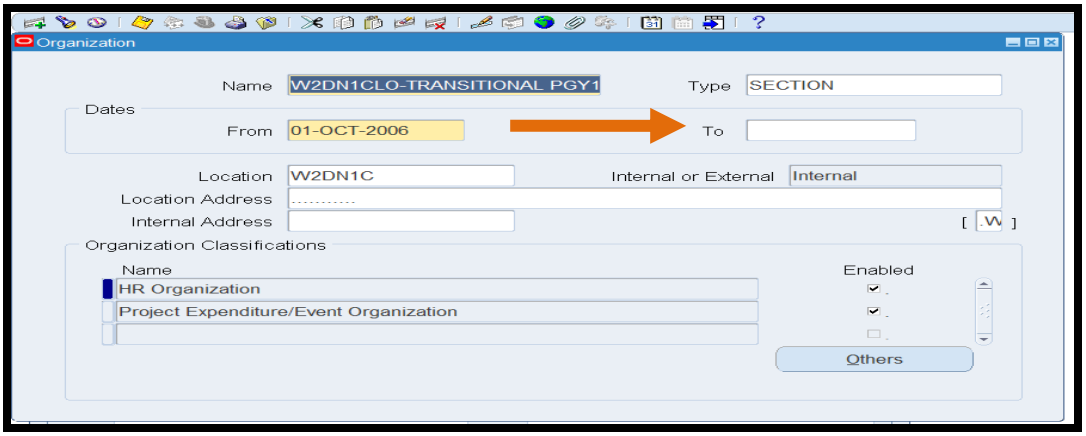
Org Org UIC or PAS: Displays UIC Code for the Organization



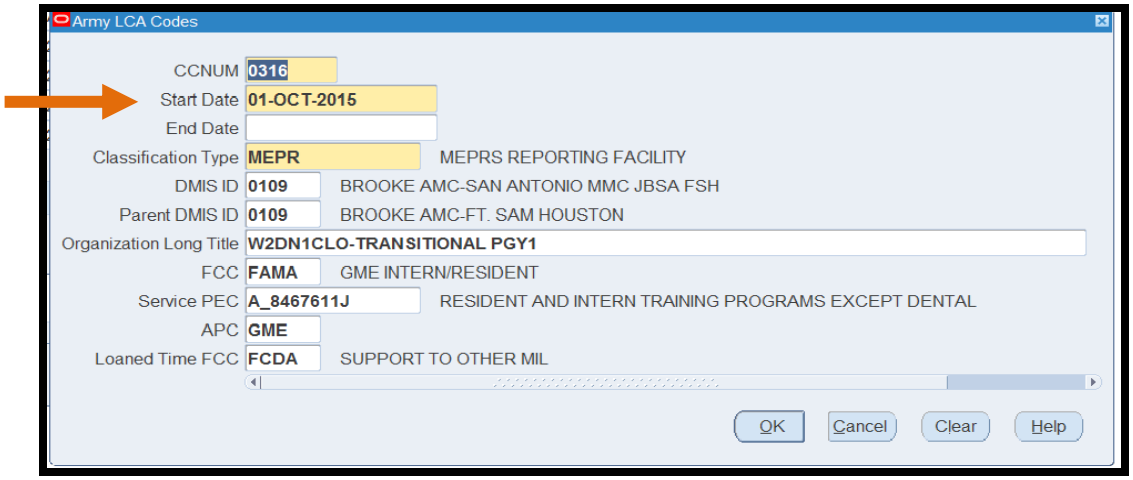
Org Start Date : Date organization was created



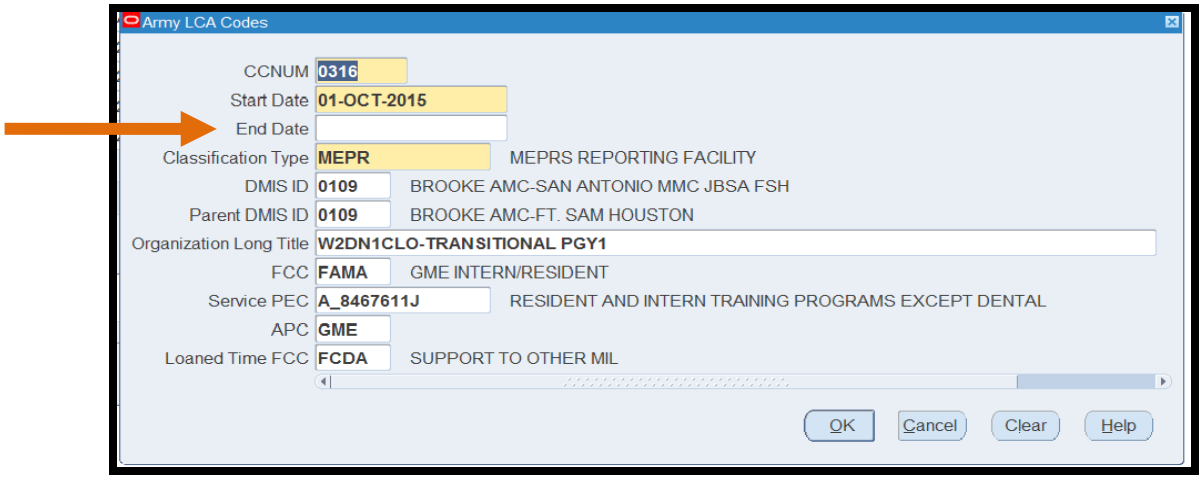
Org End Date : Date Organization end dated



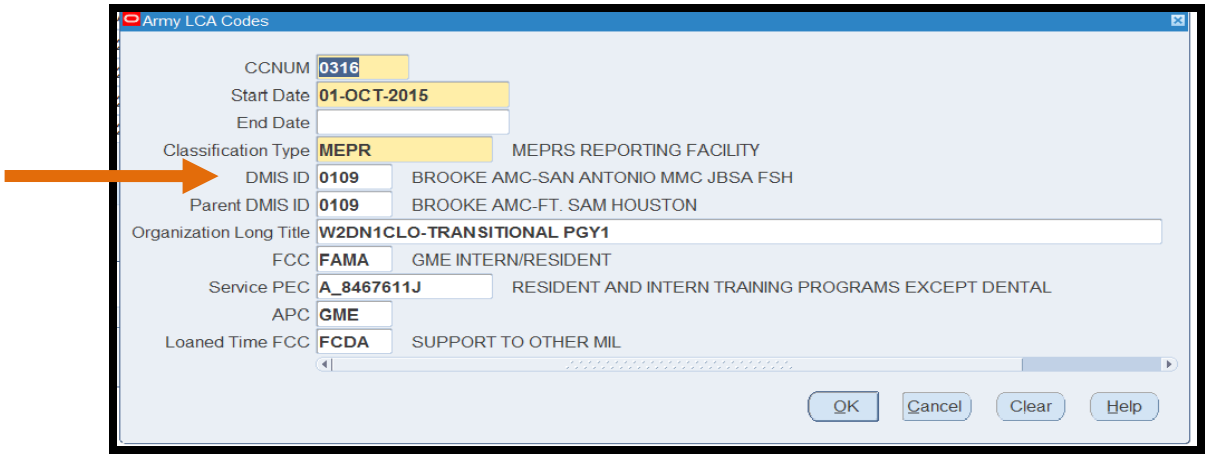
LCA Record Start Date: Displays the start date for selected LCA Codes



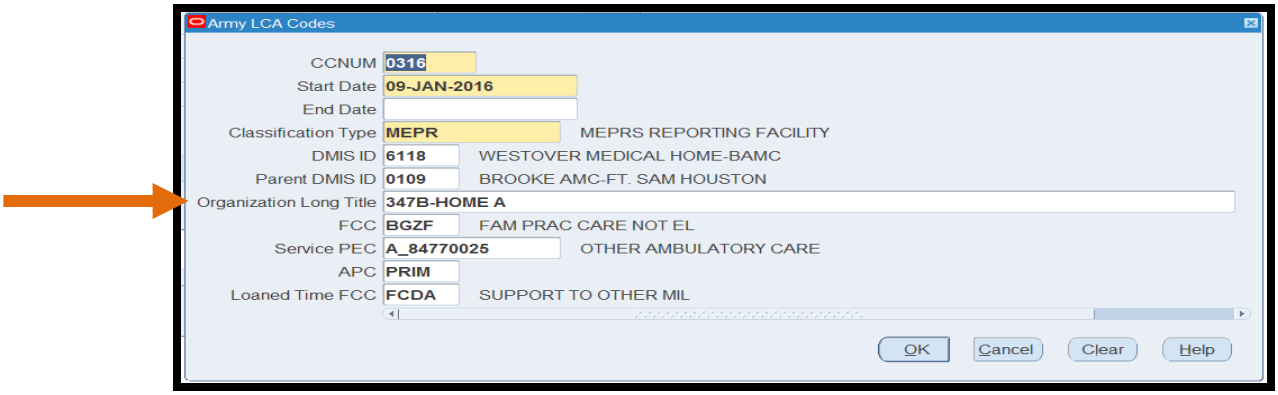
LCA Record End Date: Displays the end date for selected LCA Codes



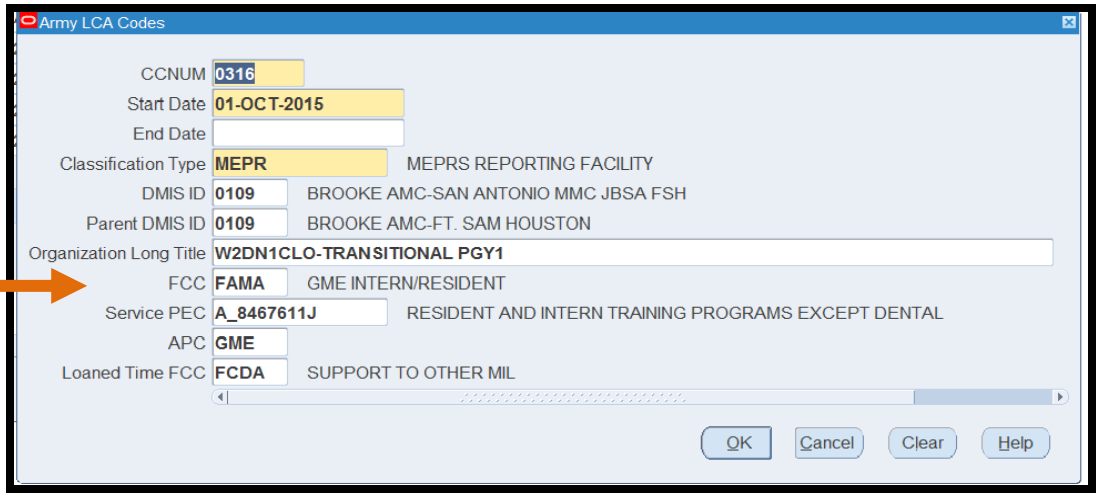
DMIS ID: Displays Child DMIS ID for the organization



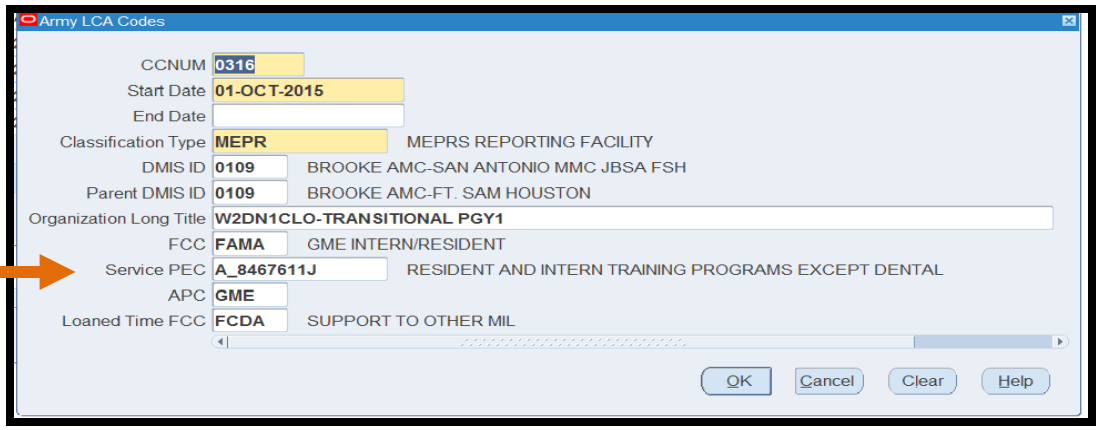
Organization Long Title: Displays organizations long title that should match the Organizaiton name minus the UIC (e.g. Organization Name is W2DN02-HOME A (347B) and Organization Long Title is 347B-HOME A)



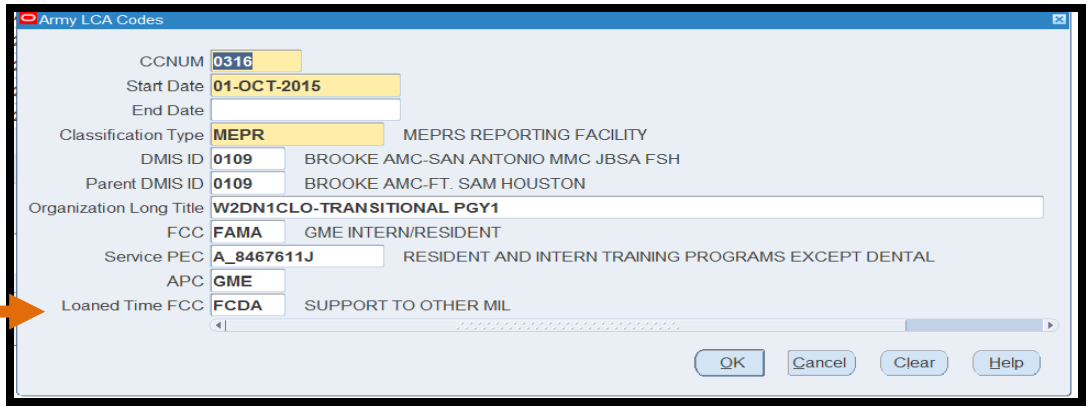
FCC: Displays the FCC for the organization



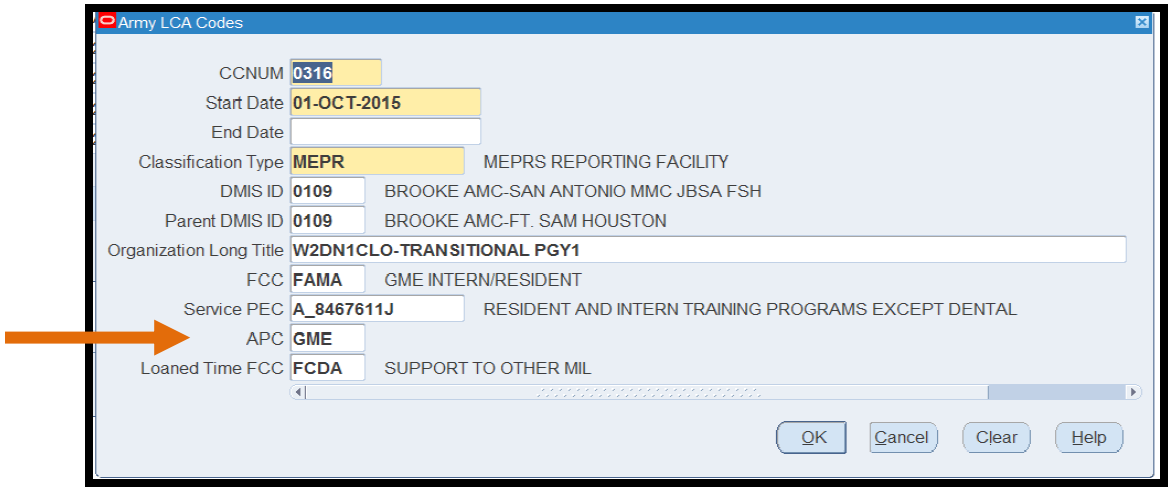
PEC: Displays the PEC for the organization



Loaned Time FCC: Displays Loaned Time FCC for each organization. This should always be "FCDA" for Medical and "FCDD" for Dental



Army APC: Displays MTF Department the selected Orgnaization falls under



Classification Type: Not used

Section 3: Projects and Tasks

Projects and Tasks

MEPRS establishes uniform healthcare cost management guidelines for the DoD MHS. Project and Task templates have been established by the MEPRS Management Improvement Group (MMIG) to ensure compliance through the establishment of common expense classifications by work center, consistent cost assignment methodology, and uniform reporting of personnel utilization data

Project: a project is comprised of all of the tasks grouped by Parent DMIS ID. The project number is a seven-digit number that is automatically generated by DMHRSi when the project is created. Each fiscal year a new project is created for each of the facilities . The reason a new project has to be created every year is that each FY must have a start and end date

The project name is composed of the Parent DMIS ID, FY, and Facility Name, for example 0086_2008_KELLER ACH

Each project has a group of tasks for non-available time (four for military use and four for civilian use) and available time task that are for each work/cost center that a command may use

Tasks: Each task has a Task Service Type that is used by the application to determine what type of time it is (Available vs Non-Available)

- There is only one Task Service Type for Available Time – Available
- There are five Non-Available Task Service Types (see Table below) that are used to determine which the non-available type the expenditure is and how the application will determine which of the three non-available types the expenditures are included in the EAS Output File

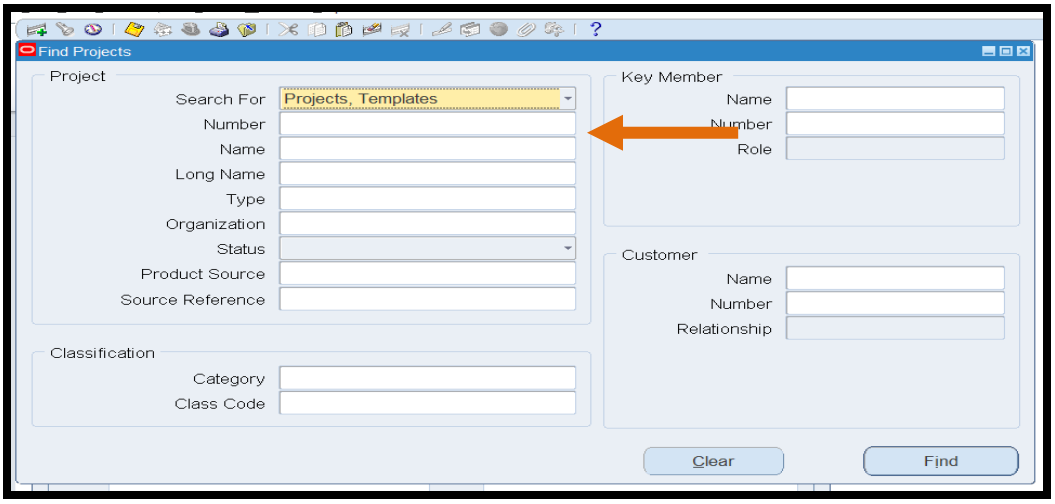
DMHRSi Task Service Type	EAS Output File Category
NON-AVAILALBE-COMP TIME TAKEN	NON-AVAILABLE LEAVE
NON-AVAILABLE-OTHER	NON-AVAILABLE OTHER
NON-AVAILABLE-PAID LEAVE	NON-AVAILABLE LEAVE
NON-AVAILABLE-SICK LEAVE	NON-AVAILABLE SICK LEAVE
NON-AVAILABLE-UNPAID LEAVE	NON-AVAILABLE LEAVE

- Task numbers for available tasks consists of the FCC and DMIS ID. If there is more than one task for the same FCC (i.e. FCC DAAA; each additional task is then incremented DAAA_1; DAAA_2; DAAA_3, etc., as task numbers must be unique for each task
- Available tasks consists of FCC, Service PEC, DMIS ID, UIC, and APC (Department Code). Time charged to non-available tasks will use the data elements associated with the People Group or Organization on the assignment screen

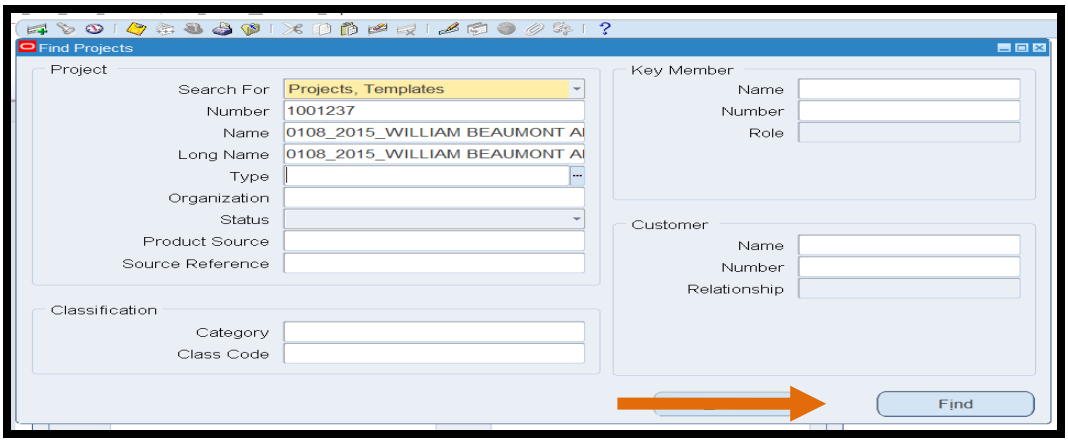
How to view a MEPRS Code/FCC and Task Details

1. Select “Project” under “Army LCA Manager”

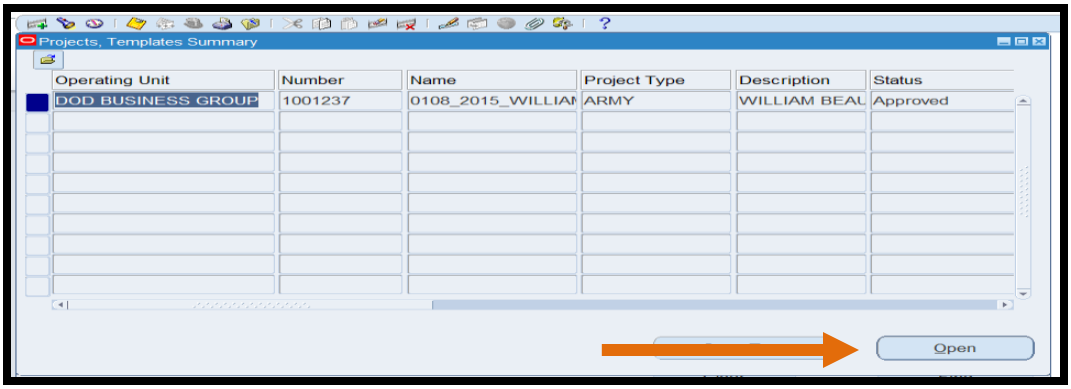
2. In the “Number” field, enter the “Project Number” and then press **[Tab]**



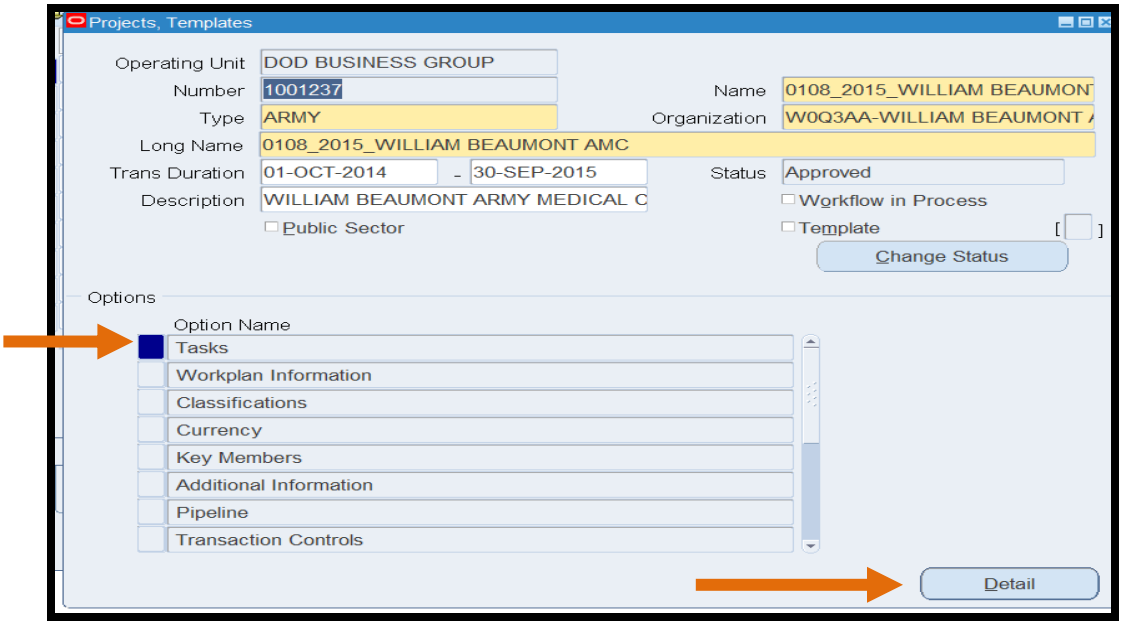
3. Select “Find” to open “**Projects**” form



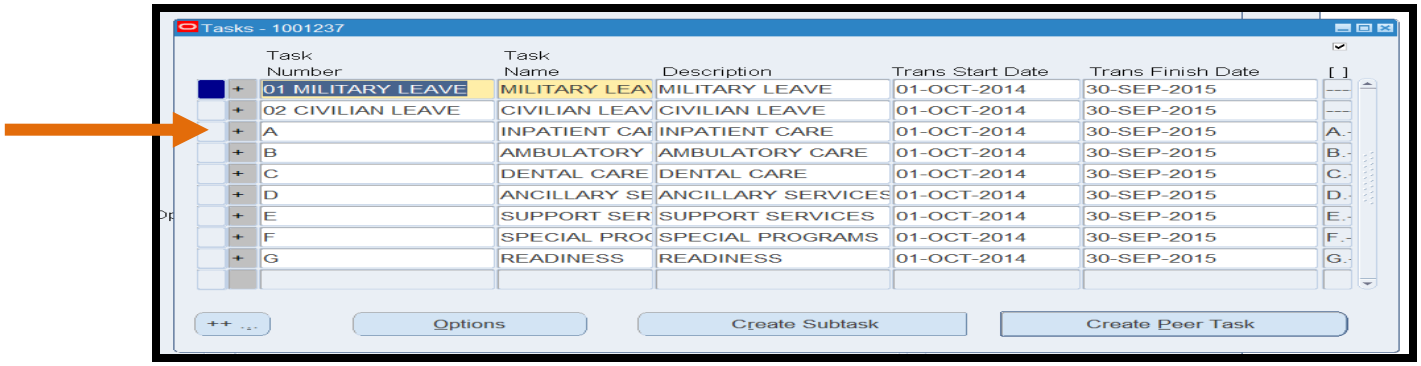
4. Select “Open”



5. Place the cursor on the Tasks line then click “Details”



6. Select the [+] to the left of the appropriate 1st then 2nd then 3rd level Tasks (i.e., select the plus next to A, then AA, then AAA)



Tasks - 1001237

Task Number	Task Name	Description	Trans Start Date	Trans Finish Date	[ ]
02 CIVILIAN LEAVE	CIVILIAN LEAV	CIVILIAN LEAVE	01-OCT-2014	30-SEP-2015	---
A	INPATIENT CAI	INPATIENT CARE	01-OCT-2014	30-SEP-2015	A.-
AA	MEDICAL CARI	MEDICAL CARE	01-OCT-2014	30-SEP-2015	AA
AB	SURGICAL CAI	SURGICAL CARE	01-OCT-2014	30-SEP-2015	AE
AC	OBSTETRICAL	OBSTETRICAL AND GY	01-OCT-2014	30-SEP-2015	AC
AD	PEDIATRIC CA	PEDIATRIC CARE	01-OCT-2014	30-SEP-2015	AD
AE	ORTHOPEDIC (	ORTHOPEDIC CARE	01-OCT-2014	30-SEP-2015	AE
AF	PSYCHIATRIC	PSYCHIATRIC CARE	01-OCT-2014	30-SEP-2015	AF
AG	FAMILY PRACT	FAMILY PRACTICE CA	01-OCT-2014	30-SEP-2015	AG
AZ	EXTENDED CA	EXTENDED CARE SER	01-OCT-2014	30-SEP-2015	AZ

++ Options Create Subtask Create Peer Task

Tasks - 1001237

Task Number	Task Name	Description	Trans Start Date	Trans Finish Date	[ ]
AA	MEDICAL CARI	MEDICAL CARE	01-OCT-2014	30-SEP-2015	AA
AAA	INTERNAL MEI	INTERNAL MEDICINE	01-OCT-2014	30-SEP-2015	AA
AAB	CARDIOLOGY	CARDIOLOGY	01-OCT-2014	30-SEP-2015	AA
AAD	DERMATOLOG	DERMATOLOGY	01-OCT-2014	30-SEP-2015	AA
AAE	ENDOCRINOLC	ENDOCRINOLOGY	01-OCT-2014	30-SEP-2015	AA
AAF	GASTROENTEI	GASTROENTEROLOGY	01-OCT-2014	30-SEP-2015	AA
AAG	HEMATOLOGY	HEMATOLOGY	01-OCT-2014	30-SEP-2015	AA
AAI	NEPHROLOGY	NEPHROLOGY	01-OCT-2014	30-SEP-2015	AA
AAJ	NEUROLOGY	NEUROLOGY	01-OCT-2014	30-SEP-2015	AA
AAK	ONCOLOGY	ONCOLOGY	01-OCT-2014	30-SEP-2015	AA

++ Options Create Subtask Create Peer Task

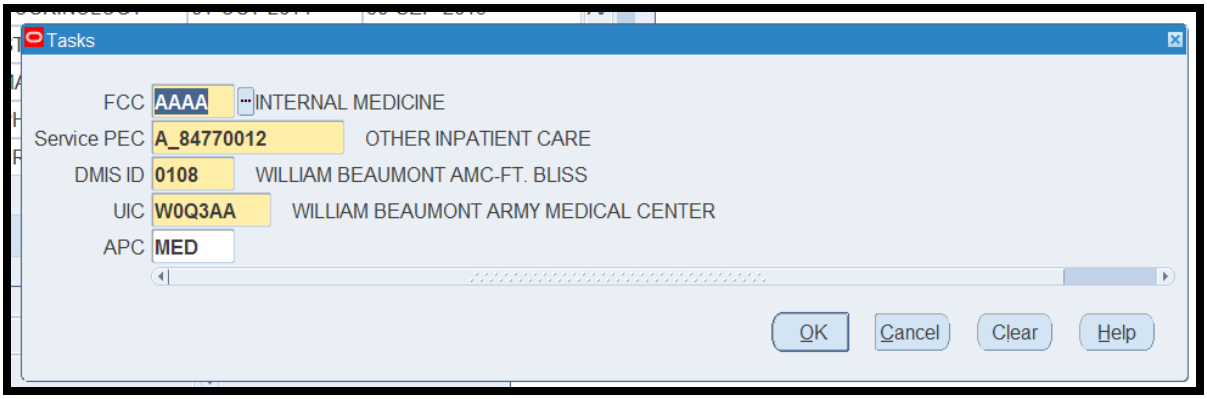
8. Click in the field at the very end of the row to open the Task Details or “Tab” to the end of the row to open the “Tasks” screen

Tasks - 1001237

Task Number	Task Name	Description	Trans Start Date	Trans Finish Date	[ ]
AA	MEDICAL CARI	MEDICAL CARE	01-OCT-2014	30-SEP-2015	AA
AAA	INTERNAL MEI	INTERNAL MEDICINE	01-OCT-2014	30-SEP-2015	AA
AAAA_0108	INTERNAL MEI	INTERNAL MEDICINE I	01-OCT-2014	30-SEP-2015	AA
AAB	CARDIOLOGY	CARDIOLOGY	01-OCT-2014	30-SEP-2015	AA
AAD	DERMATOLOG	DERMATOLOGY	01-OCT-2014	30-SEP-2015	AA
AAE	ENDOCRINOLC	ENDOCRINOLOGY	01-OCT-2014	30-SEP-2015	AA
AAF	GASTROENTEI	GASTROENTEROLOGY	01-OCT-2014	30-SEP-2015	AA
AAG	HEMATOLOGY	HEMATOLOGY	01-OCT-2014	30-SEP-2015	AA
AAI	NEPHROLOGY	NEPHROLOGY	01-OCT-2014	30-SEP-2015	AA
AAJ	NEUROLOGY	NEUROLOGY	01-OCT-2014	30-SEP-2015	AA

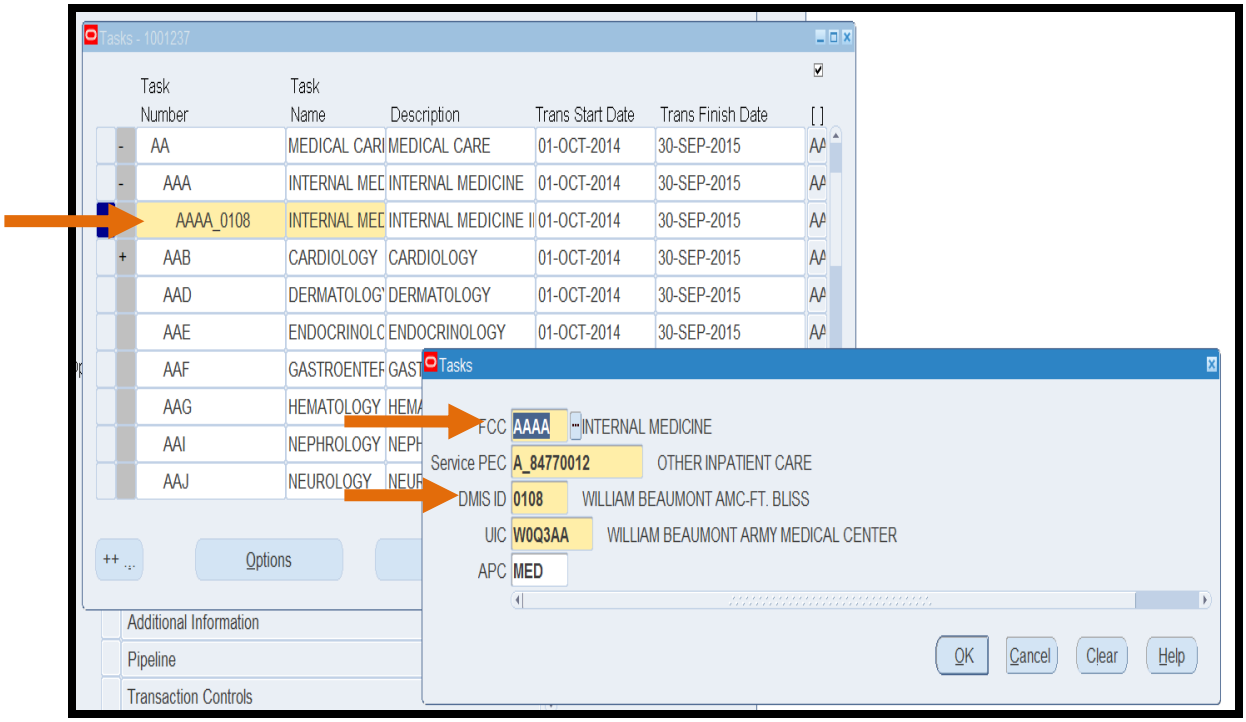
++ Options Create Subtask Create Peer Task

9. “Tasks” screen opens



- There must be an **FCC**, **Service PEC**, **DMIS ID**, and **UIC** associated with every 4th level MEPRS Code
- **APC** is only used by the Army. Enter an **APC** when available; this field does not impact the Output File

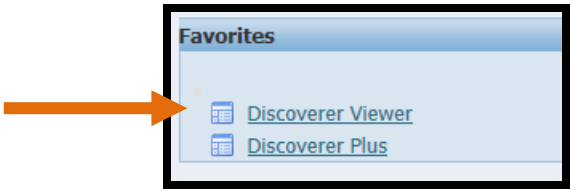
NOTE: *The FCC and DMIS ID on this window must match the task number on the previous window. When personnel select, for example AAAA_DMIS on their timecard, the FCC on this window pulls into the Output File*



PROJECT-TASKS WITH TASK DESCRIPTION Report

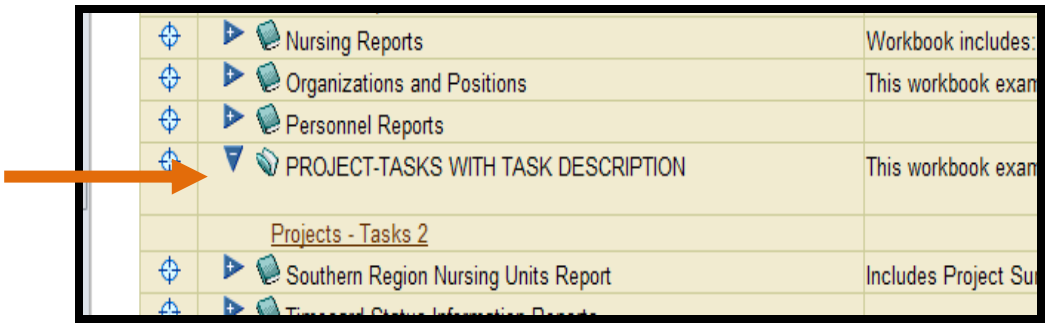
The Army-Projects-Tasks Report provides information on MEPRS codes that are included in the organization's FY project. This report identifies Chargeable and Non-Chargeable Tasks as well as funding data for each Task. LCA Managers must review this report to validate there are no discrepancies with the Project and funding data. Expenditures will not cost out for Tasks missing funding data. Only 4th level MEPRS Tasks should be chargeable. If a 3rd level task is chargeable, personnel can use that Task to document time which will create errors in the Output File

1. Open Discoverer Viewer



2. Select your LCA Connection for "Army LCA Manager"

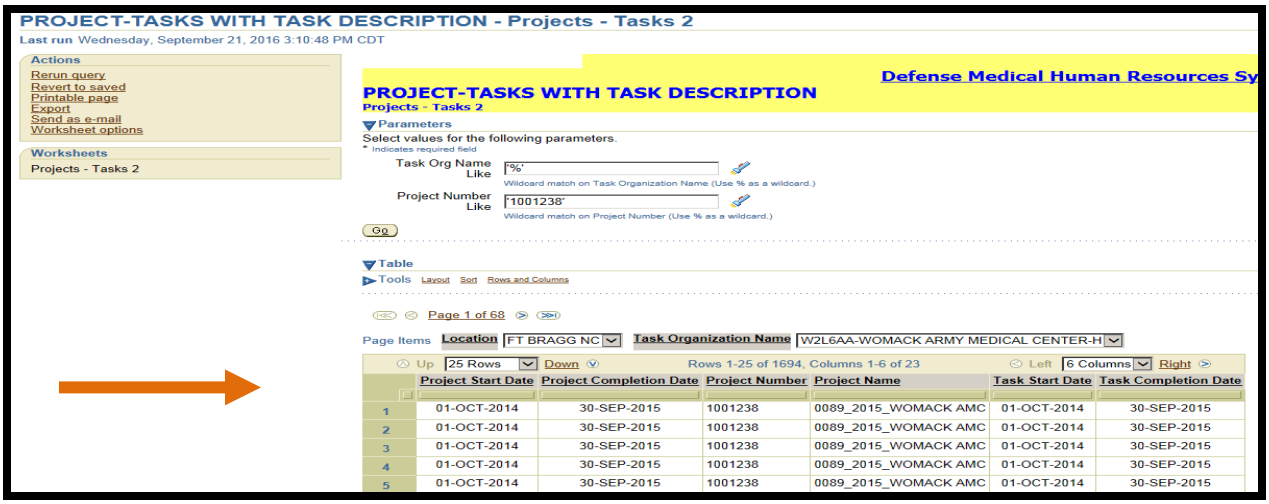
3. Open "**PROJECT-TASKS WITH TASK DESCRIPTION"** workbook by clicking the blue triangle then click "Project – Tasks 2"



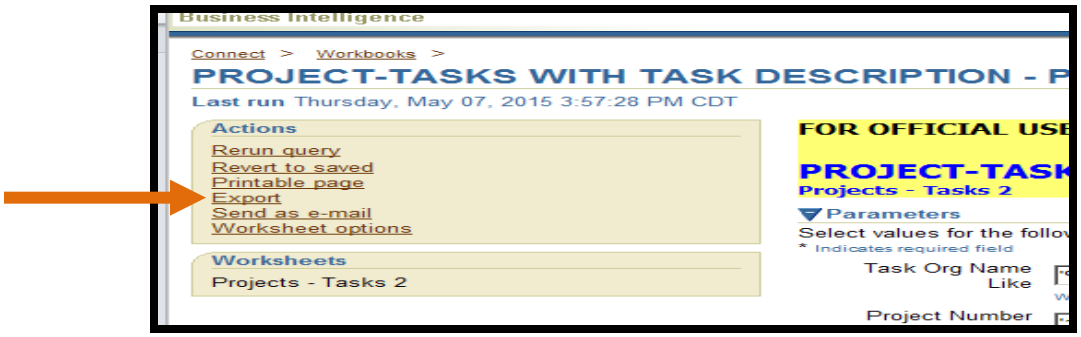
4. The “Project-Tasks with Task Description” worksheet opens

- Task Org Name Like: enter a %
- Project Number Like: enter current FY Project number
- Then click “Go"

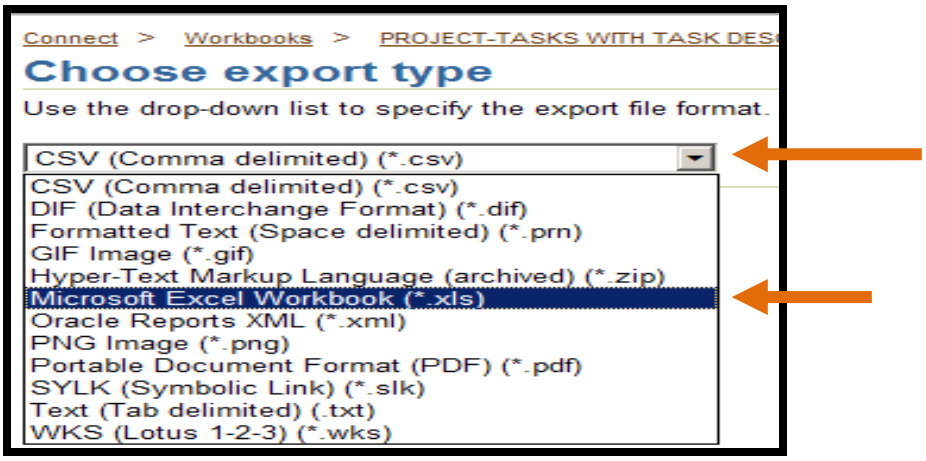
5. The report will be displayed at the bottom of the page



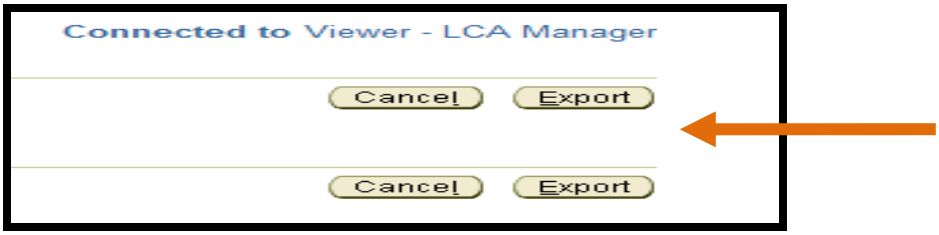
6. Click “Export” to export to MS Excel



7. “Choose export type” screen opens; click the down arrow and select “Microsoft Excel Workbook (*.xls)”

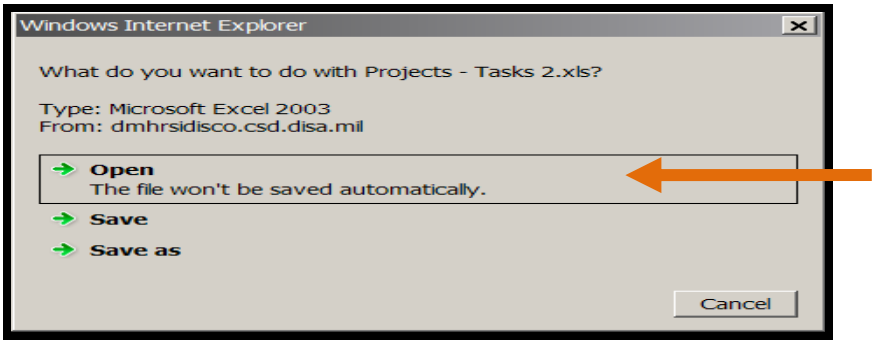


8. Click “Export”

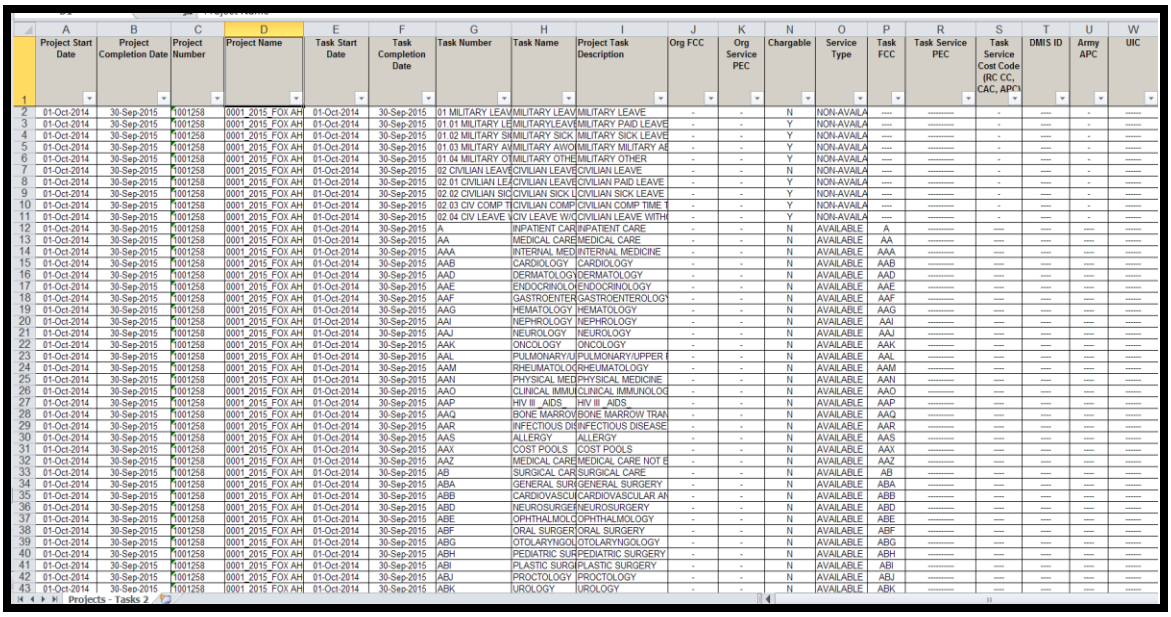


9. Click “Click to view or save”

10. Click “Open”



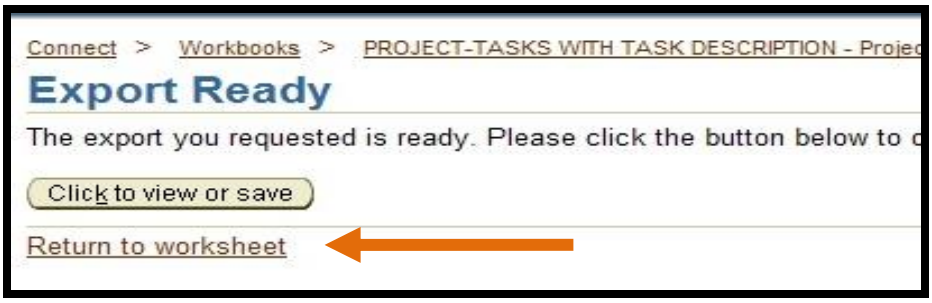
11. The report opens in Excel format. Click on “Save As” to save the report to the desired location



	A	B	C	D	E	F	G	H	I	J	K	N	O	P	R	S	T	U	W
1	Project Start Date	Project Completion Date	Project Number	Project Name	Task Start Date	Task Completion Date	Task Number	Task Name	Project Task Description	Org FCC	Org Service PEC	Chargable	Service Type	Task FCC	Task Service PEC	Task Service Cost Code (RC CC, CAC, APC)	DMIS ID	Army APC	UIC
2	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01 MILITARY LEAV	MILITARY LEAV	MILITARY LEAVE	-	-	N	NON-AVAILA	----	----------	-	----	-	------
3	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01.01 MILITARY LE	MILITARYLEAVE	MILITARY PAID LEAVE	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
4	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01.02 MILITARY SI	MILITARY SICK	MILITARY SICK LEAVE	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
5	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01.03 MILITARY AV	MILITARY AWOI	MILITARY MILITARY AE	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
6	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01.04 MILITARY OT	MILITARY OTHE	MILITARY OTHER	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
7	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	02 CIVILIAN LEAVE	CIVILIAN LEAVE	CIVILIAN LEAVE	-	-	N	NON-AVAILA	----	----------	-	----	-	------
8	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	02.01 CIVILIAN LE	CIVILIAN LEAVE	CIVILIAN PAID LEAVE	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
9	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	02.02 CIVILIAN SIC	CIVILIAN SICK L	CIVILIAN SICK LEAVE	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
10	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	02.03 CIV COMP T	CIVILIAN COMP	CIVILIAN COMP TIME T	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
11	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	02.04 CIV LEAVE W	CIV LEAVE W/O	CIVILIAN LEAVE WITH	-	-	Y	NON-AVAILA	----	----------	-	----	-	------
12	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	A	INPATIENT CAR	INPATIENT CARE	-	-	N	AVAILABLE	A	----------	----	----	----	------
13	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AA	MEDICAL CARE	MEDICAL CARE	-	-	N	AVAILABLE	AA	----------	----	----	----	------
14	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAA	INTERNAL MED	INTERNAL MEDICINE	-	-	N	AVAILABLE	AAA	----------	----	----	----	------
15	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAB	CARDIOLOGY	CARDIOLOGY	-	-	N	AVAILABLE	AAB	----------	----	----	----	------
16	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAD	DERMATOLOGY	DERMATOLOGY	-	-	N	AVAILABLE	AAD	----------	----	----	----	------
17	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAE	ENDOCRINOLO	ENDOCRINOLOGY	-	-	N	AVAILABLE	AAE	----------	----	----	----	------
18	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAF	GASTROENTER	GASTROENTEROLOGY	-	-	N	AVAILABLE	AAF	----------	----	----	----	------
19	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAG	HEMATOLOGY	HEMATOLOGY	-	-	N	AVAILABLE	AAG	----------	----	----	----	------
20	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAI	NEPHROLOGY	NEPHROLOGY	-	-	N	AVAILABLE	AAI	----------	----	----	----	------
21	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAJ	NEUROLOGY	NEUROLOGY	-	-	N	AVAILABLE	AAJ	----------	----	----	----	------
22	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAK	ONCOLOGY	ONCOLOGY	-	-	N	AVAILABLE	AAK	----------	----	----	----	------
23	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAL	PULMONARY/U	PULMONARY/UPPER I	-	-	N	AVAILABLE	AAL	----------	----	----	----	------
24	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAM	RHEUMATOLOG	RHEUMATOLOGY	-	-	N	AVAILABLE	AAM	----------	----	----	----	------
25	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAN	PHYSICAL MED	PHYSICAL MEDICINE	-	-	N	AVAILABLE	AAN	----------	----	----	----	------
26	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAO	CLINICAL IMMU	CLINICAL IMMUNOLOG	-	-	N	AVAILABLE	AAO	----------	----	----	----	------
27	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAP	HIV III _AIDS_	HIV III _AIDS_	-	-	N	AVAILABLE	AAP	----------	----	----	----	------
28	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAQ	BONE MARROV	BONE MARROW TRAN	-	-	N	AVAILABLE	AAQ	----------	----	----	----	------
29	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAR	INFECTIOUS DI	INFECTIOUS DISEASE	-	-	N	AVAILABLE	AAR	----------	----	----	----	------
30	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAS	ALLERGY	ALLERGY	-	-	N	AVAILABLE	AAS	----------	----	----	----	------
31	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAX	COST POOLS	COST POOLS	-	-	N	AVAILABLE	AAX	----------	----	----	----	------
32	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AAZ	MEDICAL CARE	MEDICAL CARE NOT E	-	-	N	AVAILABLE	AAZ	----------	----	----	----	------
33	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	AB	SURGICAL CAR	SURGICAL CARE	-	-	N	AVAILABLE	AB	----------	----	----	----	------
34	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABA	GENERAL SUR	GENERAL SURGERY	-	-	N	AVAILABLE	ABA	----------	----	----	----	------
35	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABB	CARDIOVASCU	CARDIOVASCULAR AN	-	-	N	AVAILABLE	ABB	----------	----	----	----	------
36	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABD	NEUROSURGE	NEUROSURGERY	-	-	N	AVAILABLE	ABD	----------	----	----	----	------
37	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABE	OPHTHALMOL	OPHTHALMOLOGY	-	-	N	AVAILABLE	ABE	----------	----	----	----	------
38	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABF	ORAL SURGER	ORAL SURGERY	-	-	N	AVAILABLE	ABF	----------	----	----	----	------
39	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABG	OTOLARYNGOL	OTOLARYNGOLOGY	-	-	N	AVAILABLE	ABG	----------	----	----	----	------
40	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABH	PEDIATRIC SUR	PEDIATRIC SURGERY	-	-	N	AVAILABLE	ABH	----------	----	----	----	------
41	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABI	PLASTIC SURGI	PLASTIC SURGERY	-	-	N	AVAILABLE	ABI	----------	----	----	----	------
42	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABJ	PROCTOLOGY	PROCTOLOGY	-	-	N	AVAILABLE	ABJ	----------	----	----	----	------
43	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	ABK	UROLOGY	UROLOGY	-	-	N	AVAILABLE	ABK	----------	----	----	----	------

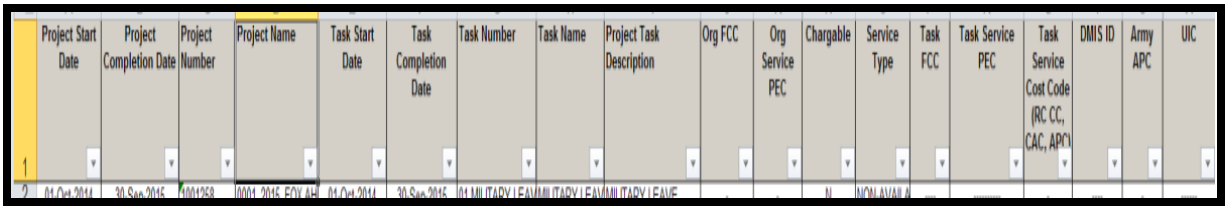
Projects - Tasks 2

12. Click “Return to worksheet” to return to Workbooks



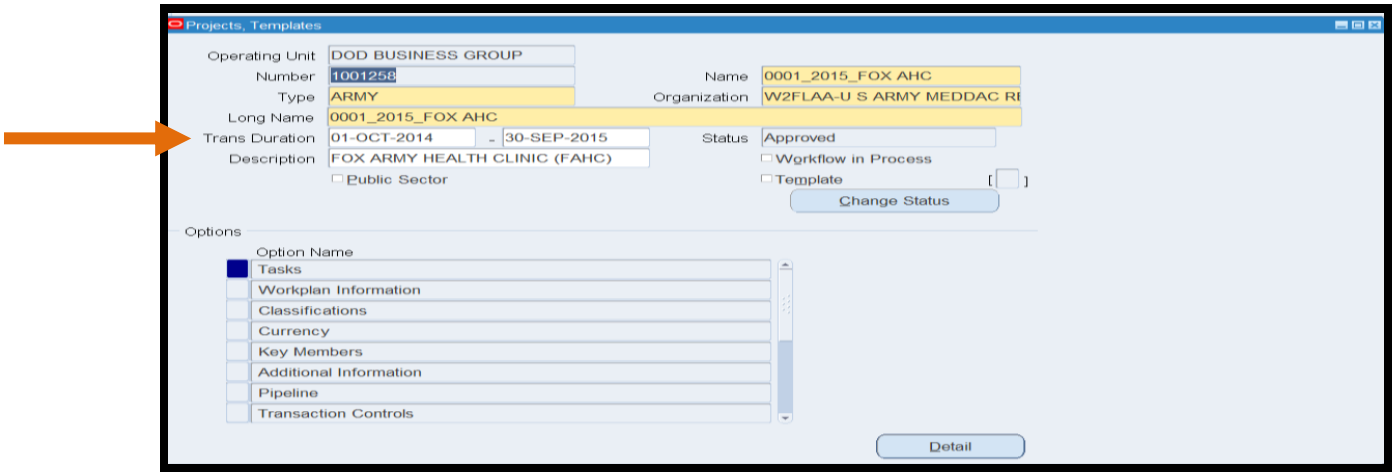
13. Click “Exit” or “Logout” to exit Discoverer

PROJECT-TASKS WITH TASK DESCREPTION – Project – Tasks 2 Report Column Headings

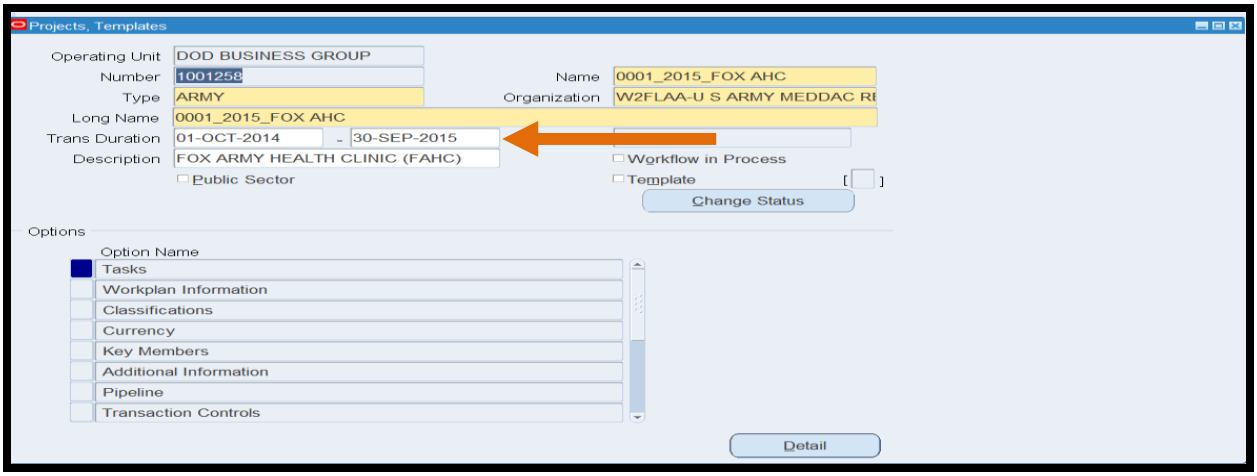


Project Start Date	Project Completion Date	Project Number	Project Name	Task Start Date	Task Completion Date	Task Number	Task Name	Project Task Description	Org FCC	Org Service PEC	Chargable	Service Type	Task FCC	Task Service PEC	Task Service Cost Code (RC CC, CAC, APC)	DMIS ID	Army APC	UIC
1																		
2	01-Oct-2014	30-Sep-2015	1001258	0001_2015_FOX AH	01-Oct-2014	30-Sep-2015	01 MILITARY LEAVEMILITARY LEAVEMILITARY LEAVE				N	NON AVAILA						

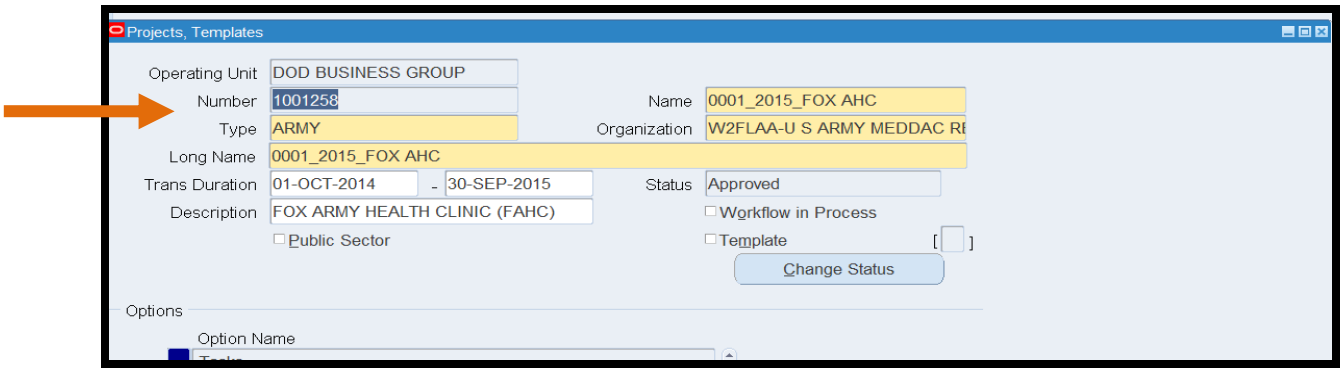
- **<u>Project Start Date:</u>** Displays the start date of the project number entered to pull the report - The project start date is entered when the project was created. This information is found the first box next to "Trans Duration"



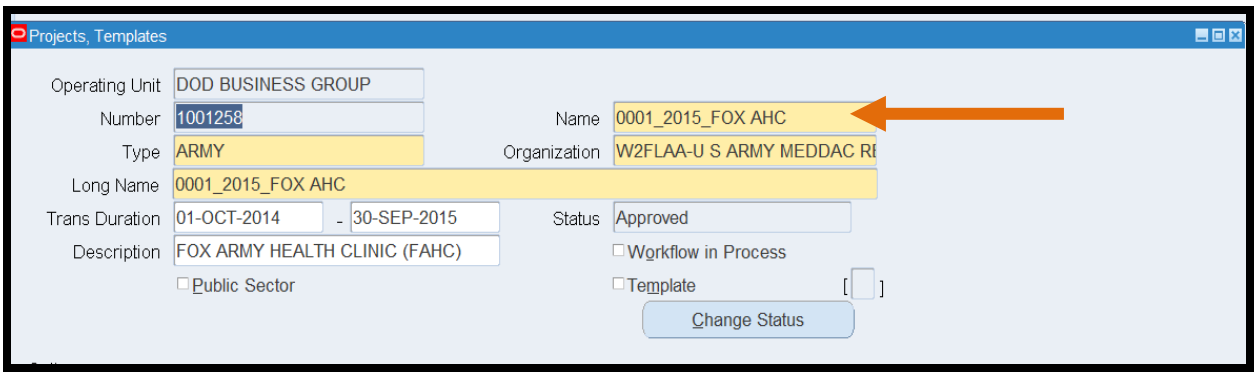
- **<u>Project Completion Date:</u>** Displays the end date of the project number entered to pull the report – the project end date is entered when the project was created . This information is found in the second box next to "Trans Duration"



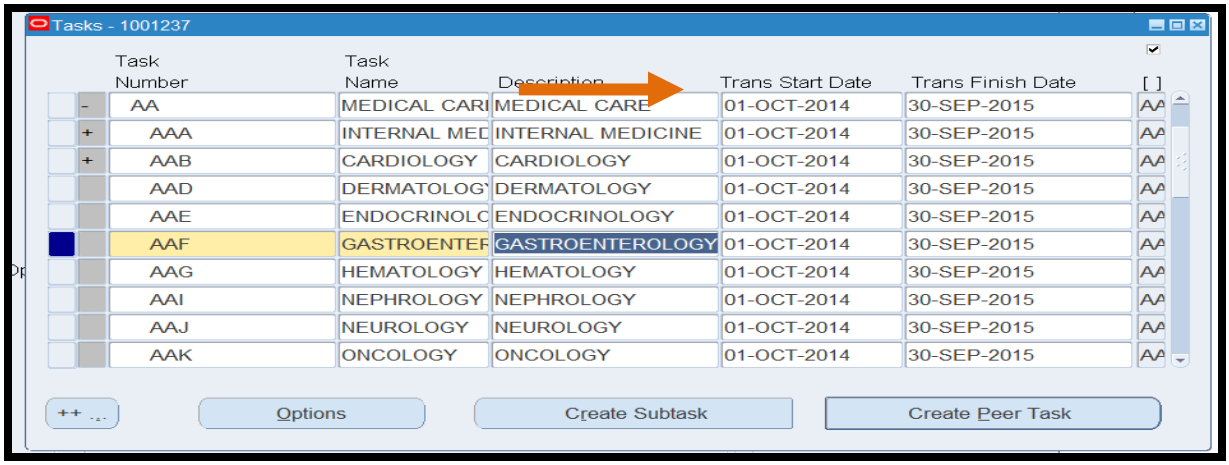
- **Project Number:** Displays the project number used to pull the report. The project number is a seven-digit number that is automatically generated by DMHRSi when the project is created



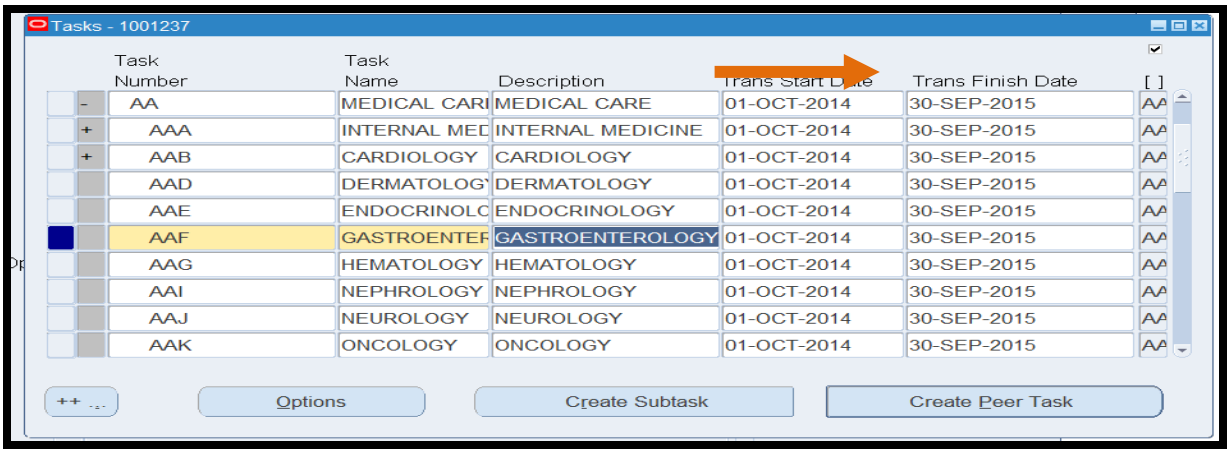
- **Project Name:** Displays the name of the project number. The project name is comprised of the Parent DMIS ID, FY, and then name of the MTF name of the facility. For expample 0086_2008_KELLER ACH



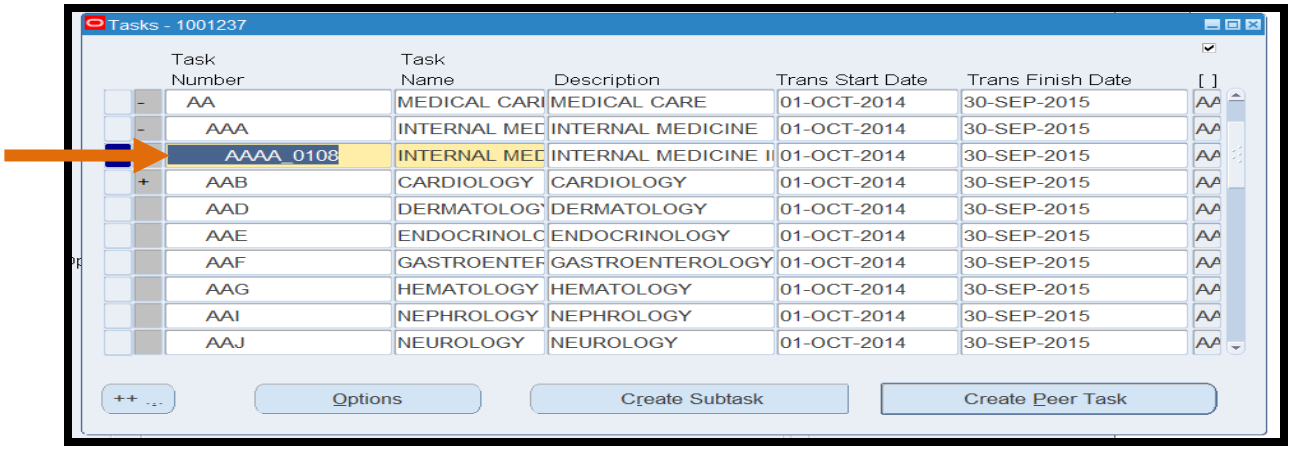
- **Task Start Date:** Displays start date of the MEPRS FCC. In DMHRSi it is listed as the "Trans Start Date"



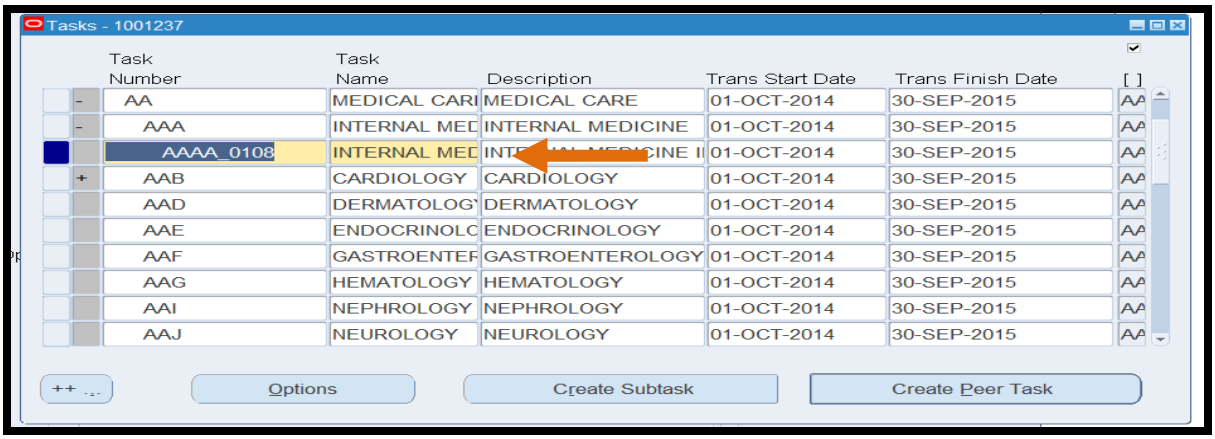
- **<u>Task Completion Date:</u>** Displays the end date of the MEPRS FCC. In DMHRSi it is listed as the "Trans Finish Date"



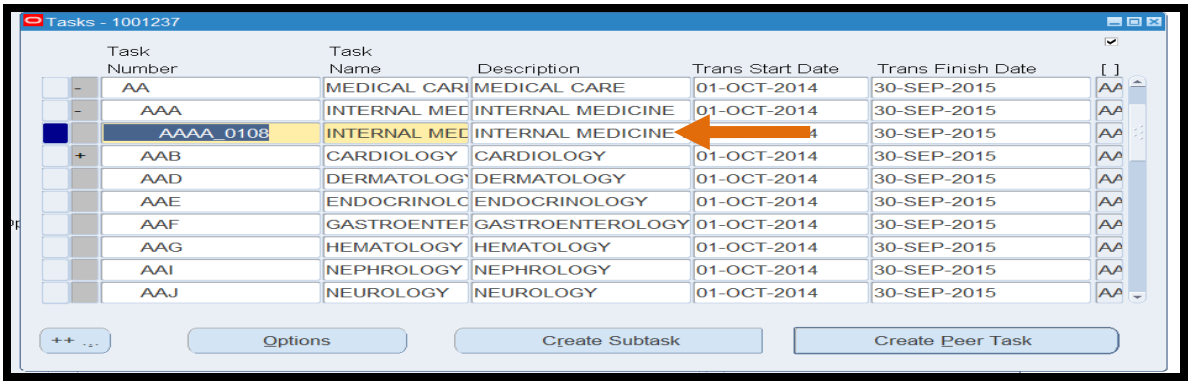
- **<u>Task Number:</u>** Displays the task number of the MEPRS FCC that is listed in DMHRSi. Task number consist of the 4 digit MEPRS code and associated DMIS ID



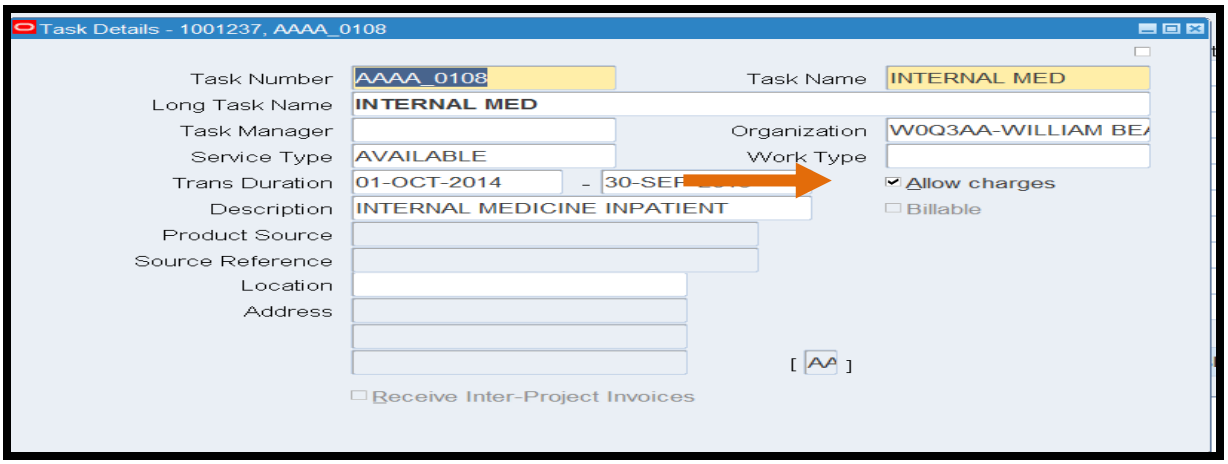
- **<u>Task Name:</u>** Displays the name of the task number of the MEPRS FCC listed in DMHRSi



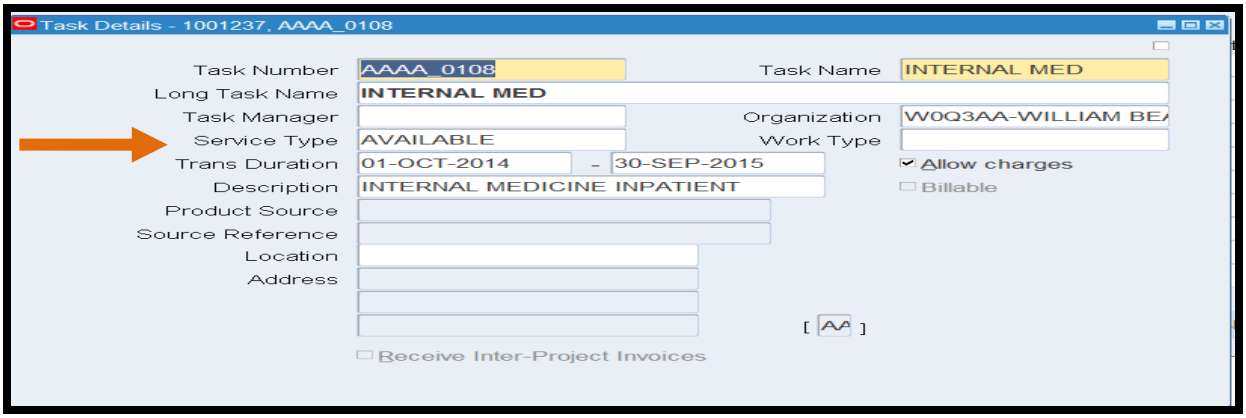
- **Project Task Description:** Displays the Task Description of the Task Number



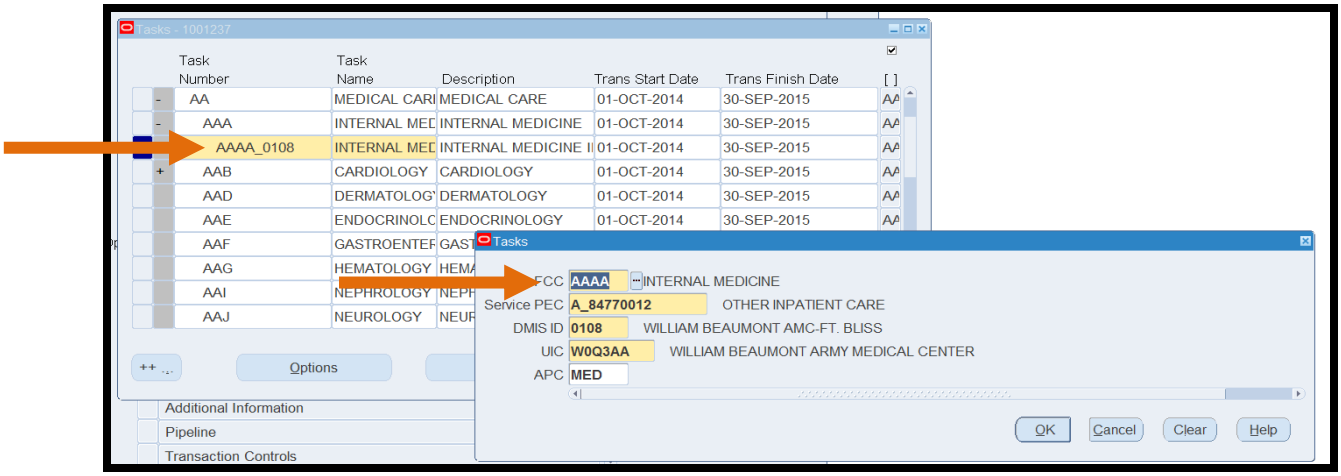
- **Org FCC:** Not used
- **Org Service PEC:** Not used
- **Chargeable:** Checking "Allow Charges" allows time to be applied to the task. ONLY 4th level MEPRS Codes/FCCs should have "Allow Charges" checked



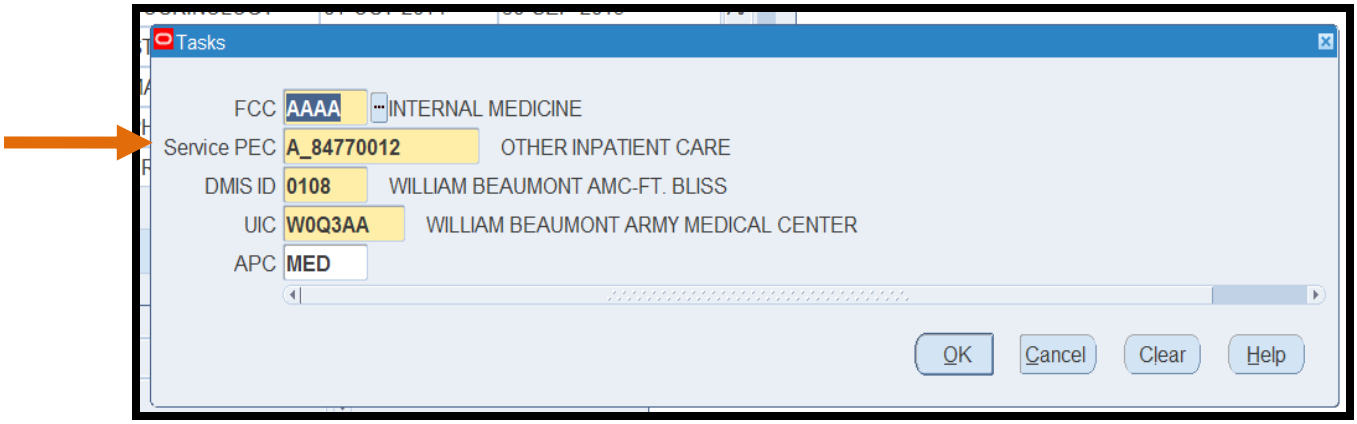
- **Service Type:** Shows if the task is Available or Non-Available time



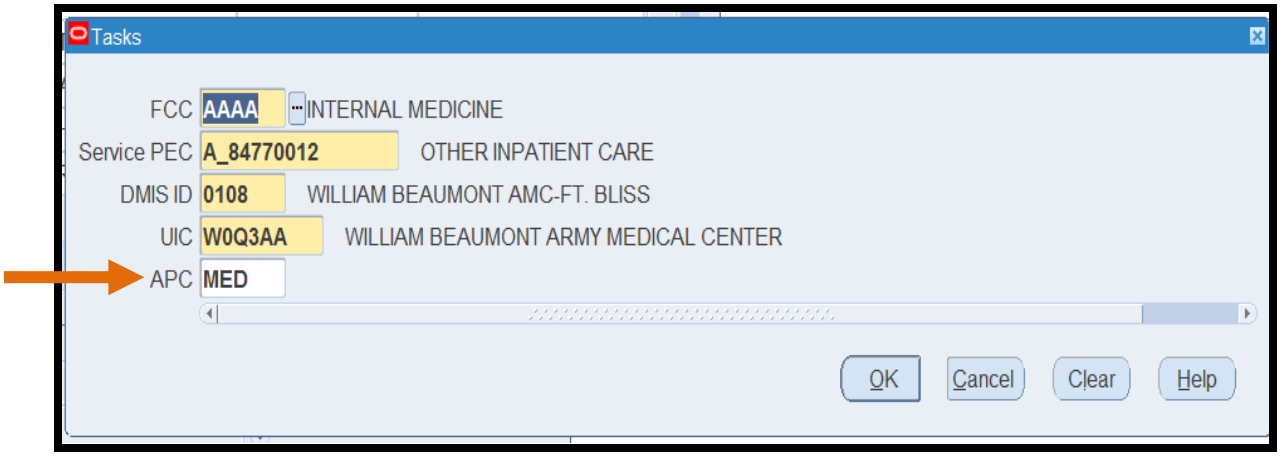
- **Task FCC:** Identifies the FCC listed on the task details. This 4 digit FCC should match the 4 digit FCC listed on the Task number



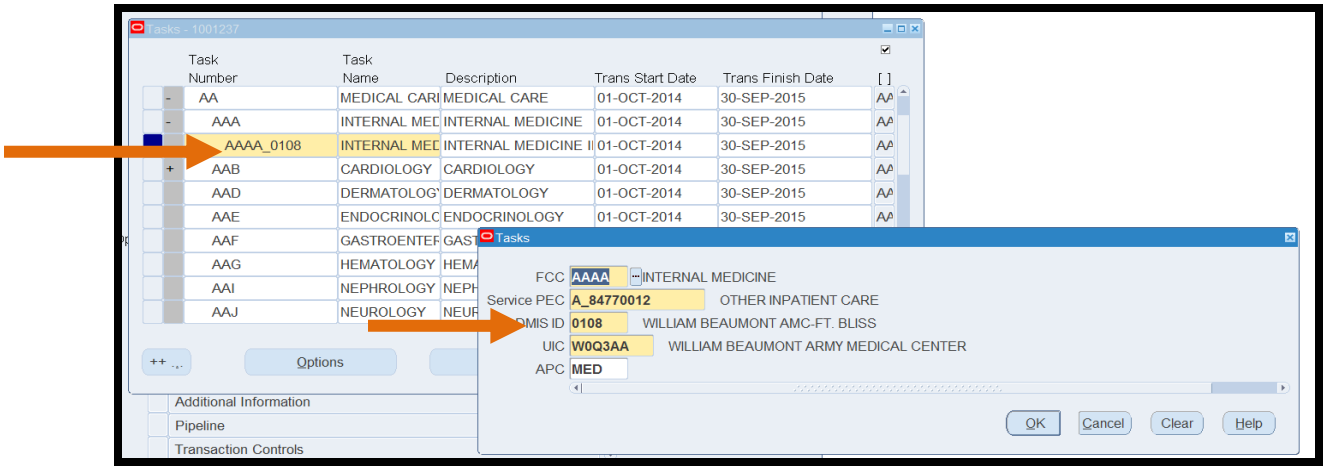
- **Task Service PEC:** Identifies the service PEC listed on the task details screen



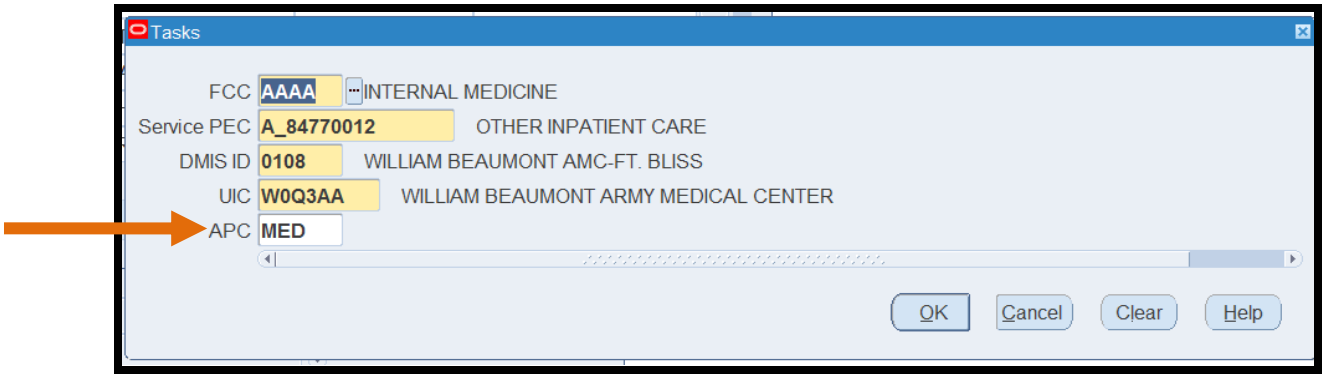
- **Task Service Cost Code (RC, CC, CAC, APC):** Department code entered manually by MTF POCs



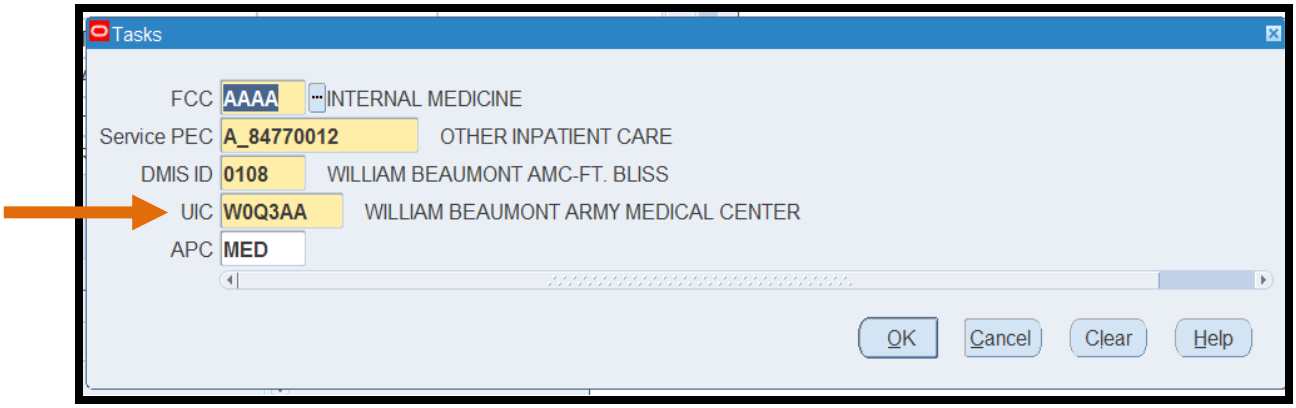
- **<u>DMIS ID:</u>** Identifies the DMIS ID listed on the task details. This 4 digit DMIS ID should match the the 4 digit DMIS ID listed on the Task number



- **<u>Army APC:</u>** Department code entered manually by MTF POCs



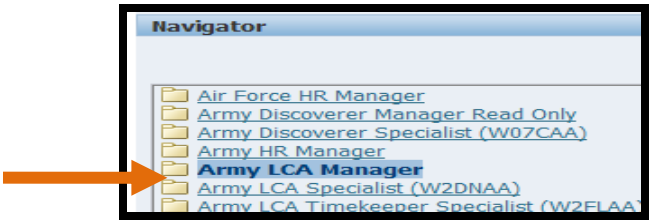
- **<u>UIC:</u>** Chargeable UIC for FCC work/cost center labor is charged to. For available time it is pulled directly from the "Task". For Non-Available time, the UIC is pulled from either the "Organization" or "People Group" LCA records based on the rules of where non-available time is charged to



How to add a MEPRS Code

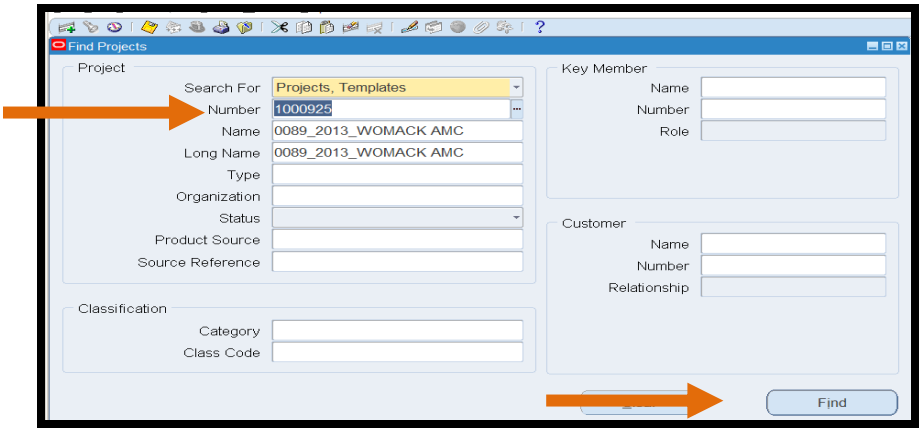
1. Log into DMHRSi

2. Click “Army LCA Manager”

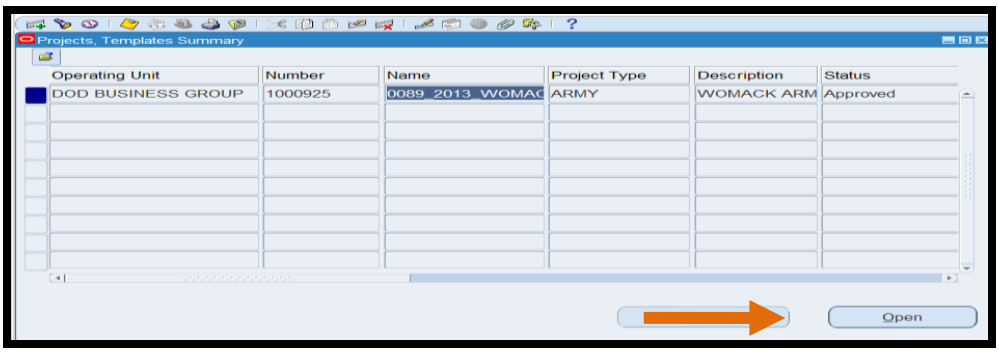


3. Click “Project”

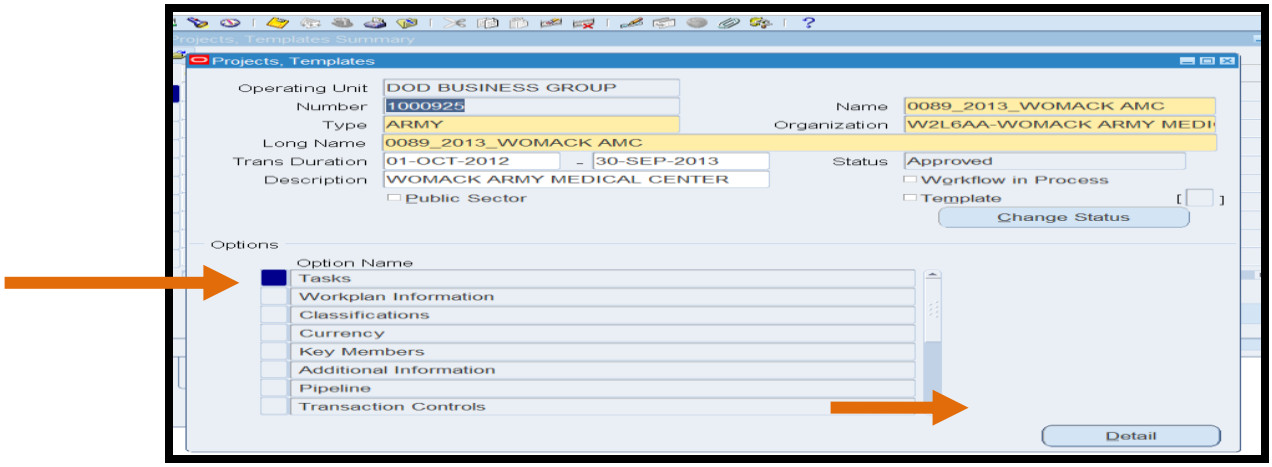
4. Enter Project Number: Click **[TAB]**; the MTF name and long name should populate, then click “Find”



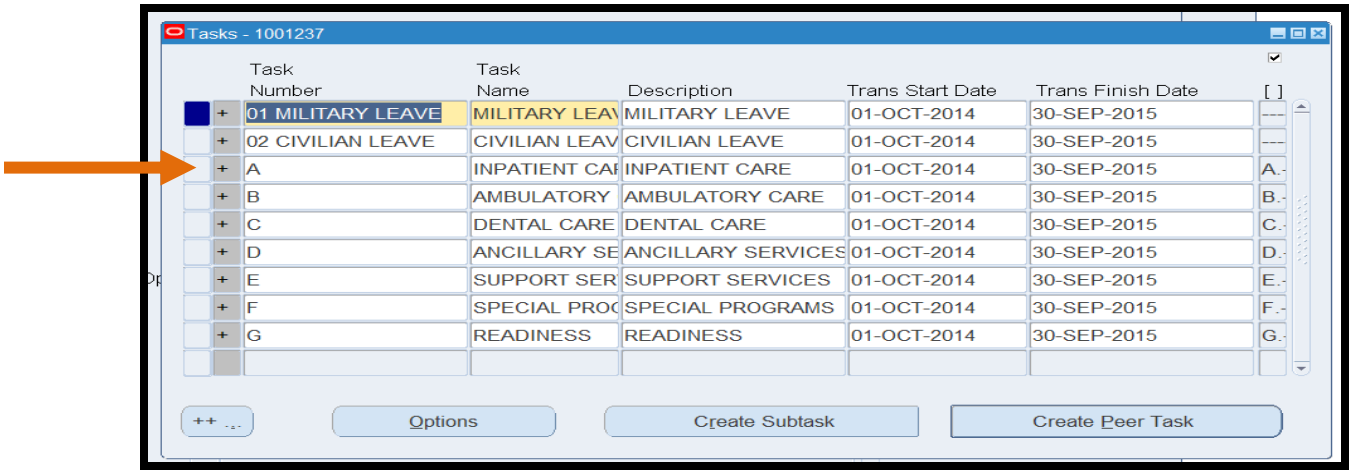
5. Click “Open”



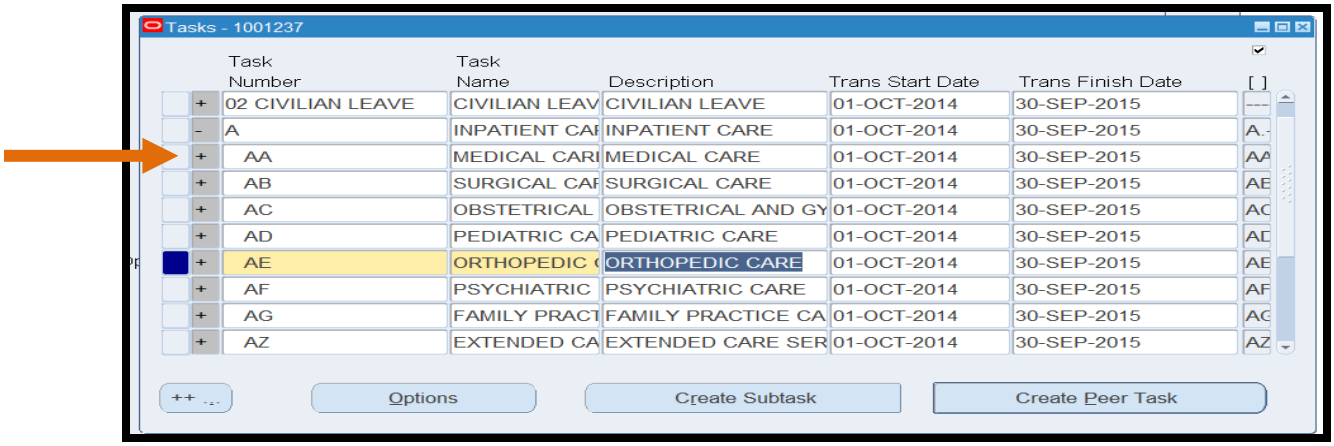
6. Verify “Tasks” is highlighted. Click “Detail”



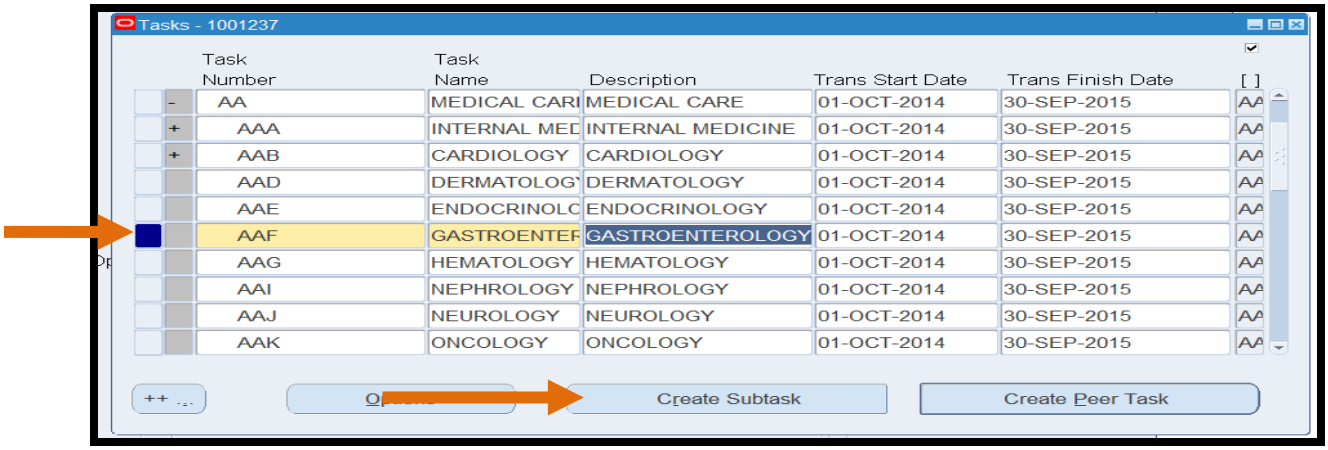
7. Click the Plus sign (+) next to the 1st level Task Number you need to add a new MEPRS code to



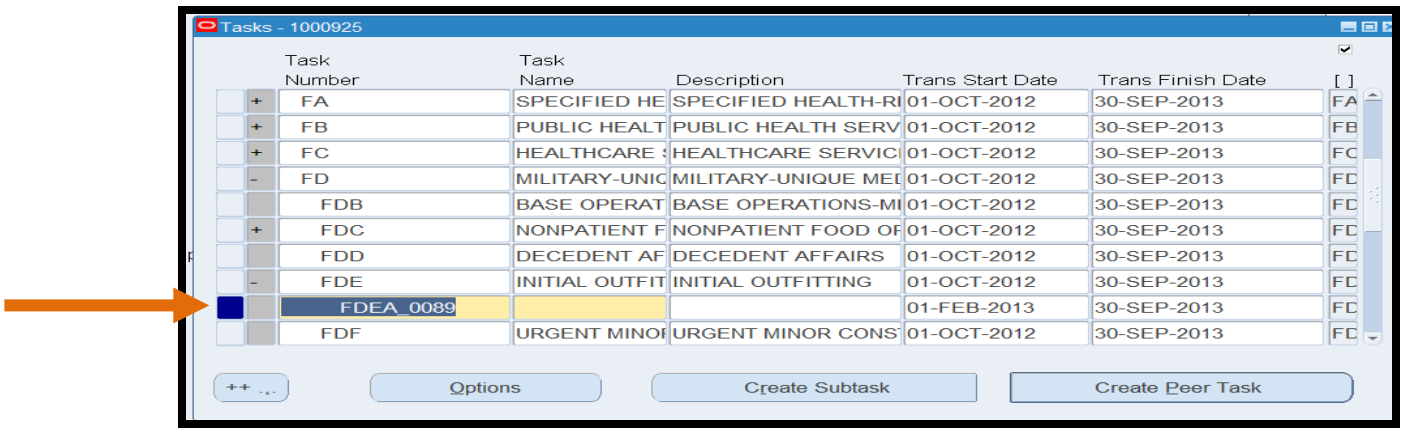
8. Click the Plus sign (+) next to the 2nd level Task Number you need to add a new MEPRS code



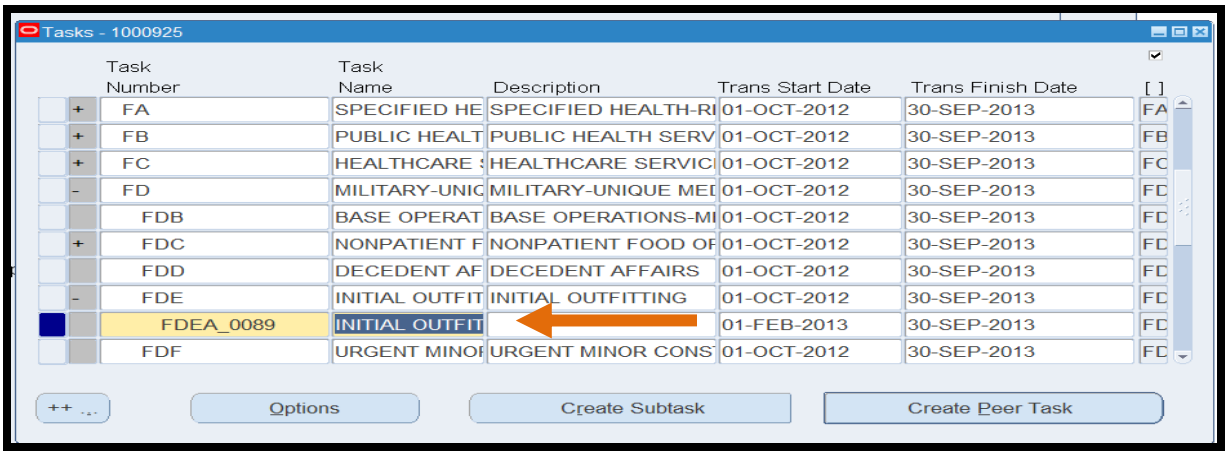
9. The user should now see the 3rd level Task Number. To add a MEPRS code to a third level Task Number, highlight the 3rd level Task Number then click "Create Subtask", a blank line will open



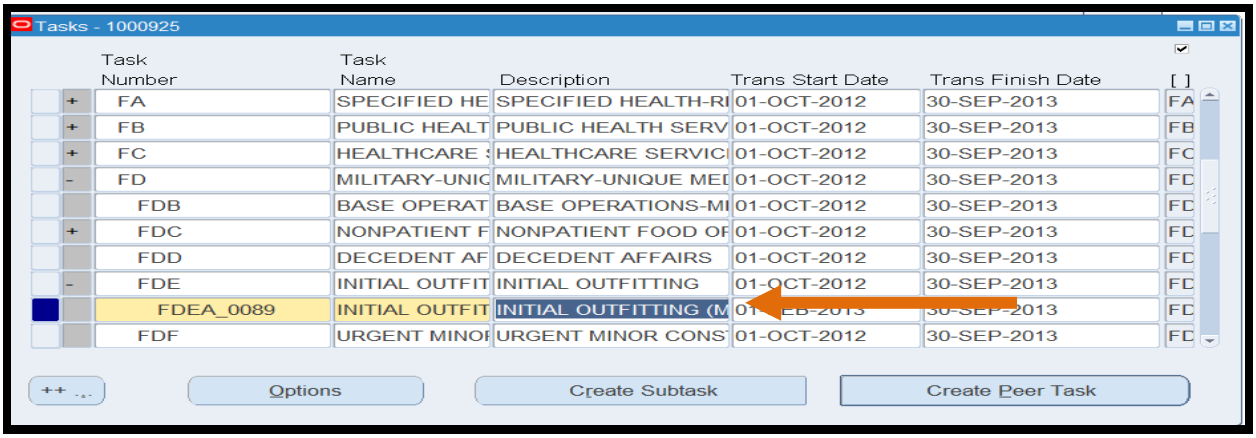
10. Type in the new MEPRS code to include the DMIS ID



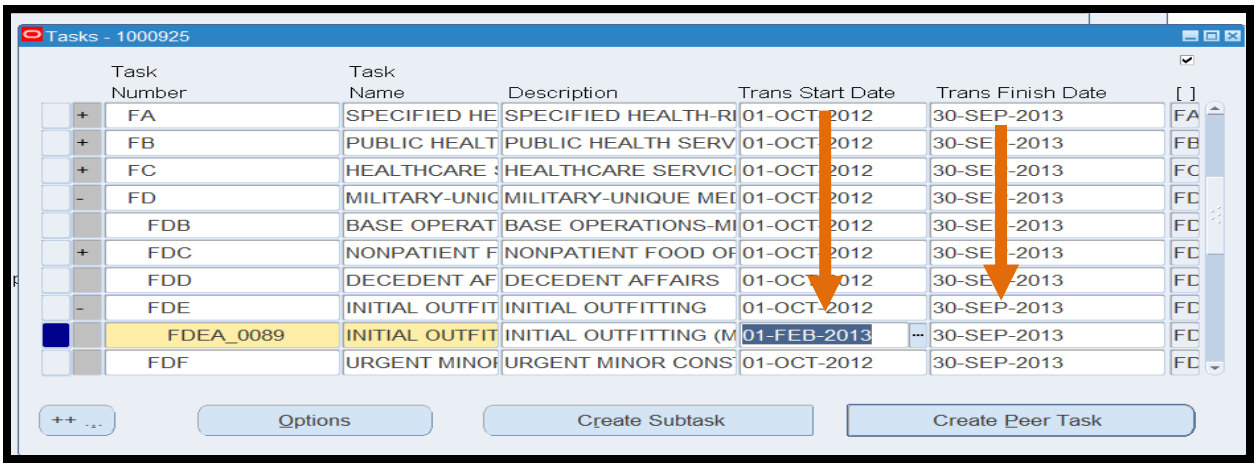
11. Type in the Task Name – "20 Characters maximum"



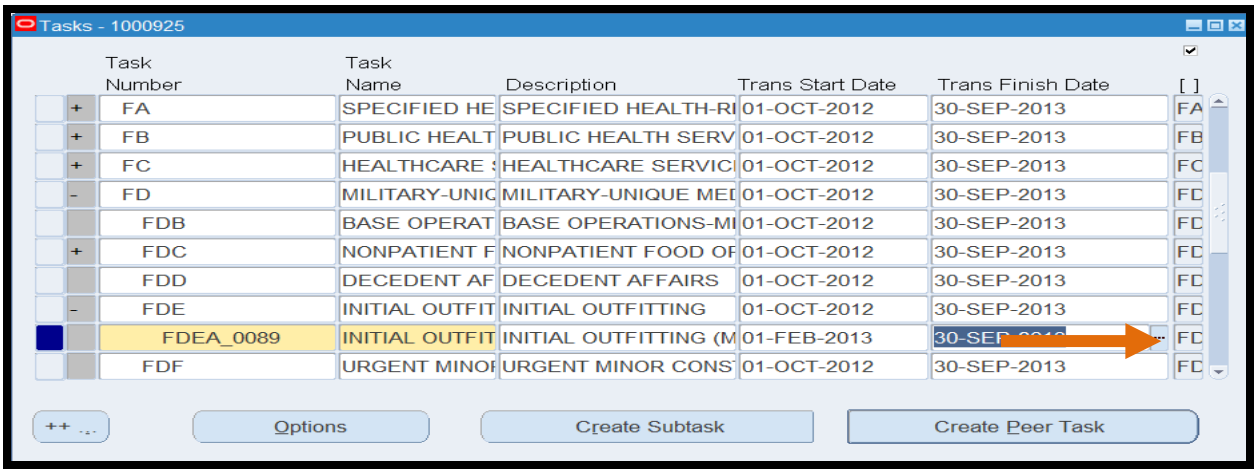
12. Type in Description



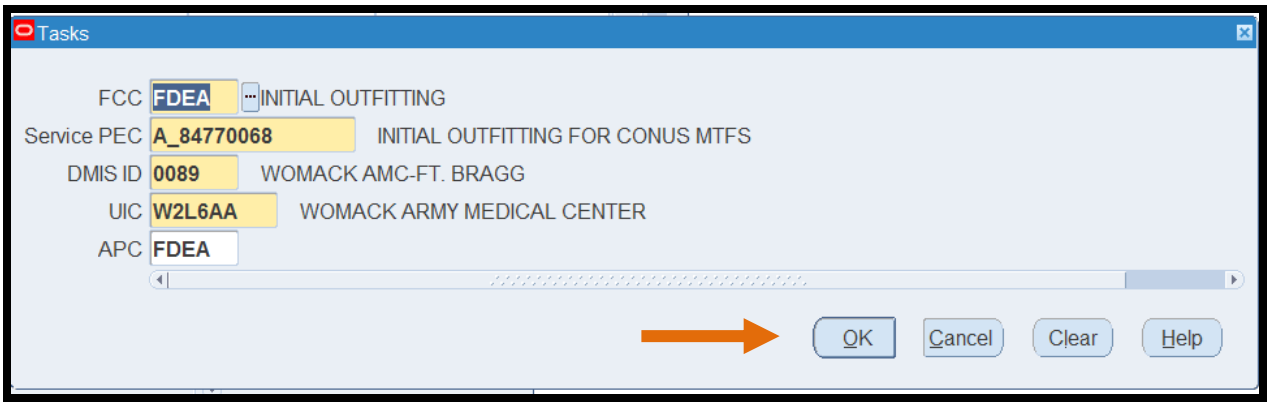
13. Type in “Trans Start Date”, should not be earlier then the first day patients are seen; leave ”Trans End Date” as is



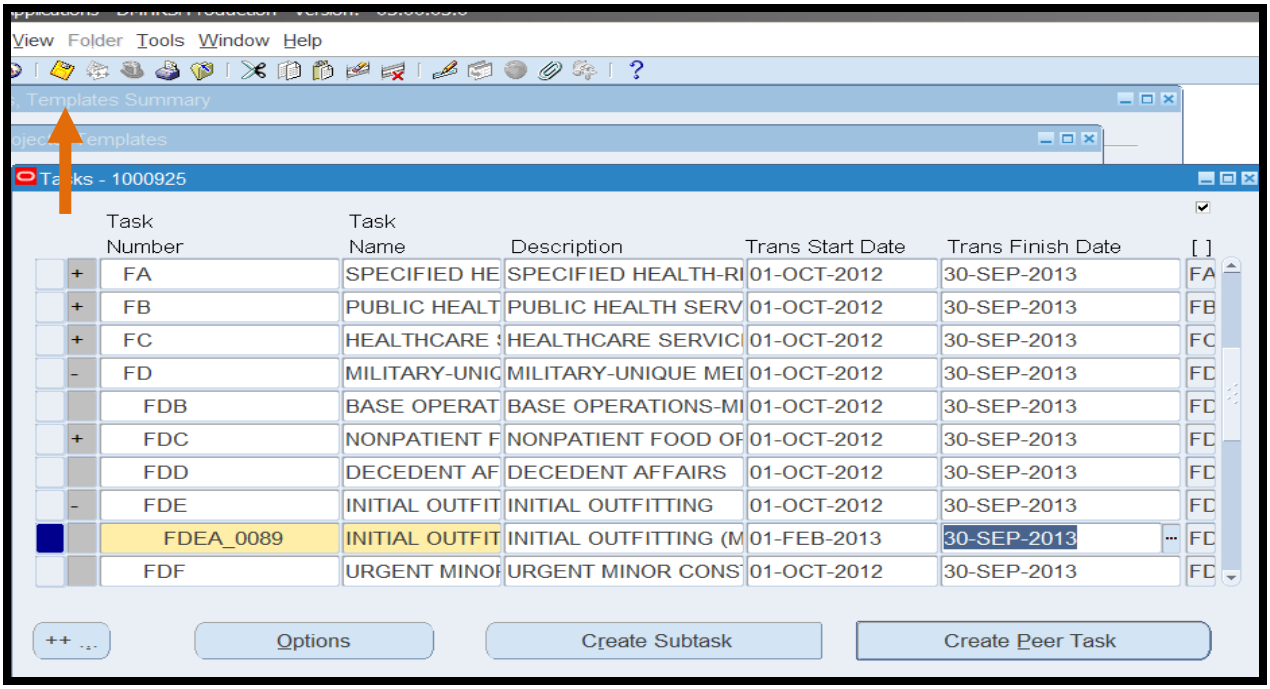
14. Click in Gray box



15. Complete “ALL” fields. Verify that the FCC and DMIS ID matches what was entered as the Task Number, then click “OK”



16. Click the “yellow disc” to save your work



Section 4: Human Resource Data Fields

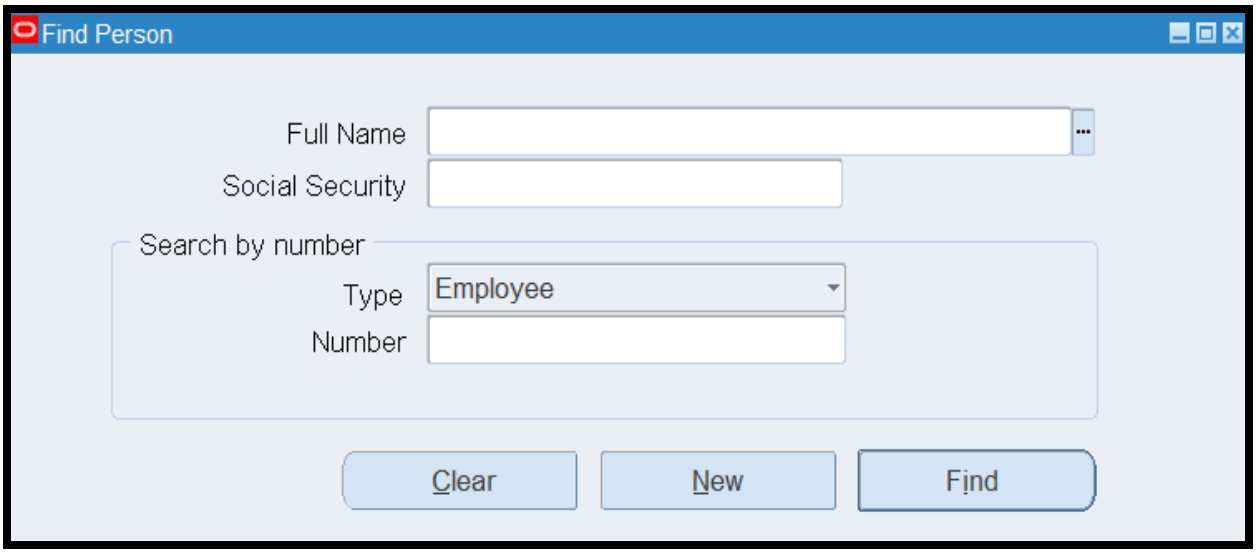
This section is for information only. Instructions on how to add an employee or make any changes to an employee's HR data will need to be received from HR

The EASIV Output File draws on data from the HR records in DMHRS*i*. This section provides an overview to assist with reviewing HR data in DMHRS*i*

DMHRSi HR Records Search

There are thousands of HR records in the DMHRS*i* database. All personnel who are assigned to medical units throughout all services have records in DMHRS*i*. There are three ways to search for an HR record:

- **Person:** Enter last name, first name and press **[Tab]** on your keyboard (use % wildcard if necessary, i.e., DOE%JOHN)
- **SSN**: Dashes must be included when using a Social Security Number to query a record (i.e. 000-00-0000)
- **Number**: The DMHRS*i* employee number. This number is automatically assigned by the system when an employee record is created



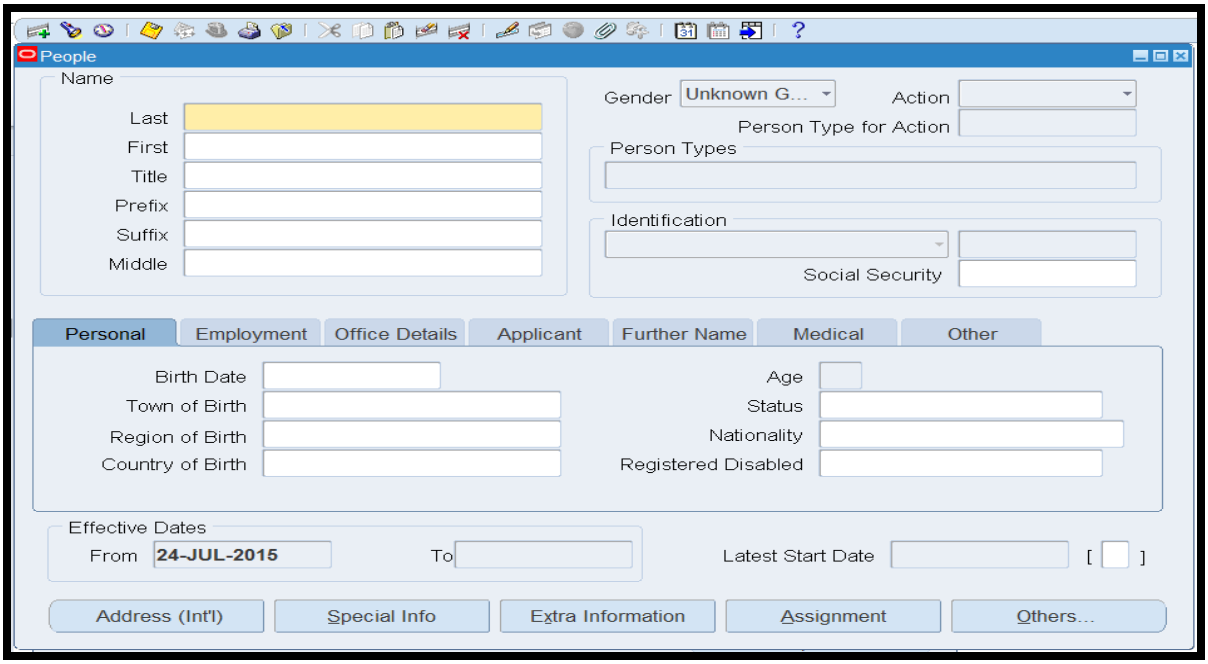
When more than one record matches the search text, the "**Person Search**" form displays all matching employees. If there is only one matching record, the "**Person Search**" screen is skipped and the "**People**" form for the queried employee automatically displays. ***It is very important that to select the correct HR record from the list!*** Significant issues arise when the wrong HR record is modified. To prevent selecting the wrong HR record, when known, use the employee's "DMHRS*i* Employee Number" that identifies a specific person

Maintaining and Validating Essential Data Elements

DMHRS*i* HR records are composed of many fields; some are essential, others are optional. A few of the essential fields, are fed from source systems such as MILPDS for Active Duty and DCPDS for Civilians. Because source systems feed data into DMHRS*i,* the information in the source systems MUST be accurate. MTF HR personnel can manually update essential data elements; however, until the information is accurate in the source system, the source system will overwrite corrections made to the DMHRSi HR record. MTF HR personnel will have to continuously correct essential fields to capture authentic data for DMHRSi EOM processing for the EASIV Output File to be accurate. There is no source system for Contractors, Volunteers, and most Local Nationals, all of the essential data fields are manually entered and maintained by the MTF

Essential data fields in DMHRS*i* are highlighted in yellow, but not all of them. Due to DMHRS*i* being a COTS (Commercial-Off the Shelf) product, some essential fields are not highlighted in yellow

Essential Data Fields include:



Last Name:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals

First Name:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals

Title:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals
- Enter "Mr., Ms., etc.", in the "**Title**" field, **NOT** the "**Prefix"** field

Middle:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals

Social Security Number:

- Fed by source system for Active Duty and Civilians. Social Security Number must be correct
- Manually entered by MTF POCs for Contractors and Volunteers
- The Social Security Number MUST include dashes (i.e., 000-00-0000). (Local Nationals have an ID number in the Flex-Field)

Birth date:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals

Effective Date – From:

- The Date the record begins: can be a past, present, or future date

Effective Date – To:

- Date the record ends: can be a past, present, or future date. This date defaults to 31 Dec 4712, which means no end date

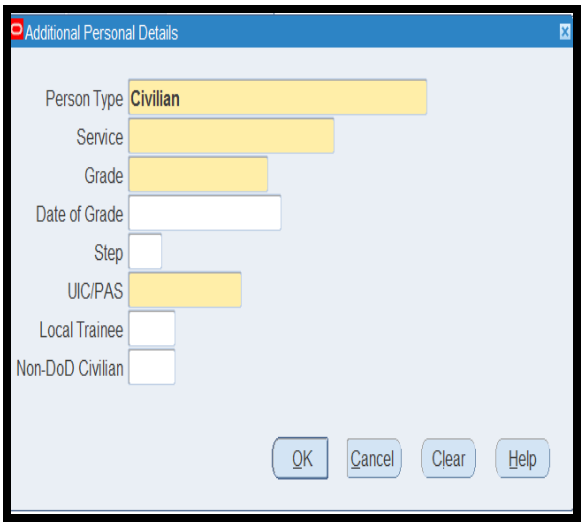
Latest Start Date:

- Employees effective assignment date

Gender:

- Employee's gender (Male/Female)

Flex Field: Additional Personal Details: Person Type: Civilian



Person Type: Civilian:

- Fed by source system. MUST be updated when inaccurate

Service:

- Fed by source system. MUST be updated when inaccurate.

Grade:

- Fed by source system. MUST be updated when inaccurate

Step:

- Fed by source system for Civilians only. Must be 2 digits; Can NOT be "00"– MUST be updated when inaccurate

UIC/PAS:

- Fed by source system. MUST be updated when inaccurate

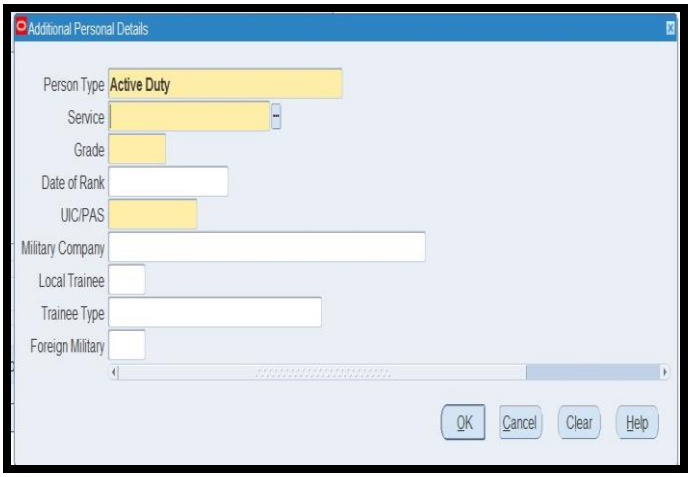
Local Trainee:

- "Yes" for "Local Trainee" ONLY; otherwise Leave Blank

Non-DoD Civilian:

- Affects EAS Processing
- **"LEAVE BLANK"** if this does not apply, entering an "N" will cause problems with processing
- Y = NAF/non-DoD Civilian employee

Flex Field: Additional Personal Details: Person Type: Active Duty



Person Type: Active Duty:

- Fed by source system for Active Duty. MUST be updated when inaccurate

Service:

- Fed by source system for Active Duty. MUST be updated when inaccurate

Grade:

- Fed by source system. MUST be updated when inaccurate

Date of Rank:

- Fed by source system. MUST be updated when inaccurate

UIC/PAS:

- Fed by source system. MUST be updated when inaccurate
- UIC Soldier is “Assigned” to; NOT attached to

Military Company:

- Free text (Optional)

Local Trainee:

- “Yes” for “Local Trainee” ONLY if he/she is a Cadet. Otherwise Leave Blank

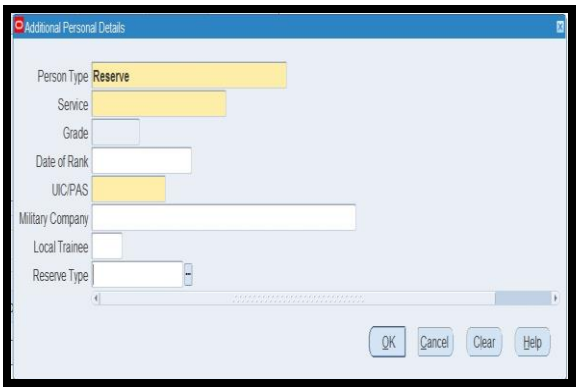
Trainee Type:

- If Yes was selected for Local Trainee, select the appropriate “Trainee Type”. Otherwise Leave Blank

Foreign Military:

- ”Yes” for “Foreign Military” ONLY. Otherwise Leave Blank
- Affects the EASIV Interface file
- A “Yes” determines several of the data elements

Flex Field: Additional Personal Details: Person Type: Reserve



Person Type: Reserve:

- Fed by source system. MUST be updated when inaccurate

Service:

- Fed by source system. MUST be updated when inaccurate

Grade:

- Fed by source system. MUST be updated when inaccurate

Date of Rank:

- Fed by source system. MUST be updated when inaccurate

UIC/PAS:

- Fed by source system. MUST be updated when inaccurate
- UIC Reservist is “Assigned” to; NOT attached to

Military Company:

- Free text (Optional)

Local Trainee:

- “Yes” for “Local Trainee” if he/she is a Cadet ONLY. Otherwise Leave Blank

Reserve Type:

- All Reservists must have a “Reserve Type” listed
- A = Activated
- R = ROCT
- S = SELRES
- I = IMA

Flex Field: Additional Personal Details: Person Type: Guard

Person Type: Guard:

- Fed by source system. MUST be updated when inaccurate

Service:

- Fed by source system. MUST be updated when inaccurate

Grade:

- Fed by source system. MUST be updated when inacurate

Date of Rank:

- Fed by source system. MUST be updated when inaccurate

UIC/PAS:

- Fed by source system. MUST be updated when inaccurate
- UIC Soldier is "Assigned" to; NOT attached to

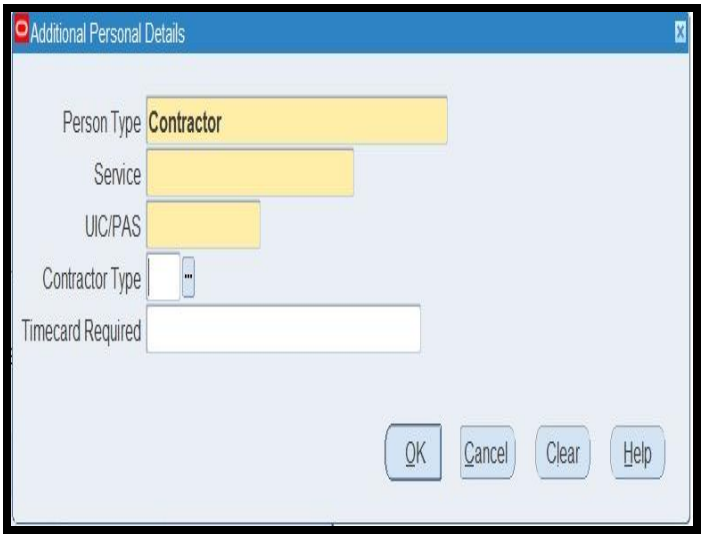
Military Company:

- Free text (Optional)

Local Trainee:

- "Yes" for "Local Trainee" ONLY if he/she is a Cadet. Ootherwise Leave Blank

Flex Field: Additional Personal Details: Person Type: Contractor



Person Type: Contractor:

- Manually entered and updated by MTF POCs

Service:

- Manually entered and updated by MTF POCs

UIC/PAS:

- Manually entered and updated by MTF POCs

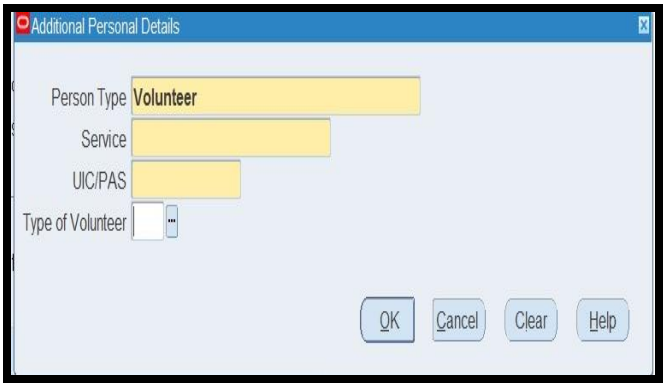
Contractor Type:

- Manually entered and updated by MTF POCs
- NS = Non-Service Contractors (Most Contractors are NS)
- SC = Service Contractors hold a position on the TDA (primarily Air Force contractors)

Timecard Required:

- Identifies which contractors are required to submit a timecard
- Can be left blank

Flex Field: Additional Personal Details: Person Type: Volunteer



Person Type: Volunteer:

- Manually entered and updated by MTF POCs

Service:

- Manually entered and updated by MTF POCs

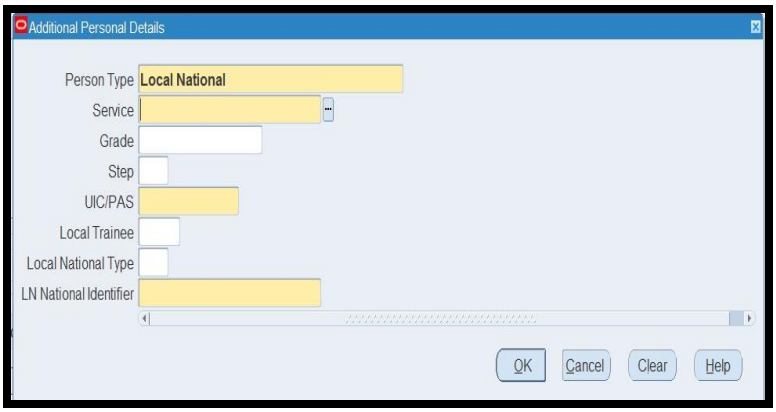
UIC/PAS:

- Manually entered and updated by MTF POCs

Volunteer Type:

- Manually entered and updated by MTF POCs
- RC = Red Cross

Flex Field: Additional Personal Details: Person Type: Local National



Person Type: Local National:

- Manually entered and updated by MTF POCs

Service:

- Manually entered and updated by MTF POCs

Grade:

- Manually entered and updated by MTF POCs

Step:

- Must be 2 digits; can NOT be "00"

UIC/PAS:

- Manually entered and updated by MTF POCs

Local Trainee:

- Not used - Leave Blank

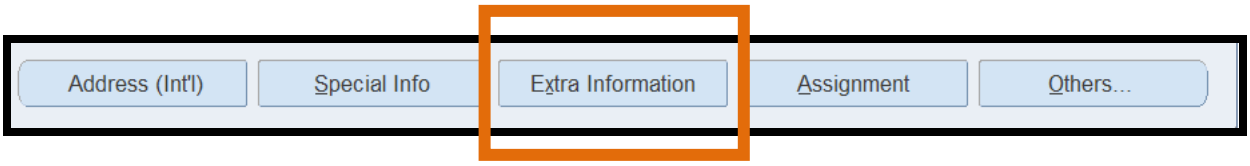
Local National Type:

- Manually entered and updated by MTF POCs
- D = Direct Hire
- I = Indirect Hire

LN National Identifier:

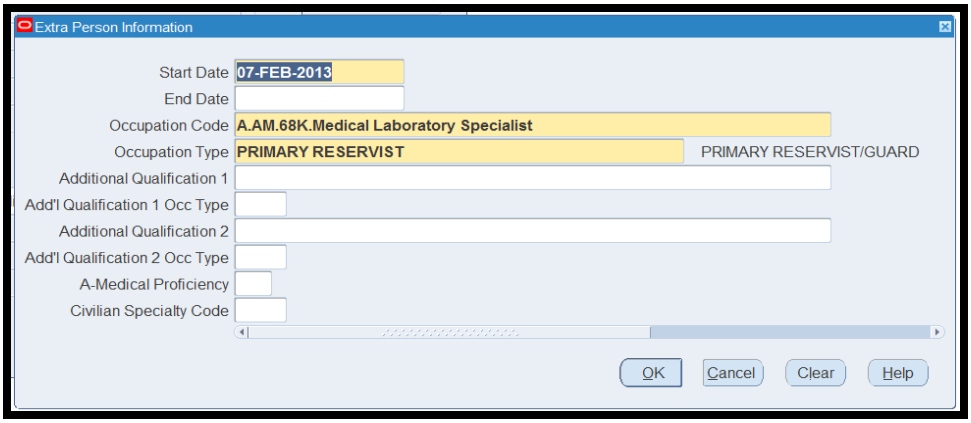
- 9-digit alphanumeric number

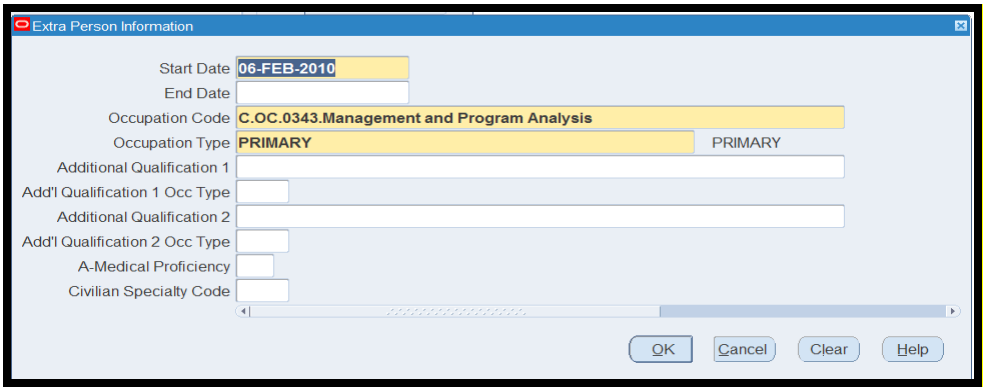
Personnel Screen: Extra Information-Person Occupation



- The Service Unique Occupation Code (SUOC) is fed by source system for Active Duty and Civilians. Discrepancies must be corrected through the Army source system using Army-specific procedures

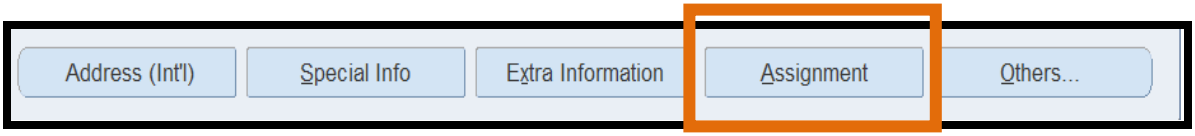
- The source system must be updated when data is inaccurate for Active Duty or Civilians
- Active Duty and Civilians must have one Primary Person Occupation
- All Reservist Person Types must have a Primary "Reservist" Occupation Code instead of the Primary Occupation Code





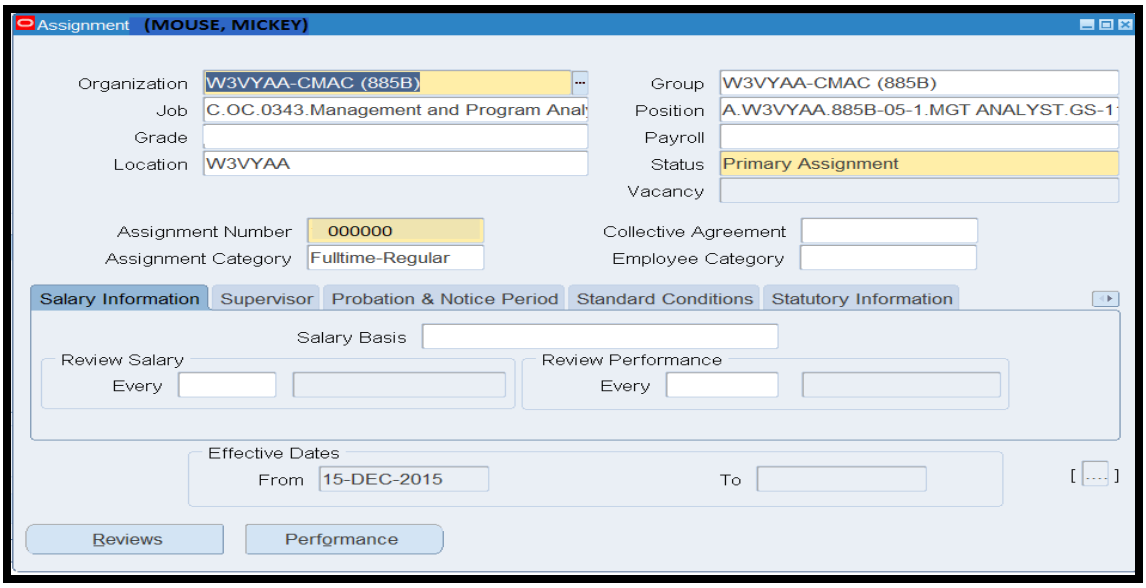
Assignment Screen

Assignment Screen data includes the Organization, Position, Location, Job, Grade of the position, People Group, and Assignment Category. The Army does not populate the Supervisor field



- The Organization, Position, and Job are all tied together
- The Organization is the department/clinic the position belongs to
- The Group field is used to designate the department/clinic where the employee actually works; frequently the same as the Organization, but not always

- The “Position Grade” field listed on the Assignment Screen is the grade of the position, not necessarily the grade of the person. The grade of the position should be comparable to the person (either one-up or one-down)
- Assignment Category MUST be populated. If left blank, when Distribute Labor process is ran, the expenditures for that assignment period will not cost resulting in a “Missing Cost Rate” error



Organization:

- Fed by source system for Active Duty and Civilians
- Organizational data should not be manually updated for Active Duty and Civilians unless it is necessary to update the information prior to creating an Output File. When MTF POCs manually update the Organization in DMHRSi, the next source system feed might over-write the MTF update if the source system contains inaccurate data. The source system data MUST be updated to correct errors in DMHRSi; otherwise the errors will continue to appear
- MTF POCs manually enter and update DMHRSi Organizaton for Contractors, Volunteers, and Local Nationals
- Individual Mobilization Augmentee (IMA) is a “Reserve type” where a Reserviest is “Assigned to the MTFs UIC” instead of the Reserve UIC

Group:

- **“MTF POCs Can manually update”** this field for Active Duty and Civilians without the source systems overwriting the change
- This is where the employee actually works. The Organization and People Group are not required to match as employees may work in areas they are not officially assigned to

- “The Group” enables MTF POCs the ability to track borrowed personnel to the MTF (i.e. Reserve Personnel, personnel from another MTFs, etc.)
- Manually entered and updated by MTF POCs for all person types

Job:

- Fed by source system for Active Duty and Civilians
- Manually entered and updated by MTF POCs for Contractors, Volunteers, and Local Nationals
- Contractors, Volunteers, and Local Nationals must have an Army Service Uinque Occupation Code (SUOC) in the Job field. The SUOC is driven by the Job field for Contractors, Volunteers, and Local Nationals
- The SUOC for Active Duty and Civilians is driven by Extra Information-Person Occupation

Grade:

- The grade for the position
- Leave blank for Contractors and Volunteers

Assignment Number:

- A unique system-generated number

Location:

- This field can be automatically populated based on organization when record is saved
- Field can be changed to a different location from the list of values
- Fed by source systems for Active Duty and Civilians
- Location will auto-populate accurately when the organization is correct

Position Number: (Not essential)

- Used to associate an employee to a “position” on the Table of Distribution and Allowance (TDA)
- Positions are linked to both Organization and Job
- Civilians – reflects what is listed in DCPDS or the position hired against when assigned against a required and authorized position
- Leave blank for Contractors, Reservist, Volunteers, and Guards
- Local Nationals assigned against a required and authorized position should be listed exactly as on the TDA
- Borrowed Air Force, Navy, DHA service members, or Public Health personnel leave the TDA position number from their assigned unit or leave blank

- This is not an essential data element but it is important; the Organization, Job, Position Grade, and Location auto-populate based on the position

Assignment Status:

- **Primary Assignment**: Used to denote the Primary Assignment for the Primary Person Type; used by all Single or Dual Component personnel
- **Deployed**: Used to denote the assignment for an Active Duty or Civilian employee who is deployed. This is only used by Single Component employees because deployed employees are no longer considered a Dual Component
- **Secondary Assignment**: Used to denote the Primary Assignment for the Secondary Person Type used by Dual Component personnel. When the employee's secondary person type is Reserve or Guard, the assignment status will reflect "Secondary Assignment" for all services. There should be not be a "Secondary Assignment" without an active "Primary Assignment"
- **TDY/TAD**: Used to denote that a service member is on temporary duty or assignment
- **Leave without Pay**: Used to denote an employee's approved absence from work without pay that guarantees reinstatement to the positionheld by the employee before the leave was taken
- **Terminate Assignment**: Used to show that the MTF no longer employs the person on that assignment. This status can be used on any Primary or Secondary Person Types for Single or Dual component employees

Assignment Category:

- "DO NOT Leave Blank" - *This field has a direct impact on the EASIV reporting*
- Defaults to "Full-time Regular"
- Can be updated manually
- "Intermittent Employee" assignment category applies only to Civilian, Local National, Volunteer, and Contract person types when the personnel's employment is intermittent with no fixed or guaranteed schedule
- Only one assignment category can be assigned to each person type

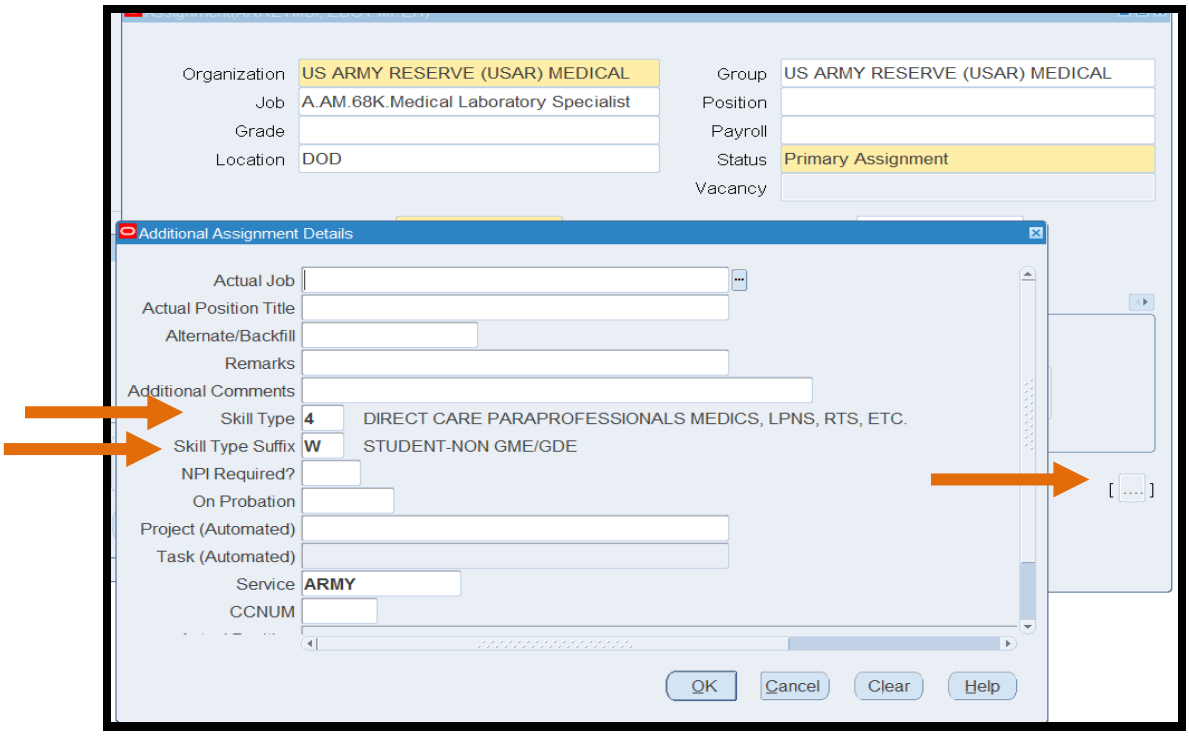
Supervisor:

- NOT USED BY THE ARMY

Skill Type/Skill Type:

- Skill Type/Skill Type Suffix is located on the Assignment Screen in the Additional Assignment Details Flex Field
- Skill Type/Skill Type Suffix must match the SUOC in the Person Occupation field for Active Duty and Civilians

- Skill Type/Skill Type Suffix must match the SUOC in the Primary Reservist Person Occupation field for Reservists
- Skill Type/Skill Type Suffix must match the Occupation Code in the Job field for Contractors, Volunteers, and Local Nationals
- The Skill Type/Skill Type Suffix can be manually updated in the DMHRS*i* record



Dual Component Personnel

The majority of the MTF personnel are Single Component personnel; In other words, they have one person type. There are personnel that have a Primary (P) and Secondary Person Type. The Primary Person Type is defined as the Person Type the employee is assigned the majority of their time. For Dual Component, the Primary person type is indicated first (e.g. **Civilian**/Reserve) followed by the Secondary Person Type (e.g. Civilian/**Reserve**)

Examples of Dual Component personnel include:

- Active Duty/Civilian: Active Duty (P) on Terminal Leave who is also a Civilian
- Active Duty/Contractor: Active Duty (P) on Terminal Leave who is also a Contractor
- Active Duty/Volunteer: Active Duty (P) Employee who is also a Volunteer
- Civilian/Reserve: Civilian (P) Employee who is also a member of the Reserve Forces
- Civilian/Guard: Civilian (P) Employee who is also a member of the Guard Forces
- Civilian/Contractor: Civilian (P) Employee who is also a Contract Employee
- Civilian/Volunteer: Civilian (P) Employee who is also a Volunteer Employee
- Contractor/Reserve: Contract (P) Employee who is also a member of the Reserve Forces

- Contractor/Guard: Contract (P) Employee who is also a member of the Guard Forces
- Contractor/Civilian (Non-DOD Civilian): Contract (P) Employee who is also a Non-DoD Civilian Trainee
- Contractor/Volunteer: Contract (P) Employee who is also a Volunteer
- Volunteer/Reserve: Volunteer (P) Employee who is also a member of the Reserve Forces
- Volunteer/Guard: Volunteer (P) Employee who is also a member of the Guard Forces

Essential data fields in DMHRS*i* for both Primary and Secondary Person Types must be validated and updated as necessary. The source systems for Active Duty, Reserve, Guard, and Civilian personnel must be updated regardless of whether the person type is Primary or Secondary

The HR record assignment screen for Dual Component personnel must have a Primary and Secondary Assignment. If the Secondary assignment People Group organization is an Army organization, these personnel will show up on the Batch and Timecard Status report. Dual Component personnel **MUST** select their person type when documenting time

Section 5: Employee Self Service

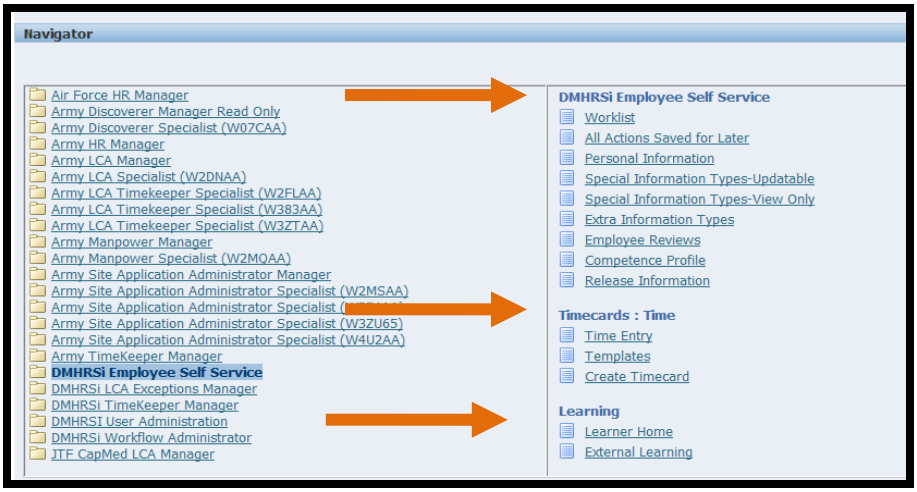
Personal Information

Users may view and at times edit their personal information stored in DMHRSi. Some information is fed from Service source systems and cannot be updated in DMHRSi at the MTF level. Information that can be edited has "Add" or "Update" options by the data fields

1. Log onto DMHRSi

2. Select "DMHRSi Employee Self Service" listed under the "Navigator"; additional links will display

- DMHRSi Employee Self Service
- Timecards: Time
- Learning: these links are not used by the Army



Under "DMHRSi Employee Self Service"there are several links to your personal information. There is only a few of the areas that are updatable, most are for viewing only. The areas that are updatable are illustrated

<u>Worklist:</u> Addressed later in manual

<u>All Actions Saved for Later</u>: Currently not used by the Army

<u>Personal Information:</u>

- Displays Personal demographics - View Only
- Basic Details
    - Full Name – View Only
    - Marital Status – View Only

- Date of Birth – View Only
- Social Security Number – View Only
- Employee Number – View Only
- Organization Email Address – **Updateable**

- Phone numbers - **Updateable**
- Main address - View Only
- Other Address - View Only
- Emergency contacts – **Updateable**

Special Information Types - **Updateable**- Currently not used by the Army

- Family Care Plan
- Family Member Information
- Off Duty Employment
- Other Duties

Special Information Types - View Only (All)

- Allowances
- Deployable Information
- Readiness-Clothing and Equip
- Readiness-Medical Requirements
- Security Access-Local

Extra Information Types - View Only (All)

- Employee Data Information
- Employee Information
- Immunizations
- Person Occupations
- Security Access – Clearance

Employee Review – Currently not used by Army

- Search

Competence Profile – View Only (All)

- Competence Profile
- Current Competencies
- Current Session Changes
- Competencies Pending Approval

<u>Release Information</u> – Currently not used by the Army

- Grant Access
- Existing Access Grants
- Grants Pending Approval

3. <u>To update Email address, Emergency contact, and Phone numbers</u> select "Personal Information" from "DMHRSi Employee Self Service" menu

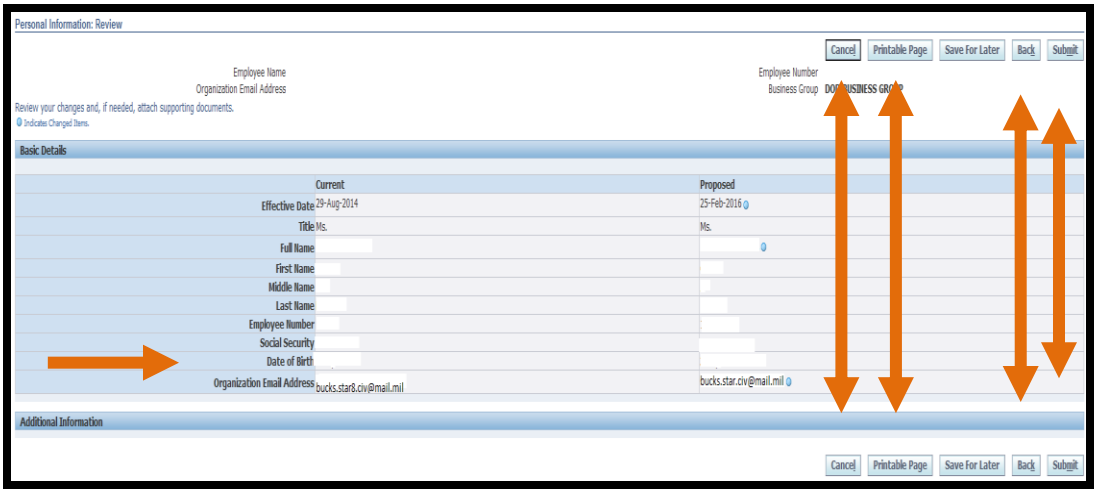
4. Email address: Under "Basic Details" click "Update" to submit request

- On "Basic Details Choose Option" screen select type of change then click "Next"

- On the "Basic Details Update Information" screen enter effective date; update the Organization Email Address then click "Next"

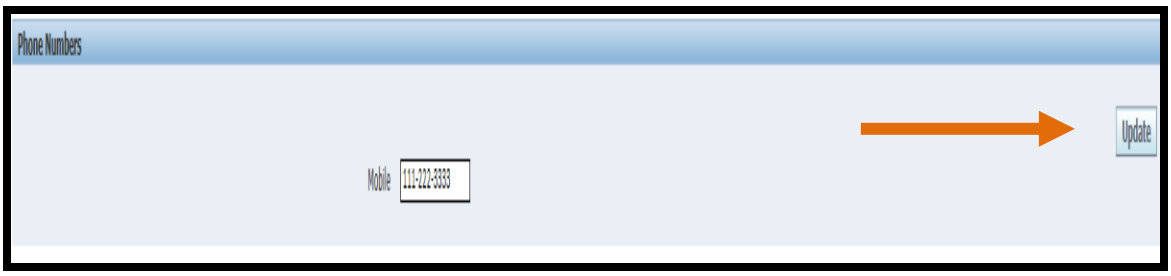
- “Personal Information: Review” screen opens

  - Review changes/corrections; if correct, click “Submit”, if not click “Back”
  - Click “Cancel” to cancel changes/corrections
  - Print a copy of the changes from this screen if needed

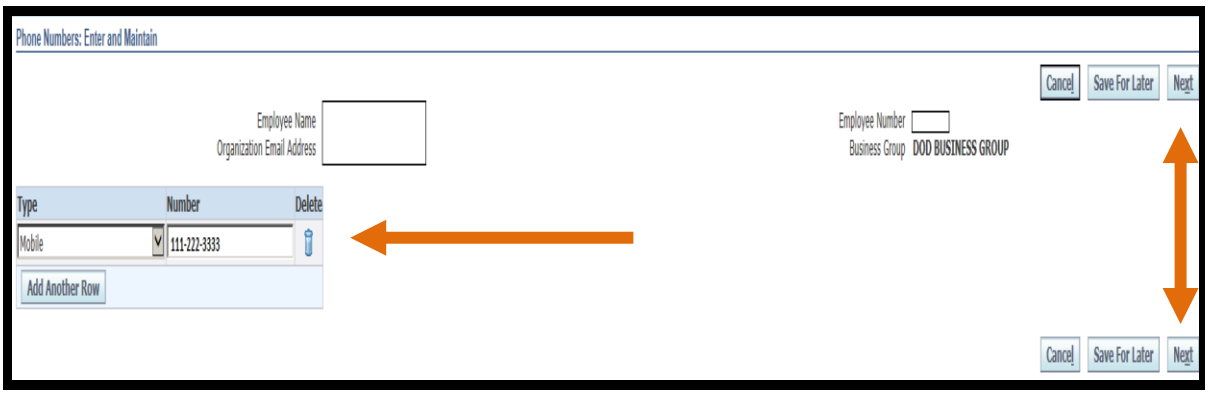


- When submitted the “Confirmation” screen opens; click Return to Overview” to return to the main “Personal Information” screen

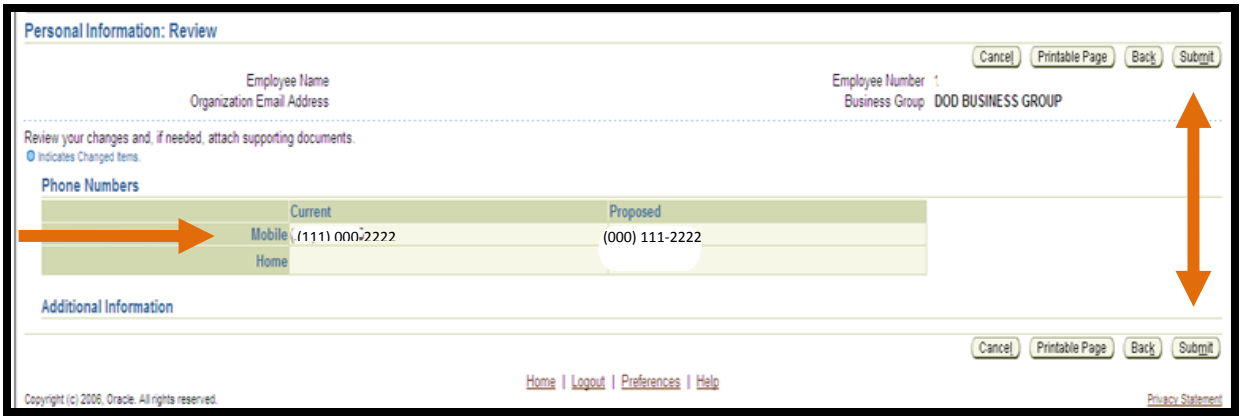
5. Phone Number: under “Phone Numbers” click “Update



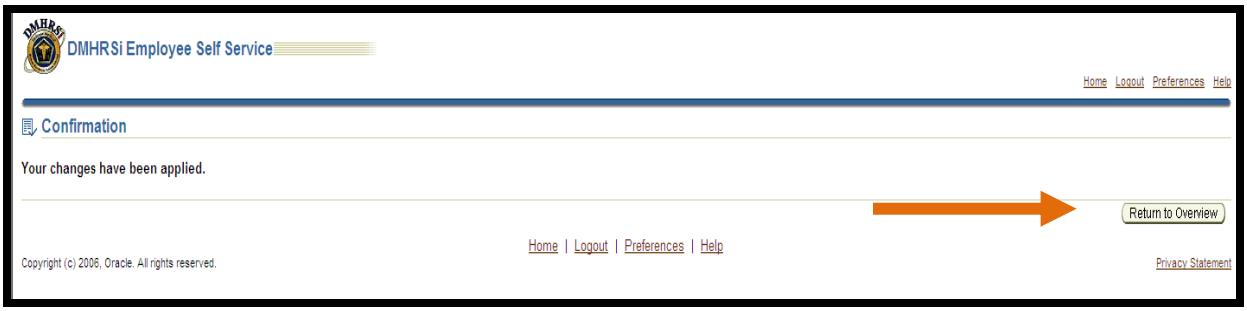
- On “Phone Numbers: Enter and Maintain” screen click the drop down arrow under “Type” to select number type
- Click in the field under “Number” and enter the phone number with area code
- Multiple numbers can be added by clicking “Add Another Row”
- To delete a number click the “Delete” “trash can”icon
- Click ”Next”



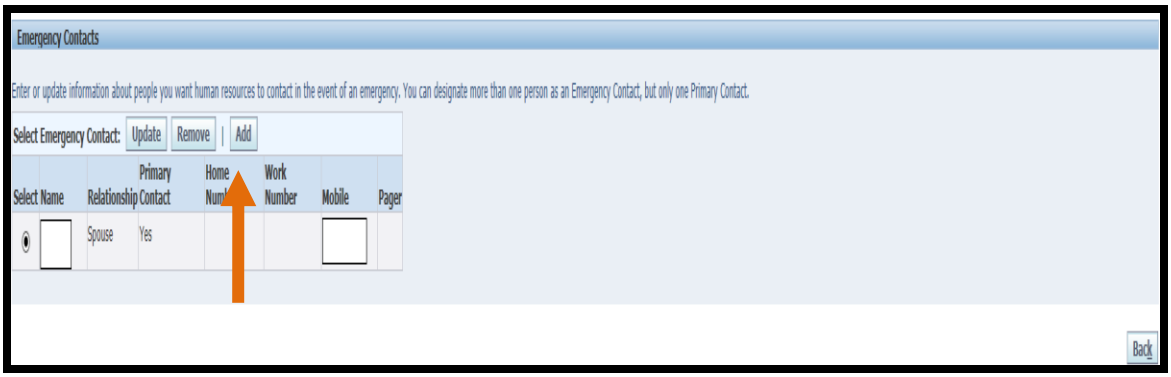
- “Personal Information: Review” screen opens; if correct, click “Submit”



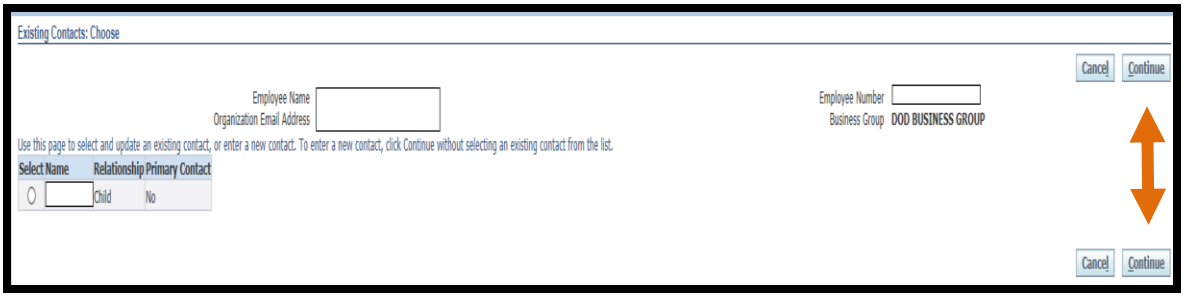
- When submitted the “Confirmation” screen opens; click “Return to Overview” to return to the main “Personal Information” screen



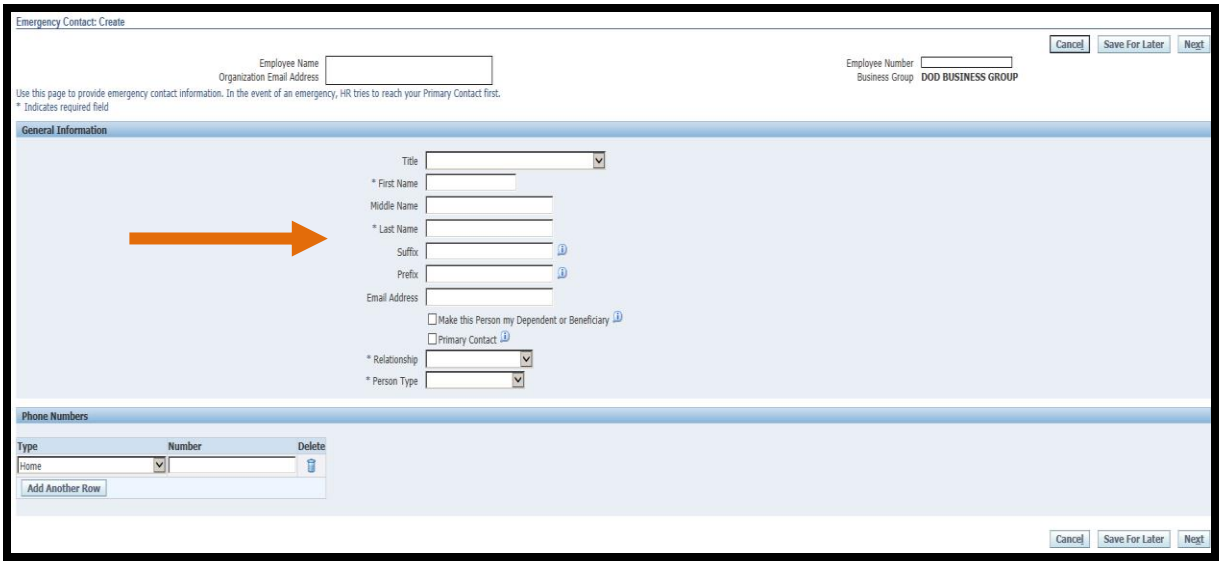
6. “Emergency Contacts: Enter”:Enter emergency contact information for people HR is to contact in the event of an emergency. You can designate more than one person, but there can only be one “Primary Contact”. Under Emergency Contacts” click “Add” to input contact information



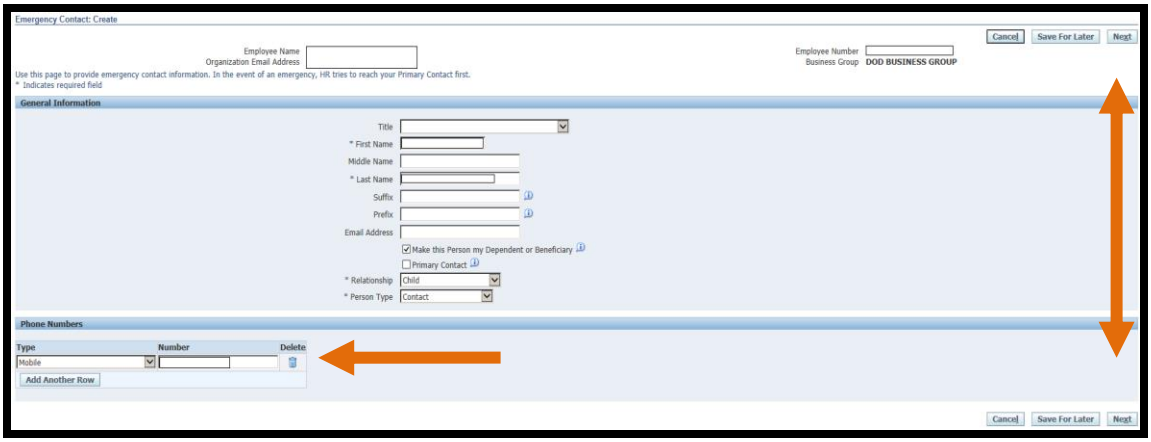
- If the “Existing Contacts: Choose: window opens; use this page to select and update an existing contac, or enter a new contact. To enter a new “Contact”, click “Continue” without selecting an existing contact from the list



- Enter required fields indicated by * on the “Emergency Contact: Create” screen



- Under “Number” add phone number then click “Next”



- “Personal Information: Review” window opens; review information

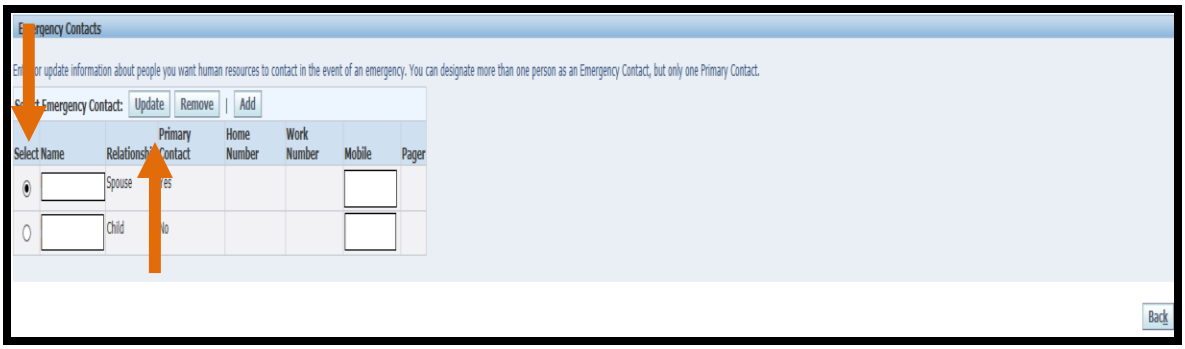
  - If correct click “Submit”
  - If incorrect click “Back”
  - Click “Printable Page” for printed copy of page
  - Click “Cancel” to reject information and start over

- The “Confirmation” window opens; click “Return to Overview” to return to the “Personal Information” window

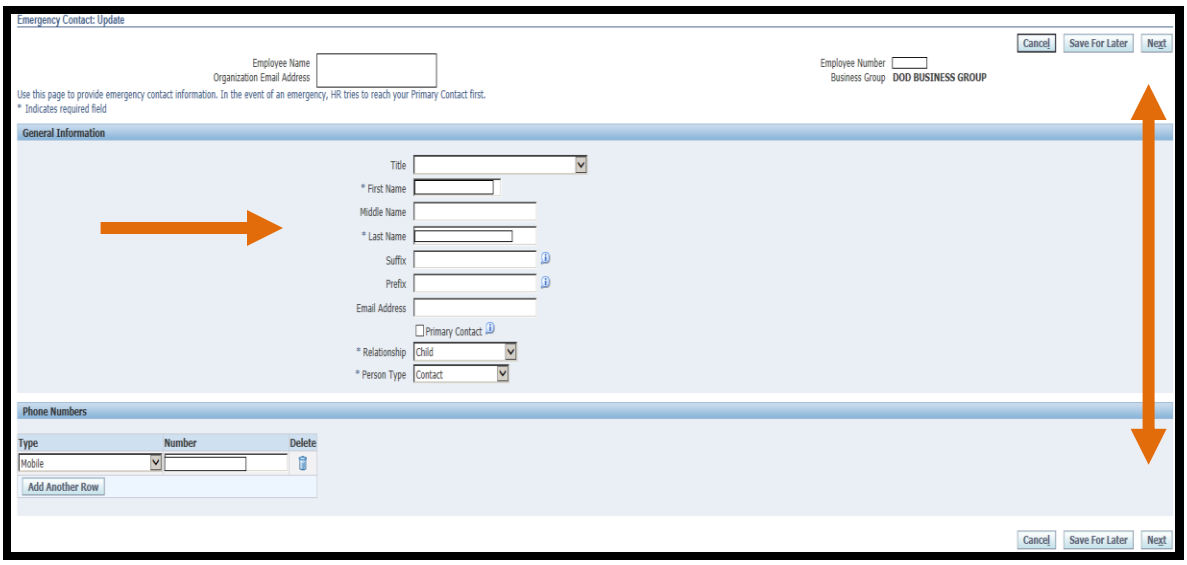
- The updated information will now be displayed

7. "Emergency Contacts: Update": Update emergency contact information for people HR is to contact in the event of an emergency

- "Select" the contact to be updated
- Click "Update"

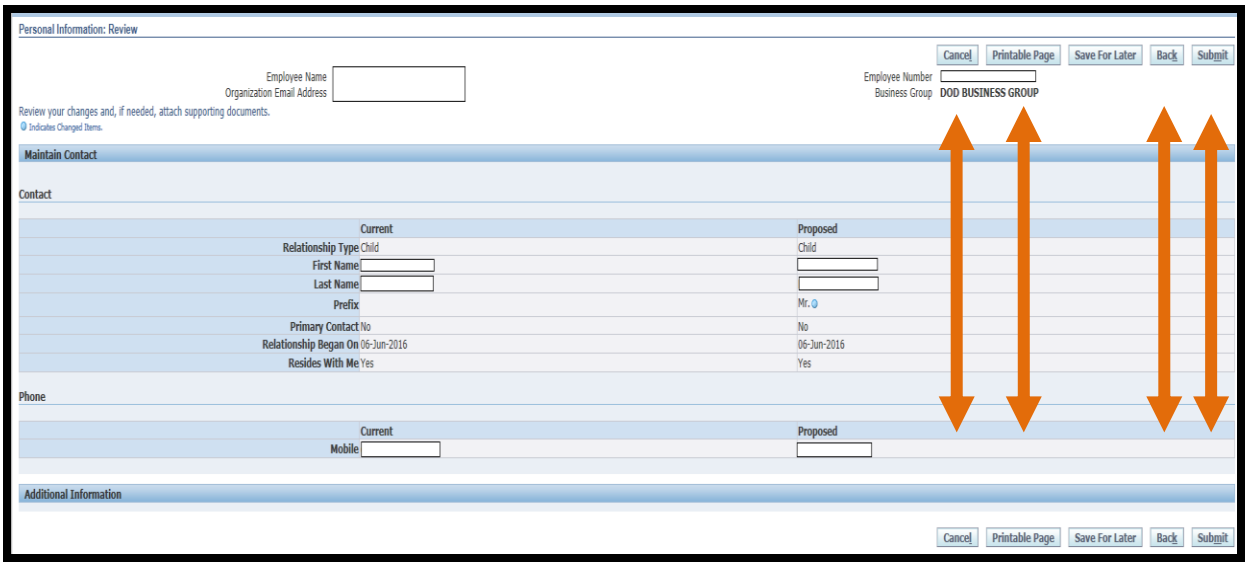


- "Emergency Contact: Update" window opens; make changes, then click "Next"



- “Personal Information: Review” window opens; review information

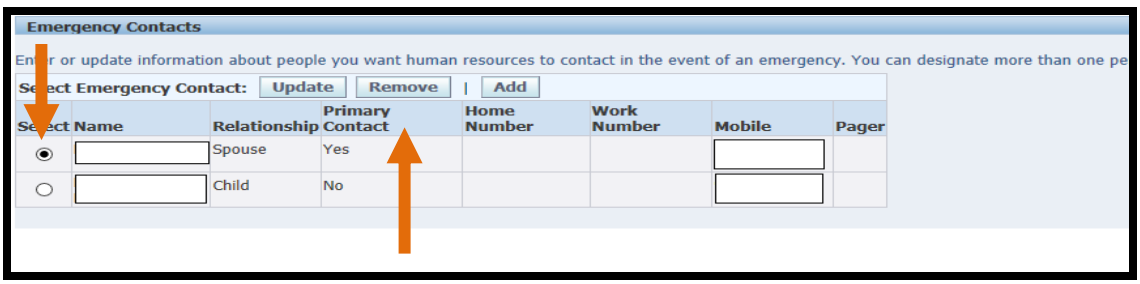
  - If correct click “Submit”
  - If incorrect click “Back”
  - Click “Printable Page” for printed copy of page
  - Click “Cancel” to reject information and start over



- “Confirmation” window opens; click “Return to Overview” to return to “Personal Information” window

8. “Emergency Contact Removal”

- Select contact to be removed
- Click “Remove”



- “Remove Contact” window opens; enter an “End Date” then click “Next”

- “Personal Information: Review” window opens; review information

  - If correct click “Submit”
  - If incorrect click “Back”
  - Click “Printable Page” for printed copy of page
  - Click “Cancel” to reject information and start over

- “Confirmation” window opens; click “Return to Overview” to return to “Personal Information” window

9. Click “Home” to return to the Navigator page

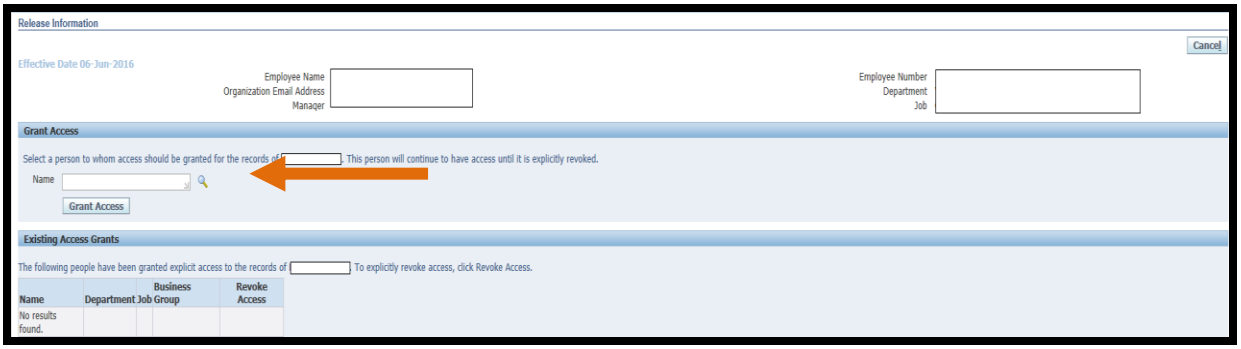
Release Information

There may be occasions when Timekeepers must enter time for personnel not officially assigned to the MTF, such as Subject Matter Expert (SME) personnel. On these occasions, personnel can "release" their information to their Timekeeper Specialist to grant access to their records

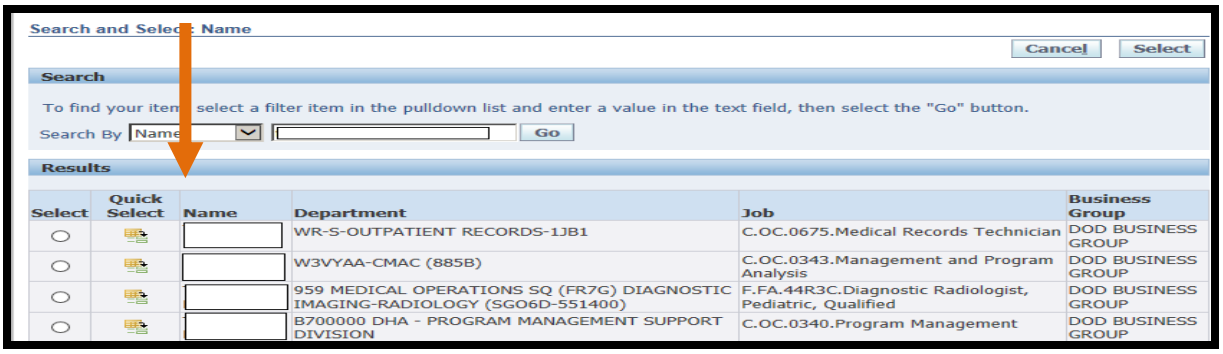
1. Start task using "Employee Self Service" responsibility

2. Select "Release Information" under "DMHRSi Employee Self Service" menu

3. "Release Information" windows opens. Under "Grant Access" enter the "Last name, First name" of the person releasing the information to, then click [Tab], or select the search icon

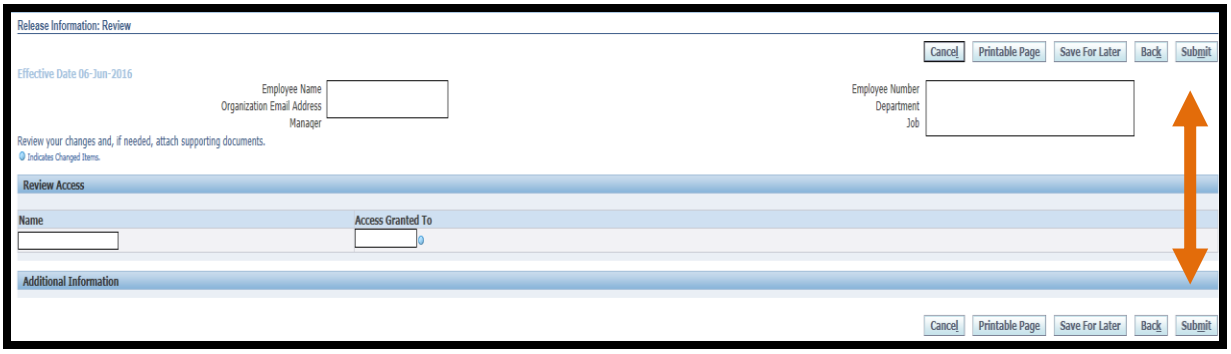


- "Search and Select: Name" window will open; if there are multiple names: Click "Quick Select" by correct person



4. Click “Grant Access”

5. “Release Information: Review” window opens; review information, then click “Submit”



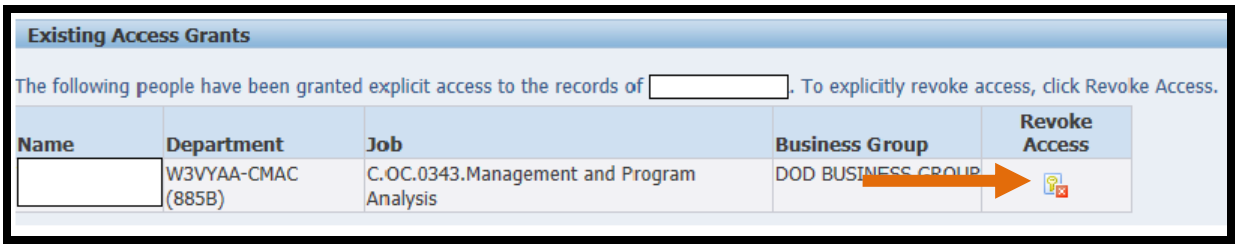
6. “Confirmation” window opens; Click “Home” to return to Navigator page

7. Repeat these steps to release information foradditional personnel

Remove Release Information Access

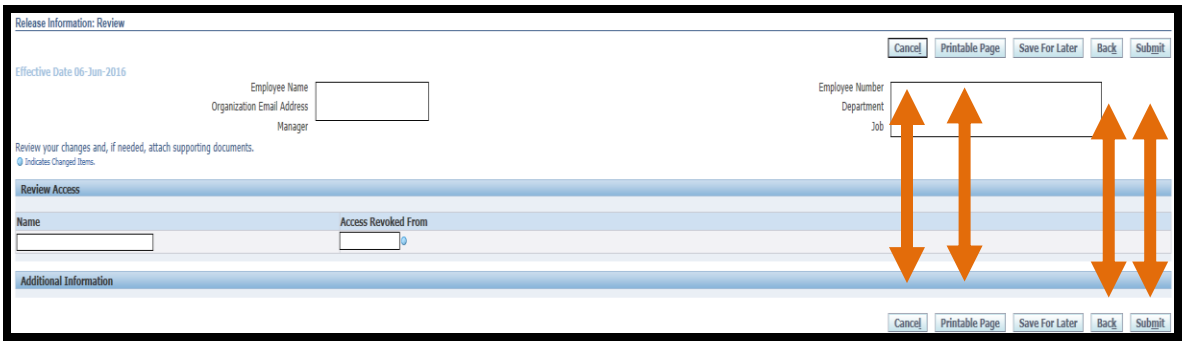
1. Click “Release Information” to remove the access

2. “Release Information” window opens. Under “Existing Access Grants” select “Revoke Access”



3. “Release Information: Review” window opens; review information

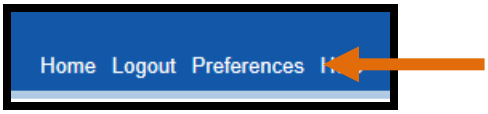
- If correct click “Submit”
- If incorrect click “Back”
- Click “Printable Page” for printed copy of page
- Click “Cancel” to reject information and start over



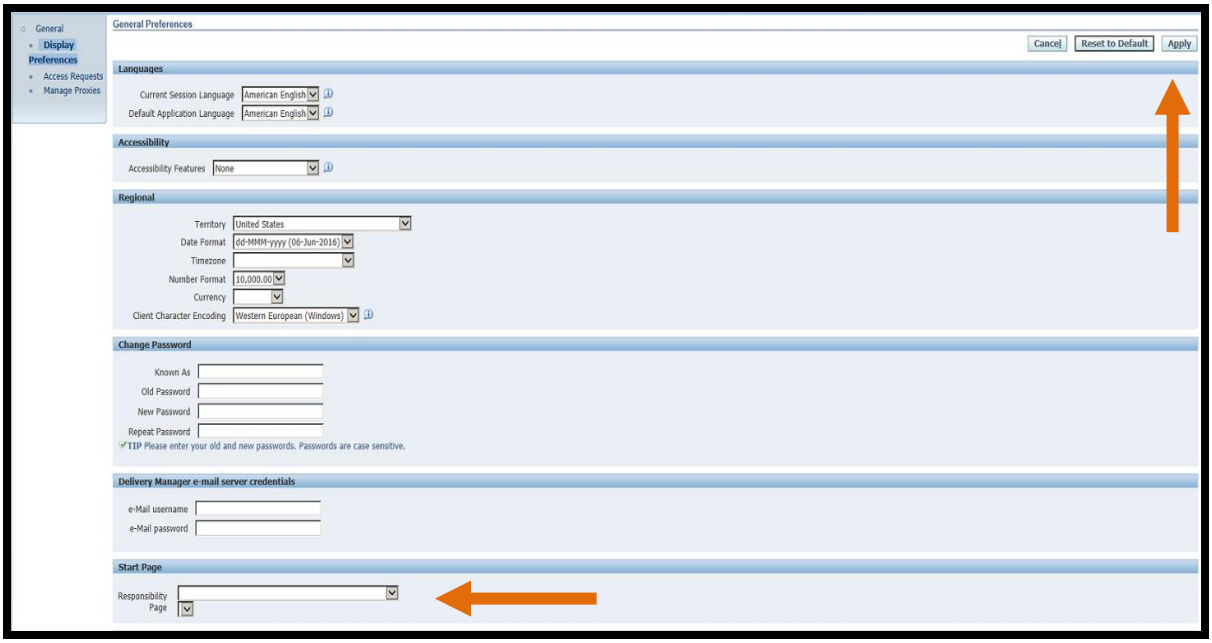
4. “Confirmation” window opens; click “Home” to return to the Navigator page

Employee cannot see DMHRSi Employee Self Service Home page

1. Click “Preferences”



2. “General Preferences” screen opens; under “Start Page” delete any entries and click ”Apply” to view the home page when logging into DMHRSi



Timecard Business Rules

Documenting time is an individual employee's responsibility. Employees are expected to document time, per Medical Expense and Performance Reporting System (MEPRS) guidance, using the DMHRSi self-service timecard. When personnel are authorized to enter time by proxy, they assume responsibility for accuracy and timeliness of the submission

- Timecards are created and submitted bi-weekly
- Timecards MUST be submitted prior to departure for vacation, leave, or business travel if scheduled to be away when timecards are due
- Timecards must reflect all hours worked including Overtime and Comp Time Earned (overtime and comp time earned are for civilian employees only)
- Timecards must accurately reflect all leave (including sick leave), disability time, and vacation hours (applies to Active Duty and Civilian personnel only)

DMHRSi time reporting period mirrors the Army Civilian pay periods. The time periods are every 14 days starting every other Sunday and ending every other Saturday, regardless of when the end of the month occurs. Timecard submission must be completed no later than close of business Monday following the end of the pay period (If Monday falls on a Federal Holiday then timecards must be submitted by COB Tuesday). All hours must be recorded to the appropriate project, task, and time type as defined by MEFRS FY guidance provided to MTF POCs (i.e. Ssupervisors and Timekeepers)

Personnel should enter time daily, although timecards can only be submitted bi-weekly. The automated (PRC: TRANSACTION IMPORT) process runs timecards continuously but may take up to 24 hours for expenditures to be available for End Of Month (EOM) processing; depending on the number of timecards submitted (all services/worldwide)

Additional Information for personnel that work on weekends:

Due to how costs are cacluated for Active Duty personnel, when the week is split in two months, there is a potential for one of the segments to have a cap of "0". This happens when the first day of the month is a Saturday or the last day of the month is a Sunday since the algorithm uses "work" days to calculated the cap

- Example: 31 January 2016 is a Sunday. Since that segment of the week only includes Sunday, the calculation is "0" work days are included in the Segment

No work around is know for this issue other than to move the hours to another day

Civilian

- Civilian timecards must match civilian payroll
- Exception to this rule; Physicians with a SUOC of **"**0602**"** and Dentist with a SUOC of **"**0680**"** must match their non-available time to payroll, however 0602 & 0680 series are allowed to enter **"ALL"** time worked in DMHRSi

Active Duty

- All hours worked in support of the MTF's mission MUST be entered in DMHRSi
- All Readiness Training should be documented in DMHRSi

Contractors

- All MTF-funded Contractors must complete a bi-weekly DMHRSi timecard
- All hours for housekeeping contractors can be documented on one day (only exception); all other man hours should be documented daily

- Contractor's hours should match available hours submitted to the contracting company for payment

Reservist Personnel

- Only record available hours worked in support of the MTF mission
- Non-available time is NOT recorded in DMHRSi

Volunteers

- Performing the duties associated with a vacant authorization/requirement should report man-hours in DMHRSi

    - Volunteers may be used to assist and augment the regularly funded workforce, but may not be used to displace paid employees or in lieu of filling authorized paid personnel

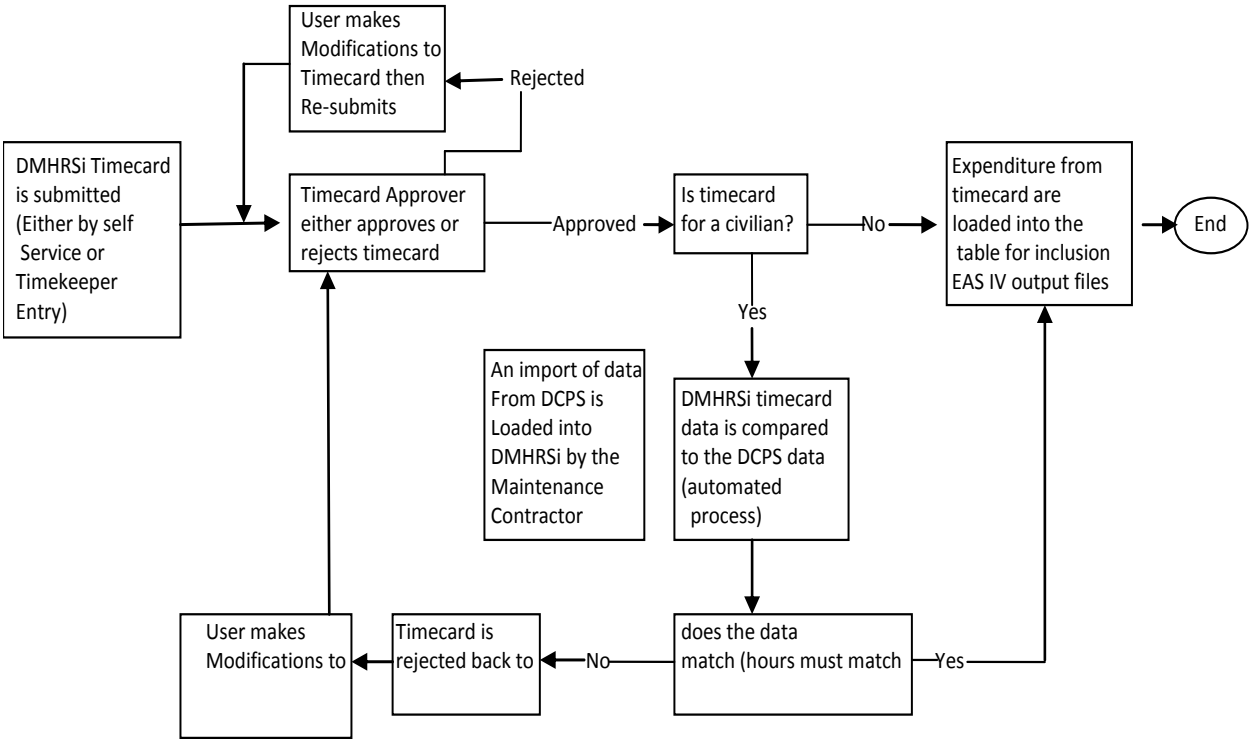
- Military Medical Personnel from outside organizations, that volunteer at MTFs to maintain their credentials should report man-hours in DMHRSi as Borrowed Military Manpower (BMM)
- With the exception of Red Cross (RC) Skill Type 1 and 2 credentialed providers, RC volunteers will "NOT" report- hours in DMHRSi
- Volunteer Skill Type 1 and Skill Type 2 Credentialed providers **must** report hours in DMHRSi

Borrowed Manpower

- Must be in DMHRSi by name
- Only record available hours worked in support of the MTF mission
- Non-available time is NOT recorded in DMHRSi

How a Timecard Flows

- Timecards are submitted by the employee or by a Timekeeper Specialist
- Submitted timecards flow to the assigned Timecard Approver for the People Group Organization
- Timecard Approver reviews the timecard, then approves or rejects the timecard
- Rejected timecards flow back to the employee to make requested adjustments or corrections and resubmit to the Timecard Approver
- Approved timecards for Active Duty, Reservists, Guards, Contractor, or Volunteers flow to the Expenditure Table and reflect an "Approved" status
- Approved timecards for Civilians remain in a "Submitted" status until payroll reconciles with the DCPS timecard
- During Civilian payroll reconciliation, when the DMHRSi timecard does not match the DCPS timecard, it is "Rejected" and flows back to the employee for needed corrections and resubmission to the Timecard Approver
- Timecard Approvers must approve the timecard again to see if it now matches the DCPS timecard
- If the DMHRSi timecard matches the DCPS timecard the DMHRSi timecard flows to the Expenditure Table and show as "Approved"
- Keep in mind that it may take up to 24 hours for the approved timecard to flow to the Expenditure Table



Creating a Bi-Weekly Timecard Template

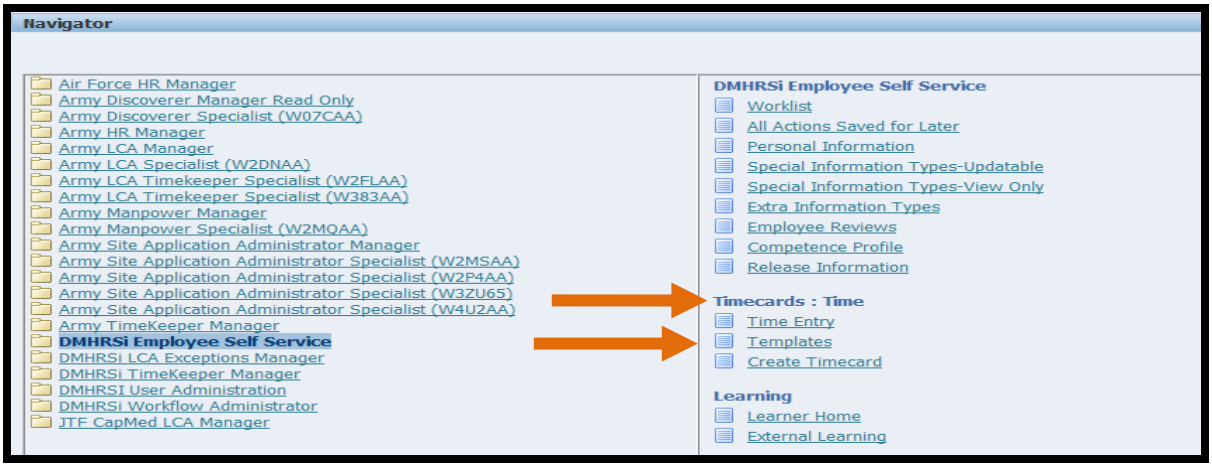
Templates: Timecard entry may be accelerated by creating templates that define standard information and/or set combinations of projects,tasks, and types. Users should set up templates before creating timecards to save time associated with repeated weekly tasks and work hours

1. Obtain a list of projects and tasks (work center/activities) associated with the position from your Supervisor, Timekeeper Specialist, Timecard Approver, or local MEPRS office

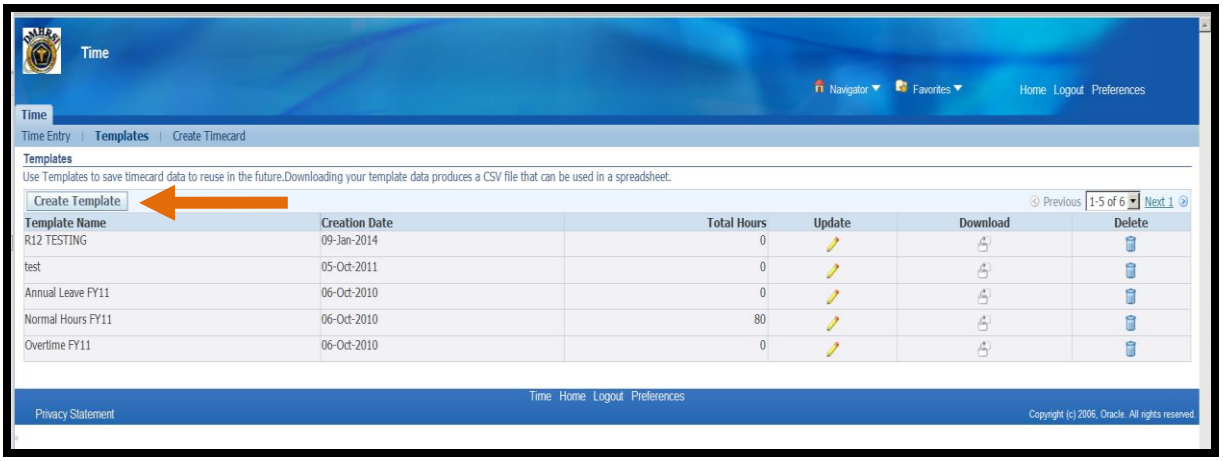
2. Log into DMHRSi

3. On the "Navigator" screen click "DMHRSi Employee Self Service"

4. Select "**Templates"** from the "**Timecards: Time"** menu

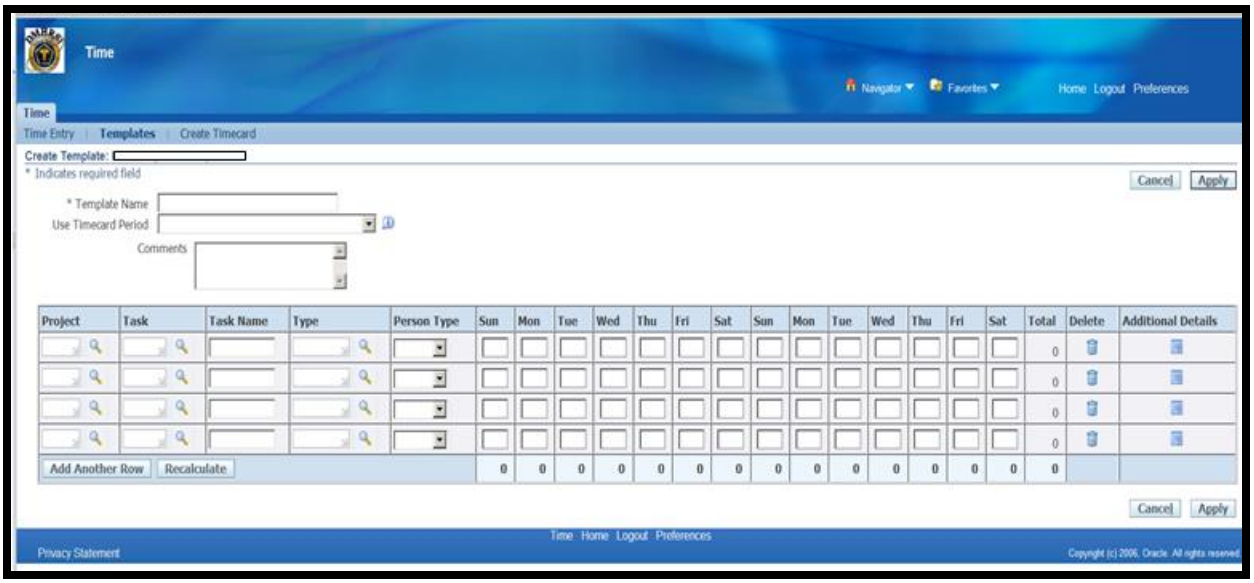


5. "Template" window opens. Click "Create Template"



NOTE: *The template format is a personal preference. The user may create one template that represents a combination of multiple projects and associated tasks; create one template for each separate project/task; or create a template with project/task codes used every pay period and a separate template for project/task codes used occasionally*

6. "Create Template" window opens



7. In the "**Template Name"** field, create a new template name (ex: FY14 TEMPLATE)

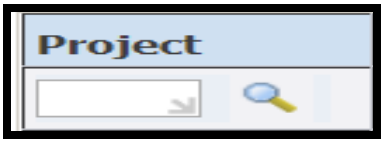
8. Leave timecard period field **blank**

9. Click in the "Comments" field. This is a free-text area and comments are optional. Personnel may enter their name in the comments section to aid the Approver in rapidly identifying the comment with the employee

NOTE: *If a comment is entered as part of the Template, the comment will appear on every timecard*

10. Click in the “Project” field and enter the MTF’s unique “Project Number” then press [**TAB**]

- **<u>Project Number</u>:** The “Project Number” is a “7-character” number automatically generated in DMHRSi when the project is created by MEPRS Headquarters Office at the beginning of the FY; inquire with Supervisors or Timekeepers for the Project Number

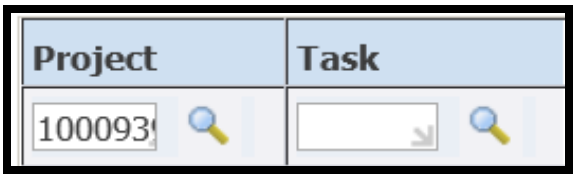


11. Click in the “Task**”** field and enter the specific task for the users work center then press [**TAB**]

Task numbers exists to track “Available and Non-Available Time.” Available time refers to time reported while available for work; Non-Available Time is when personnel are not available to work (i.e. leave, vacation, etc.)

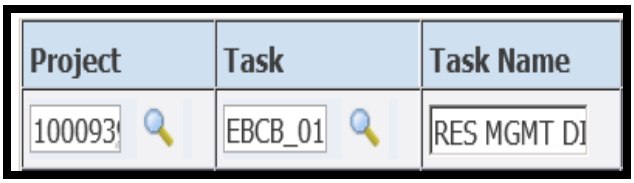
- **<u>Available Hours</u>**: Tasks for “Available Time” are comprised of Functional Cost Codes (MEPRS Codes/FCC) for work performed followed by an underscore and the Parent DMIS ID assigned to the facility (Example: AAAA_0001)
- **<u>Non-Available Hours:</u>** Task numbers for “Non-Available Time” such as “Leave” are numerical (Example: 01.01 for Military and 02.01 for Civilians)

NOTE: *User should verify with their Supervisor or Timekeeper when unsure which tasks to use*



12. Click in the “Task Name” field. The populated task name was created by the MEPRS office and may not make sense to the user. Users have the option to use task names created by MEPRS or create their own to associate what the task is for; the field is limited to 20 characters

- **<u>Task Name:</u>** The task name corresponds to the MEPRS code (i.e., Resource Management, Internal Med, Dental, etc.)



13. Click in the "Type" field. There are three hour "Types"

- REGULAR-Straight time
- COMP TIME EARNED
- OVERTIME

NOTE: *Users that know which hour "Type" is needed, may enter the first letter of the word and press [**Tab]** and the hour "Type" will populate*

NOTE: *Active Duty,Contractors, and Volunteers use "REGULAR-Straight time" ONLY*

NOTE: *ONLY Civilians are allowed to use "COMP TIME" and "OVERTIME"*

14. Enter the person type by clicking the down arrow and select the appropriate type from the list of values

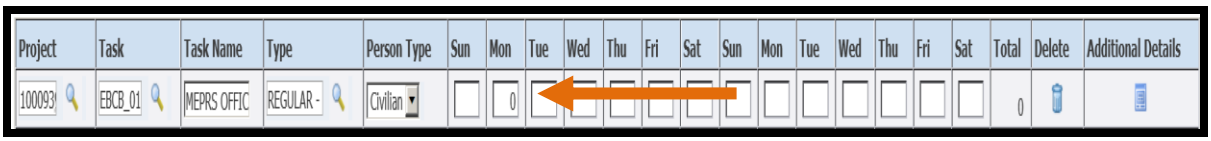
- The "Person Type" field is available for all employees, but is only required to be populated for "Dual" component employees
- Dual component employees pick-list will display the two appropriate person types (i.e. if a person is Civilian/Reserve, only Civilian and Reserve will be included in the pick-list)

WARNING: ***Dual component employees*** *must enter a person type for each task entered on the timecard or the timecard will reject*

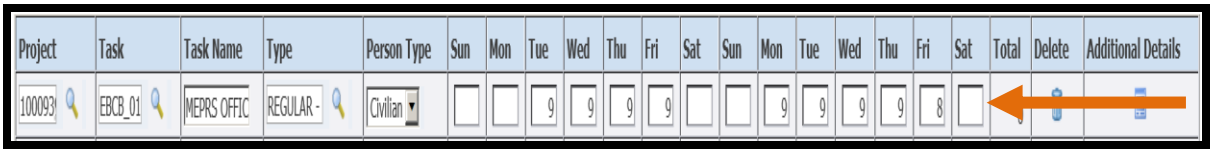
15. Enter placeholders for templates that have multiple tasks. Placeholder signify the user will place time against this particular template; lines without a placeholder will be deleted when saved

Placeholders can be added two different ways:

- First way: Enter zero (0) on the first Monday



- Second way: Add hours normally worked during the payperiod

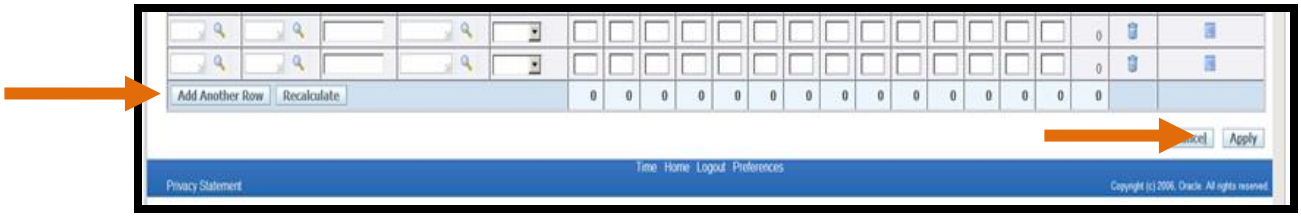


NOTE: *It is the users preference how to enter hours saved to their templates. Work hour modifications will be made on the actual timecard. With multiple templates, the user enters templates to the timecard as needed so placeholders are not required*

NOTE: *It is not a requirement to use or charge time against ALL created Templates or Tasks when submitting timecards*

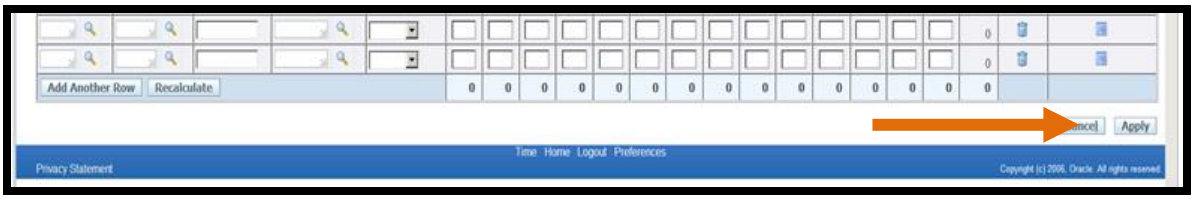
16. For users *creating one template*, repeat steps 5-15 until all appropriate tasks are entered on the template

- When more than four project/task combinations are needed, click "Add Another Row"
- Click"Apply" when the template is created

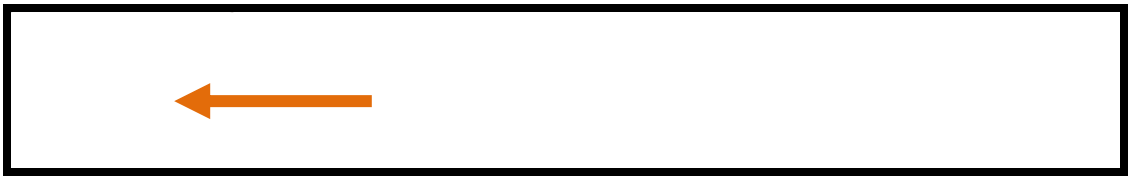


17. When *creating multiple templates*

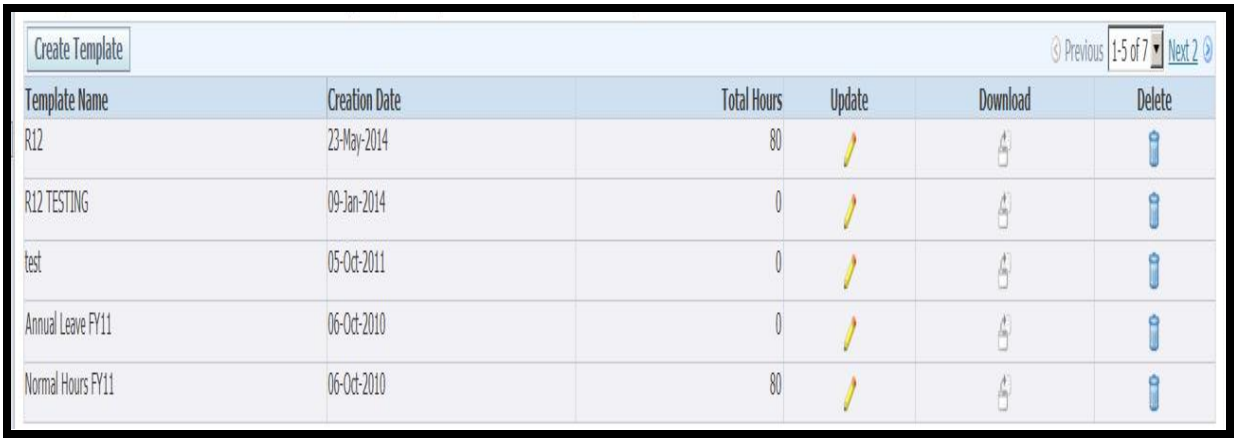
- Click "Apply"
- Repeat steps 5-15 and 17 until all templates have been created



18. A confirmation message will be displayed

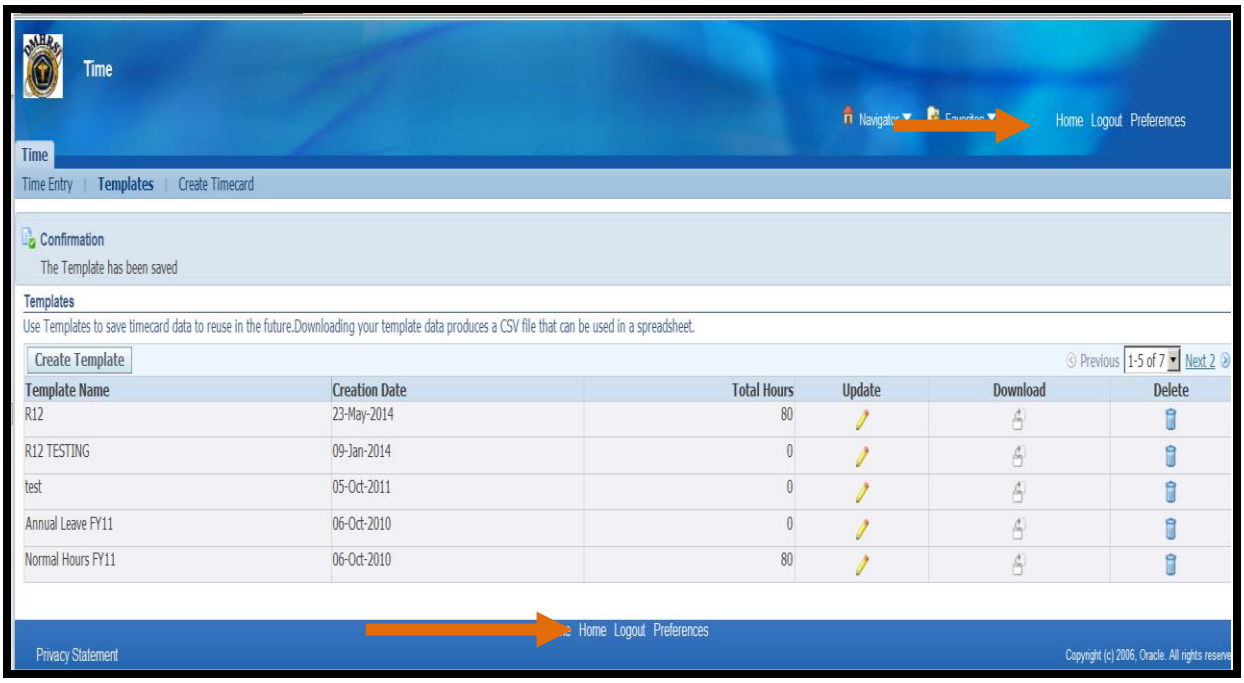


19. The users template(s) can now be used when creating a DMHRSi Timecard



- **Template Name** - contains the name of the users template
- **Creation Date** – date template is created
- **Total Hours** - should contain "0" as a placeholder or total hours entered on the template
- **Update icon** - click anytime to update a template
- **Download icon** - currently **NOT** used in DMHRSi
- **Delete icon** - click to delete a template (looks like a trash can)

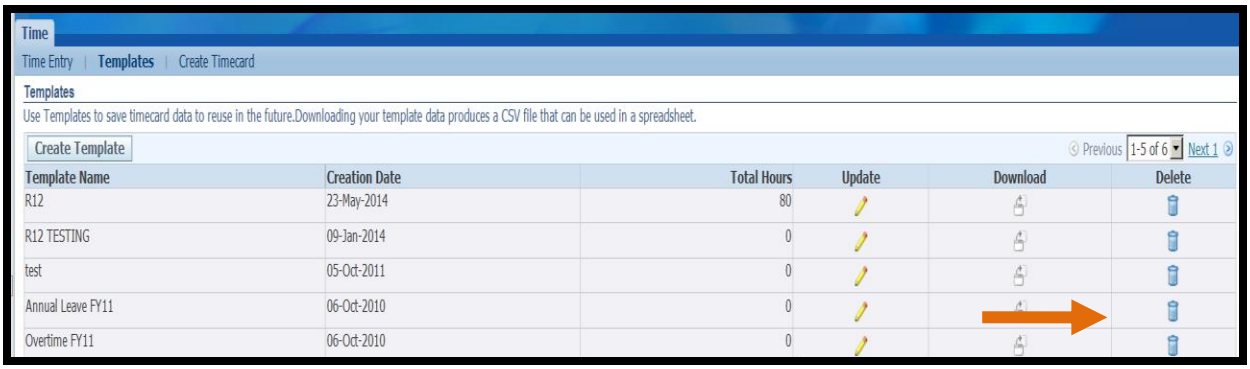
20. Click "Home" to exit "Templates" and return to Main menu



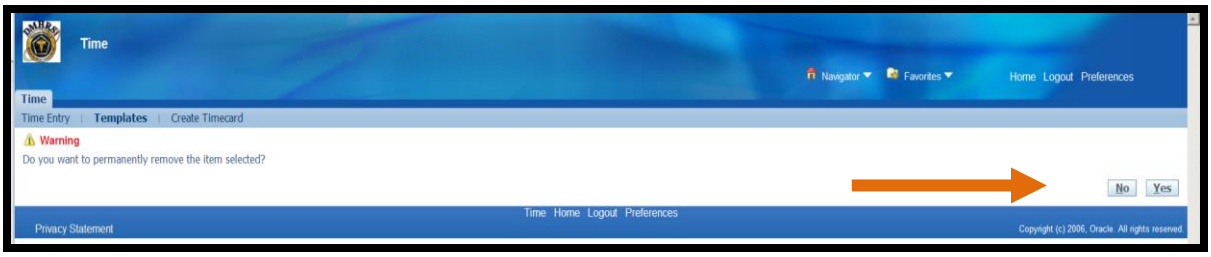
Deleting a Template

1. Click timecards “Templates”

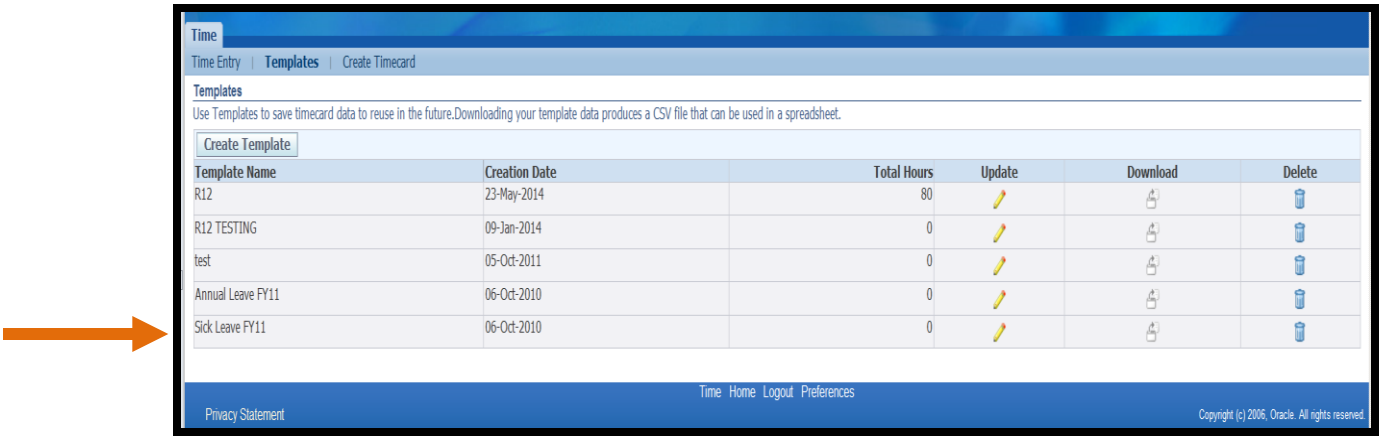
2. The template window will open. Delete the template(s) no longer needed by clicking the delete (trash can) icon



3. A warning screen will ask “Do you want to permanently remove the item selected?”; Click “YES” or “NO”



4. The “Template” window opens. The users templates will appear and the deleted template should be removed



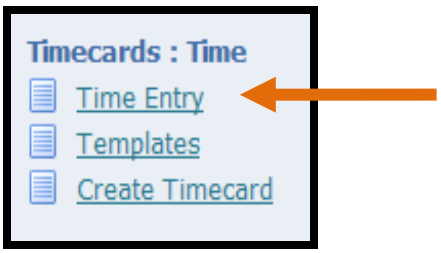
Create and Submit a Timecard using Time Entry

Individual employee's are responsible for documenting and submititing their own timecard **no later than (NLT)** close of business (COB) every other Monday (if Monday falls on a Federal Holiday, submit by COB Tuesday). Timecards must be completed for the entire 2-week period, even if the end of the month occurs before Saturday

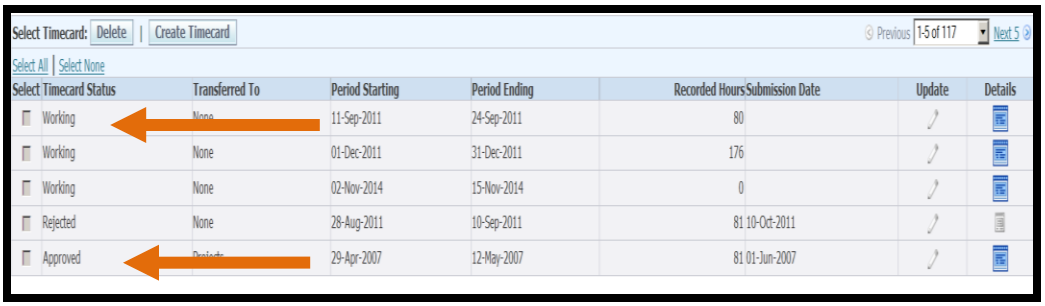
1. Log onto DMHRS*i*

2. Select "DMHRSi Employee Self Service**"** from the "Navigator" page

3. Select "Time Entry" from the "Timecards: Time" menu



4. The "Time" window opens. All timecards submitted will be displayed in this area to include approved timecards. Any Rejected, Error, or Working timecards will appear at the top of the list



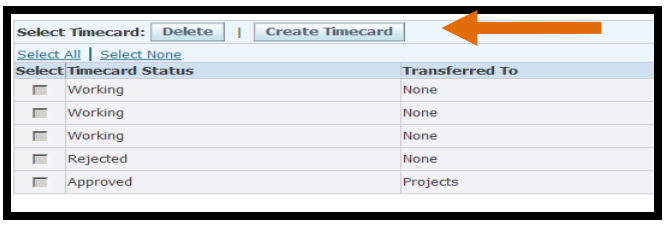
The Time page contains the following column headings:

- **Select:** To select a line
- **Timecard Status:** Displays timecard status; Rejected, Working, Submitted, or Approved
- **Transferred to:** Displays "None" if the timecard is waiting completion. Displays "Projects" when the timecard has been approved
- **Period Starting:** Timecard period beginning date
- **Period Ending:** Timecard period ending date
- **Recorded Hours:** Total number of hours charged to the two-week timecard period
- **Submission Date:** Date timecard was submitted
- **Update:** Allows users to update timecards in a "Rejected", "Error", or "Working" status It also allows users to review comments from the timecard approver. When the update

icon is gray, timecards cannot be adjusted. “Submitted” timecards cannot be updated unless rejected by the “Timecard Approver”. “Approved” timecards can only be corrected by “LCA Managers”

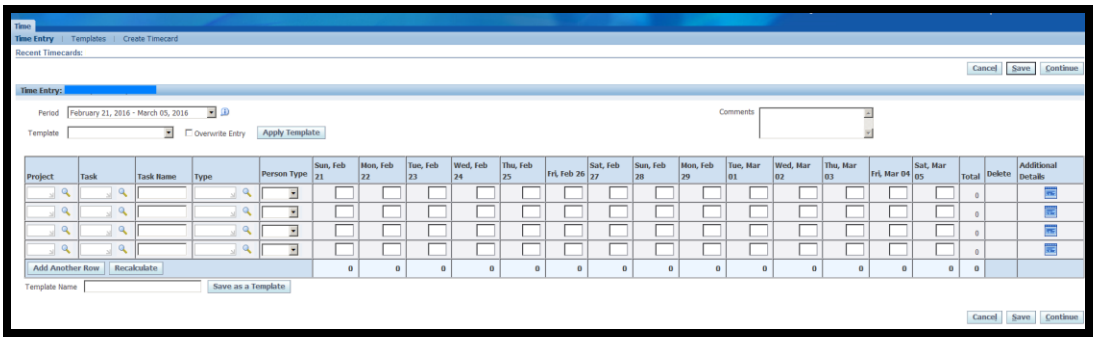
- **Delete:** Allows for deleting an entire Timecard. “Approved” timecards cannot be deleted; contact the local LCA Manager for actions regarding these timecards
- **Details:** Allows users to view but not edit timecards; it reflects all comments made to timecards

5. Click “Create Timecard” on the “Time” page



6. The “Timecard Information” window opens. User will see:

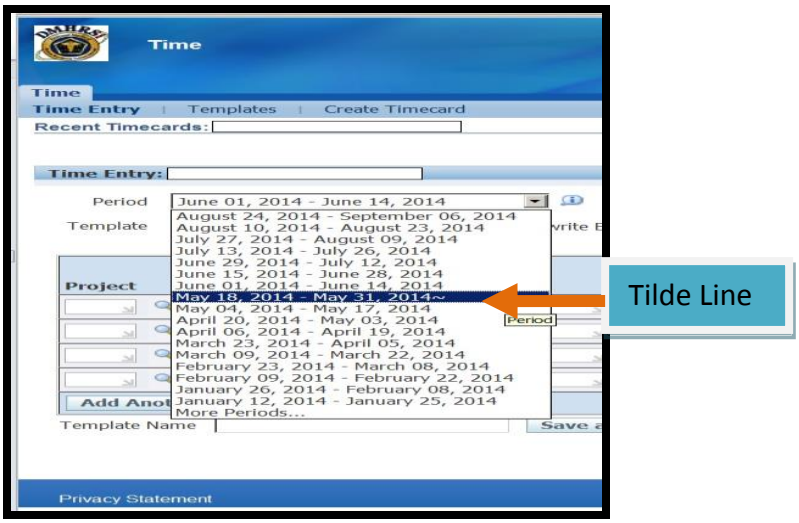
- Employee's name (will see name by Recent Timecards and Time Entry)
- System-assigned employee number
- Current two-week pay-period with dates under each day of the week
- Template box
- Overwrite Entry (**Do Not Use**)
- Apply Template button
- Comments box



- **Period:** Reporting period is bi-weekly
- **Template:** Templates provide the option to create a combination of projects and associated tasks that can be applied to timecards later. Users may create a template for a task or combination of tasks performed on a routine basis; multiple templates may be applied to the same timecard
- **Project:** Each MTF has a 7 character project number. The project number is automatically generated in DMHRSi when the project is created each FY

- **Task:** Tasks represent MEPRS codes used to report “Available” and “Non-Available” time. Available time refers to time reported available for work. Non-Available Time is when personnel are not available for work (i.e. leave, vacation)
- **Task Name:** Displays the Task long name (i.e. Internal Med, Dental)
- **Type:** Explanation of Hours consists of Comp Time Earned (Civilians only), Overtime (Civilian only), or Regular - Straight Time (all person types)
- **Person Type:** Displays the employee’s Primary person type; will display a Secondary person type when the employee is “Dual Component”
- **Totals:** Individuals actual work hours each day; hours can be whole or fractions annotated by 15 minute intervals
- **Delete:** Allows users to clear (delete) an entire line(s) prior to submission
- **Details:** Allows users to enter additional timecard information for the line displayed; reflects all comments
- **Add Another Row:** When additional lines are needed, click on “Add Additional Row"
- **Recalculate:** Totals hours enter in the “Hours field of the timecard”
- **Save As a Template:** Allows users to save the Timecard as a Template
- **Cancel:** Allows users to remove information, return to the "Timecard Information" screen and changes should be removed
- **Save:** Allows users to save timecards to complete later
- **Review:** Allows users the opportunity to review their timecards prior to submission
- **Apply:** Allows users the option to save changes
- **Back:** Returns users to the previous screen
- **Submit:** Allows users the option to submit timecards
- **Return to Recent Timecards:** Navigates users back to the “Recent Timecards” screen
- **The "Timecard Information**: Displays employee's name, system assigned employee number, and current pay period beginning and end dates

7. Select the pay period using the drop down arrow

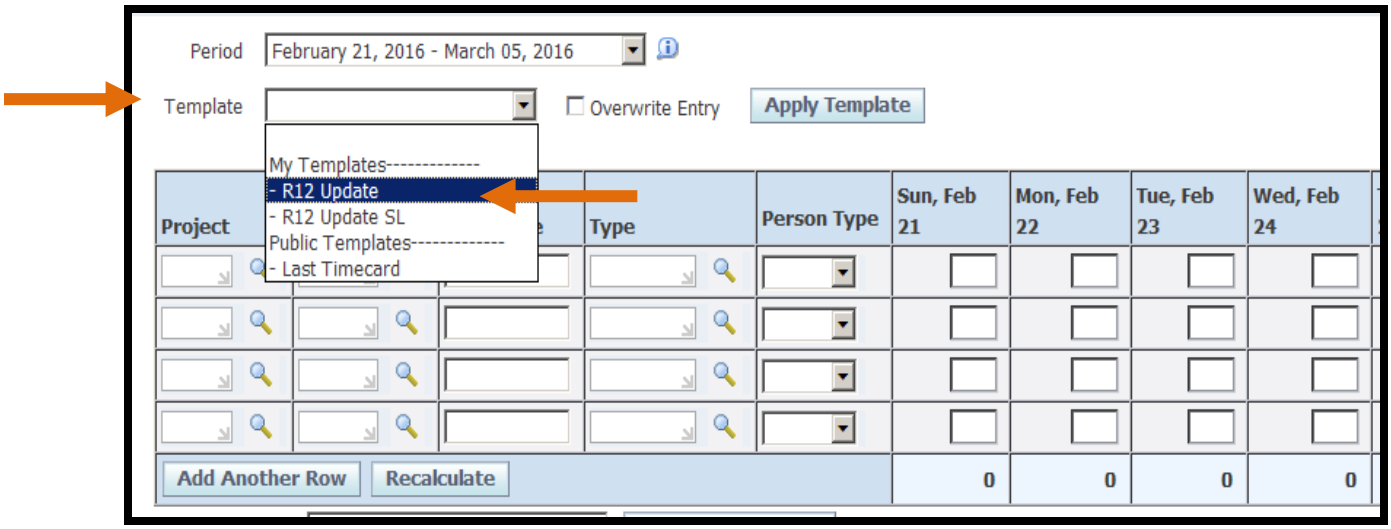


WARNING: *Pay attention to the pay period dates. The "Period" field automatically populates with the next pay period dates a timecard needs to be created . A Tilde line (~) next to the date, indicates a timecard has already been started for that pay period*

8. Enter comments in the "Comments" field when needed. This is an optional free-text field that may be used to explain the current timecard or enter a general message to the timekeeper or supervisor. Employees are encouraged to enter their name in the comments section to assist "Approvers" with rapidly associating the timecard to the employee

- If you have created template(s) proceed to step 9
- To create templates return to "Creating a Bi-Weekly Timecard Template" in Section 5
- Proceed to step 12 to complete timecards without using templates or need to add additional tasks

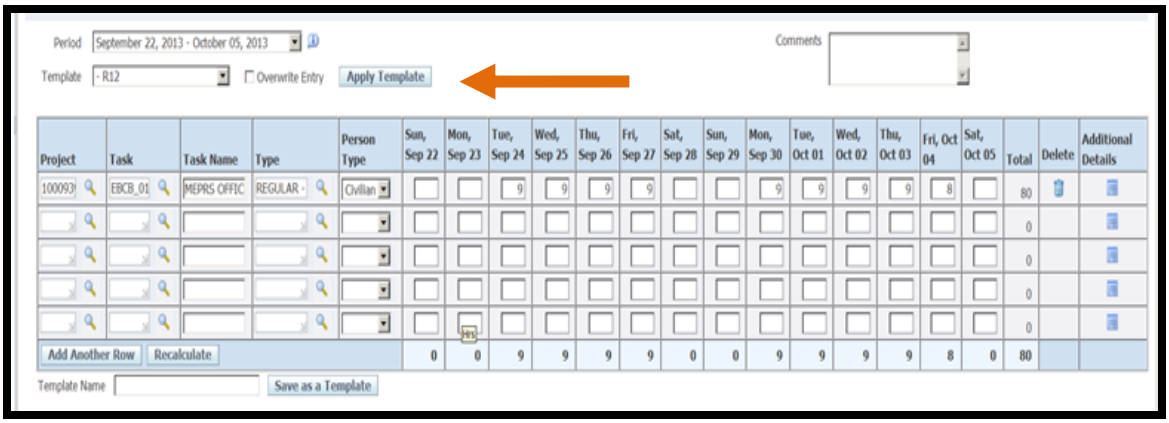
9. Click the "Template" drop down arrow and select a previously created template to apply to the timecard



NOTE: *One of the "Template" choices is "Last Timecard"; selecting this template will automatically populates the new DMHRSi timecard with projects, tasks, and time entries from the last timecard submitted*

WARNING: *Do not check the override box. If a timecard has been started, checking "Override" will cause the template being added to replace all previously entered entries*

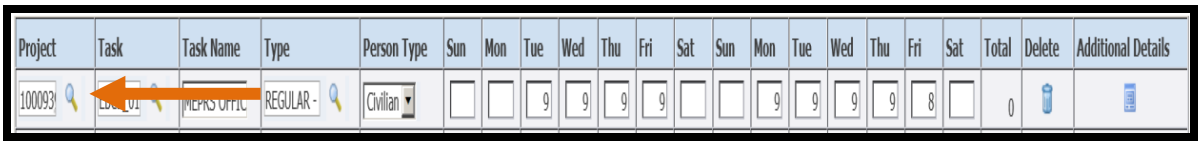
10. Click “Apply Template” to enter a selected template into the timecard; **[Tab]** to the appropriate pay period date, or click in the date/time field, to enter or adjust hours worked



- Tasks not used during the pay period need to be removed from the timecard. Removing the task(s) from the timecard will not remove the task(s) from the template
- **DO NOT** enter zeros in any box the user did not support the task; leave those boxes empty

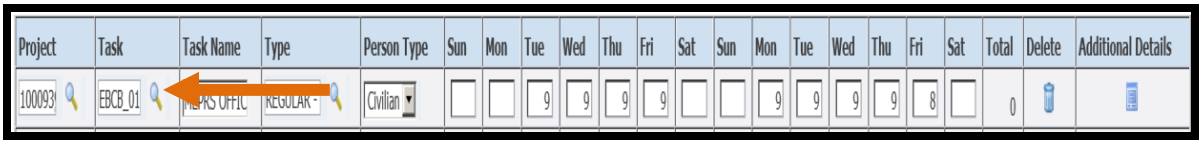
11. Repeat steps 9 and 10 to add additional templates to the timecard; when finished proceed to step 19. To add tasks not currently on the template proceed to step 12

12. Enter “Project Number” in the “Project” field and press **[Tab]**



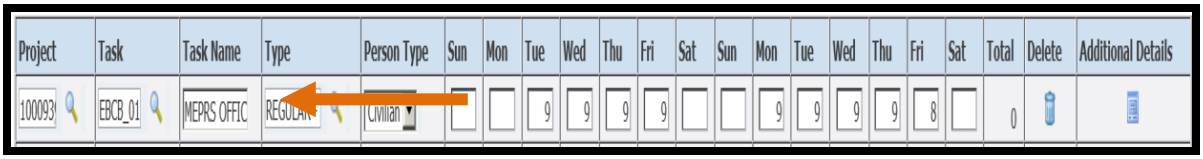
NOTE: *If needed; the Supervisor, Tmecard Approver, TimekeeperSpecialist, or local MEPRS personnel can provide the “Project Number”*

13. Click in the “Task” (MEPRS Code) field, enter the Task/MEPRS Code and press **[Tab]**



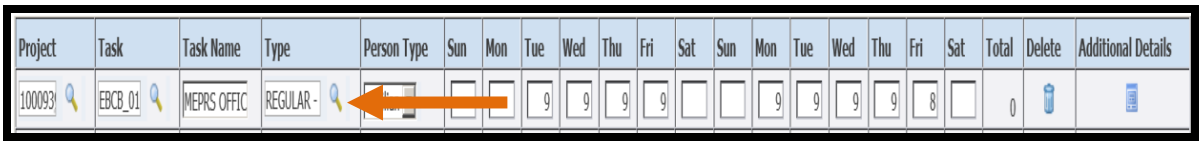
NOTE: *If needed; the Supervisor, Tmecard Approver, TimekeeperSpecialist, or local MEPRS personnel can provide the “MEPRS Task Codes”*

14. Click in the “Task Name” field. Users may leave the name of the MEPRS task code as is or enter a MERPS task name of choice to display on the timecard. This is a free form text field where users have the option to change the task name

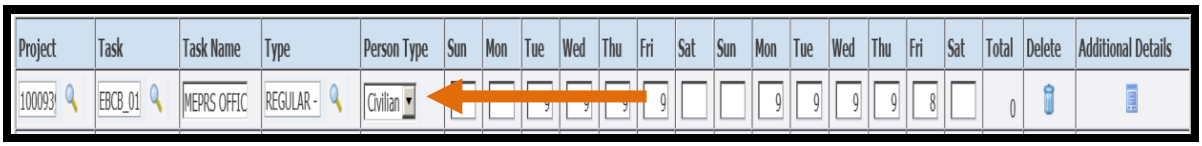


15. Click in the “Type” field, enter the hour type, and press **[Tab]**

- **REGULAR-Straight Time** (this is the only hour type used by Active Duty, Contract, Borrowed Manpower, and Volunteers personnel)
- **COMP TIME EARNED** (used by Civilians only)
- **OVERTIME** (used by Civilians only)

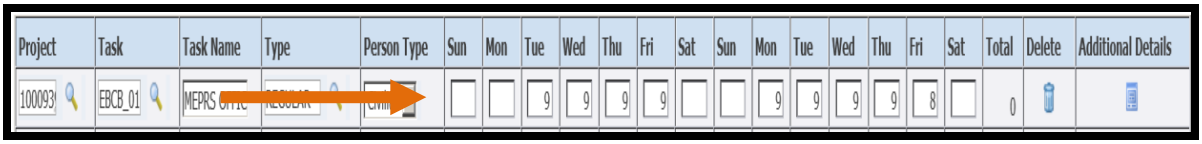


16. Person Type: This field is available for all employees; however, it is only required to be populated for dual component employees by clicking the drop down box and selecting the appropriate person type



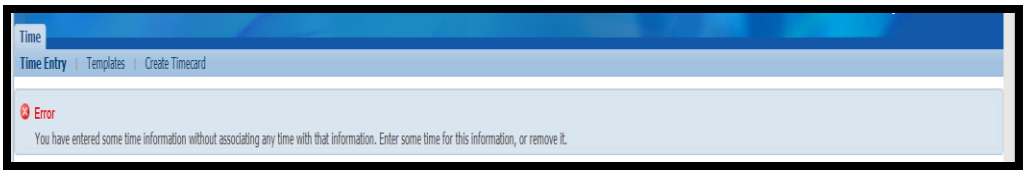
NOTE: ***Dual component employees must <u>enter</u>*** *a person type for all tasks entered or the timecard will reject*

17. **[Tab]** to the appropriate day of the pay period to enter hours worked for each day



Reminder: *Tasks not used during the pay period should be removed from the timecard. Removing tasks from the timecard will not remove the tasks from the template. ALL zeros entered as placeholders must be removed*

NOTE: *Users that try to save a timecard with tasks entered but no hours will receive the following error*

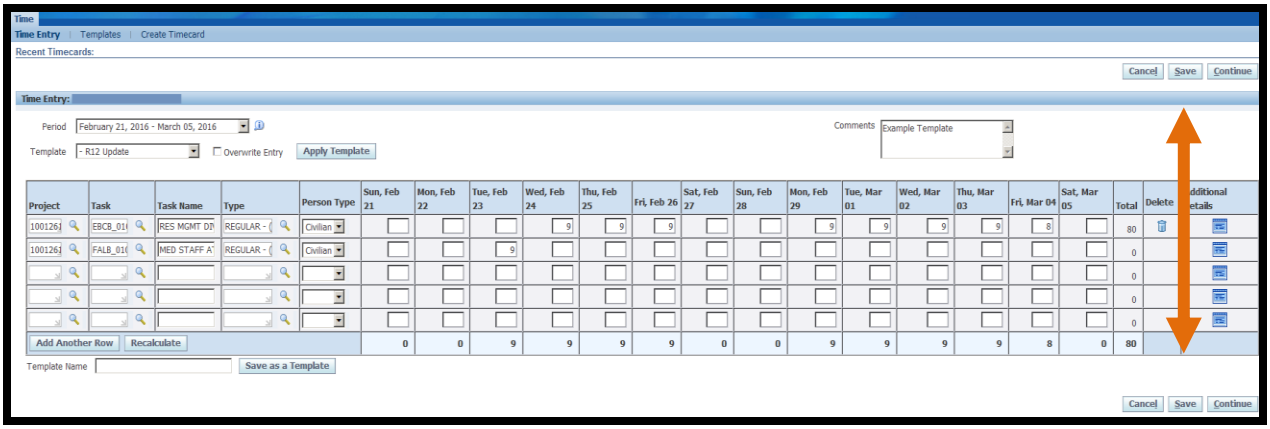


NOTE: *Users must either add time to timecard tasks or delete the task from the timecard and for the timecard to Save*

NOTE: ***DO NOT*** *add zeros to tasks if not worked, leave them empty.* *<u>There is one exception to this</u>: When a timecard period crosses over two months (e.g. Sunday and Monday are at the end of October while Tuesday through Saturday are in the beginning of November), Active Duty personnel must enter hours for at least one day for both months on the timecard. Entries can be a zero if no hours have been worked (e.g. Sunday 30 Oct: leave blank, Monday 31 October – input "0," and then enter hours for the rest of the week)*

18. Repeat steps 12 through 17 to enter all tasks supported during pay period

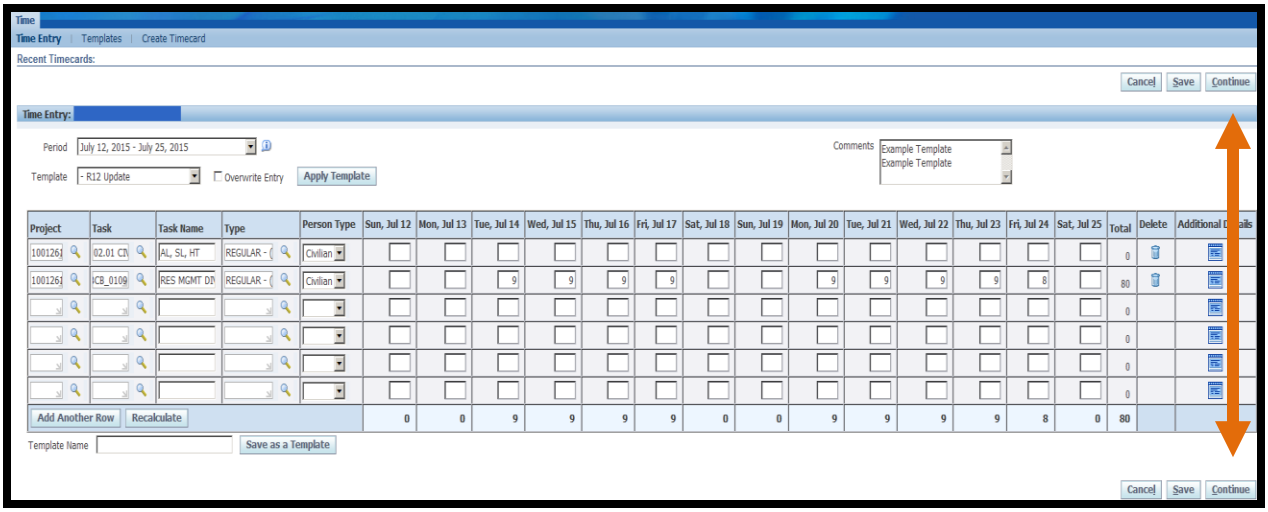
19. When finished entering time, click "Save"



20. A Confirmation Message will diplay comfirming the timecard has been saved; users then have the option to submit the timecard or exit and return at a later time/date to submit

Continue to step 21 when ready to submit the timecard

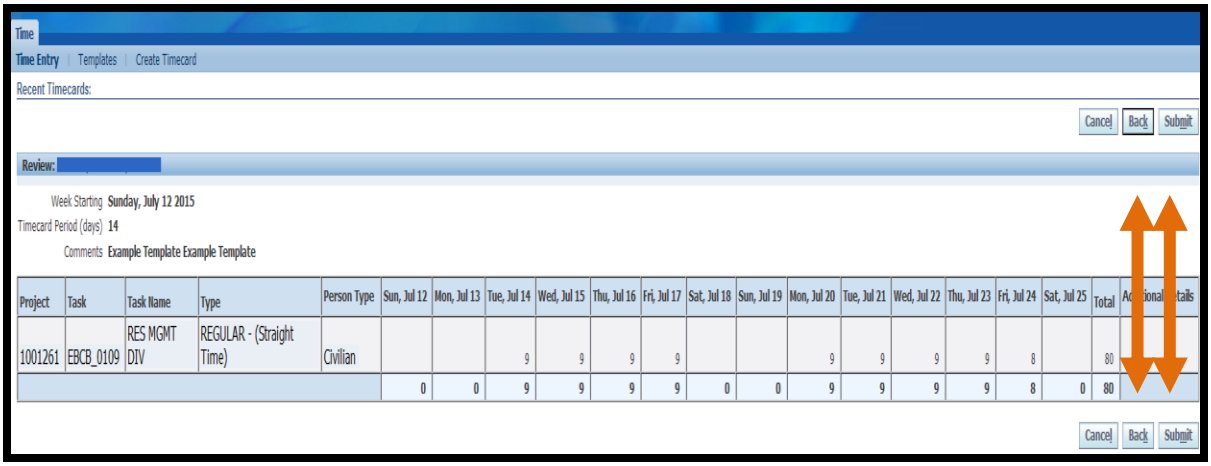
21. Click “Continue” to review the timecard one more time before submitting



22. Carefully review timecard entries to ensure:

- Project, Task, and Hours are correct
- Dual Component users, ensure the appropriate person type is selected
- Time Type is identified appropriately (i.e. Regular, Comp Time Earned, Overtime)
- All “0” placeholders are removed prior to submitting the timecard

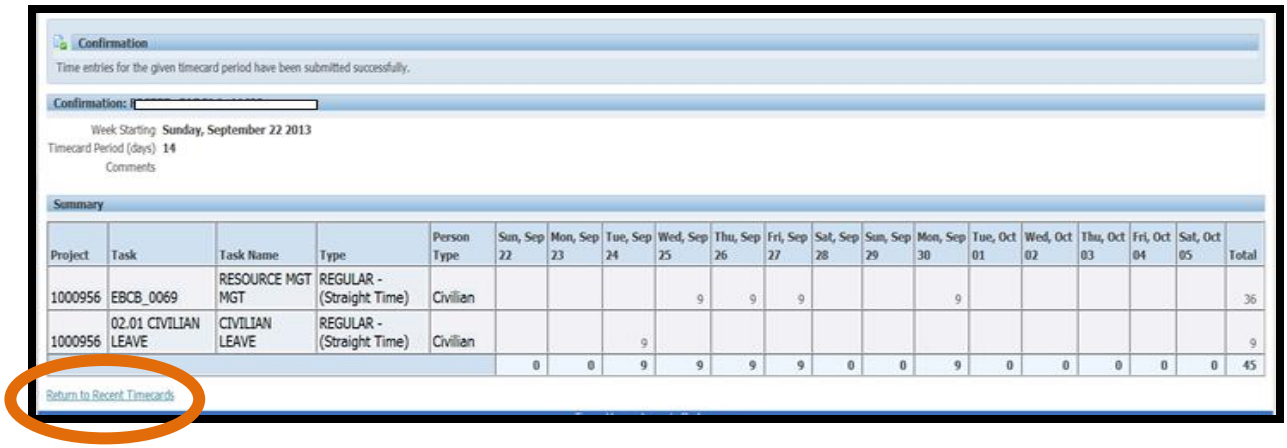
23. Click ”Back” to make corrections on the time entry screen. If no corrections are needed, click “Submit”



24. Submitted timecards flow electronically to the Timecard Approver for approval

NOTE: *Submitted DMHRSi timecards do not replace “Official DCPS Timecards” submitted for Civilian Pay*

25. The “Confirmation” window opens. Click “Return to Recent Timecards” to return to the “Time” page



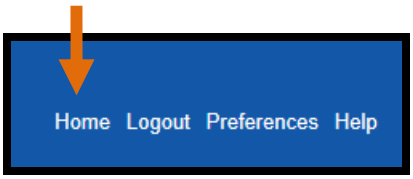
Project	Task	Task Name	Type	Person Type	Sun, Sep 22	Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27	Sat, Sep 28	Sun, Sep 29	Mon, Sep 30	Tue, Oct 01	Wed, Oct 02	Thu, Oct 03	Fri, Oct 04	Sat, Oct 05	Total
1000956	EBCB_0069	RESOURCE MGT MGT	REGULAR - (Straight Time)	Civilian				9	9	9			9						36
1000956	02.01 CIVILIAN LEAVE	CIVILIAN LEAVE	REGULAR - (Straight Time)	Civilian			9												9
					0	0	9	9	9	9	0	0	9	0	0	0	0	0	45

26. The timecard will reflect a “Submitted” status

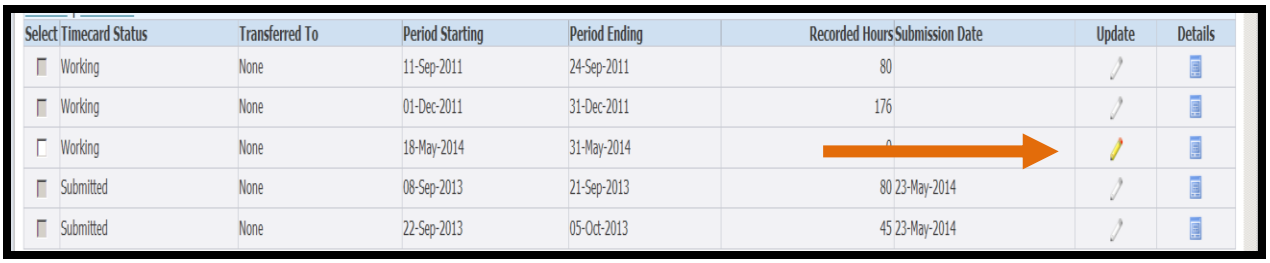
NOTE: *When the “Update” icon (pencil) is gray users cannot make updates unless the timecard is rejected by the Timecard Approver*

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
	Working	None	11-Sep-2011	24-Sep-2011	80			
	Working	None	01-Dec-2011	31-Dec-2011	176			
	Working	None	18-May-2014	31-May-2014	0			
	Submitted	None	08-Sep-2013	21-Sep-2013	80	23-May-2014		
	Submitted	None	22-Sep-2013	05-Oct-2013	45	23-May-2014		

27. Click “HOME” to return to the “Self-Service” main menu



28. To complete a saved timecard click update (yellow pencil) from the ***Time Entry*** form and follow steps 12-17



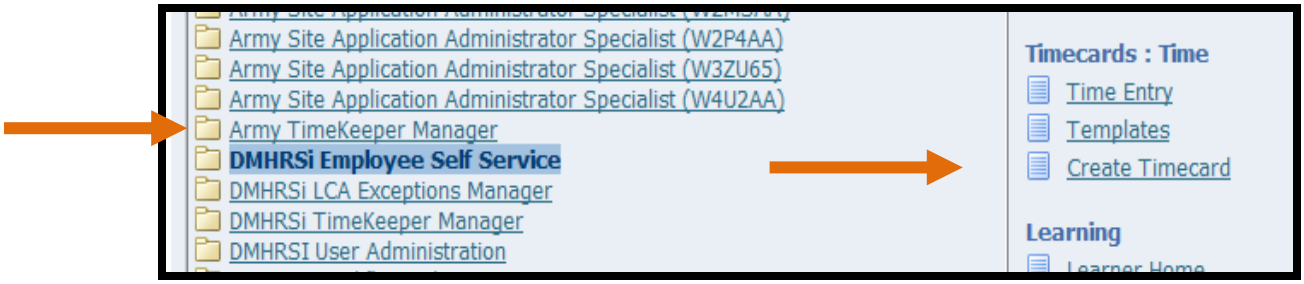
Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
	Working	None	11-Sep-2011	24-Sep-2011	80			
	Working	None	01-Dec-2011	31-Dec-2011	176			
	Working	None	18-May-2014	31-May-2014	0			
	Submitted	None	08-Sep-2013	21-Sep-2013	80	23-May-2014		
	Submitted	None	22-Sep-2013	05-Oct-2013	45	23-May-2014		

Create and submit a timecard using Create Timecard

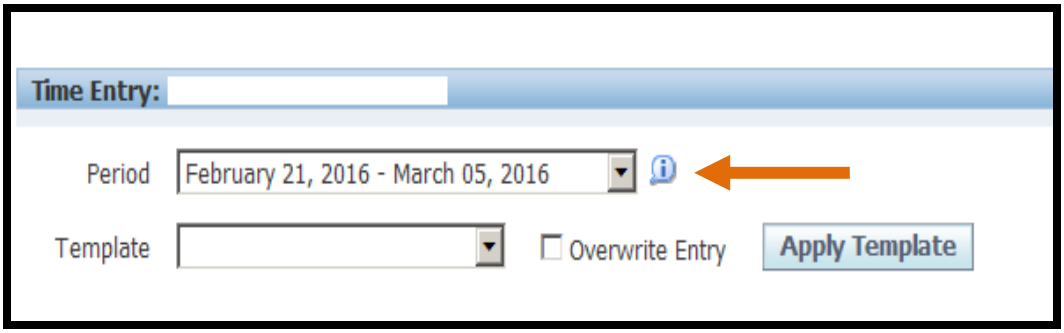
Creating a timecard via "Create Timecard" is acceptable; however, personnel must verify the pay period in the "Period" field as this route by passes the timecard status page. The pay period listed in the "Period" field is the first pay period that does not have time entered. Personnel must change the "Period" to see the timecard status of working, submitted, rejected, error, or approved timecards

1. Log into DMHRSi

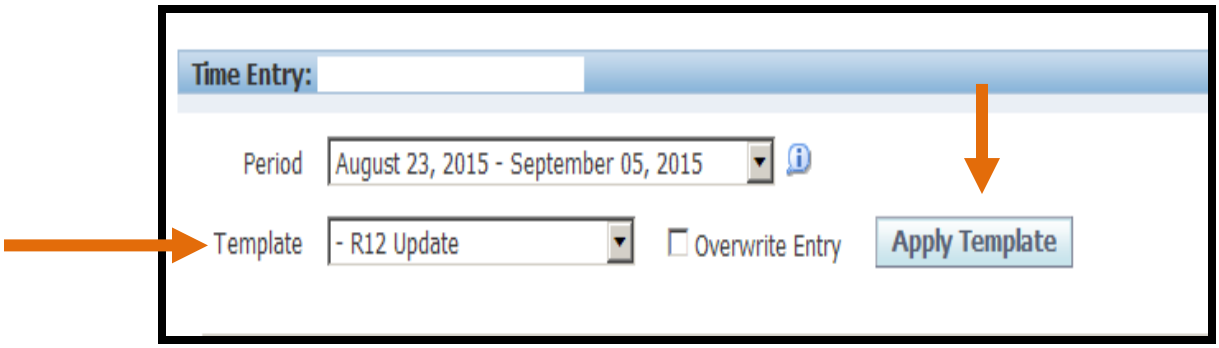
2. Click "DMHRSi Employee Self Service" then "Create Timecard"



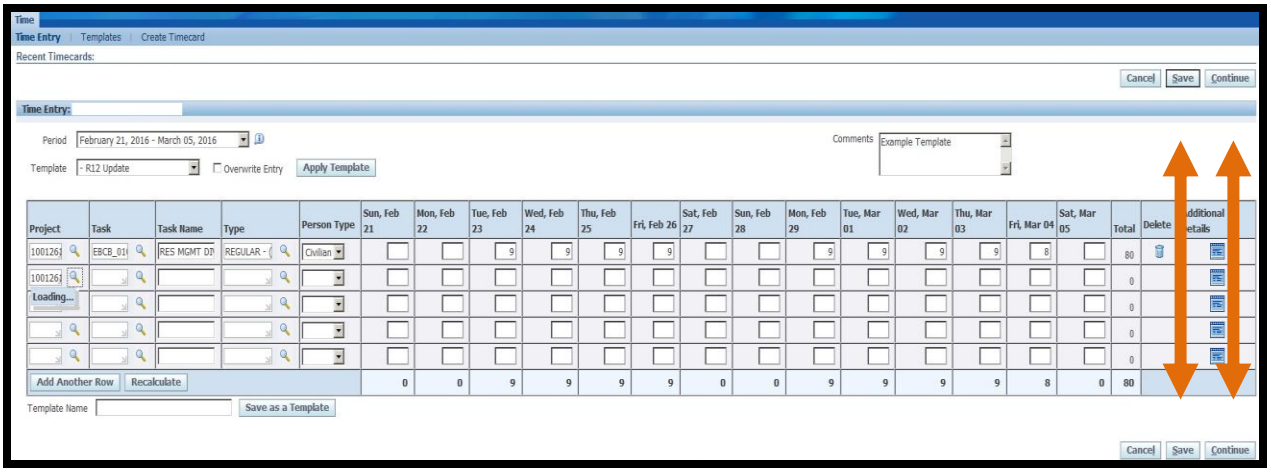
3. Check "Period" to ensure the pay period to be created is listed in the field, if not use the drop down arrow to select the appropriate pay period



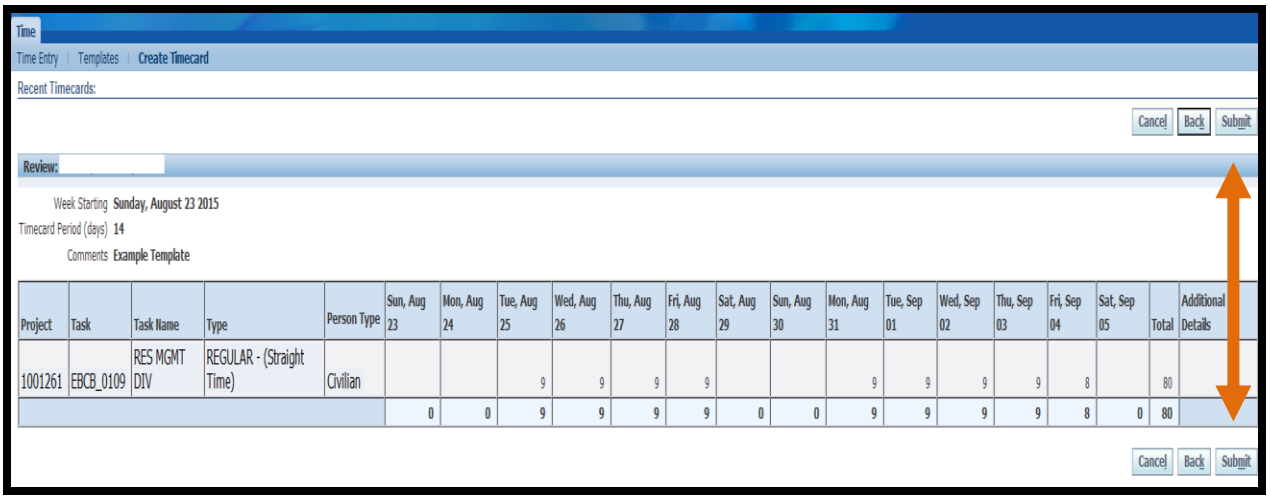
4. Select a "Template" then click "Apply Template" or manually enter the time



5. Once time has been entered; click "Save", then "Continue"

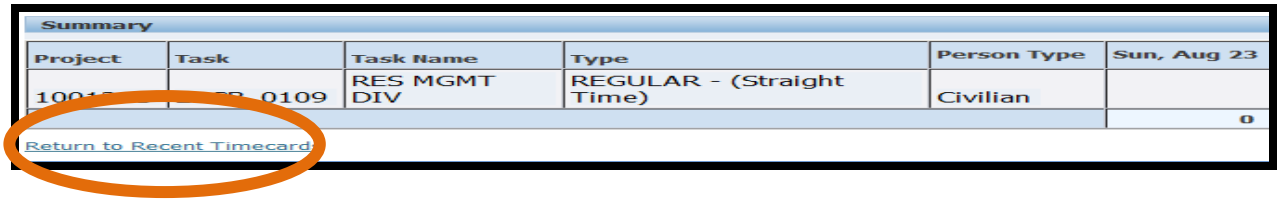


6. Ensure the time is correct, the click "Submit"



7. Employees receive a Confirmation message that the timecard was successfully sumitted

8. Click"Return to Recent Timecards" to return to the "Timecard Status" window



9. Click “Home” to return to the main page or “Logout” to exit DMHRSi

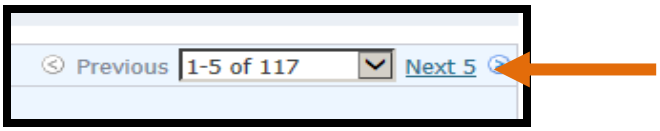
Completing a Saved Timecard

1. Log into DMHRSi

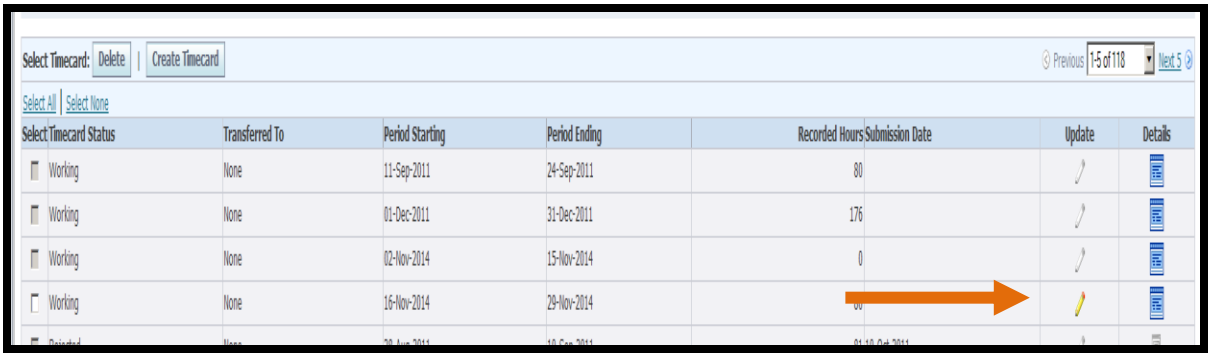
2. Click “DMHRSi Employee Self Service” then “Time Entry”

3. The “Recent Timecards” window opens

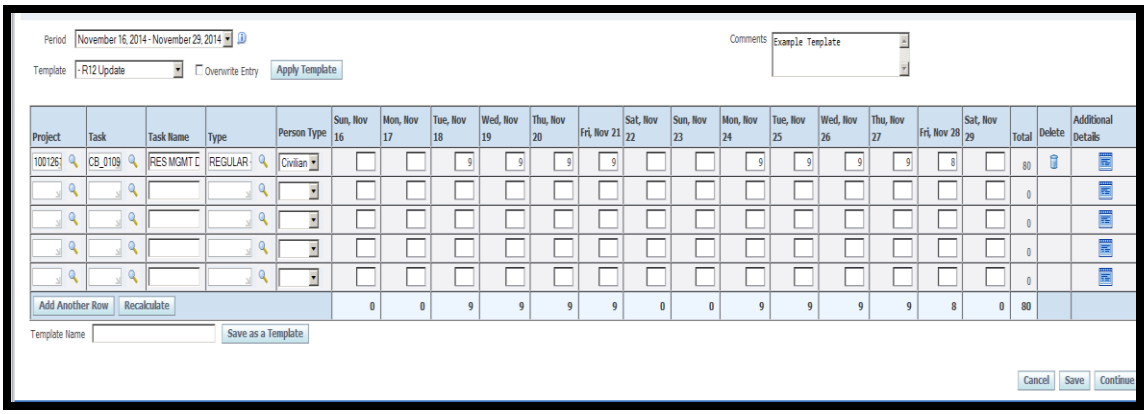
NOTE: *Click “Next” to review previously submitted timecards beyond the last 5*



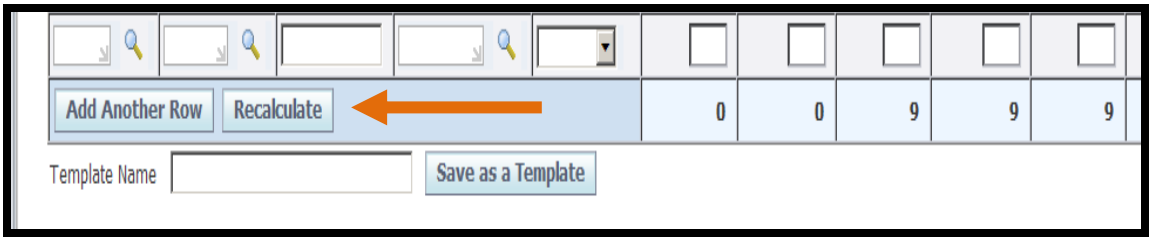
4. Click the “Update” icon (yellow pencil) from the “Time Entry” window; the timecard cannot be adjusted when the icon is gray



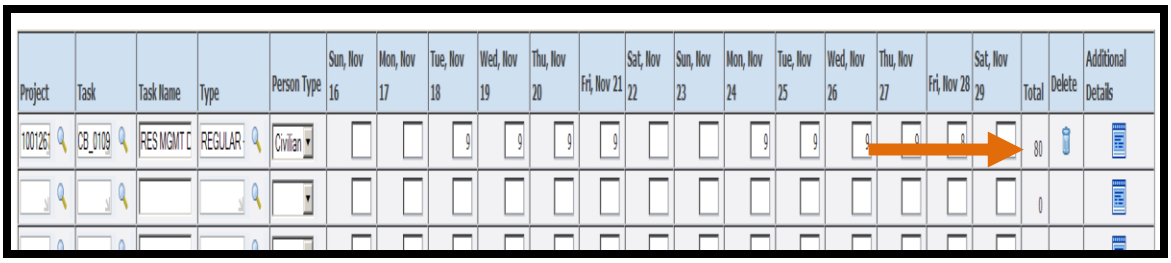
5. The “Time Entry” window opens. Make corrections or updates for all pay period days; leave fields blank for days that do not have time reported against them



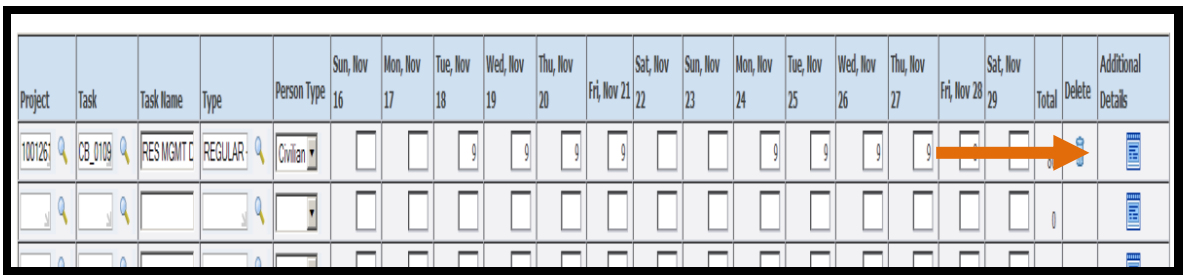
6. Click “Recalculate” to view daily totals. This is optional, as the system will automatically calculate totals when “Save” or “Continue” are selected



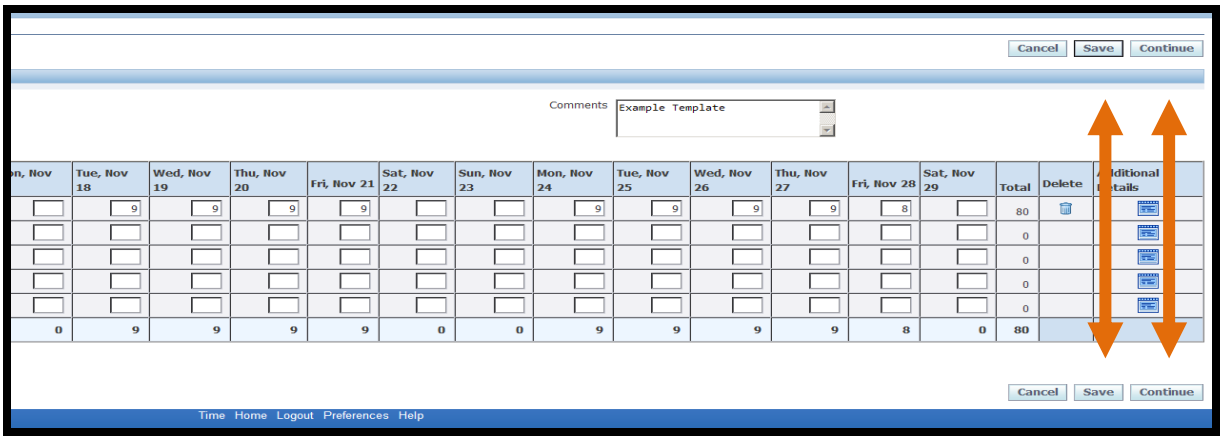
- Users can delete entire rows by clicking on the “Delete” icon (Trashcan)



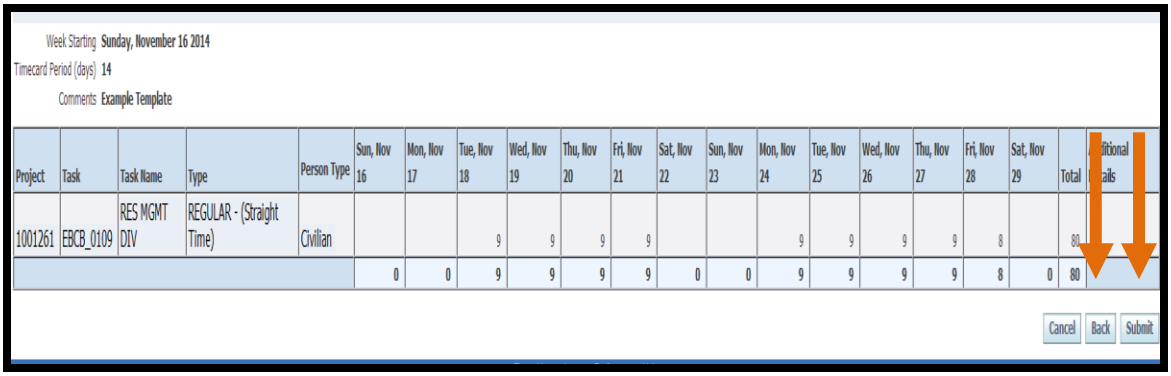
- Users have the option to click “Details” to enter additional line item information



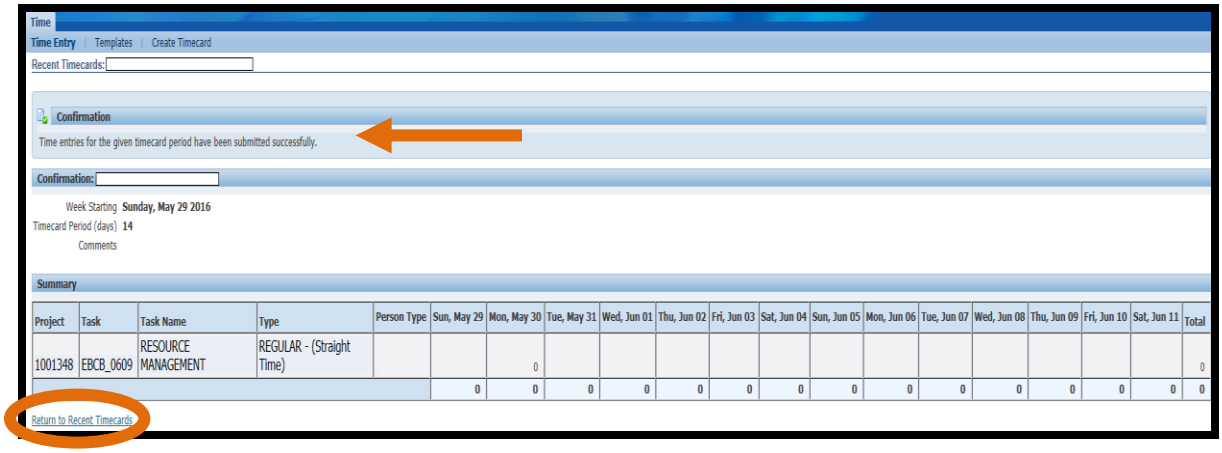
7. Click “Save” when the timecard is complete; then click “Continue” to review the timecard before submitting



8. Review timecard for accuracy. For corrections, click ”Back” to return to the “Time Entry” screen. If timecard is correct click “Submit”to electronically send the timecard to the Timecard Approver for approval



11. The “Confirmation” window opens. Click “Return to Recent Timecards” to return to the “Time” status window



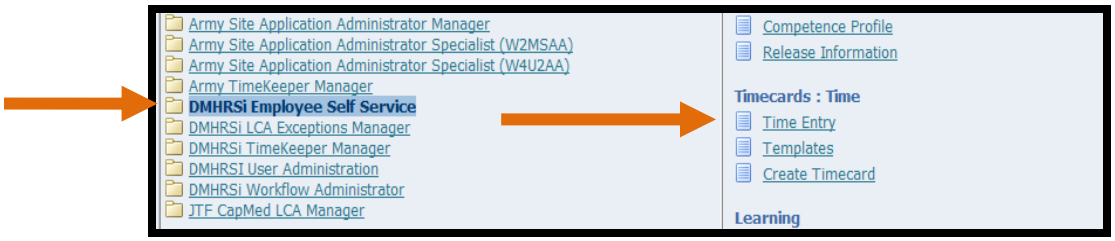
12. The timecard will be in a “Submitted” status. Note grayed “Update” icons can no longer be adjusted unless the Timecard Approver rejects the timecard

14. Click “Home” to return to the Navigator window; click “Logout” to exit DMHRSi main menu

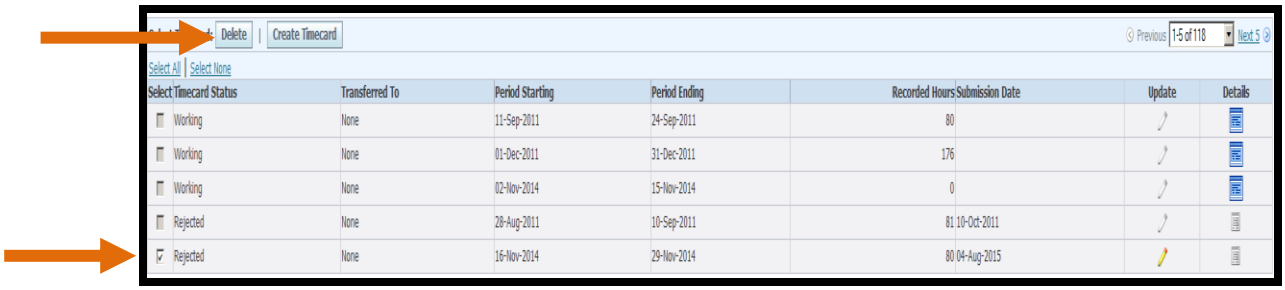
How to Delete a Timecard

1. Log into DMHRSi

2. Click “DMHRSi Employee Self Service” then click “Timecard Entry”



3. From the “Recent Timecards” page “Select” the timecard to be removed then click “Delete”



4. Click“Home” to return to the Navigator window or “Logout” to exit DMHRSi

Template Modification

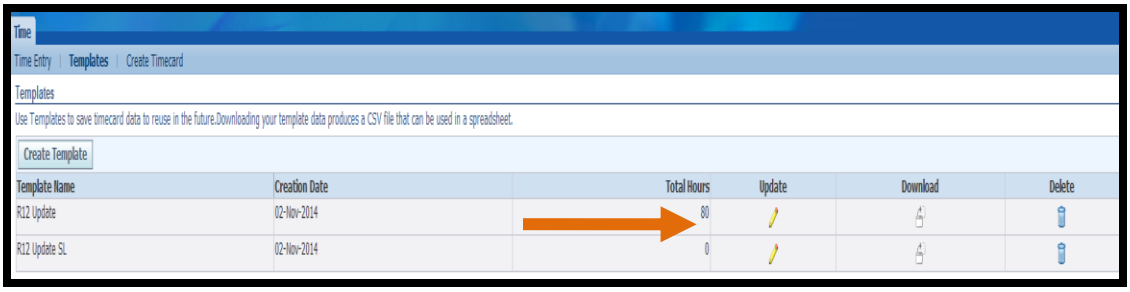
Starting each FY the DMHRSi project number changes, this requires modifications to existing templates or creating new template(s)

When September hours are complete, modify existing templates with the new project number using the instructions below. Start using the new project number effective 1 October. These instructions only apply if task numbers did not change

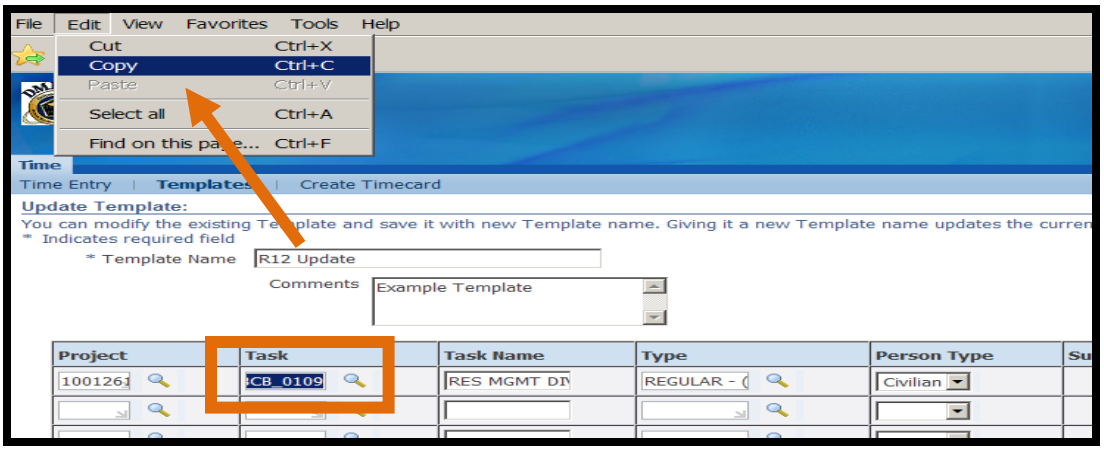
1. Log into DMHRSi.

2. Click "DMHRSi Employee Self Service" then click "Templates"

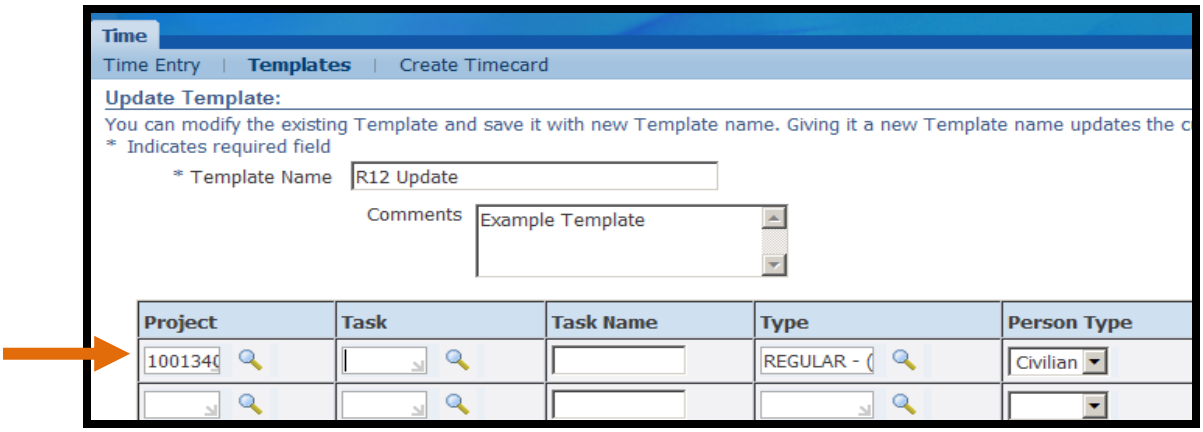
3. Under "Update" click the "Yellow Pencil" to modify a template



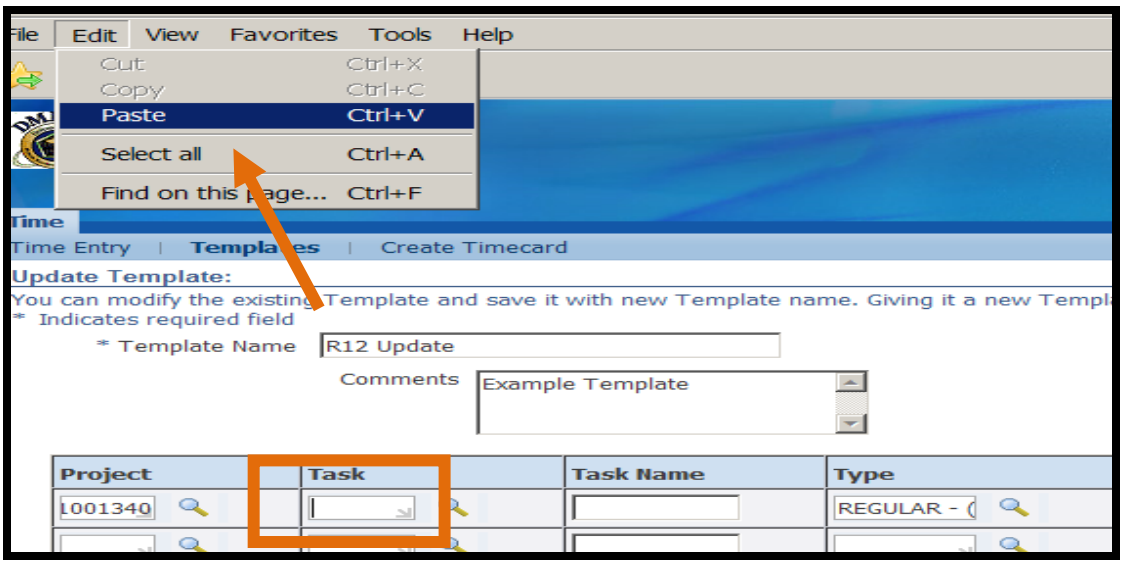
4. Highlight the TASK then Select "Edit" and "Copy"



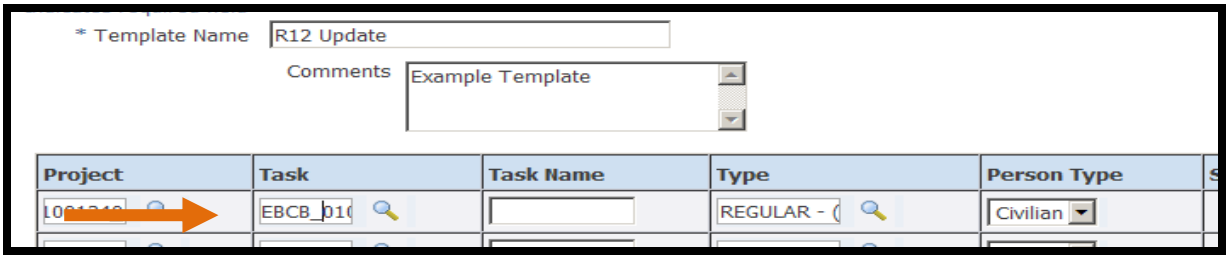
5. Enter the new PROJECT NUMBER; **[Tab]** to the task field to make the existing task number disappear



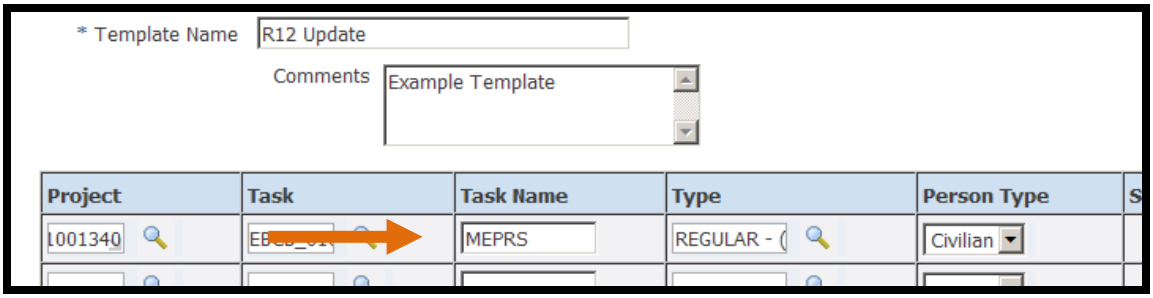
6. Ensure the curser is in the task field and click "EDIT" and "PASTE"



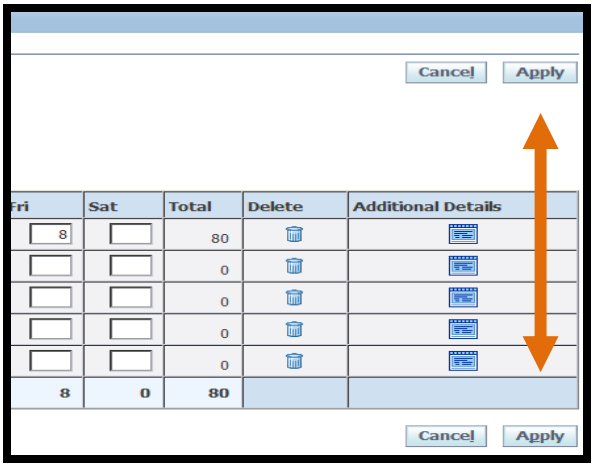
7. This will paste the task number back into the task field



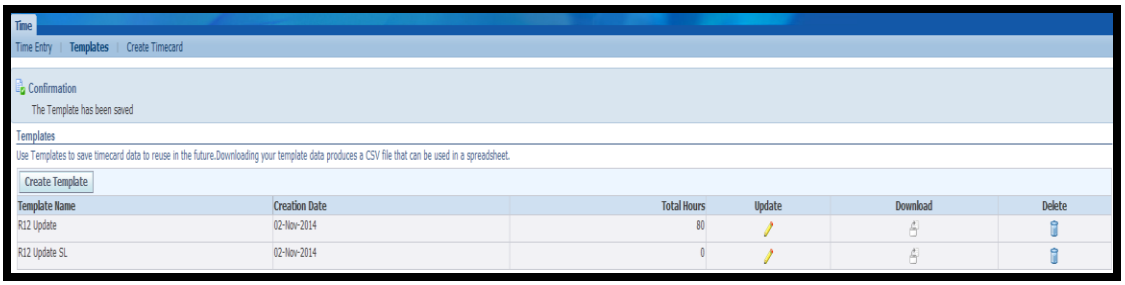
8. **[Tab]** to the Task Name field to populate the field with the task name created by the MEPRS office. Personnel have the option to modify the task name so they understand what the task is for; the field is limited to 20 characters



9. Click "APPLY" to save the template

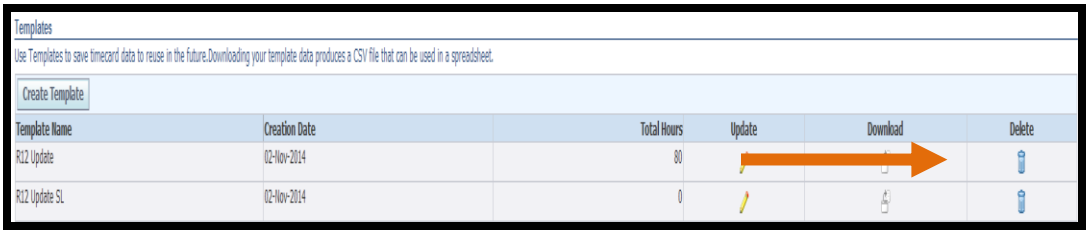


10. The employee will receive a "Confirmation" message that the Template has been saved



11. Continue updating templates, when complete click "Home" to return to the Navigator window or Logout to exit DMHRSi

12. To delete a template that is no longer needed, click on the “Delete” icon (Trash Can”



13. The template can now be used when recording time starting 1 October

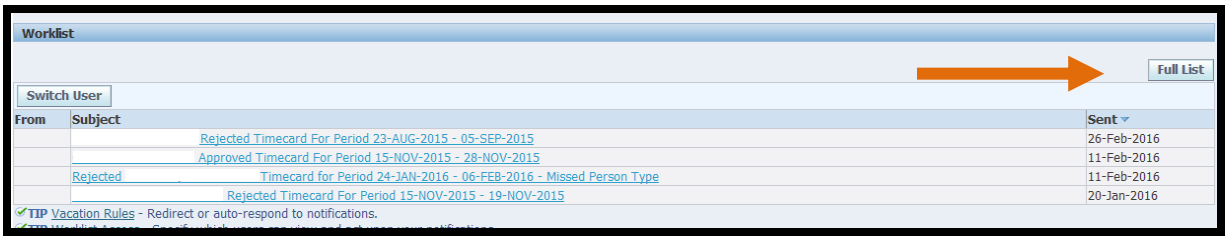
Worklist Management

DMHRSi notifications display in the worklist that should be checked regularly. Some notifications are for information only while others require action (example: rejected or returned for lack of action from timecard approvers); each message is time and date stamped

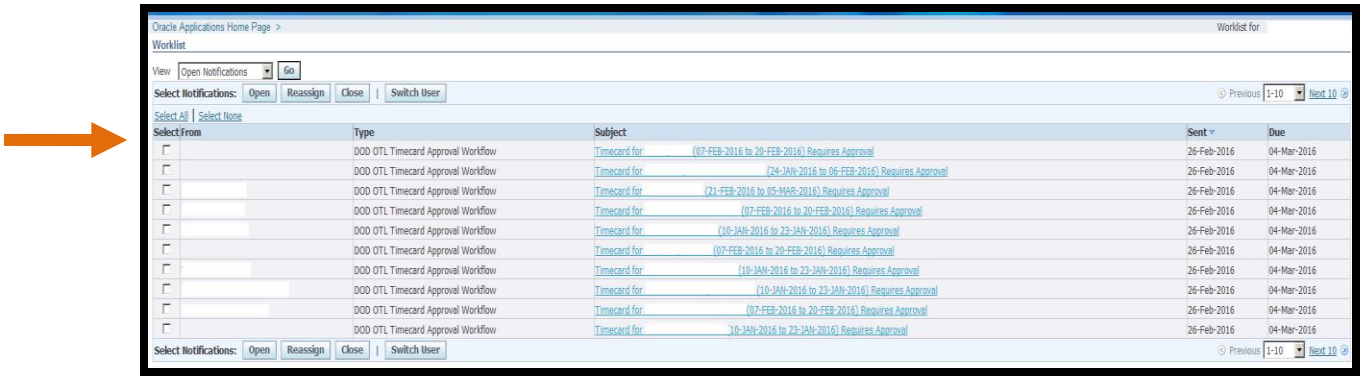
NOTE: *Not all rejected timecards generate a notification. For example: timecards that “Error” do not generate a notification*

1. Log onto DMHRSi

2. Worklist notifications display at the top of the page; this is only a partical list, click on “Full List” to view all “Open” notifications

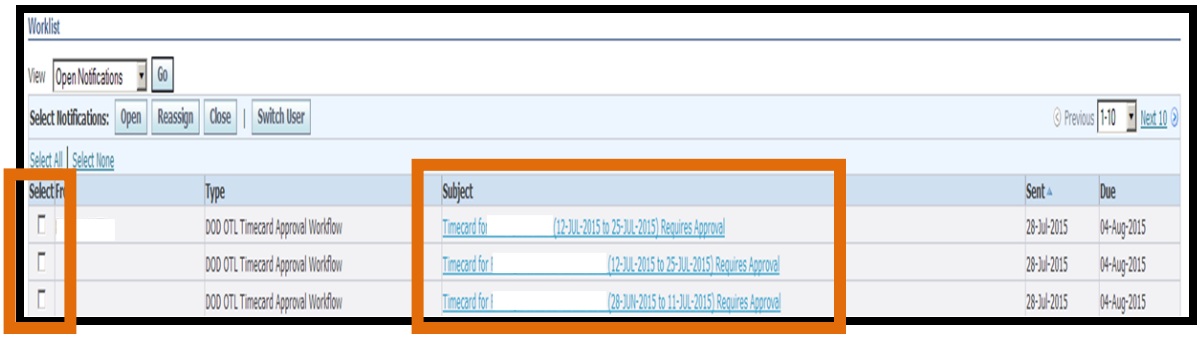


3. Worklist notifications can be sorted in ascending or descending order by clicking on any of the column headings

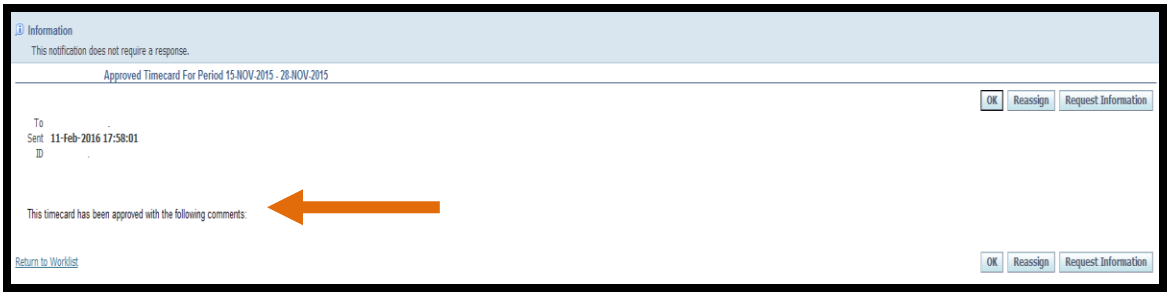


4. Click on the “Subject” of the desired notification to open and review. There are two options to open and view a notification

- Click on the timecard link under “Subject”
- Check the field under “Select”; users can view multiple notifications at once by selecting multiple fields

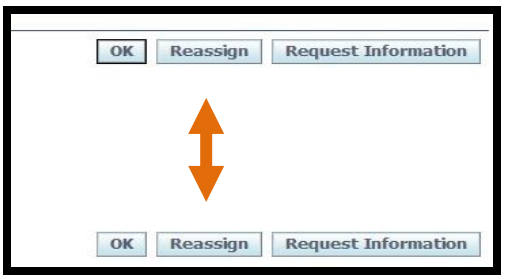


5. The notification will open. Review timecard comments section for required actions



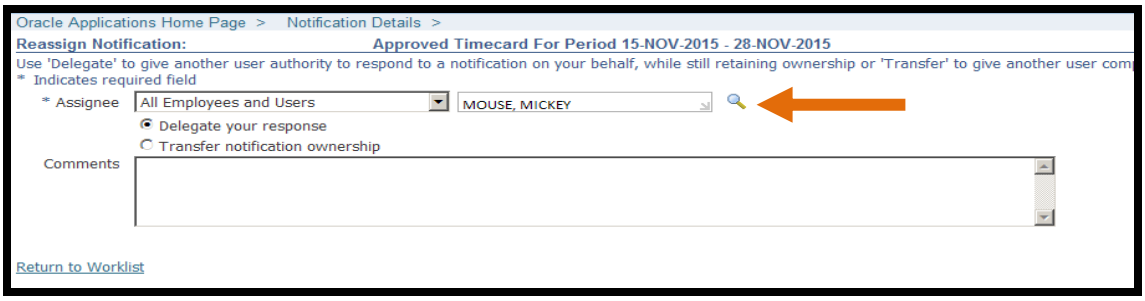
6. If no action is required, click “Ok” to remove notification from worklist

7. The notification can be reassigned to another employee by clicking “Reassign”



- Notification Details screen opens

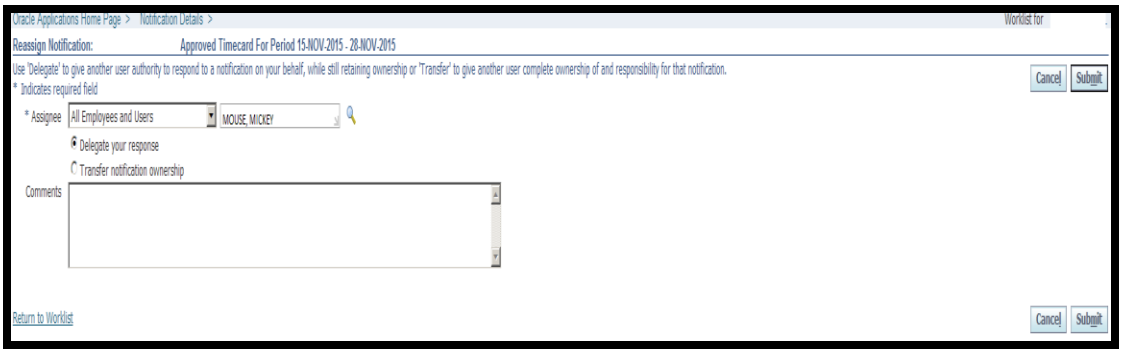
- Type the name of the employee the timecard is to be reassigned to in the field next to "Assignee" then click **[Tab]**



- Select either "Delegate your response" or "Transfer notification ownership"

  - "**<u>Delegate your response</u>**" Approver authorizes a delegate the ability to respond to notifications on their behalf for a specified time, while still retaining ownership. The Approvers name will continue to appear on the delegates actions so personnel will be unaware a delegate is responding on their behalf; it is important to clarify rejections as the Approver will not see the delegates rejections
  - "**<u>Transfer notification ownership</u>**," authorizes a delegate complete ownership of and responsibility for notifications routed to them during the specified time and their name will appear on approvals/rejections instead of the Approvers

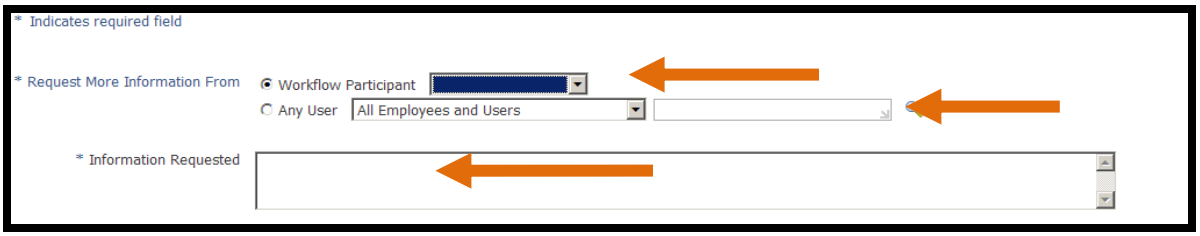
- Comments are optional; click "Submit" when complete



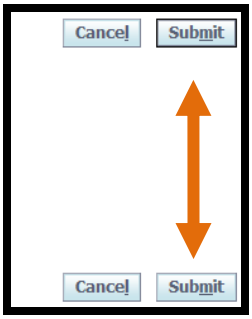
8. The user will be routed back to their worklist. The notification no longer be displayed; At this time the user can select another notification to review or click “Home” to return to the main page

9. The employee can also select “Request Information”

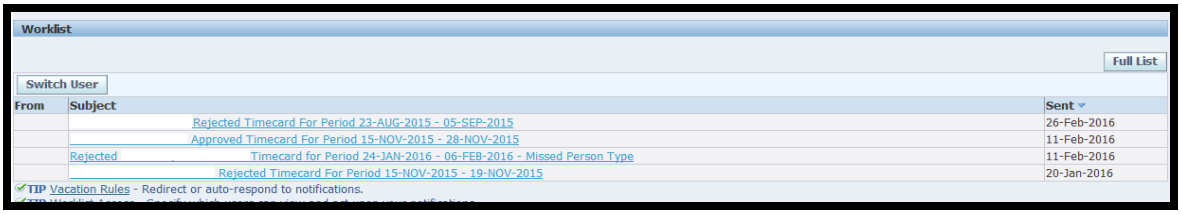
- The “Request Information” window opens
- Select “Workflow Participant”, ckick the down arrow and select a name from the list, or enter a different name in the“Any User” field
- In the “Information Requested” field enter what information that needs tobe addressed



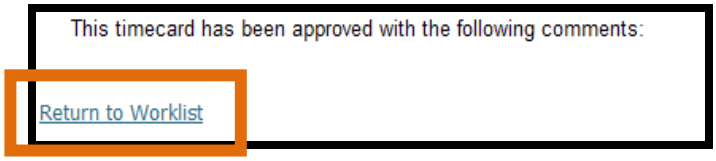
- Click “Submit”



10. The notification will be removed from the worklist; personnel can select another notification or return to the home page by clicking on “Home” or exit out of DMHRSi



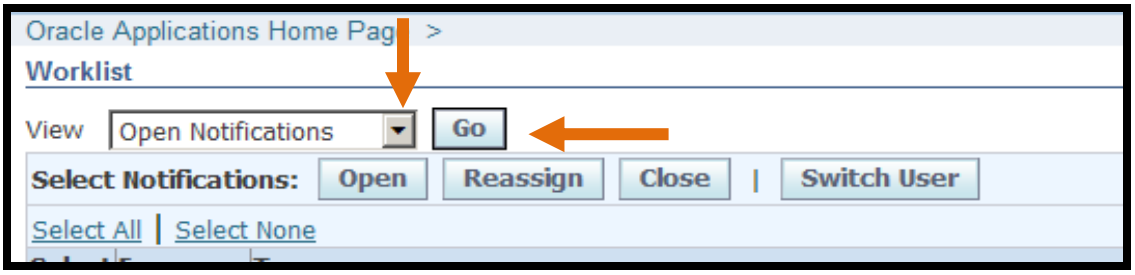
11. Click “Return to Worklist” to exit without taking action and without removing the notification from the Worklist



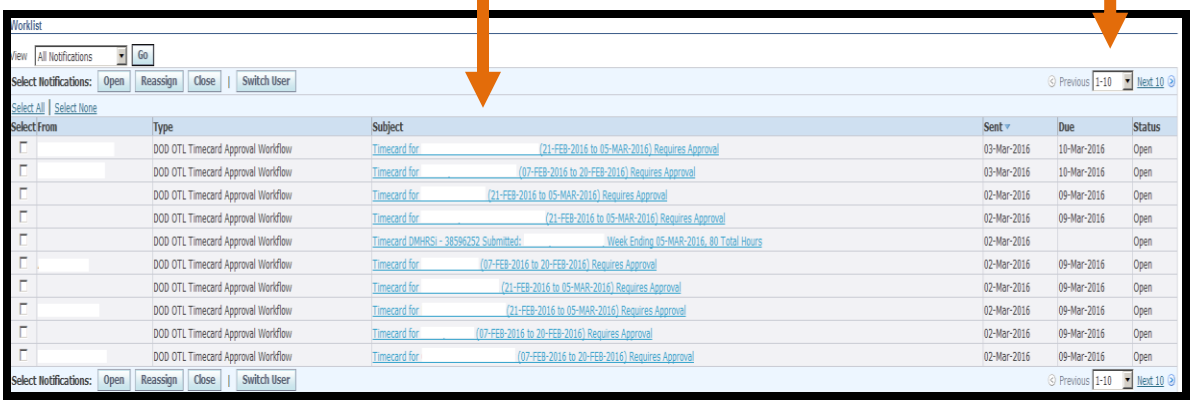
View Closed Notifications

1. Click “Full List” to view a closed notification

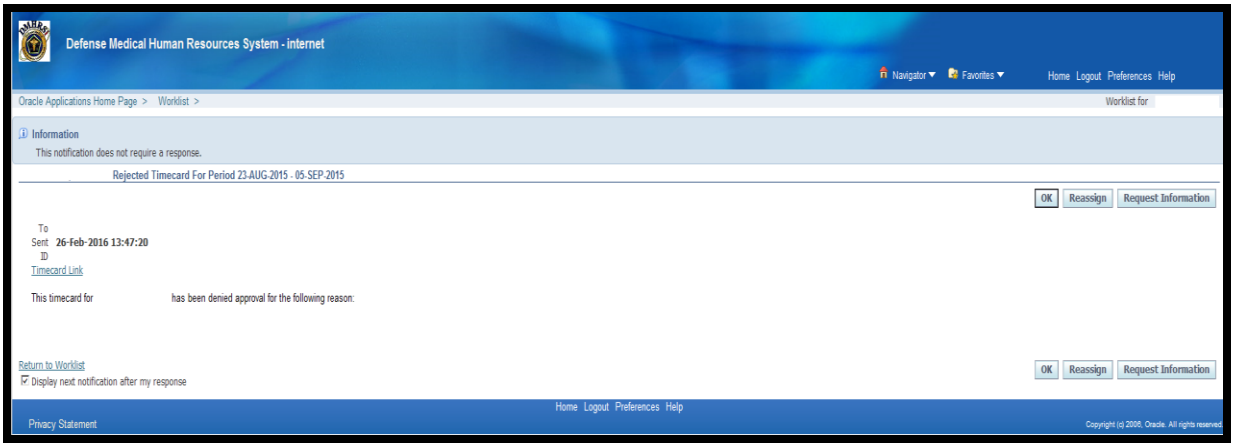
2. Click the “View” drop down arrow; change “Open Notifications” to “All Notifications” and click “Go”



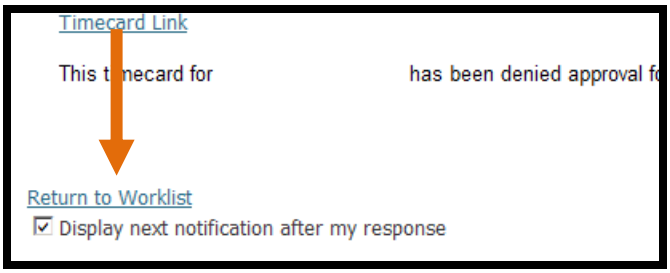
3. Notifications will display alphabetically by subject. To scroll through closed notifications click“Next 10”



4. Click on selected notification to view



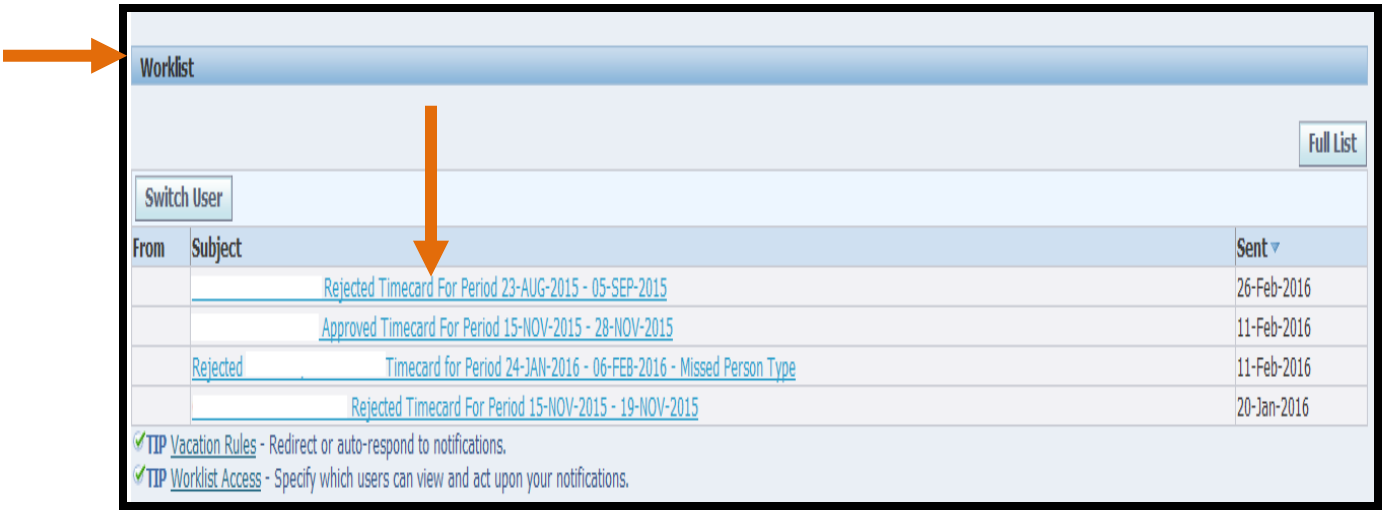
5. Click "Return to Worklist" to return to worklist



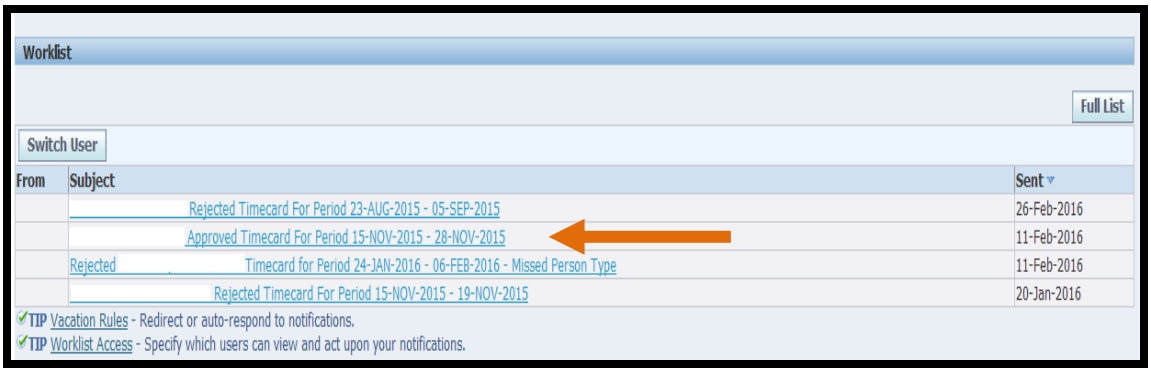
Approved Notifications

1. Log into DMHRSi

2. Review worklist for pending notifications



3. To review approved notifications click the timecard link under “Subject” that displays **“<Timecard Approver Name> Approved Timecard for Period <Dates>”**

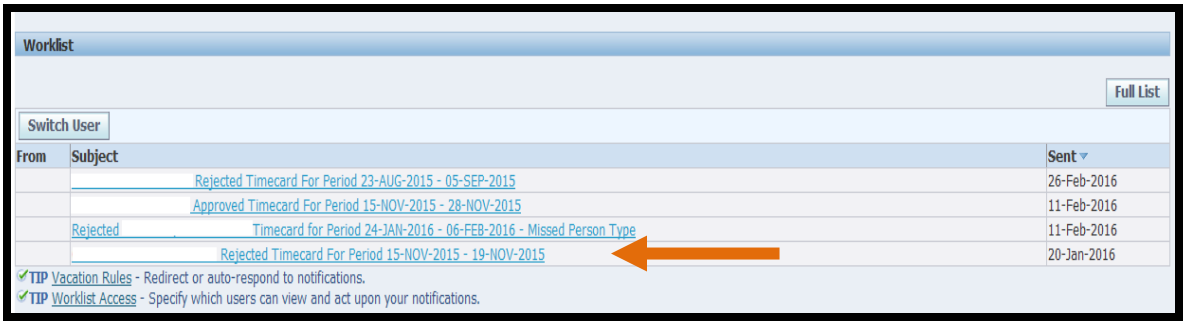


4. The notification will open. Click “Ok” to accept notification and to return to the worklist

- This will remove this notification from the Worklist. Employees must open and close the approved notification in order to remove them from the Worklist
- Approved timecards require no further action

Rejected Notifications

There are multiple reasons for a rejected or error timecard, however not all rejected timecards generate a worklist notification. For example: no notification is sent to personnel when timecards “Error”, personnel must open the timecard to see the error message

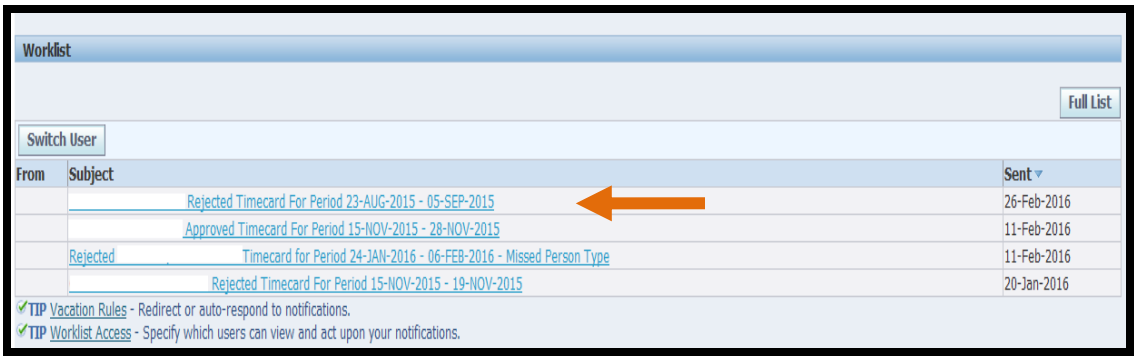


Reasons for Rejected or Error Timecard:

- Timecard Approver rejects the timecard
- Timecard Approver did not take action within seven (7) calendar days from timecard submission
- Timecard automatically rejects when the DMHRSi timecard does not match the civilian timecard during DMHRSi Payroll Reconciliation Process (Civilians Only)
- Dual Component employee did not enter a person type

Timecard Approver Rejects The Timecard

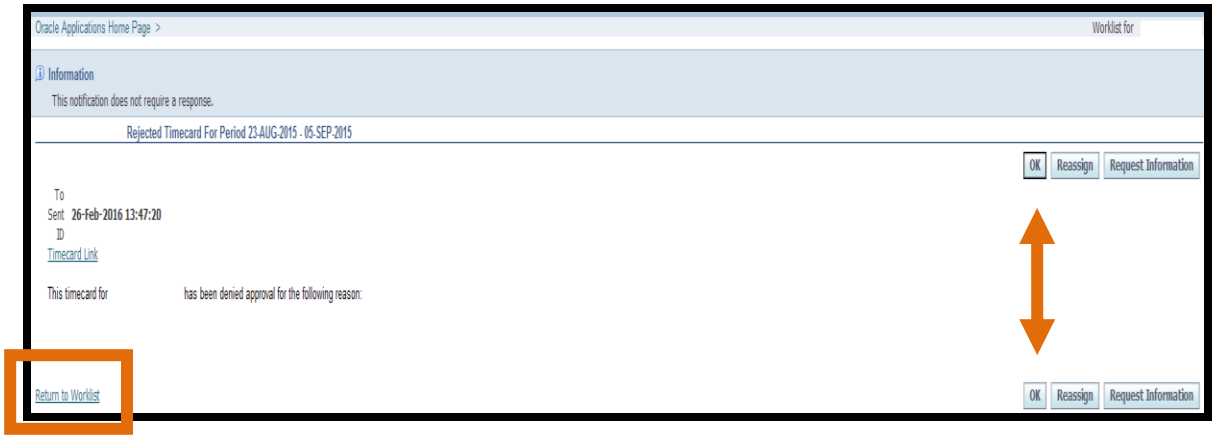
When the Timecard Approver rejects a timecard, employee will receive the following notification in their worklist **"<Timecard Approver Name> Rejected Timecard for Period <Dates>."**



1. Click the rejected timecard to open notification

NOTE: *Timecard Approvers should indicate the reason for the rejection in the timecard comments field; personnel should review the comments to see what needs to be corrected and if needed, print the notification*

2. Click “Return to Worklist” to return to the main menu and to keep the notification in the Worklist. Clicking “Ok” will return the user to the worklist and the rejected timecard notification is deleted from the worklist



3. From the Navigator window click “DMHRSi Employee Self Service” then “Time Entry” to review and update rejected timecards

4. “Time Entry” window opens; click “Update” to open rejected timecard

5. Review the Timecard Approver’s comments and make corrections; users that feel the timecard is correct MUST add remarks in the “Comments” field. The system will not allow the user to resubmit their timecard without making a correction or adding additional comment. The Timecard Approvers can then review the comments to know why the user did not make the suggested corrections

6. When all corrections or comments are entered, click “Save” then click “Continue”

7. Review the timecard and click “Submit” if correct

8. The “Confirmation” window opens; click “Return to Recent Timecards”

Time Entry “Recent Timecards” window opens reflecting the timecard in a “Submitted” status with the “Update” and “Delete” icons in gray

Click “Home” to return to “Self-Service” main menu

NOTE: *The timecard is electronically sent to the Timecard Approver*

Timecard Approver Exceeds 7 Days With No Actions

User will see the following notification when a timecard has been rejected by DMHRSi because the Timecard Approver has not taken action on the timecard within 7 days of submission "**ACTION REQUIRED – Approver <Approver's Name> Did Not Respond to Timecard DMHRSi - <Number>: Period Ending <Date> <Hours> Total Hours"**

1. Under "Subject" click the timecard link to open the notification

2. Click "Close" to return and remove the notification from the Worklist; click "Return to Worklist" to keep the notification in the Worklist and return to the main menu

3. Click "Time Entry" to resubmit the timecard

4. Click "Update" by the rejected timecard to bring up the timecard

5. The timecard will not reflect the reason for the rejection, users MUST update the timecard by either adding a comment in the "Comments" field or delete and re-enter time for one day; a change to the timecard is required to resubmit timecards

6. Click "Save" to place the timecard in a working status

7. Click "Continue"

8. Review the timecard and click "Submit"; users receive a confirmation their timecard had been submitted

When the DMHRSi timecard does not match Civilian payroll

"DMHRSi Timecards" are compared to the "Civilian payroll" timecard and if they do not match, the DMHRSi timecard will reject. There is an exceptionfor the providers with a SUOC of 0602 and 0680, they are allowed to enter all "Available" time into DMHRSi although it may not match the DCPS entry. Their "Non-Available" time in DMHRSi **MUST** match the "Non-Available" time in DCPS, if not the timecard will reject

How it works for insufficient leave balance under DCPS (payroll):
When a GS employee does not have enough leave to cover the leave amount that was entered for payroll, DCPS (payroll) transfers the insufficient leave amount to down to the next available leave balance

Sick leave is considered the highest leave level in DCPS (payroll). When the GS employee enters

sick leave for payroll but does not enough sick leave balance to cover the time entered, DCPS will review the employee's record to see if there is time for Comp Time Earned or a Time off award to cover the sick leave time taken. If there is no Comp Time Earned or a Time Off award or not enough time under Comp Time Earned or Time off award to cover, DCPS will then look at the annual leave balance to see if there is enough time there to cover the insufficient sick leave balance . If there is no time or not enough time under annual leave to cover the insufficient sick leave balance, then DCPS will transfer all the time or the remaining balance to Leave without pay

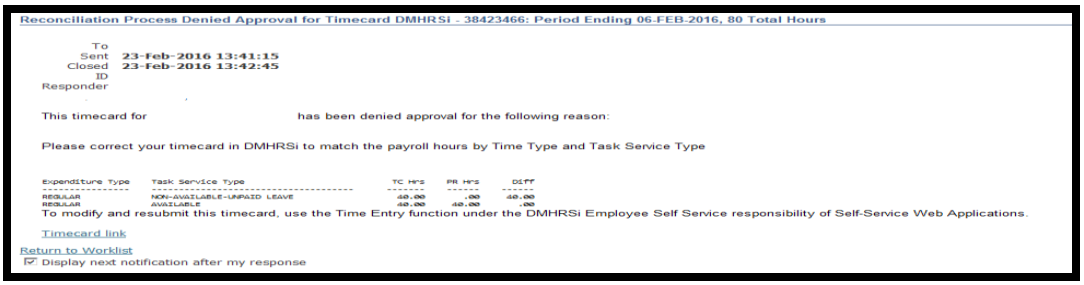
DCPS will not roll up to sick leave. In other words, if the GS employee started out by entering all of the time off taken to annual leave on their DCPS timecard, and did not have the time to cover the time taken, then DCPS will look for Comp Time Earned and Time Off Award balance, if none, it will transfer the insufficient balance to Leave without Pay, even if there are plenty of hours to cover the time off in Sick Leave

How Payroll Reconcilation works:
Time is entered into DCPS (payroll) by the payroll timekeeper for the ending pay period by COB Monday to ensure all payroll timecards are entered. DCPS (payroll) normally process the time by the Thursday following the end of the pay period. When DCPS (payroll) completes processing payroll a file is generated and provided to a DMHRSi POC that loads the file into DMHRSi. Once the file is successfully loaded into DMHRSi for all three branches of the military (Army, Navy, and Air Force) and DHA the payroll file will reconciles against the DMHRSi file. When the two files match the timecard is approved; if not the DMHRSi timecard rejects and personnel receive a reconciliation rejection notification

Civilian Payroll Reconciliation Rejection:
Users receives the following notification when the DMHRSi timecard does not match the civilian payroll timecard: **"Reconciliation Process Denied Approval for Timecard DMHRSi - <Number>: Period Ending <Date>, <Number> Total Hours"**

1. Click the rejected timecard notification under "Subject"

2. The rejection notification will open



3. Review the notification to identify differences between the DMHRSi timecard and DCPS (payroll) timecard and which one is inaccurate as follows:

- TC = DMHRSi Timecard
- PR = Pay Roll Timecard

Below the DMHRSi (TC) timecard is inaccurate because the pesonnel had insufficient Payroll (PR) leave to cover the requested time, resulting in DCPS (payroll) rolling the insufficient balance down to the next available leave balance

Please correct your timecard in DMHRSi to match the payroll hours by Time Type and Task Service Type

Expenditure Type	Task Service Type	TC Hrs	PR Hrs	Diff
REGULAR	AVAILABLE	54.00	53.00	1.00
REGULAR	NON-AVAILABLE-SICK LEAVE	3.00	.75	2.25
REGULAR	NON-AVAILABLE-PAID LEAVE	8.00	.00	8.00
REGULAR	NON-AVAILABLE-UNPAID LEAVE	15.00	26.25	11.25

To modify and resubmit this timecard, use the Time Entry function under the DMHRSi Employee Self Service respon

The employee indicated on the DMHRSi timecard (TC Hrs Column on the rejection notification) that they:

- Worked 54 hours (Task Service Type of AVAILABLE)
- Took 3 hours of sick leave (Task Service Type of NON-AVAILABLE-SICK LEAVE)
- Took 8 hours of annual leave (Task Service Type of NON-AVAILABLE-PAID LEAVE)
- Took 5 hours of Leave without pay (Task Service Type of (NON-AVAILABLE-UNPAID LEAVE)

The employee's DCPS (payroll) timecard (PR Hrs column on the rejection notification) indicated that they:

- Worked 53 hours (Task Service Type of AVAILABLE)
- Had only .75 hours of sick leave balance (Task Service Type of NON-AVAILABLE-SICK LEAVE)
- Had 0 hours of paid leave balance (Task Service Type of NON-AVAILABLE-PAID LEAVE)
- Charged 26.25 hours to leave without pay (NON-AVAILABLE-UNPAID LEAVE)

Notice the "Diff" column: this column shows the difference between the DMHRSi and Payroll timecards. This is the amount of time that must be adjusted on the DMHRSi timecard

- 1 hour difference for available time (Task Service Type of AVAILABLE)
- 2.25 hours for sick leave (Task Service Type of NON-AVAILABLE-SICK LEAVE)
- 8 hours Paid Leave (Task Service Type of NON-AVAILABLE-PAID LEAVE)
- 11.25 hours for Leave without pay (NON-AVAILABLE-UNPAID LEAVE)

For the 3 hours of sick leave submitted, the employee only had .75 hours sick leave balance . DCPS (payroll) rolled the remaining 2.25 hours down to Annual Leave, however the employeedid not have time under annual leave to cover the 2.25 hours plus the 8 hours the employee indicated they took so DCPS (payroll) rolled the 10.25 hours down to leave without pay (LWOP). The employee's DCPS (payroll) timekeeper also indicated that on the payroll timecard the personnel took an additional hour off than indicated on the DMHRSi timecard

To correct this timecard:
Users should PRINT the rejection notification to reference while making timecard corrections to the timecard or click "Return to Worklist" to keep the notification in their Worklist

NOTE: *When the user clicks "Close" to return to the Worklist, this notification is removed from their worklist*

4. Click "Employee Self Service"

5. Click "Time Entry"

6. Click "Update" icon for the rejected timecard

7. Correct the DMHRSi timecard using the information from the rejection notification

WARNING: *Do not continue attempting to match what was originally entered for DCPS (payroll) to the DMHRSi timecard; the timecard will continue to reject*

- If it was determined that the DCPS (payroll) timecard was incorrect, the employee must make DMHRSi match the time listed for DCPS on the reconciliation notification. If the employee does not make DMHRSi match the time listed for DCPS, the timecard will stay in a rejected status. The corrected DCPS (payroll) timecard will not load into DMHRSi until the next payroll reconciliation process resulting in the site not to meet Timecard Compliance
- When the DCPS (payroll) timecard is inaccurate, the DCPS (payroll) timekeeper can make corrections in DCPS; however, the corrections will not process until the next pay period DCPS is processed. During this time the DMHRSi timecard must accurately match the correct DCPS (payroll) timecard and reflect an approved status to meet Timecard Compliancy
- The local MEPRS office will run a Cost Reconciliation Report before processing that month's data. This report reflects changes to DCPS timecards causing them to no longer match what was entered in DMHRSi. The local MEPRS office must correct the DMHRSi timecards prior to processing the data

9. Click "Save"

10. Click "Continue" to review the timecard

11. Click “Submit”

12. The ”Confirmation” windows opens comfirming that the timecard has been submitted

13. The timecard approver will receive a copy of the timecard in their Worklist for action

Dual Component Employee – Missing Person Type

Dual Component employee’s will receive the following rejection notification if they do not enter a Person Type on any of the Tasks entered on the DMHRSi timecard: “**Rejected <employee’s name> Timecard for Period <Date> - Missing Person Type”**

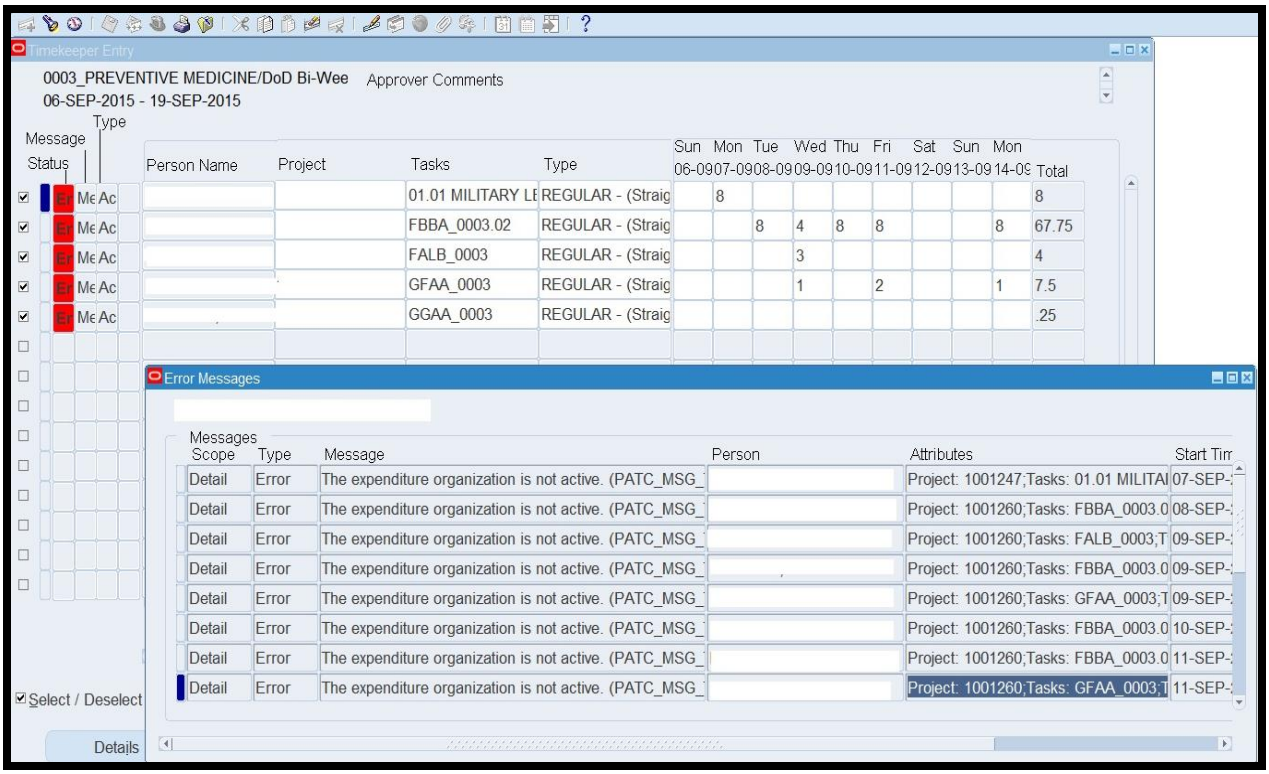
Add missing Person Type to correct this error

Section6: Timecard Errors:

Timecard Errors

There are multiple reasons for timecard errors. Timecard "Errors" do not generate worklist notifications; the employee must open the timecard to see the error message

Error: Expenditure Organization not active



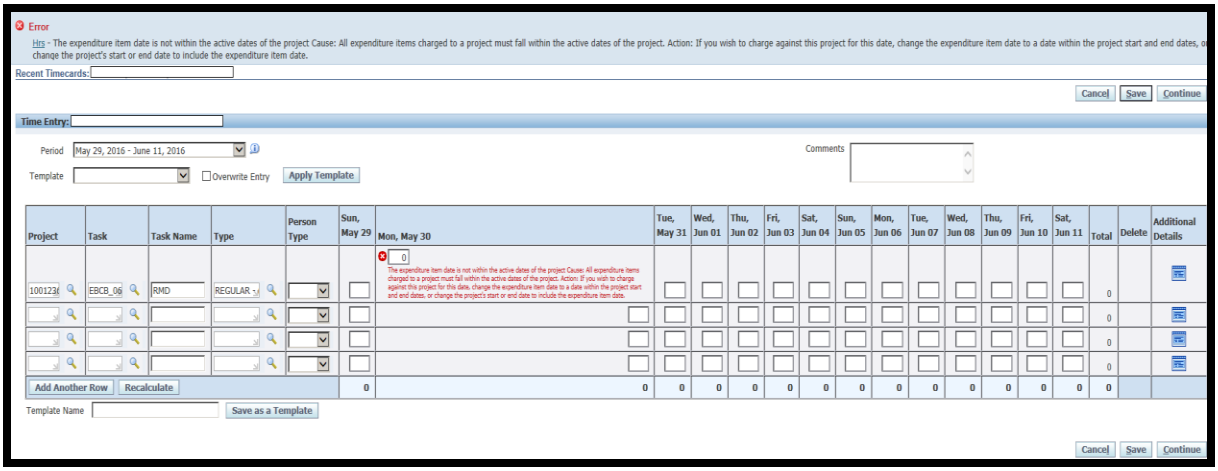
Cause of error:

- Employee is assigned to an organization that has been end dated
- The employee is assigned to a header organization
- The employee entered time for a period they were not assigned to the organization (e.g. employee's assignment record shows a start date of 15Jan16 and the employee entered time for 13 -14 Jan16 which will give the error "The expenditure organization is not active")

How to fix the error:

- Did the employee apply time when they were not assigned to the MTF? If yes, the employee must adjust their DMHRSi timecard so time is not applied when they were not assigned to the MTF
- HR must update the assigned organization to an active organization

Error: Expenditure Item date not within the active dates of project



Cause of error:

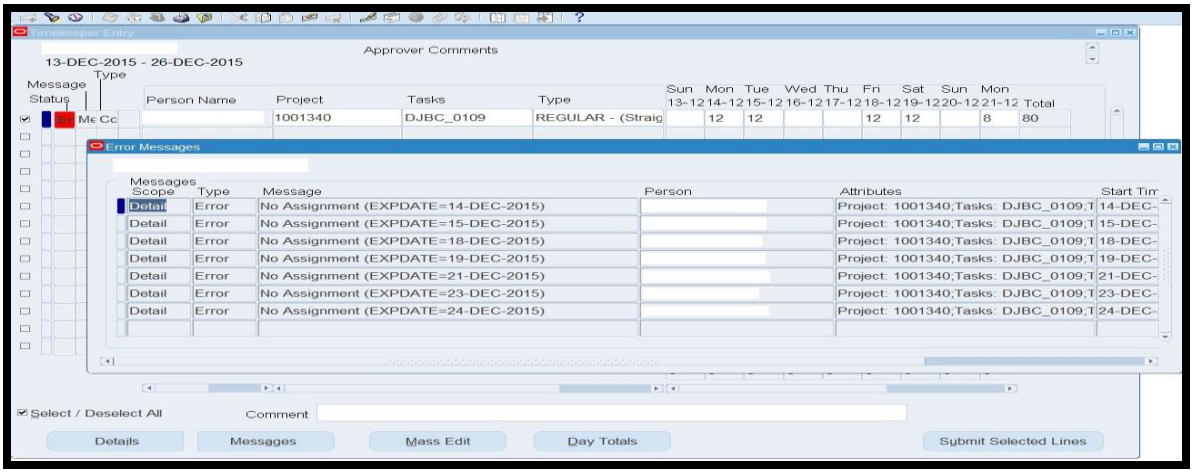
- Employee entered time against a project number that was not inactive for the dates of the timecard
- All expenditure items charged to a project must fall within active project dates

How to fix the error:

- If the user wishes to charge against a previous FY project number, change the expenditure item to a date within that FY project start and end dates
- Correct the project number

Error: No Assignment

The user has entered time information out of the date range for their active assignment



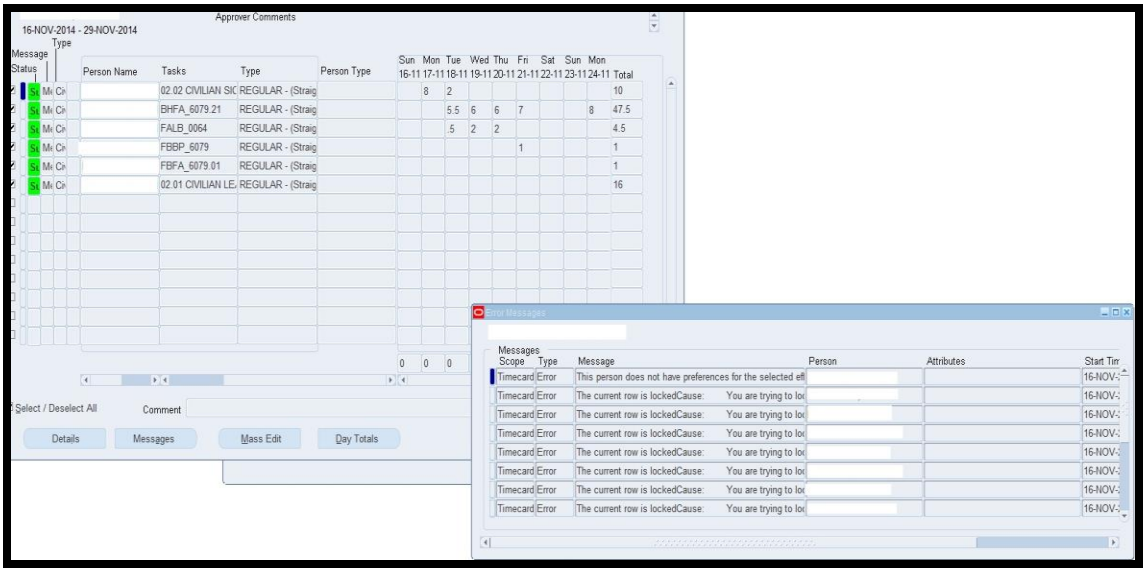
Cause of error:

- Employee has entered time out of the date range for their active assignment
- The employee is a contractor and their HR record has been end dated

How to fix the error:

- Adjust timecard to within active assignment date
- Contractor timecard – batch enter the timecard

Error: LockedCause (Timecard is in a Submit Status)



To determine if timecards are in a lockedCause status:

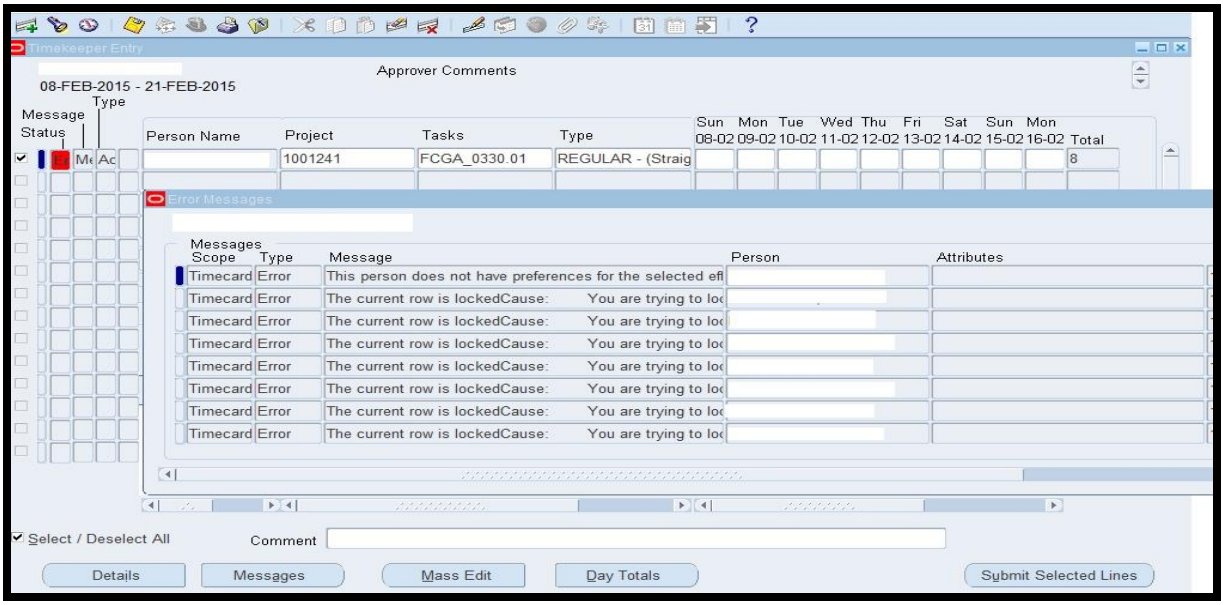
- In “Timekeeper Entry” the timecards will reflect “Submitted” with a message
- Click the “Message” link at the bottom of the screen

The error message reads: “The current row is lockedCause: You are trying to lock a row in the & TABLE_NAME Table which is currently being locked by another user “

How to fix the error:

Timecards in a lockedCause status should be brought to the attention of the MTF MEPRS POC immediately; these timecards MUST be sent to the helpdesk to be released

Error: LockedCause (Timecard is in an Error Status)



Timecards reflecting an "Error" status and have a message of lockedCause should be deleted and re-entered. This error type should not be sent to AMPO for corrections

- Export the timecard to excel as a reference for re-entering the timecard data
- Delete the timecard
- Save changes
- Exit the timecard
- Re-enter the timecard
- Re-enter the time
- Save the entries
- Submit

Section 7: Approvers

Timecard Approvers

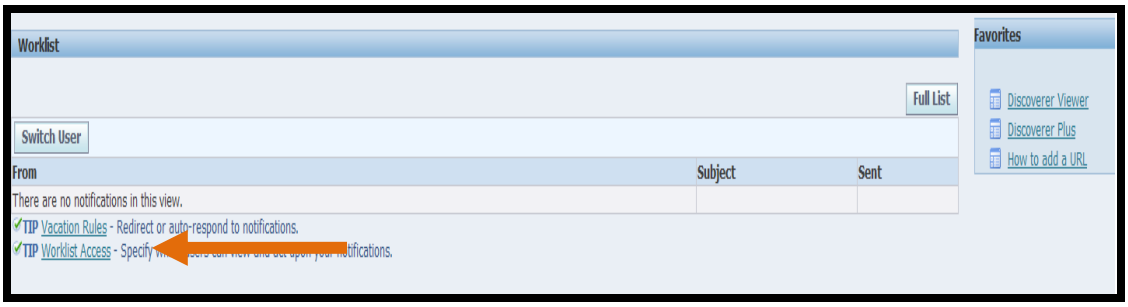
- Should be someone who has oversight of the personnel within their work center
- Should **NOT** be a timekeeper specialist
- Must designate at least two alternate timecard approvers
- **WILL NEVER USE VACATION RULES**
- Timecard approvers and their alternates are not required to have an additional role to approve timecards

Worklist Access

Timecard Approvers must grant at least two alternate worklist access, it can be more, but two is the minimum. Reason, because Timecard Approvers can approver everyone's timecard **INCLUDING** their own, however the Alternates can approve everyone's timecard **EXCEPT** their own

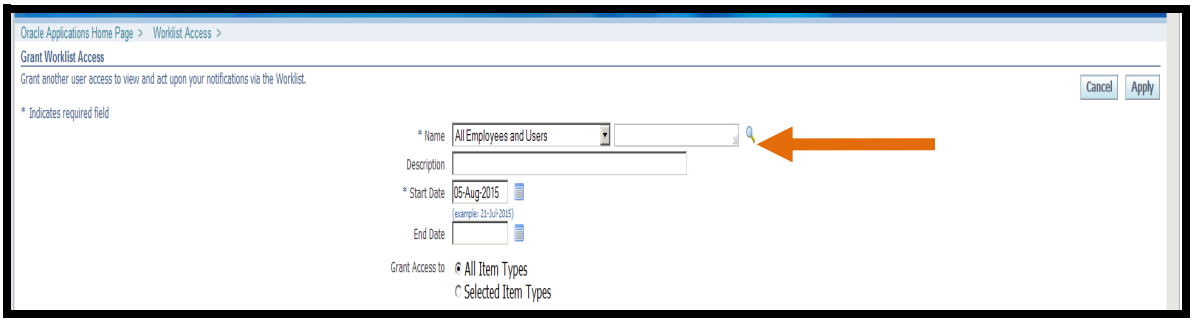
1. Log onto DMHRSi

2. Click the "Worklist Access" link below the notifications field: **"DO NOT USE VACATION RULES"**



3. Click"Grant Worklist Access"

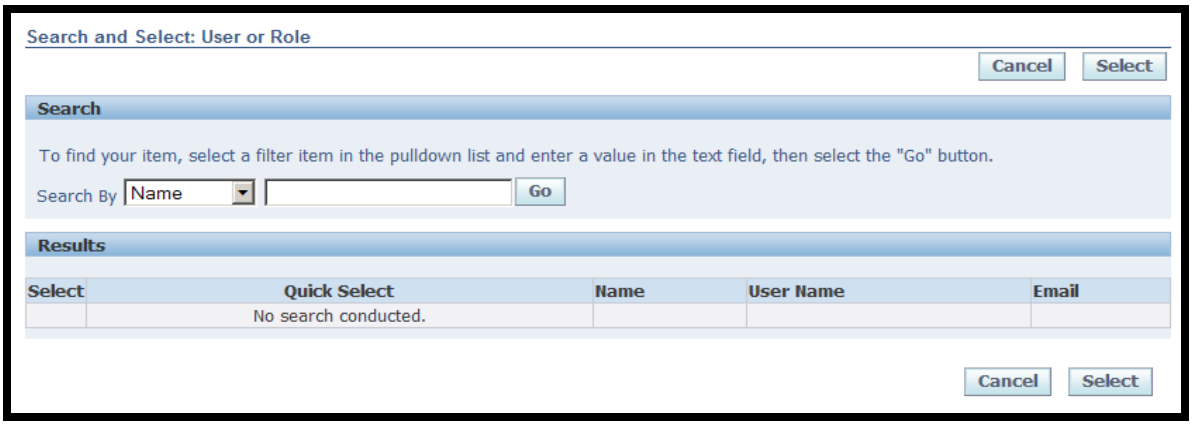
4. Click in the field to the right of the "Name" field



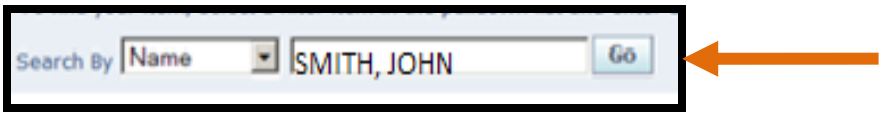
5. Enter the last name of the person (example: SMITH, JOHN) being granted access and press **[TAB]**

- The search icon may also be used

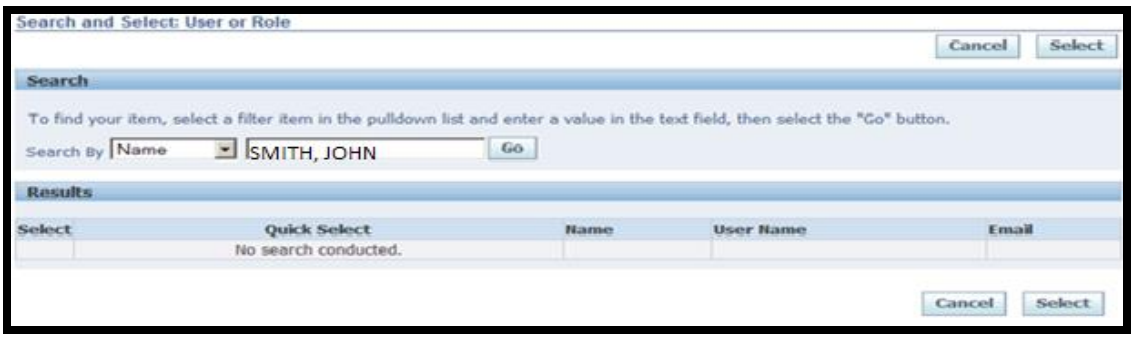
- "Search and Select: User or Role" screen opens



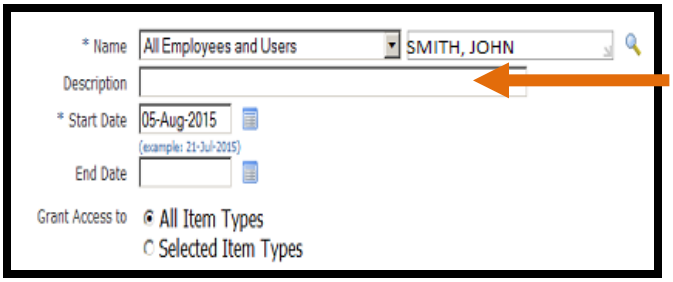
- Type in the last name, first name then click "Go"



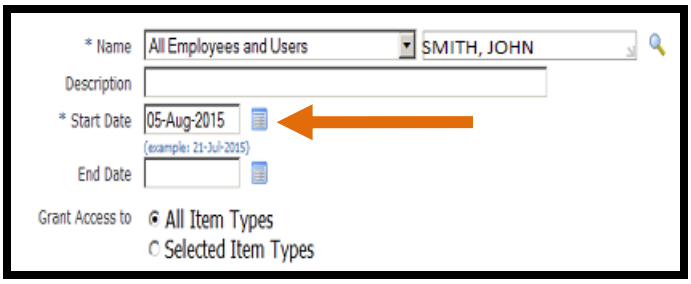
- Select the correct person by clicking the "Quick Select" icon next to the person's name



6. Do not enter anything in the box next to Description



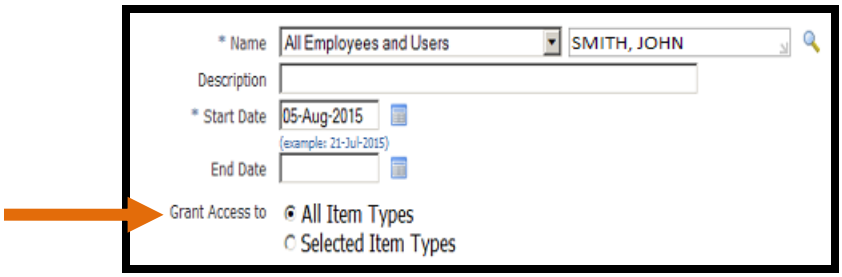
7. The start date field populates with the current date. When users want to start the access on a future day, type the date (DD-MMM-YYYY) in the "Start Date" field on the "Grant Worklist Access" page; the "Calendar" icon can also be used to select the appropriate date



8. Adding end dates is not recommended as the system will automatically end the employees ability toaccess the Timecard Approver's worklist on that date

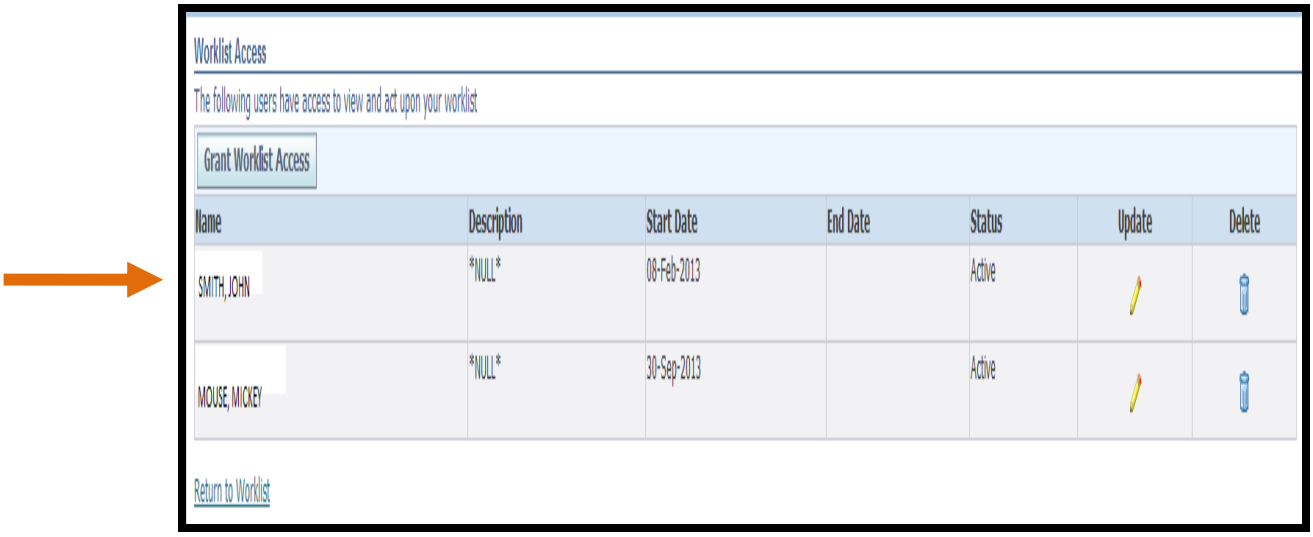
NOTE: *Timecard approvers **MUST** remove worklist access before permanently departing the MTF. The Approver that granted Worklist Access is the only person that can remove the Worklist Access they granted*

9. Leave "Grant Access to" "All Item Types"selected

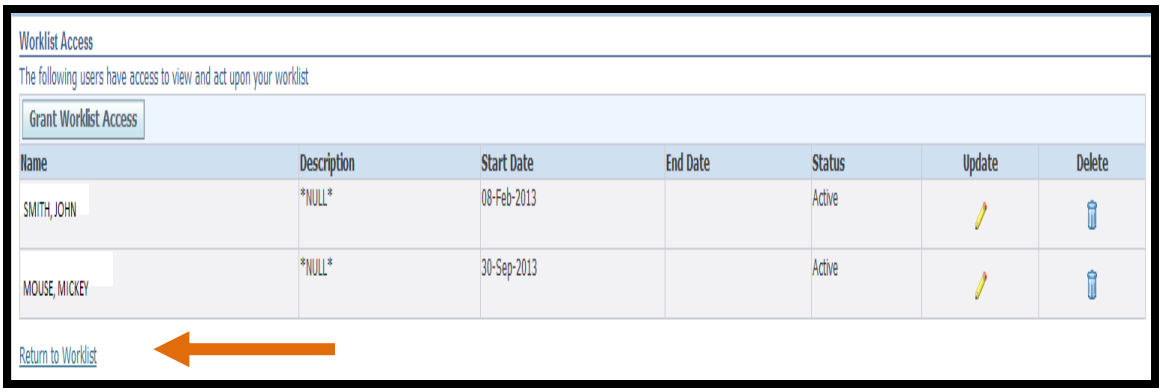


10. Click "Apply"

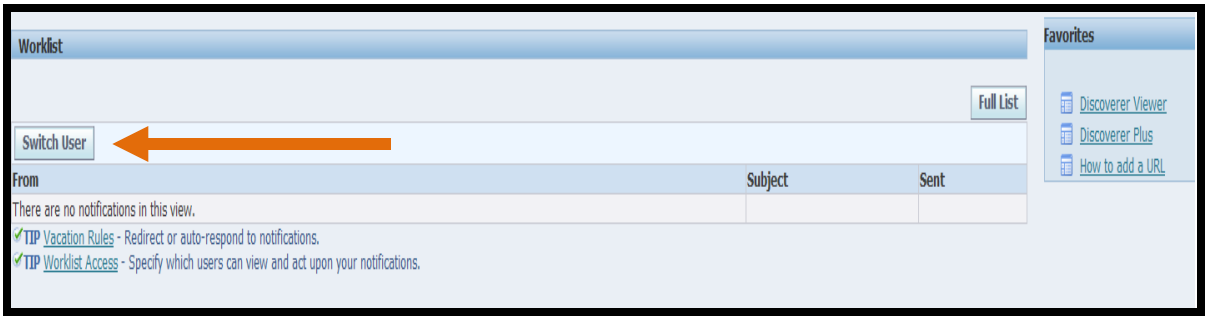
11. The “Worklist Access” page displays the name of the person selected



12. Click “Return to Worklist” to return to the main menu



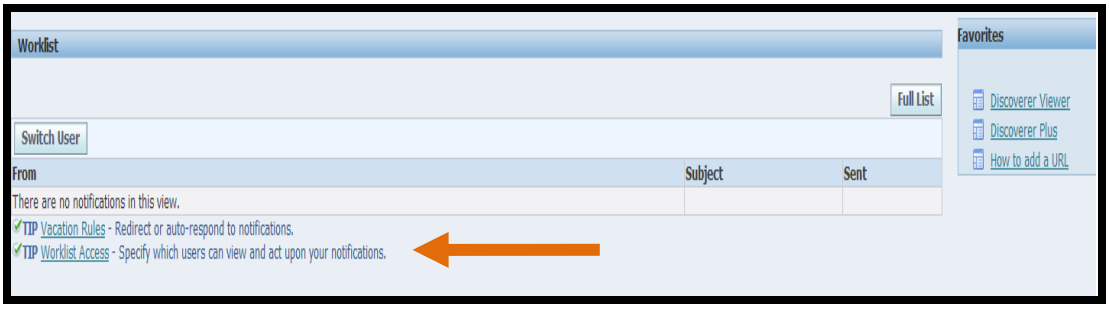
13. Employees granted worklist access have a “Switch User” option at the top of their worklist; personnel that do not have this option do not have worklist access



Delete Worklist Access

1. Log onto DMHRSi

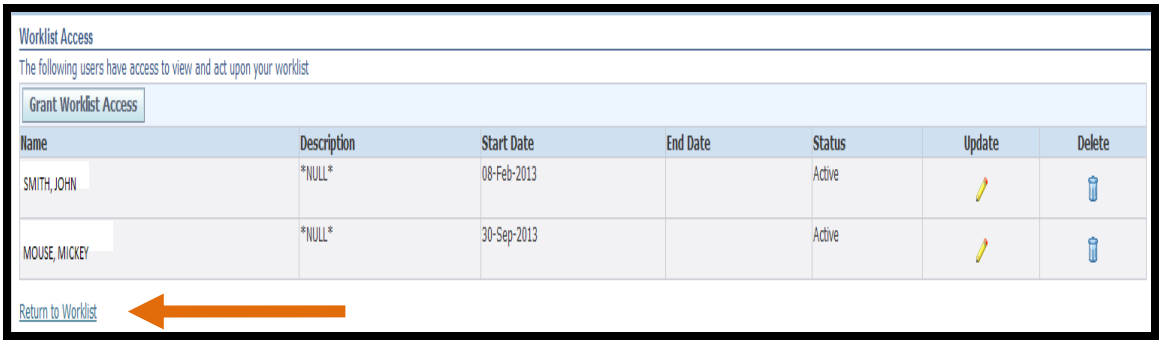
2. Click the “Worklist Access” link below the notification field



3. “Worklist Access” window opens; click the “Delete” (yellow pencil) of the person to be deleted

4. The following “Warning” message will appear; click Apply

5. Click “Return to Worklist” to return to the Navigator screen

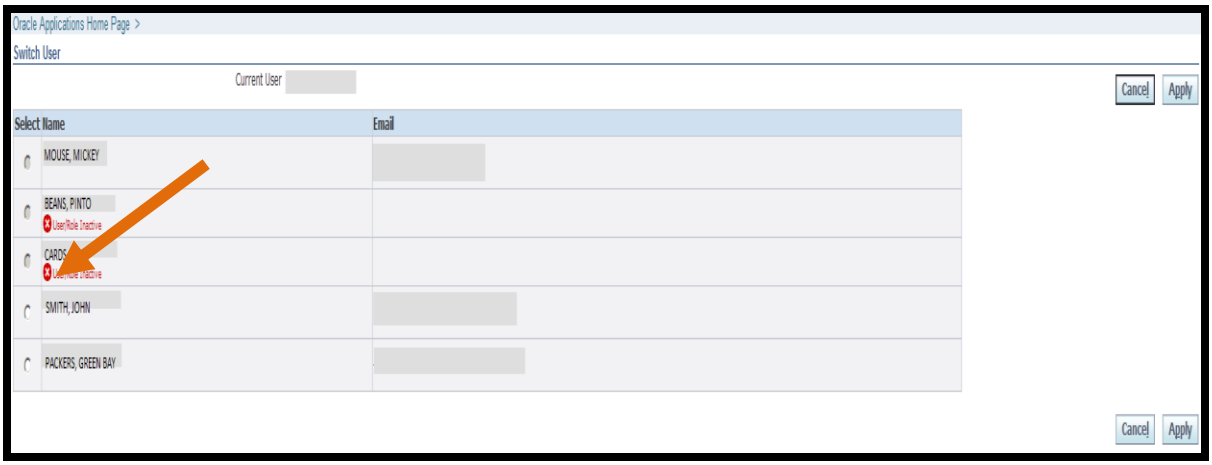


View another person's work list once access has been granted

Personnel granted worklist access will have the "Switch User" button at the top of their worklist. If the user does not have the "Switch User" button then the user does not have worklist access

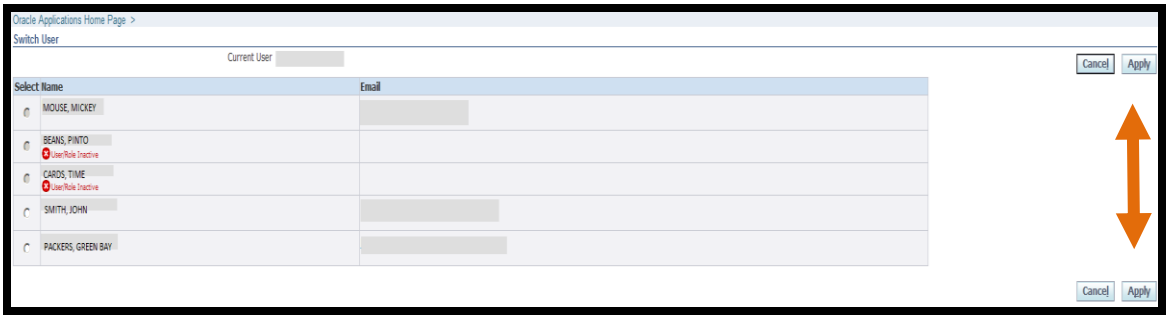
1. Click "Switch User"

2. Click the "Select" option next to the name of the person's Worklist to be viewed

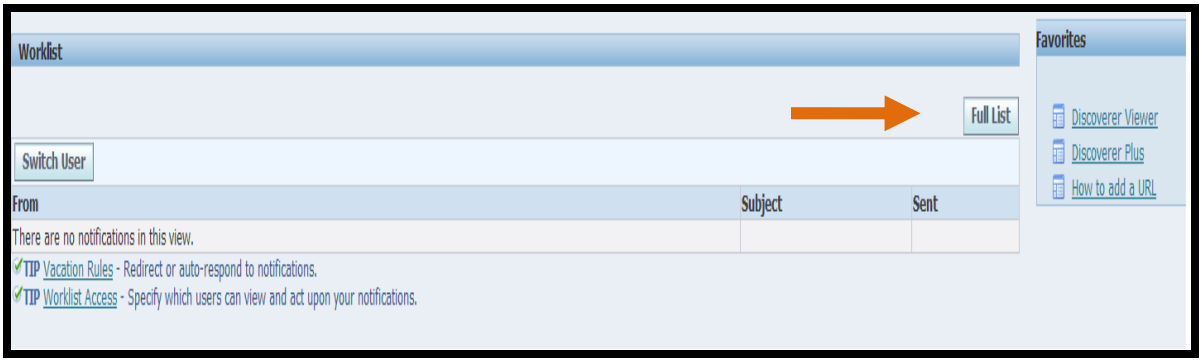


NOTE: *Approvers that did not remove worklist access will still show up on grantee's worklist. Currently there is no way to remove the names; only the grantor can remove worklist access*

3. Click the "Apply" button



4. Click “Full List” to view all Worklist notifications



NOTE: *Alternate Timecard Approvers have access to the Approver’s worklist only; they do not have access to additional Approver roles*

5. When Alternate Timecard Approvers finish reviewing the timecard click “Switch User”and select the option by their name to return back to their worklist or log out of DMHRSi and the system will automatically switch them back to their worklist

Vacation Rules: DO NOT USE

Setting up “Vacation Rules” will forward timecards from the assigned approver to a selected employees. Meaning when an employee submit’s their timecard, the timecard will go to the selected employee’s worklist and not the assigned approver’s worklist

The Timecard Approver’s “Alternates” will not have access to the timecards unless the individual the Timecard Approver created a Vacation Rule for also grants worklist access to the same “Alternate Timecard Approvers”

The idea behind this method is if the Timecard Approver is unable to access their worklist for an extended period of time (i.e., deployed, vacation, etc.), they could set up “Vacation Rules” to forward their worklist notifications to a designated person in DMHRSi; however, user accounts are closed when they are not accessed within 60 days, so this rule is not plausable for long term absences. Timecard Approvers pending extended absences (i.e., deployed) should have the timecard approver changed to someone else

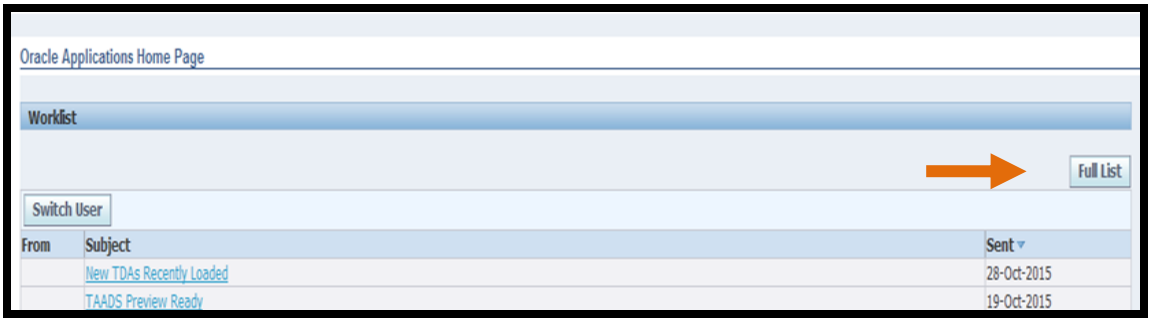
Approver: Managing Your Worklist

DMHRSi timecard notifications will be displayed in the Approver’s worklist that should be checked regularly. Some notifications are for informational purposes only, while others require action (i.e., rejected or returned timecards); each message is time and date stamped

NOTE: *Not all rejected timecards generate a notification (i.e., timecards that “Error” do not generate a notification)*

1. Log onto DMHRSi

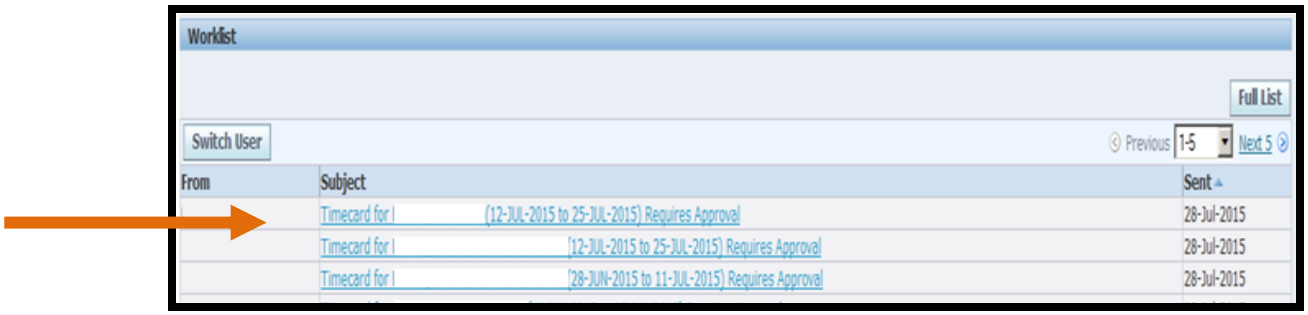
2. A partial Worklist notification list will display at the top of the page; to view all open notifications, click “Full List”



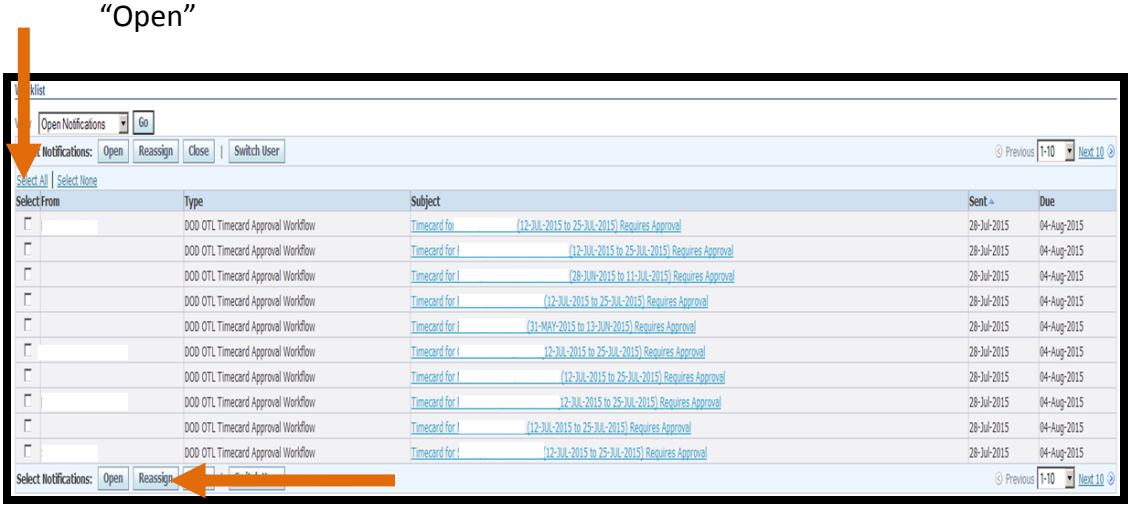
3. Approvers may sort the notifications in ascending or descending order by clicking on of the column headings

4. There are two different ways to open and view notifications

- One way is to click the timecard link under ”Subject”

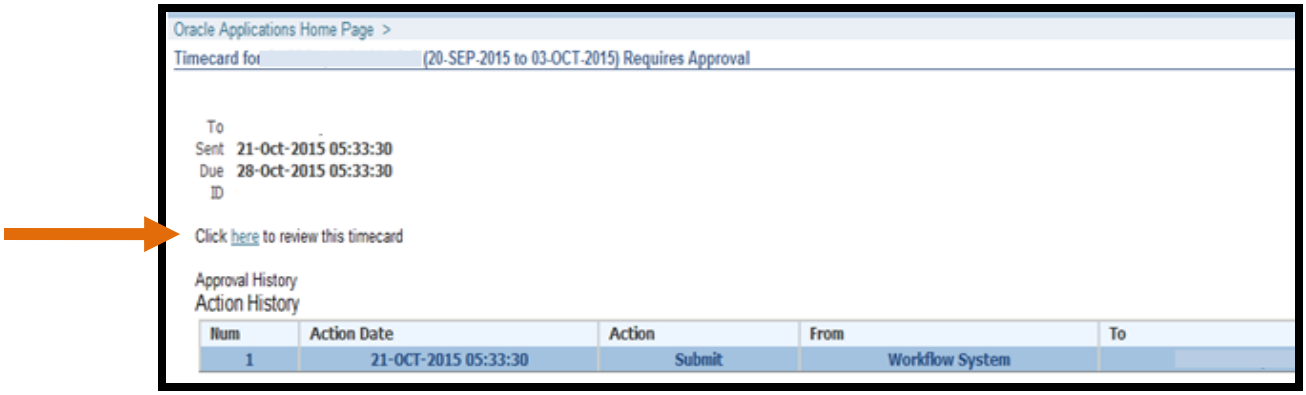


- The second way is to click “Select” next to the notification. Approvers can view multiple notifications at once by checking the corresponding field(s) under “Select” then click “Open”

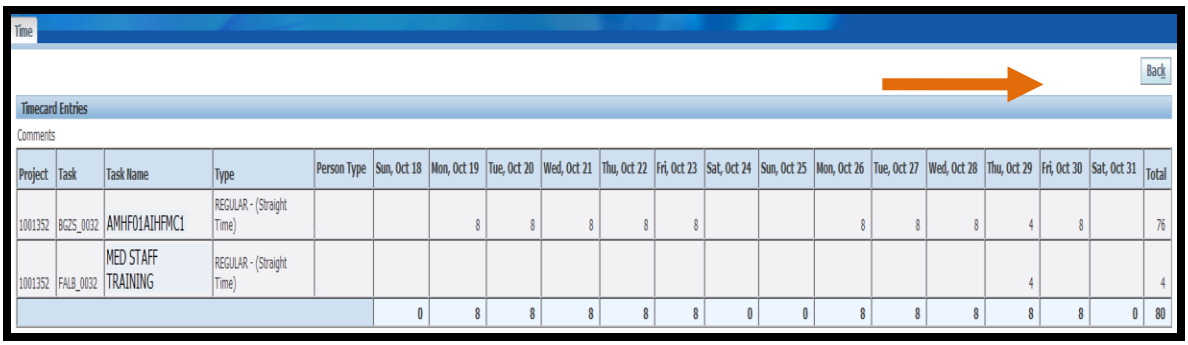


5. The notification(s) will open; review required actions in the comment section

6. Approvers should "**ALWAYS"** review the timecards prior to approving them; select "Click here to review this timecard"

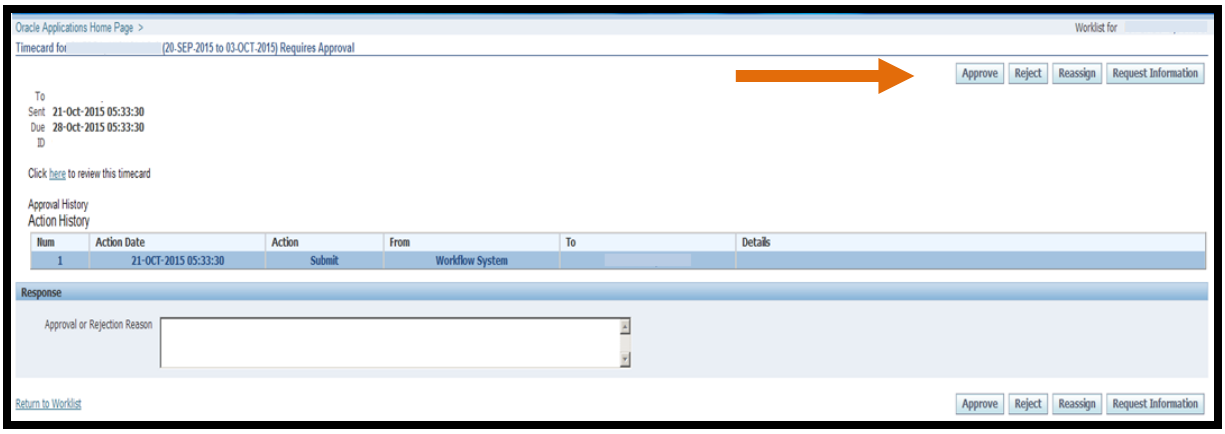


7. Review the timecard for accuracy and click "Back" when complete



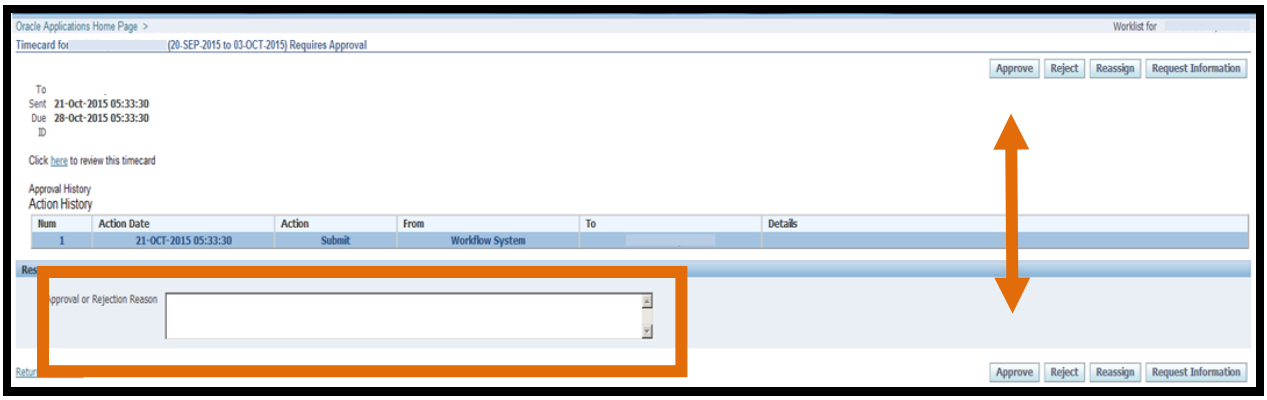
Project	Task	Task Name	Type	Person Type	Sun, Oct 18	Mon, Oct 19	Tue, Oct 20	Wed, Oct 21	Thu, Oct 22	Fri, Oct 23	Sat, Oct 24	Sun, Oct 25	Mon, Oct 26	Tue, Oct 27	Wed, Oct 28	Thu, Oct 29	Fri, Oct 30	Sat, Oct 31	Total
1001352	BGZS_0032	AMHF01AIHFMC1	REGULAR - (Straight Time)			8	8	8	8	8			8	8	8	4	8		76
1001352	FALB_0032	MED STAFF TRAINING	REGULAR - (Straight Time)													4			4
					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

8. Select the appropriate action for the timecard; Timecard Approvers have seven (7) calendar days from the date of submission to approve or reject the timecard



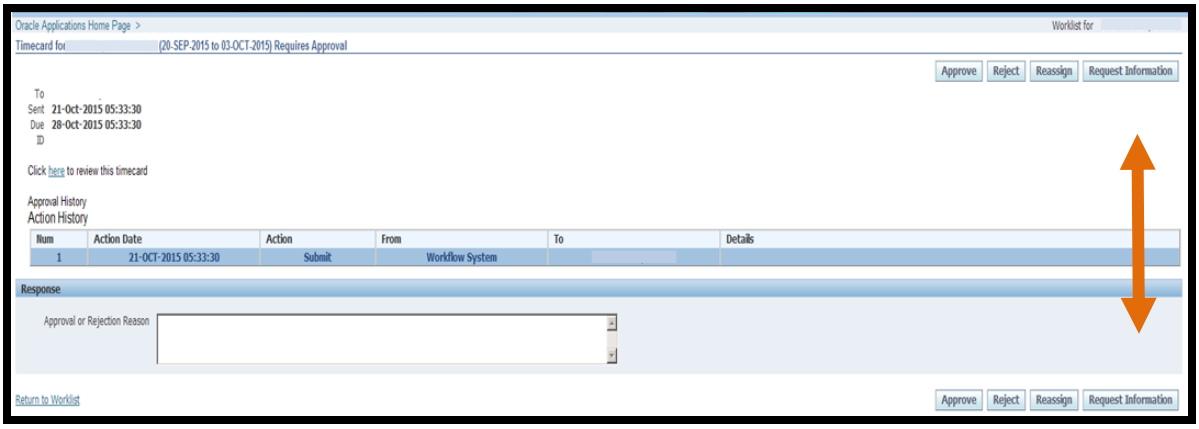
- "**Approve**" when the timecard is correct; no further action is required

- "**Reject**" if incorrect; enter a comment in the "**Approval or Rejection Reason**" field so the employee will know what to correct then click "Reject"

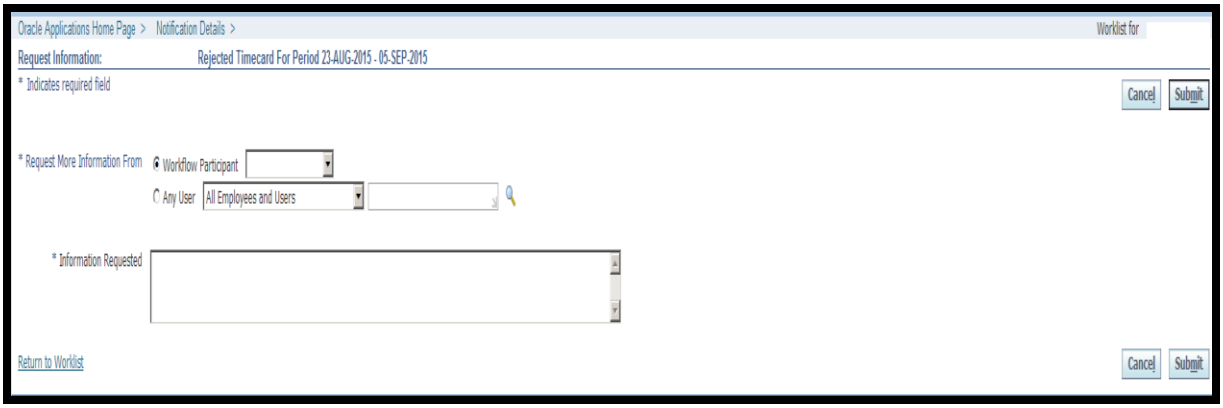


- "**Request Information**" enter questions about the timecard in the "**Approval or Rejection Reason**" field and click "Request Information"

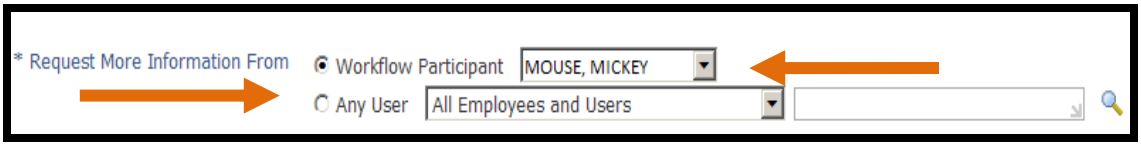
  - Click "Request Information"



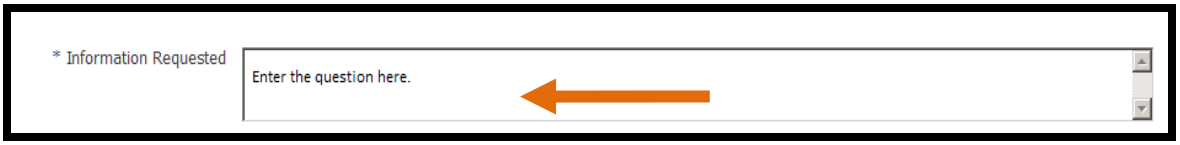
  - "Request Information" screen opens



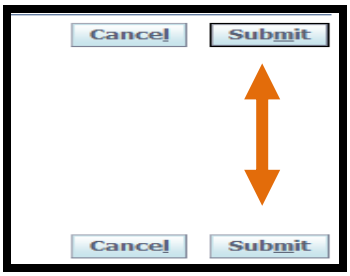
- Select a Workflow Participant or select another employee within the MTF



- Enter the requested information

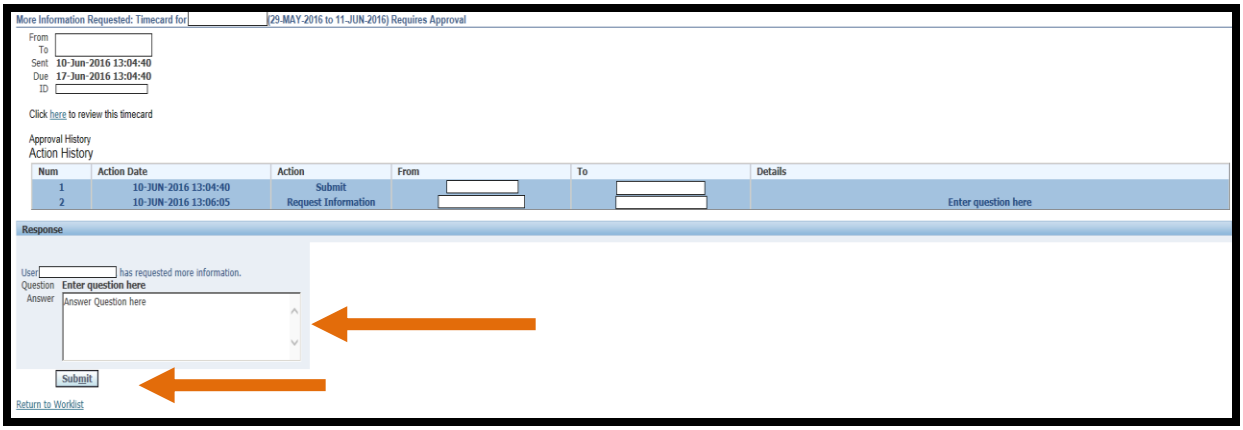


- Click "Submit"

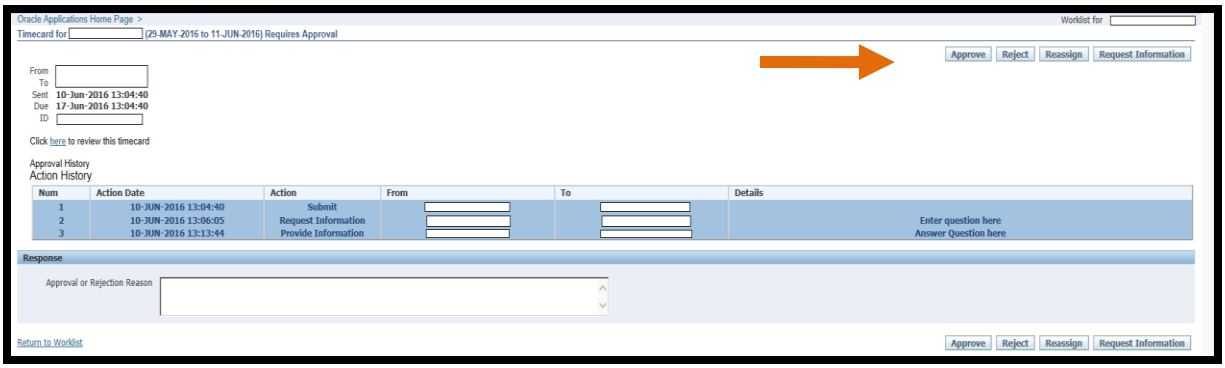


- A worklist notification for additional Information will be received by the employee "**More Information Requested: Timecard for <Name> <from date> to <to date> Required Approval**

- The employee answers the question then clicks "Submit"

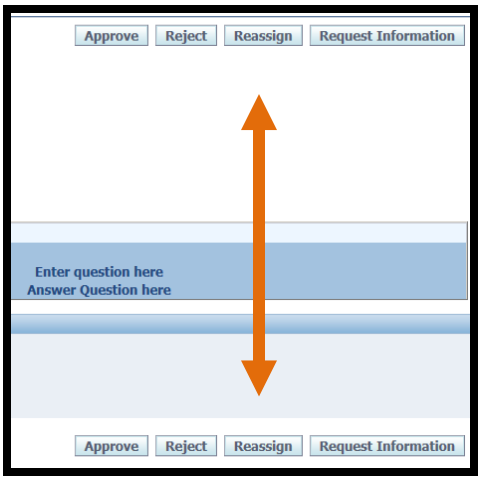


- When the Timecard Approver receives the response they have the option to request additional inform, reassign the notification, approve, or reject the timecard



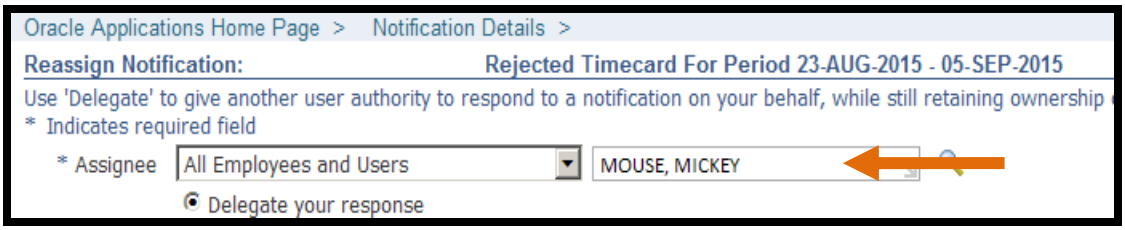
- "**Reassign**" this notification to another person at your MTF

  - Click "Reassign"

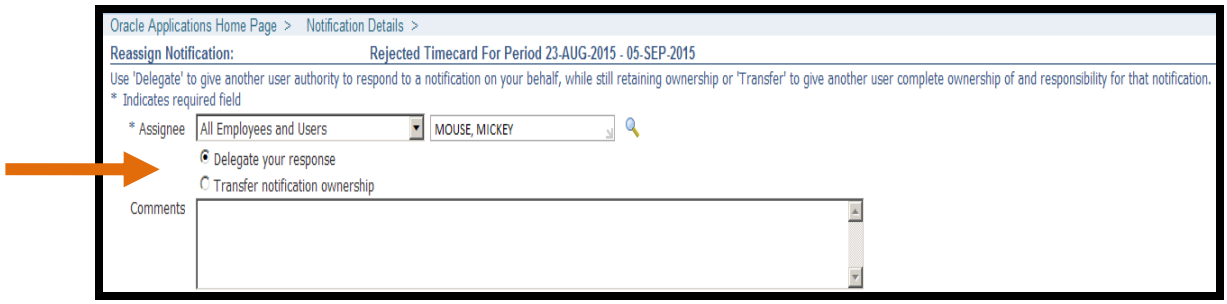


  - "Reassign Notification Details" screen opens

- Type the employee's name the timecard is being "Reassigned" to in the box next to Assignee and click **[Tab]**

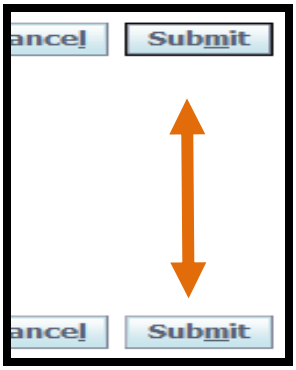


- Select either "Delegate your response" or "Transfer notification ownership"



  - "**<u>Delegate your response</u>**" Approver authorizes a delegate the ability to respond to notifications on their behalf for a specified time, while still retaining ownership. The Approvers name will continue to appear on the delegates actions so personnel will be unaware a delegate is responding on their behalf; it is important to clarify rejections as the Approver will not see the delegates rejections
  - "**<u>Transfer notification ownership</u>**," authorizes a delegate complete ownership of and responsibility for notifications routed to them during the specified time and their name will appear on approvals/rejections instead of the Approvers

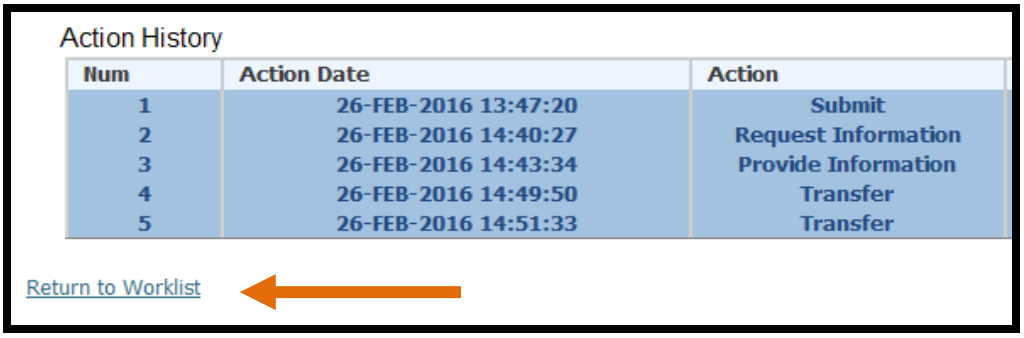
- Click "Submit"



- A worklist notification will appear under the selected “Assignee’s” worklist

9. Once the Approver has taken action on the timecard the notification disappears from their worklist

10. Click “Return to Worklist” to exit without taking action and without removing the notification from the worklist



Section 8: Site Application Administrator (SAA)

The SAA Specialist role create new accounts, reset locked accounts, adding responsibilities, and remove responsibilities for assigned MTF staff. The SAA can also create a Discoverer Viewer connection to run reports

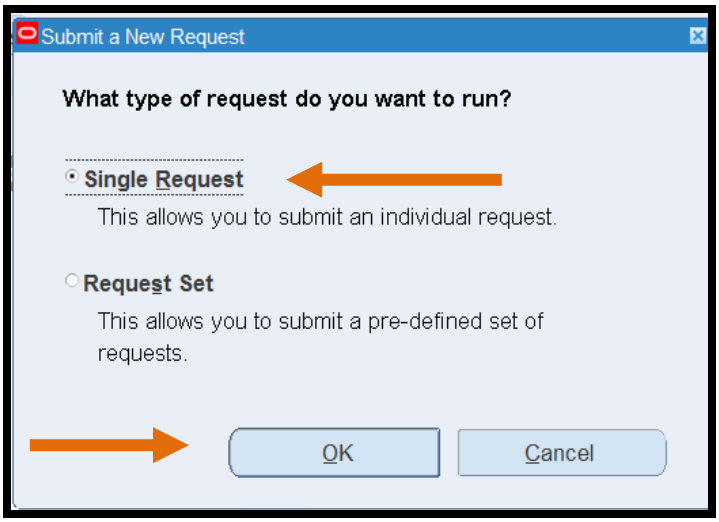
Create New Account

The SAA can create Single User Accounts in DMHRS*i* for personnel that have never had a DMHRSi User account. This process will not work when the user account already exists but is end-dated or locked. When creating new accounts, verify the user has an ACTIVE employee record and obtain the DMHRSi Employee Number

1. Log into DMHRSi

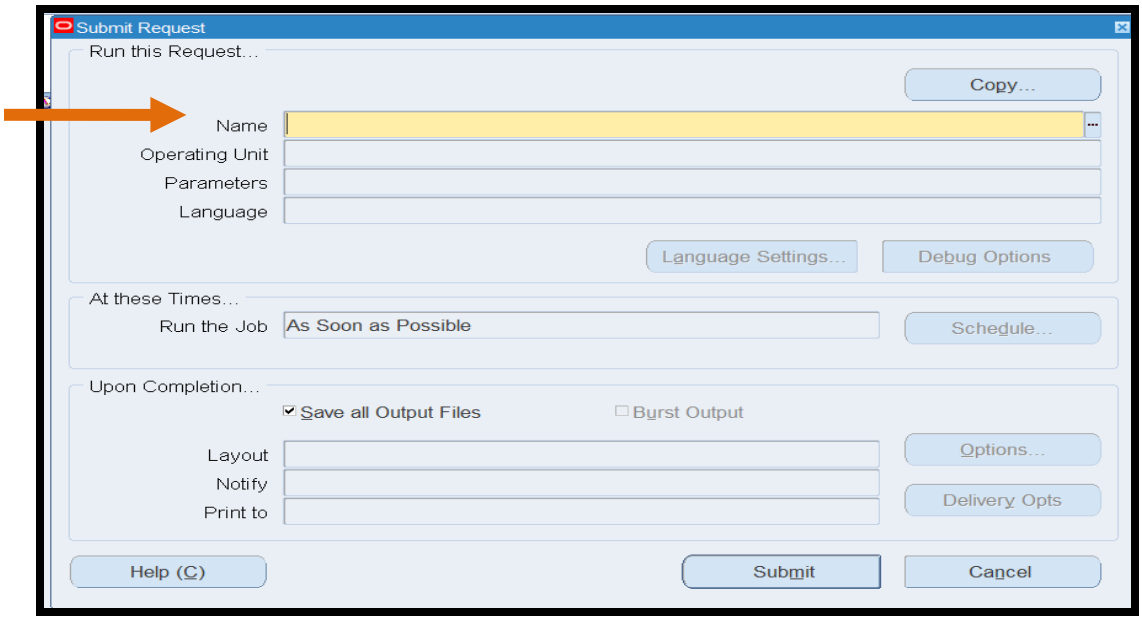
2. Click “Army Site Application Administrator Specialist (UIC)”, then click “Submit Processes and Reports”

3. “Submit a New Request” screen opens; ensure “Single Request” is selected, then click “OK”

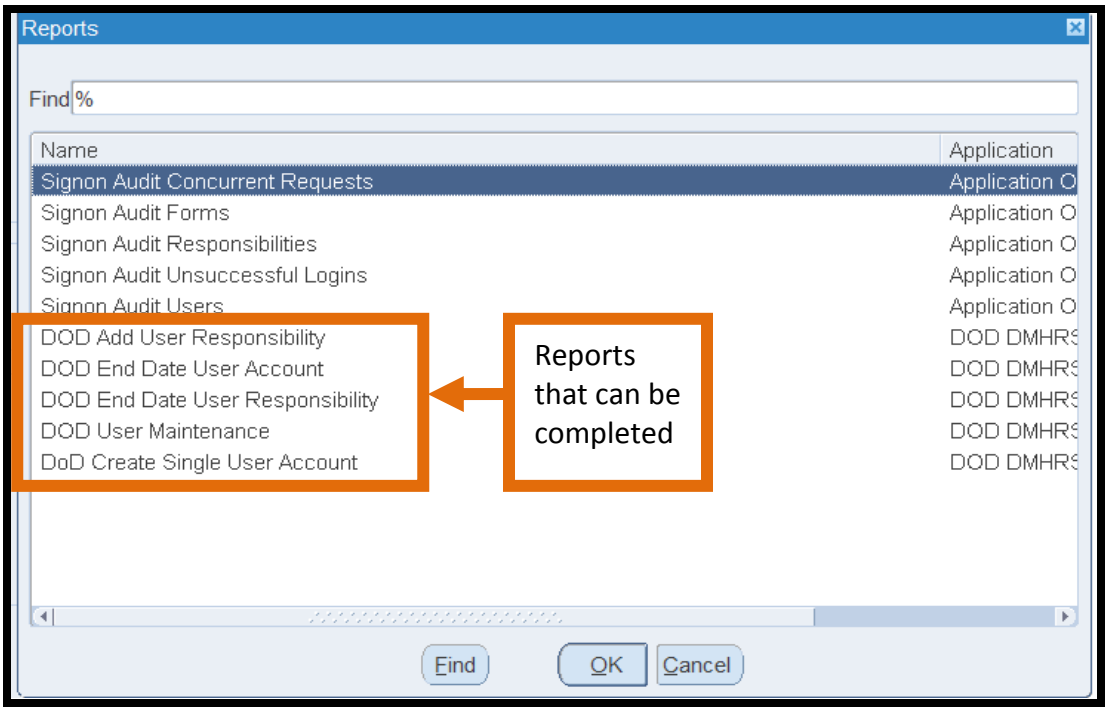


4. The “Submit Request” screen opens

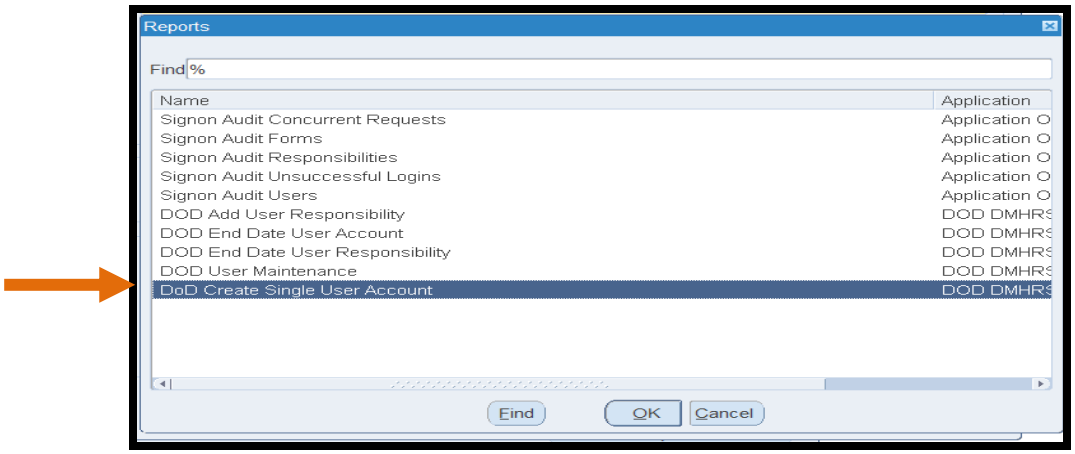
- Type “DoD” in the “Name” field and press **[Tab]** for the reports list
- OR click on the List of Values for a drop down menu for the list of reports



5. The “Reports” window will open



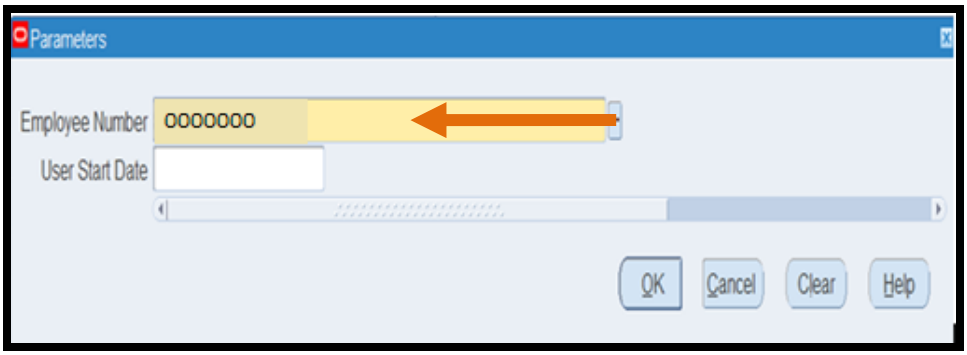
6. Click “DOD Create Single User Account” to create a DMHRSi User Account; employee’s ID No. is required



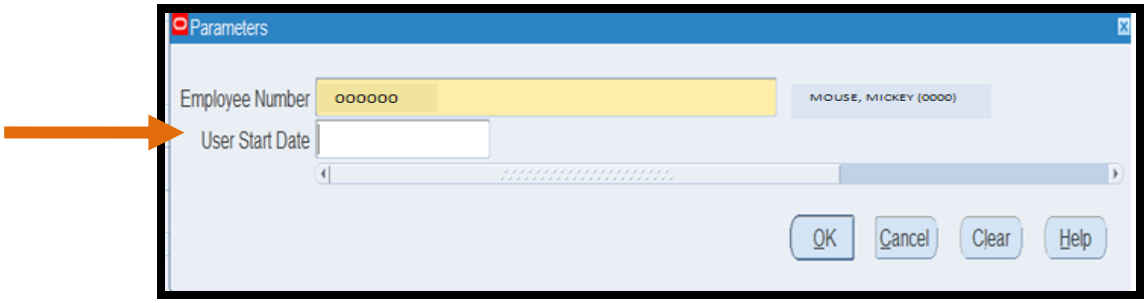
7. “Parameters” screen opens

- Type the employees ID No. in the field by “Employee Number”
- Or click “List of Values” to search for a user name
- Click **[Tab]** to populate the employees name

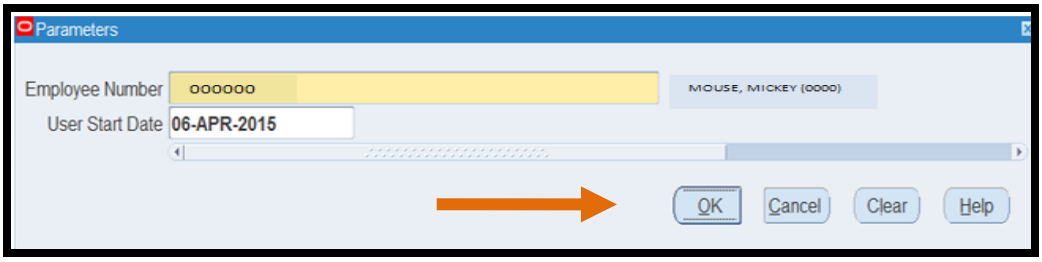
NOTE: *It may take time for the system to find the employee*



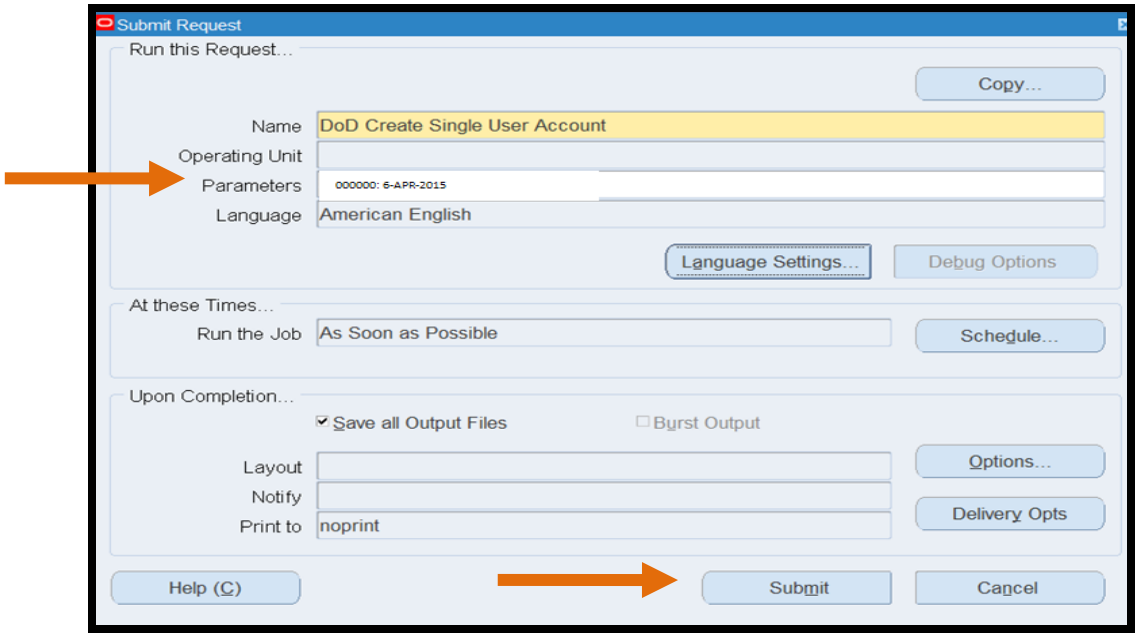
8. When the employee’s name populates, enter the “User Start Date”; use the date when the employee will begin documenting time to the MTF



9. Click “OK”

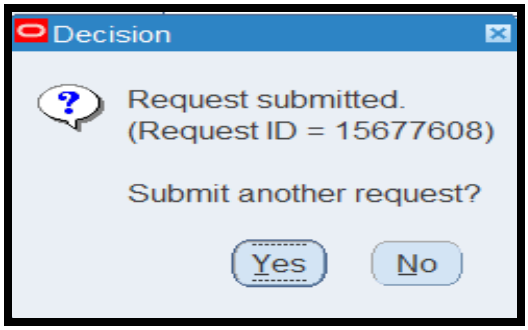


10. “Submit Request” screen opens reflecting the parameters entered (employee’s ID No. and start date), click “Submit”

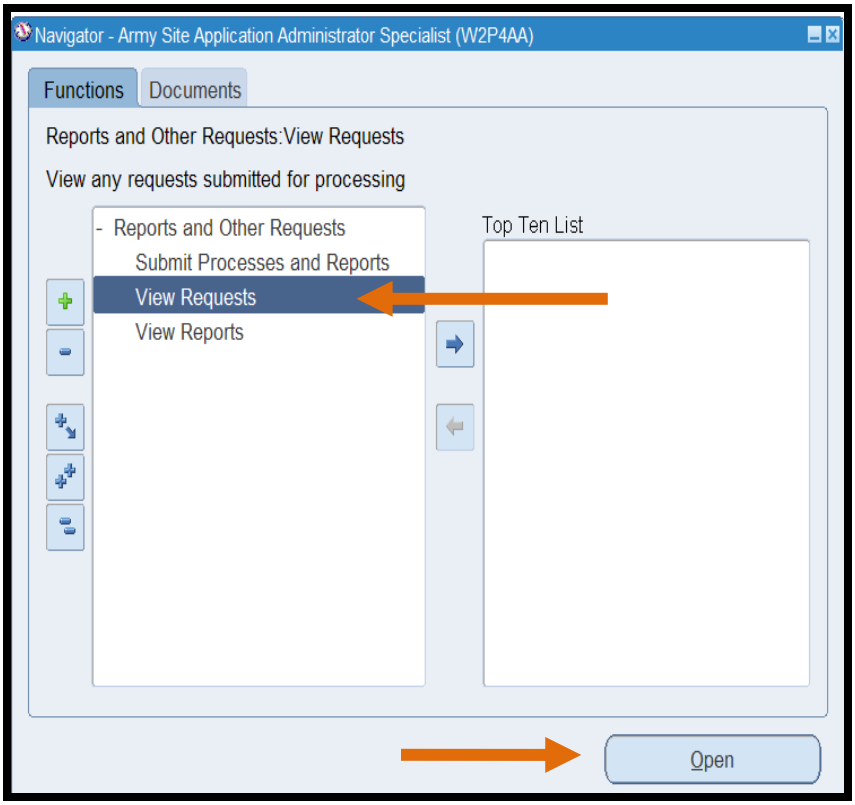


11. “Decision” screen opens

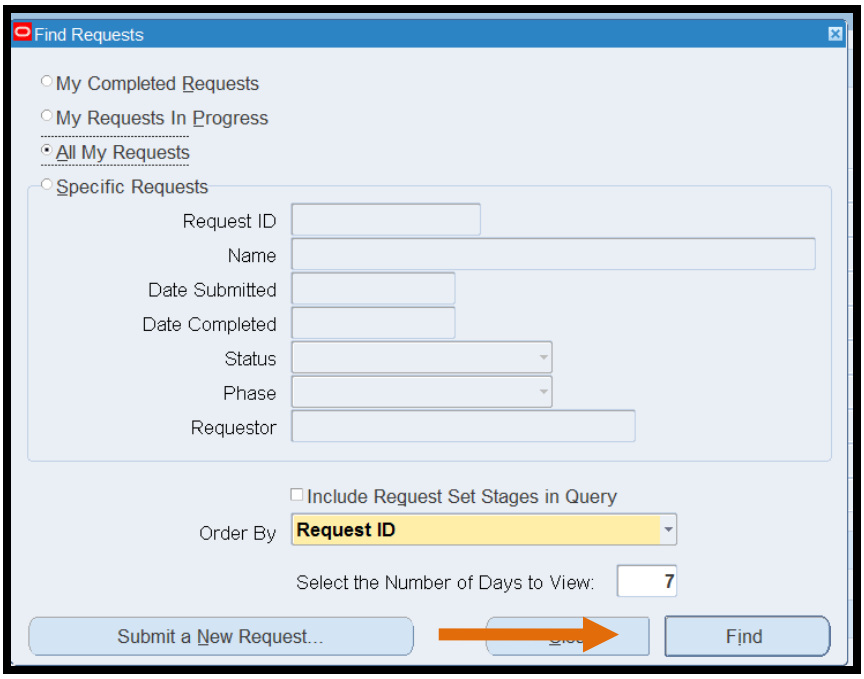
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



12. Select “View Requests” then click “Open” on the “Navigation” screen



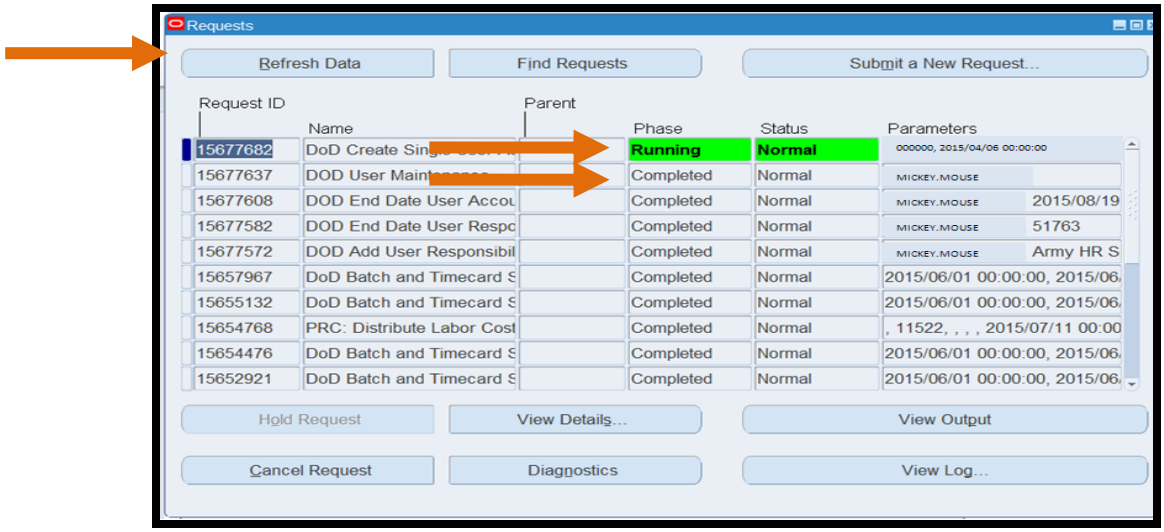
13. Click “Find” on the “Find Requests” screen



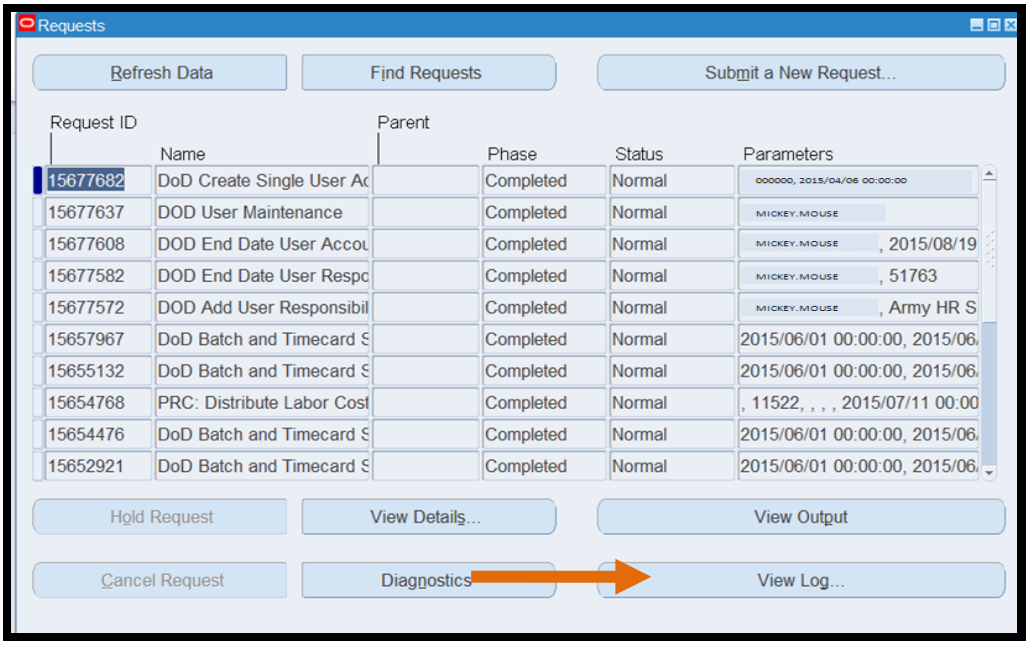
14. A list of requested reports will appear

- When the “Phase” and “Status” reflect a “Completed” and “Normal” status the request is finished
- If the “Phase” and “Status” are green the request is running

  - Click on “Refresh Data” until the requested report show “Completed” and “Normal”
  - Or the user can exit the window and return at a later time



15. Click “View Log” to display the User Name and Password; provide this information to the employee



NOTE: *If the User Name and Password does not display when reviewing the "View Log" option, the individual already has an account. The account needs to be reset using the DMHRSi User Maintenance functionality*

The employee should wait 24-48 hours prior to logging in with a new account. If the HR Record was just created, the employee may need to wait a week before to logging into DMHRSi. The User Name and Password may be required the first time a person signs into DMHRSi; entering the User Name and Password in all lower case letters will register the CAC

Reset Account

Users must log into DMHRSi within 24 hours after the account is reset to prevent the account from being locked again

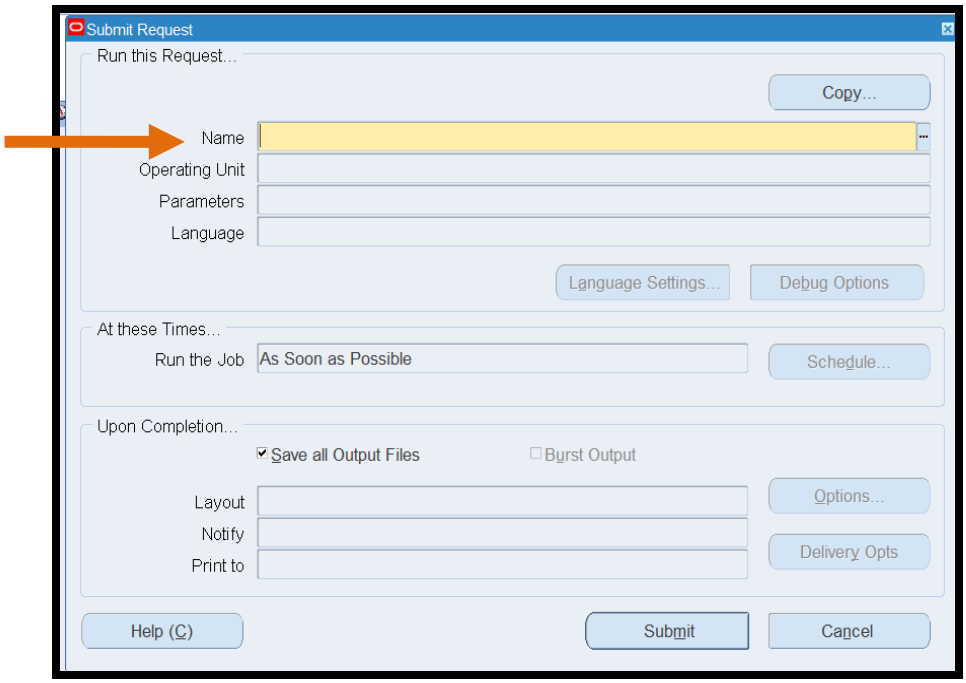
1. Log into DMHRSi

2. Click "Army Site Application Administrator Specialist (UIC)", then "Submit Processes and Reports"

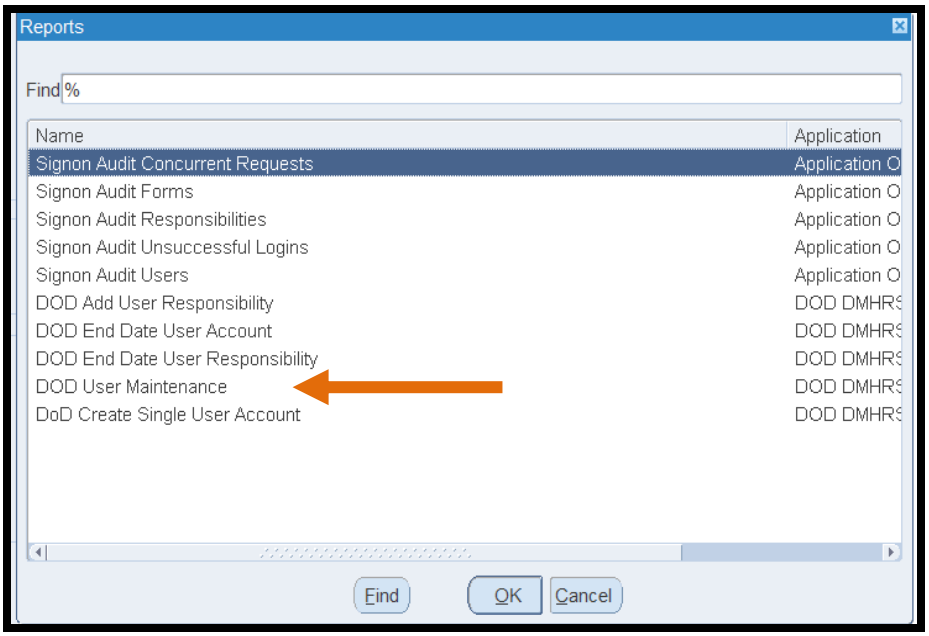
3. Ensure "Single Request" is selected on the "Submit a New Request" screen then click "OK"

4. “Submit Request” screen opens

- Type “DoD” in the “Name” field and press **[Tab]** for the reports list
- OR click on the “List of Values” for a drop down menu for the list of reports



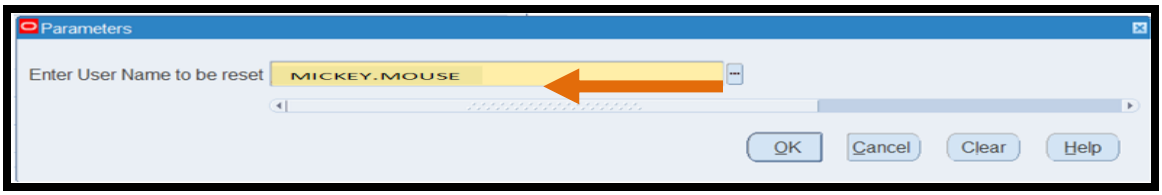
5. Click “DOD User Maintance” on the “Reports” screen to remove and end date from the user account; the employees DMHRSi User Name is requried



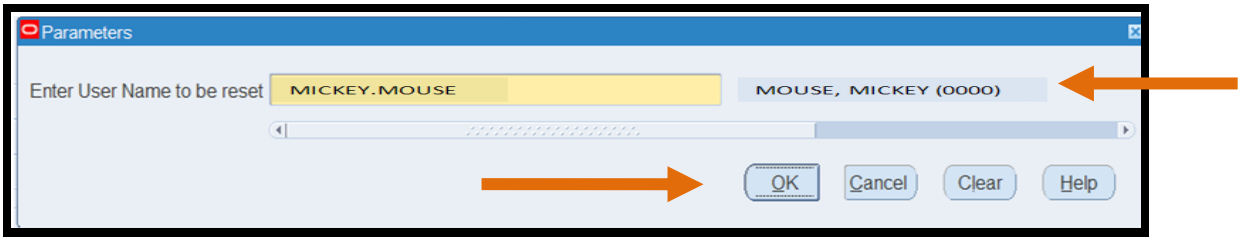
6. “Parameters” screen opens

Type the employees “DMHRSi user name in upper case letters” in the field by “Enter User Name to be reset”; or click on the List of Values to search for a user name then click **[Tab]** to populate the employees name

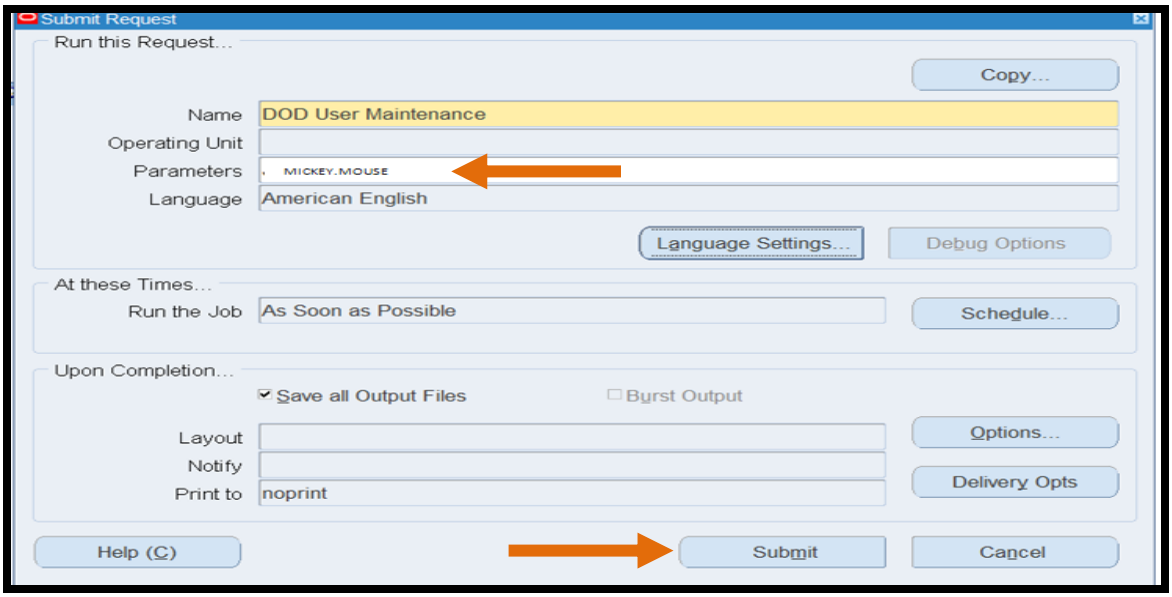
NOTE: *The system may take time to find the employee. Entering “last name, first name” may cause DMHRSi to search the database for an extended time. When SAA’s cannot find the employee they may not have an account. Use the “DoD Create Single User Account” to create a new account for the employee*



7. When the employee’s name populates click “OK”



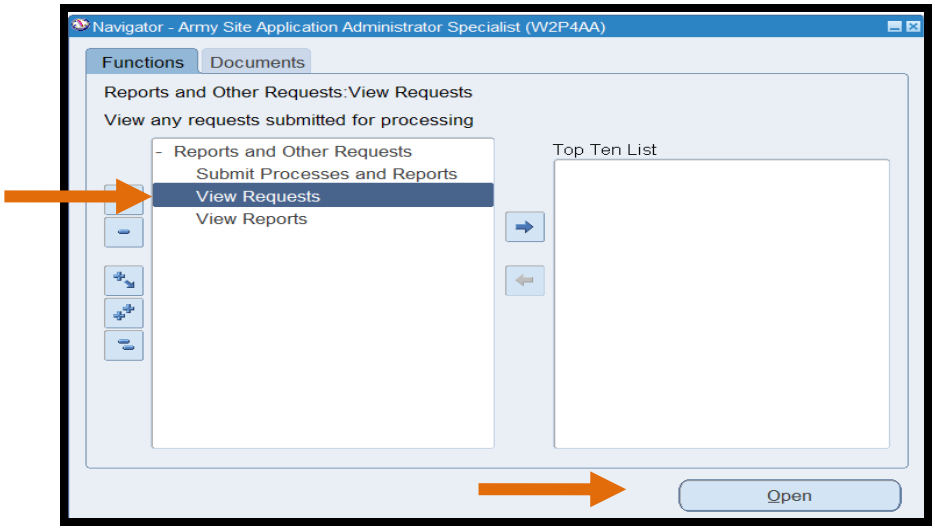
8. The “Submit Request” screen displays the requested parameters (employees user name), click “Submit”



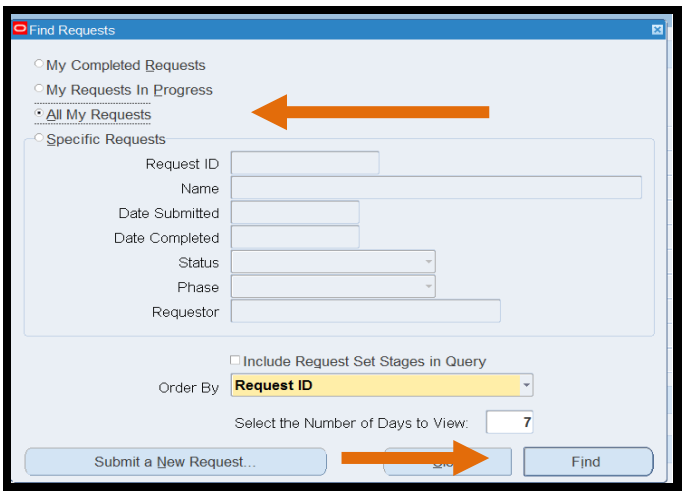
9. “Decision” screen opens

- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted

10. Select “View Requests ” then click “Open” from the “Navigation” screen



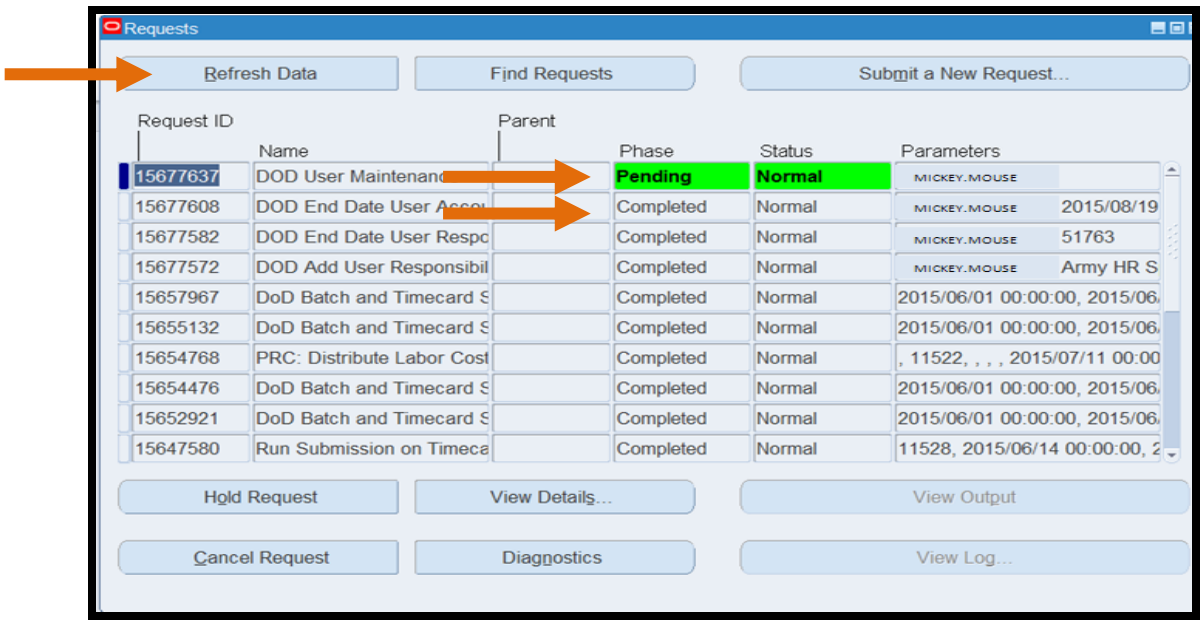
11. Ensure “All My Requests” is selected and click “Find” on the “Find Requests” screen



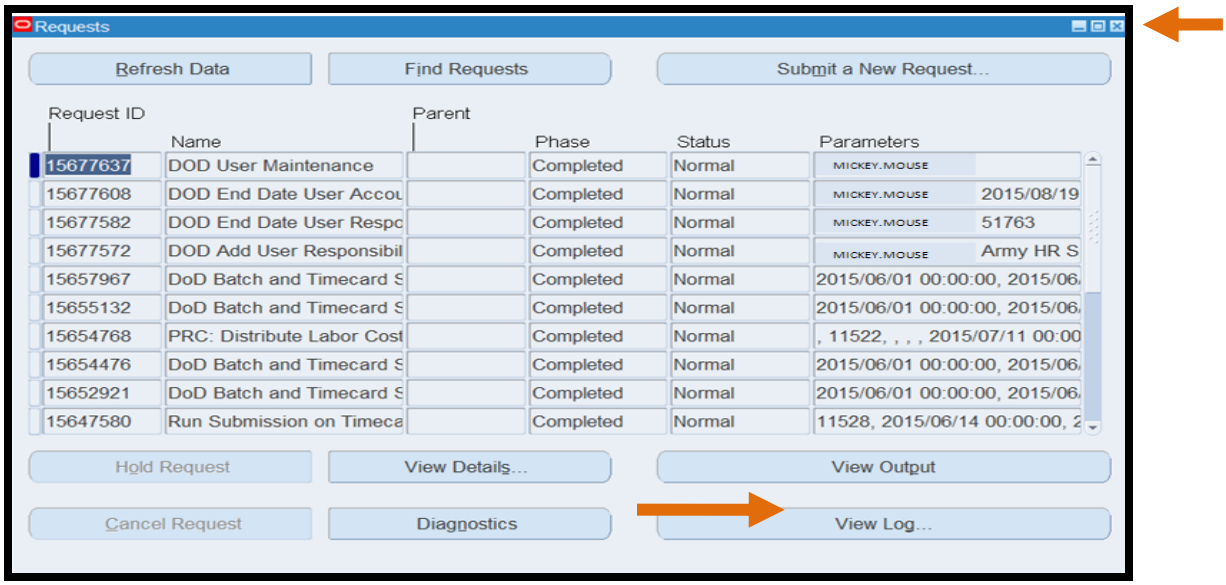
12. A list of requested reports will appear

- When the “Phase” and “Status” reflect a “Completed” and “Normal” status the request is finished
- If the “Phase” and “Status” are green the request is running

  - Click on “Refresh Data” until the requested report show “Completed” and “Normal”
  - Or the user can exit the window and return at a later time



13. Click “View Log” to verify the User Account was reset then “Exit”

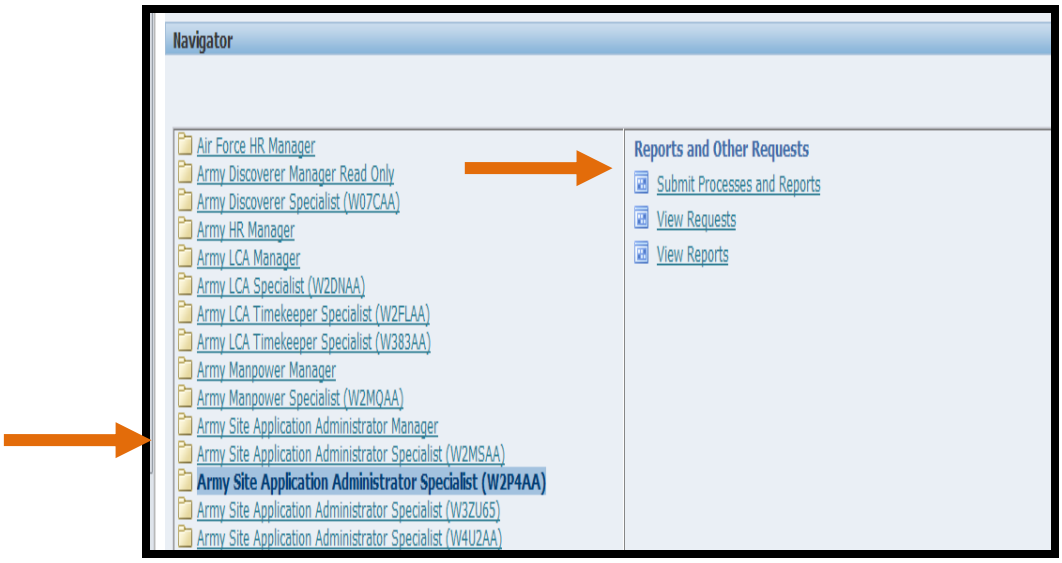


Adding Responsibilities

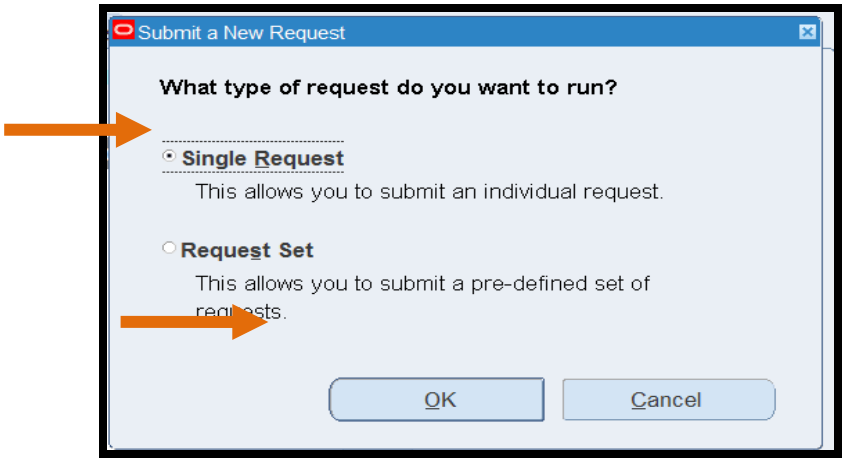
The SAA Specialist can add and remove user responsibilities. Responsibilities added to the DMHRSi profile must be relevant to the user's job/work area. To ensure compliance, only the SAA, not the user, has the authority to add responsibilities. DMHRSi Responsibilities should be removed when personnel out-process the MTF. The only responsibility that should not be removed is Employee Self Service

1. Log into DMHRSi

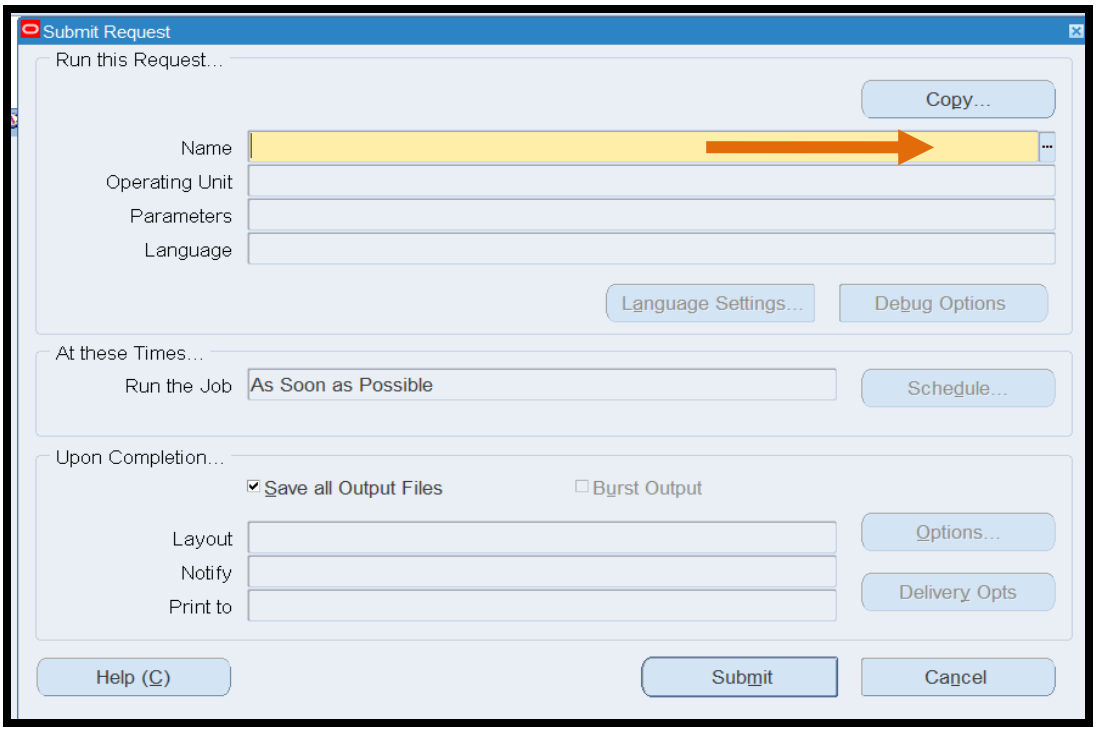
2. Click on "Army Site Application Administrator Specialist (UIC)", then click "Submit Processes and Reports"



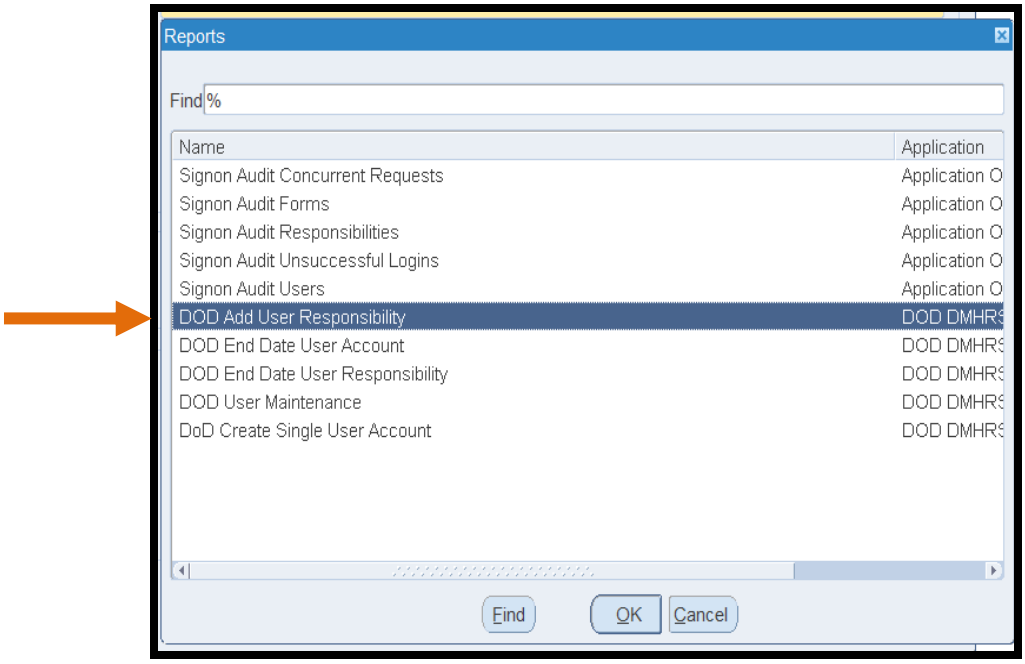
3. Ensure that "Single Request" is selected on the "Submit a New Request" screen, then click "OK"



4. The “Submit Request” screen opens; click on the List of Values for a drop down menu for the list of reports



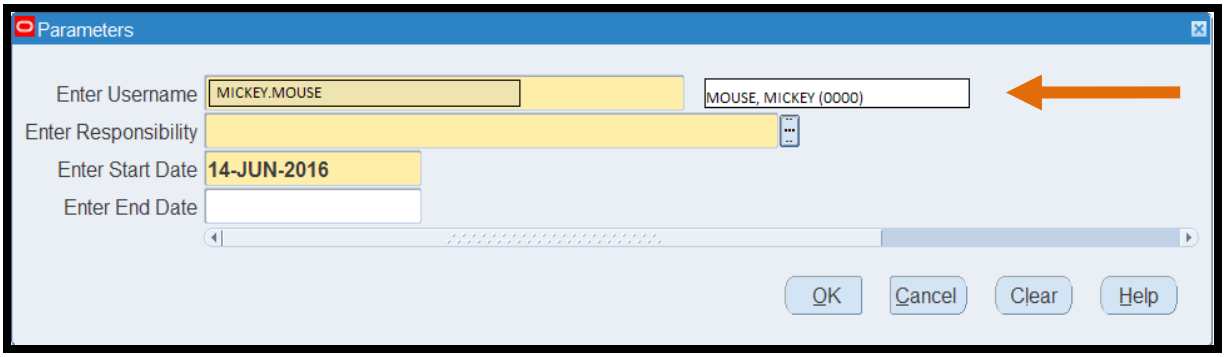
5. “Reports” screen opens. Click “DOD Add User Responsibility” to add site specific roles for an employee (for example Army LCA Timekeeper Specialist); the employees DMHRSi Username is required



6. “Parameters” screen opens

Type in the employees DMHRSi Username in the field by “Enter Username”

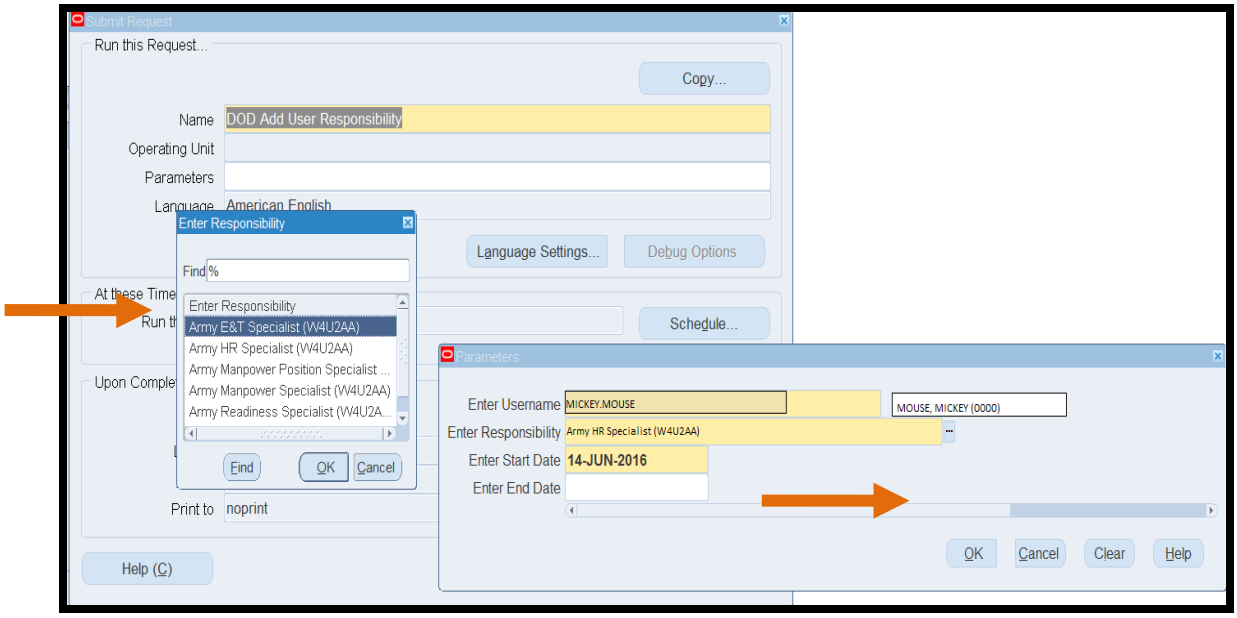
NOTE: *Some Username’s may be different than the employees name; for example if an employee got married after receiving a DMHRSi Username, the employee may be listed under the maiden name; the SAA can click on the List of Values to find the employee*



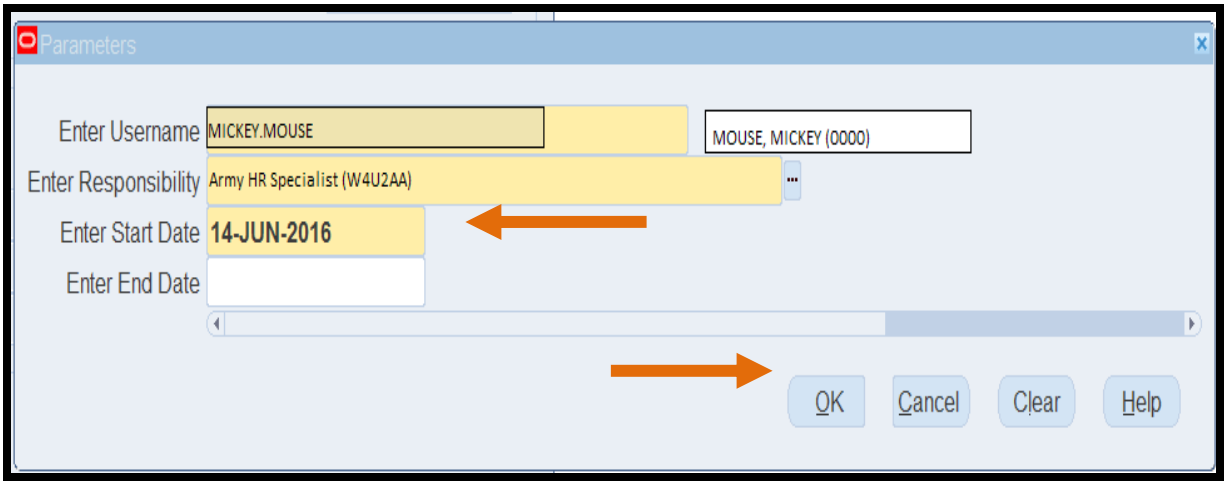
7. Type in the responsibility (if typing the SAA must enter the exact name) in the field by “Enter Responsibility”. The SAA can click on the list of values to bring up the list of the sites responsibilities. Select the role and click “OK”

NOTE: *If the responsibility is not on the list, the employee already has a role*

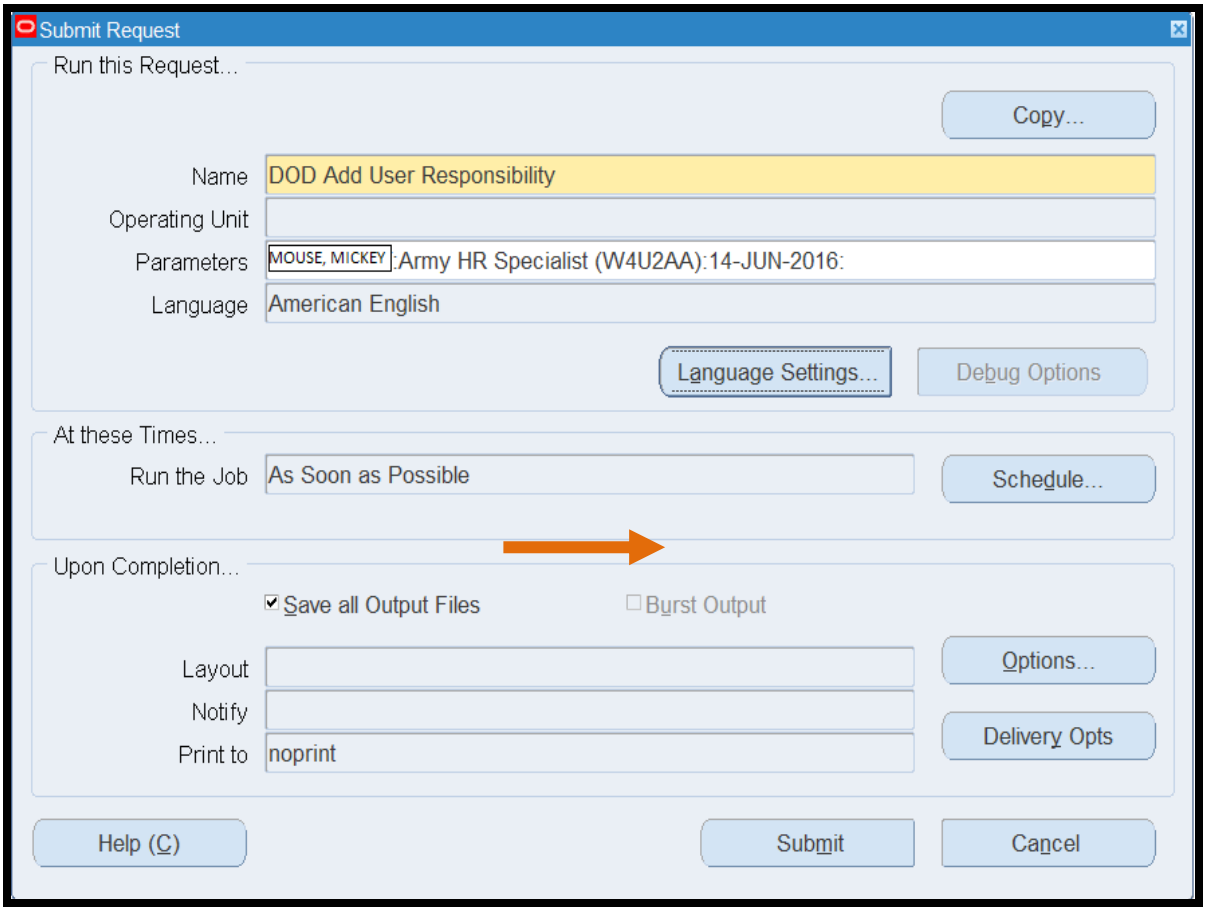
NOTE: *The only roles and responsibilities sites can grant are the roles and responsibilities that are site specific (the MTF UIC is at the end of the role name); The MTF MEPRS POC must request permission from AMPO for manager level responsibilities*



8. The “Enter Start Date” defaults to current date, leave as is and click “OK”

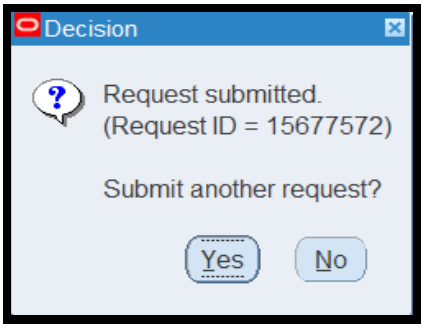


9. “Submit Request” screen opens displaying the entered parameters (employees username, responsibility requested, and start date); click “Submit”

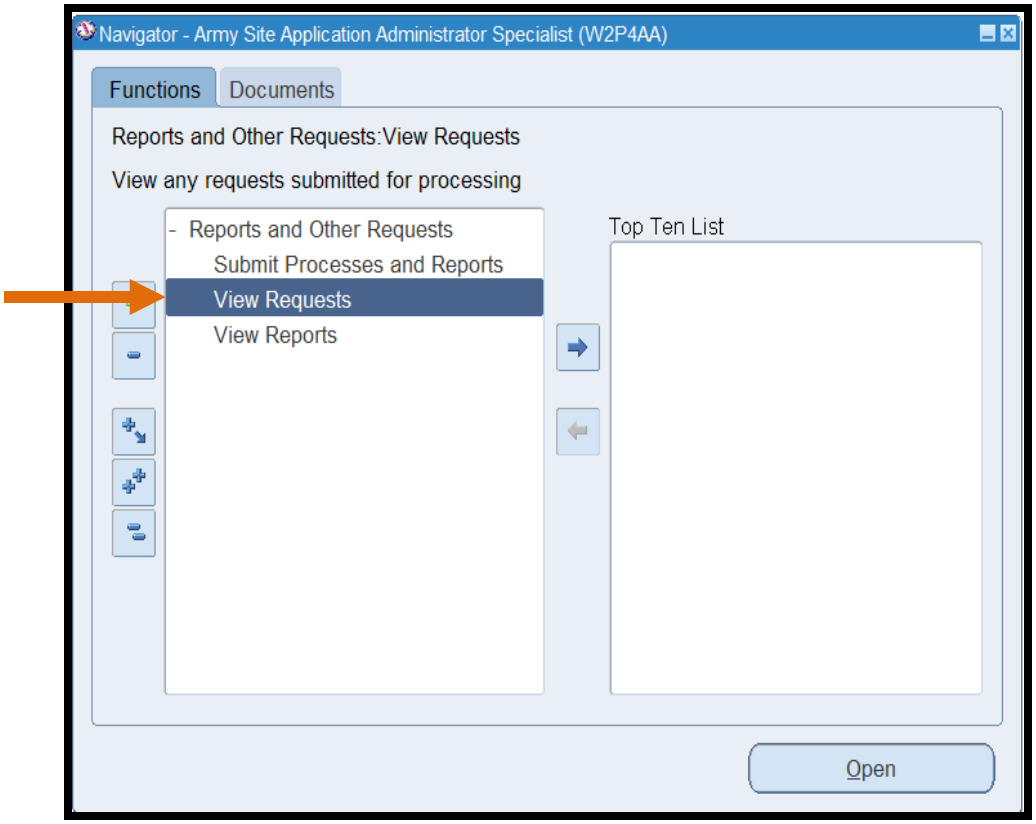


10. “Decision” screen opens

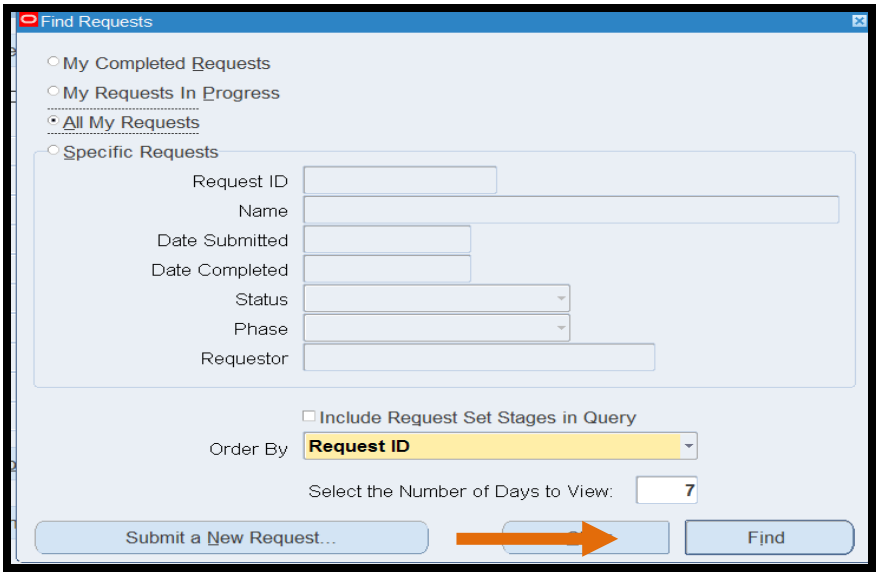
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



11. Click “View Requests” on the “Navigator” screen



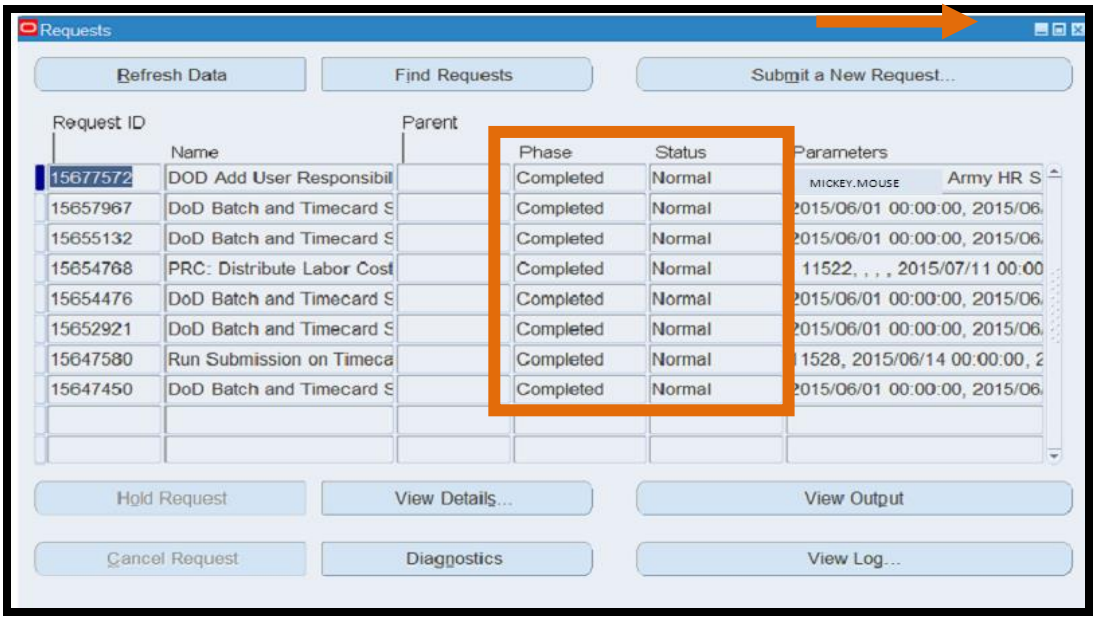
12. The “Find Requests” window will open. Do not change anything. Click “Find”



14. A list of requested reports will appear

- When the “Phase” and “Status” reflect a “Completed” and “Normal” status the request is finished
- If the “Phase” and “Status” are green the request is running

  - Click on “Refresh Data” until the requested report show “Completed” and “Normal”
  - Or the user can exit the window and return at a later time

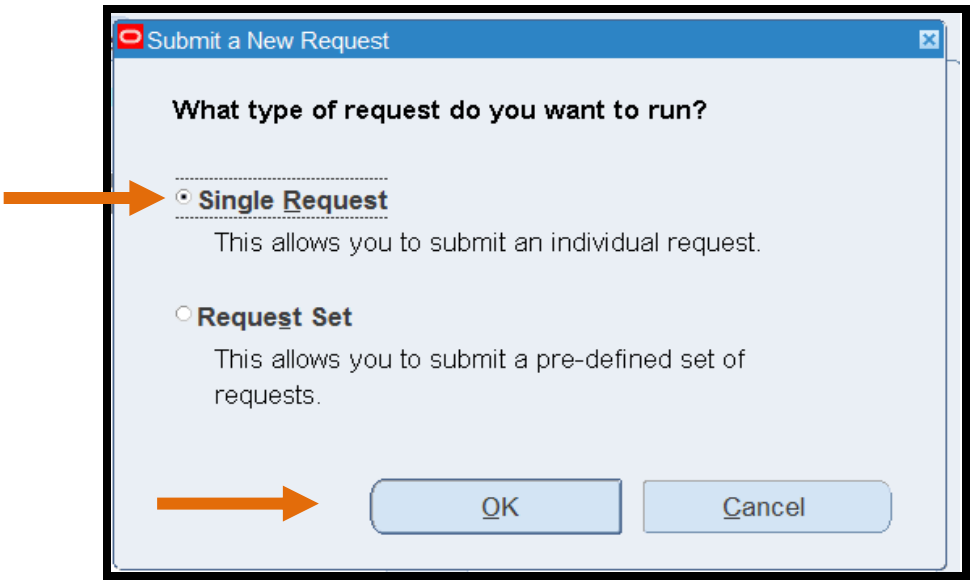


Deleting Responsibilities

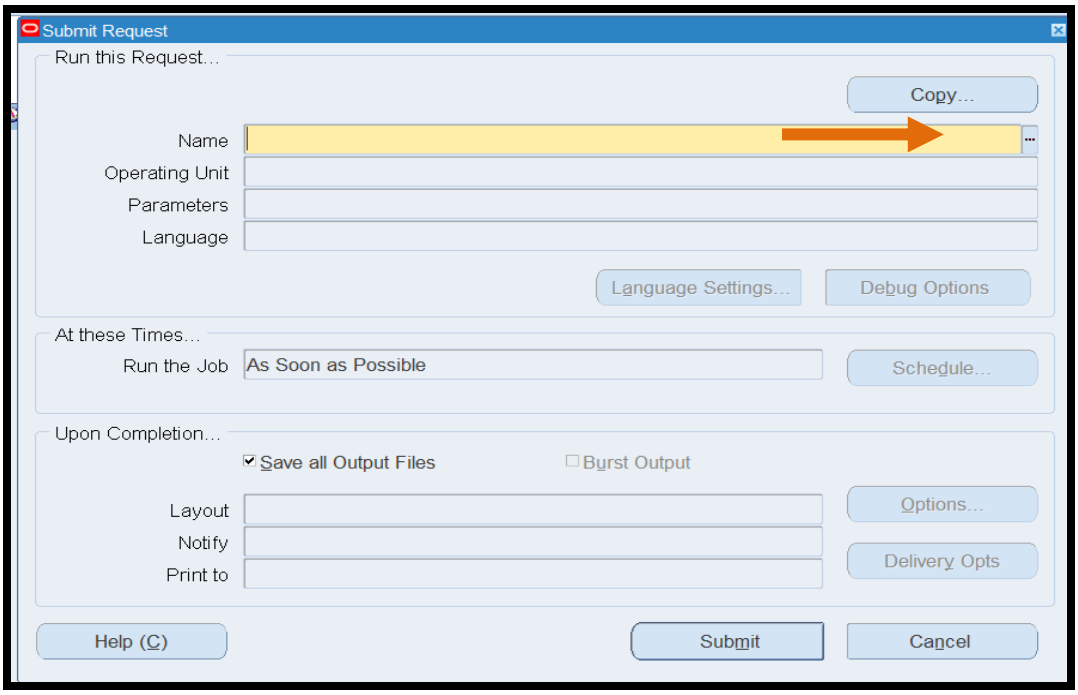
1. Log into DMHRSi

2. Click “Army Site Application Administrator Specialist (UIC)”, then click “Submit Processes and Reports”

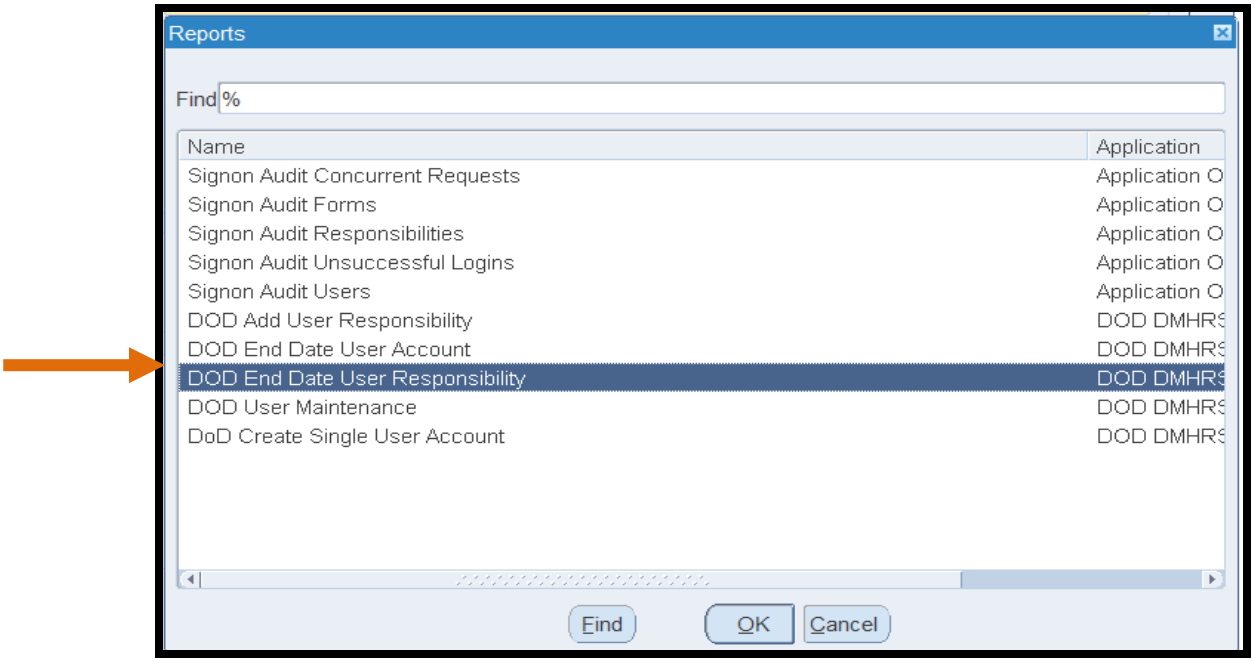
3. Ensure “Single Request” is selected on the “Submit a New Request” screen, then click “OK”



4. The “Submit Request” screen opens; click the List of Values drop down menu for the list of reports

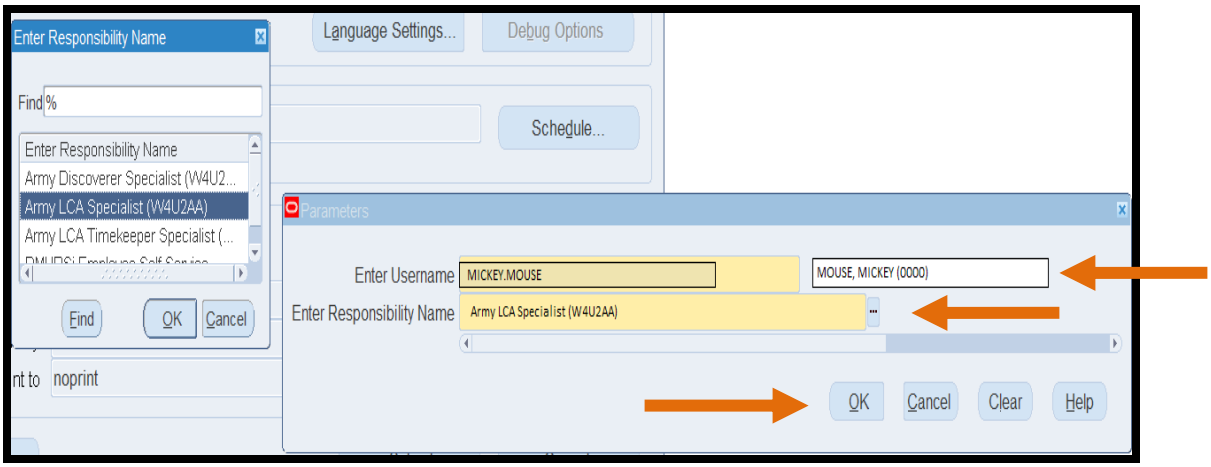


5. The “Reports” screen opens. Click “DOD End Date User Responsibility” to end date a site specific responsibility (for example Army LCA Timekeeper Specialist); the employees DMHRSi Username is required



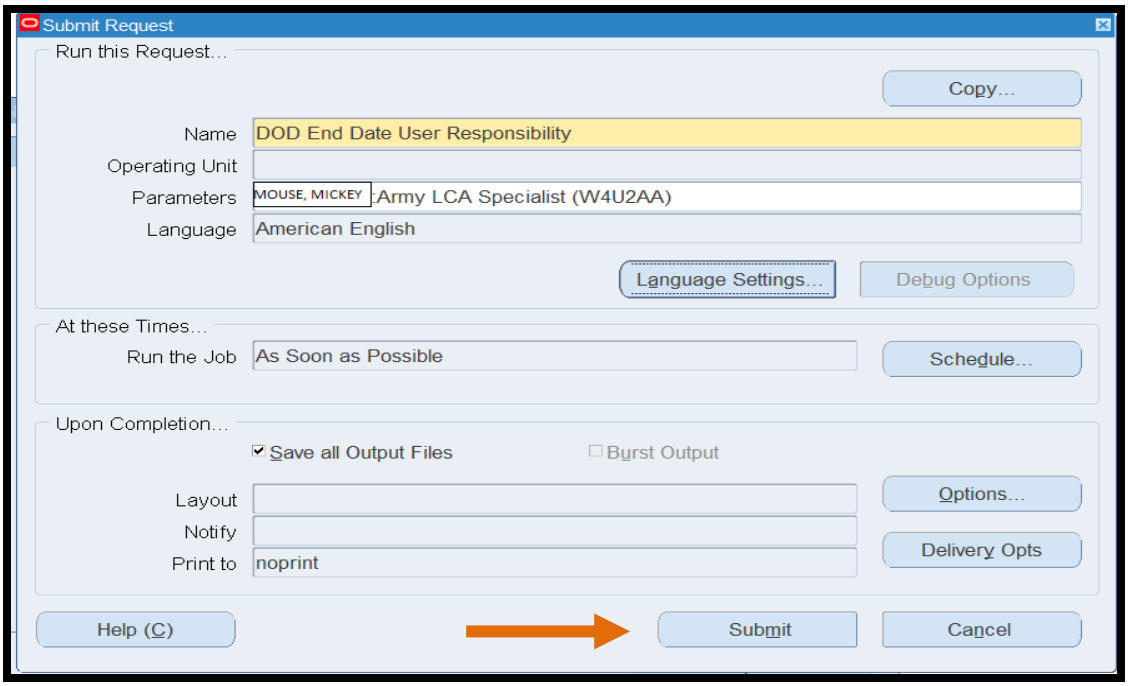
6. Enter the employee's username in the field by "Enter Username" then click **[Tab]**; the employee's name should appear

Enter the Responsibility name to be end dated in the field by "Enter Responsibility Name". Click the List of Values to review all site specific roles and responsibilities the employee has; select the role to be end dated then click "OK"



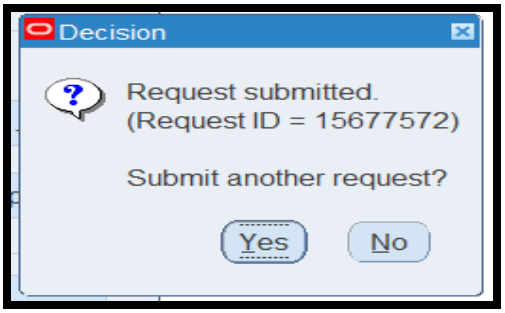
NOTE: *Responsibilities for other MTFs/Services cannot be removed by the Site Application Administrator Specialist. An account request must be submitted to AMPO requesting the responsibilities from another MTF/Service to be removed*

7. The "Submit Request" window will appear displaying the entered parameters (Username and Role), click "Submit"

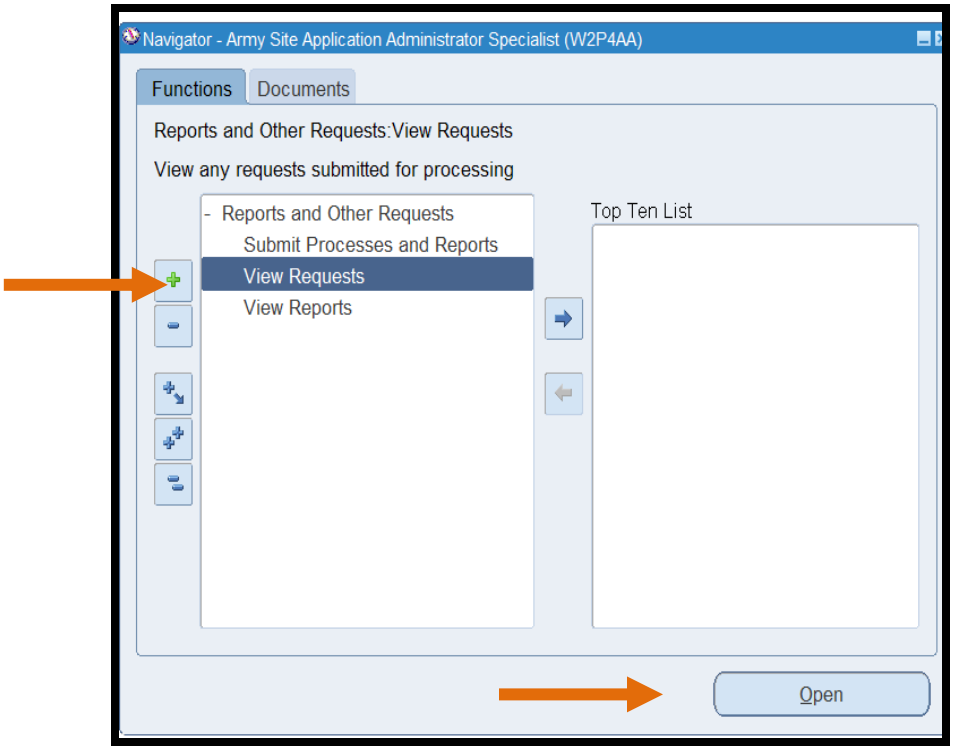


8. “Decision” screen opens

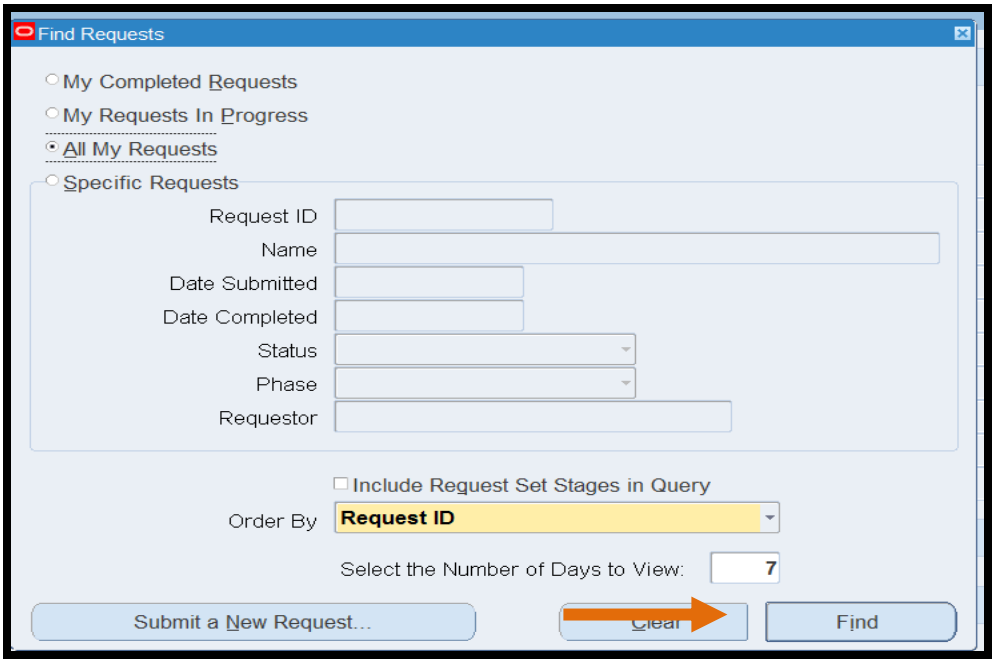
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



9. Select “View Requests” on the “Navigation” screen, then click “Open”



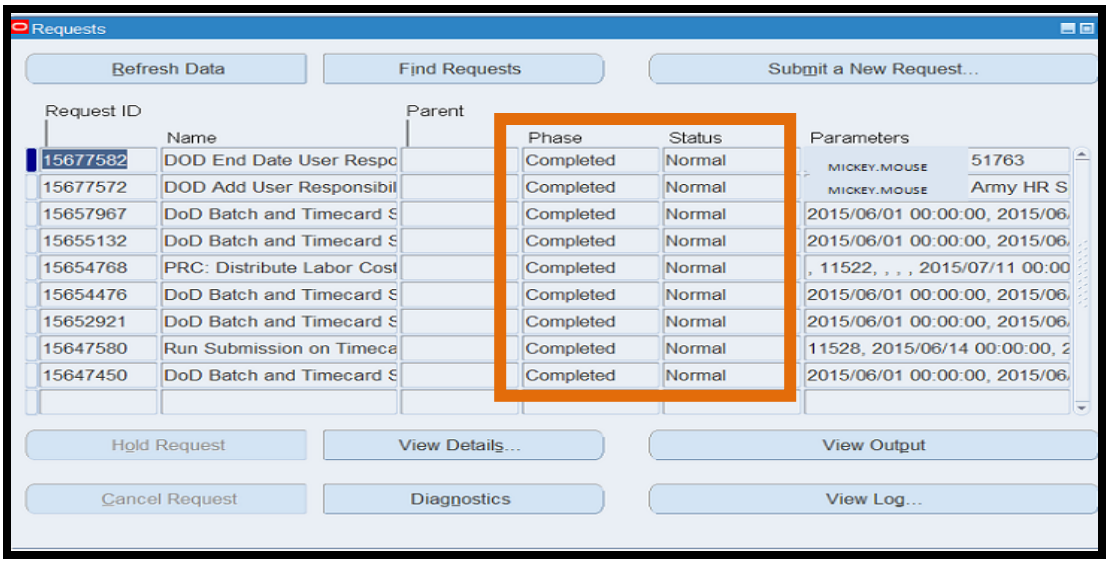
10. The “Find Requests” window will open. Do not change anything. Click “Find”



11. A list of requested reports will appear

- When the “Phase” and “Status” reflect a “Completed” and “Normal” status the request is finished
- If the “Phase” and “Status” are green the request is running

  - Click on “Refresh Data” until the requested report show “Completed” and “Normal”
  - Or the user can exit the window and return at a later time



Responsibilities Reports in Discoverer Viewer

Local MEPRS offices are required to review DMHRSi responsibilities for all MTF users. Personnel departing the MTF should only retain the DMHRSi Employee Self Service role. The "Losing" command should remove all responsibilities specific to that command during out-processing. MEPRS office should verify the person's responsibilities in DMHRSi during in-processing and if personnel still have roles from their previous command, the local MEPRS office should submit an Account Request Template to AMPO requesting removal of out-of-date responsibilities

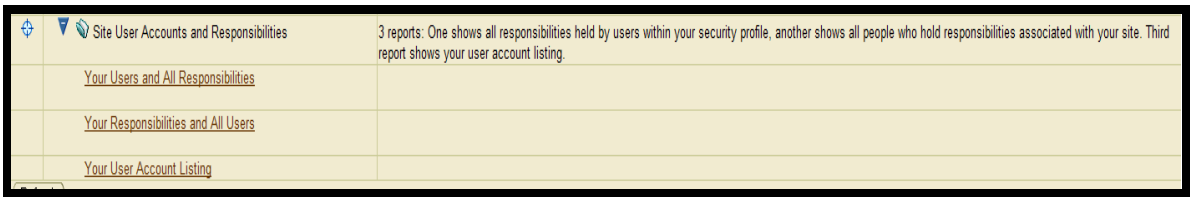
NOTE: *The SAA role only has access to people and roles at their assigned MTF, the SAA cannot remove roles from another MTF/Service; requests for removal of another MTF/Service must be sent to AMPO*

The MEPRS office should run the "User and All Responsibilities Report" to ensure MTF personnel have accurate responsibilities assigned to their DMHRSi profiles:

- "Your Users and All Responsibilities" report
- "Your Responsibilities and All Users" report

1. Log into Discoverer Viewer using the **Site Application Administrator connection**. If the user does not have the Site Application Administrator connection to Discoverer, create a connection

2. Select "Site User Accounts and Responsibilities"



- **<u>Your Users and All Responsibilities</u>** – displays all responsibilities held by users within the security profile
- **<u>Your Responsibilities and All Users</u>** – displays all people who hold responsibilities associated with the MTF
- **<u>Your User Account Listing</u>** – displays the users account listing

Section 9: Timekeeper Specialists

LCA Timekeeper Specialist

LCA Timekeeper is an additional responsibility that must be requested through the User Account Request process. There can be multiple LCA Timekeepers for each Organization

The LCA Timekeeper Specialist:

- Should **NOT** serve in a Timecard Approver role
- Has the ability to monitor, adjust, and submit time for assigned personnel
- Can view timecards for personnel in their LCA Timekeeper Group, to include hours reported and timecard status
- Can export timecard data to an excel spreadsheet
- Assists personnel within their organization with Timecard related questions
- Continuously communicates with local MEPRS personnel to determine special time reporting requirements

LCA Timekeeper Groups

LCA Timekeeper Specialists must create a Timekeeper Group(s) in order to document and track personnel time. The name of the Timekeeper Group is crucial. LCA Timekeeper Specialists must always use the accepted Timekeeper Group **naming convention**, that is:

DMIS ID_the name of the organization or person_the LCA Timekeeper Specialist's initials (i.e. 0098_MEPRS_CLF)

The Group Name is then used to view employees' time in "Timekeeper Entry"

Timekeeper Groups can be used to document time for personnel assigned to a specific organization or to break out specific person types. LCA Timekeeper Specialists can create Timekeeper Groups as needed and add or delete personnel to/from existing Timekeeper Groups. Maintaining Timekeeper Groups MUST be a high priority for the MTF. The LCA Timekeeper Specialists can also delete an entire Timekeeper Group when the group is no longer needed as well as re-assign a new Timekeeper to an existing Timekeeper Group

- When entering time for MTF assigned personnel, use the **LCA Timekeeper Specialist**
- To enter time for **Army** personnel not assigned to the MTF, use the **Army Timekeeper Manager Role**
- To enter time for personnl from the Air Force, Navy, or DHA, use the **DMHRSi Timekeeper Manager Role**

Personnel from other services can release Information to their DMHRSi records by authorizing LCA Timekeepers access through the "Employee Self Service module" & "Release Information"

links; the LCA Timekeeper Specialists can then add these personnel to their Timekeeper Groups and document time

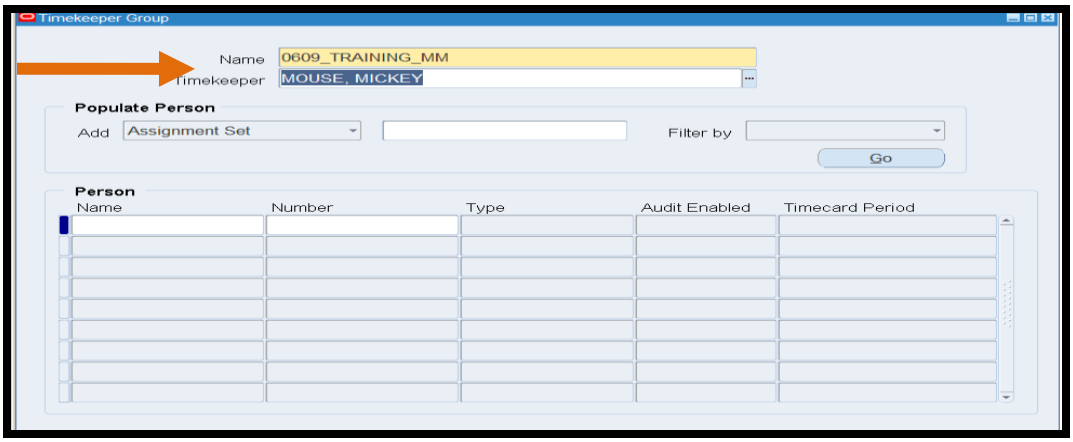
Create a New Timekeeper Group

Select "Army LCA Timekeeper Specialist" to create the timekeeper group at the lowest level possible; groups created by a higher level cannot be seen at lower levels

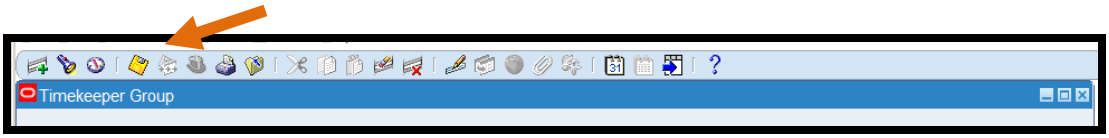
1. Select "Timekeeper Group" link under the "Timekeeper" menu

2. The "Timekeeper Group" window will open. Create a new group in the "Name" field and the "Timekeeper" will auto populate

NOTE: *Ensure the **naming convention**: **DMIS ID_Org name_your initials** is utilized*



3. Click "Save"

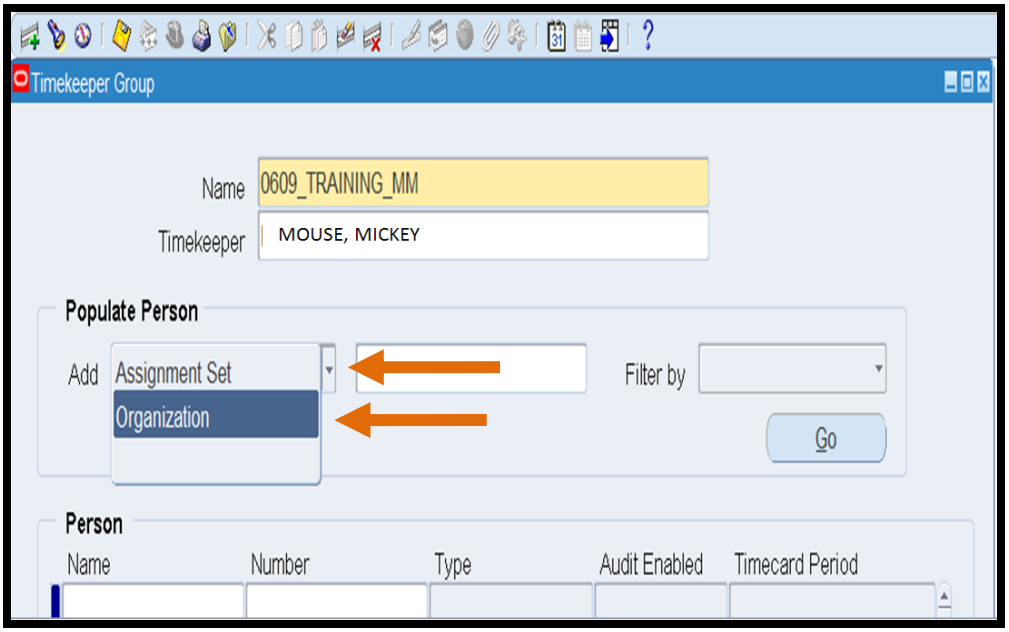


4. There are two options to enter personnel into a timekeeper group

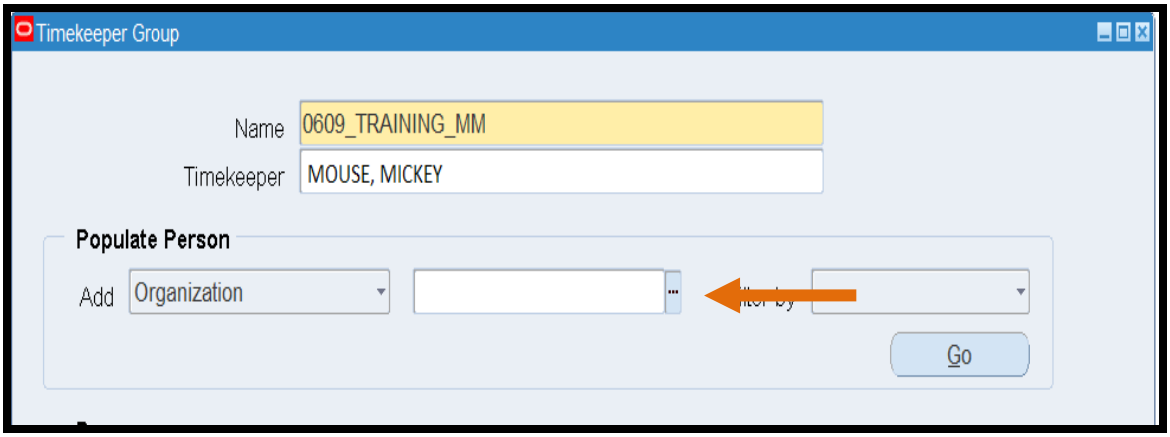
The first option:

- Under “Populate Person” click the “ADD”drop down arrow and change from “Assignment Set” to “Organization”

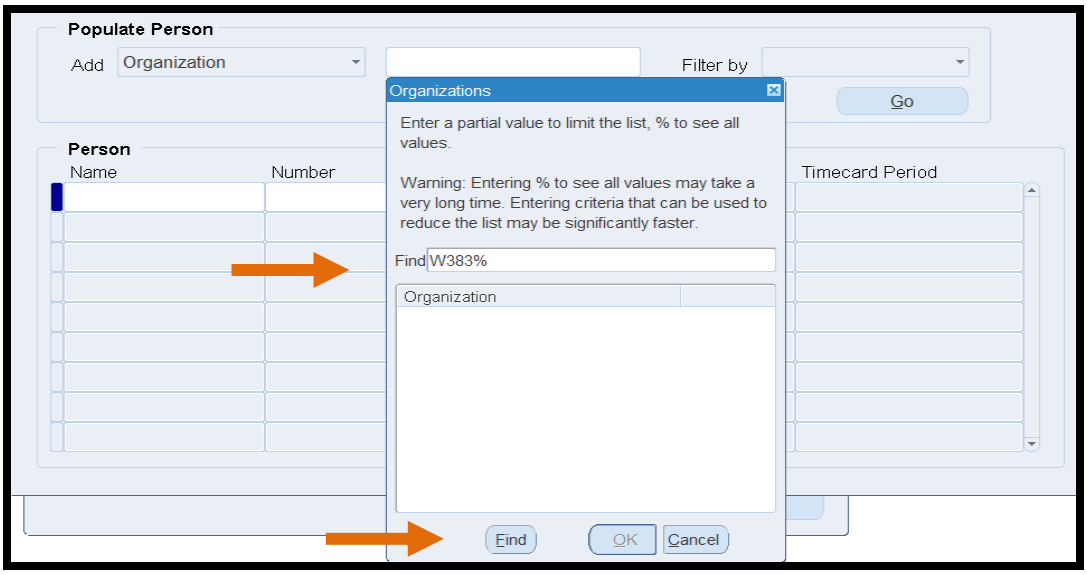
NOTE: *Selecting “Organization” will populate ALL personnel assigned to the Organization into the Timekeeper Group being created*



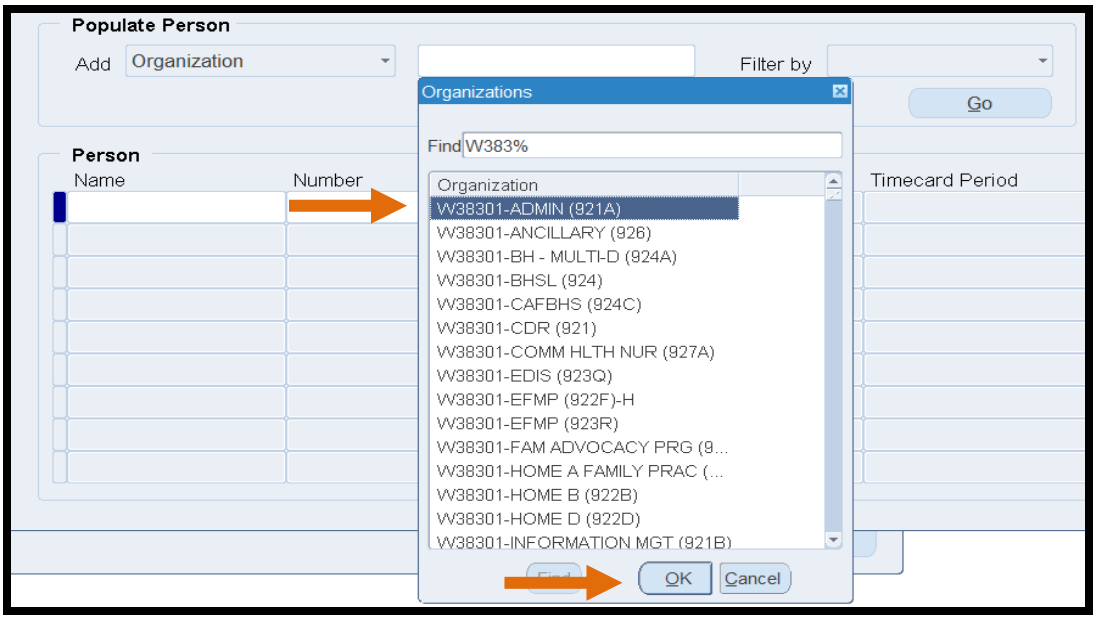
- Click the List Of Values to open the “Find” screen.



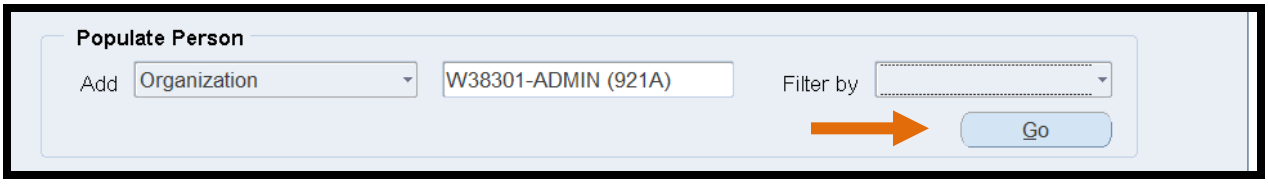
- Enter the first 4 letters/numbers of the UIC and %, then click “Find” to recall the list of organizations beginning with the letters/numbers entered



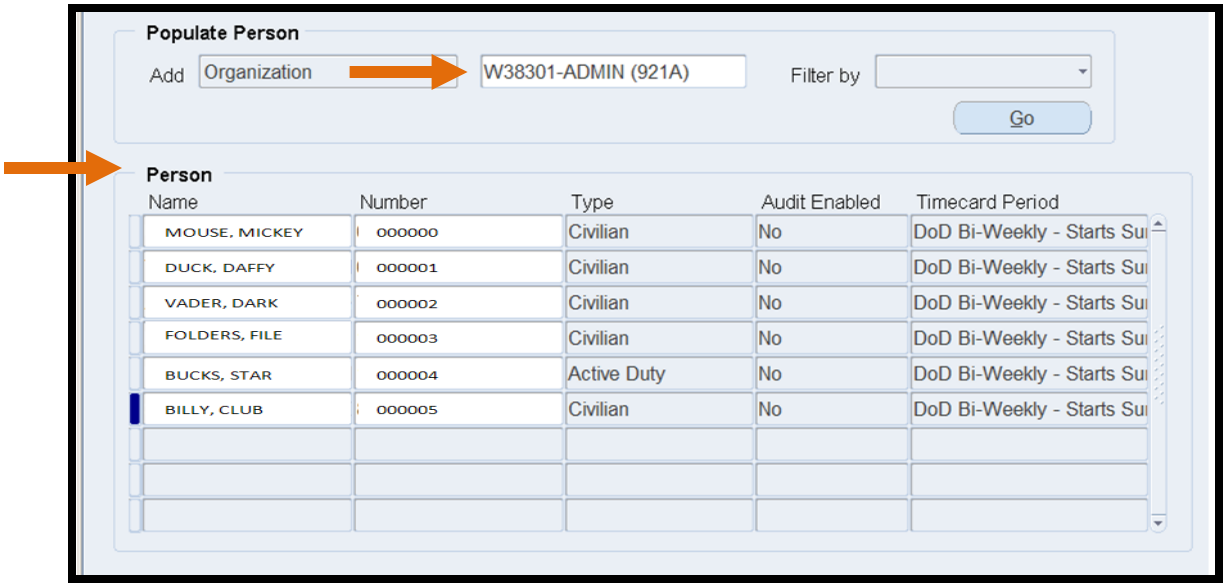
- Select the appropriate organization and click “OK”



- Click “Go” when the organization populates



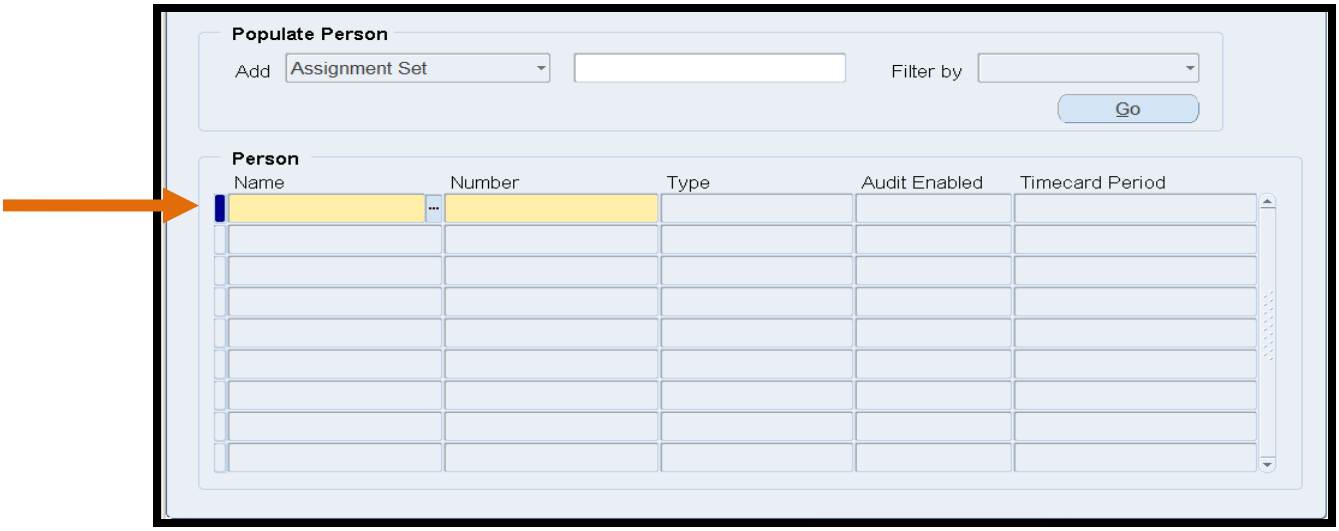
- All personnel assigned under this organization will populate under “Person”



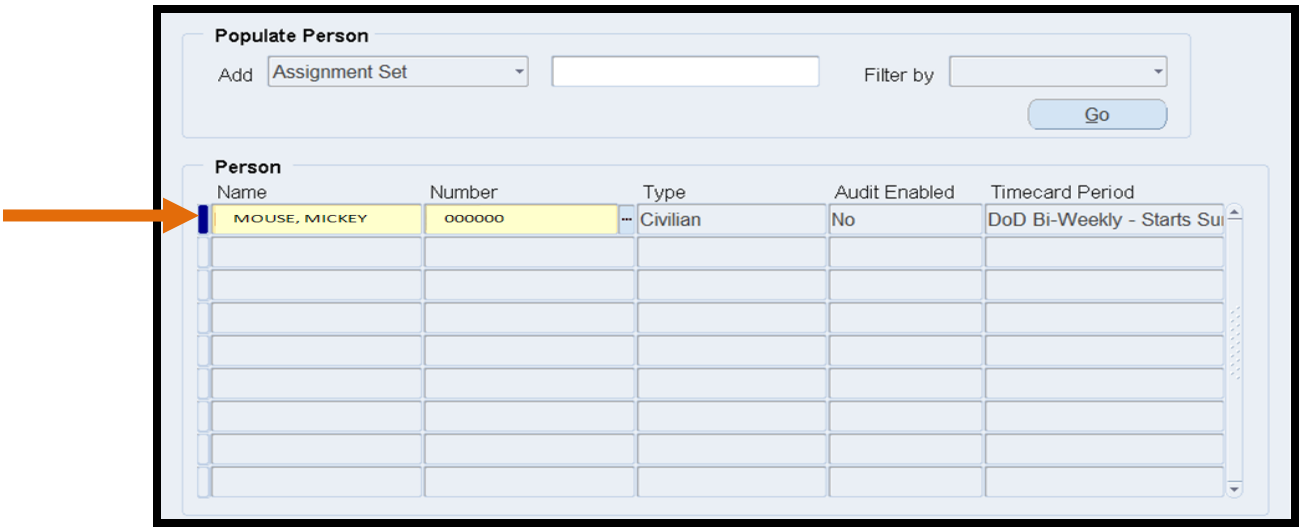
- Click “Save” and exit

The second option:

- In the “Name” field under “Person” enter the Last name, First name of personnel for the group then press **[Tab]**



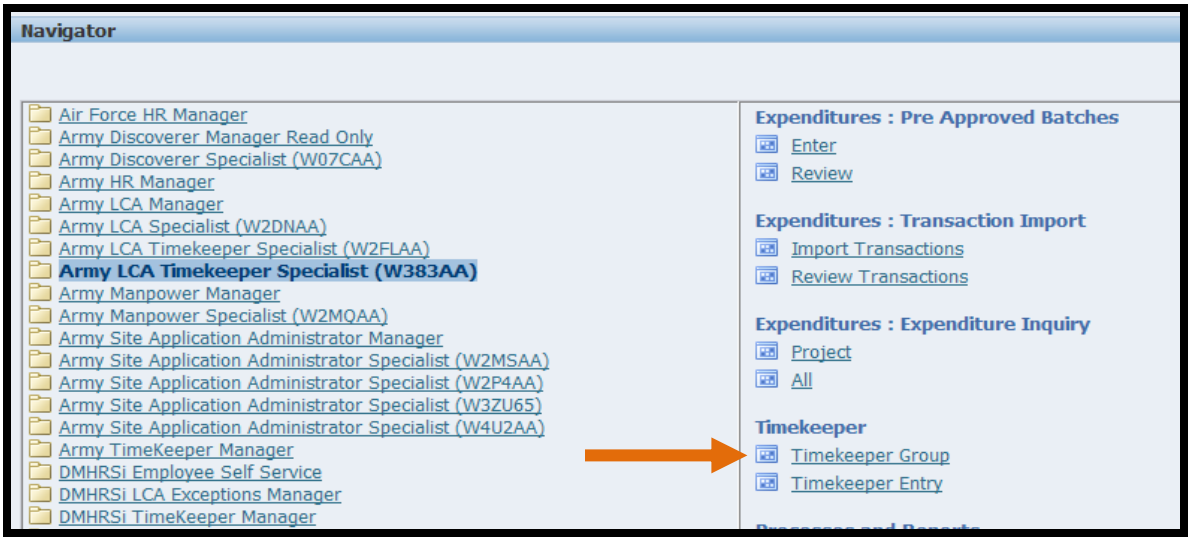
- The employee's name and DMHRSi ID number will populate; click on the next line to continue adding names



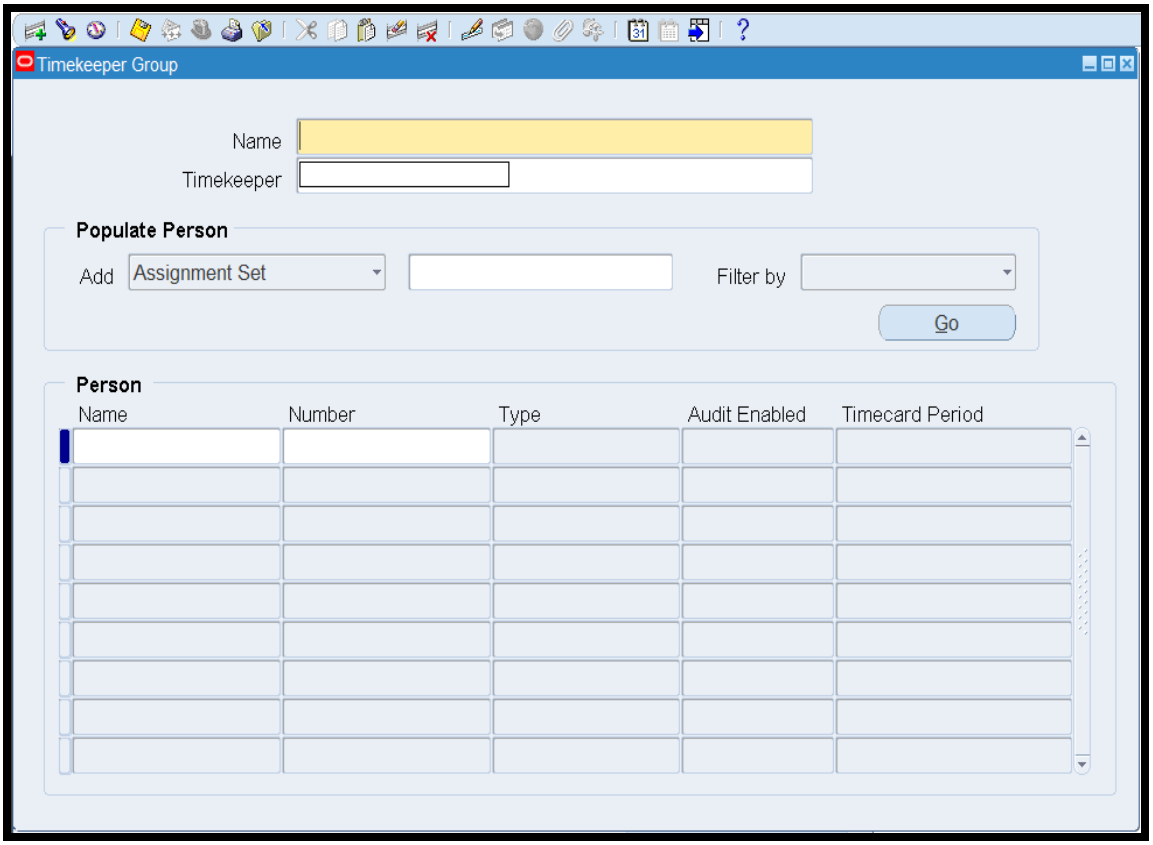
- Click "Save" and exit

To Query for an Existing Group

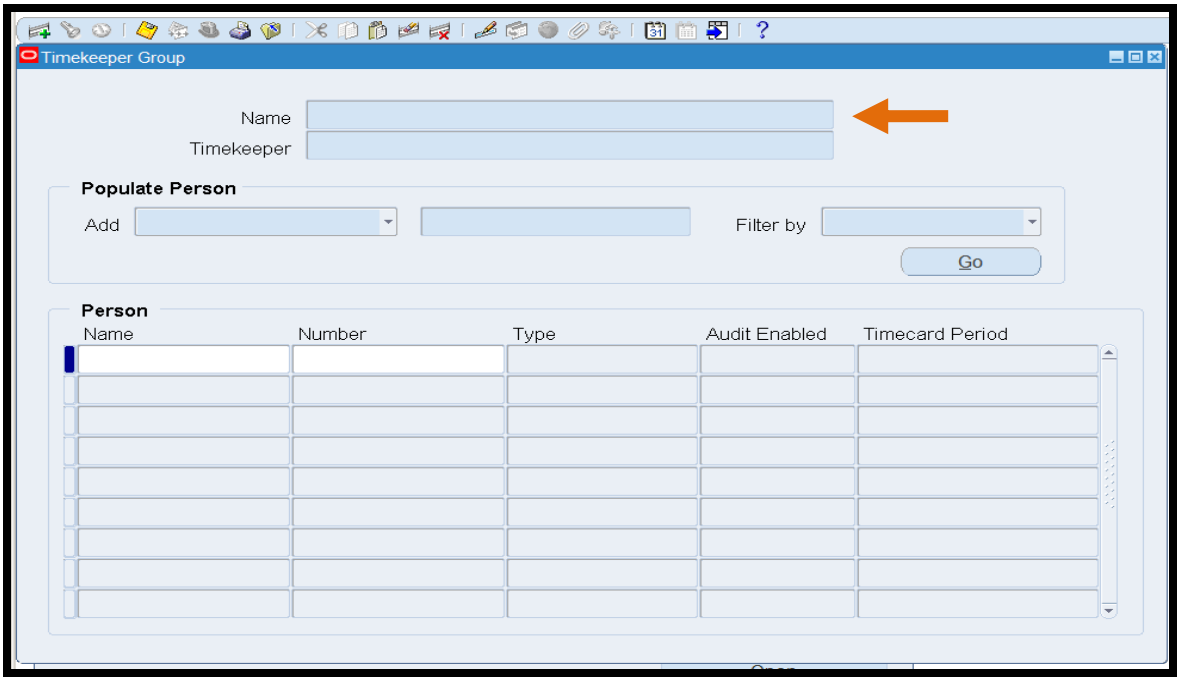
1. Select "Timekeeper Group" under "Timekeeper"



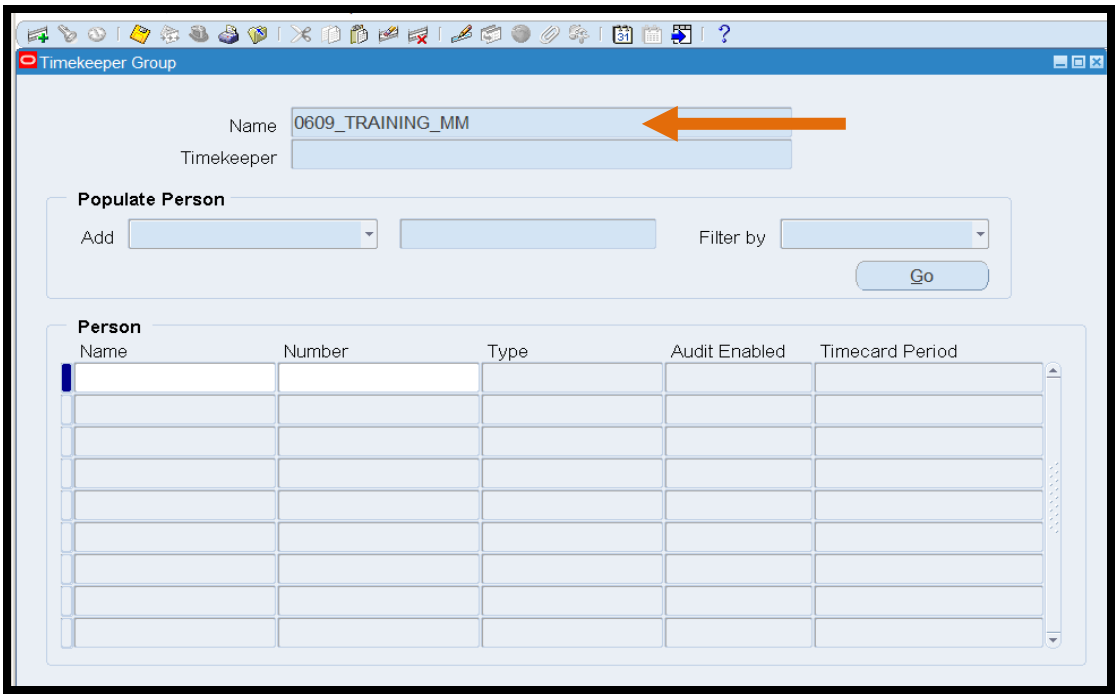
2. The Timekeeper Group screen opens



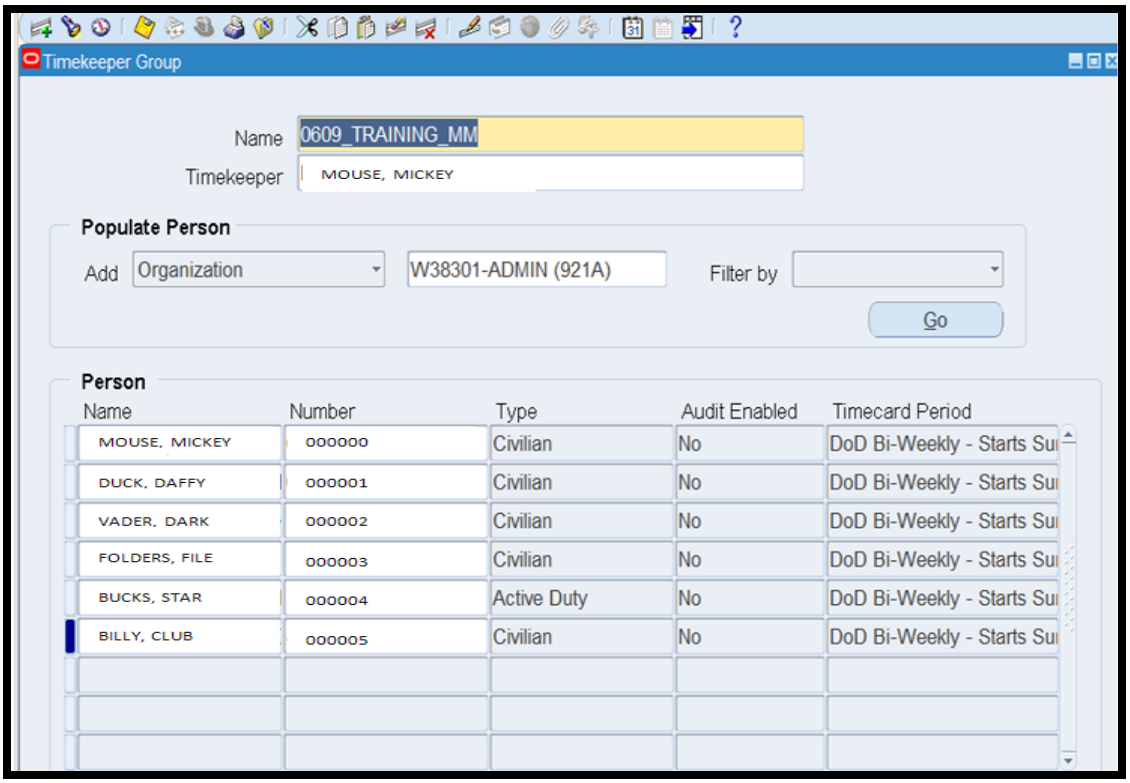
3. Click in the "Name" field and click **[F11];** the field turns blue indicating a Query Status



4. Type in the timekeeper group name “EXACTLY” as it was created (Search by Name or by Timekeeper using the % wildcard when necessary) e.g. DMIS ID%your initials

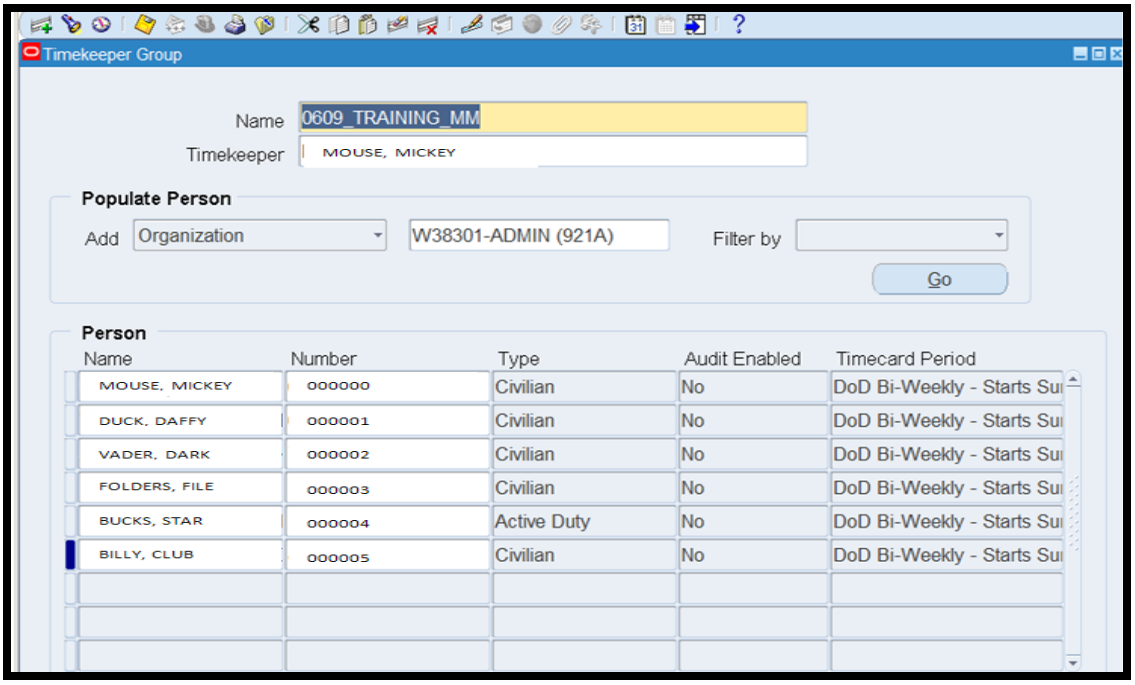


5. Press **[Ctrl]** + **[F11]** at the same time to populate the timekeeper group



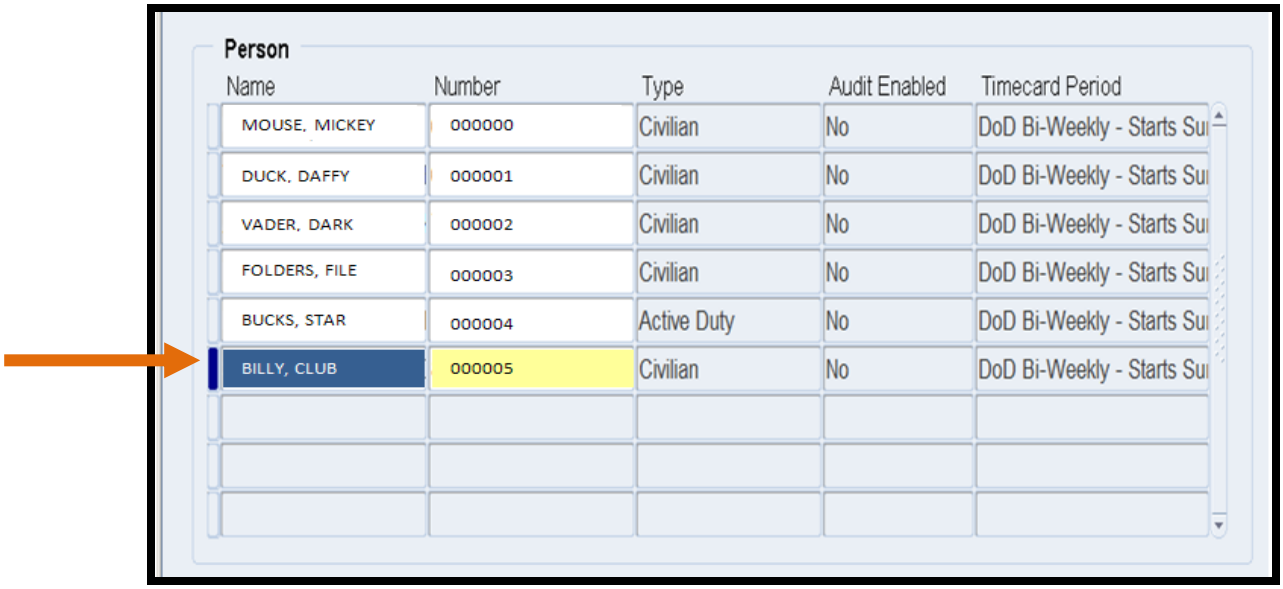
How to Remove an Employee from a Timekeeper Group

1. Open the "Timekeeper Group"



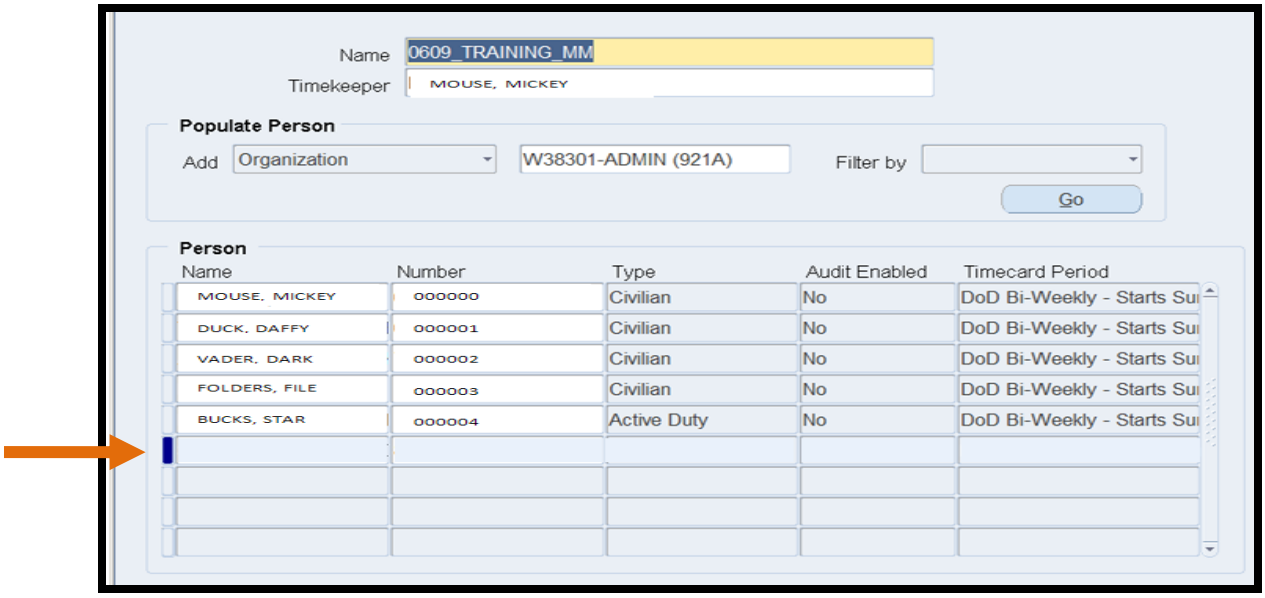
2. Click on the employee's name to be removed from the group

<u>ENSURE THE APPROPRIATE PERSON'S NAME IS SELECTED PRIOR TO CLICKING DELETE; IF THE TIMEKEEPER GROUP NAME IS SELECTED, THE ENTIRE GROUP WILL BE DELETED</u>



3. Click the “red X”

4. The name should be deleted from the group

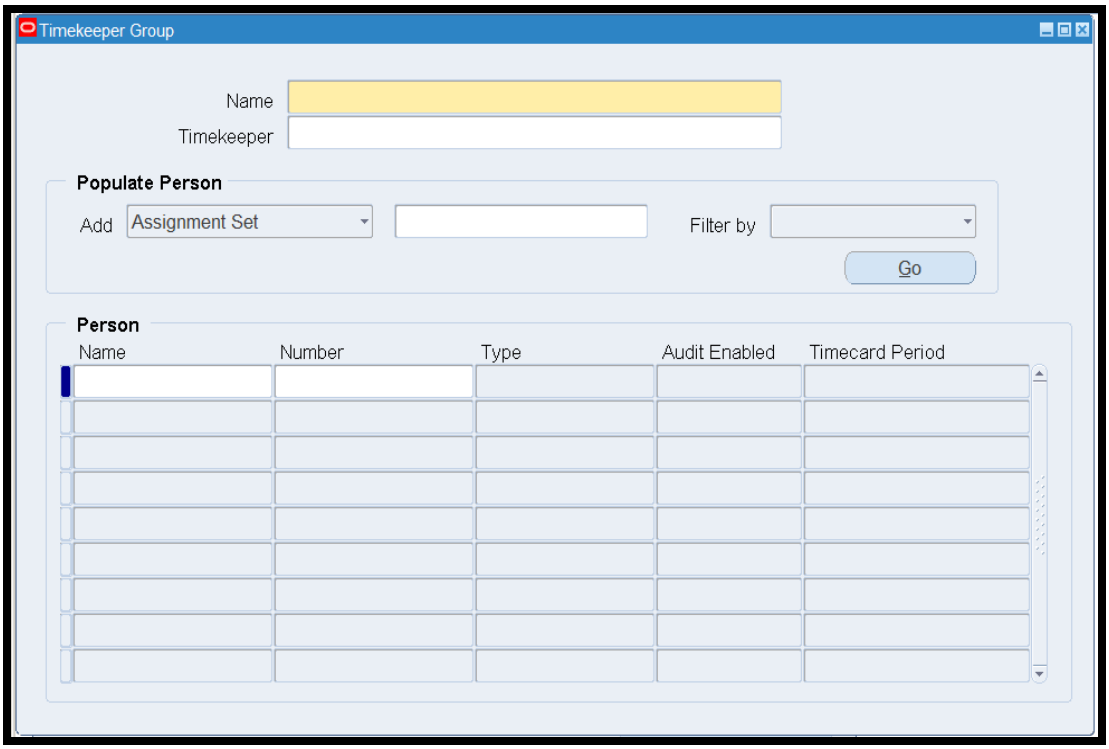


5. Click “Save”

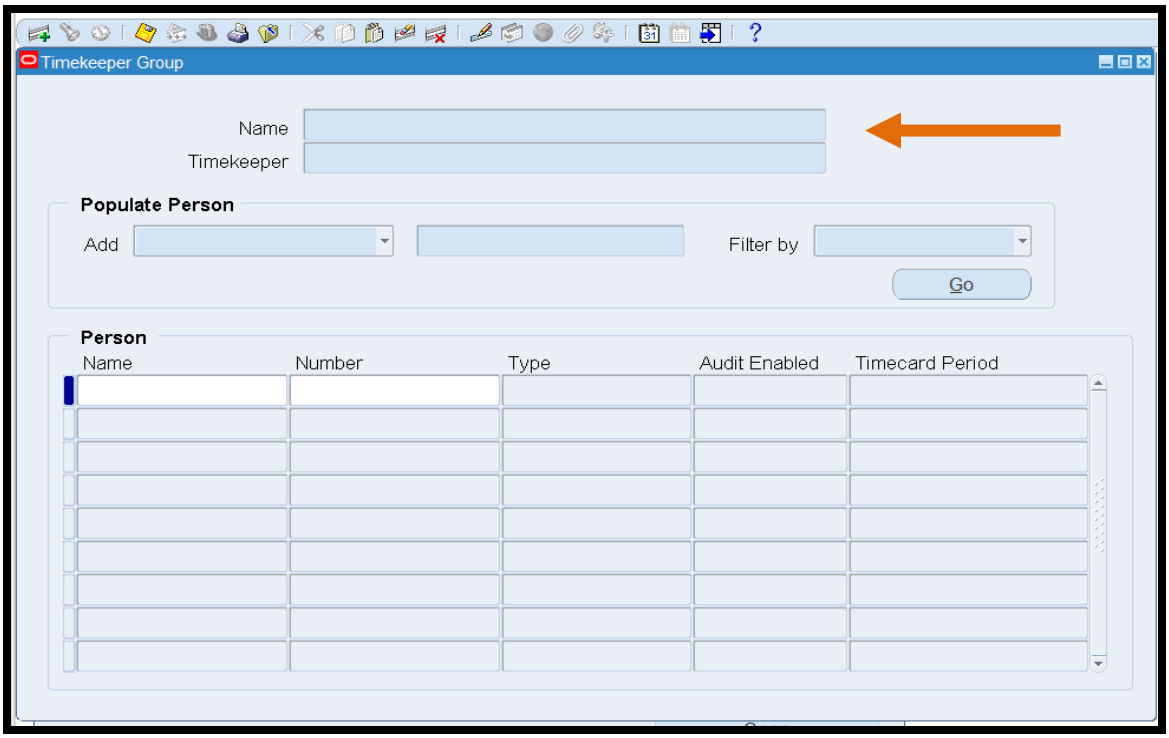
How to Delete a Timekeeper Group

1. Select “Timekeeper Group” under “Timekeeper”

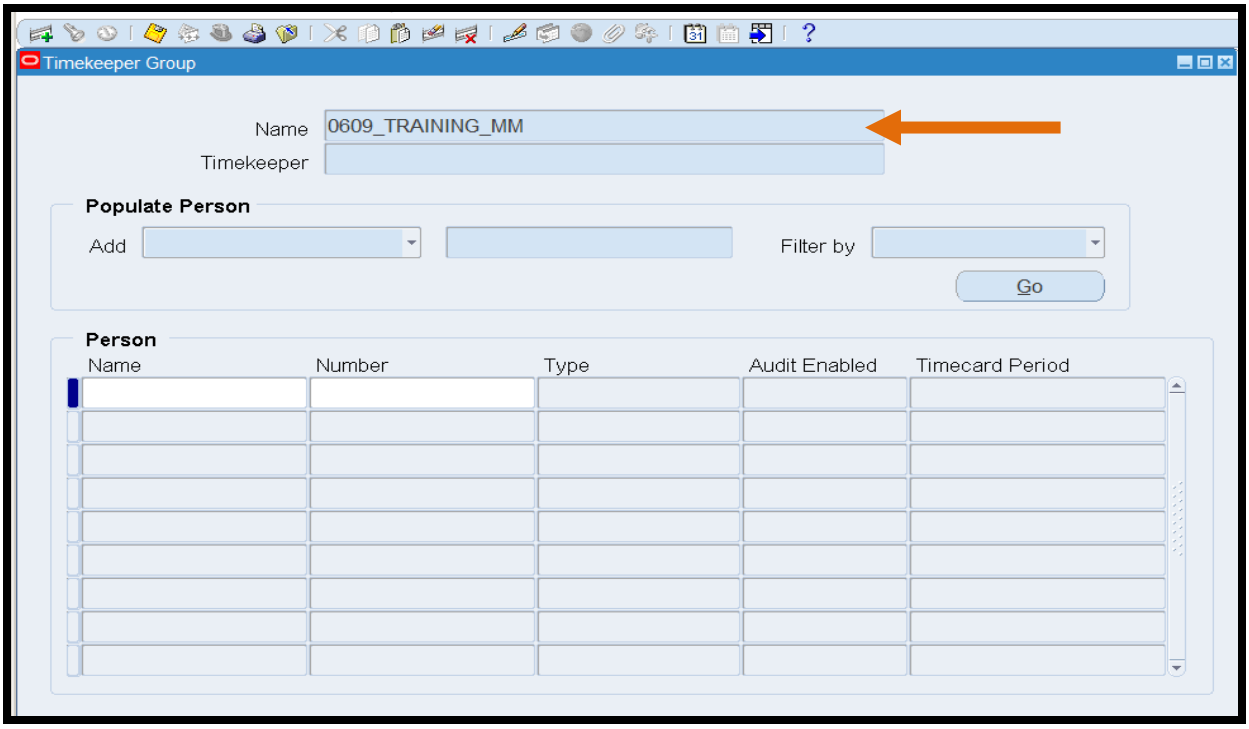
2. “Timekeeper Group” screen opens



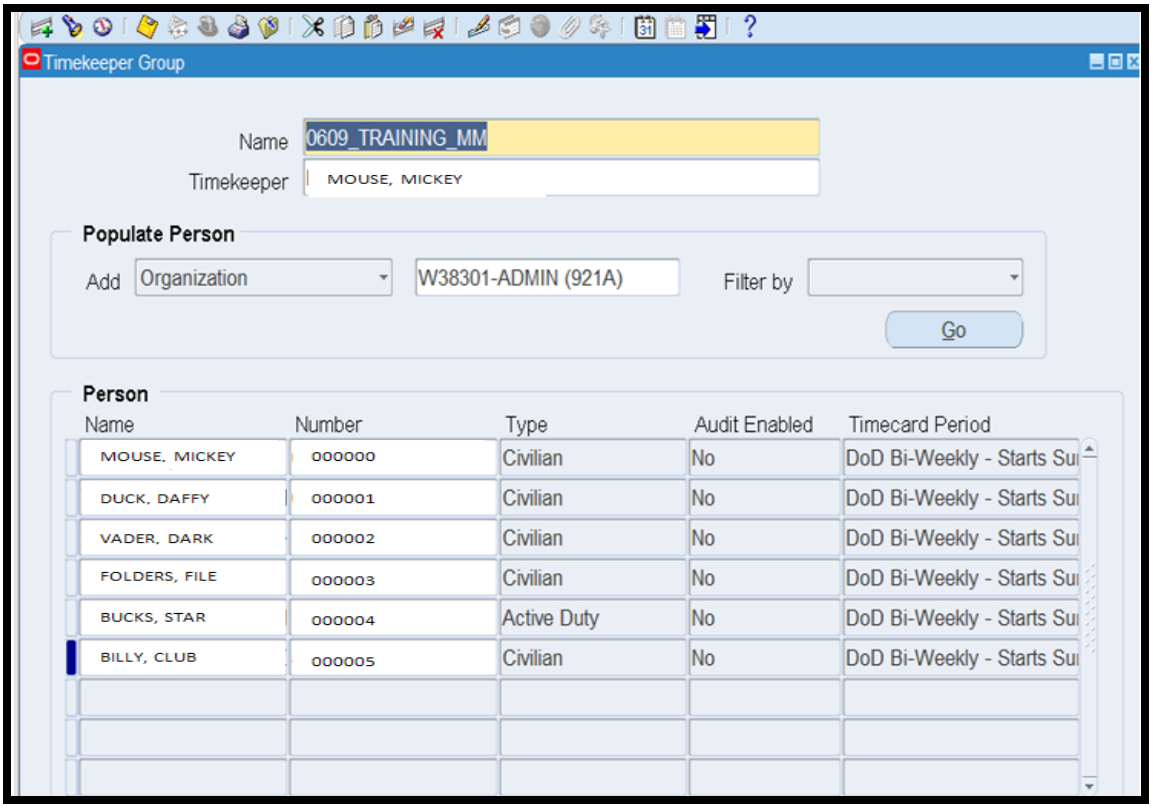
3. Click in the “Name” field then press **[F11];** the field will turns “Blue” indicating a Query Status



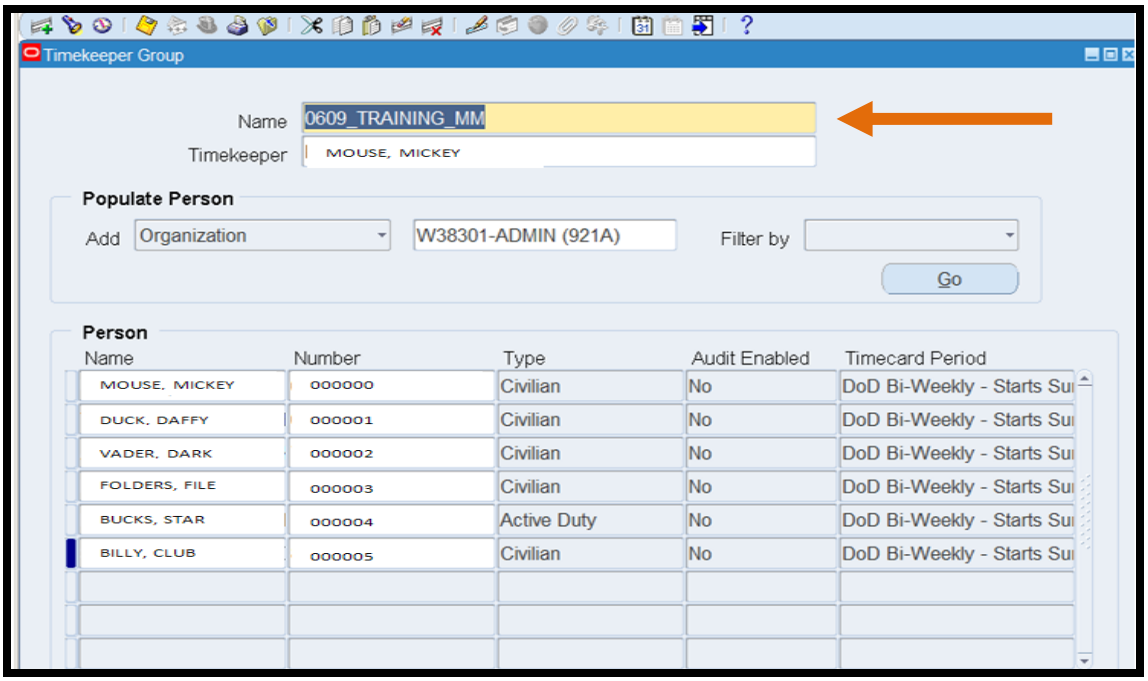
4. Type in the timekeeper group name **“EXACTLY”** as it was created (Search by Name or by Timekeeper useing the % wildcard when necessary) e.g. DMIS ID%your initials



5. Press **[Ctrl]** + **[F11]** at the same time to populate the timekeeper group

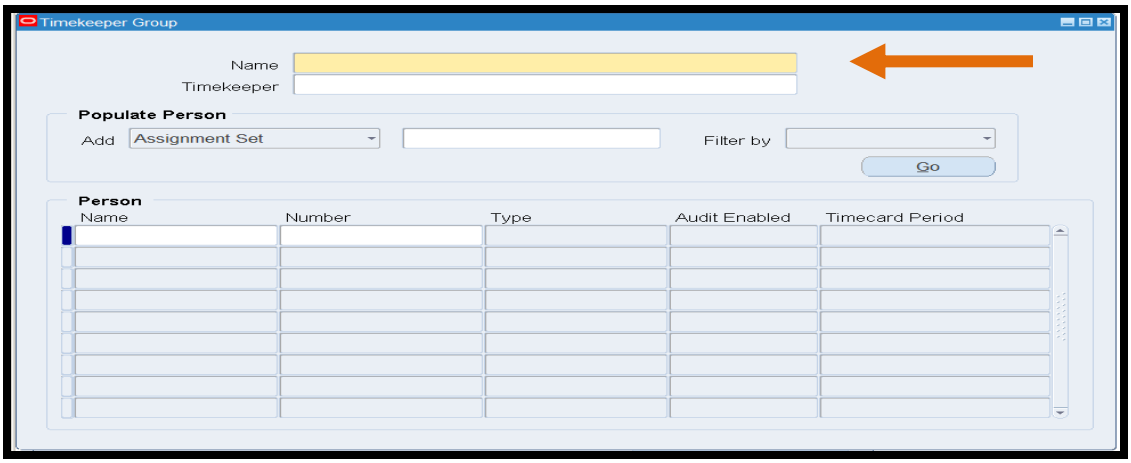


6. Ensure the "Timekeeper Group Name" is highlight



7. Click the “Red X”

8. The timekeeper group is deleted



9. Click “Save”

LCA Timekeeper Entry

All personnel assigned to the MTF are required to document time within DMHRS*i*; however, there are times when personnel are unable to do so, such as during deployment or while on emergency leave, at which time the LCA Timekeeper Specialist is responsible for documenting their time

Use Timekeeper Entry to create a timecard for a specific individual or group of individuals within the MTF. In order to find a specific individual using Timekeeper Entry, the individual must be assigned to a Timekeeper Group within the MTF.

Timekeeper Entry function should be used to document MTF personnel time when they are:

- Deployed
- On Emergency Leave

- Departed the MTF and cannot be contacted to create a timecard using Employee Self Service
- No computer access
- Not required to create their own timecards using Employee Self Service
- Timecard is stuck in "Submitted" status and the MHS Help Desk forces the timecard back to a "Working" status at which time the Timekeeper MUST delete the timecard and re-enter time using Timekeeper Entry

NOTE: *For pay periods that start on the first day of the month (pay periods start on Sundays), time must be recorded during the following week. When the pay period ends on the last day of the month (pay periods end on Saturdays), time needs to be recorded during the previous week. Do not charge time on the weekend if the pay period starts or ends on the first or last day of the month, it will not cost. (Note: This happens a few times a year)*

Example: Sunday, March 1 is the beginning of a pay period. Do NOT charge time on 1 March. Add that time to Monday, 2 March

STUCK Timecards

Local MEPRS POCs should attempt to resolve all issues with timecards not in an approved status at their level before submitting to AMPO. Before submitting a timecard in a "Stuck" status, the MTF must:

- Check to see if the timecard is in a rejected or error status
- Check the HR record to verify the employee is an active employee or an ex-employee. Timecards for ex-employees must be batched entered until the issue created by the R12 update has been resolved
- Check to see if the timecards are showing "Submitted" and "Locked" when clicking "Messages". This type of error can be submitted to AMPO immediately
- Check to see if the timecards are showing as "Error" or "Rejected" and "Locked" when clicking "Messages". These timecards can be deleted and reentered to correct

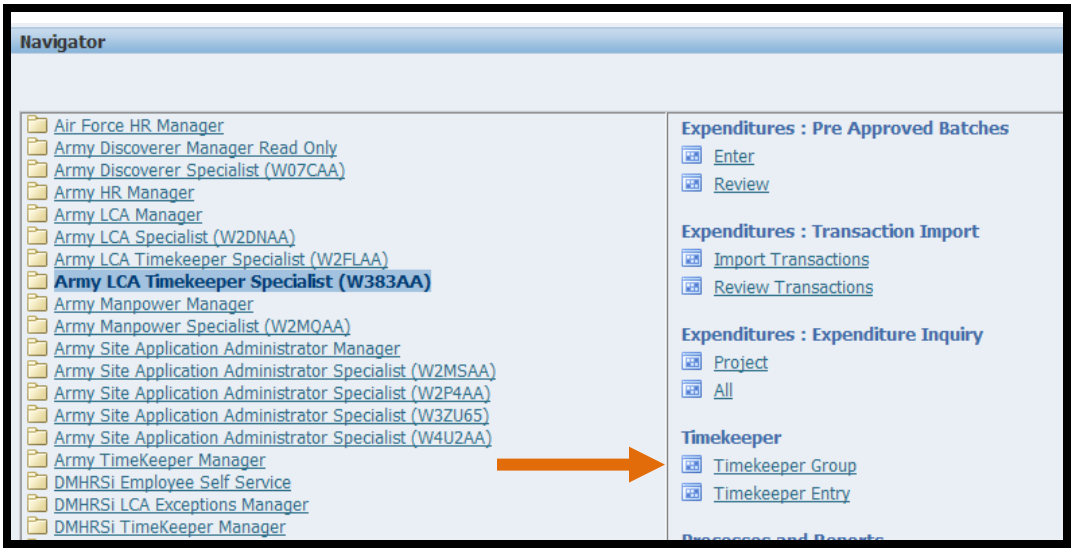
All other timecards that appear to be "Stuck" in a submit status, and the MTF is unable to resolve, need to be sent to AMPO for action

Timecards that have been converted back to a "Working" status must be deleted and reentered to reset DMHRSi to fix the issue causing the timecard to get "Stuck" to begin with

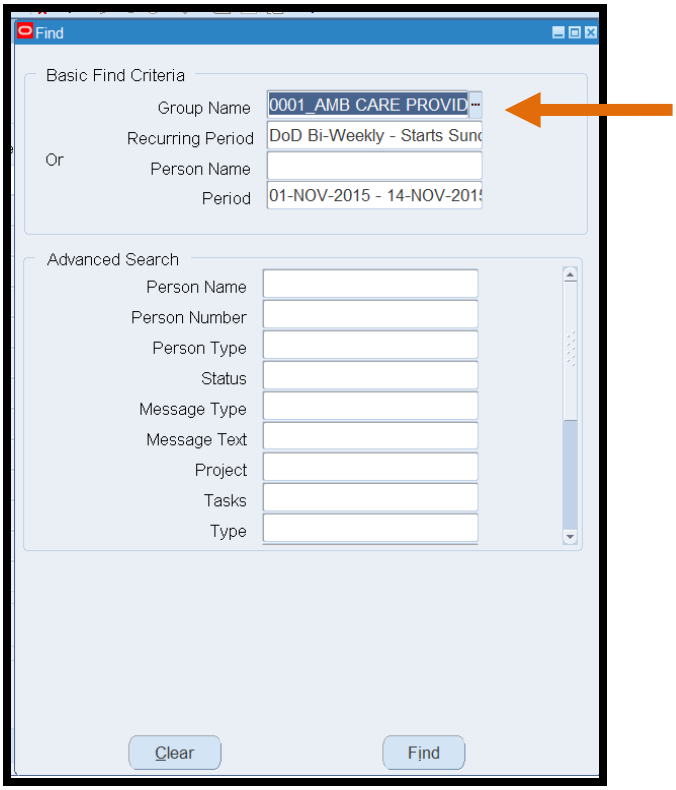
- Export the original timecard data to Excel for reference
- Delete the original time and save
- Exit the timecard
- Log back into the timecard and reenter the time, save, and submit

Timekeeper Entry

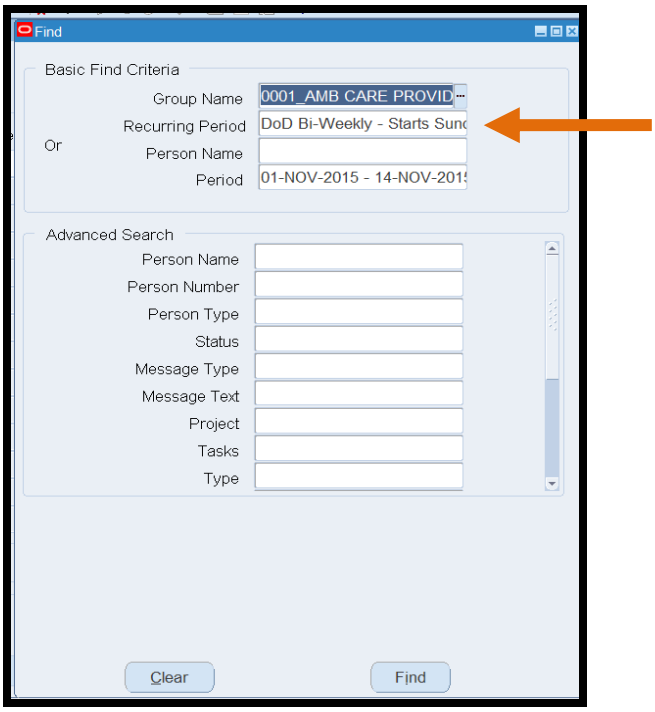
1. Select “Timekeeper Entry” from either “Army LCA Timekeeper Specialist (UIC)” “Army LCA Manager”, or “DHRSi LCA Exceptions Manager”



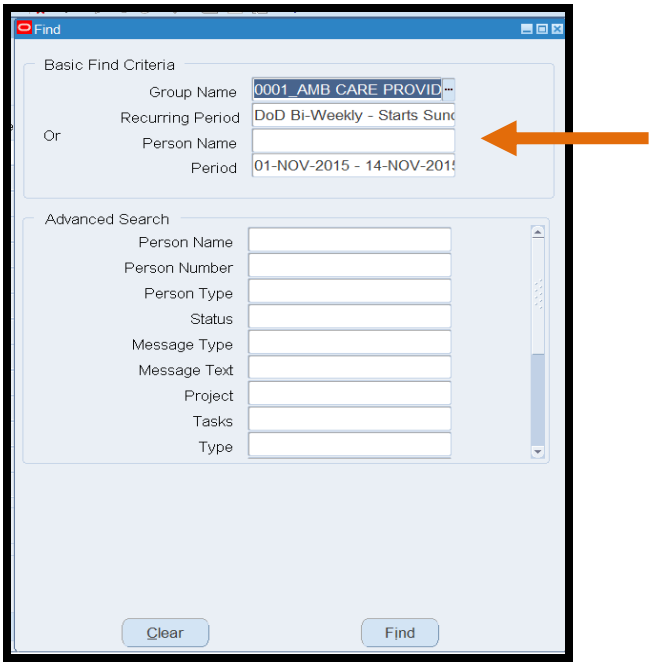
2. Delete the “default” Group Name displayed if incorrect and enter the correct one, then press **[Tab],** or enter a partial name with % wildcard and select from the list



3. Recurring Period automatically populates

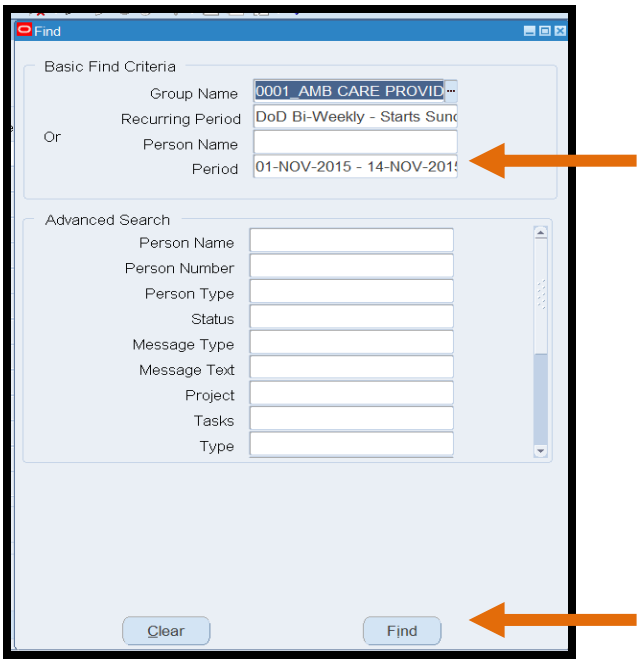


4. Leave "Person Name" blank



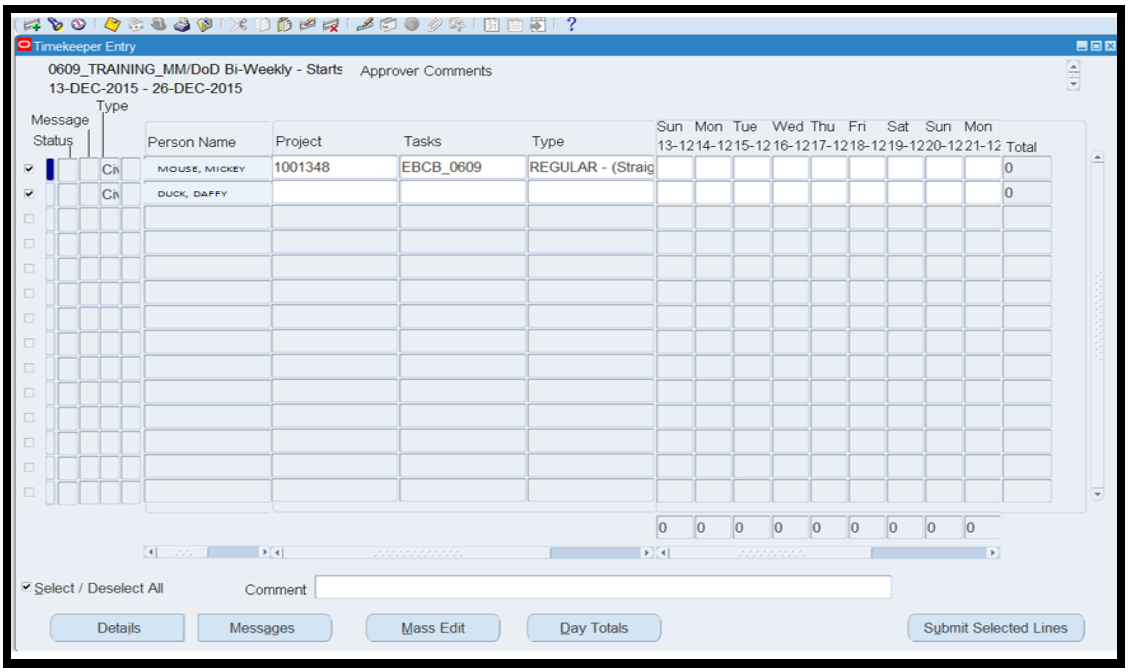
NOTE: *To search for one person, leave the Group Name blank and enter the Person's last name, first name, then press* ***[Tab]***

5. The pay “Period” defaults to the current pay-period; to change pay-periods use the wildcard, (i.e., %AUG%2013) and select from the list, then click “Find”



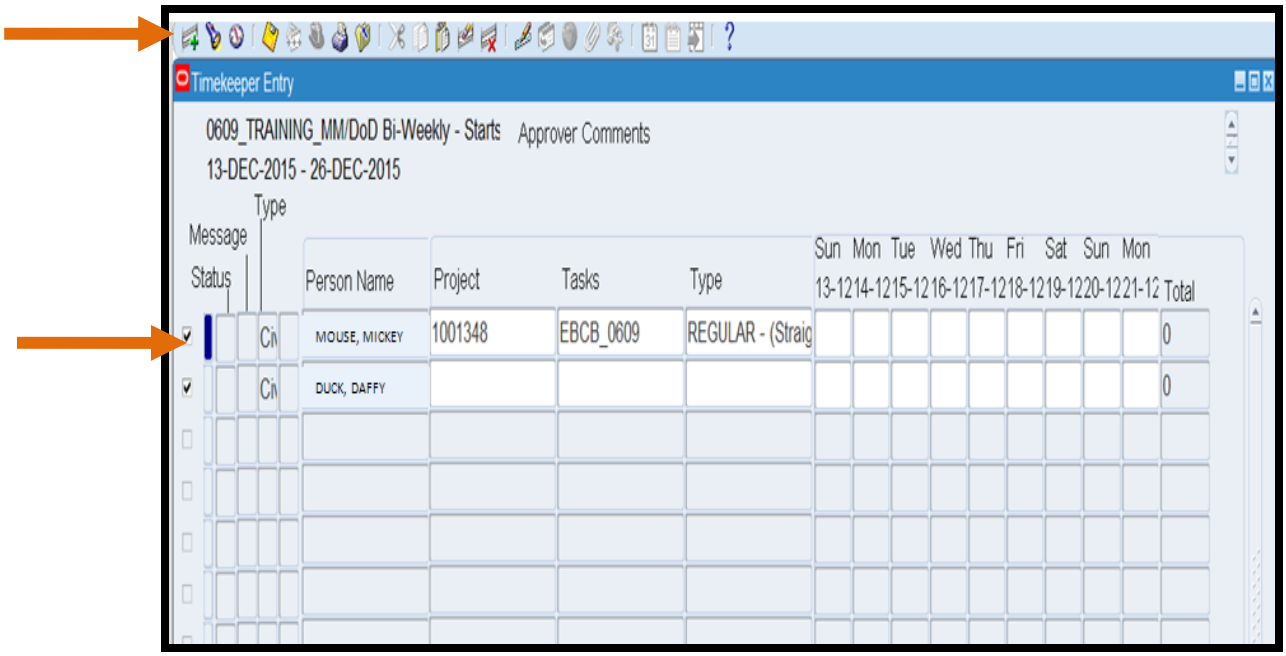
6. Enter the Project, Task, and the Person Type if employee is Dual Component

NOTE: *If the person started a timecard in Employee Self Service, the information is displayed on this screen*

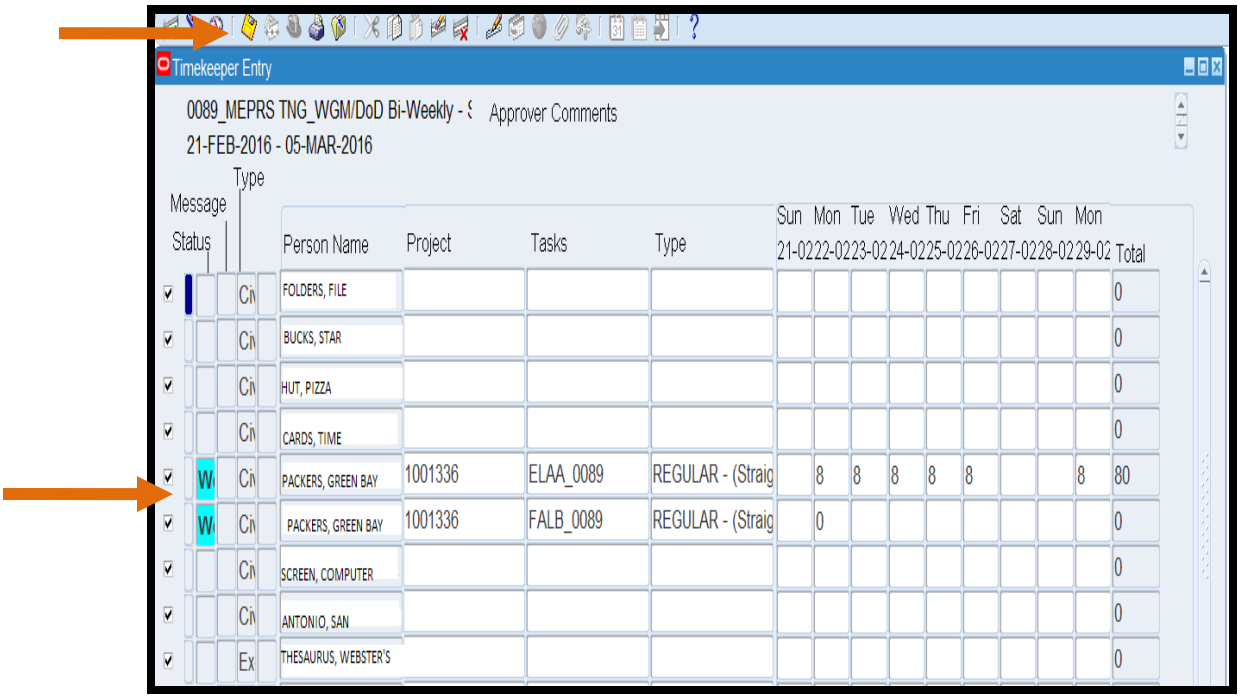


7. Enter the appropriate hours

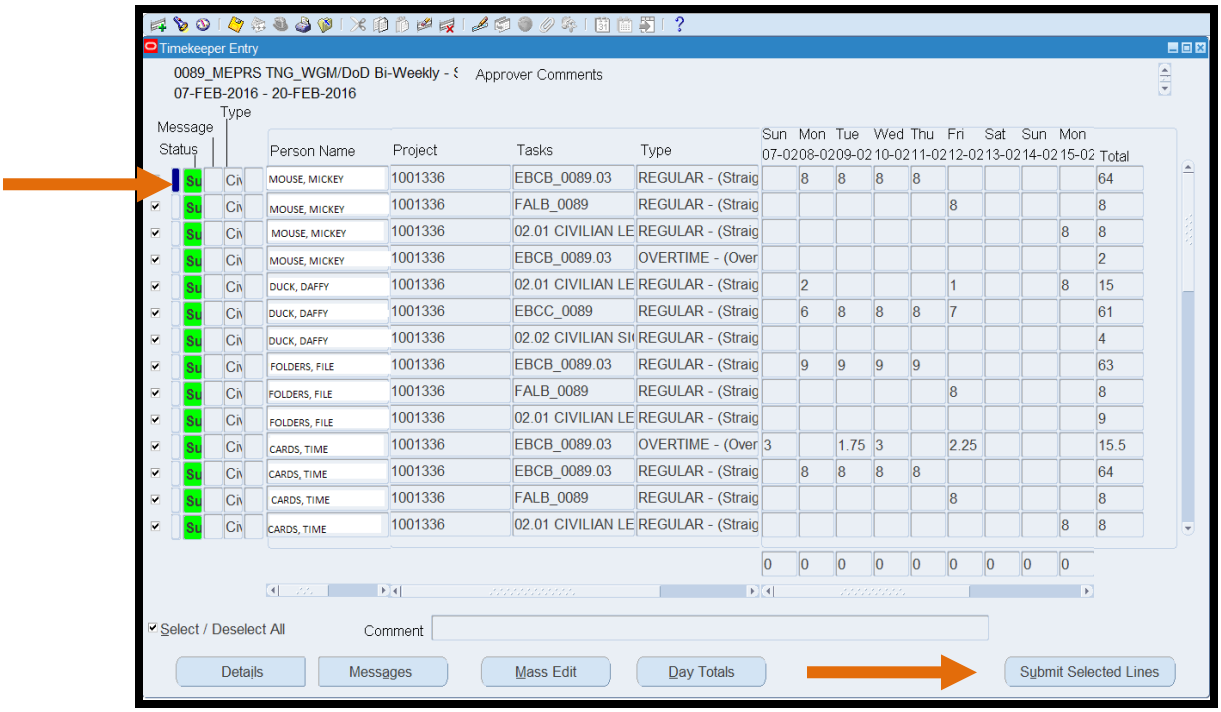
8. Click the next line to enter time for a 2nd MEPRS code if needed, or click the green plus sign to add a new blank line



9. Click “Save” to place the timecard in a “Working” status

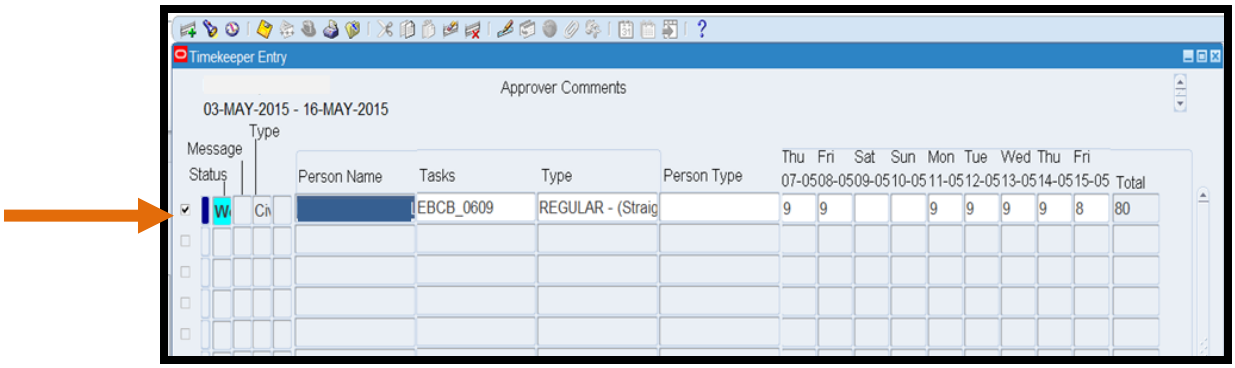


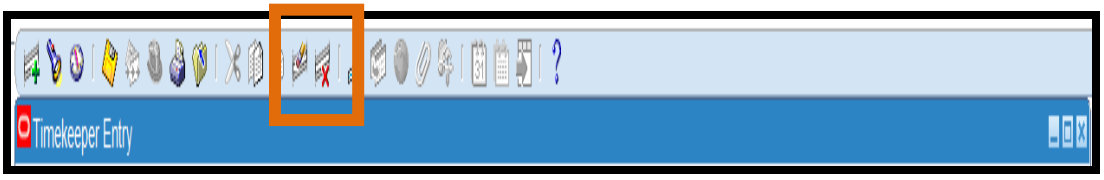
10. Click “Submit Selected Lines” to submit to the Timecard Approver; the timecard will reflect a “Submitted” status



Delete a Timecard

1. To delete a timecard in a “Working Status” (users cannot delete a Submitted or Approved timecard), select the line to be deleted and click the Red X



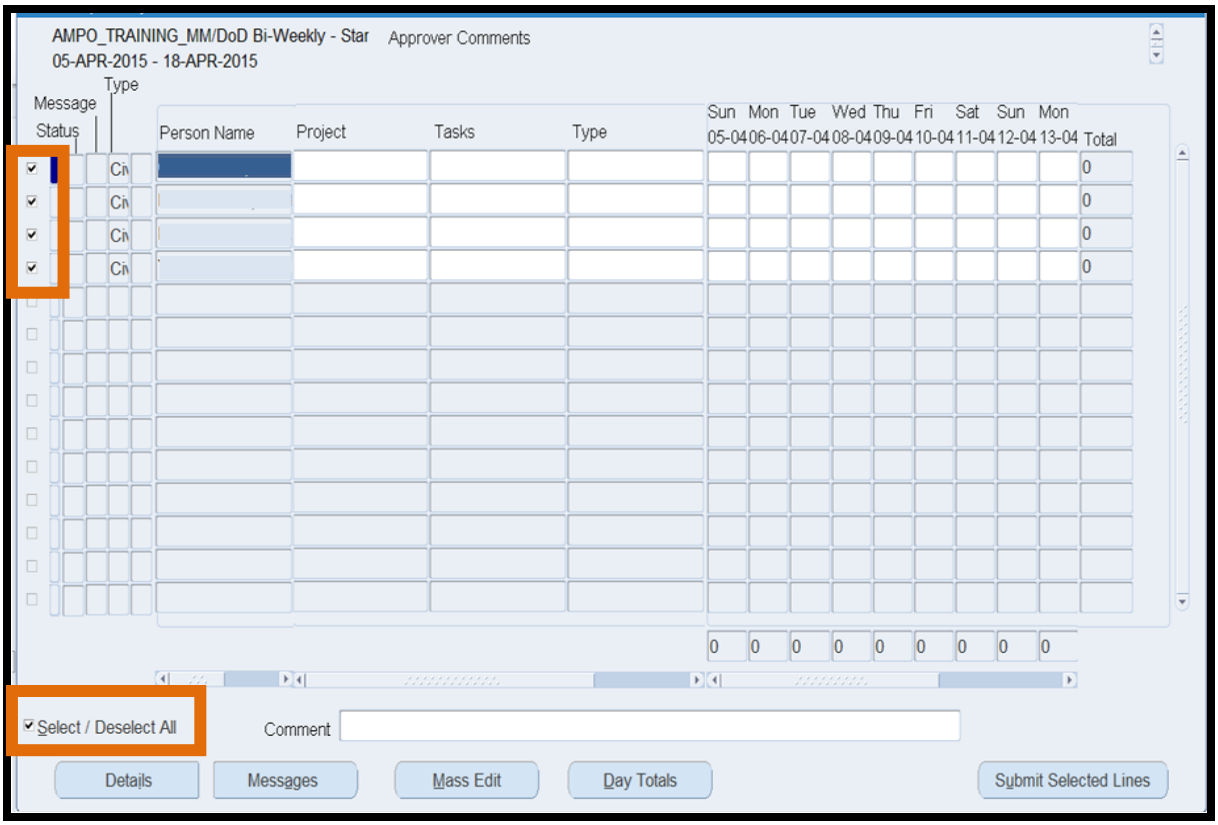


2. Repeat until all lines are deleted then click “Save”

Mass Edit

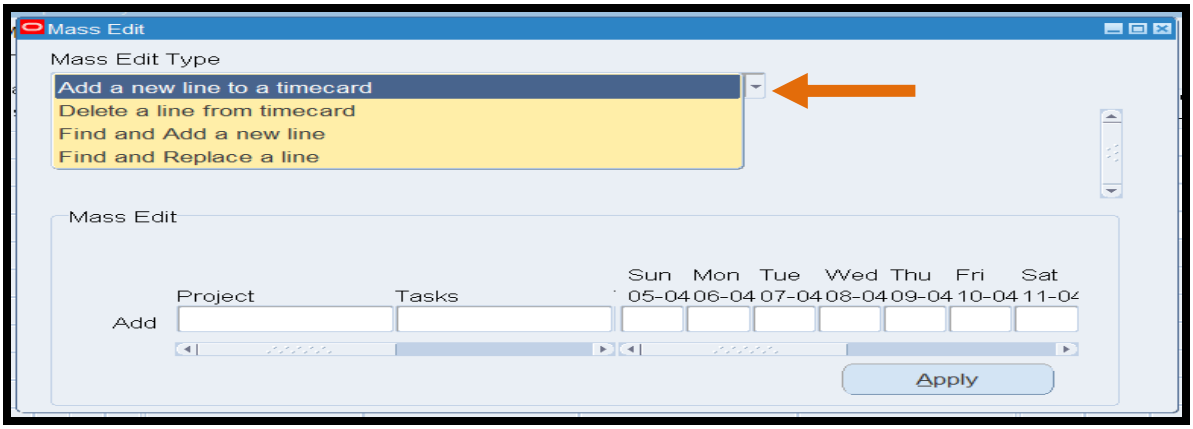
Mass Edit allows users to enter or change information for multiple individuals at one time

1. Select the lines to be edited by checking the box in front of the line or select all lines by checking “Select All” at the bottom of the Timekeeper Entry form. (Note: all lines are checked by default)



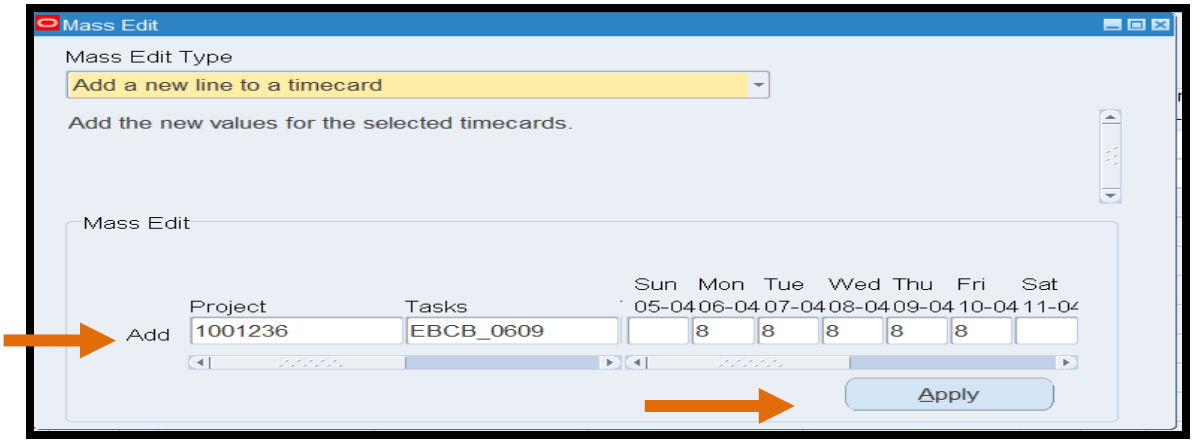
2. Select “Mass Edit” to make the same changes to all the selected lines

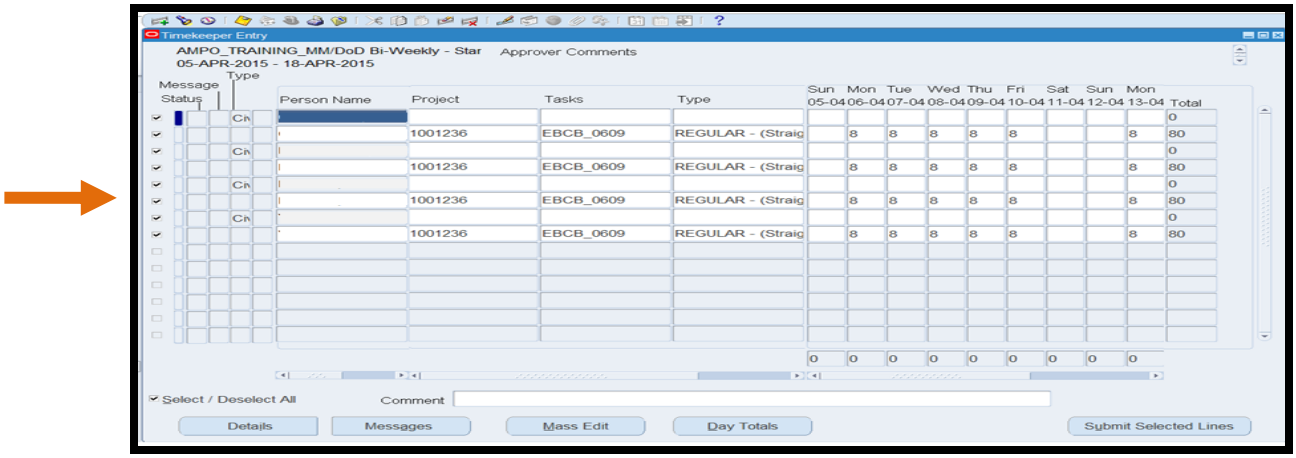
3. Select the Mass Edit Type drop-down arrow and select a “Mass Edit Type” from the list



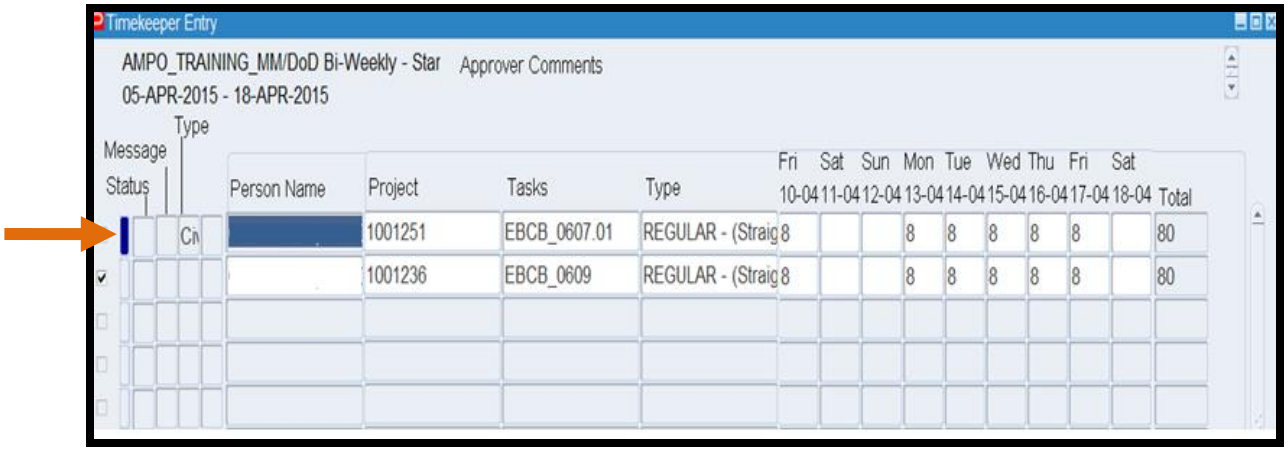
- **<u>Add a new line to a timecard</u>** - allows users to add an additional line for multiple personnel

Add Project Number, Task, Task Type, and Hours for the selected individuals; wildcards (%) are NOT allowed for the “Add” Mass Edit Type; click “Apply”

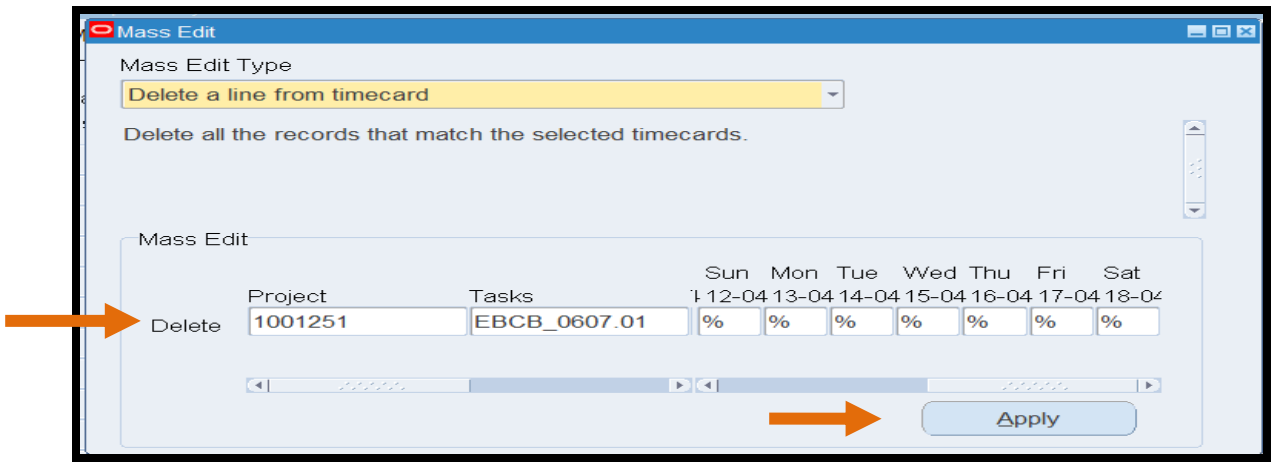


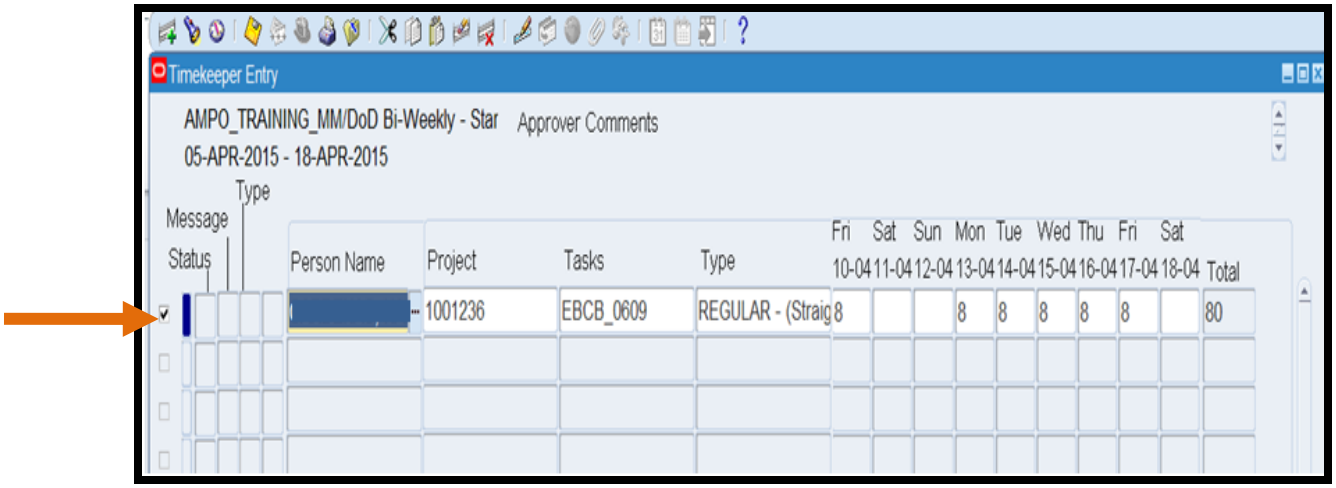


- **<u>Delete a Line from a Timecard</u>** - When the system finds a time entry line that matches the criteria entered, it deletes the line from the timecard

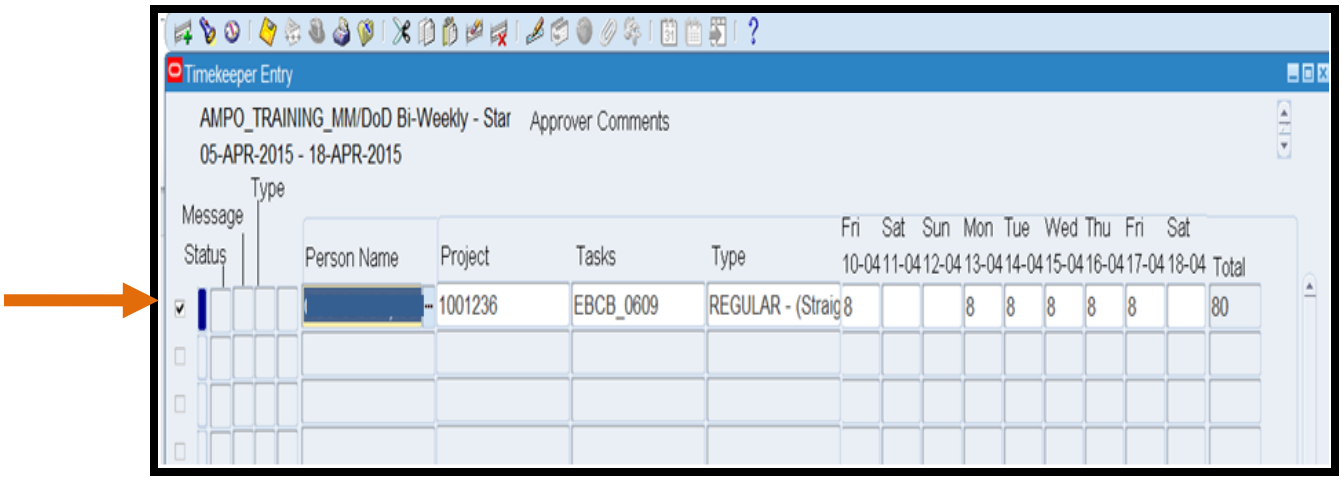


Add Project Number, Task, and Task Type; users are allowed to use wildcards or exact values with the "Delete" Mass Edit type; click "Apply"

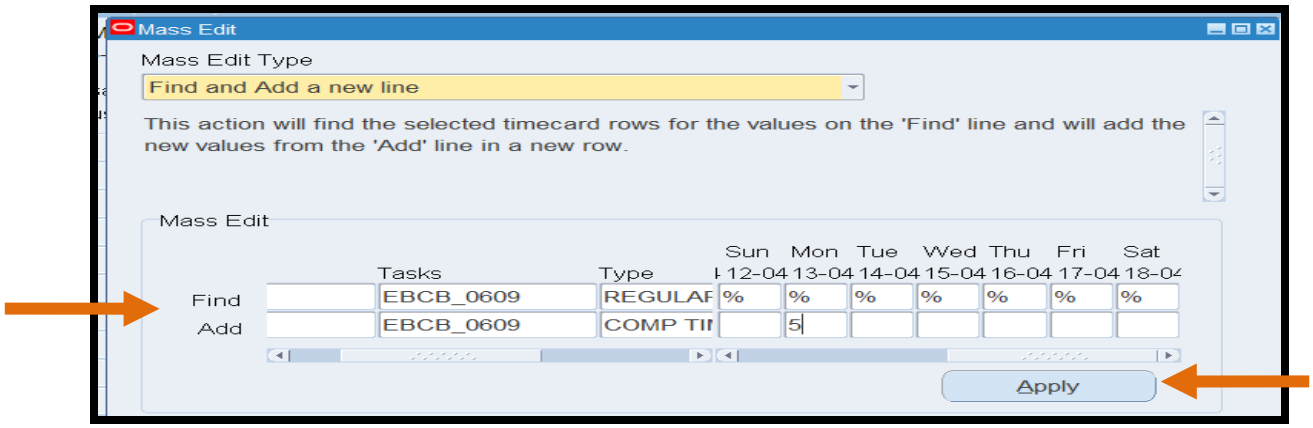


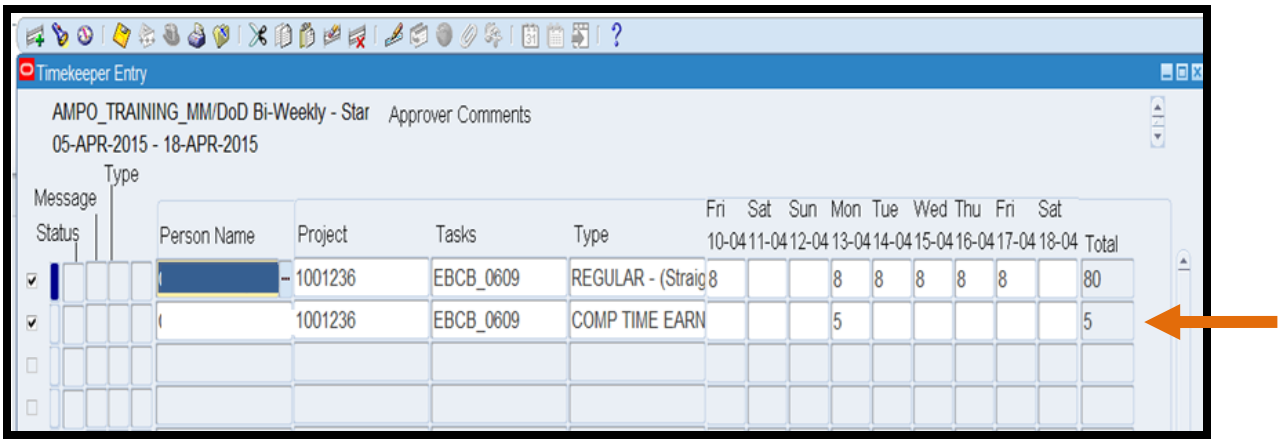


- **<u>Find and Add a New Line</u>** - The system performs a search on the parameters entered in the Find line



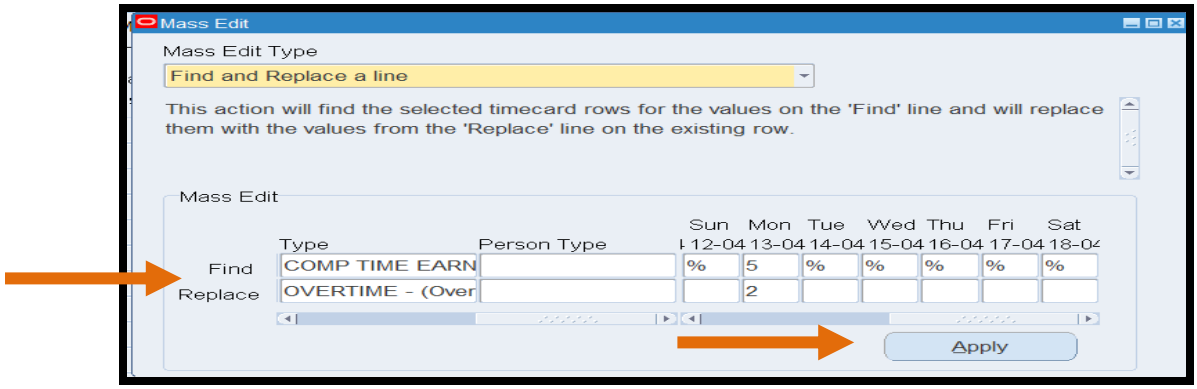
Add Project Number, Task, Task Type, and Hours for the selected individuals. When a match is found the system adds a new line to the timecard with the % wildcard; click "Apply"

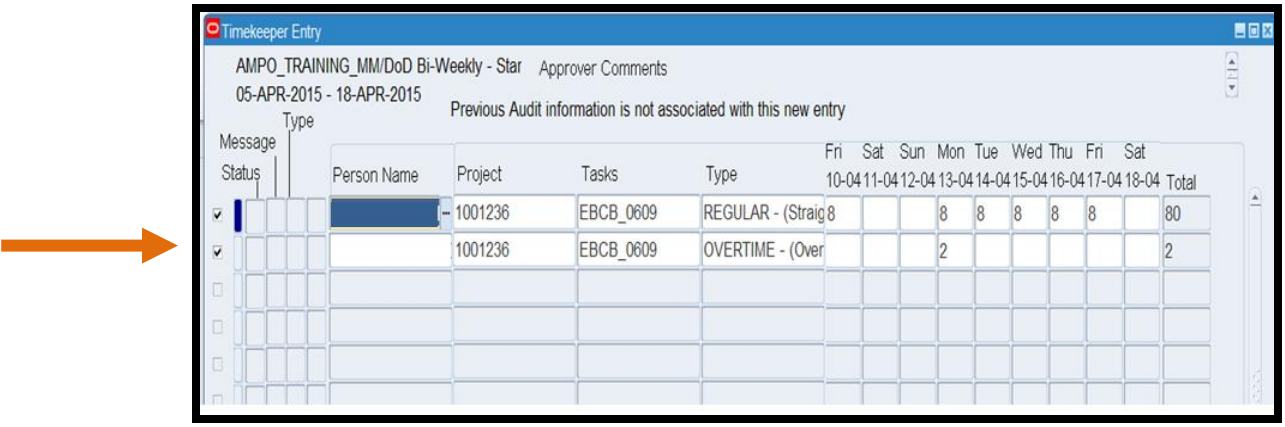




- **<u>Find and Replace a line</u>** – this action finds the selected timecard rows for the values on the 'Find' line and replaces them with values from the 'Replace' line

Add Project Number, Task, Task Type, and Hours for the selected individuals. When a match is found the system will replace the values on the timecard; click "Apply"





Graduate Medical/Dental Education (GME/GDE) and Phase II (Non-GME/GDE) Students

GME/GDE and Phase II (Non-GME/GDE) students are required to submit time bi-weekly. Students can utilize Employee Self-Service to submit their own timecards or allow the designated Timekeeper Specialist to submit for them

All GME/GDE and Phase II (Non-GME/GDE) students will have an assignment category of "Fulltime Regular" in DMHRSi and are identify by Skill Type and Skill Type Suffix. The Timekeeper/Timecard Approver must validate the hours entered against the business rules as defined by DoD 6010.13-M. No error messages will be displayed on the bi-weekly timecard to assist the user with allocating correct hours to the appropriate MEPRS codes

The Timecard Approver must review timecards prior to approving them to ensure that the appropriate breakout requirements have been entered

	Skill Type/Suffix	Minimum % Charged to FA**	% if on Probation	MEPRS FCC DMHRSI Task
GME – Intern	1N – Intern Medical	50%	100%	FAM
GME – Resident	1R – Resident Medical	30%	100%	FAM
GME – Research Resident or Fellow	1F or 1R – Research Resident or Fellow	100%	100%	FAO
GME - Fellowship	1F – Fellow Medical	10%	100%	FAP
GDE – Dental Resident	1U – Resident Dental	50%	100%	FAN
Phase II (Non-GME/GDE) Students	2W, 3W, 4W, or 5W – Phase II Non-GME/GDE Students	30%	100%	FAK

GME/GDE Validation Report

Validation of time reported must be complete BEFORE the timecard is approved. The Student, Timekeeper, Approver, or the GME/GDE Coordinator must validate the time reported meets minimum standards for both clinical and training guidelines

The GME/GDE Validation Report provides Timekeeper Specialists the capability to track and validate GME/GDE bi-weekly timecards to determine if they meet required minimum breakouts. The report includes bi-weekly GME/GDE timecards in any status (including those missing) for students with a valid GME/GDE skill type and skill type suffix combination on any day in the timecard period. This report is used to validate that the GME/GDE students have accurately charged the correct amount of time against the appropriate F*** code. Maintain this report for audit purposes.

NOTE: *This report is based on Skill Type/Suffix for GME/GDE students; Example: if a GME Resident is incorrectly identified as a 1P, instead of 1R, that resident will not show up on the report*

Personnel assigned to the following roles may generate the GME/GDE Validation report:

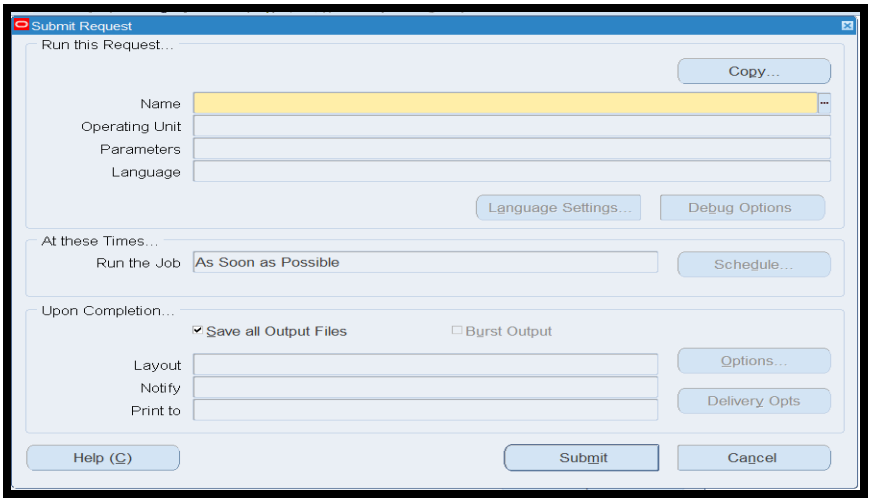
- Army Timekeeper Specialist
- Army LCA Specialist
- Army LCA Manager
- DMHRSi LCA Exception Manager

1. Log into DMHRSi

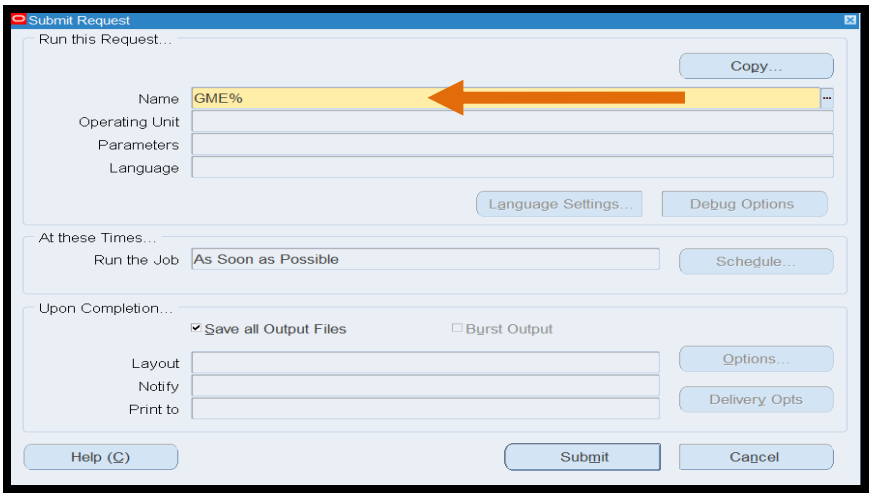
2. Click on the appropriate role; then select “Submit Process and Reports” to open the “Submit a New Request” form

3. Confirm the “Single Request” option is selected then click “Ok”

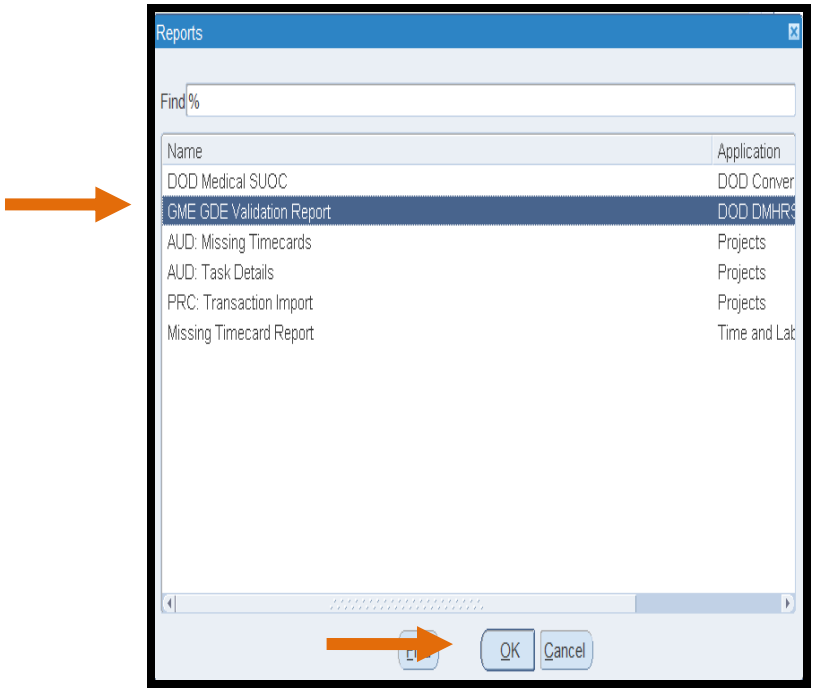
4. “Submit Request” form opens



5. Enter GME% in the “Name” field and press **[Tab]**; the GME GDE Validation report populates the Name field and the parameters form opens



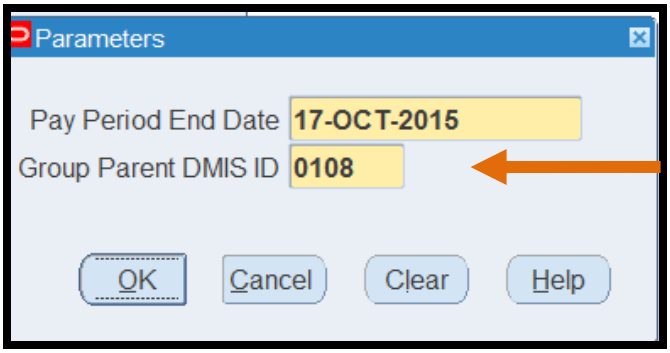
NOTE: *Click the List Of Values to see the list of reports, select the GME GDE Validation Report then click “OK”*



6. Enter the report “Parameters” and click “OK”

- Enter the Pay Period End Date (required) for the desired reporting period in DD-MON-YYYY format (example: 03-DEC-2011)
- Enter the Group Parent DMIS ID (required)

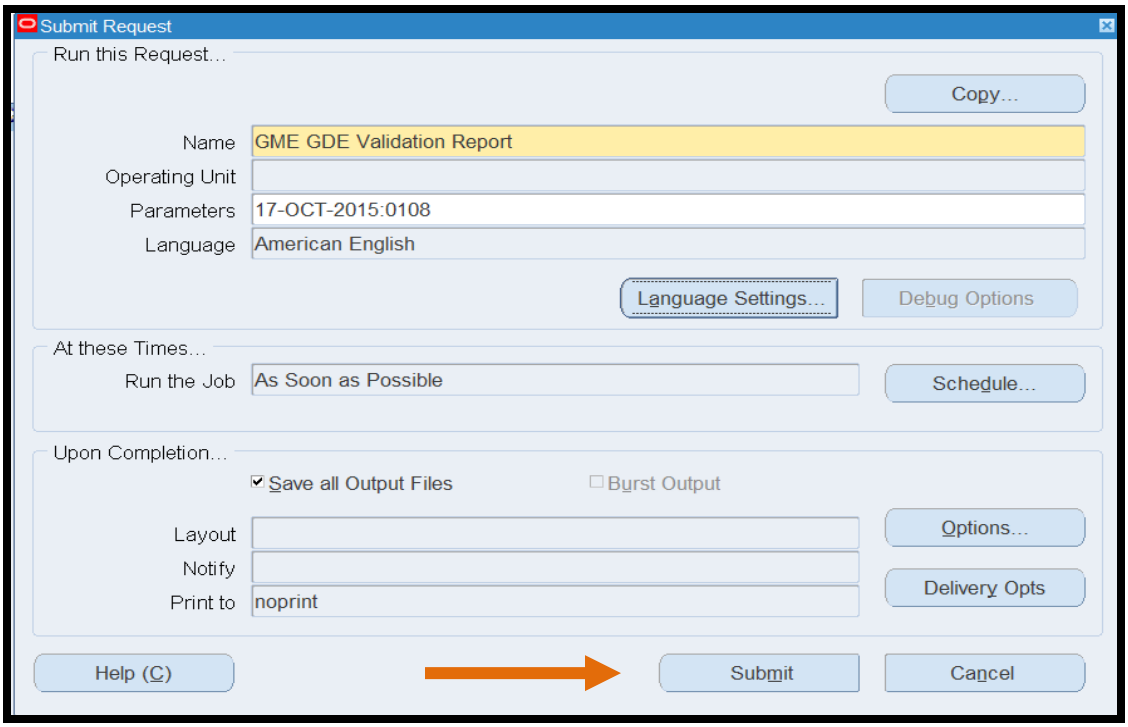
Warning: *The user must enter a single DMIS ID in the Group Parent DMIS ID field. Partial values such as "003%" or multiple values like "0032, 0039" will NOT produce output*



7. The "Submit Request" form opens displaying the requested information. Review the remaining information; DO NOT change the defaults

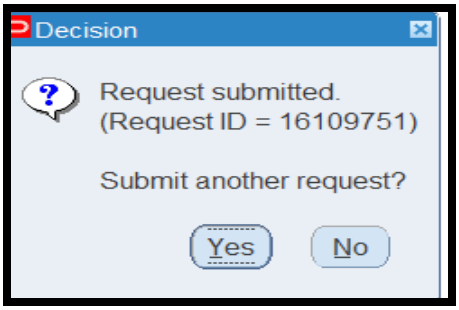
- "Language" field defaults to "American English"
- "At these Times": "Run the Job" field defaults to "As Soon As Possible"
- "Upon Completion" "Save all Output Files" should be checked
- Leave "Layout" field blank
- Leave the "Notify" field blank
- "Print to" defaults to "noprint" (accept the default)

Click "Submit" on the main form.

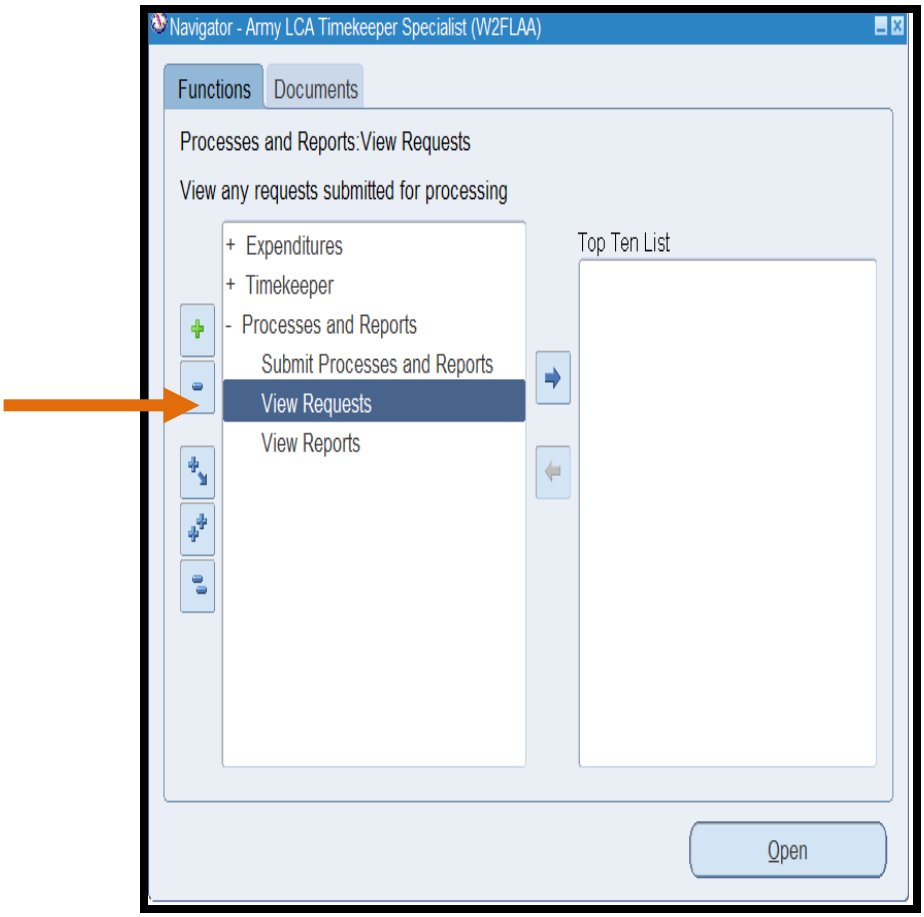


8. “Decision” screen opens

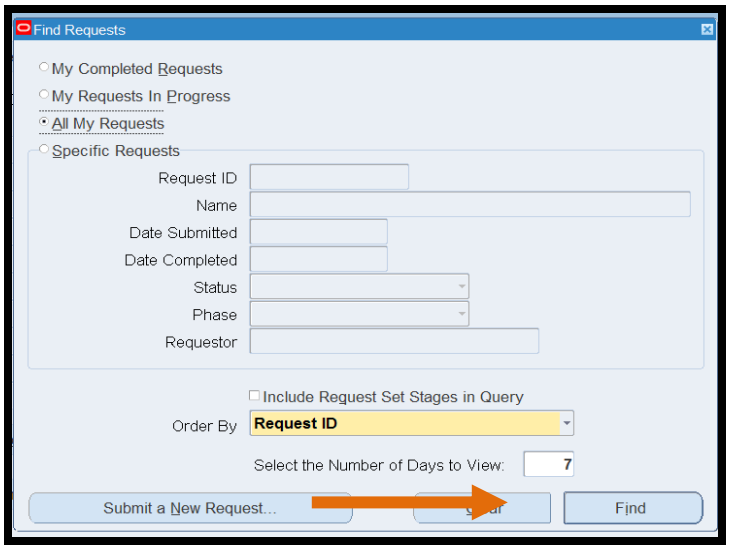
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



9. Select “View Requests” under “Processes and Reports” menu



10. Select “Find”

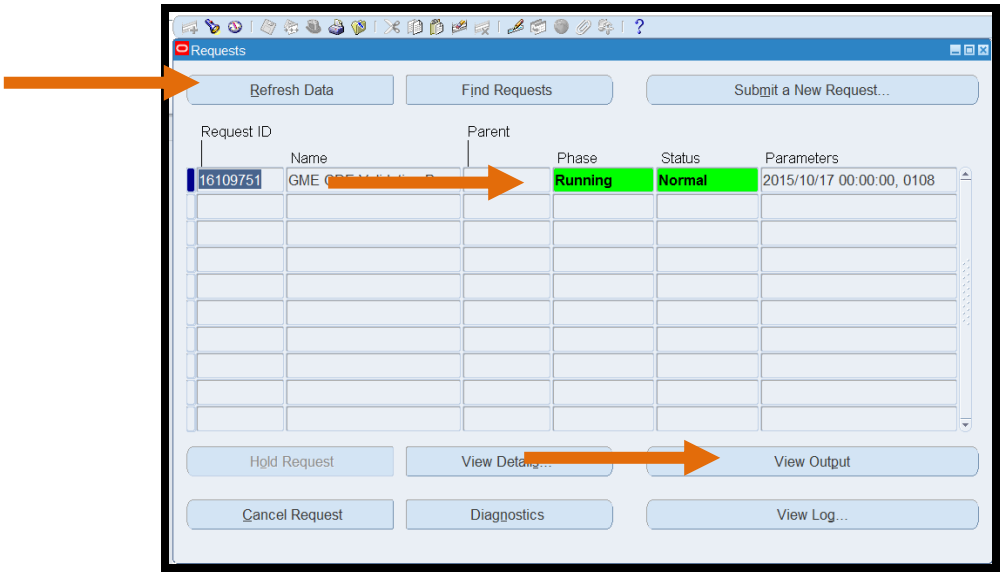


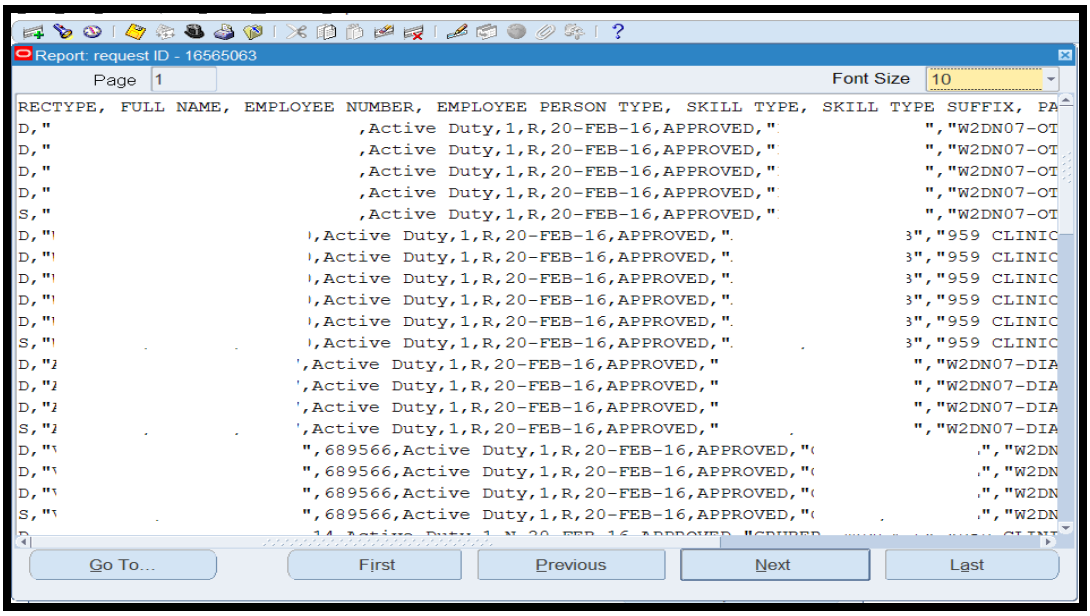
11. A list of requested reports will appear

- When the “Phase” and “Status” reflect a “Completed” and “Normal” status the request is finished
- If the “Phase” and “Status” are green the request is running

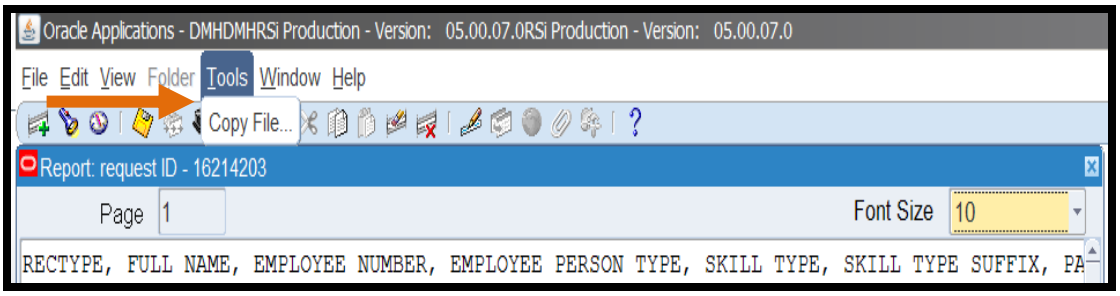
  - Click on “Refresh Data” until the requested report show “Completed” and “Normal”
  - Or the user can exit the window and return at a later time

Select “View Output”; report will open

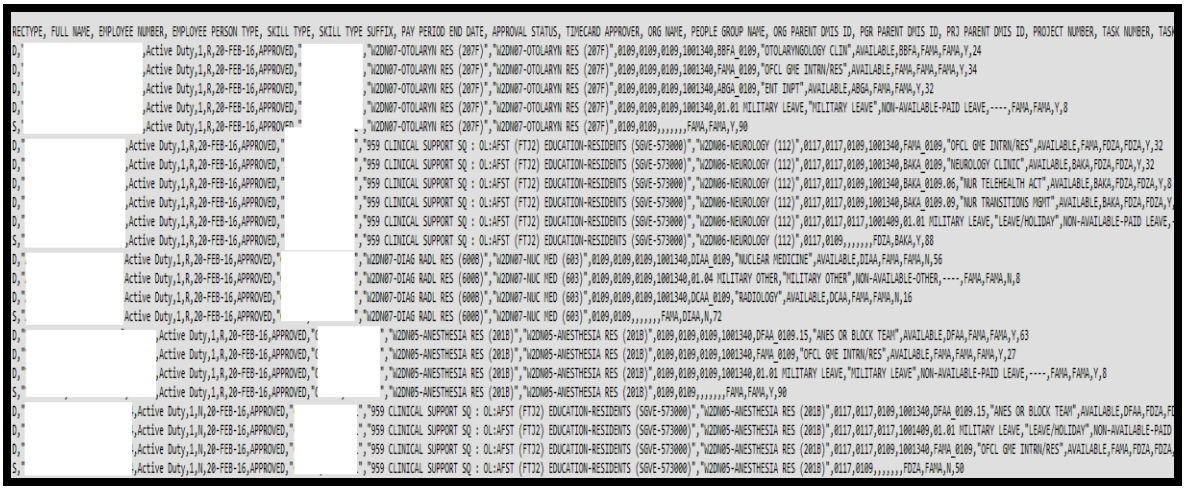




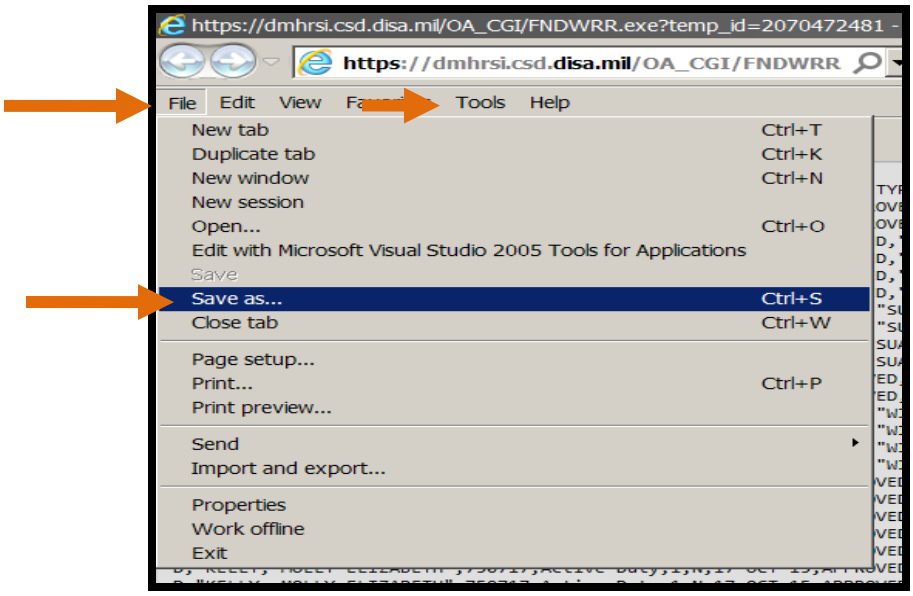
12. Copy the file and save it to the computer's hard drive; select "Tools" then "Copy File" from the toolbar



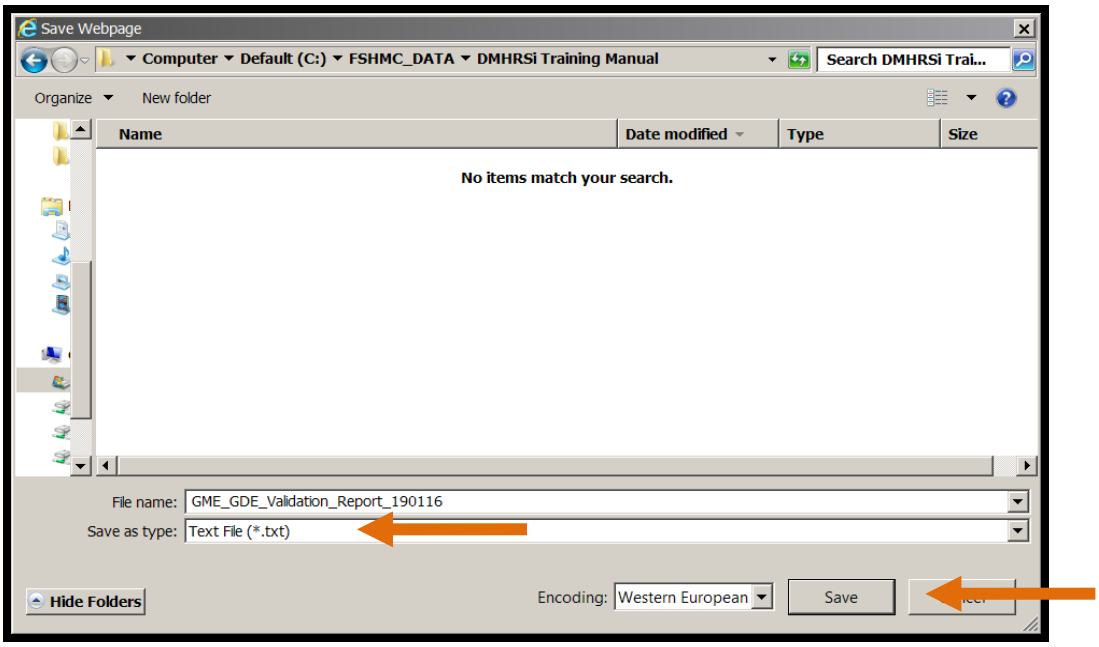
13. The file is presented in a separate browser window in HTML format



14. Save the output file to the computer. Each browser is slightly different. The user may need to select “File > Save As”, “Page > Save As” or “Tools > File > Save As”



15. Save the file to the computer as a “Text File”.



16. Import the file into “Excel”

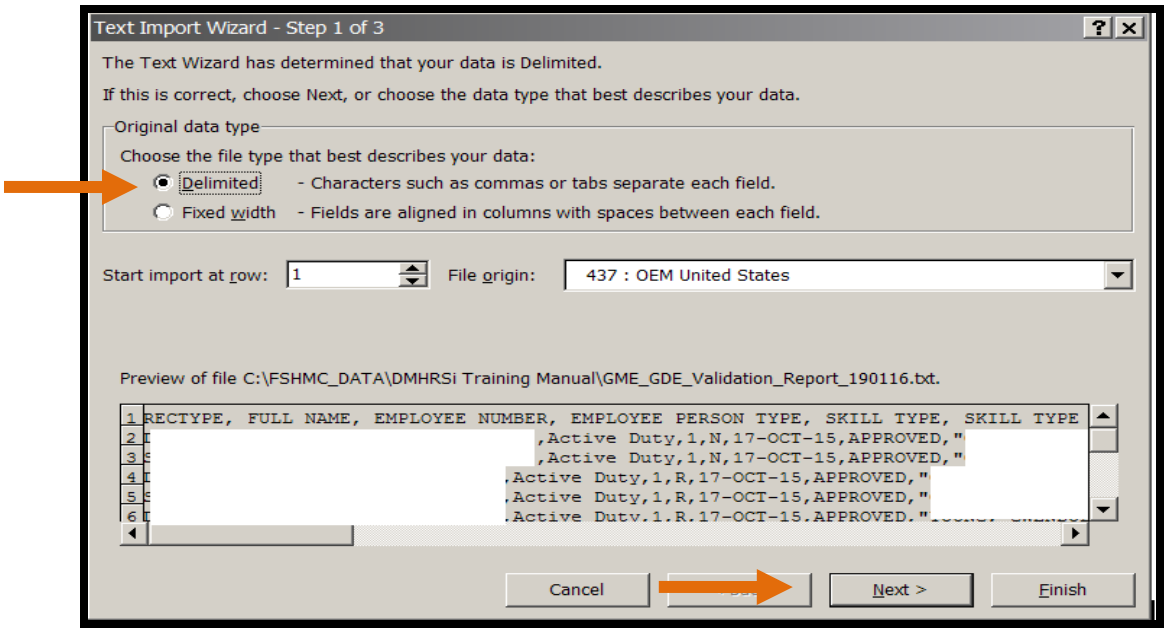
17. Open “Excel”

18. Open the File; the “All Excel Files” must be converted to “All File Types” in order to see the saved file

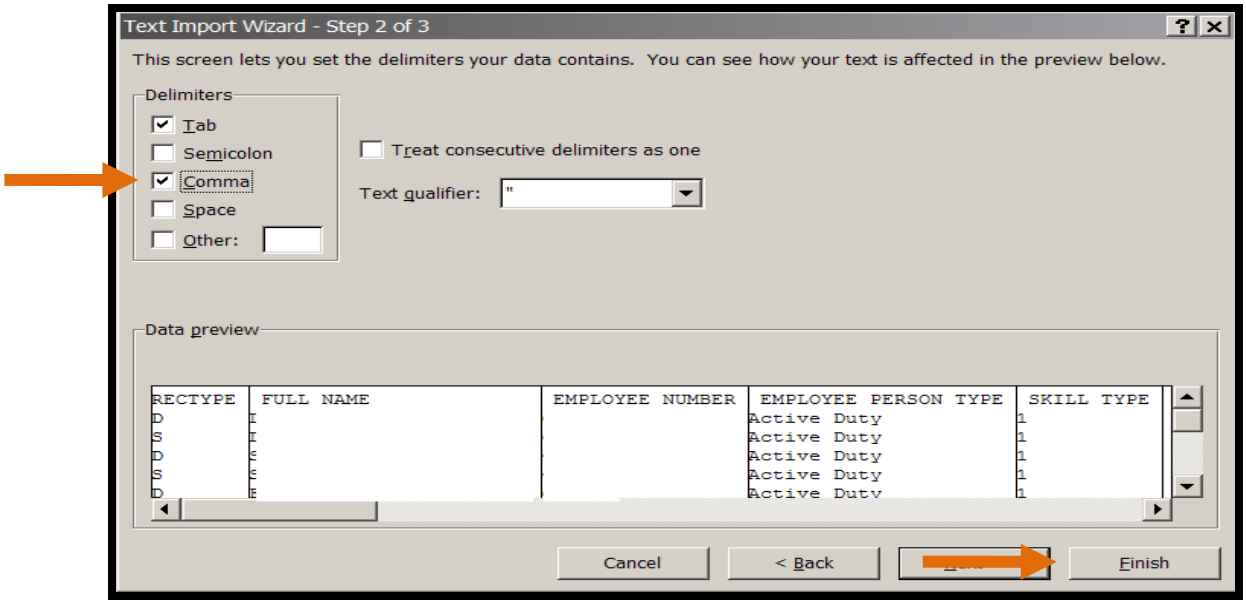
19. Find and select the saved file

20. Select “Open”

21. Ensure “Delimited” is selected in the “Text Wizard” then click “Next >”



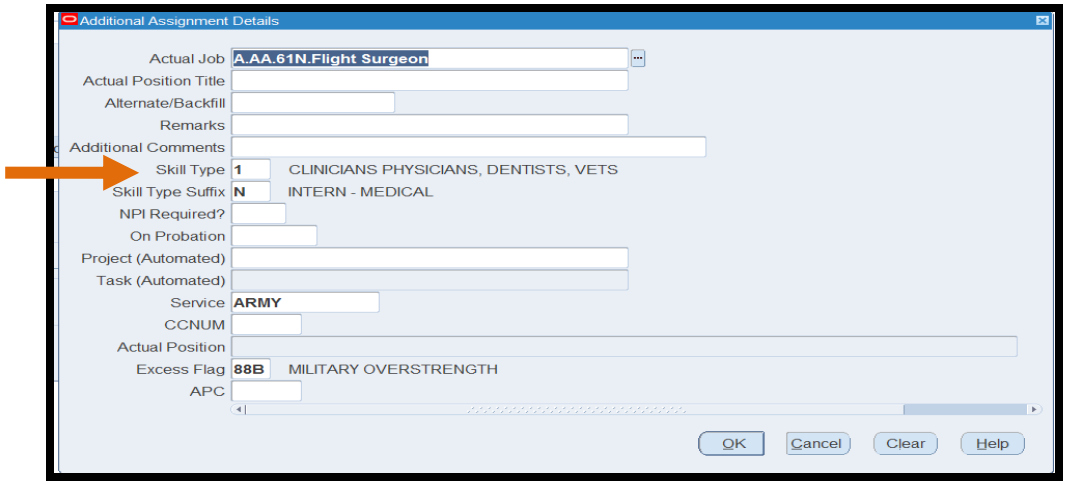
22. Check the Comma field and select “Finish”; the report will open in “Excel”



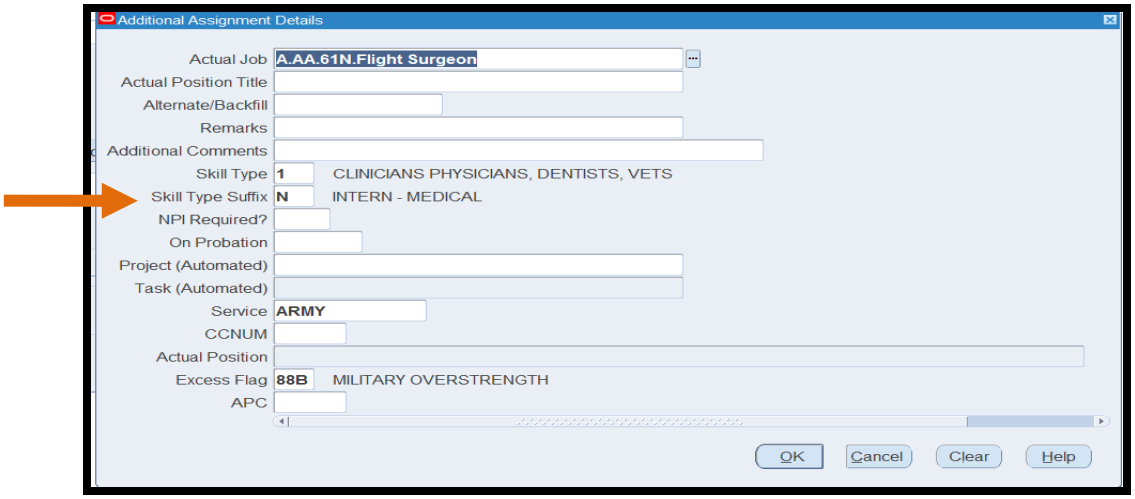
23. Report Columns include:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	RECTYPE	FULL NAME	EMPLOYEE NUMBER	EMPLOYEE PERSON TYPE	SKILL TYPE	SKILL TYPE SUFFIX	PAY PERIOD END DATE	APPROVAL STATUS	TIMECARD APPROVER	ORG NAME	PEOPLE GROUP NAME	ORG PARENT DMIS ID	PGR PARENT DMIS ID	PRJ PARENT DMIS ID	PROJECT NUMBER	TASK NUMBER	TASK NAME	TASK SERVICE TYPE	TASK FCC	ORG FCC	PEOPLE GROUP FCC	VALIDATION FLAG	HOURS
2																							

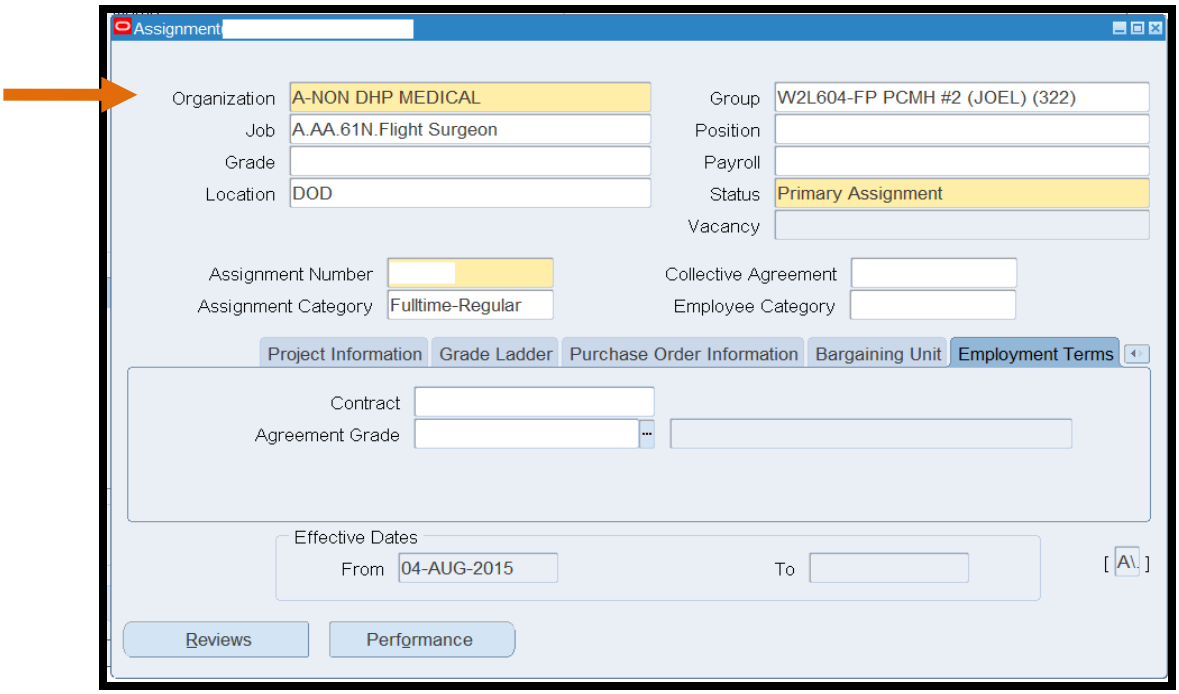
- **RECTYPE**: Record Type, such as D-Dental, M-Medical, S- is a Summary line that sums the hours for the pay period
- **Full Name**: Employee's full name
- **Employee Number**: DMHRSi employee number
- **Employee Person Type**: Such as Active Duty, Civilian, Contract, etc.
- **Skill Type**: Pulled from the HR Record



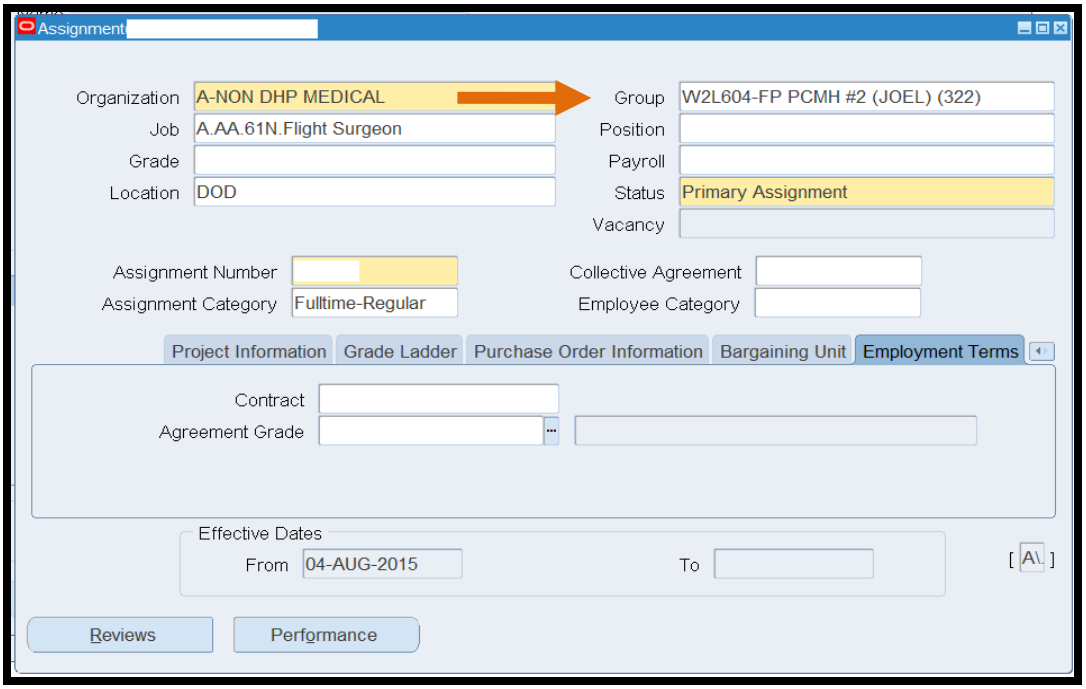
- **Skill Type Suffix**: Employee's must have a GME/GDE Skill Type/Suffix in their HR Record to be displayed on this report



- **Pay Period End Date**: Based on the report parameters entered
- **Approval Status**: Timecard status to include the ones not submitted
- **Timecard Approver**: Employee's assigned Timecard Approver
- **Organization Name**: Employee's assigned Organization



- **People Group**: The "Group"found on the employee's assignment



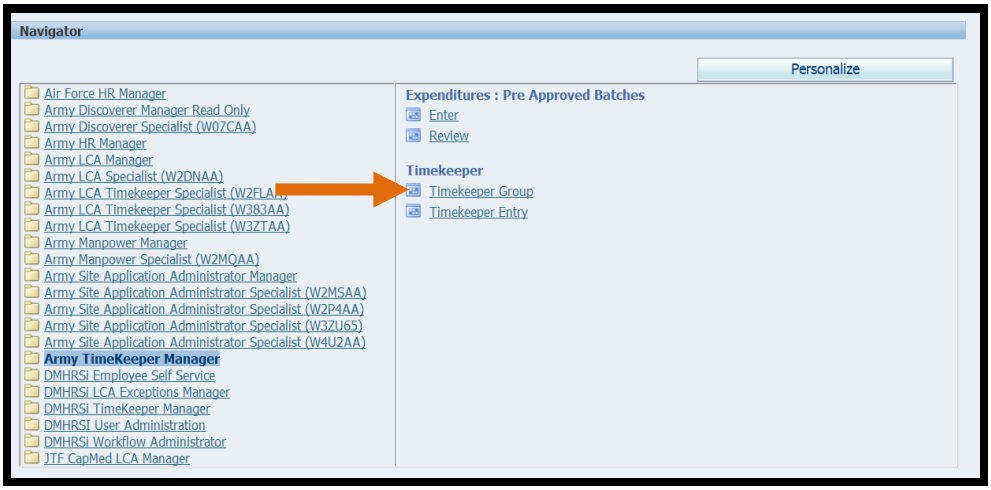
- **Org Parent DMIS ID**: Parent DMIS ID associated with the Organization where the employee is assigned
- **PGR Parent DMIS ID**: Parent DMIS ID associated with the People Group where the employee is working
- **PRJ Parent DMIS ID**: Parent DMIS ID associated with the Project where the employee charged time
- **Project Number**: Project number used by the employee
- **Task Number**: MEPRS Codes used by the employee
- **Task Name**: The Name associated with the MEPRS Code
- **Task Service Type**: Available or Non-Available Time
- **Task FCC**: MEPRS Code (FCC) associated with the Project Task
- **Org FCC**: MEPRS code associated with the employee's assigned Organization
- **People Group FCC**: MEPRS code associated with the Group where the employee is working
- **Validation Flag**: **"Y"** means the employee met the breakout requirements; **"N"** means the time entered did not meet breakout requirements. When timecards are approved contact the Employee and the Employee's Timecard Approver for guidance on how to correct
- **Hours**: Hours employee charged to each Task Number

Exporting Timecards to Excel using LCA Timekeeper Entry

Timecards can be exported into Excel through Timekeeper Entry providing local MEPRS POCs and Timekeeper Specialists can verify timecard statuses for a Timekeeper Group or individual employee in real time

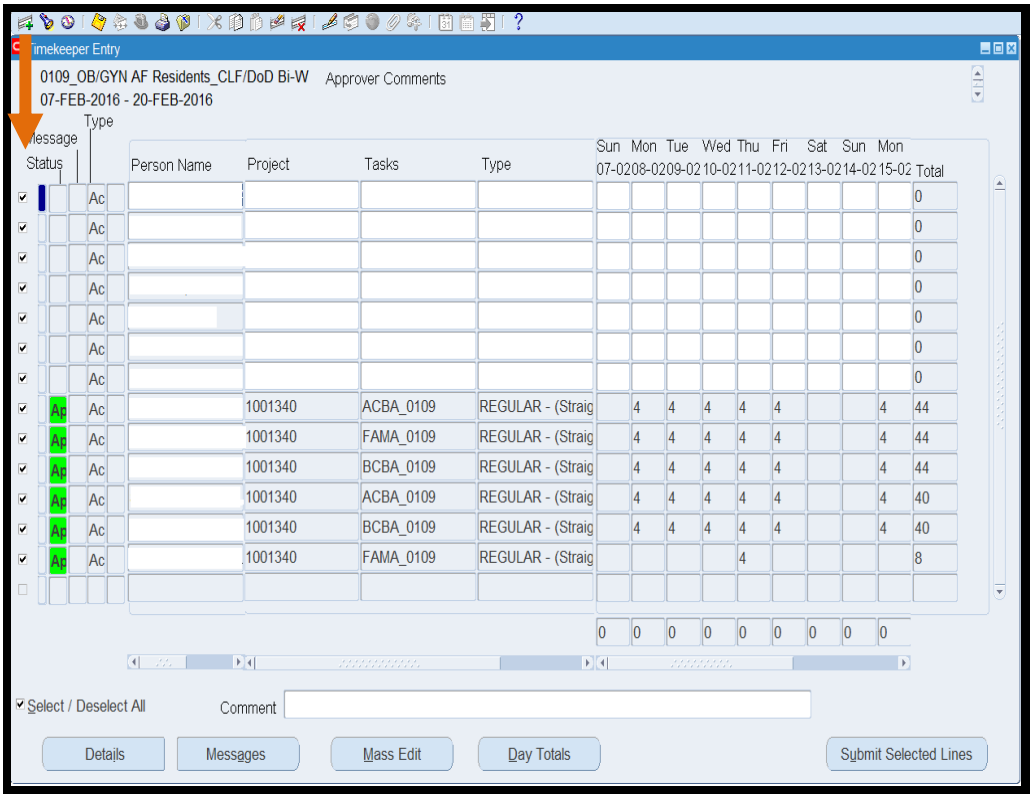
1. Log into DMHRSi

2. Use one of the following roles "Army LCA Timekeeper Specialist; Army Timekeeper Manager; or DMHRSi Timekeeper Manager" log into "Timekeeper Entry"

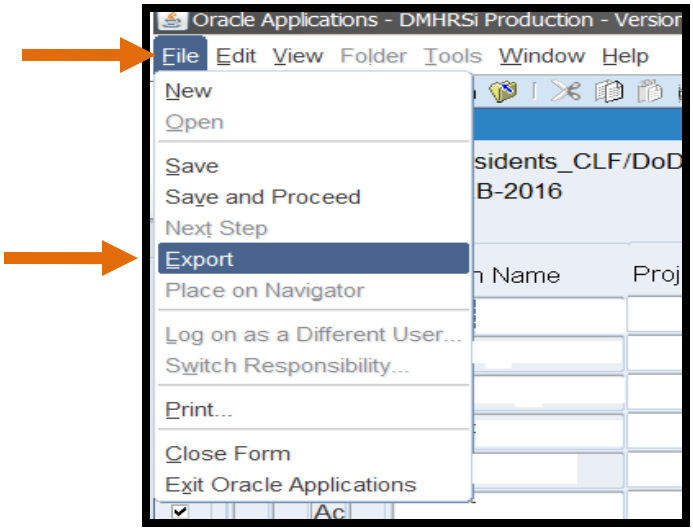


3. Access timecard(s) using Timekeeper Entry

4. Select lines to be "Exported"

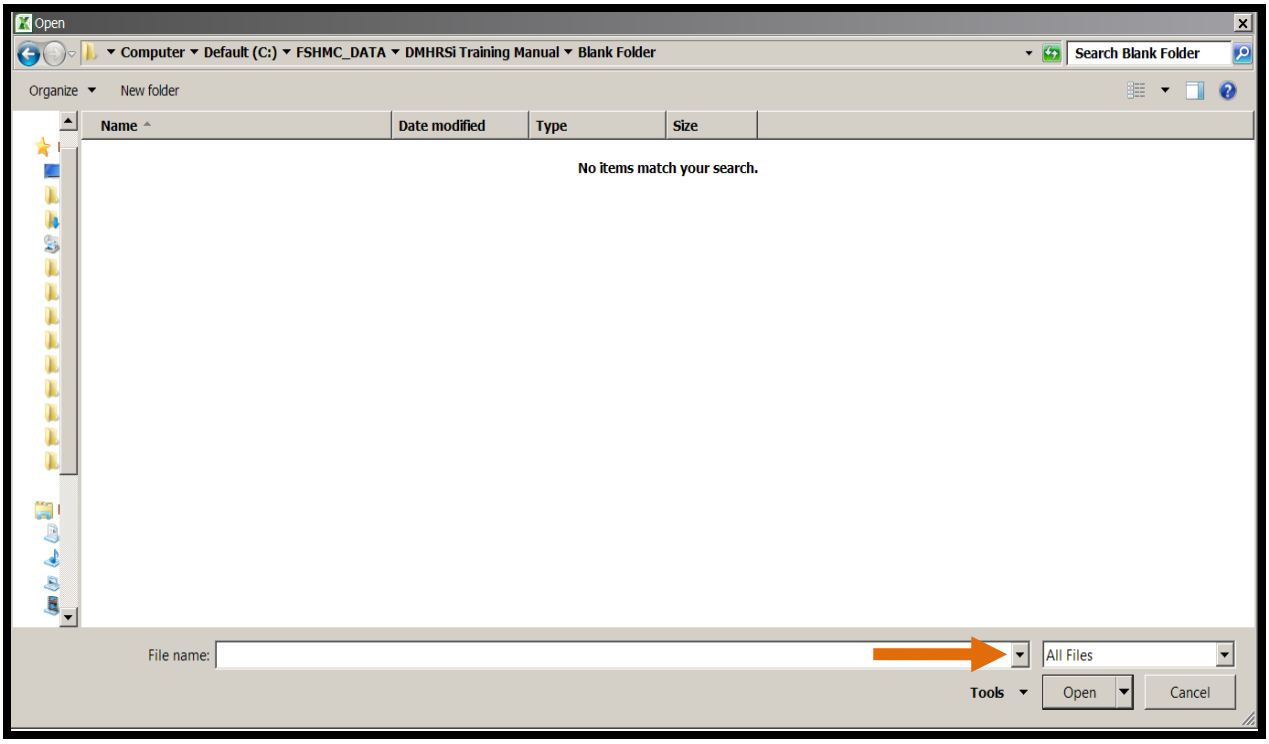


5. Select “File" then ”Export” from the menu

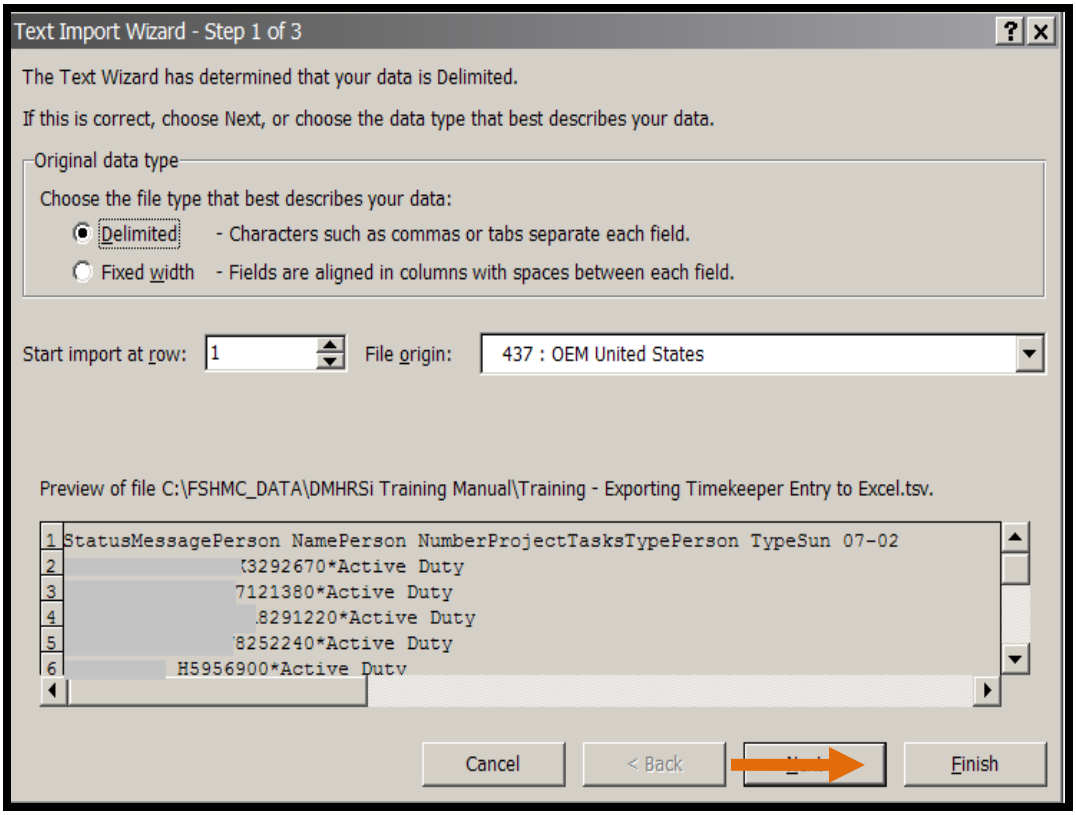


6. Save the file as the default file type

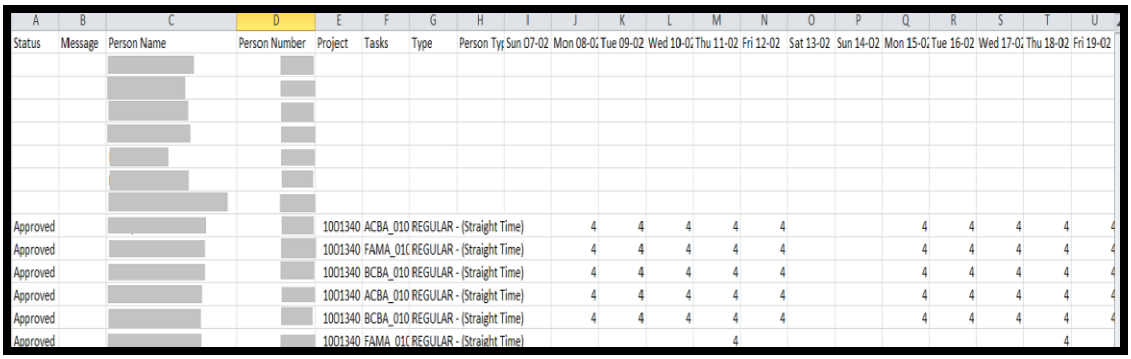
7. Open Excel and find the saved file; change file type to “All Files”



8. Click “Finish” when the Import Wizard Opens (do not change any **parameters**)



9. “Save” the spreadsheet. The timecard is now available in Excel



Status	Message	Person Name	Person Number	Project	Tasks	Type	Person Ty	Sun 07-02	Mon 08-0	Tue 09-02	Wed 10-0	Thu 11-02	Fri 12-02	Sat 13-02	Sun 14-02	Mon 15-0	Tue 16-02	Wed 17-0	Thu 18-02	Fri 19-02
Approved				1001340	ACBA_010	REGULAR - (Straight Time)			4	4	4	4	4			4	4	4	4	4
Approved				1001340	FAMA_01(	REGULAR - (Straight Time)			4	4	4	4	4			4	4	4	4	4
Approved				1001340	BCBA_010	REGULAR - (Straight Time)			4	4	4	4	4			4	4	4	4	4
Approved				1001340	ACBA_010	REGULAR - (Straight Time)			4	4	4	4	4			4	4	4	4	4
Approved				1001340	BCBA_010	REGULAR - (Straight Time)			4	4	4	4	4			4	4	4	4	4
Approved				1001340	FAMA_01(	REGULAR - (Straight Time)						4							4	

Section 10: End-of-Month Processes

End-of-Month (EOM) Processes are established to assist the MTF MEPRS POCs with reviewing DMHRSi data; it is essential MTF MEPRS POCs complete all steps included in the EOM Process

- Payroll reconciles 11 days after the pay period ends
- The DMHRSi Create file; Summary View; Assigned Personnel; Distribute Labor; and Timecard Status Report**, MUST ALL** be ran at the same time for Final processing
- ALL Timecards **MUST** be 100% approved for Final processing

End-of-Month Processing Flow Chart

TASK	**PERFORM TASK**	**COMPLETED Y/N**
1. DOD Employees Missing Payroll Data **This report should be run as soon as Payroll Reconciliation is completed for each pay period	Bi-Weekly Resolve all issues and annotate all errors/comments/corrections on spreadsheet	
2. Army Payroll Validation **This report should be run as soon as Payroll Reconciliation is completed for each pay period	Bi-Weekly Resolve all issues and annotate all errors/comments/corrections made on spreadsheet	
3. Cost Reconciliation Report **This report should be run as soon as Payroll Reconciliation is completed for each pay period	Bi-Weekly Resolve all issues and annotate all errors/comments/corrections on spreadsheet	
4. Distribute Labor Cost (DLC) **DLC should be run as soon as Payroll Reconciliation is completed for each pay period; ** When time is transferred/corrected via batch entry or expenditure entry	Bi-Weekly; as required for end of month processing Resolve all "missing cost rate errors" and annotate all errors/comments/corrections on spreadsheet	
5. DOD batch and Timecard Status Report **All Timecards must show 100% Approved for the processing month Example: If processing June then all timecards for June must show 100% APPROVED	Daily; as required for end of month processing; checking for the following All timecards are in the correct status. (Civilians should be in a submitted status until Payroll Reconciles for the pay period) All employees have the organization and the assignment category populated and a timecard approver assigned	
6. Assigned Personnel Report ** This report is run to validate all data elements for assigned personnel	Monthly; as required for end of month processing Validate all data elements per the End of Month Processing Guide	
7. Comp Time Earned Report ** Run this report to validate Civilian hours with zero cost, on the Summary View report, are due to Comp Time Earned hours	Monthly; as required for end of month processing Comp Time Earned Report is used to verify if Civilians have comp time earned hours reported	

8. EAS Summary View Report ** This report is run to validate all data elements for personnel who have charged time in DMHRSi to the MTF Project Number	Monthly; as required for end of month processing Validate all data elements per the End of Month Processing Guide	
9. Distribute Labor Costs (DLC) ** ALWAYS run this report again throught the last pay period that was received before creating the EAS Create (Inteface) file	Monthly; as required for end of month processing	
10. DOD batch and Timecard Status Report **All Timecards must show 100% Approved for the end of month processing	Monthly Validate all timecards show 100% Approved for the end of month processing	
11. Create the EAS Create (Interface) file **Run Distribute Labor a few minutes before running the EAS Create (Interface) file	Monthly; as required for end of month processing Assigned Personnel Report, Summary View Report, and Distribute Labor Costs must be run at the same time as the EAS Create (Interface) file	

DoD Missing Payroll

This report identifies Civilian employees from all services and Foreign National employees missing DCPS feed payroll data. This worksheet must be run for each pay period as soon as payroll has been received. Payroll is normally imported into DMHRSi approximately 10 days after the end of the pay period. All pay periods affecting the month must be reconciled prior to exporting the file to EAS. Run this report bi-weekly as payroll is reconciled in DMHRSi

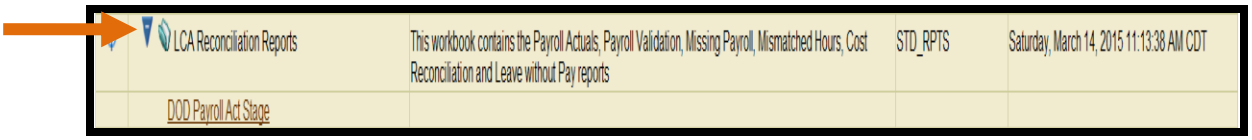
AMPO Business Rule: in the DMHRSi monthly folder, ALWAYS include a workbook for this report with a worksheet for each pay period ending date; NULL results received should be added to the folder

1. Log into DMHRSi

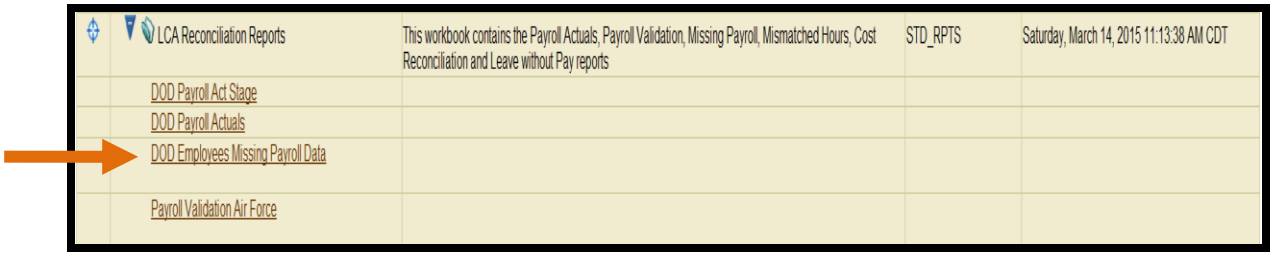
2. Log into “Discoverer Viewer” or ” Plus”

3. Use “DMHRSi LCA Exception Manager Role”

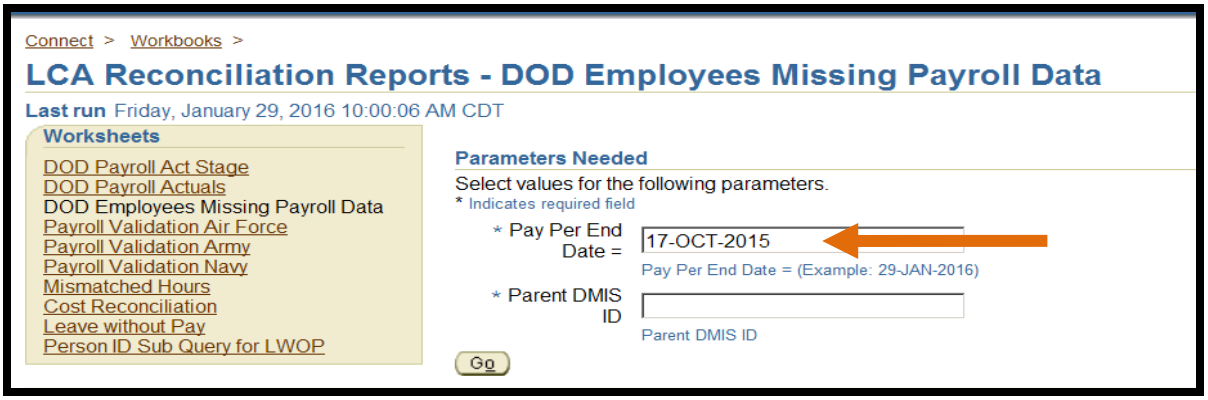
4. Open the “LCA Reconciliation Reports” workbook by clicking on the blue arrow next to the workbook name



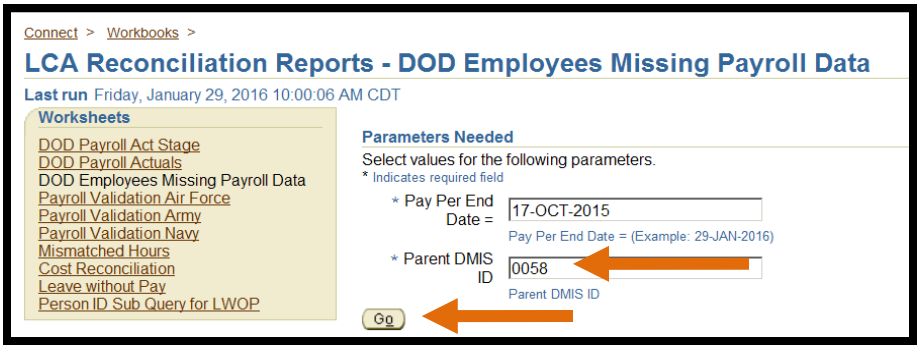
5. Click “DOD Employees Missing Payroll Data”



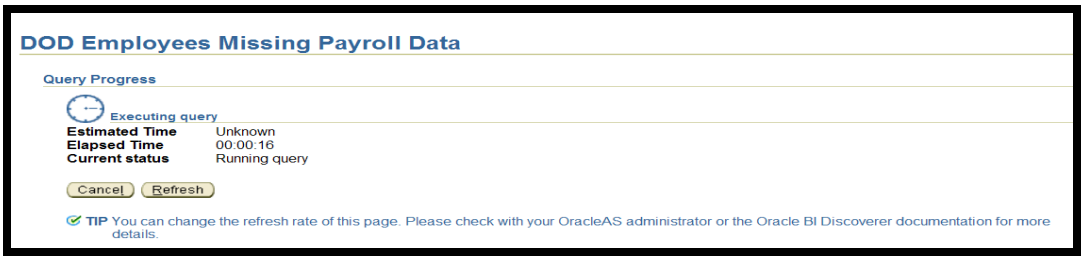
6. Enter “Pay Period End Date” in DD-MON-YYYY format for the requested data



7. Enter “Parent DMIS ID” then click “Go”



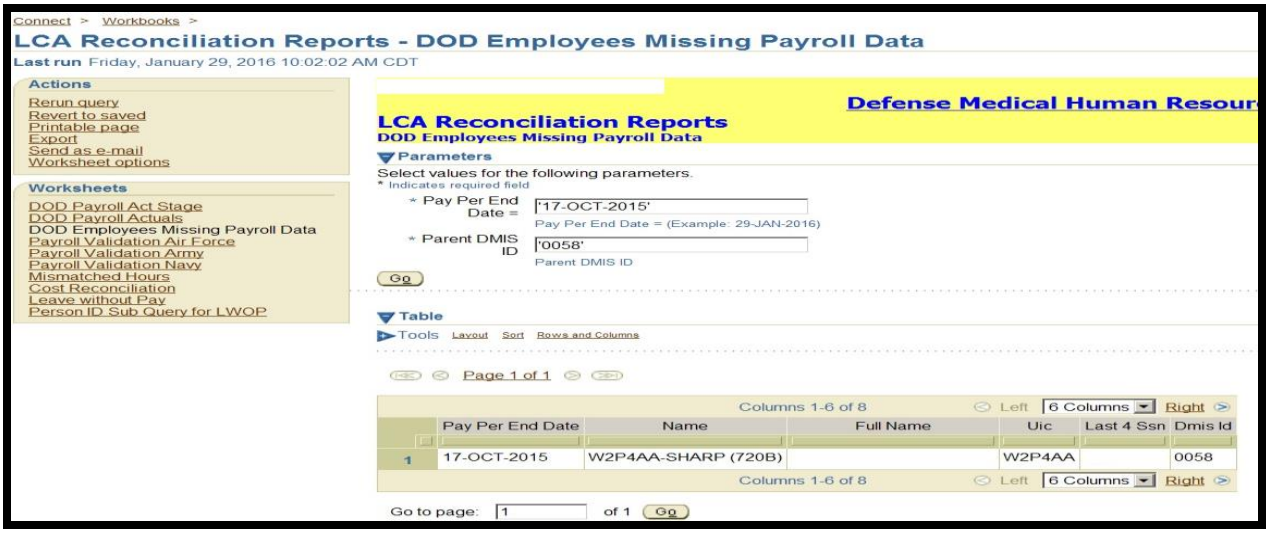
8. The workbook “Query Progress” page displays while the query is processing. Be patient while the report runs



9. If no results return, either the “Pay Period End” date was not entered accurately (verify date) or everyone that should have received payroll did. When the latter occurs, annotate this information on the DoD Employees Missing Payroll worksheet in the DMHRSi monthly folder

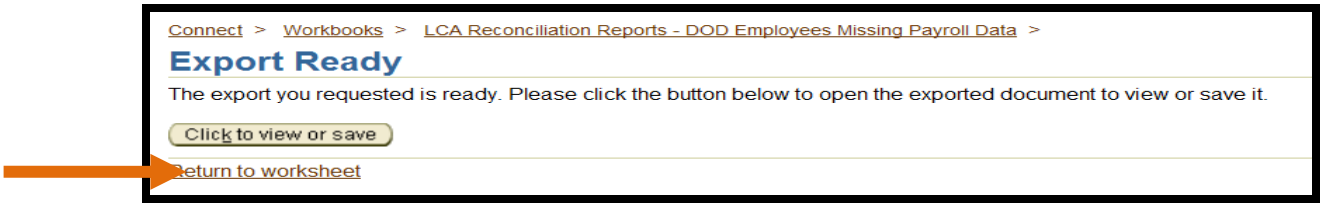
NOTE: *Missing Payroll errors must be corrected before completing the EOM processing*

10. Click “Export”



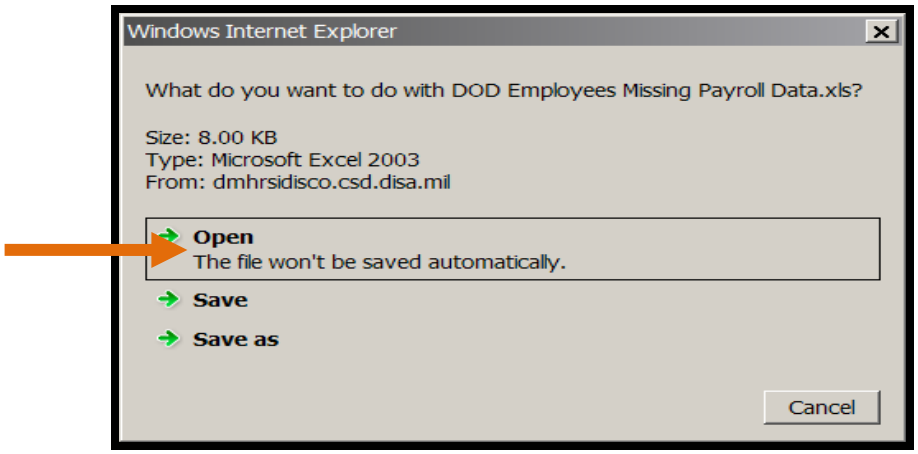
11. Click the down arrow and select “Microsoft Excel Workbook” then “Export”

12. Click “Click to view or save”

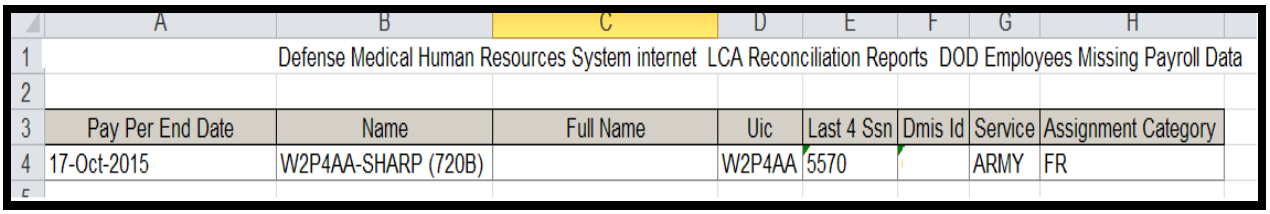


13. Click “Open”

NOTE: *Open the report, do not save ; there have been problems with the reports when saving the report before open*



14. The missing payroll populates in Excel; add a “Comment” column



	A	B	C	D	E	F	G	H
1		Defense Medical Human Resources System internet LCA Reconciliation Reports DOD Employees Missing Payroll Data						
2								
3	Pay Per End Date	Name	Full Name	Uic	Last 4 Ssn	Dmis Id	Service	Assignment Category
4	17-Oct-2015	W2P4AA-SHARP (720B)		W2P4AA	5570		ARMY	FR

- Each discrepancy must be researched and the corrective action MUST BE annotated in the “Comment” column for each entry

15. Save in the monthly DMHRSi processing file

NOTE: *<u>This report does not refresh</u>. Once results are received, discrepancies must be researched and annotate corrective actions taken. Again, this report does not refresh, once corrective actions have been annotated, the report does not need to be rerun as the same results will return*

Resolving Missing Payroll Discrepancies

Resolving common errors:

- An employee’s record was manually entered, which must be done until the source system feeds the records in, and an incorrect social security number (SSN) was entered. DCPS payroll comes into DMHRSi and looks for matching SSNs. This report shows the records did not find a matching SSN in the payroll feed. The corrective action is to

correct the SSN, note the action taken on DMHRSi monthly worksheet in the "Comment" column and manually enter a cost rate **(AMPO approval is REQUIRED to enter cost rate)**

- An employee is still listed as being employed at the MTF in DMHRSi, although they have already resigned or retired. Corrective action: contact your human resources or manpower POC for assistance and note the action taken on the DMHRSi monthly worksheet in the "Comment" column

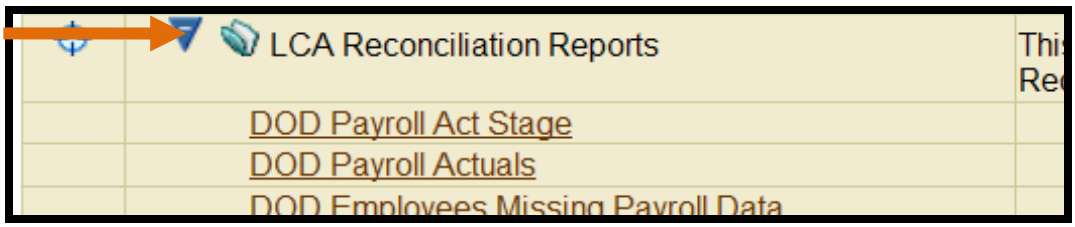
Payroll Validation

Payroll validation displays employees with payroll in the DCPS feed that are not found in DMHRSi; or employees that have a pay code in the feed not found on the DMHRSi/DCPS mapping Table. This process must be run for each pay period that affects the month being processed. Run it bi-weekly as payroll is received in DMHRSi. Any discrepancies found must be reconciled prior to exporting the file to EAS. This report does not refresh. When payroll comes into DMHRSi, the system generates the report results; when users make corrections to the personnel data, each time the report is run for the same pay period, the results remain the same. A workbook with a worksheet for each Pay Period Ending date must be added to the monthly DMHRSi folder showing discrepancies or "no discrepancies"; with noted corrective actions taken in the "Comment" column

1. Open "Discoverer Viewer"

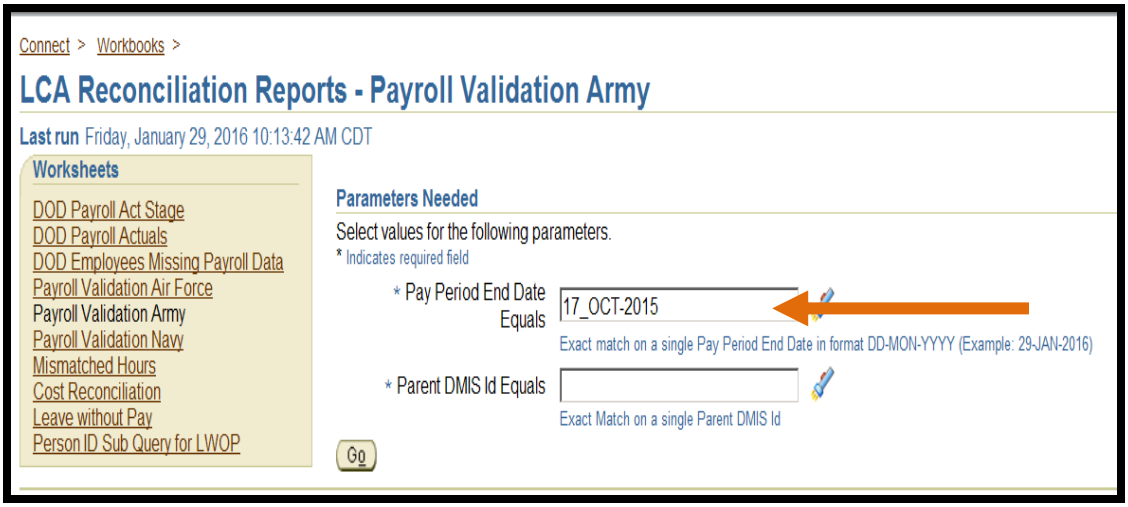
2. Use "Exception Manager Role"

3. Open "LCA Reconciliation Reports"

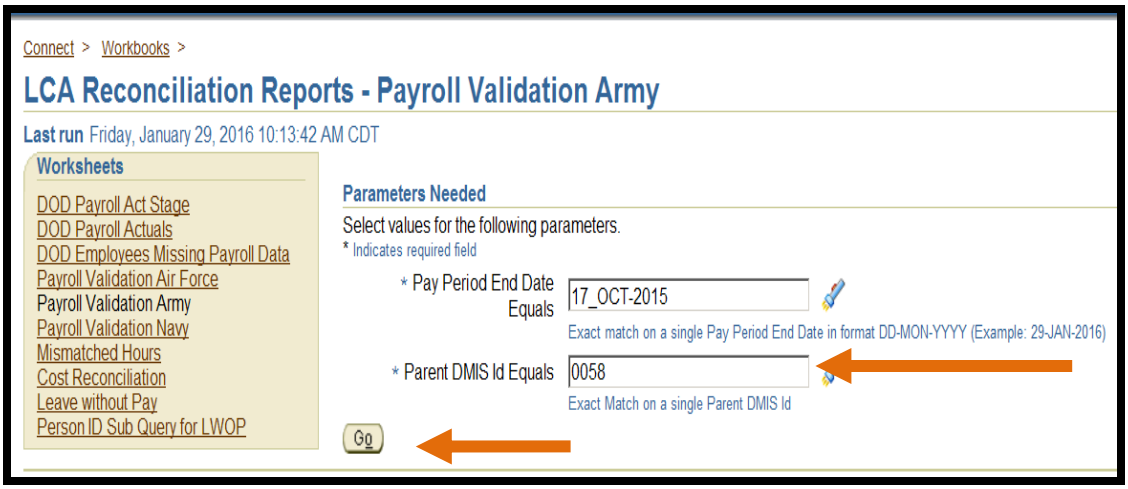


4. Open "Payroll Validation Army"

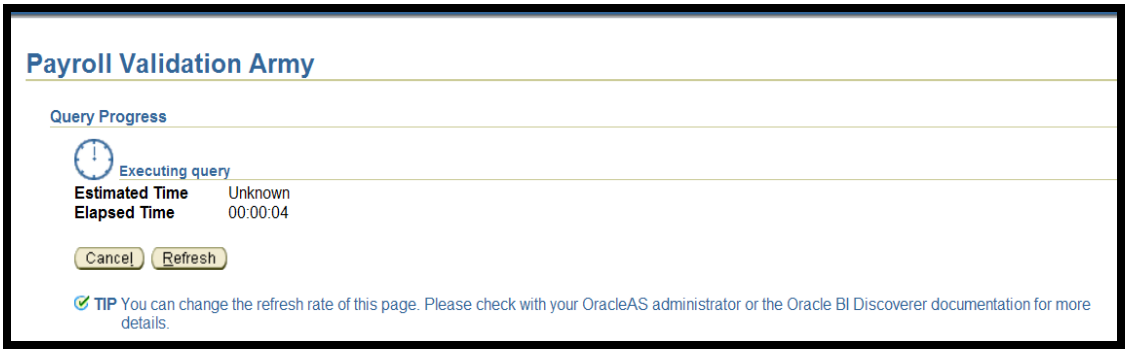
5. Enter Pay Period End Date in DD-MON-YYYY (UPPERCASE) format



6. Enter "Parent DMIS ID", then click "Go"

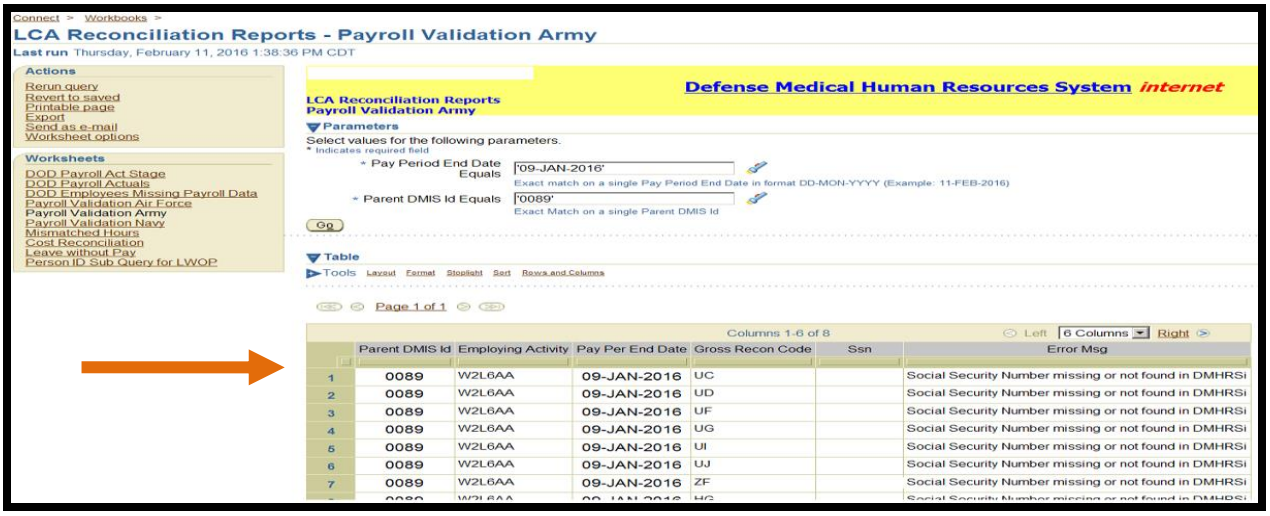


7. The query is processing; be patient while report runs



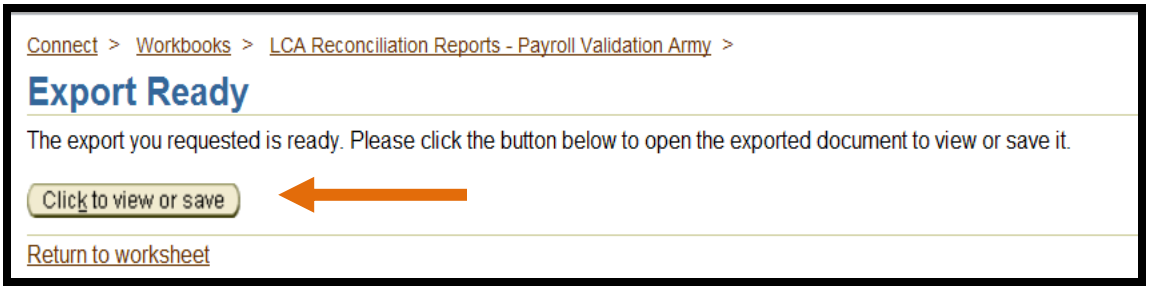
8. For reports with no discrepancies, make a copy of the results and save it in the monthly processing file. Reports with no discrepancies indicate social security numbers and pay codes in the DCPS file matched against the DMHRSi records

9. When discrepancies show up they must be corrected; "Export" to an "Excel" spreadsheet



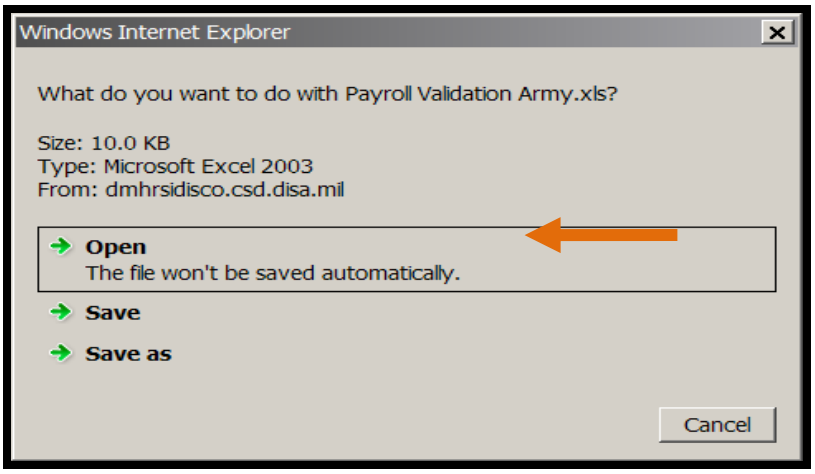
10. Click the down arrow, select "Microsoft Excel Workbook" then click "Export"

11. Select “Click to view or save”

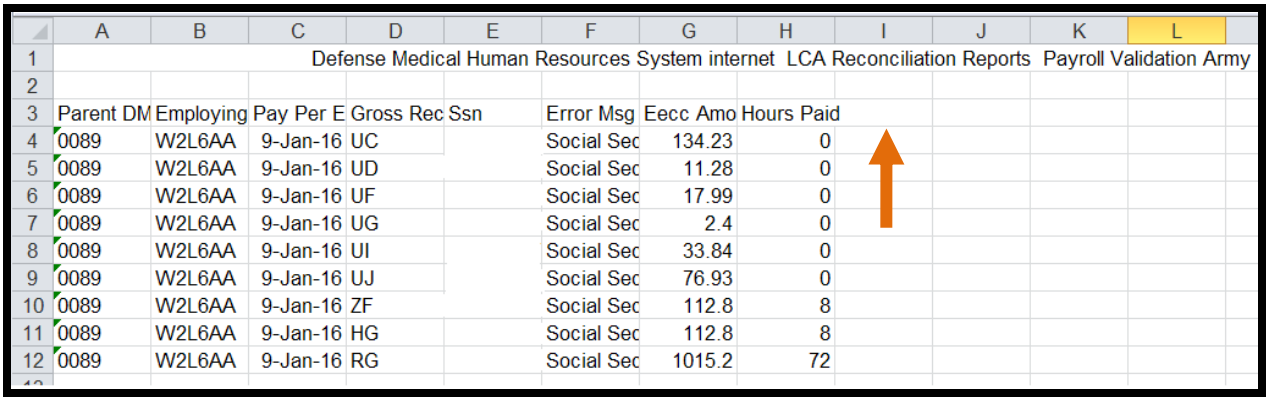


12. Click “Open"

NOTE: *Open the report, do not save ; there have been problems with the reports when saving the report before open*



13. The missing payroll populates in Excel; add a “Comment” column for corrective actions taken



	A	B	C	D	E	F	G	H	I	J	K	L
1					Defense Medical Human Resources System internet LCA Reconciliation Reports Payroll Validation Army							
2												
3	Parent DM	Employing	Pay Per E	Gross Rec	Ssn	Error Msg	Eecc Amo	Hours Paid				
4	0089	W2L6AA	9-Jan-16	UC		Social Sec	134.23	0				
5	0089	W2L6AA	9-Jan-16	UD		Social Sec	11.28	0				
6	0089	W2L6AA	9-Jan-16	UF		Social Sec	17.99	0				
7	0089	W2L6AA	9-Jan-16	UG		Social Sec	2.4	0				
8	0089	W2L6AA	9-Jan-16	UI		Social Sec	33.84	0				
9	0089	W2L6AA	9-Jan-16	UJ		Social Sec	76.93	0				
10	0089	W2L6AA	9-Jan-16	ZF		Social Sec	112.8	8				
11	0089	W2L6AA	9-Jan-16	HG		Social Sec	112.8	8				
12	0089	W2L6AA	9-Jan-16	RG		Social Sec	1015.2	72				

14. Save to the DMHRSi monthly processing folder

Resolving Payroll Validation Discrepancies

Resolving Common Errors:

- Discrepancy – Employees in the DCPS feed that do not have a corresponding employee record in DMHRSi. The employee must be entered in DMHRSi when the payroll is validated. When this error is received, coordinate with the local HR or Manpower personnel to determine why the employee is not listed in DMHRSi so they can take corrective action prior to the EAS monthly processing
- Discrepancy - Pay codes in the DCPS feed that are not in DMHRSi generate errors. The missing Pay Codes should be reported to AMPO immediately so corrective action can be taken to load the code into DMHRSi. A cost rate must be entered for missing pay codes **(**AMPO approval is required to add a cost rate)

Cost Reconciliation

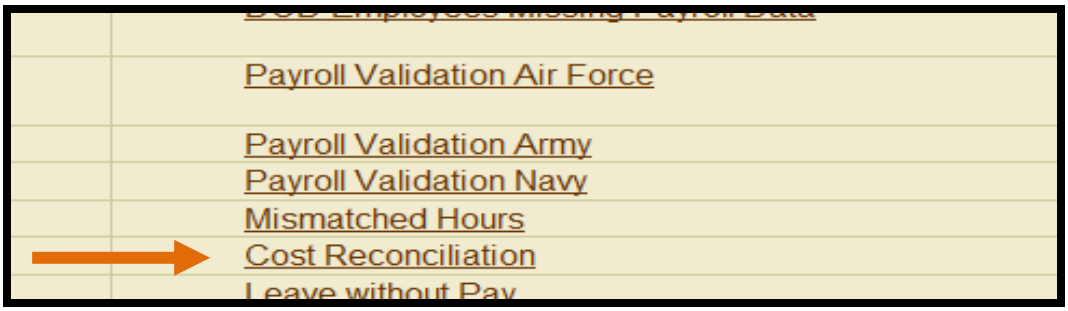
Cost Reconciliation compares the hours and costs in DCPS (civilian payroll system) with the hours and costs entered in DMHRSi. Payroll corrections made in DCPS flow into DMHRSi and may cause the employee's record to reflect discrepancies on the Cost Reconciliation Report. AMPO policy is all hours must balance within $1.00. Save monthly Cost Reconciliation Report in the monthly DMHRSi folder.

1. Log into "Discoverer Viewer"

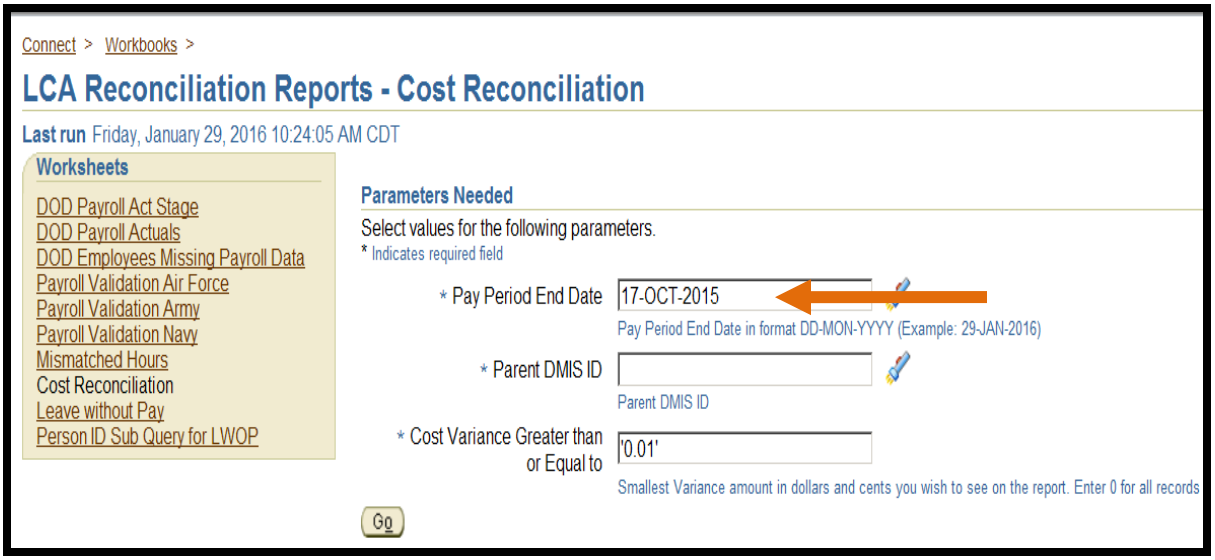
2. Use "Exception Manager Role"

3. Open "LCA Reconciliation Report"

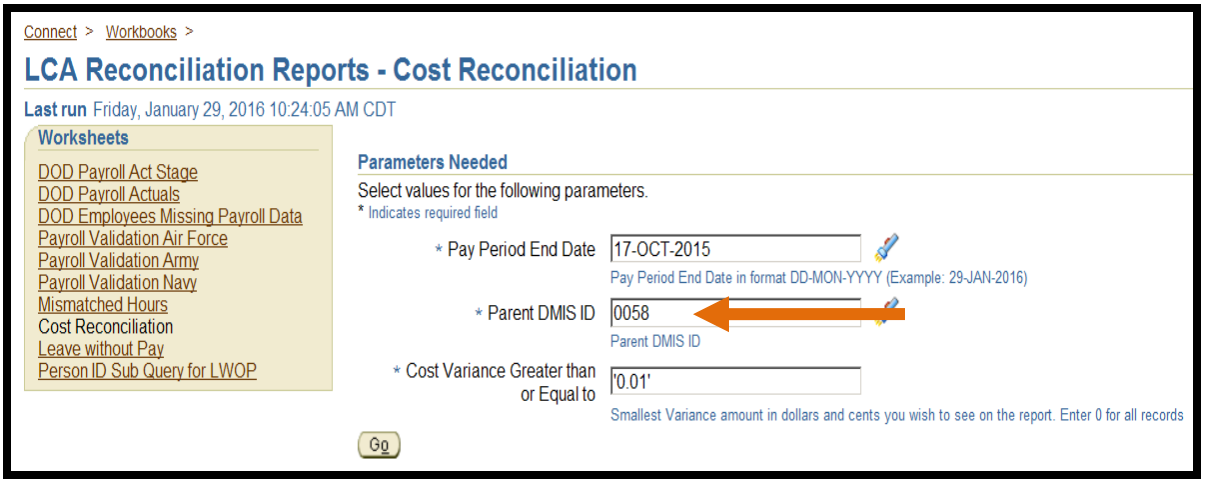
4. Open "Cost Reconciliation"



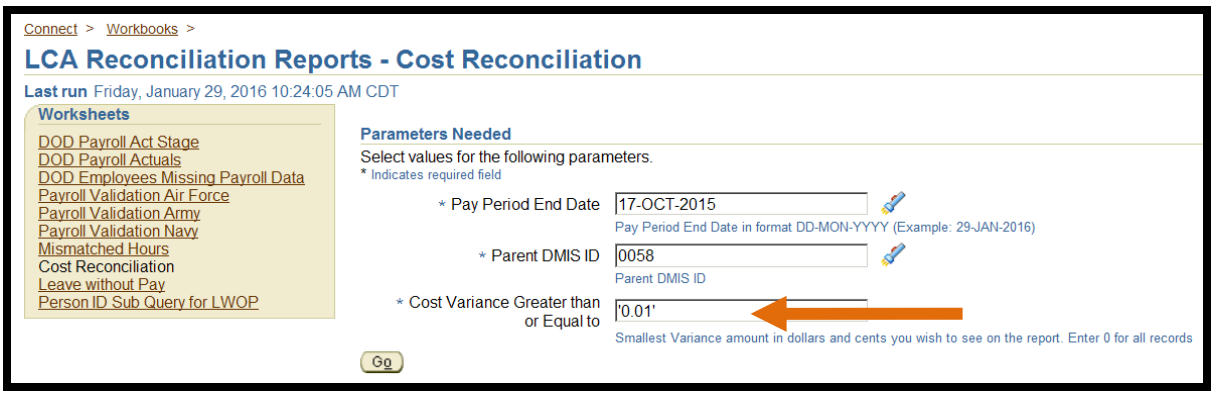
5. Enter “Pay Period End Date” in DD-MON-YYYY format



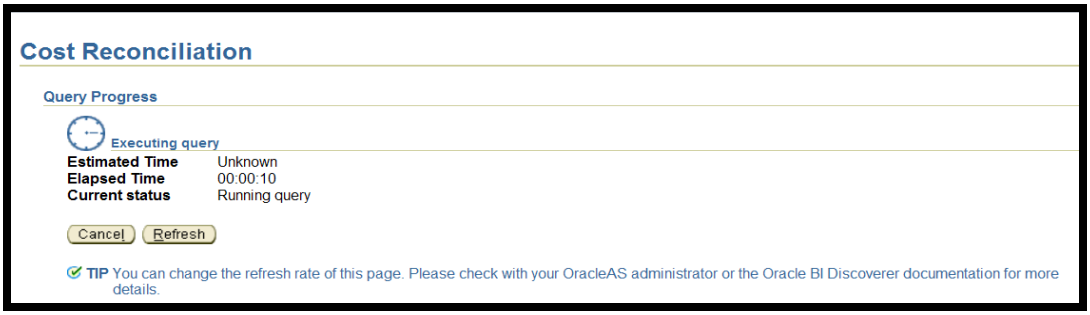
6. Enter “Parent DMIS ID”



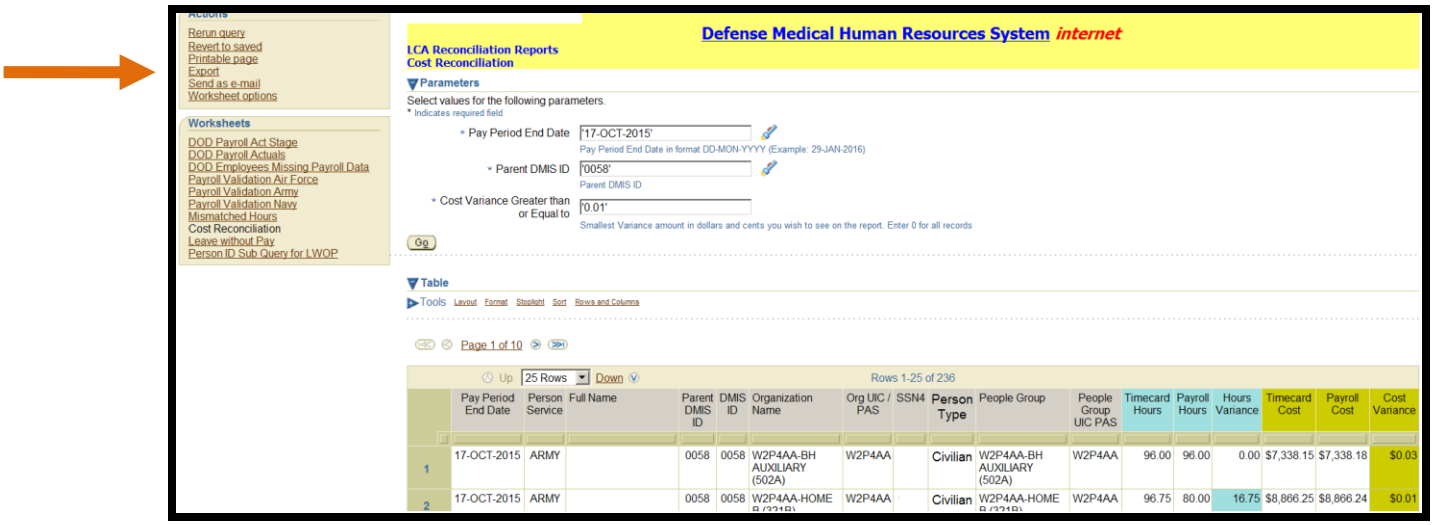
7. Leave “Cost Variance Greater Than or Equal to” as 0.01; click “GO”



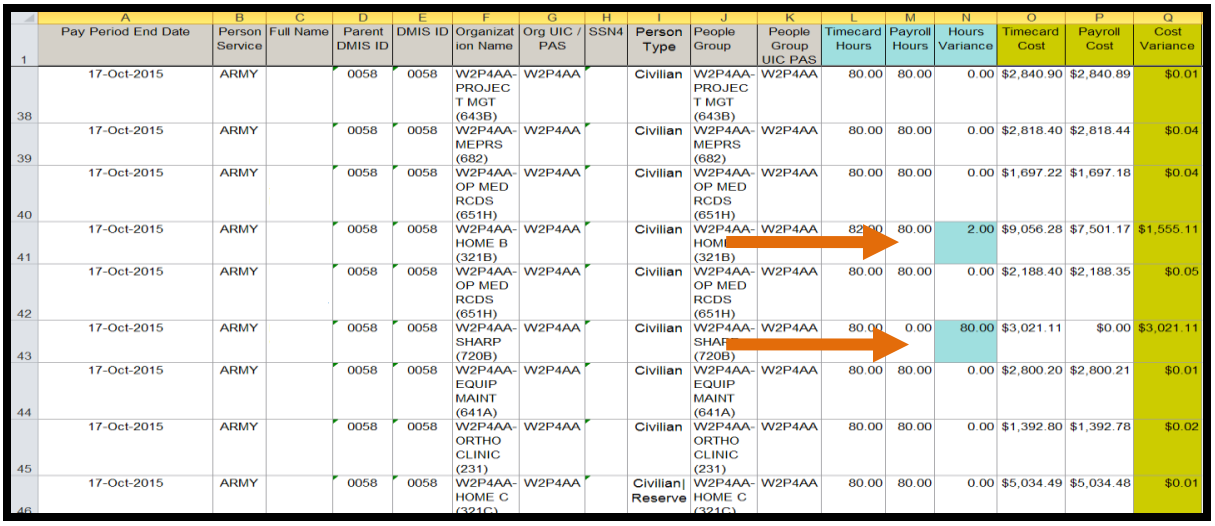
8. The clock indicates the query is being processed; be patient as report runs



9. "Export" the report to "Excel"



10. Review and analyze the "Cost Reconciliation Report"; differences in column "N": Hours Variance and column "Q": Cost Variance greater than $1.00 must be explained or corrected



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Pay Period End Date	Person Service	Full Name	Parent DMIS ID	DMIS ID	Organization Name	Org UIC / PAS	SSN4	Person Type	People Group	People Group UIC PAS	Timecard Hours	Payroll Hours	Hours Variance	Timecard Cost	Payroll Cost	Cost Variance
38	17-Oct-2015	ARMY		0058	0058	W2P4AA-PROJECT MGT (643B)	W2P4AA		Civilian	W2P4AA-PROJECT MGT (643B)	W2P4AA	80.00	80.00	0.00	$2,840.90	$2,840.89	$0.01
39	17-Oct-2015	ARMY		0058	0058	W2P4AA-MEPRS (682)	W2P4AA		Civilian	W2P4AA-MEPRS (682)	W2P4AA	80.00	80.00	0.00	$2,818.40	$2,818.44	$0.04
40	17-Oct-2015	ARMY		0058	0058	W2P4AA-OP MED RCDS (651H)	W2P4AA		Civilian	W2P4AA-OP MED RCDS (651H)	W2P4AA	80.00	80.00	0.00	$1,697.22	$1,697.18	$0.04
41	17-Oct-2015	ARMY		0058	0058	W2P4AA-HOME B (321B)	W2P4AA		Civilian	W2P4AA-HOME B (321B)	W2P4AA	82.00	80.00	2.00	$9,056.28	$7,501.17	$1,555.11
42	17-Oct-2015	ARMY		0058	0058	W2P4AA-OP MED RCDS (651H)	W2P4AA		Civilian	W2P4AA-OP MED RCDS (651H)	W2P4AA	80.00	80.00	0.00	$2,188.40	$2,188.35	$0.05
43	17-Oct-2015	ARMY		0058	0058	W2P4AA-SHARP (720B)	W2P4AA		Civilian	W2P4AA-SHARP (720B)	W2P4AA	80.00	0.00	80.00	$3,021.11	$0.00	$3,021.11
44	17-Oct-2015	ARMY		0058	0058	W2P4AA-EQUIP MAINT (641A)	W2P4AA		Civilian	W2P4AA-EQUIP MAINT (641A)	W2P4AA	80.00	80.00	0.00	$2,800.20	$2,800.21	$0.01
45	17-Oct-2015	ARMY		0058	0058	W2P4AA-ORTHO CLINIC (231)	W2P4AA		Civilian	W2P4AA-ORTHO CLINIC (231)	W2P4AA	80.00	80.00	0.00	$1,392.80	$1,392.78	$0.02
46	17-Oct-2015	ARMY		0058	0058	W2P4AA-HOME C (321C)	W2P4AA		Civilian| Reserve	W2P4AA-HOME C (321C)	W2P4AA	80.00	80.00	0.00	$5,034.49	$5,034.48	$0.01

11. Document corrections to the discrepancies on the Excel spreadsheet comments column then save the report in monthly DMHRSi processing folder

Resolving Cost Reconciliation Discrepancies

Possible Reasons for Cost Differences:

- Employees with a SUOC of 0602 and 0680 are allowed to enter all of their available hours in DMHRSi even if it does not match what is in DCPS; however, their non-available time must match. When employee's "Timecard Hours" are greater than "Payroll Hours" research to see if the employee's SUOC is 0602 or 0680 before making corrections to DMHRSi
- Distribute Labor Costs was not run for the entire month on the employee
- A payroll correction came into the system after payroll was approved
- The number and type of hours entered via expenditure batch was incorrect
- There was a paycode in DCPS not in DMRHSi

Correctioning Hours/Costs:

- Run payroll actuals for the employee and compare number of hours entered, to the timecard type of hours entered
- When hours match but cost is missing or incorrect, go into expenditure inquiry, re-flag the employee record for costing then run "Distribute Labor Cost" on that employee

DoD Payroll Actuals

The DoD Payroll Actuals report reflects data as it was fed from DCPS and formatted into DMHRSi

1. The employees SSN is required

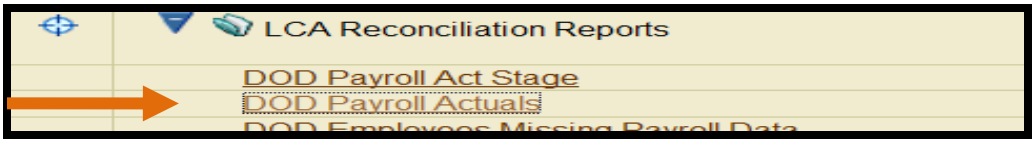
2. Log into DMHRSi

3. Log into "Discoverer Viewer"

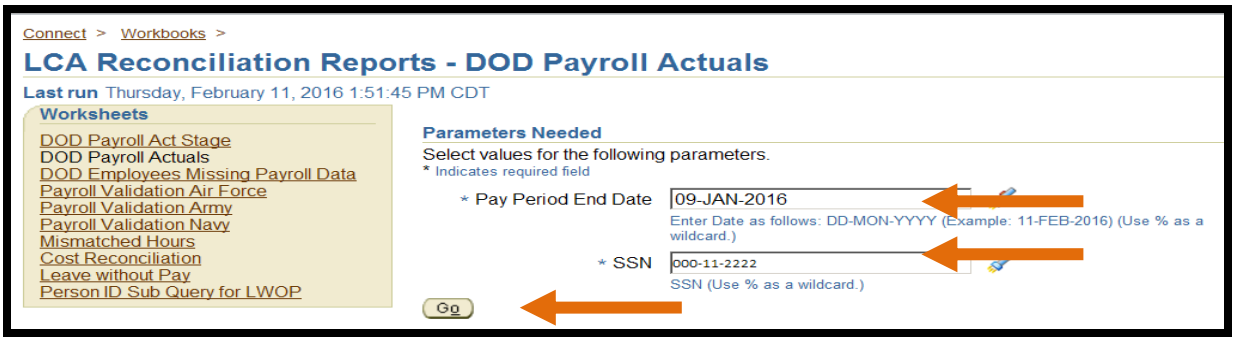
4. Use "Exception Manager Role"

5. Open "LCA Reconciliation Reports"

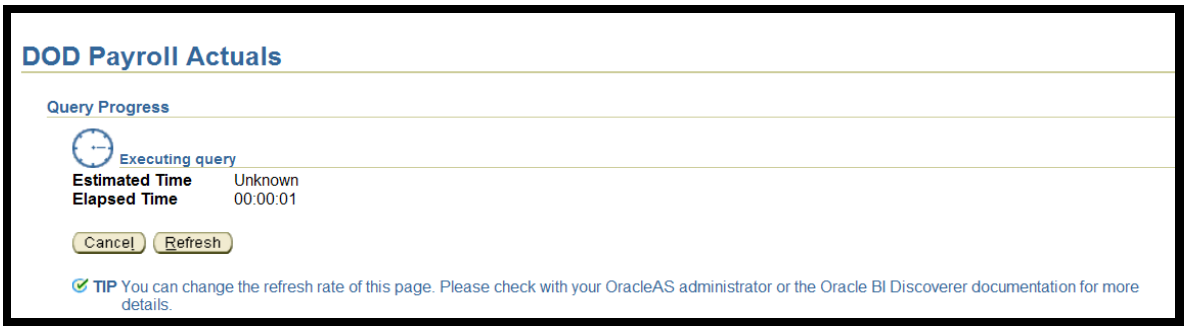
6. Open “DoD Payroll Actuals” report



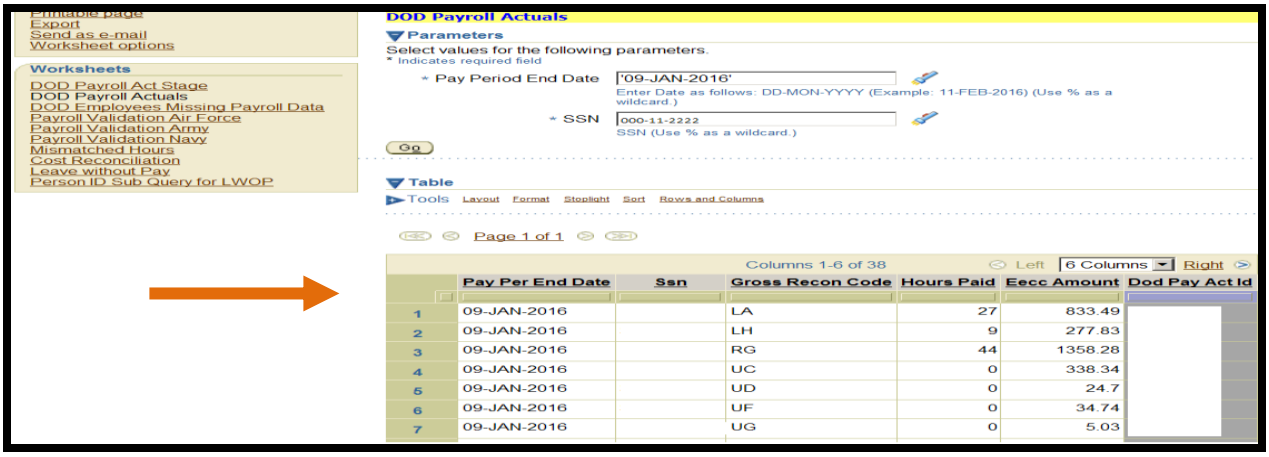
7. Add “Parameters” and click “Go”



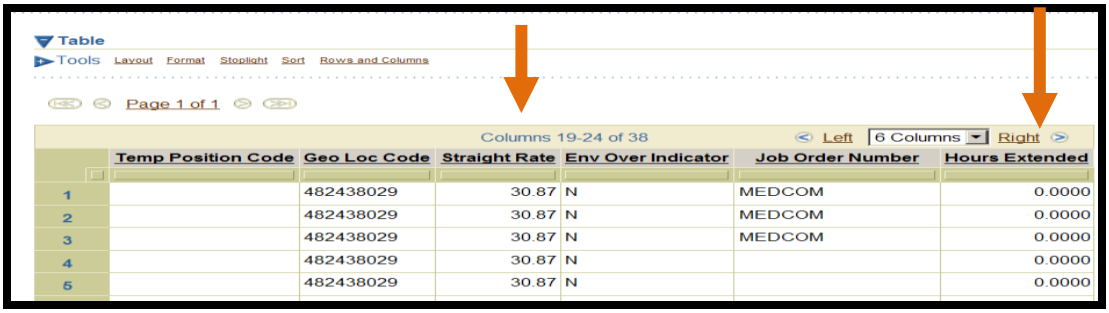
8. The clock indicated the query is processing; be patient as report runs



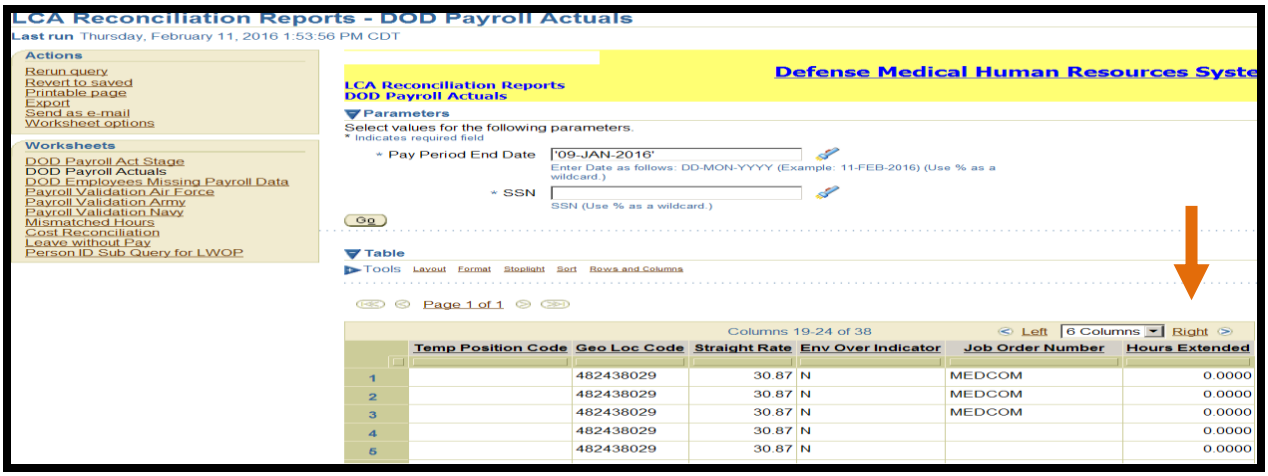
9. The “Payroll Actual” report opens



10. To find an employee's hourly rate click "Right" to the "Straight Rate" column; this rate consists of base salary and extras associated with the employee's pay, i.e. health insurance, bonuses, TSP, etc.

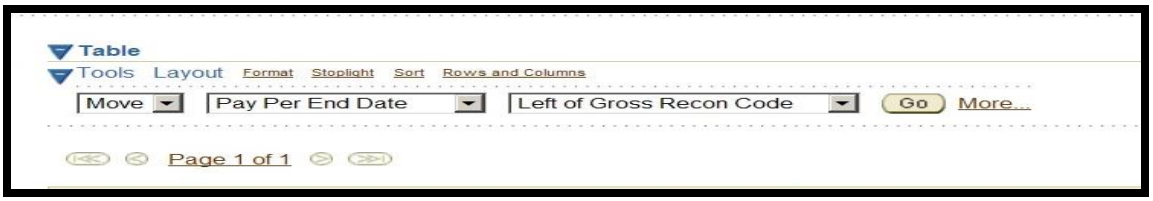


11. Employees comp time earned hours can be found by clicking "Right" to the "Hours Extended" column

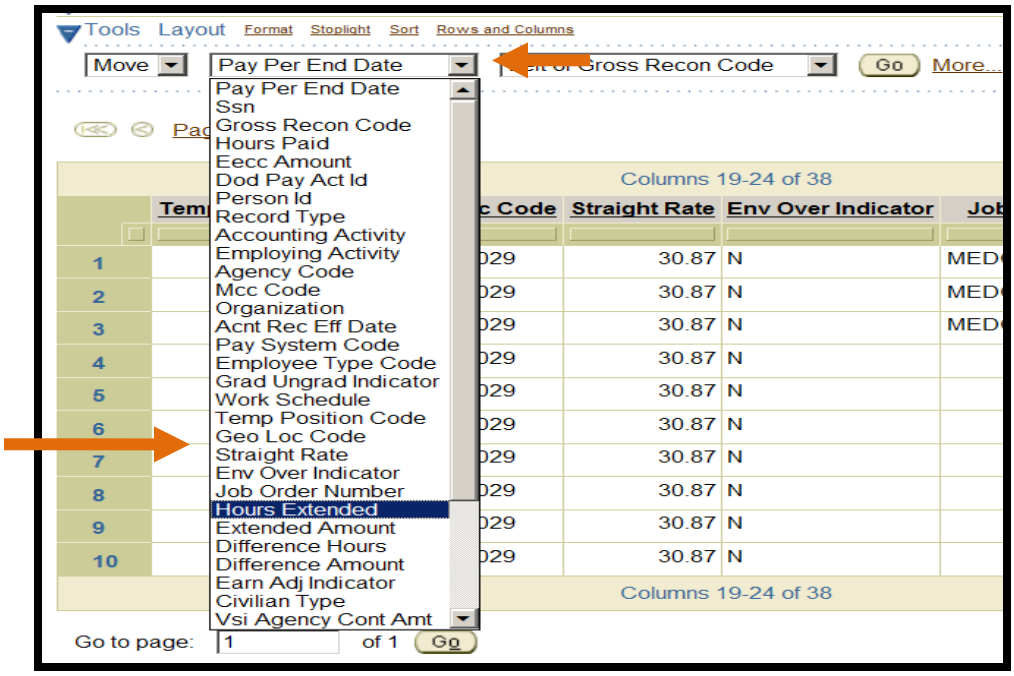


12. The report can be reformatted by clicking on "Layout"

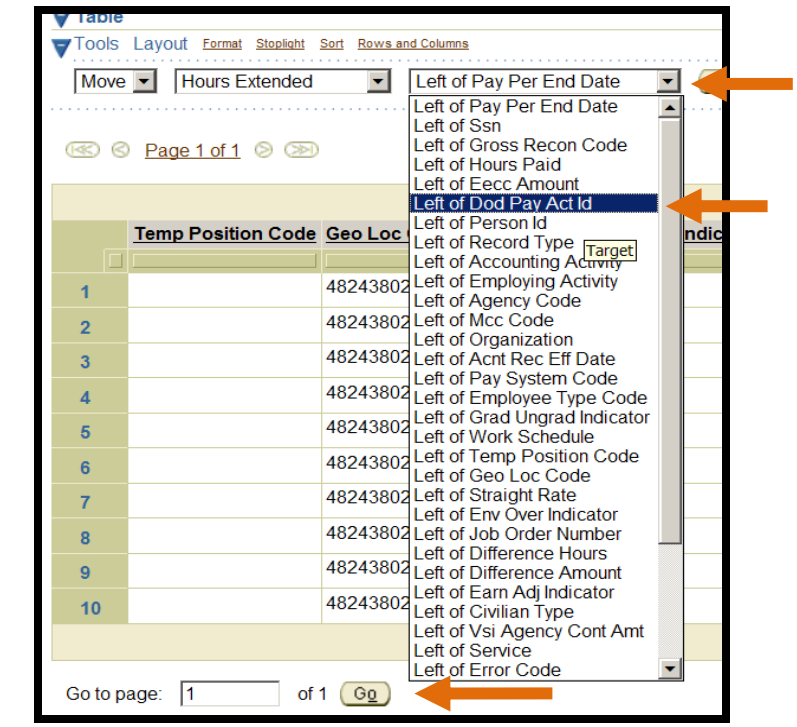
13. Drop down menus will open



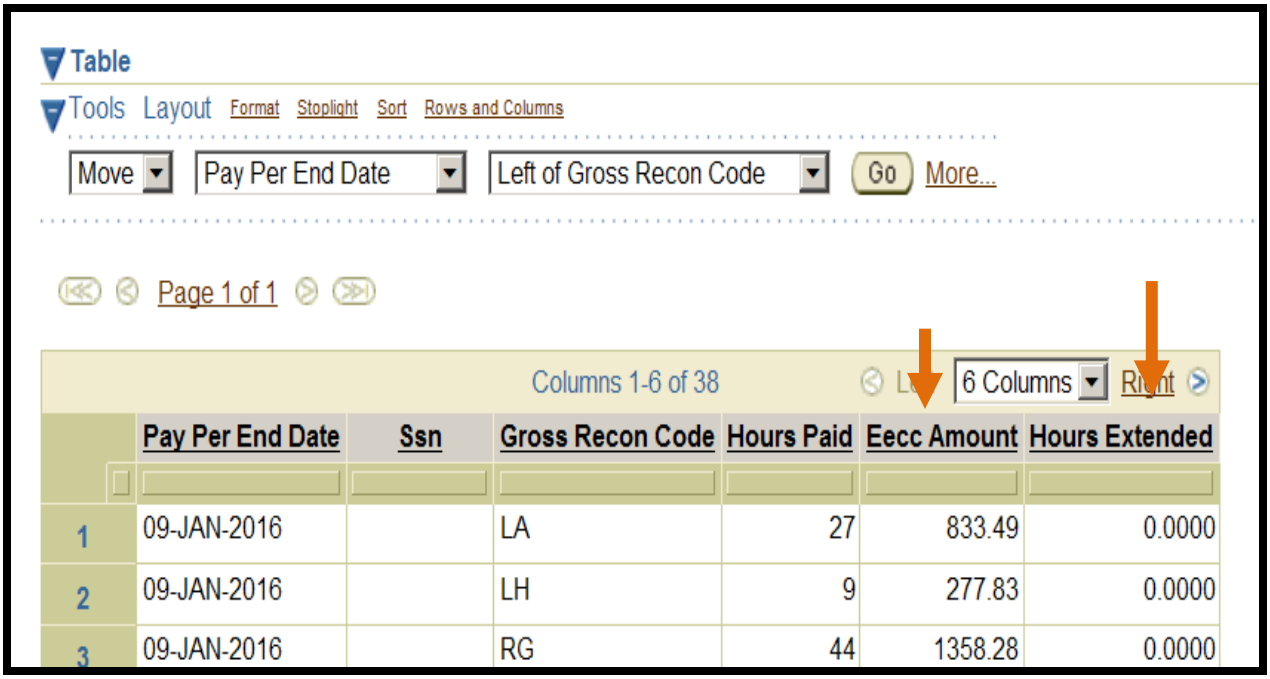
14. Click the second drop down arrow and select the column to be moved, for example to move the “Hours Extended” column to the beginning of the report, click on “Hours Extended”



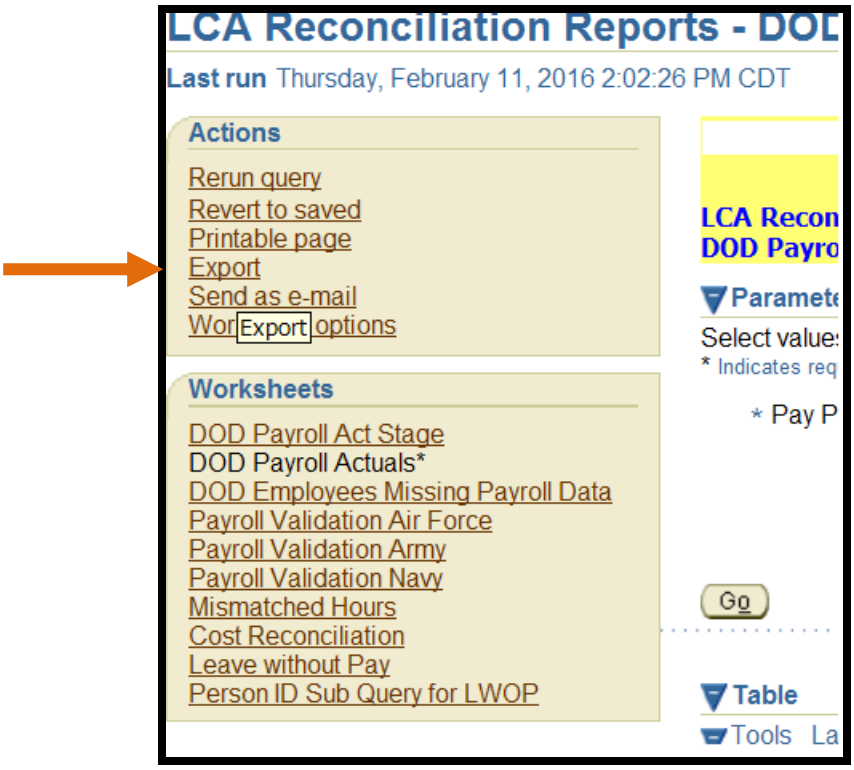
15. Click the third drop down arrow to choose the location where the selection should be moved to; in this case move to the “Left of Dod Pay Act Id”, then click “Go”



16. The “Hours Extended” column is now by the “Eecc Amount”

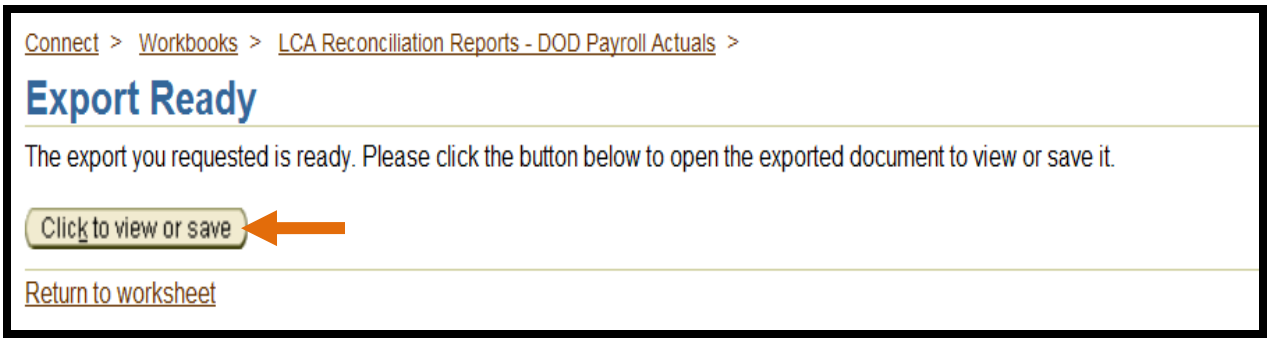


17. This report can be Exported to Excel by clicking ”Export”

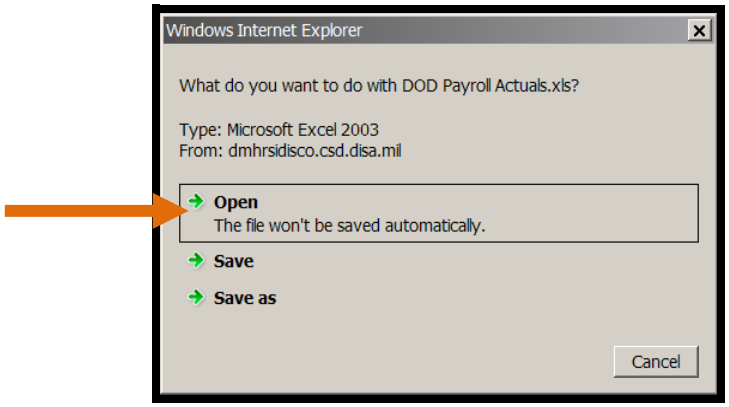


18. Click the drop down arrow and select “Microsoft Excel Workbook”, then click “Export”

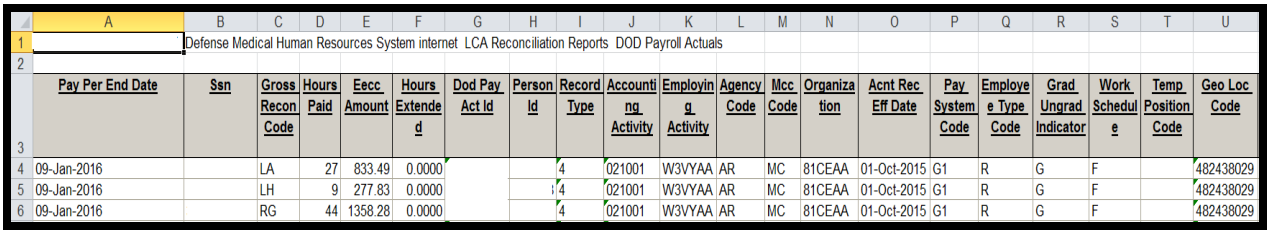
19. Select “Click to view or save”



20. Click ”Open”



21. The report opens in an excel spreadsheet



Defense Medical Human Resources System internet LCA Reconciliation Reports DOD Payroll Actuals

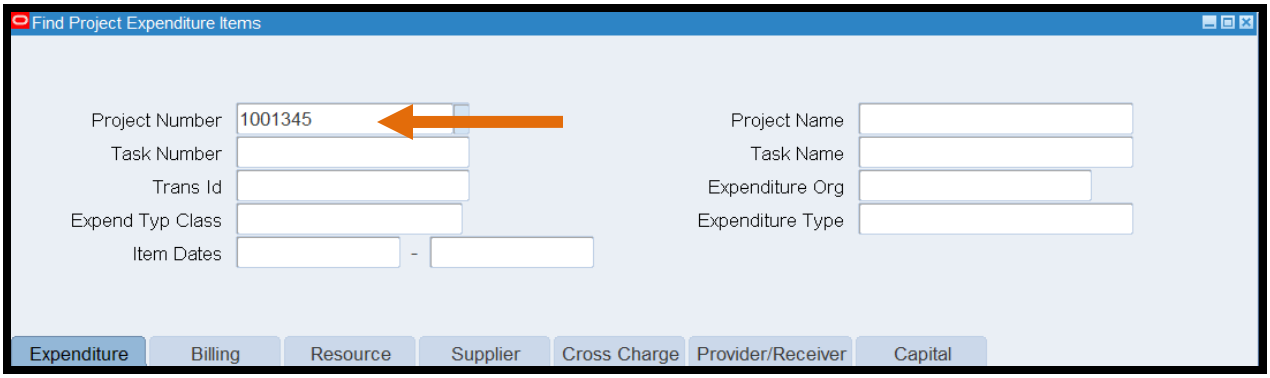
Pay Per End Date	Ssn	Gross Recon Code	Hours Paid	Eecc Amount	Hours Extended	Dod Pay Act Id	Person Id	Record Type	Accounting Activity	Employing Activity	Agency Code	Mcc Code	Organization	Acnt Rec Eff Date	Pay System Code	Employee Type Code	Grad Ungrad Indicator	Work Schedule	Temp Position Code	Geo Loc Code
09-Jan-2016		LA	27	833.49	0.0000			4	021001	W3VYAA	AR	MC	81CEAA	01-Oct-2015	G1	R	G	F		482438029
09-Jan-2016		LH	9	277.83	0.0000			4	021001	W3VYAA	AR	MC	81CEAA	01-Oct-2015	G1	R	G	F		482438029
09-Jan-2016		RG	44	1358.28	0.0000			4	021001	W3VYAA	AR	MC	81CEAA	01-Oct-2015	G1	R	G	F		482438029

COMP TIME EARNED Report

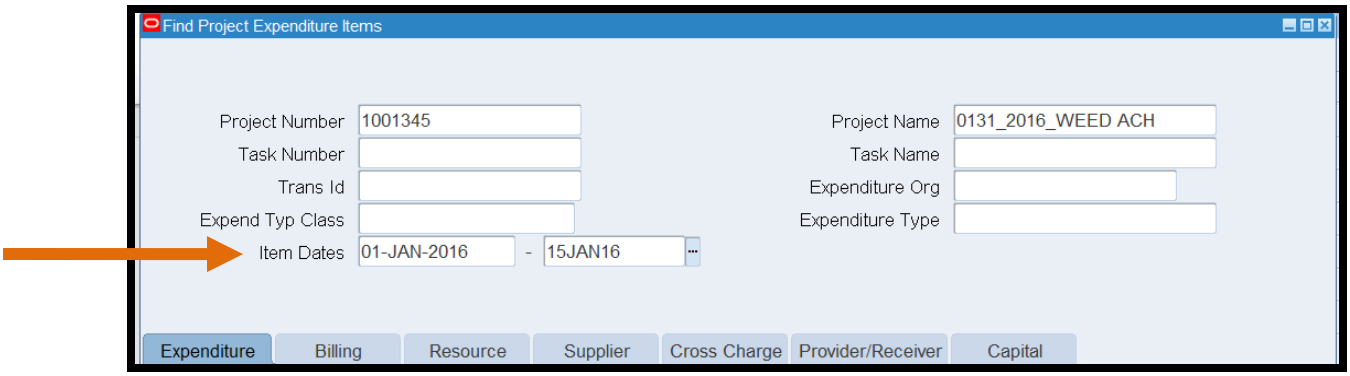
1. Log into DMHRSi

2. Click “DMHRSi LCA Exceptions Manager” then “Project” under “Expenditures: Expenditure Inquiry”

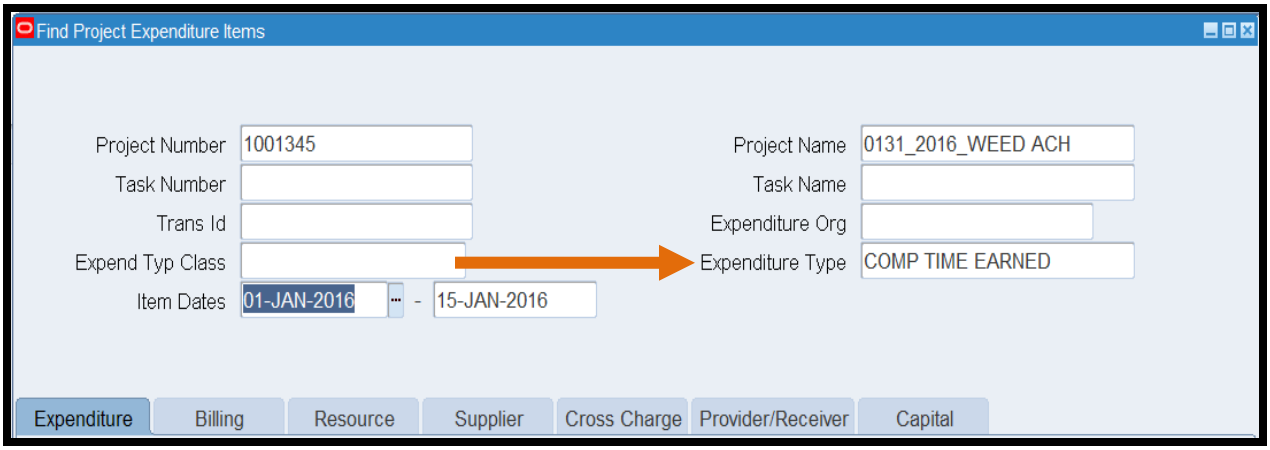
3. “Find Project Expenditure Items” screen opens; enter the “Project Number”



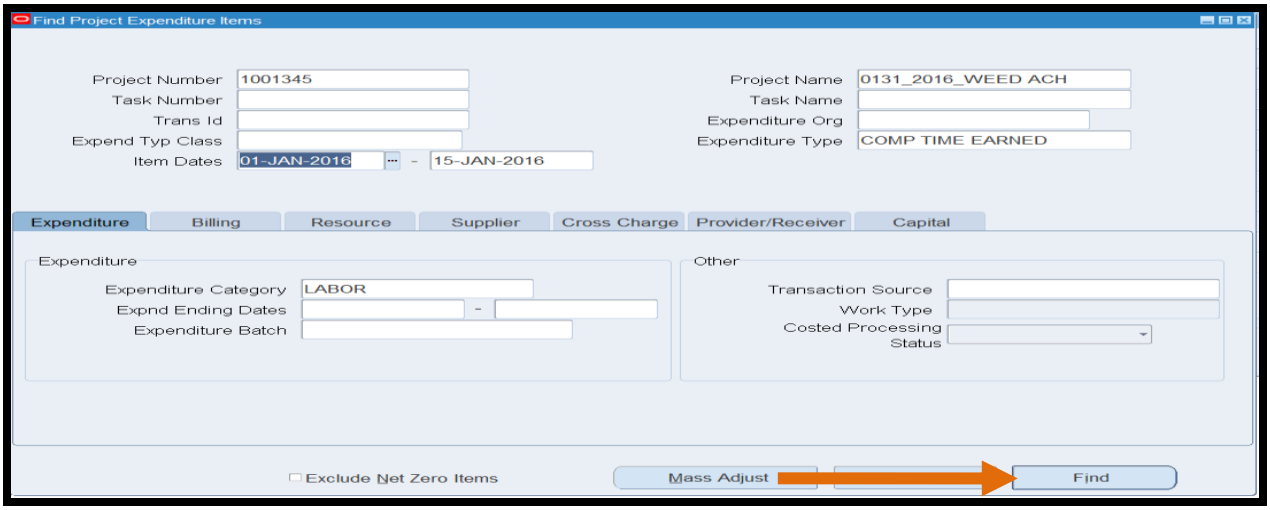
4. Enter “Item Dates”



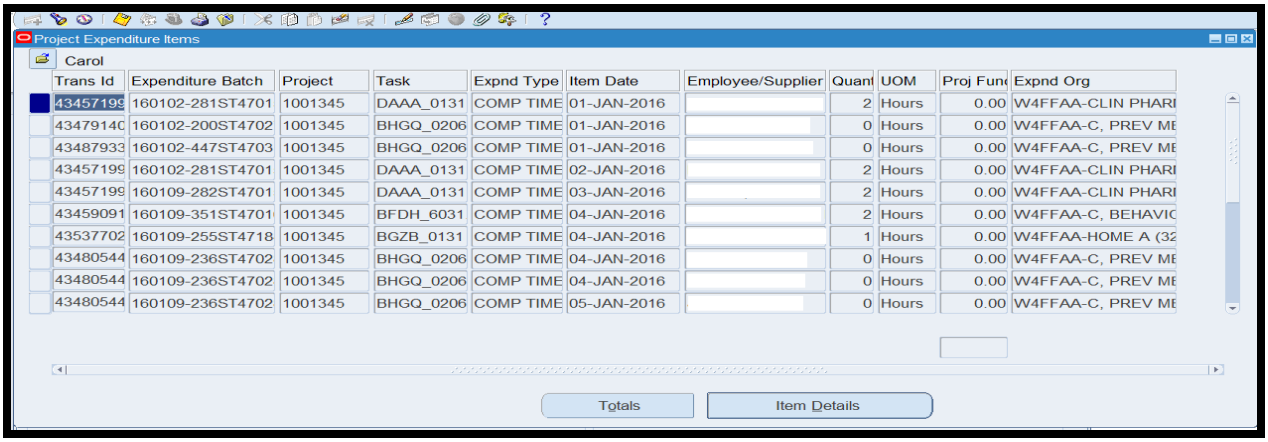
5. Enter “Expenditure Type”



6. Click “Find”; be patient while the report runs

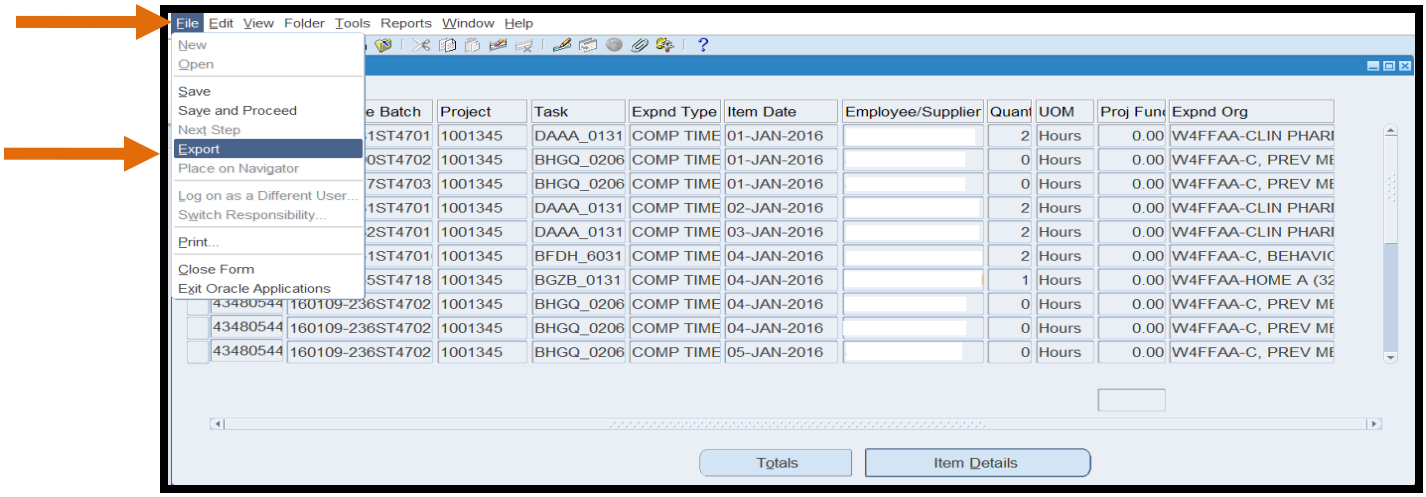


7. The report populates in the “Project Expenditure Items” screen



Trans Id	Expenditure Batch	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quant	UOM	Proj Fun	Expnd Org
43457199	160102-281ST4701	1001345	DAAA_0131	COMP TIME	01-JAN-2016		2	Hours	0.00	W4FFAA-CLIN PHARI
43479140	160102-200ST4702	1001345	BHGQ_0206	COMP TIME	01-JAN-2016		0	Hours	0.00	W4FFAA-C, PREV ME
43487933	160102-447ST4703	1001345	BHGQ_0206	COMP TIME	01-JAN-2016		0	Hours	0.00	W4FFAA-C, PREV ME
43457199	160102-281ST4701	1001345	DAAA_0131	COMP TIME	02-JAN-2016		2	Hours	0.00	W4FFAA-CLIN PHARI
43457199	160109-282ST4701	1001345	DAAA_0131	COMP TIME	03-JAN-2016		2	Hours	0.00	W4FFAA-CLIN PHARI
43459091	160109-351ST4701	1001345	BFDH_6031	COMP TIME	04-JAN-2016		2	Hours	0.00	W4FFAA-C, BEHAVIO
43537702	160109-255ST4718	1001345	BGZB_0131	COMP TIME	04-JAN-2016		1	Hours	0.00	W4FFAA-HOME A (32
43480544	160109-236ST4702	1001345	BHGQ_0206	COMP TIME	04-JAN-2016		0	Hours	0.00	W4FFAA-C, PREV ME
43480544	160109-236ST4702	1001345	BHGQ_0206	COMP TIME	04-JAN-2016		0	Hours	0.00	W4FFAA-C, PREV ME
43480544	160109-236ST4702	1001345	BHGQ_0206	COMP TIME	05-JAN-2016		0	Hours	0.00	W4FFAA-C, PREV ME

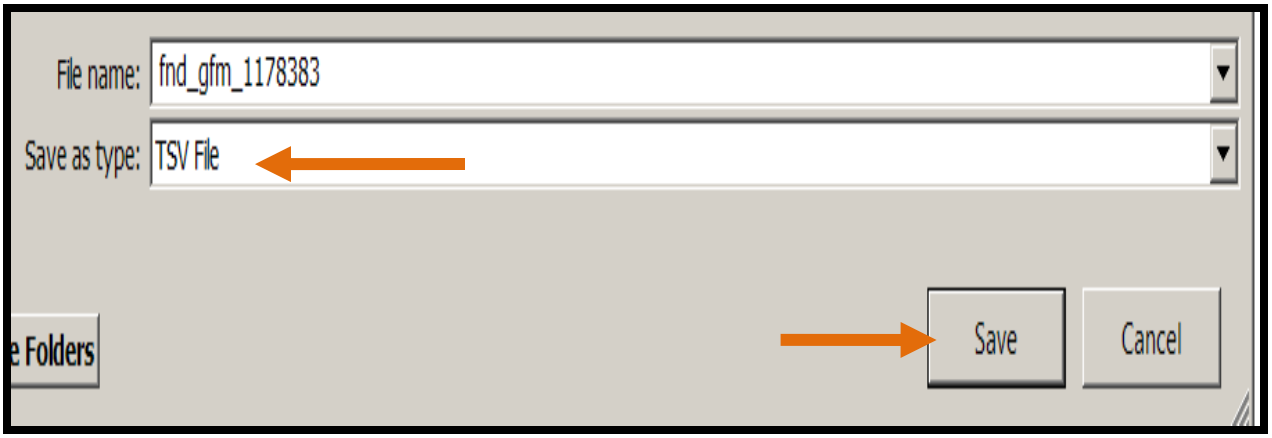
8. The Report can be exported to Excel by clicking “File” then “Export”



9. A question window open

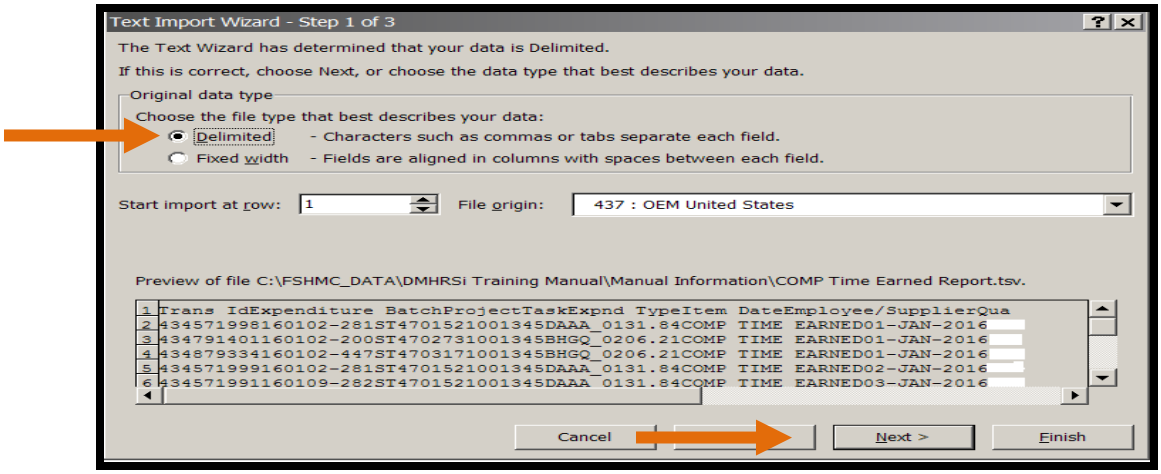
10. Click “Save” then “Save As”

11. Save the report as a TSV file

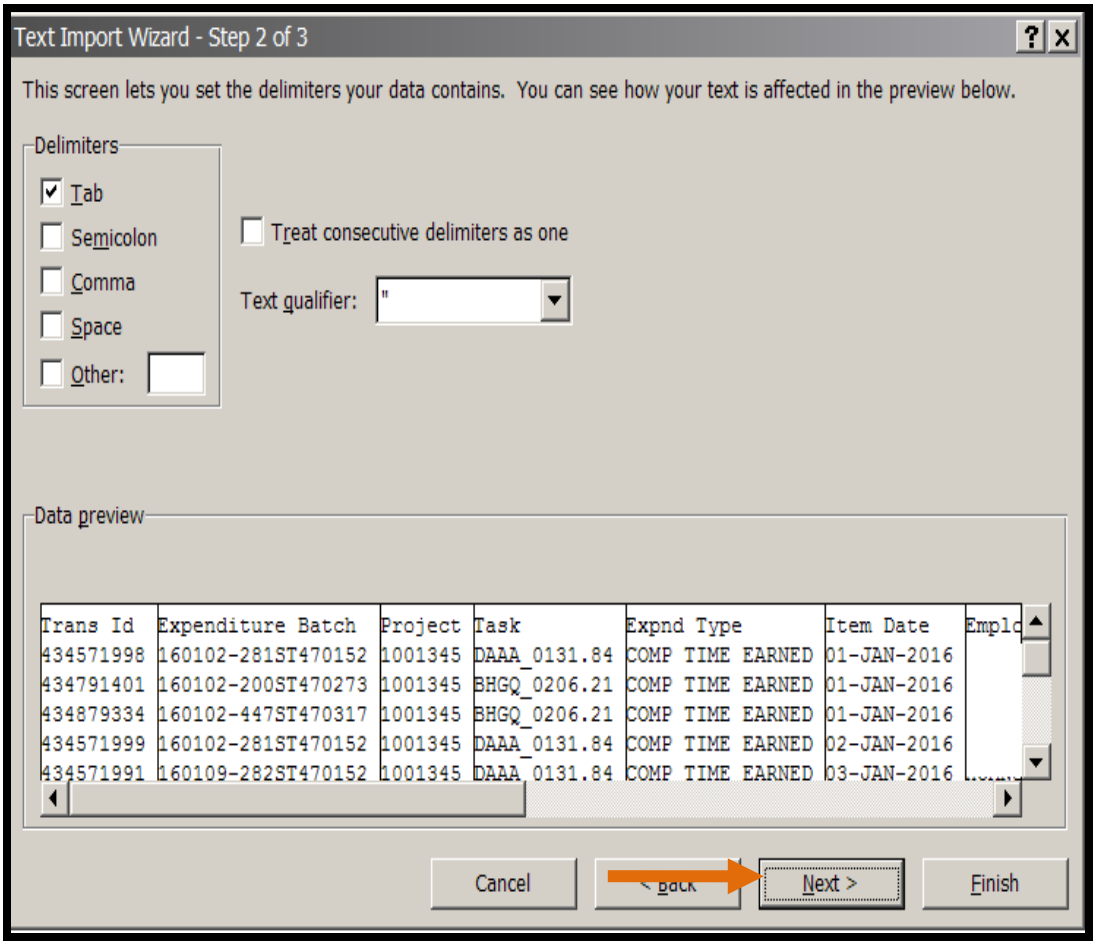


12. Open “Excel”; find and open the saved “Comp Earned Report”

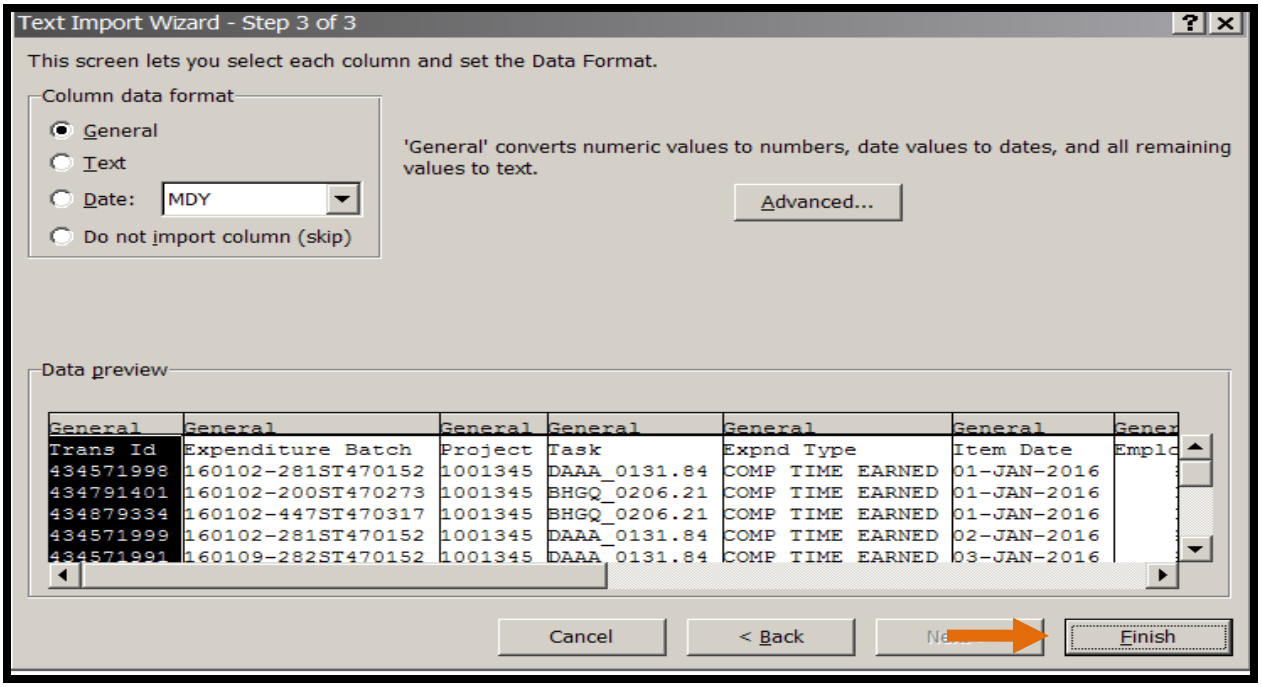
13. Text Wizard - Step 1 of 3 screen opens; ensure “Delimited” is selected and click “Next”



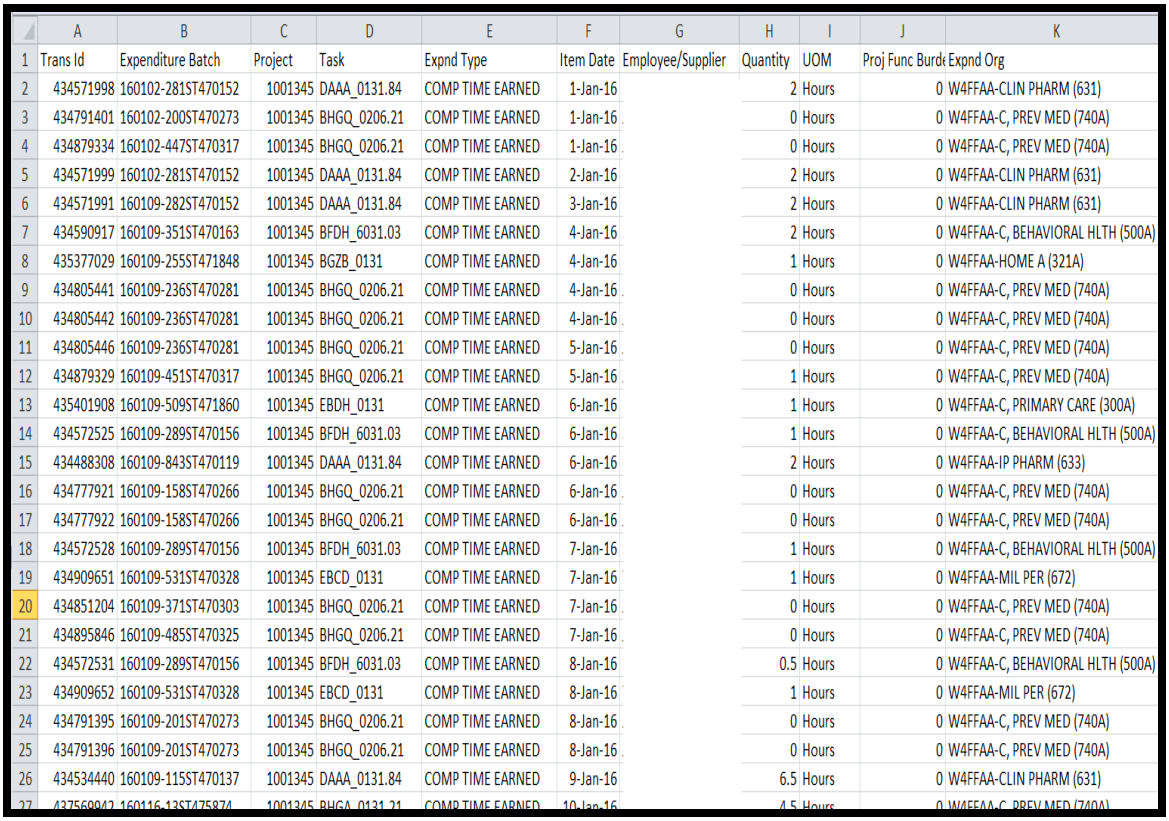
14. Text Import Wizard - Step 2 of 3 screen opens; click “Next”



15. Text Import Wizard - Step 3 of 3 screen opens, click “Finish”



16. The report displays in “Excel”



	A	B	C	D	E	F	G	H	I	J	K
1	Trans Id	Expenditure Batch	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity	UOM	Proj Func Burde	Expnd Org
2	434571998	160102-281ST470152	1001345	DAAA_0131.84	COMP TIME EARNED	1-Jan-16		2	Hours	0	W4FFAA-CLIN PHARM (631)
3	434791401	160102-200ST470273	1001345	BHGQ_0206.21	COMP TIME EARNED	1-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
4	434879334	160102-447ST470317	1001345	BHGQ_0206.21	COMP TIME EARNED	1-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
5	434571999	160102-281ST470152	1001345	DAAA_0131.84	COMP TIME EARNED	2-Jan-16		2	Hours	0	W4FFAA-CLIN PHARM (631)
6	434571991	160109-282ST470152	1001345	DAAA_0131.84	COMP TIME EARNED	3-Jan-16		2	Hours	0	W4FFAA-CLIN PHARM (631)
7	434590917	160109-351ST470163	1001345	BFDH_6031.03	COMP TIME EARNED	4-Jan-16		2	Hours	0	W4FFAA-C, BEHAVIORAL HLTH (500A)
8	435377029	160109-255ST471848	1001345	BGZB_0131	COMP TIME EARNED	4-Jan-16		1	Hours	0	W4FFAA-HOME A (321A)
9	434805441	160109-236ST470281	1001345	BHGQ_0206.21	COMP TIME EARNED	4-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
10	434805442	160109-236ST470281	1001345	BHGQ_0206.21	COMP TIME EARNED	4-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
11	434805446	160109-236ST470281	1001345	BHGQ_0206.21	COMP TIME EARNED	5-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
12	434879329	160109-451ST470317	1001345	BHGQ_0206.21	COMP TIME EARNED	5-Jan-16		1	Hours	0	W4FFAA-C, PREV MED (740A)
13	435401908	160109-509ST471860	1001345	EBDH_0131	COMP TIME EARNED	6-Jan-16		1	Hours	0	W4FFAA-C, PRIMARY CARE (300A)
14	434572525	160109-289ST470156	1001345	BFDH_6031.03	COMP TIME EARNED	6-Jan-16		1	Hours	0	W4FFAA-C, BEHAVIORAL HLTH (500A)
15	434488308	160109-843ST470119	1001345	DAAA_0131.84	COMP TIME EARNED	6-Jan-16		2	Hours	0	W4FFAA-IP PHARM (633)
16	434777921	160109-158ST470266	1001345	BHGQ_0206.21	COMP TIME EARNED	6-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
17	434777922	160109-158ST470266	1001345	BHGQ_0206.21	COMP TIME EARNED	6-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
18	434572528	160109-289ST470156	1001345	BFDH_6031.03	COMP TIME EARNED	7-Jan-16		1	Hours	0	W4FFAA-C, BEHAVIORAL HLTH (500A)
19	434909651	160109-531ST470328	1001345	EBCD_0131	COMP TIME EARNED	7-Jan-16		1	Hours	0	W4FFAA-MIL PER (672)
20	434851204	160109-371ST470303	1001345	BHGQ_0206.21	COMP TIME EARNED	7-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
21	434895846	160109-485ST470325	1001345	BHGQ_0206.21	COMP TIME EARNED	7-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
22	434572531	160109-289ST470156	1001345	BFDH_6031.03	COMP TIME EARNED	8-Jan-16		0.5	Hours	0	W4FFAA-C, BEHAVIORAL HLTH (500A)
23	434909652	160109-531ST470328	1001345	EBCD_0131	COMP TIME EARNED	8-Jan-16		1	Hours	0	W4FFAA-MIL PER (672)
24	434791395	160109-201ST470273	1001345	BHGQ_0206.21	COMP TIME EARNED	8-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
25	434791396	160109-201ST470273	1001345	BHGQ_0206.21	COMP TIME EARNED	8-Jan-16		0	Hours	0	W4FFAA-C, PREV MED (740A)
26	434534440	160109-115ST470137	1001345	DAAA_0131.84	COMP TIME EARNED	9-Jan-16		6.5	Hours	0	W4FFAA-CLIN PHARM (631)
27	437569942	160116-13ST475874	1001345	BHGA_0131.21	COMP TIME EARNED	10-Jan-16		4.5	Hours	0	W4FFAA-C, PREV MED (740A)

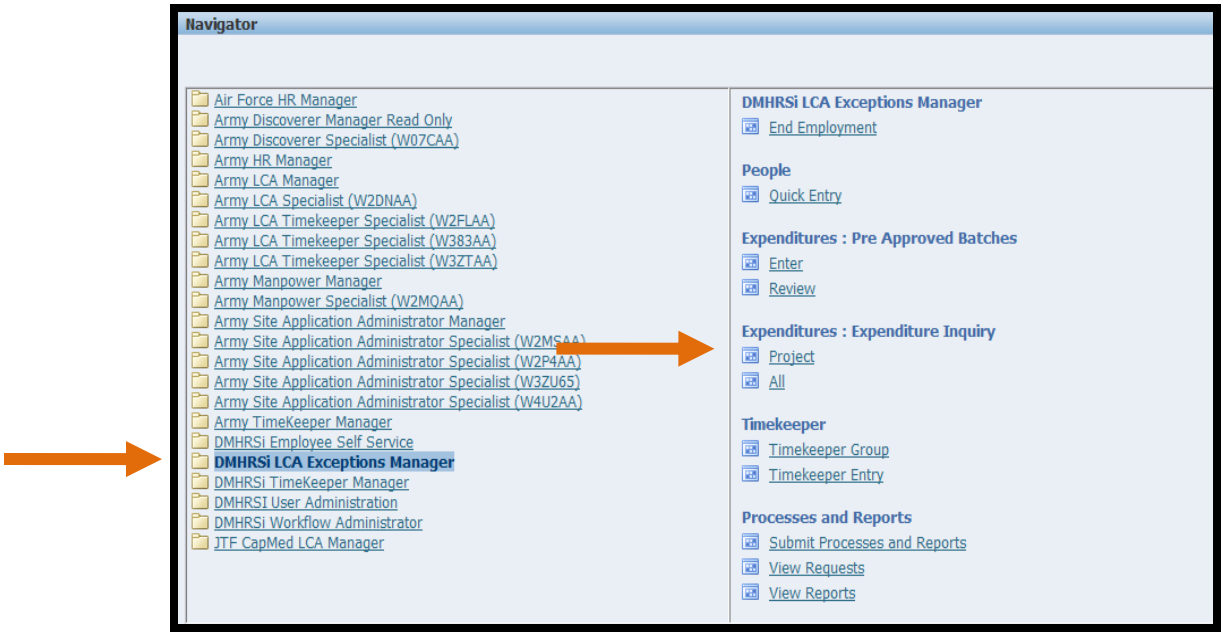
Column Headings:

- **Trans ID**: System generated number when the timecard is submitted and approved
- **Expenditure Batch**: A system generated number assigned to the timecard. This area displays a batch name if the timecard was batch entered: example - AMPO_TRAINING_17DEC15 indicates the timecard was entered via batch entry; 100918-215ST76450 indicates the timecard was entered via a timecard
- **Project**: Project number employee utilize to place time against
- **Task**: MEPRS Code (FCC) associated with that Task on the Project
- **Expnd Type**: Hour type (Regular, COMP Earned, Overtime)
- **Item Date**: Date employee put time against
- **Employee/Supplier**: Employee's full name
- **Quanity**: Number of hours applied to the task
- **UOM**: Unit of Measure field displays "Hours" by default. This field is protected against updates
- **Proje Func Burdened Cost**: Displays costs applied to the MEPRS task
- **Expnd Org**: Displays employee's assigned organization when the timecard was created

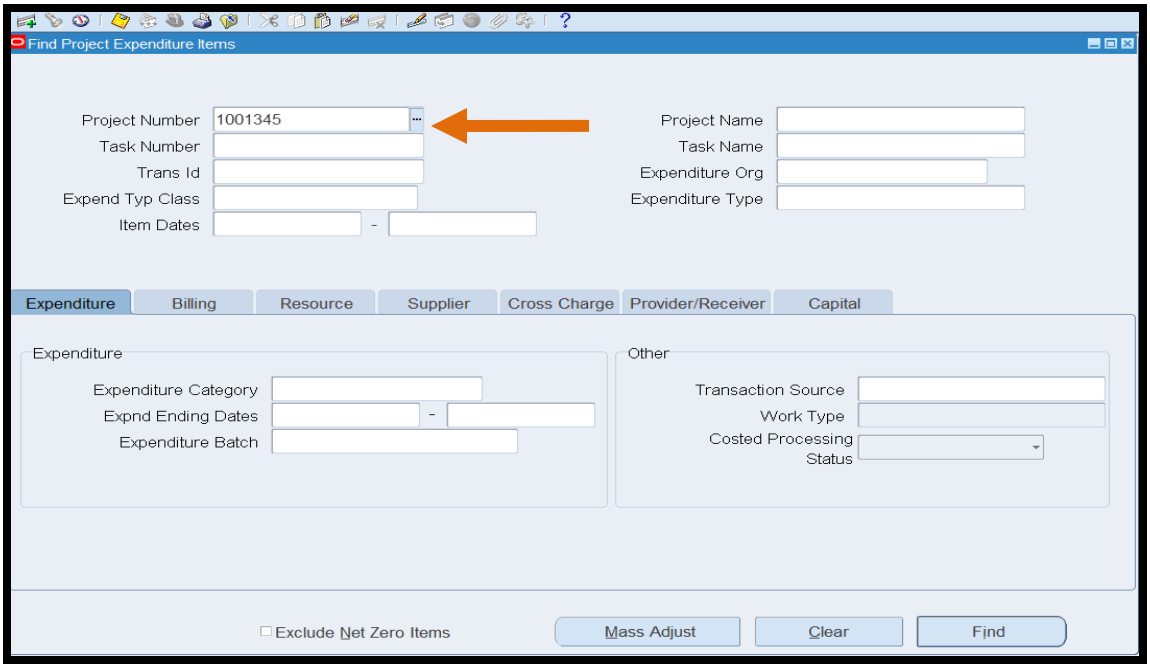
Overtime Report

1. Log into DMHRSi

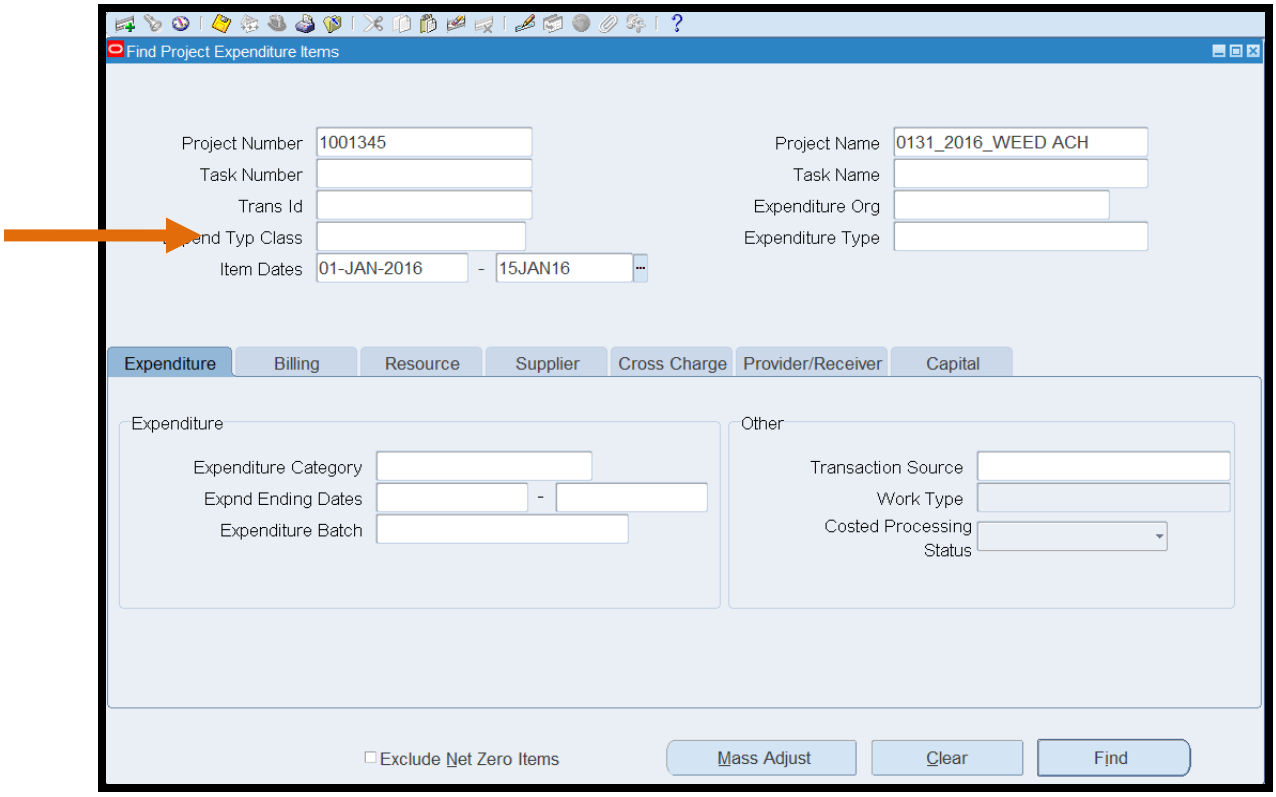
2. Click "DMHRSi LCA Exceptions Manager" then click "Project" under "Expenditures: Expenditure Inquiry"



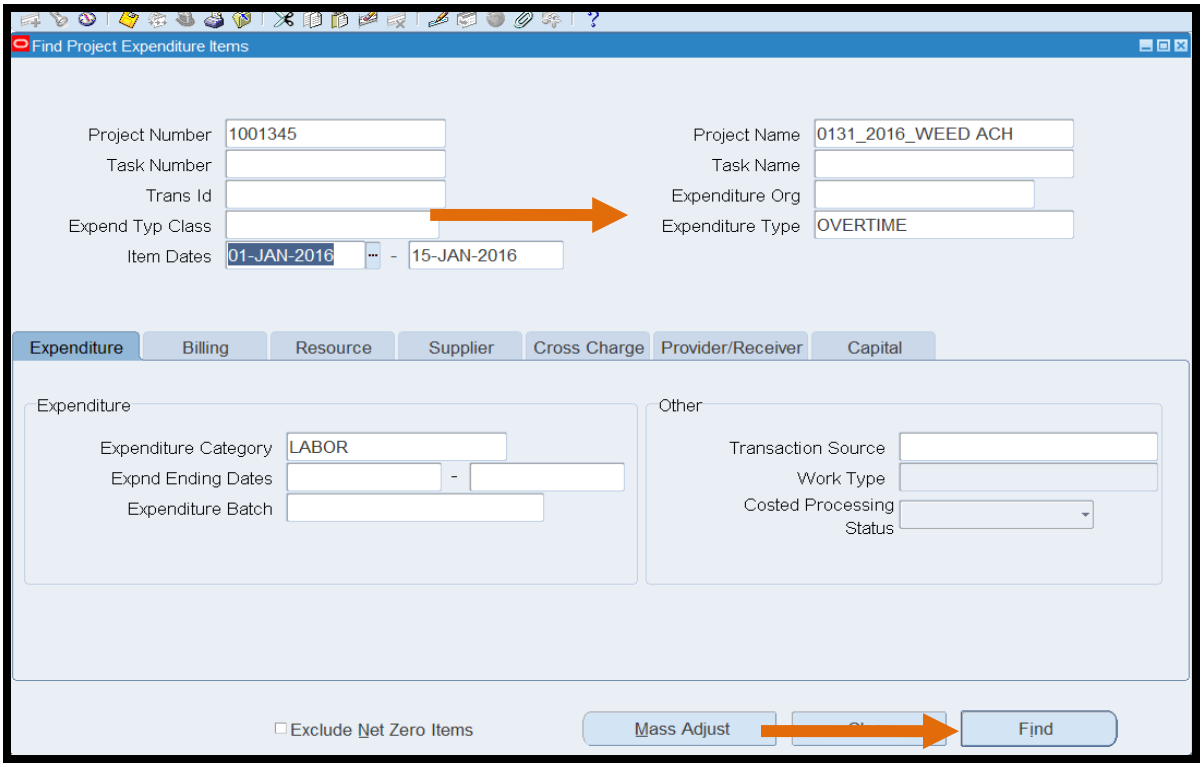
3. “Find Project Expenditure Items” screen opens; enter “Project Number”



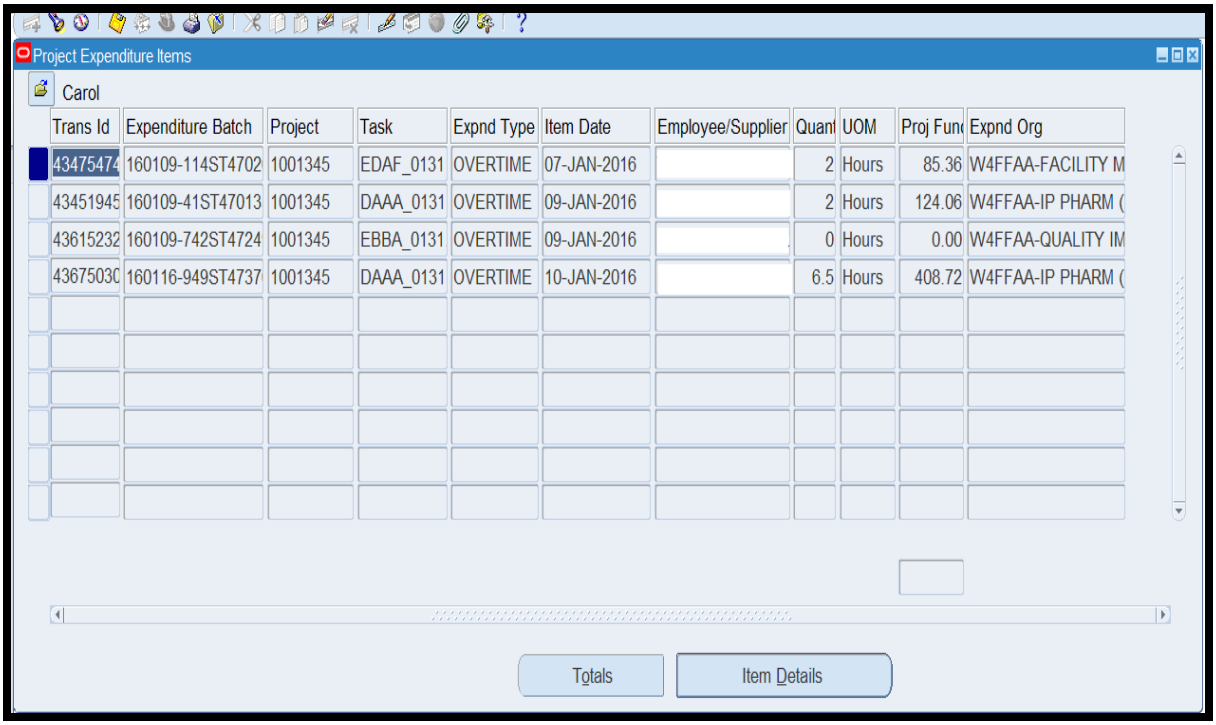
4. Enter “Item Dates”



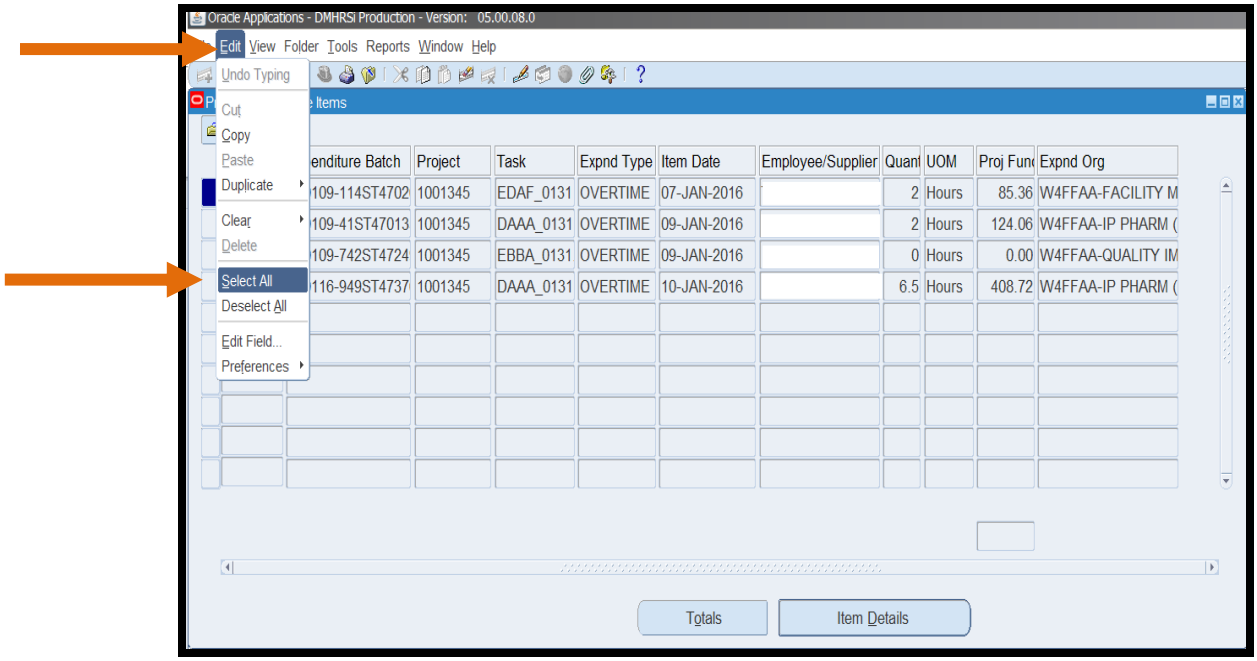
5. Enter “Expenditure Type” then click “Find”



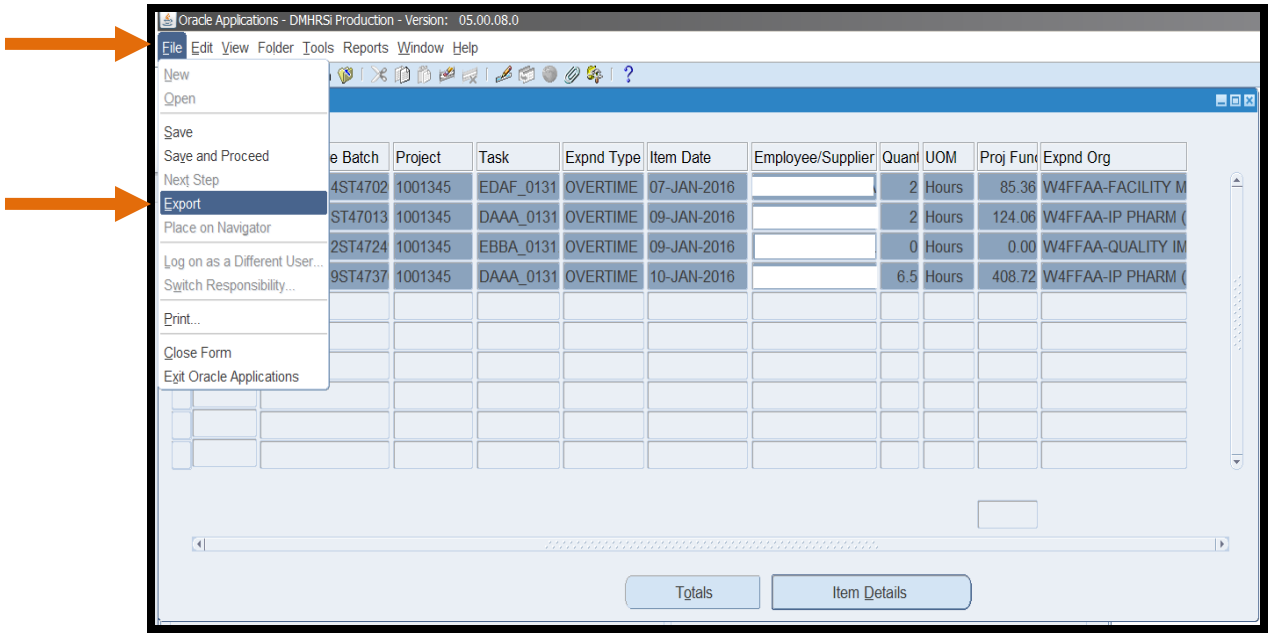
6. “Project Expenditure Items” report opens; be patient as the report runs



7. Report can be exported to Excel by clicking “Edit” then “Select All”, all lines will blue

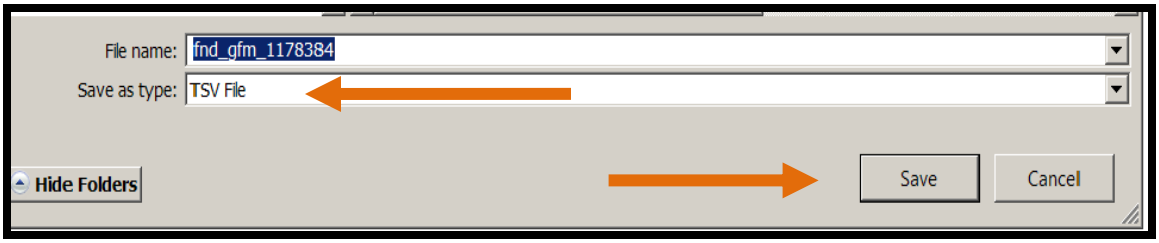


8. Click “File” then “Export”

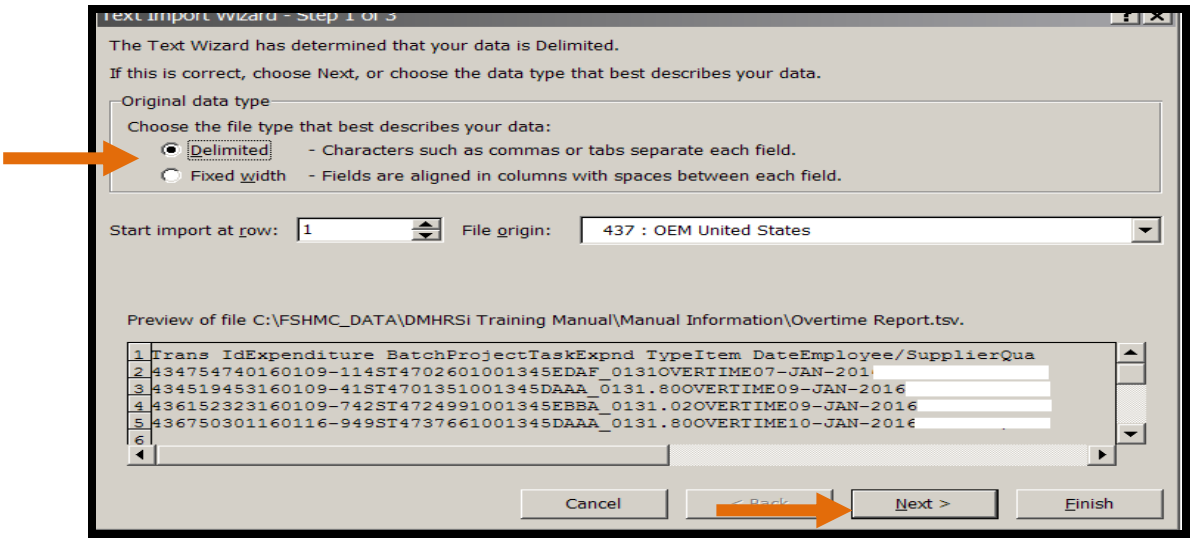


9. Click “Save” then”Save As”

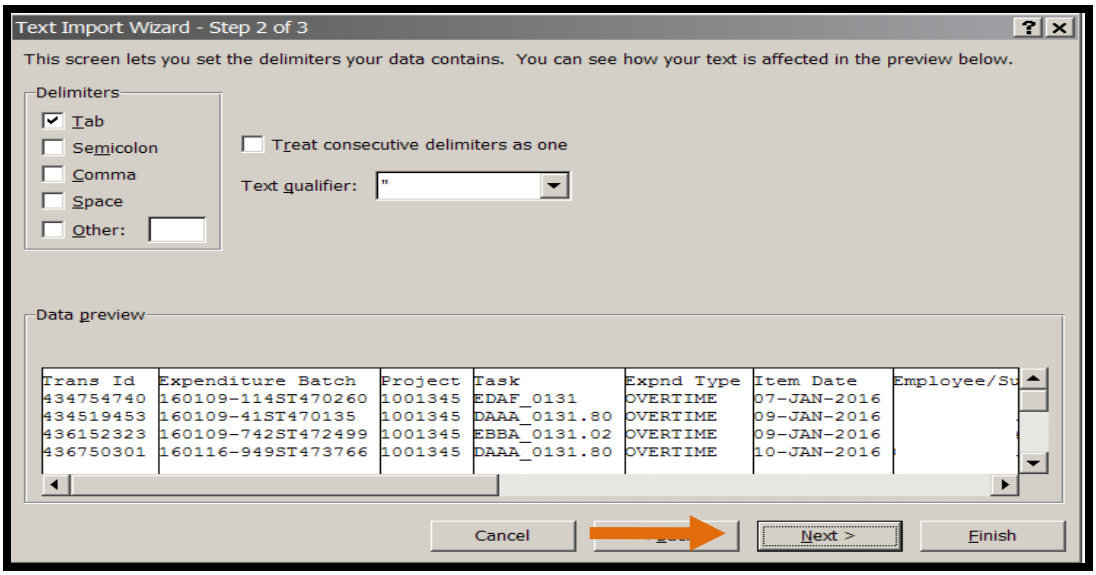
10. Save as a “TSV file”



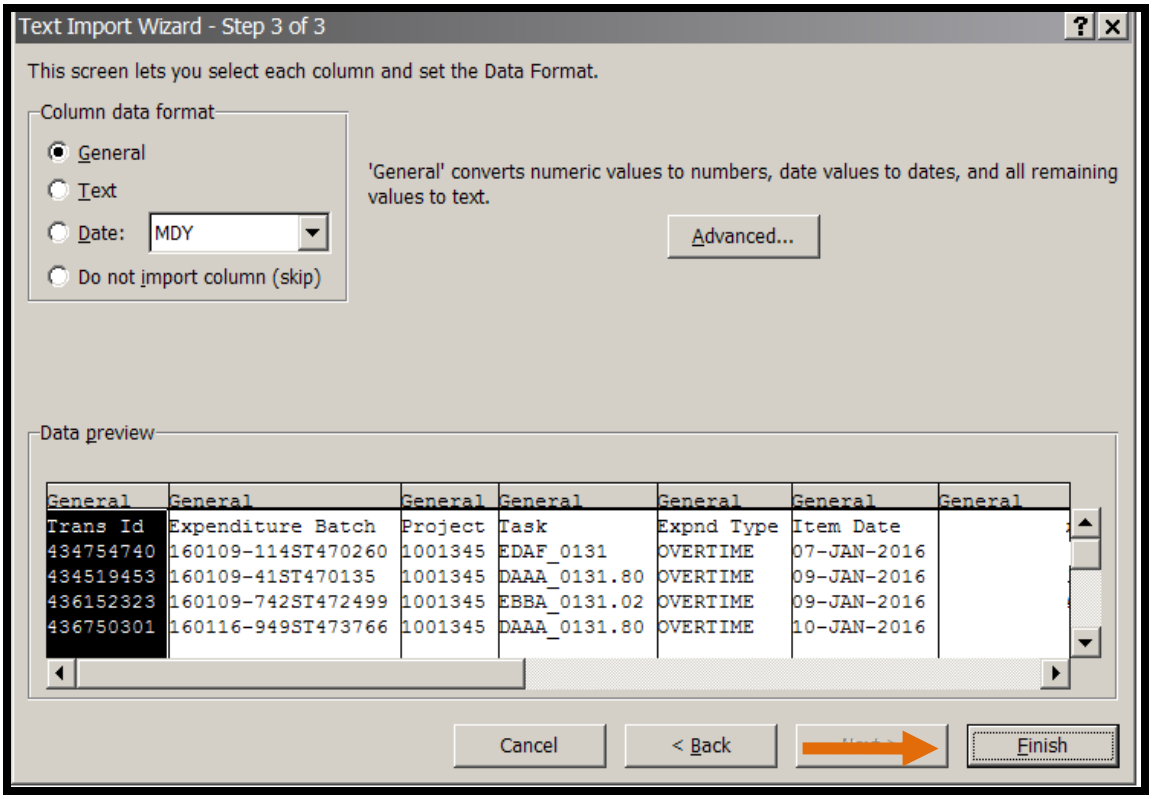
11. Open “Excel”. Find and open the saved “Overtime” report. The Text Import Wizard – Step 1of 3 screen opens; ensure “Delimited” is selected then click “Next”



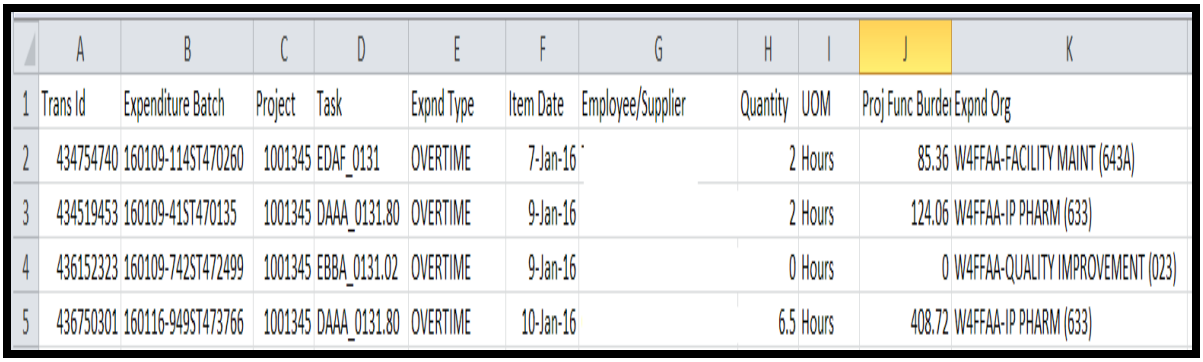
12. Click “Next” again



13. Click “Finish”



14. The report displays in “Excel” format



	A	B	C	D	E	F	G	H	I	J	K
1	Trans Id	Expenditure Batch	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity	UOM	Proj Func Burde	Expnd Org
2	434754740	160109-114ST470260	1001345	EDAF_0131	OVERTIME	7-Jan-16		2	Hours	85.36	W4FFAA-FACILITY MAINT (643A)
3	434519453	160109-41ST470135	1001345	DAAA_0131.80	OVERTIME	9-Jan-16		2	Hours	124.06	W4FFAA-IP PHARM (633)
4	436152323	160109-742ST472499	1001345	EBBA_0131.02	OVERTIME	9-Jan-16		0	Hours	0	W4FFAA-QUALITY IMPROVEMENT (023)
5	436750301	160116-949ST473766	1001345	DAAA_0131.80	OVERTIME	10-Jan-16		6.5	Hours	408.72	W4FFAA-IP PHARM (633)

Column Headings:

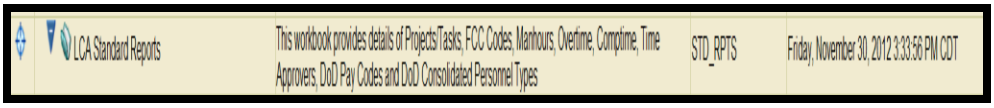
- **Trans ID**: System generated number when the timecard is submitted and approved
- **Expenditure Batch**: A system generated number assigned to the timecard. This area displays a batch name if the timecard was batch entered: example - AMPO_TRAINING_17DEC15 indicates the timecard was entered via batch entry; 100918-215ST76450 indicates the timecard was entered via a timecard
- **Project**: Project number employee utilize to place time against

- **Task**: MEPRS Code (FCC) associated with that Task on the Project
- **Expnd Type**: Hour type (Regular, COMP Earned, Overtime)
- **Item Date**: Date employee put time against
- **Employee/Supplier**: Employee's full name
- **Quanity**: Number of hours applied to the task
- **UOM**: Unit of Measure field displays "Hours" by default. This field is protected against updates
- **Proje Func Burdened Cost**: Displays costs applied to the MEPRS task
- **Expnd Org**: Displays employee's assigned organization when the timecard was created

LCA Standard Reports

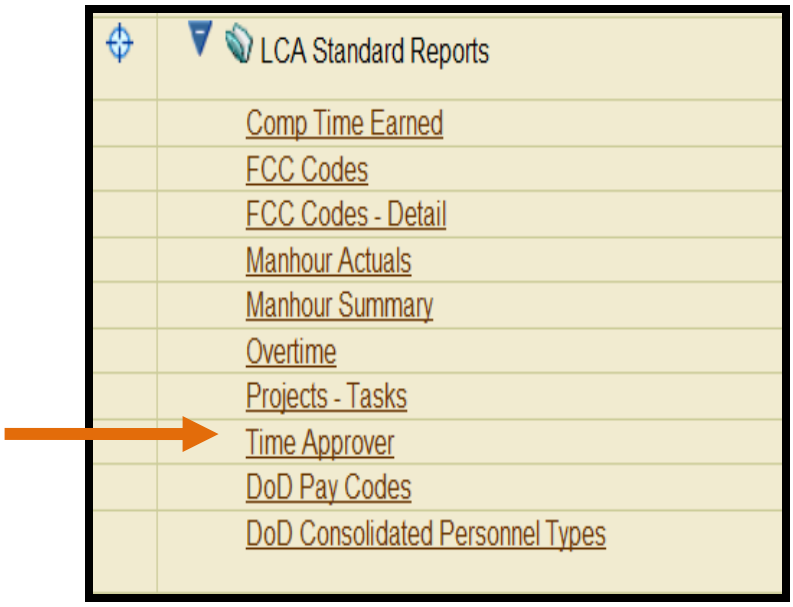
Multiple reports exist under the "LCA Standard Reports" workbook, the only reports normally used by the MFTare:

- **Projects – Tasks**: displays all MEPRS codes under the MTF project number; see "Section 3" to run the report
- **Time Approver**: displays all Timecard Approvers
- **DoD Pay Codes**: displays all DCPS pay codes and how they are mapped in DMHRSi



Time Approver Report

1. Click "Time Approver"

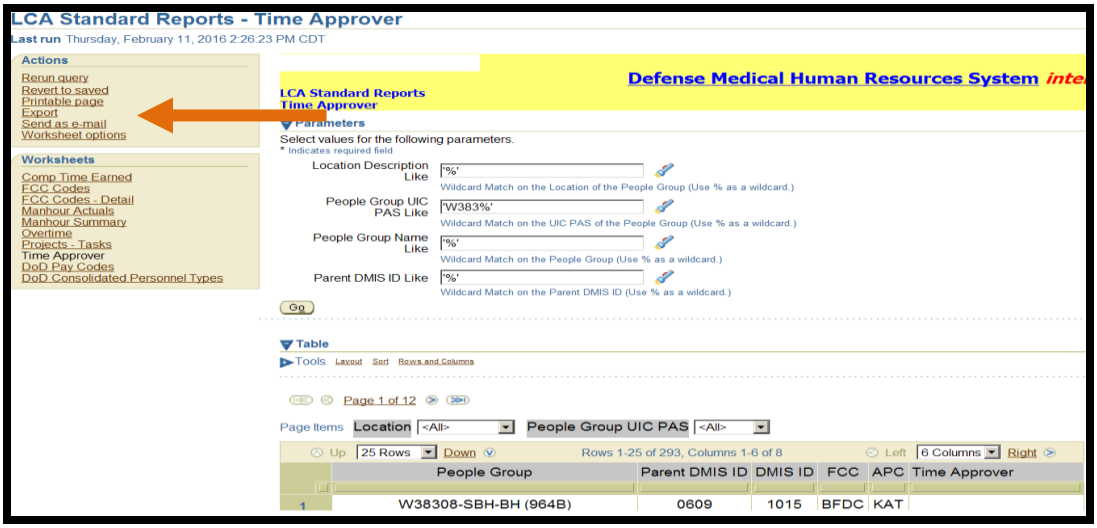


2. Enter “Parameters” then click “Go”

- “Location Description Like”: %
- ”People Group UIC PAS Like”: type in the 1st four characters of the sites UIC then %, for example: W383%
- “People Group Name Like”: %
- “Parent DMIS ID Like”: %

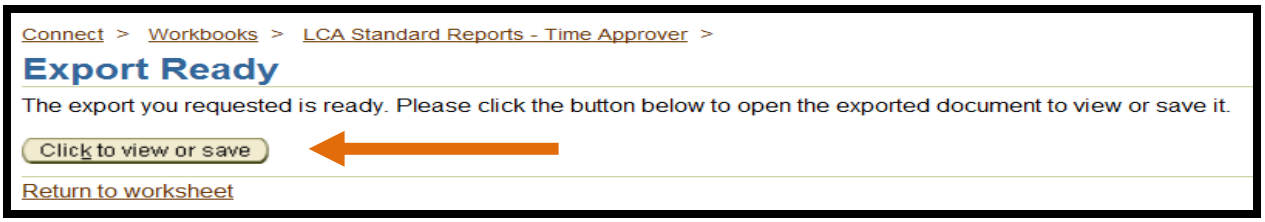
3. Click “Go”

4. Click “Export” to “Excel”

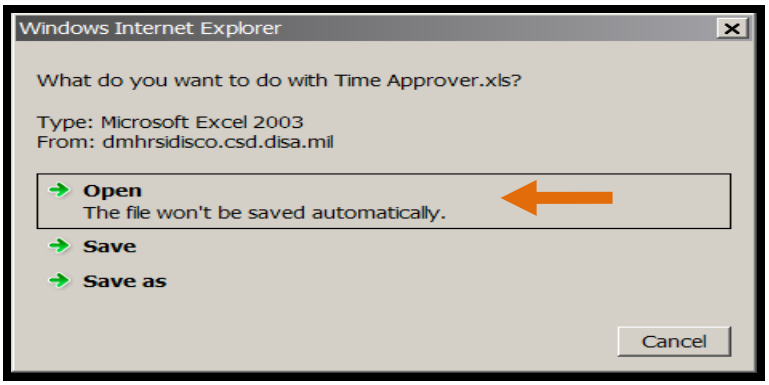


5. “Choose export type” screen opens; use the drop-down list to select “Microsoft Execl Workbook” then click “Export”

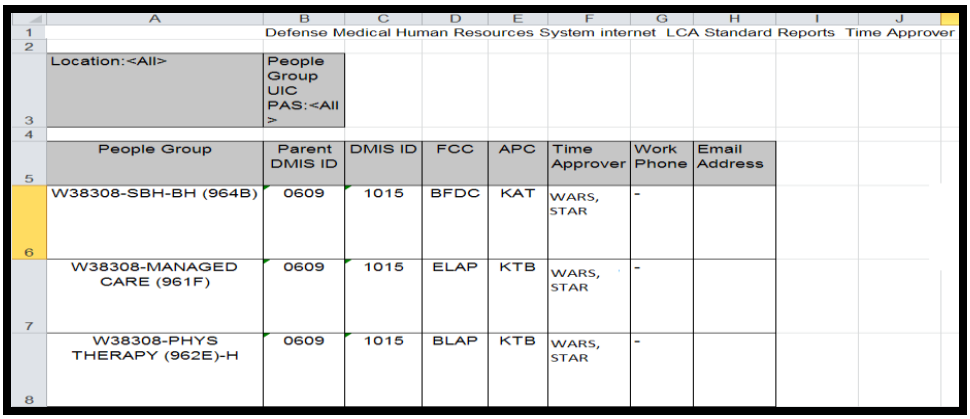
6. Select “Click to view or save”



7. Click “Open”



8. Report displays in “Excel” format



Defense Medical Human Resources System internet LCA Standard Reports Time Approver

Location:<All>

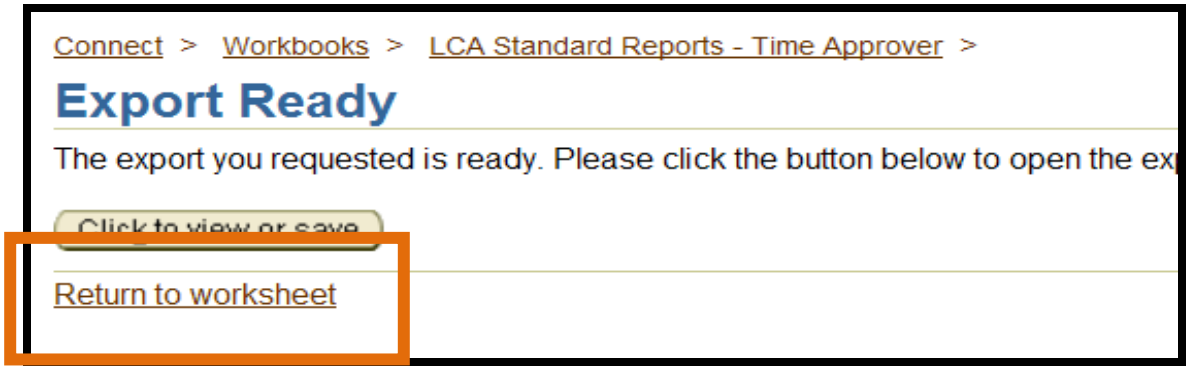
People Group UIC PAS:<All>

People Group	Parent DMIS ID	DMIS ID	FCC	APC	Time Approver	Work Phone	Email Address
W38308-SBH-BH (964B)	0609	1015	BFDC	KAT	WARS, STAR	-	
W38308-MANAGED CARE (961F)	0609	1015	ELAP	KTB	WARS, STAR	-	
W38308-PHYS THERAPY (962E)-H	0609	1015	BLAP	KTB	WARS, STAR	-	

Column Headings:

- **People Group**: Displays the "People Group" found in the employee's "Assignment" record
- **Parent DMIS ID**: Parent DMIS ID assigned to the Facility
- **DMIS ID**: Child DMIS ID assigned to the Facility
- **FCC:** MEPRS Code (FCC) associated with that Task on the Project
- **APC:** Department code; manually entered by the site
- **Time Approver**: Employee designated to approve time for the organization listed as the People Group organization
- **Work Phone:** Not Used on this report
- **Email Address**: Email Address listed in DMHRSi for the designated Timecard Approver

9. Close report to return to Discoverer Viewer; click "Return to worksheet" to return to the parameters page



10. Click "Workbooks" to select another report or click "Exit" to leave Discoverer Viewer

DoD Pay Codes

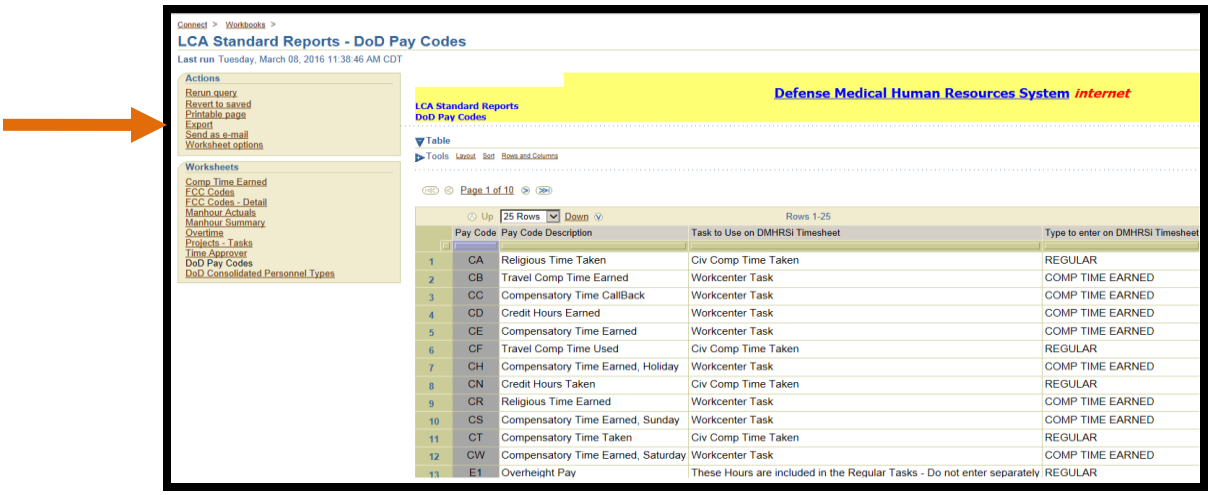
Displays all DoD pay codes and how they are mapped in DMHRSi. See Attachment 1 for a complete copy of the Pay Code

1. Log into DMHRSi

2. Use "LCA Exception Manager" or "Army LCA Manager" role

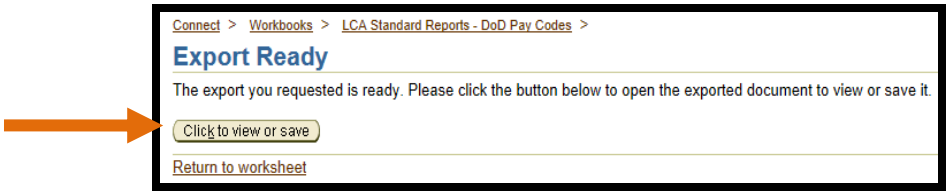
3. Click “LCA Standard Reports” then “DoD Pay Codes”

4. Click “Export”

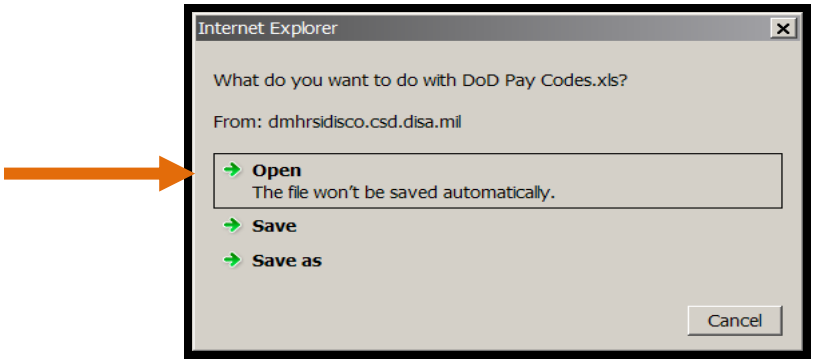


5. Select “Microsoft Excel Workbook” from the dropdown menu then click “Export”

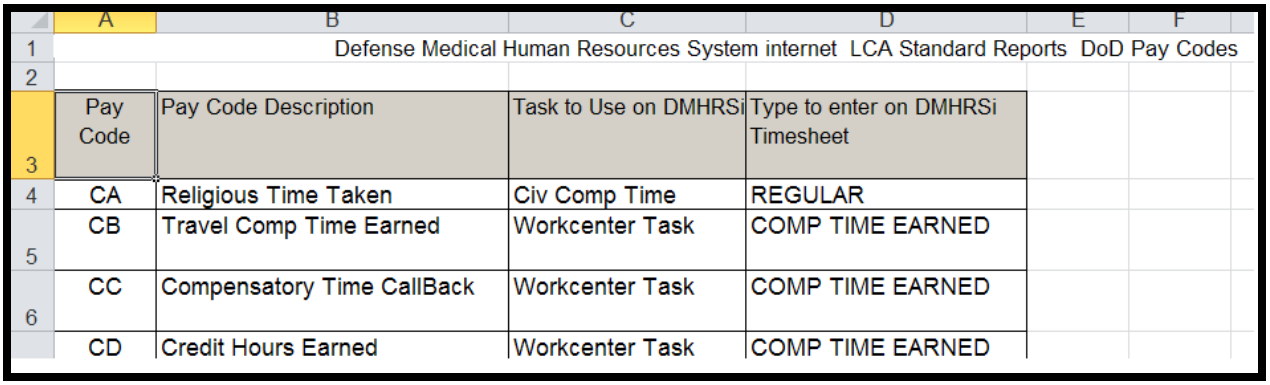
6. Select “Click to view or save”



7. Click “Open”



8. The report displays in “Excel” format

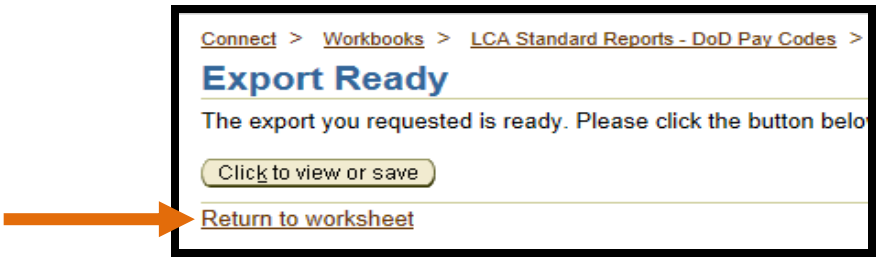


	A	B	C	D	E	F
1		Defense Medical Human Resources System internet LCA Standard Reports DoD Pay Codes				
2						
3	Pay Code	Pay Code Description	Task to Use on DMHRSi	Type to enter on DMHRSi Timesheet		
4	CA	Religious Time Taken	Civ Comp Time	REGULAR		
5	CB	Travel Comp Time Earned	Workcenter Task	COMP TIME EARNED		
6	CC	Compensatory Time CallBack	Workcenter Task	COMP TIME EARNED		
	CD	Credit Hours Earned	Workcenter Task	COMP TIME EARNED		

Column Headings:

- **<u>Pay Code</u>**: Pay code used when entering the DCPS timecard
- **<u>Pay Code Description</u>**: Name of pay code entered in DCPS
- **<u>Task to Use on DMHRSi</u>**: The DMHRSi MEPRS Code/FCC the DCPS pay code is mapped to in DMHRSi. This area will also state if the task is to be entered separately or if it is included in another MEPRS Code/FCC or not entered at all
- **<u>Type to enter on DMHRSi Timesheet</u>**: Hour type to be used in DMHRSi

9. Close or minimize “Excel” to return to Discoverer Viewer workbooks by clicking “Return to worksheet”



10. Click “Workbooks” to run another report or “Exit/Logout” to exit Discoverer Viewer

Timekeeper Groups

Report displays all of the “Timekeeper Groups” that employees are listed under

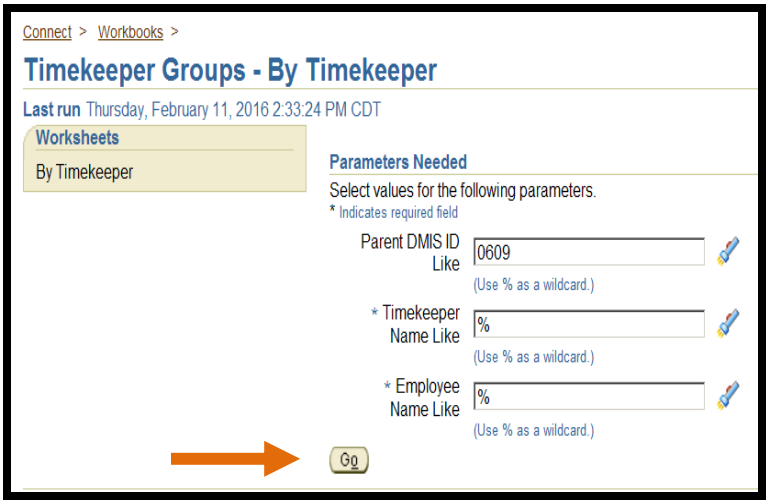
1. Log into Discoverer Viewer

2. Use “LCA Exception Manager”

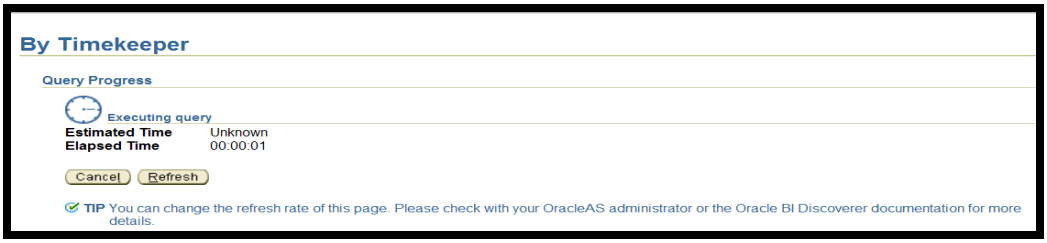
3. Click “Timekeeper Groups” then “By Timekeeper”

4. Enter “Parameters” then click “Go”

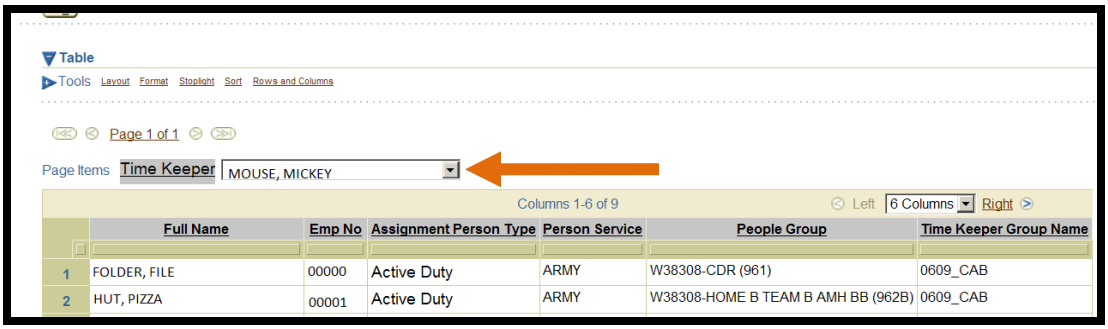
- Parent DMIS ID Like: enter the “Parent DMIS ID”
- Timekeeper Name Like: enter %
- Employee Name Like: enter %



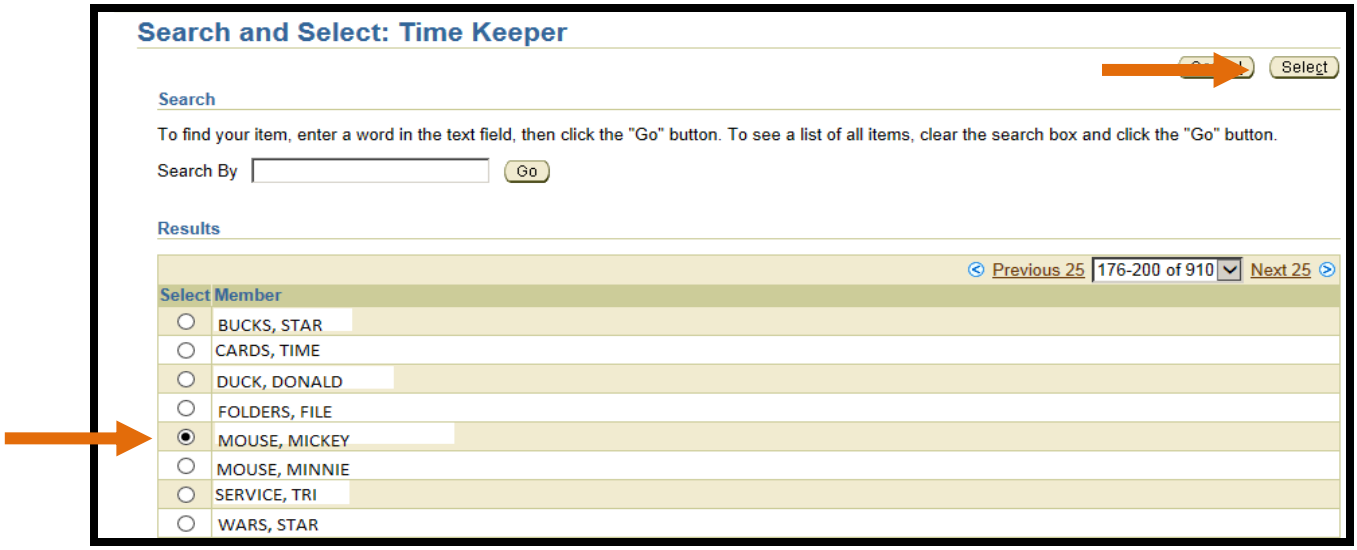
5. Clock indicated query is processing; be patient this report takes awhile to run



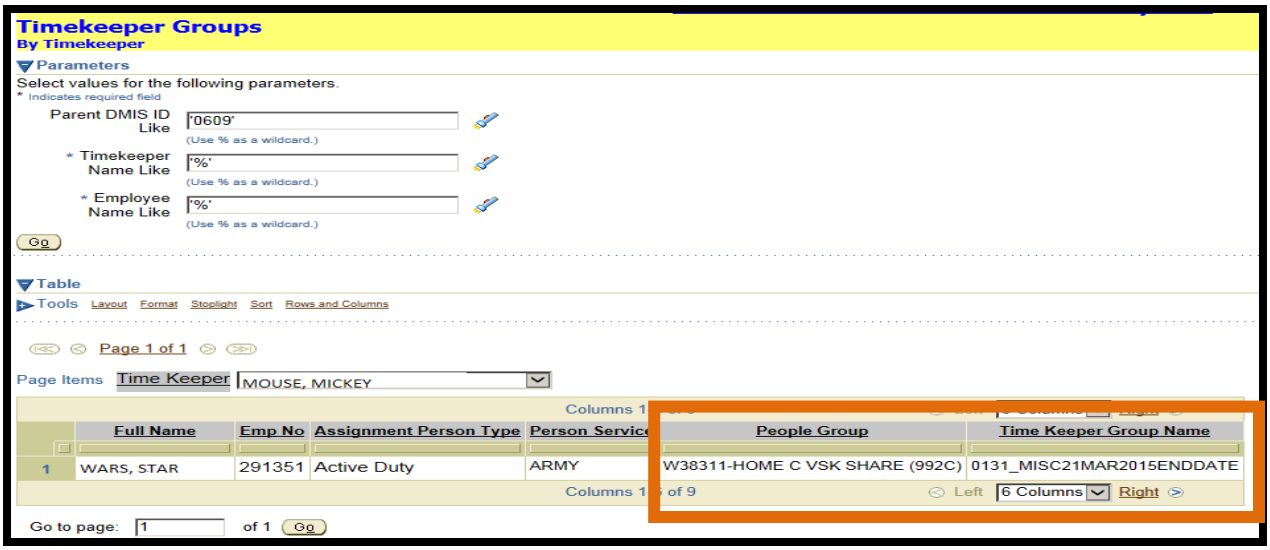
6. Select a timekeeper by clicking on the drop down arrow by "Time Keeper".



7. Scroll through the list of Timekeepers for desired timekeeper; select the timekeeper by clicking in the radio dial by the employee's name then click "Select"

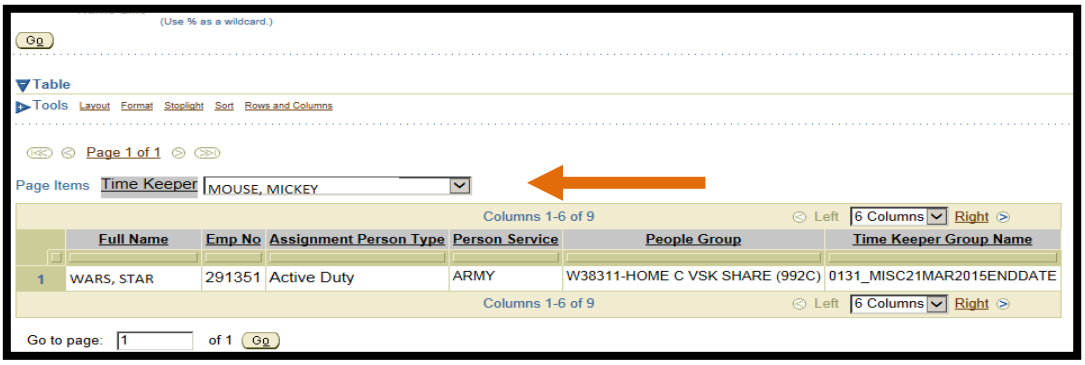


NOTE: *The "Timekeeper Groups" report is a list of Timekeepers groups and employees who are listed in the Timekeeper Group at the MTF. A Timekeeper that is listed on the report but is not assigned to the MTF has an employee listed in their Timekeeper Group that is assigned to the MTF.* ***DO NOT*** *access another service or MTFs Timekeeper Group, attempt to contact the Timekeeper and request they remove the employee from their Timekeeper Group. If unable to reach the Timekeeper then contact the MEPRS POC for that MTF for assistance*

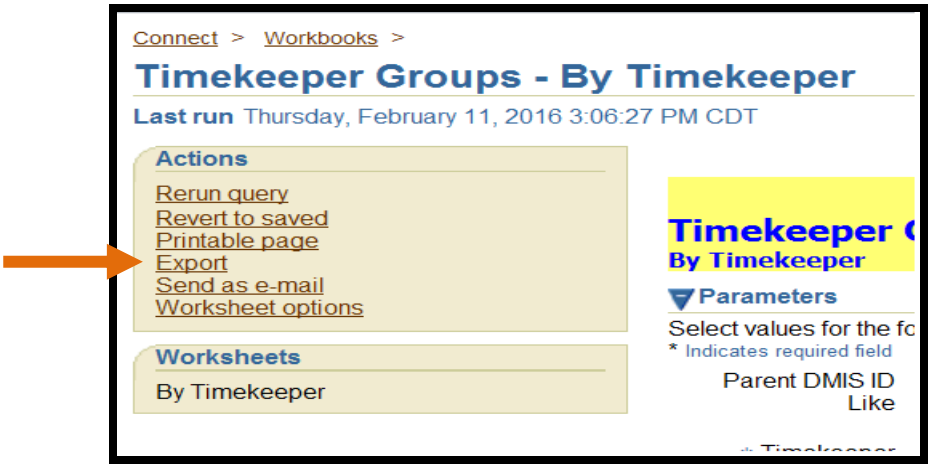


- W38311 is in Germany
- 0131 is a DMIS ID for a MTF in California

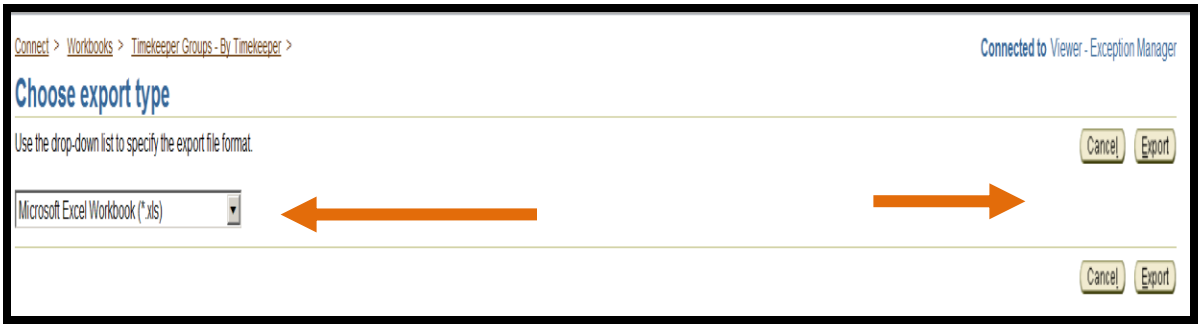
8. Click the drop-down arrow to review another "Timekeeper's Timekeeper Group"



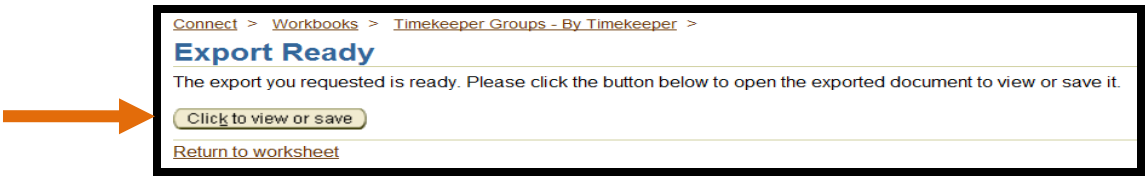
9. Reports can be exported to Excel by clicking "Export"



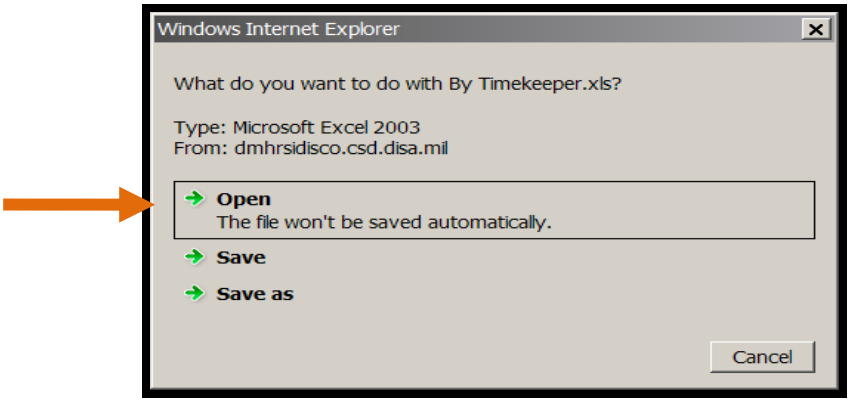
10. Choose “Microsoft Excel Workbook” from the dropdown menu then click “Export”



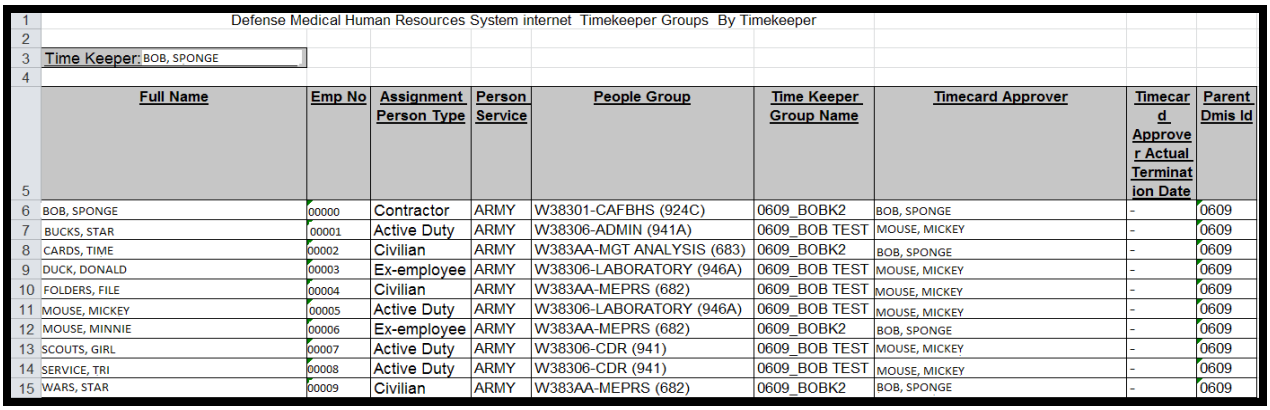
11. Select “Click to view or save”



12. Click “Open”



13. The report opens in excel format



Defense Medical Human Resources System internet Timekeeper Groups By Timekeeper

Time Keeper: BOB, SPONGE

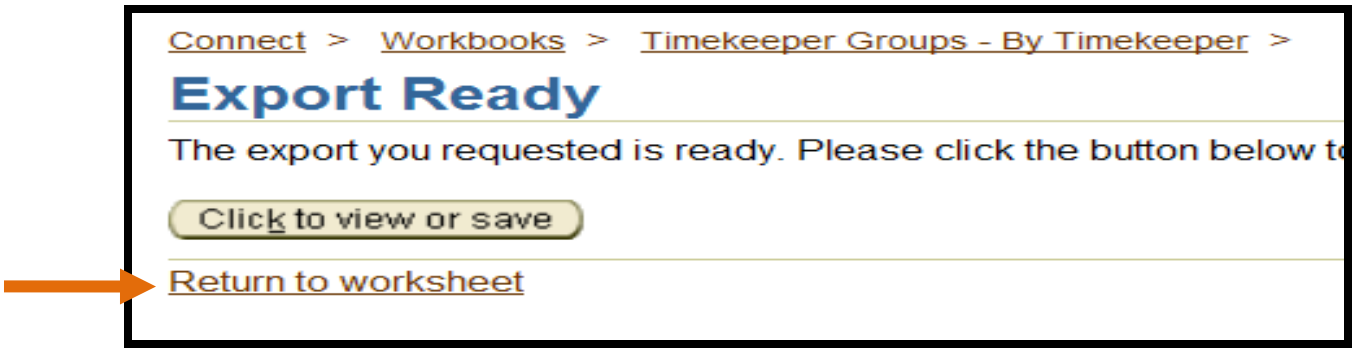
Full Name	Emp No	Assignment Person Type	Person Service	People Group	Time Keeper Group Name	Timecard Approver	Timecard Approver Actual Termination Date	Parent Dmis Id
BOB, SPONGE	00000	Contractor	ARMY	W38301-CAFBHS (924C)	0609_BOBK2	BOB, SPONGE	-	0609
BUCKS, STAR	00001	Active Duty	ARMY	W38306-ADMIN (941A)	0609_BOB TEST	MOUSE, MICKEY	-	0609
CARDS, TIME	00002	Civilian	ARMY	W383AA-MGT ANALYSIS (683)	0609_BOBK2	BOB, SPONGE	-	0609
DUCK, DONALD	00003	Ex-employee	ARMY	W38306-LABORATORY (946A)	0609_BOB TEST	MOUSE, MICKEY	-	0609
FOLDERS, FILE	00004	Civilian	ARMY	W383AA-MEPRS (682)	0609_BOB TEST	MOUSE, MICKEY	-	0609
MOUSE, MICKEY	00005	Active Duty	ARMY	W38306-LABORATORY (946A)	0609_BOB TEST	MOUSE, MICKEY	-	0609
MOUSE, MINNIE	00006	Ex-employee	ARMY	W383AA-MEPRS (682)	0609_BOBK2	BOB, SPONGE	-	0609
SCOUTS, GIRL	00007	Active Duty	ARMY	W38306-CDR (941)	0609_BOB TEST	MOUSE, MICKEY	-	0609
SERVICE, TRI	00008	Active Duty	ARMY	W38306-CDR (941)	0609_BOB TEST	MOUSE, MICKEY	-	0609
WARS, STAR	00009	Civilian	ARMY	W383AA-MEPRS (682)	0609_BOBK2	BOB, SPONGE	-	0609

Column Headings:

- **Full Name:** Employee name
- **Emp No:** DMHRSi employee number
- **Assignment Person Type:** Employee's person type
- **Person Service:** Employee's Service
- **People Group:** Employee's people group organization
- **Time Keeper Group Name:** Timekeepers list of timekeeper groups
- **Timecard Approver:** Timecard approver listed for the people group organization
- **Timecard Approver Actual Termination Date:** Not used
- **Parent DMIS ID:** Parent DMIS ID used to run the report

14. "Save" the report or "Exit"

15. To select another Timekeeper and return to the Parameters page click "Return to worksheet"



16. Select "Workbooks" to go back to the list of workbooks or click "Exit/Logout" to exit Discoverer

How is the cost (rate) determined?

Active Duty and Reserve personnel expenditures are costed based on a composite pay rate. The individuals pay grade is pulled from the Descriptive Flex Field (DFF) on the individual's HR records; the corresponding rate is pulled from the composite rate Table for the individual's service

- The composite pay rate Tables are FY specific and published each year by the DoD Comptroller
- Expenditures are calculated on a weekly basis
- When the monthly rate is determined, a weekly cap is calculated by first determining the number of work days in a month and then number of work days in the week to be costed. If the calendar month changes mid-week, each month is costed separately (for example if May 1 is on a Tuesday – the cap is calculated for Sunday & Monday and separately for Tuesday through Saturday)

Federal civilians paid through DCPS are costed with actual rates, including the government portion of the benefits

- Expenses for each task service type are mapped based on the Pay Code that is received from the DCPS feed. The corresponding expenses are calculated for each of the expenditures for the two week pay period
- When an individual's DCPS feed is not received for the pay period, then the composite pay rate based on the individual's grade and step entered in the HR module is used to cost the expenditures

Contractors and Volunteers expenditures are costed at a rate of $0.00

Local Nationals are costed based on a composite rate equal to the grade and step entered in the individual's HR module

Dual Component personnel expenditures are costed based on "Person Type" entered on the timecard; see the above "Person Type" for the method that determines the way the record will be costed

- For example, an Active Duty/Contractor (on terminal leave and was hired as a contractor), will have two lines on their timecard. The first line with a person type of Active Duty to reflect leave, and subsequent line (s) to reflect a person type of Contractor. The Active Duty lines will be costed with the corresponding composite rate to the individual, the contractor lines will be appropriately costed at $0.00
- For "Dual Component" personnel that do not identify the person type for each line on their timecard, the distribute labor process will not cost any expenditure since the system does not know what method or cost rate to use

PRC: Distribute Labor Costs (Concurrent Manager)

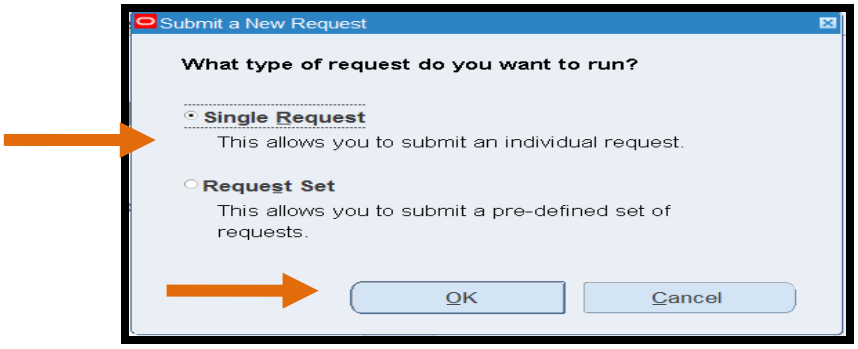
The PRC: Distribute Labor Cost Process calculates and applies costs to approved timecards, including batched timecards that have been entered into DMHRSi; this process places cost against hours entered for the MTF's project

The PRC: Distribute Labor Costs can be run each week to minimize time required to complete the process. The more costs there are to distribute, the longer the process takes to run. Users may also run the DLC after all timecards are approved for a pay period or for the entire month; however, this process takes the longest time to run

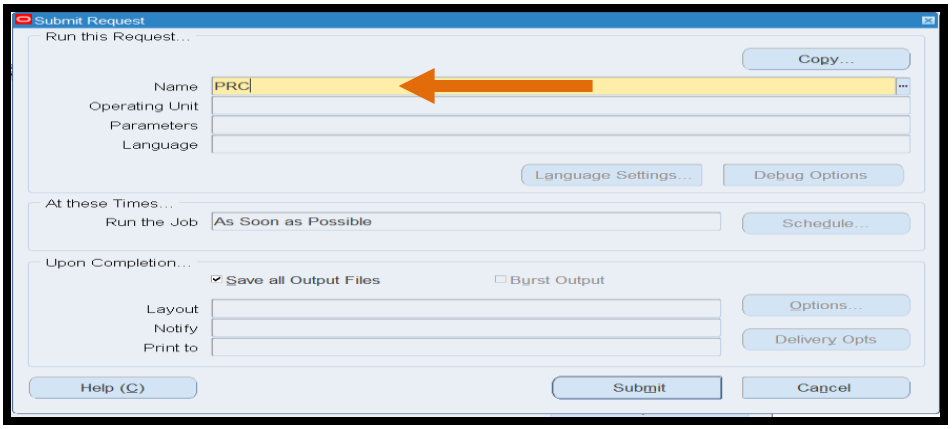
The PRC: Distribute Labor Costs process can be run for a specific employee, if necessary. Enter the employees name to distribute cost to the individual's time. This process can be utilized after correction to individuals expenditures and need to Distribute Labor Cost for that person alone. Raw Costs **MUST** be recalculated for that individual's expenditures prior to running the DLC

1. Click "DMHRSi LCA Exceptions Manager"; the task may also be accomplished using the "LCA Manager" role but not all records will cost if there areborrowed labor at the MTF. Select "Submit Processes and Report" under "Processes and Reports" menu

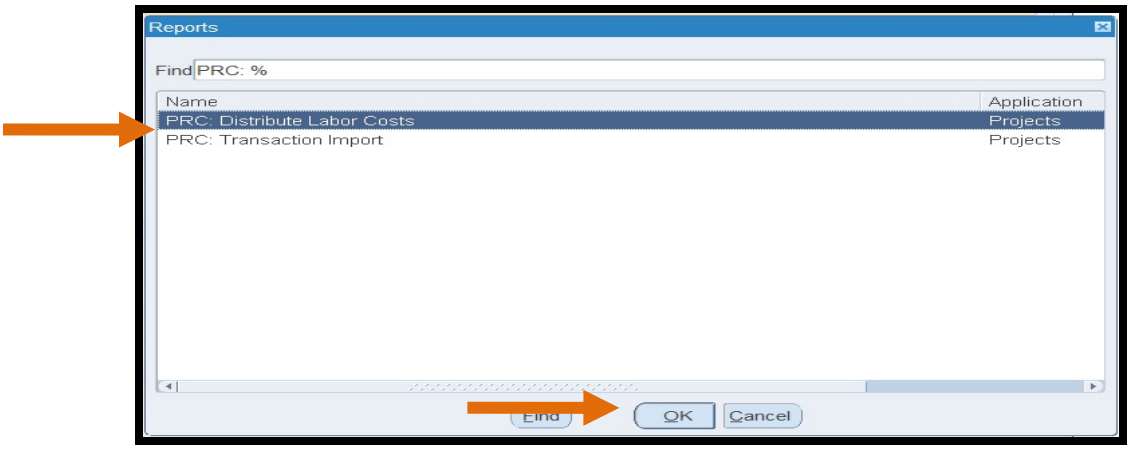
2. "Submit a New Request" form opens; the"Single Request" option is selected by default, do not change it. Click "Ok"



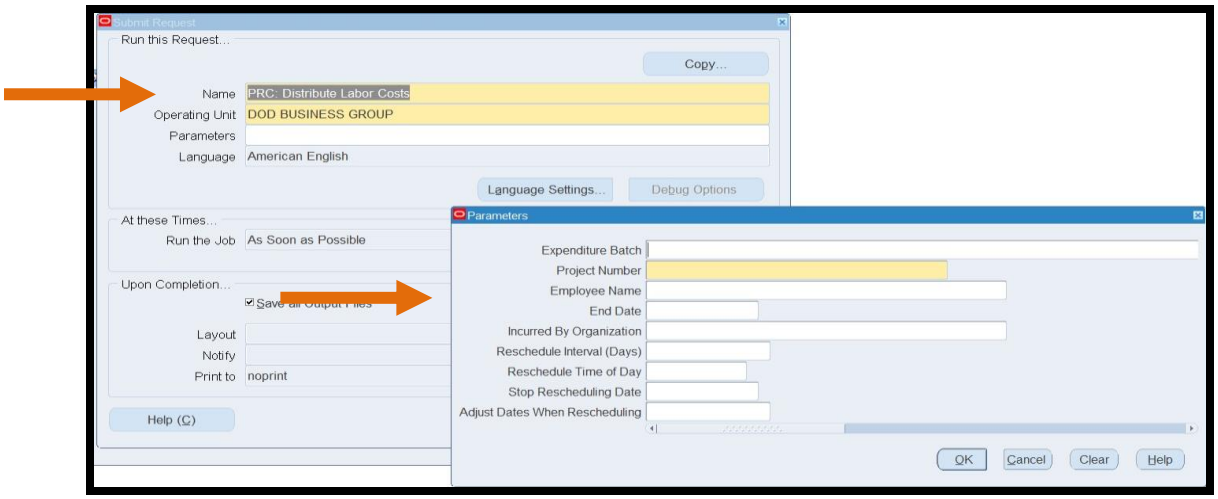
3. The “Submit Request” screen opens. Enter “PRC” in the “Name” field and press **[Tab]**



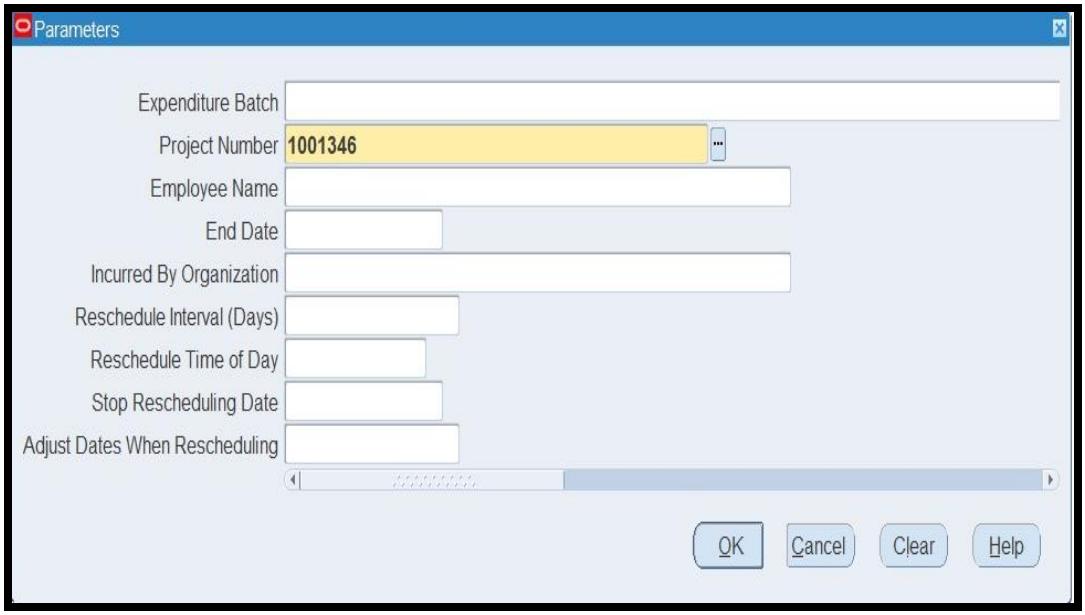
4. Select “PRC: Distribute Labor Costs” from the dropdown menu and click “Ok”



5. The “Name” field will populate with “PRC: Distribute Labor Costs” and the “Parameters” form opens

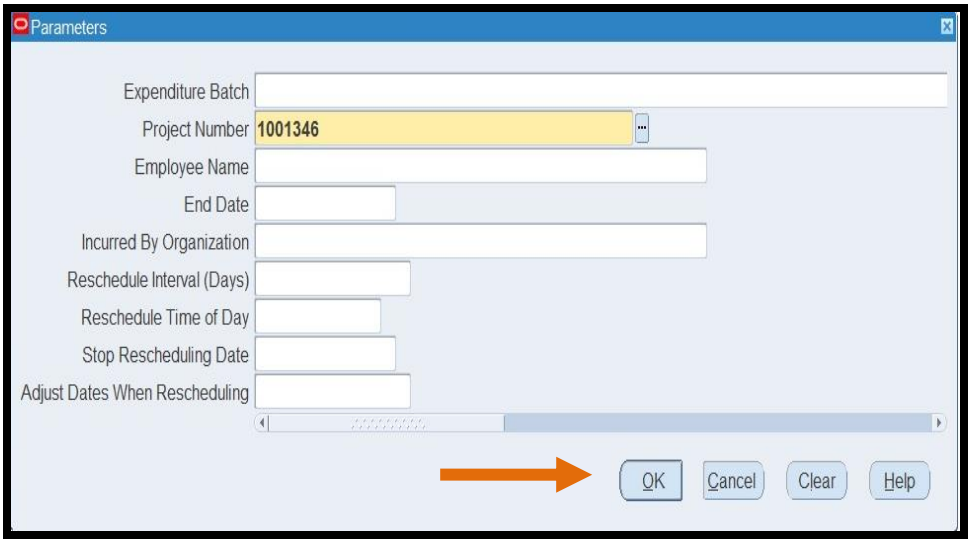


6. Enter report “Parameters”

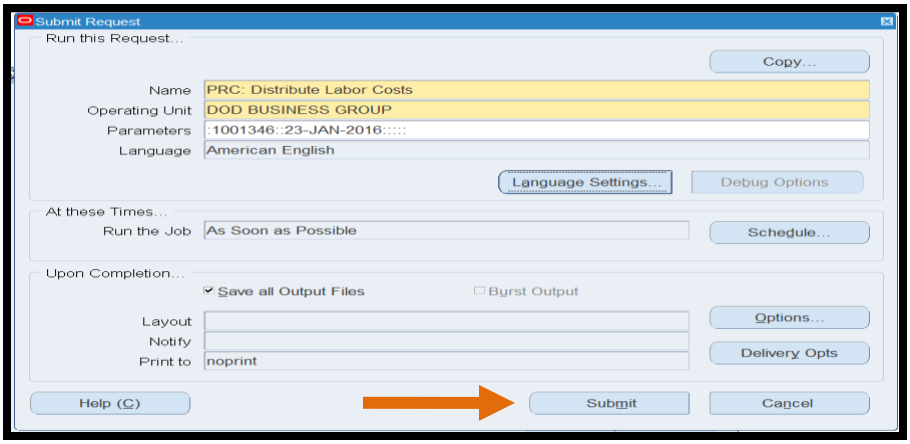


- Leave Expenditure Batch field blank
- Enter project numberfor the facility in the “Project Number” field **(required)**
- Leave “Employee Name” field blank unless the user needs to run “Distribute Labor Cost” for one employee
- Entering an end date is optional; however, there have been issues when entering an end date (the report will never finish or just take a very long time to complete)
- Leave the remaining fields blank

7. Select “OK” to accept the parameters

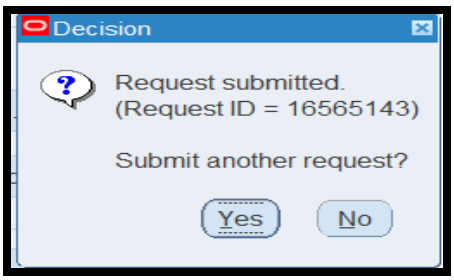


8. “Submit Request” form opens; Do not make any changes on the screen. Click “Submit”

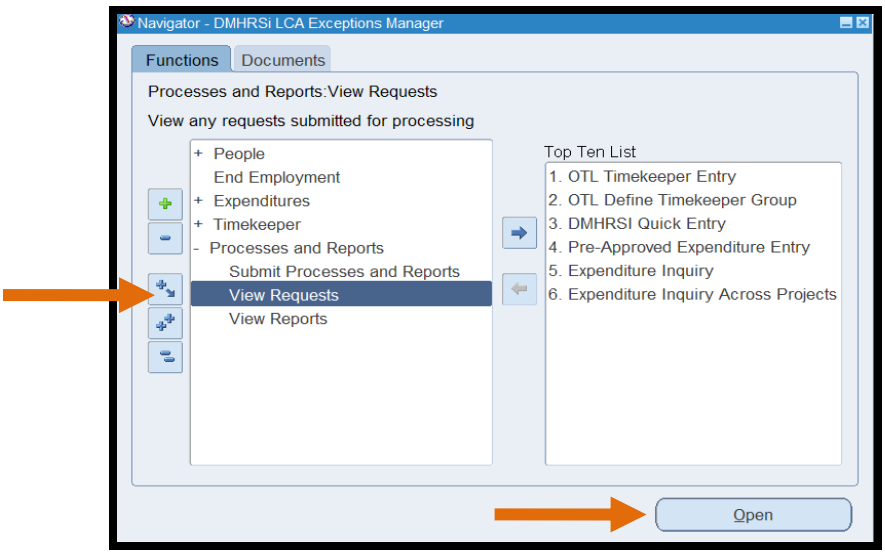


9. “Decision” screen opens

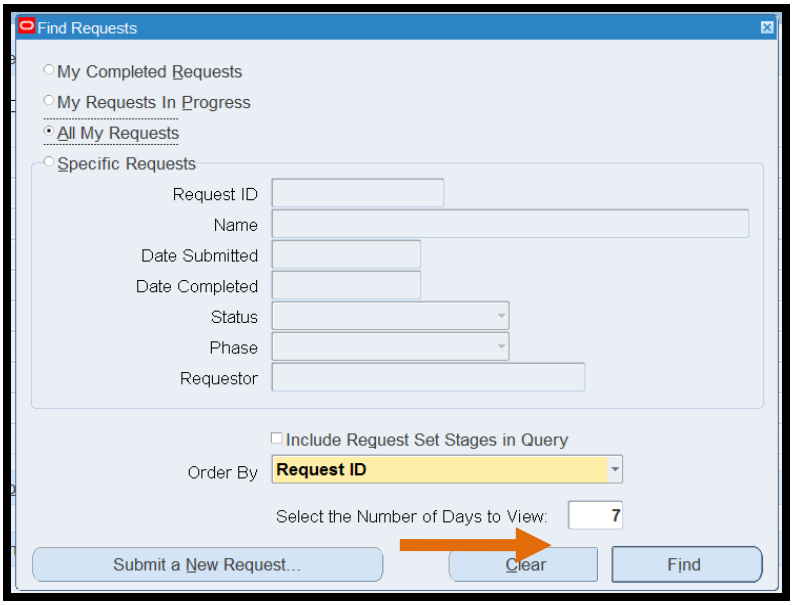
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



10. Select “View Requests” under the “Processes and Reports” menu and click “Open”

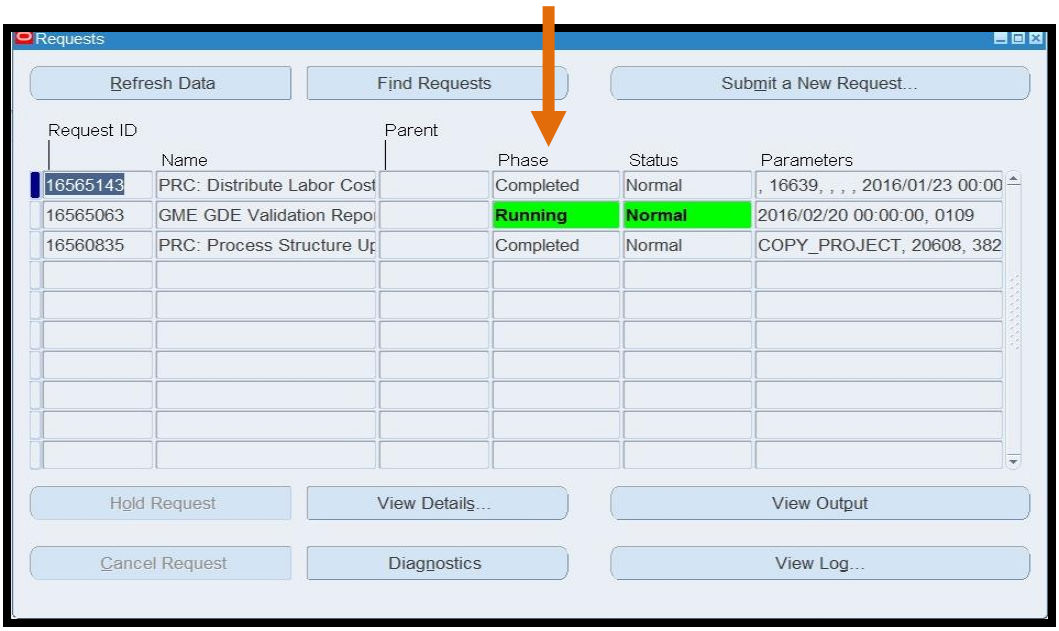


11. “Find Requests” screen opens; select “Find”

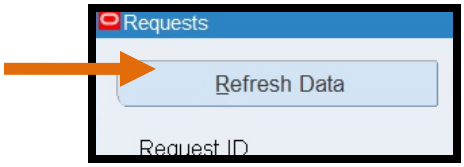


12. “Requests” form opens. Due to the amount of resouces it takes to run some of the reports, the system only allows a certain number of reports to run at one time. When the system reaches the max amout of reports it can run it will place submitted reports in a que; as reports finish the next report in the que begins

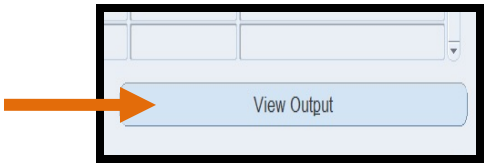
- “Phase” reflected as “Pending” – the report was placed in the que
- “Phase” reflected as “Running” – the report is being generated
- “Phase” reflected as “Completed” – the report has been completed



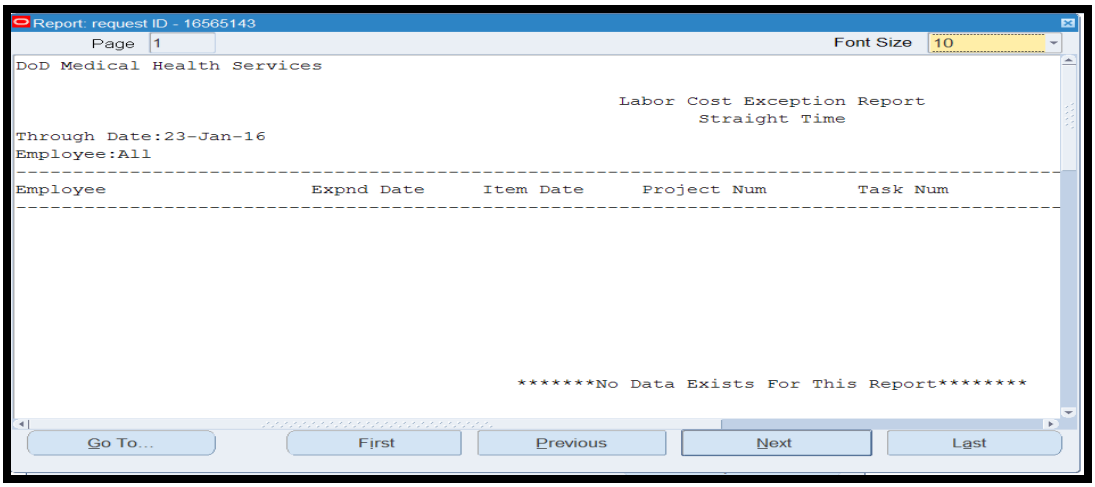
13. Select “Refresh Data” to refresh the process status until Completed is reflected. Users can close the screen and return to the report at a later time; closing the screen will not stop the process



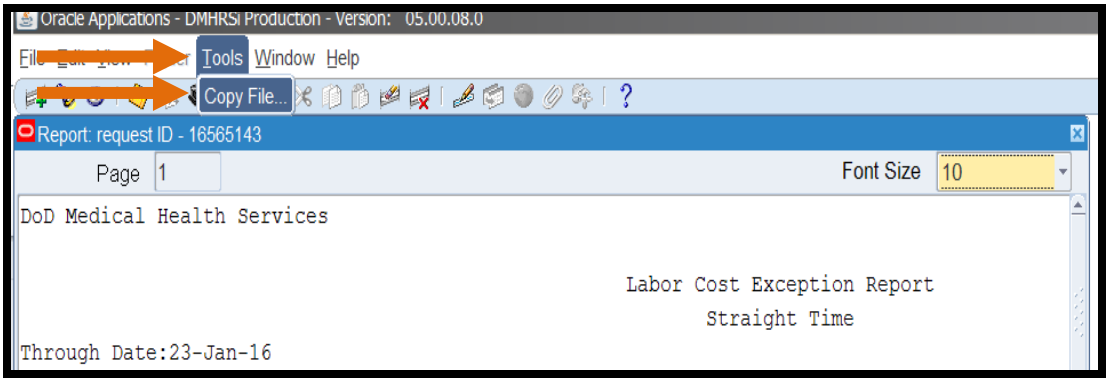
14. When the process is complete, select “View Output”



15. “Report request” screen opens



16. Select “Tools” then “Copy File” to pull the file into HTML so the results can be read, otherwise, the user must click “Next” to advance pages



17. The results will show all employees that have successfully costed as well as the employees who did not; rejected hours are displayed in the "Labor Cost Exception" section of the report with associated “Rejection Reason”

DoD Medical Health Services — Date: 26-Feb-2016 03:47 — Page: 1

Labor Cost Exception Report
Straight Time

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty	Rejection Reason Code

*******No Data Exists For This Report********

DoD Medical Health Services — Date: 26-Feb-2016 03:47 — Page: 1

Labor Cost Report
Straight Time

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty
BOB, SPONGE	23-JAN-16	18-JAN-16	1001346	01.01 MILITA	-8.00
BUCKS, STAR	09-JAN-16	04-JAN-16	1001346	02.02 CIVILI	-1.75
CARDS, TIME	09-JAN-16	06-JAN-16	1001346	02.02 CIVILI	-8.00
DUCK DONALD	05-DEC-15	01-DEC-15	1001346	BGZB_0330	-2.00
	05-DEC-15	01-DEC-15	1001346	BGZA_0330	2.00

Reviewing the results:

1. The first section of the report is the “Labor Cost Exceptions Report; Straight Time” page; labor hours that did not cost. A blank page indicates there were no exceptions and employees with approved time successfully costed. Time that was reversed before a cost rate had been applied will show in this section with an error of “Missing Cost Rate”, there will be two entries, one with a positive number and one with a negative number. This reversed time will displayed on the Exceptions page until the Project ends

DoD Medical Health Services — Date: 26-Feb-2016 03:47 — Page: 1

Labor Cost Exception Report
Straight Time

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty	Rejection Reason Code

*******No Data Exists For This Report********

2. The second section is the “Labor Cost Report Straight Time”. Time reflected under this section reflects the time costs were applied without issues

DoD Medical Health Services Date: 26-Feb-2016 03:4
Page: 5

Labor Cost Report
Straight Time

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty
	26-DEC-15	24-DEC-15	1001346	01.01 MILITA	8.00
	26-DEC-15	25-DEC-15	1001346	01.01 MILITA	8.00
	19-DEC-15	13-DEC-15	1001346	BHZD_7113	.00
	12-DEC-15	11-DEC-15	1001346	FCGA_0330.01	8.00
	12-DEC-15	11-DEC-15	1001346	FCGA_0330.01	1.00

3. The third section is the “Labor Cost Exception Report Overtime”; overtime hours that did not cost. A blank page indicates there were no exceptions and employees with approved time successfully costed

Page: 1

Labor Cost Exception Report
Overtime

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty	Rejection Reason Code

*******No Data Exists For This Report********

DoD Medical Health Services Date: 26-Feb-2016 03:47
Page: 1

Labor Cost Report
Overtime

Labor Cost Report
Overtime

Through Date:23-Jan-16
Employee:All

Employee	Expnd Date	Item Date	Project Num	Task Num	Qty

*******No Data Exists For This Report********

Some Reasons for Missing Cost Rate Error

The following will cause records to have missing cost rates: (Remember to date-track in the employee's HR record to ensure all segments of the record for that month are corrected)

- Assignment category on the Assignment screen in the HR module is blank
- The grade and/ or Step in the HR Module DFF person screen is incorrect/invalid; the Step requires to be two digits (i.e. 01, 02…10), not just one digit
- Distribute Labor Cost (DLC) was not run prior to running the Summary View Report
- Timecard was batch entered and the batch has not been submitted and/or released
- Different project number
- A cost rate of "$0.00 was entered with no end date
- Dual component personnel selected the wrong person type
- HR record Person type windows do not match
- Record does not have a valid Grade and/or Step and/or Assignment Category
- HR incorrectly entered a civilian as a contractor on part or all of the HR Record
- Job missing on the assignment screen
- Missing/Invalid start date under Extra Information>Person Occupation>Start date; this may also be an issue for personnel with two Occupation Codes
- If an NSPS employee had a step "00" in the Additional Personnel Detail field and it was not corrected when the employee was converted back to a GS employee
- When pay period starts on the 1st day of the month (pay periods start on Sundays), time must be recorded during the following week. If the pay period ends on the last day of the month (pay periods end on Saturdays), time should be recorded during the previous week. This occurs for Active Duty personnel a couple times a year. If this situation presents itself and an Active Duty person documents time on the Sunday or the Saturday, the expenditures must be reversed and a Pre-Approved batch must be created moving the expenditures to a weekday

When corrections are complete, Recalculate Raw Costs and re-run Distribute Labor Cost

Entering and Maintaining Employee Cost Rates

WARNING: *MTF's* ***MUST HAVE*** *AMPO approval prior to entering a "Cost Rate".* ***The employee cost rate in DMHRSi is used to calculate labor cost and will override the calculation of cost using either the payroll information or composite rates***

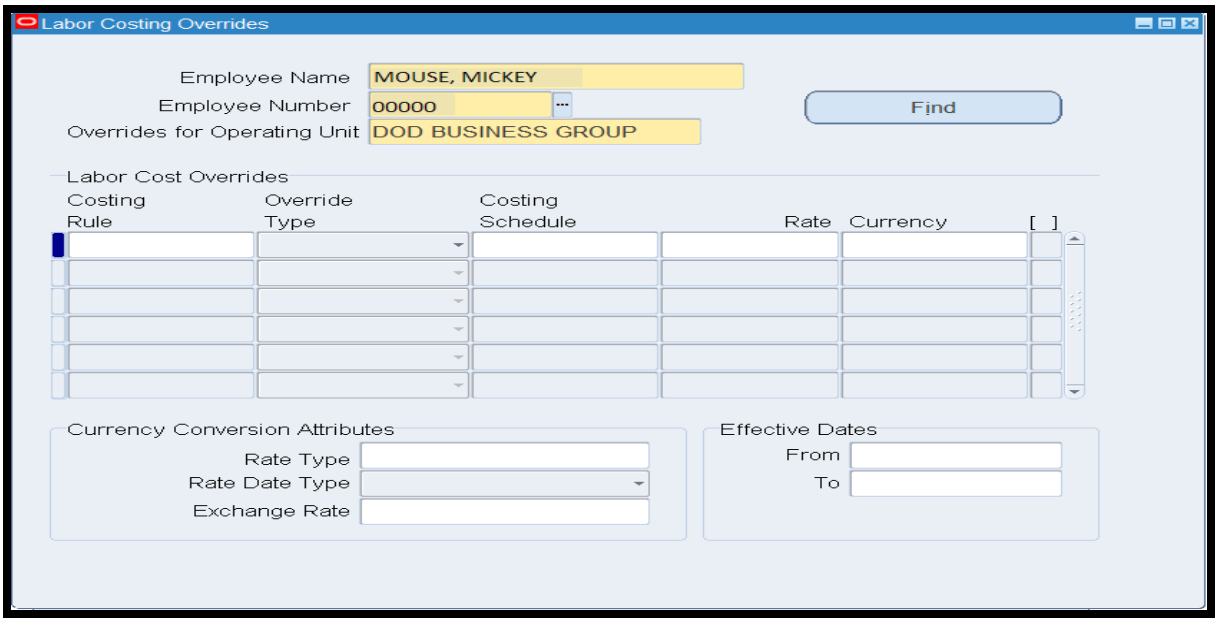
1. Determine the employee's "Cost Rate" to include benefits (if known)

- For Civilian employees this rate can be found under the Payroll Actuals; the "Straight Rate" is the hourly rate used when adding a cost rate
- For Active Duty employees use the Military Pay Scale
- **Do Not** enter a "Cost Rate" on Contractors and Volunteers

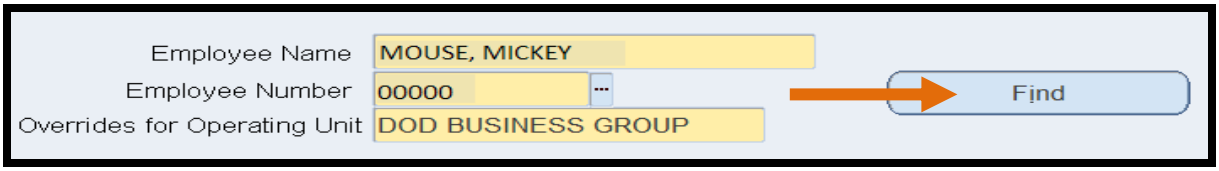
2. Select “Army LCA Manager” and open “Employee Cost Rate” under Army LCA Manager

3. “Labor Costing Overrides” form opens

- Enter the Employee Name by typing a portion of the employees name in the “Employee Name” field and press **[TAB]** or place the cursor in the “Employee Name” field and use the List Of Values icon
- The Employee’s Number can be used to search for personnel by entering the number in the “Employee Number” field and pressing **[TAB]**
- If more than one record matches the search text, the “Employees” form will display all matches. If only one record is matched, the “Employees” screen is skipped and the “Labor Costing Overrides” form is displayed

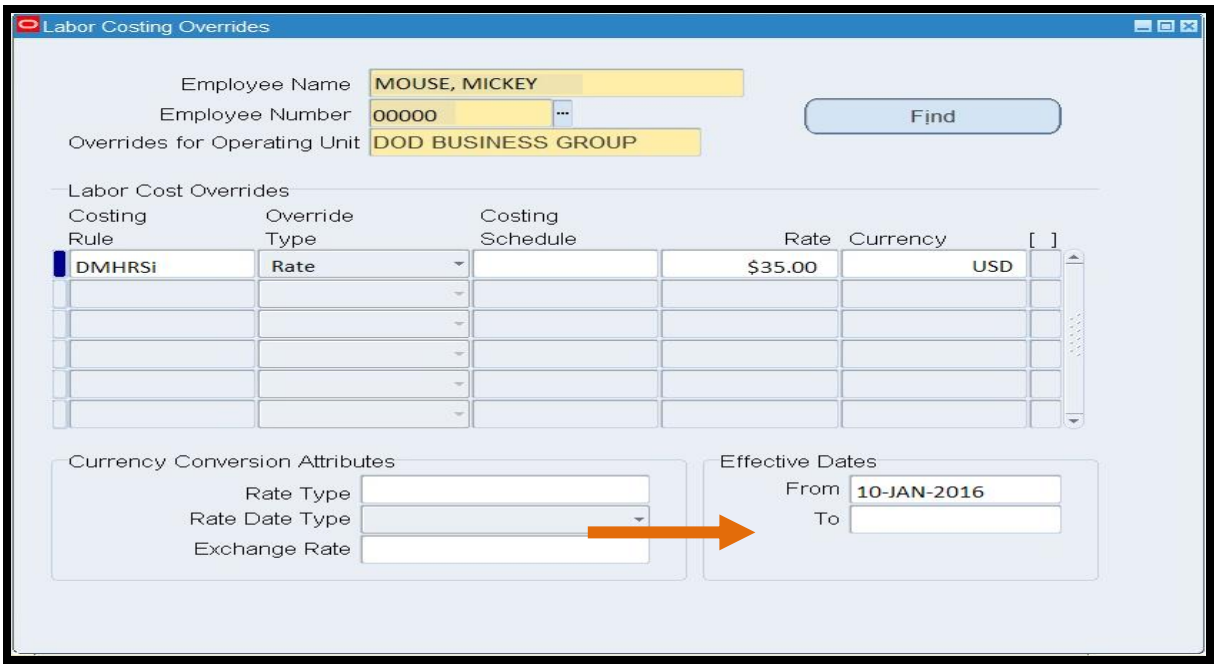


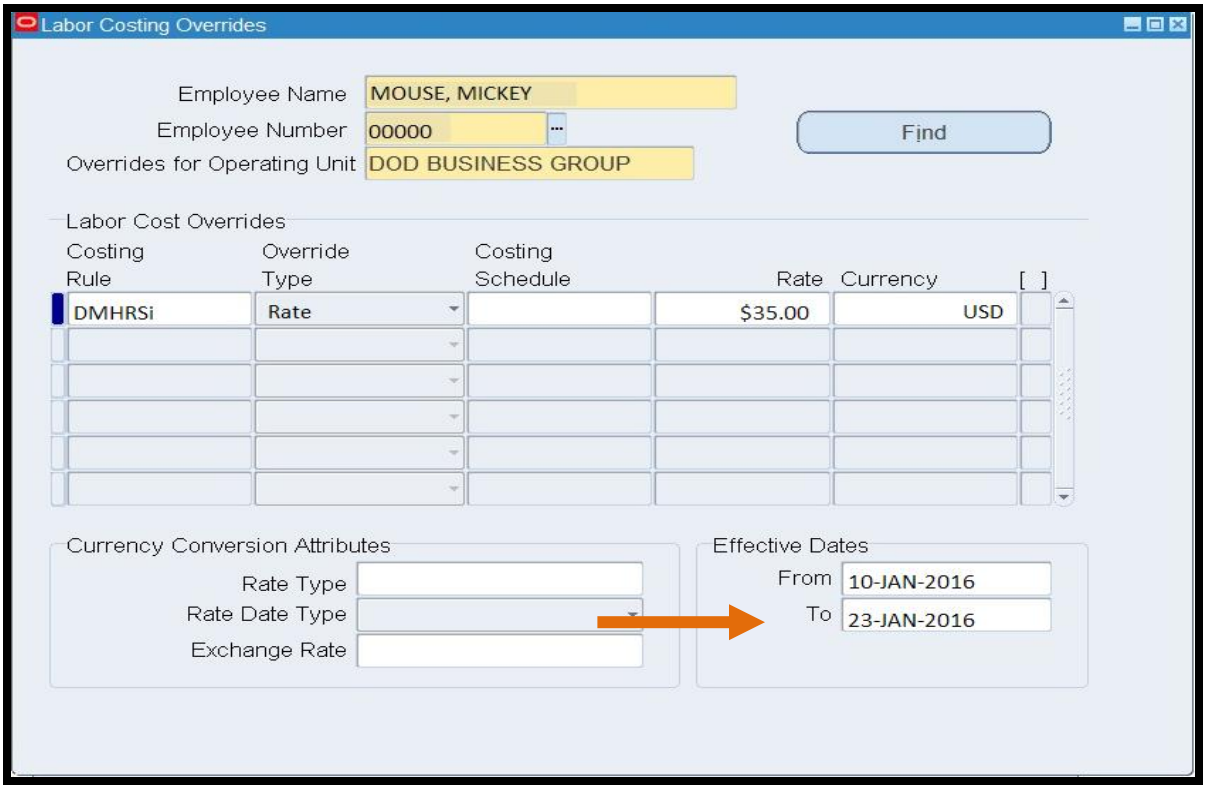
4. Click “Find”;



5. Any existing cost rates will display under “Labor Cost Overrides”

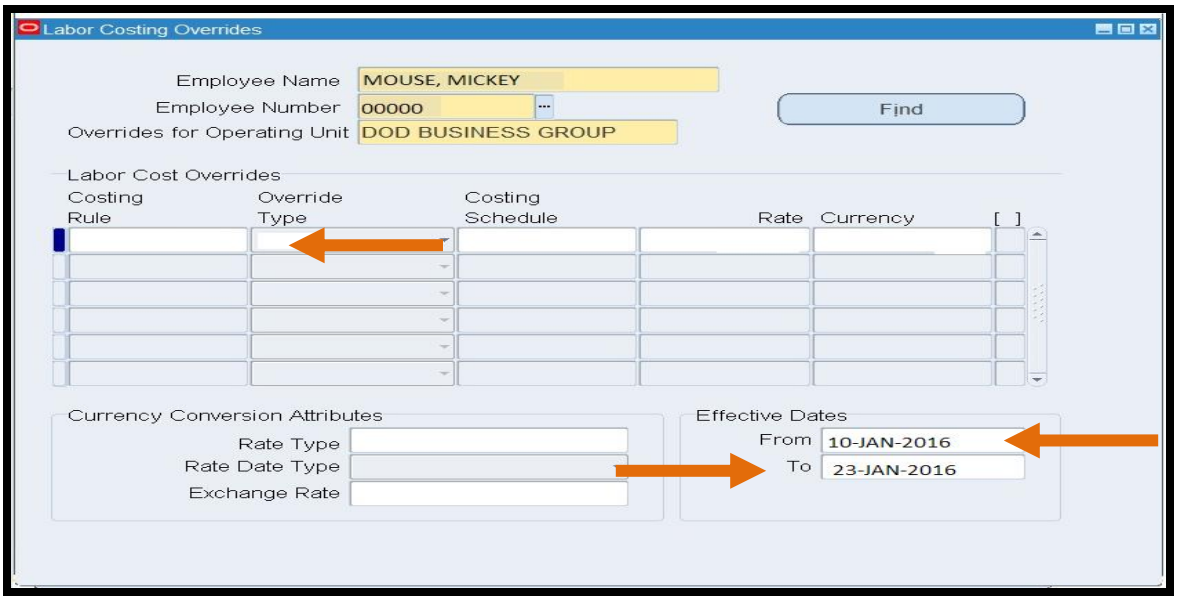
- If there is an existing cost rate listed and is still valid, no further action is required
- If there is an existing cost rate and is no longer valid, a new cost rate must be added



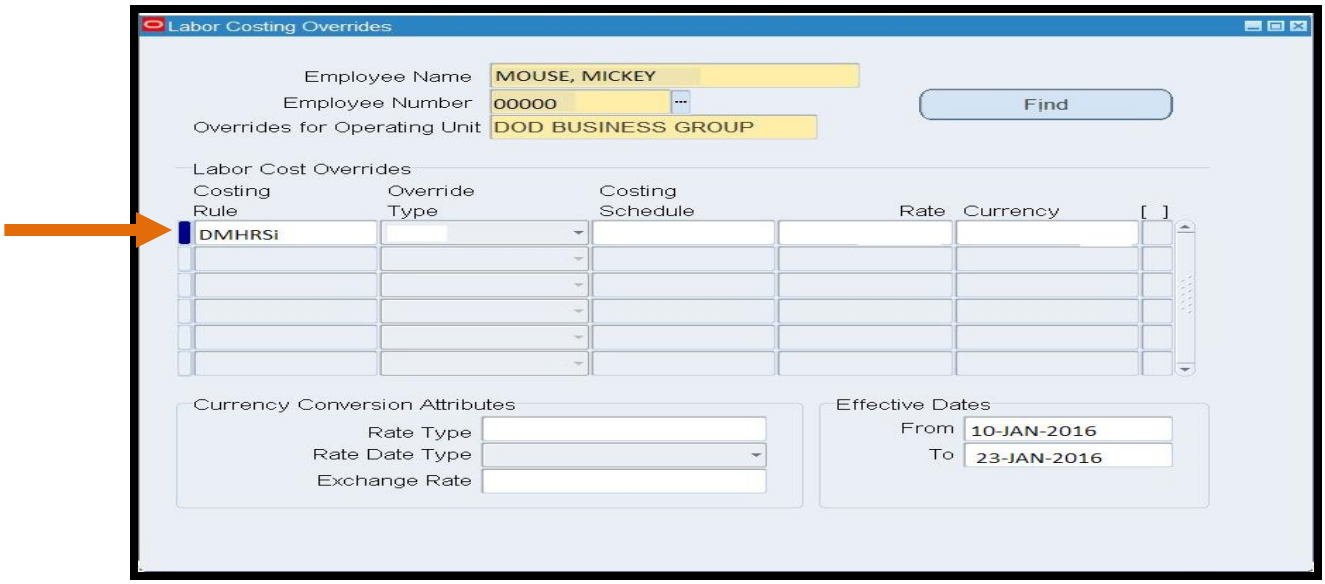


6. To add a cost rate enter the Effective Dates

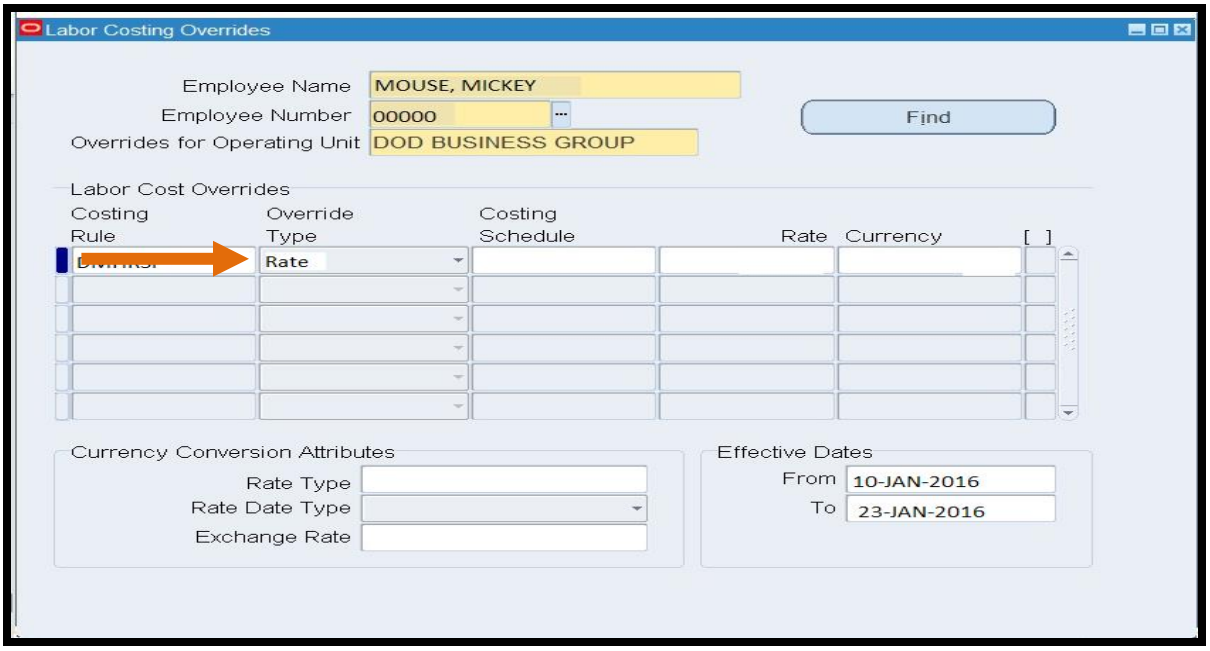
- The "From" date will default to Sunday of the current pay period; enter the Sunday of the week the rate became effective
- Click in the "To" field and enter an end date for the cost rate being entered; this should match the end date of the pay period the rate is applied
- A new blank row will display in the "Labor Cost Overrides" section. If not, press the down-arrow on your keyboard or click in the "Costing Rule" column of the next blank row



7. Click the List Of Values icon in the "Costing Rule"; it will auto-populate with DMHRSi, the only option for this field

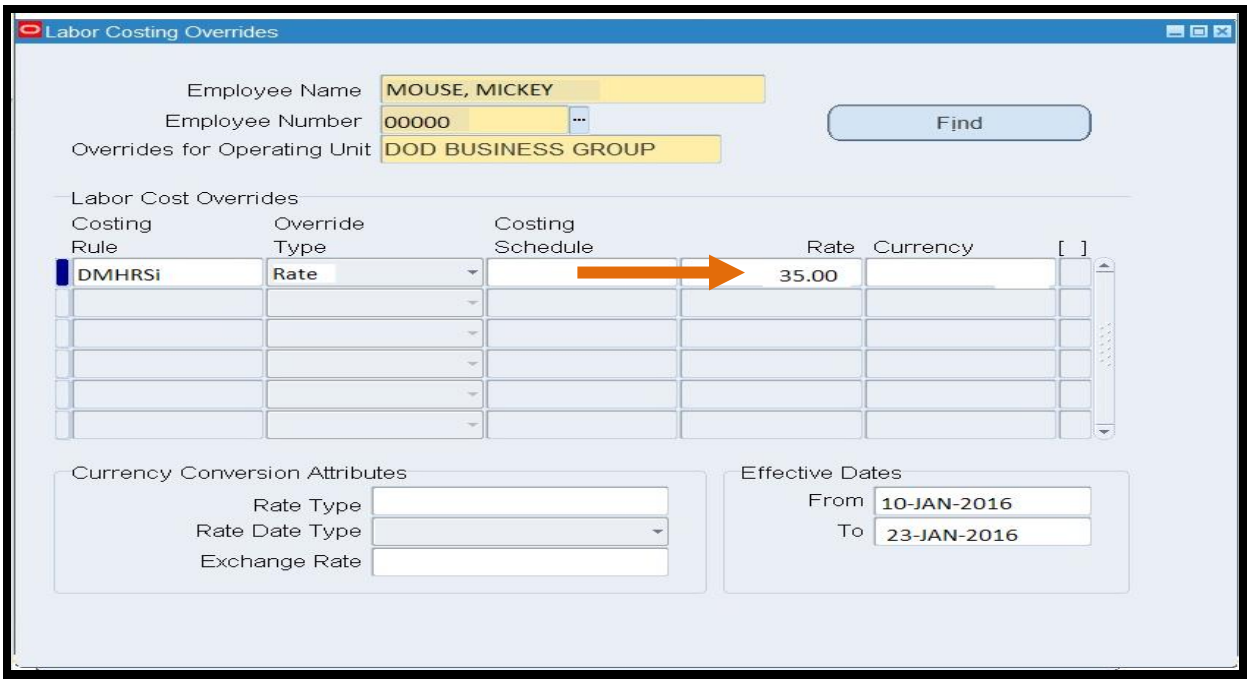


8. Override Type: always select "Rate" from the list of values

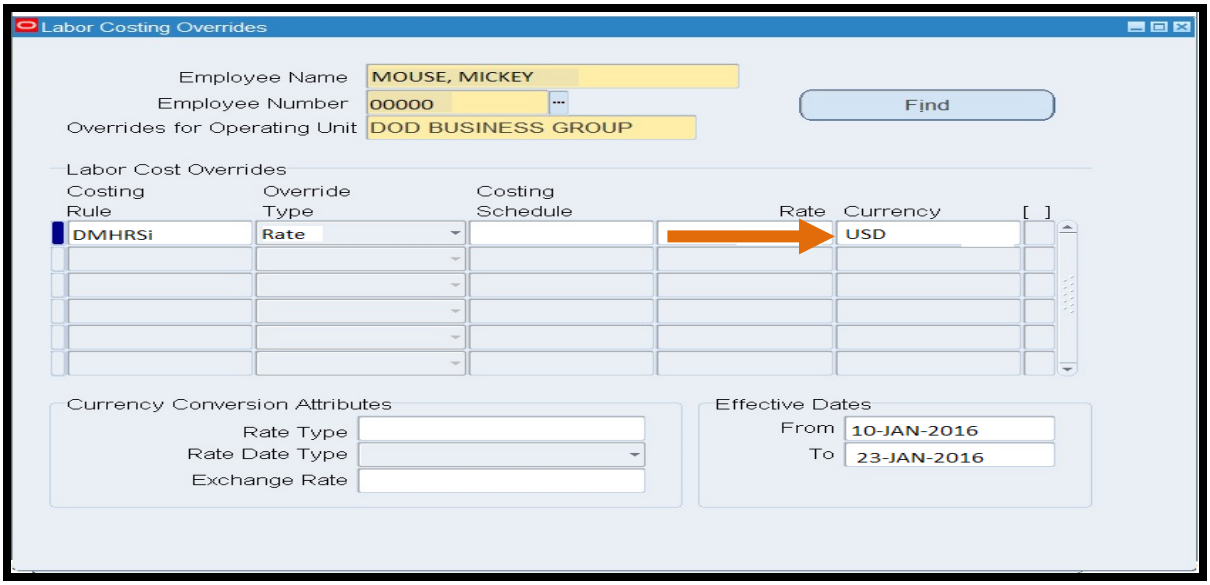


9. Costing Schedule: not used

10. Rate: enter the hourly cost rate including benefits for the employee (The hourly rates can be found under “Payroll Actuals”). Under Payroll Actuals, the “Straight Rate” is the hourly rate used when adding a cost rate

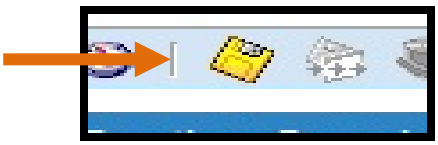


11. Currency: Always select "USD" from the List of values

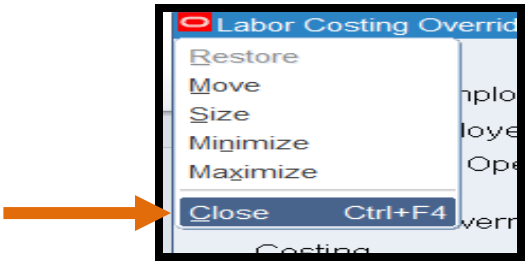


12. The Currency Conversion Attributes section is protected against update

13. Click the "Save" icon or select File > Save from the menu.



14. Close the form. Click the "Oracle Applications" icon in the upper left hand corner of the "Application Utilities Lookups" form and choose "Close" from the list to return to the main screen, Navigator



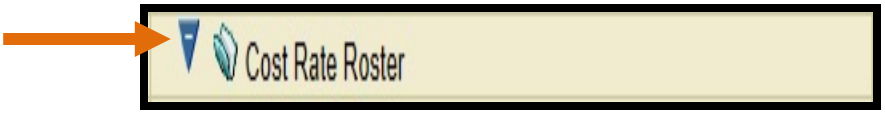
NOTE: *When changing an employee's "Cost Rate" whose time was successfully (but incorrectly) costed, when the cost rate is changed, the employees expenditures must be "flaged" (see Expenditure Inquiry-Recalculate Raw Cost) before re-running the Distribute Labor Cost*

Cost Rate Report

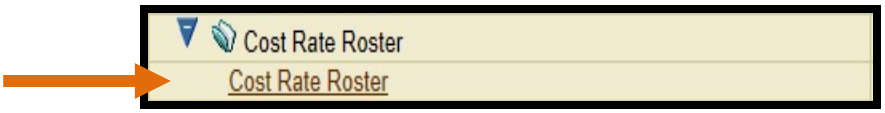
The "Cost Rate Roster" report can be used to identify MTF employees who have active "Cost Rate"

1. Log into "Discoverer Viewer/Plus using "Army LCA Manager"

2. Click the blue flag by "Cost Rate Roster"

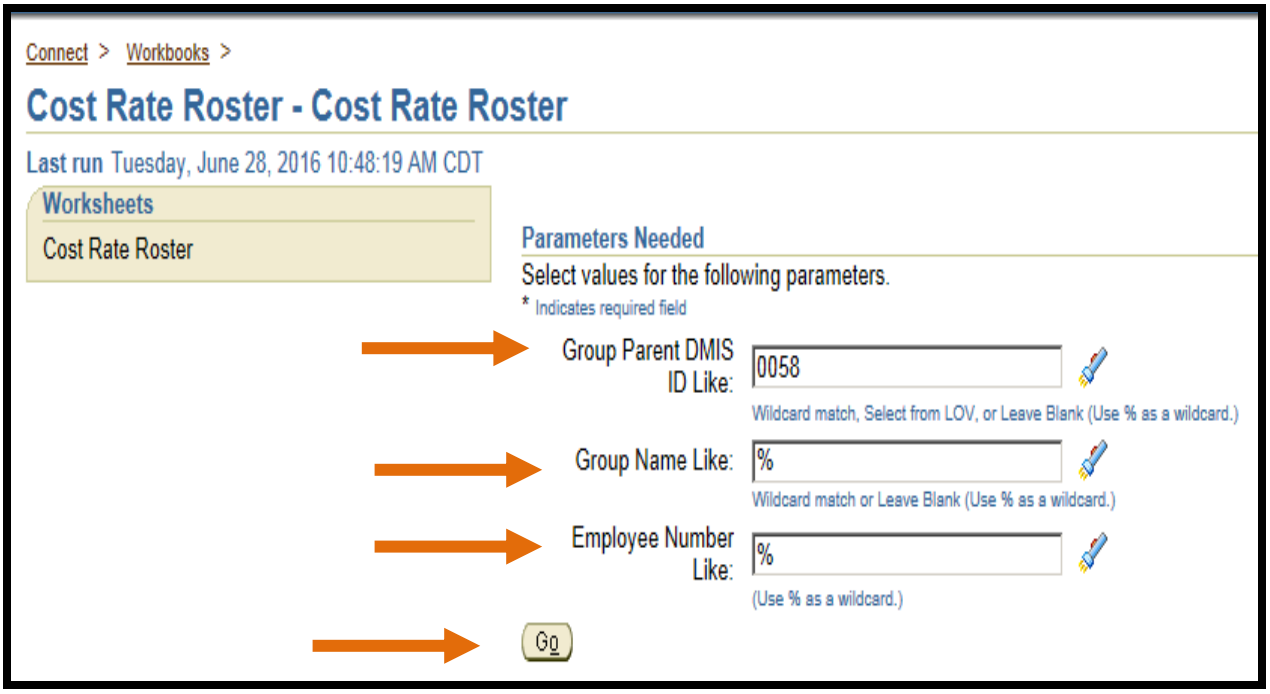


3. Click on "Cost Rate Roster

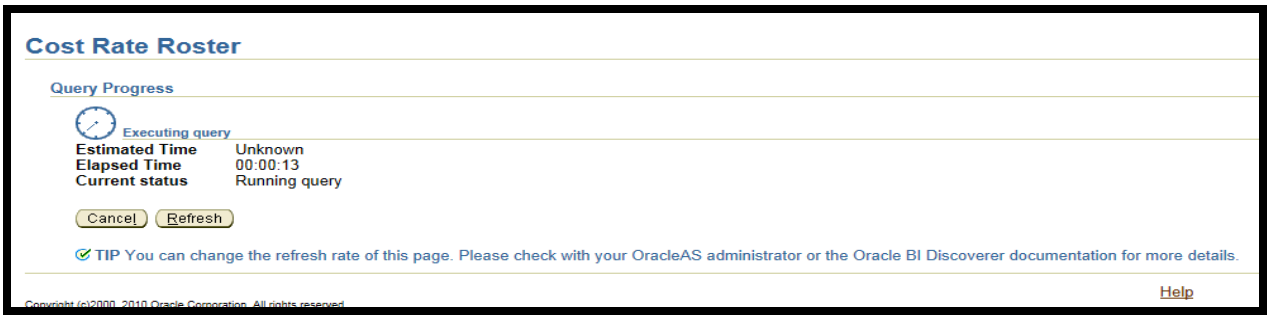


4. Enter Parameters then click "Go"

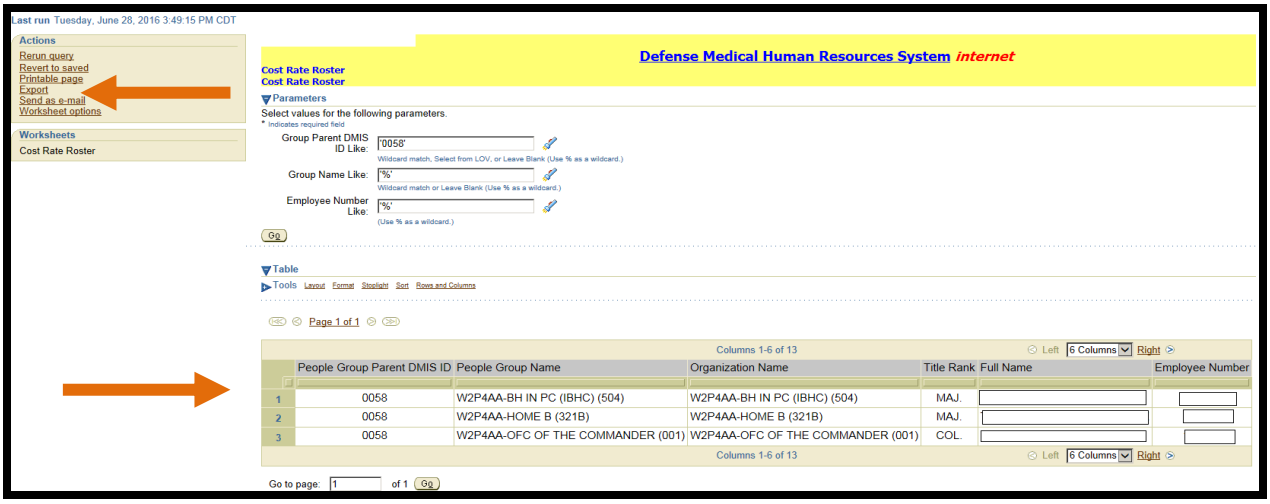
- **<u>Group Parent DMIS ID Like</u>**: Enter the MTF's Parent DMIS ID
- **<u>Group Name Like:</u>** Enter %
- **<u>Employee Number Like</u>**: Enter %



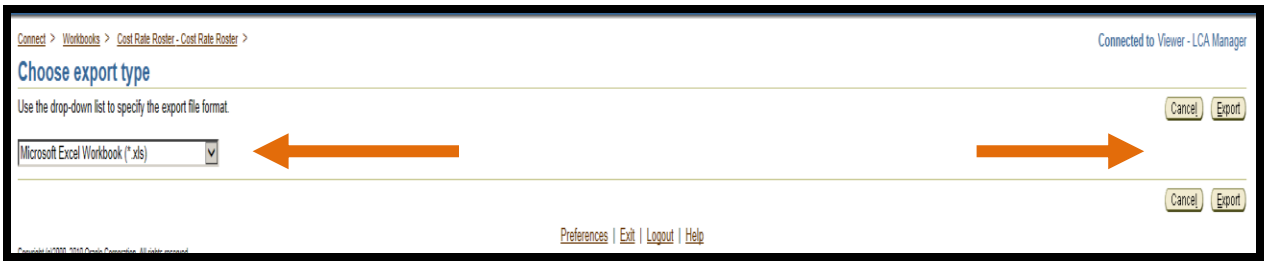
5. “Query Process” screen will open indicating that the report is being processed; be patient as this report may take awhile to run



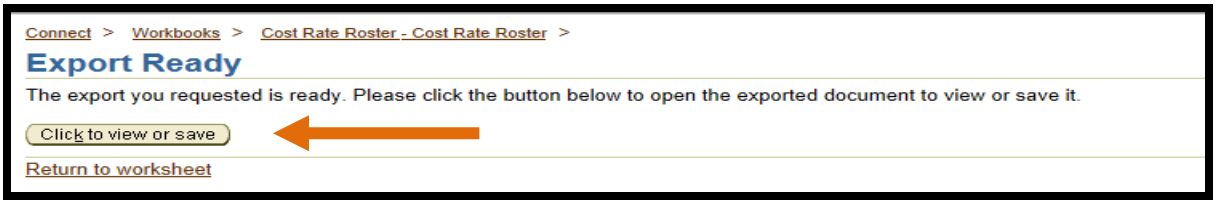
6. Report opens; export to Excel



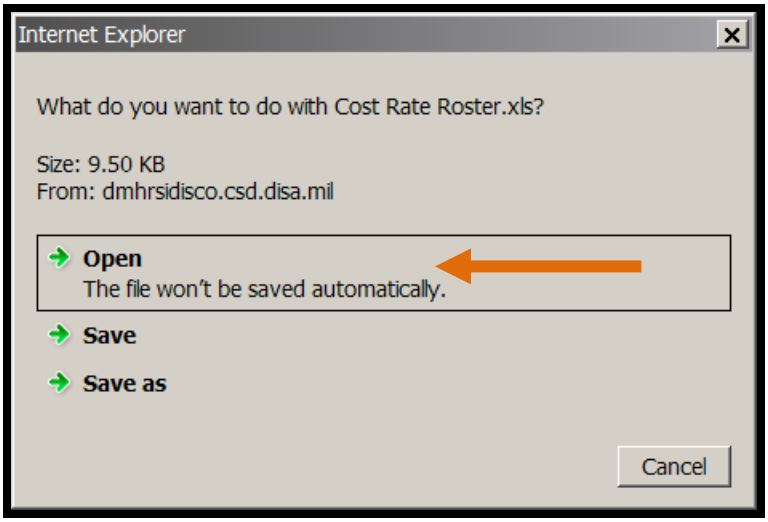
7. Change the file format to “Miscrosoft Excel Workbook (*.xls) then click “Export”



8. Select “Click to view or save”



9. Click “Open”



10. Report will open in “Excel”

People Group Parent DMIS ID	People Group Name	Organization Name	Title Rank	Full Name	Employee Number	Person Grade	Person Step	Person Service	Start Date Active	End Date Active	Employee Cost Rate	Entered By
0058	W2P4AA-BH IN PC (IBHC) (504)	W2P4AA-BH IN PC (IBHC) (504)	MAJ.			O-4	-	ARMY	1-Oct-13	-	82.48	
0058	W2P4AA-HOME B (321B)	W2P4AA-HOME B (321B)	MAJ.			O-4	-	ARMY	1-Oct-13	-	82.48	
0058	W2P4AA-OFC OF THE COMMANDER (001)	W2P4AA-OFC OF THE COMMANDER (001)	COL.			O-6	-	ARMY	01-Nov-2014	-	121.24	

Cost Rate Roster Report Column Headings

- **People Group Parent DMIS ID:** Parent DMIS ID associated with the People Group Organization
- **People Group Name:** Employee’s People Group Organization
- **Organization Name:** Employee’s Assigned Organization
- **Title/Rank:** Title/Rank as displayed on the Personnel record
- **Full Name:** Name as displayed on the Personnel record
- **Employee Number:** Assigned by the system, located on the personnel record
- **Person Grade:** Active Duty Rank or Civilian Grade found on the “Personnel” screen of the HR record. Contractors and Volunteers will not have a Grade or Rank
- **Person Step:** Civilian two digit step found on the “Personnel screen of the HR record
- **Person Service:** Employee’s affiliated Service they are employed through
- **Start Date Active:** Date the “Cost Rate” will start
- **Employee Cost Rate:** “Cost Rate” entered
- **Entered By:** User who entered the “Cost Rate”

DoD Batch and Timecard Status

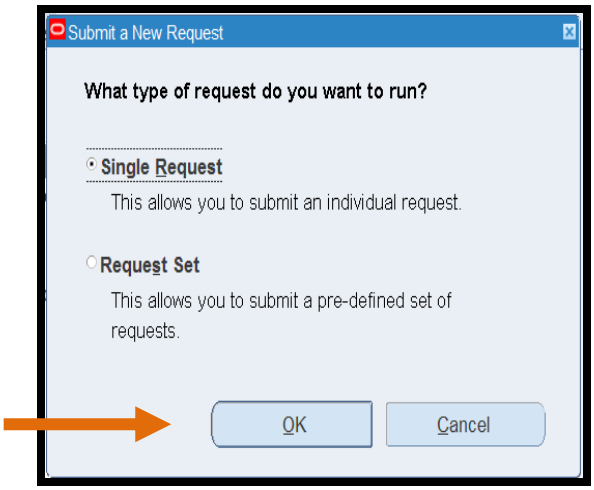
MTF personnel are responsible for submitting their own time in DMHRSi. The Army Timecard Approvers must verify all employees have submitted timecards for their organizations and that all submitted timecards in the Timecard Approvers' DMHRSi worklist have been approved

The DoD Batch and Timecard Status Report provides a Timecard status for the MTF that includes all timecard periods associated with a specific month and should be runat a minimum, on a weekly basis to ensure completion of timecards. The DoD Batch and Timecard Status report can be ran for a single pay period or for the entire whole month

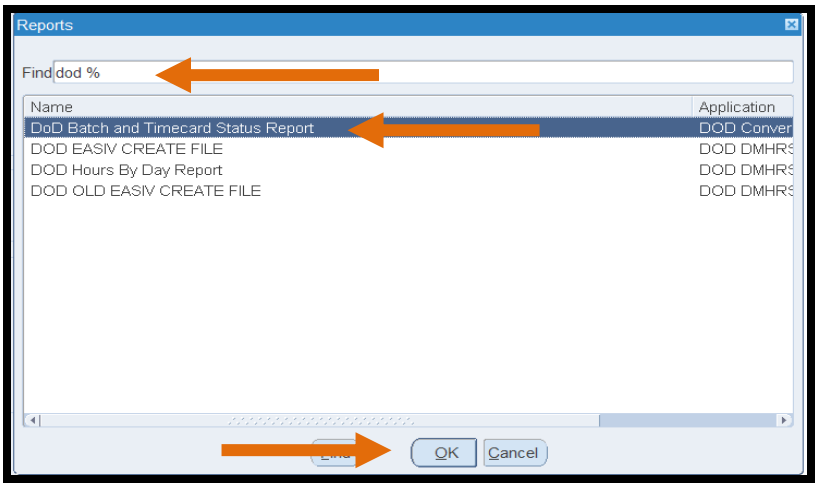
The first step of the DMHRSi End of Month process is to achieve 100% timecard compliance. The Batch and Timecard Status report is used to determine MTF timecard compliance.The Batch and Timecard Status Report will also provide information for Timecards that are problematic

1. Select "DMHRSi LCA Exceptions Manager" then "Submit Processes and Reports"

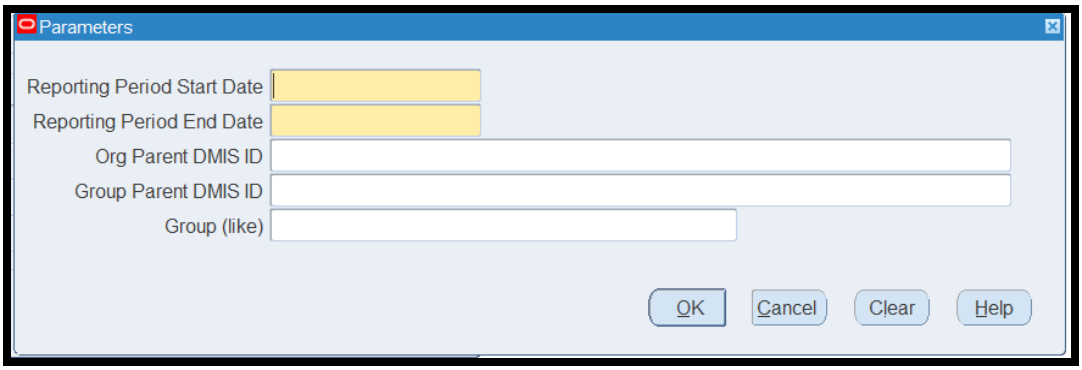
2. Ensure "Single Request" option is highlighted then select "OK"



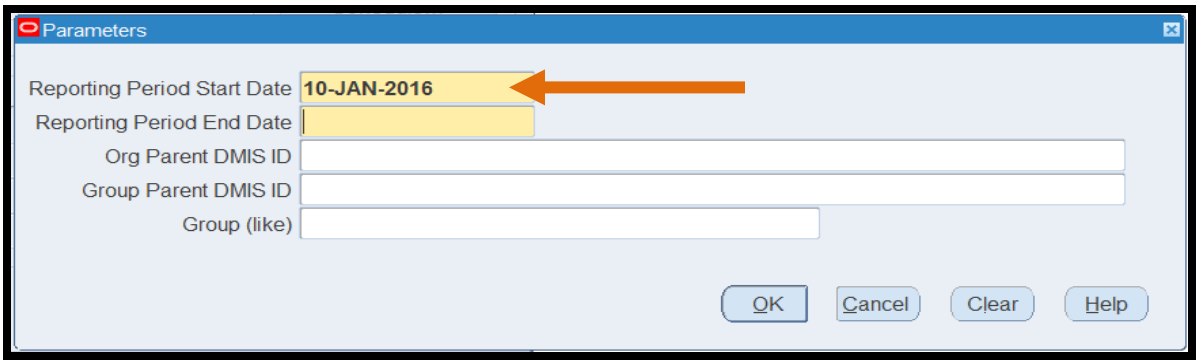
3. Enter “DoD” in the “Name” field and press **[Tab]** to open the "Reports" form; select “DoD Batch Timecard Status Report”, then “OK”



4. The “Parameters” form displays

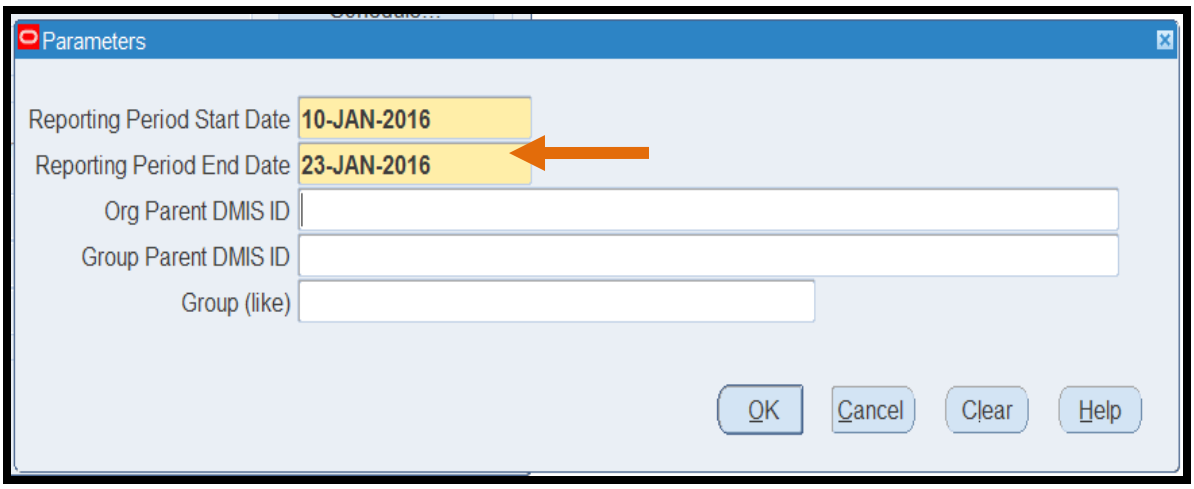


5. In the “Reporting Period Start date” (required) enter the 1st day of the month being tracked (DD-MON-YYYY format) (Example: 01-JAN-2016) or if running for a single pay period type in the 1st day of the pay period



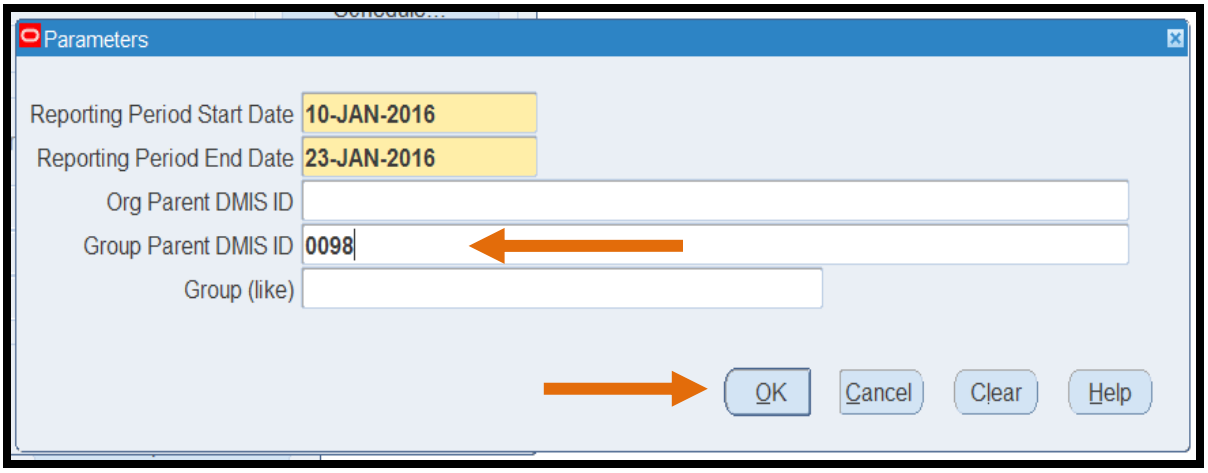
6. Click in the “Reporting Period End Date” field and type in the end date (required). This report can be run for a single pay period or for the entire month (Example: 30-APR-2016)

- Dates entered for the month will return all pay periods for that month’s reporting period
- Employee’s should have one line returned per pay period; Dual Component employees should have two lines, depending on their organization details. If no timecard entry exists for the pay period the timecard will show a “Not Submitted” status
- Batched timecards have two lines per pay period



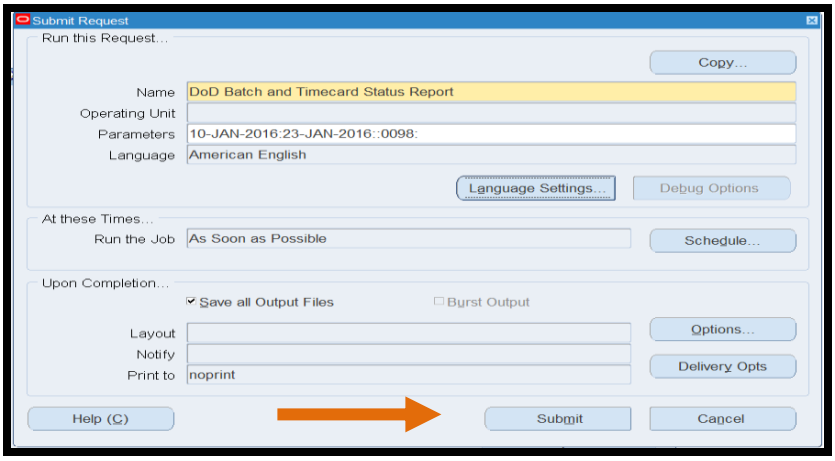
7. Leave “Org Parent DMIS ID” blank. Enter Parent DMIS ID for the People Group in the “Group Parent DMIS ID” field (Example: 0098); leave the “Group” field blank then select “OK”

- Running the report by Org Parent DMIS ID will only return results for employees assigned to that Parent DMIS ID
- Running the report by People Group DMIS ID will return results for all employees who have a People Group within that organization



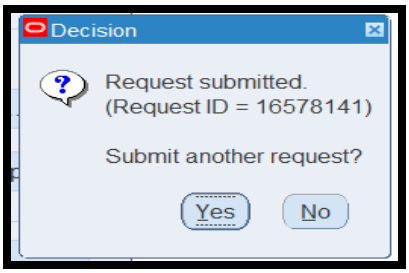
8. "Submit Request" screen opens and displays the requested information; select "Submit"

NOTE: *DO NOT change the default fields on this form*

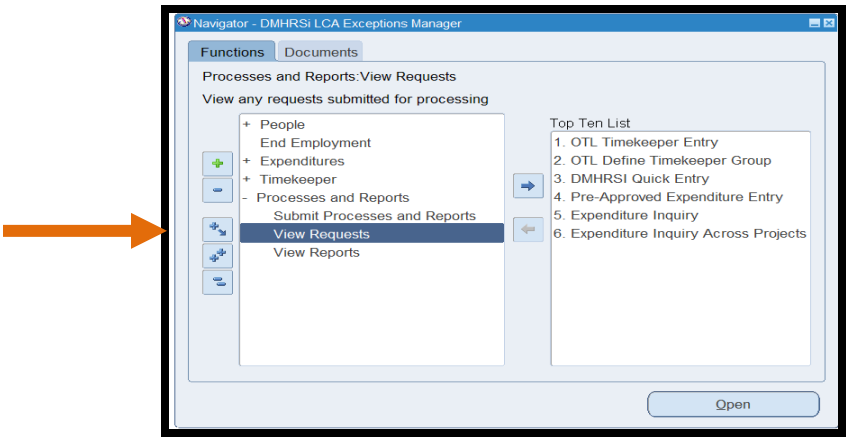


9. “Decision” screen opens

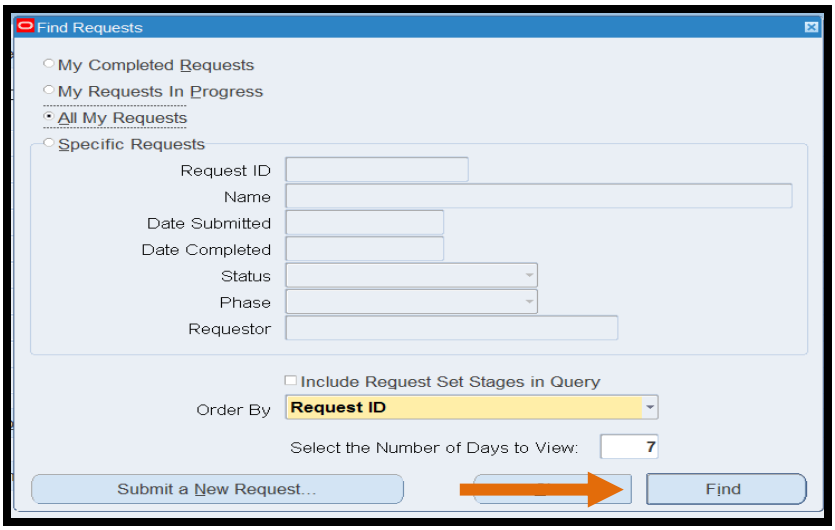
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



10. Select “View Requests” under the “Processes and Reports” menu

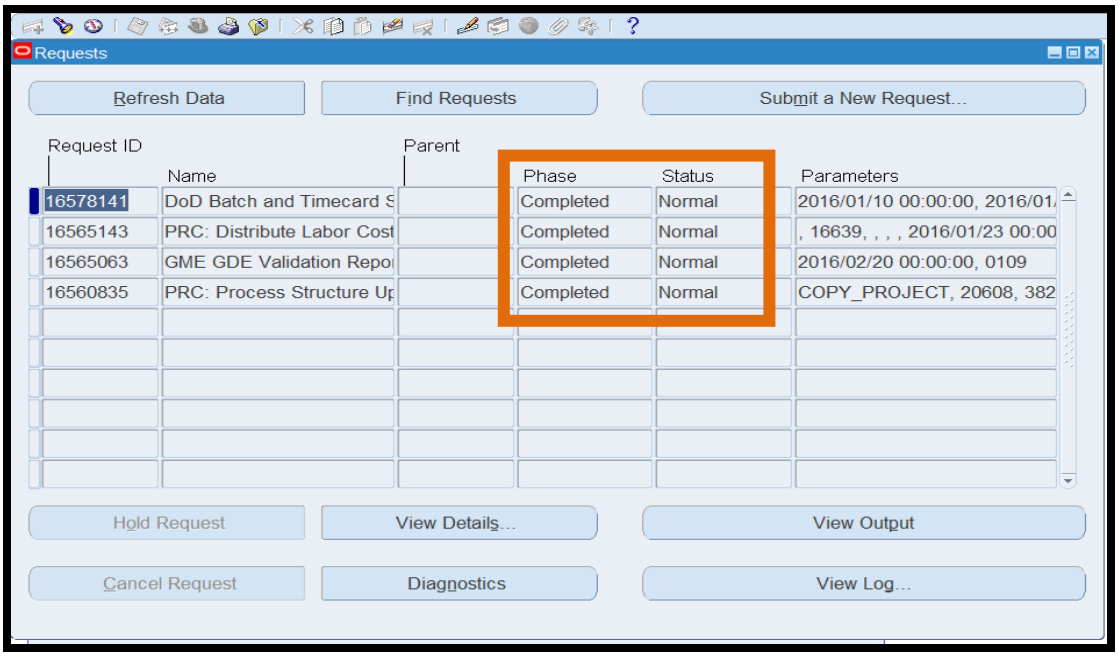


11. “Find Requests” screen opens. The system defaults to “All My Requests”, DO NOT change; select “Find”

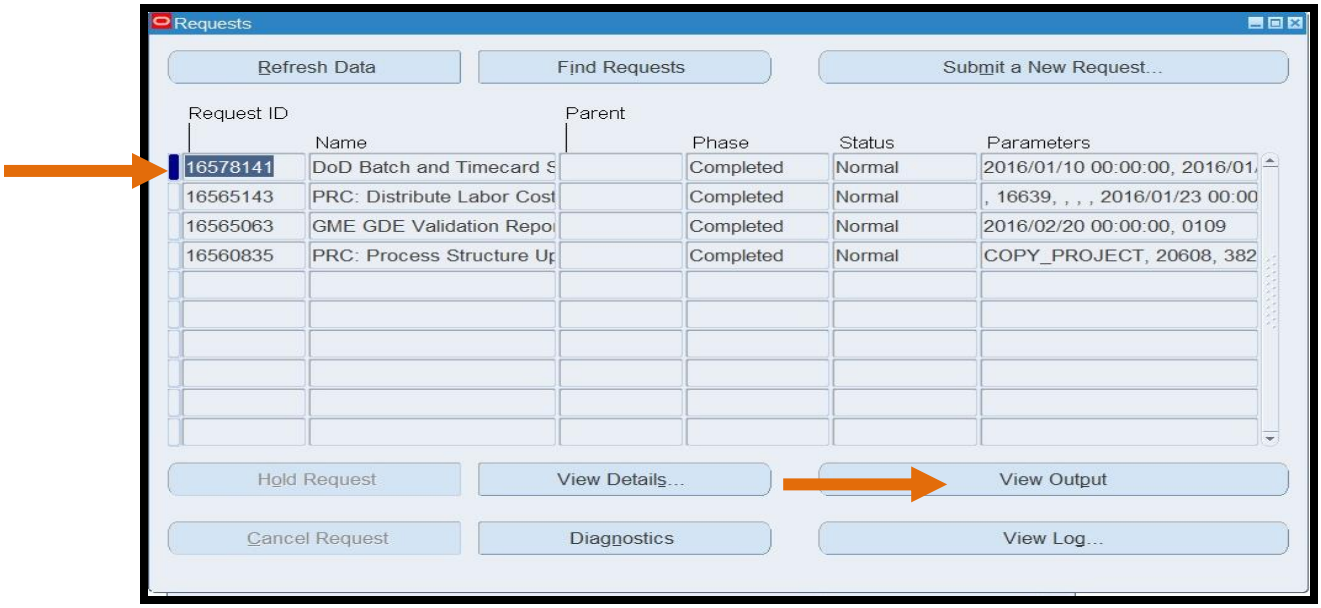


12. “Requests” form opens. Due to the amount of resouces it takes to run some of the reports, the system only allows a certain number of reports to run at one time. When the system reaches the max amout of reports it can run it will place submitted reports in a que; as reports finish the next report in the que begins

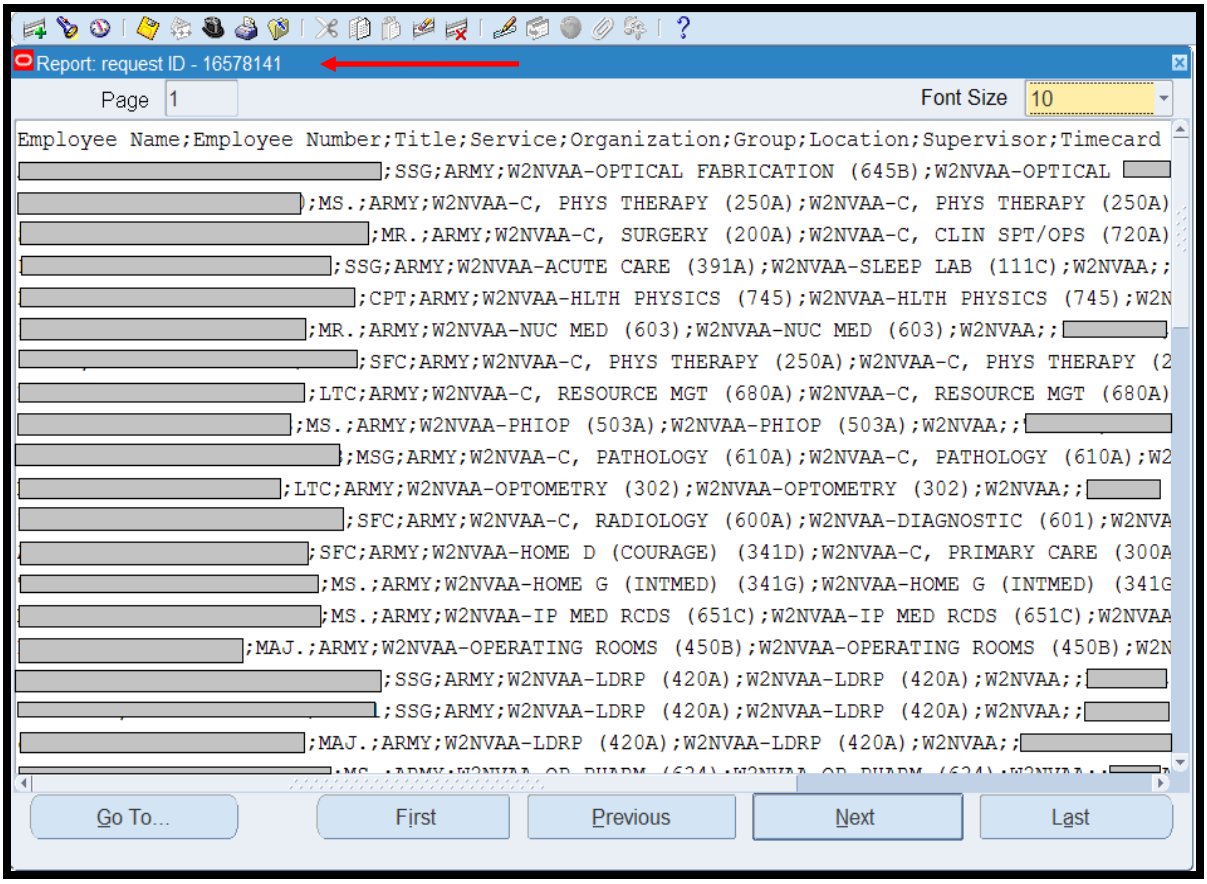
- “Phase” reflected as “Pending” – the report was placed in the que
- “Phase” reflected as “Running” – the report is being generated
- “Phase” reflected as “Completed” – the report has been completed



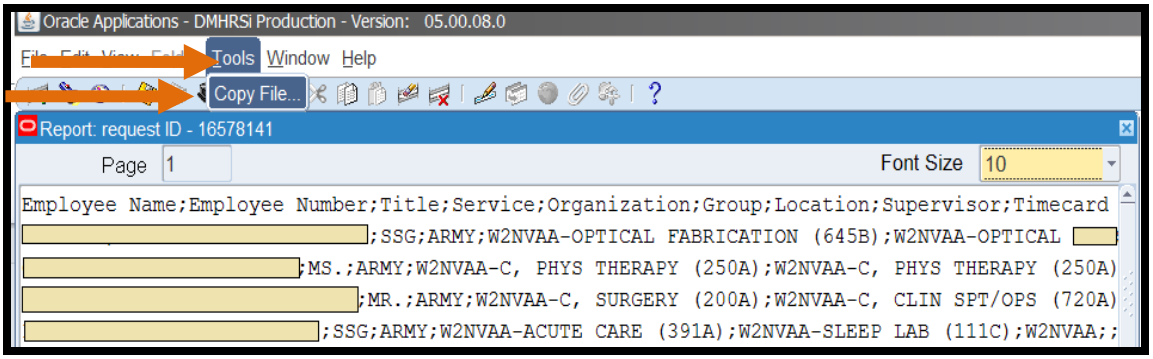
13. Highlight "Request ID" for the desired report and select "View Output"



14. The output report displays the “DoD Batch and Timecard Status Report”

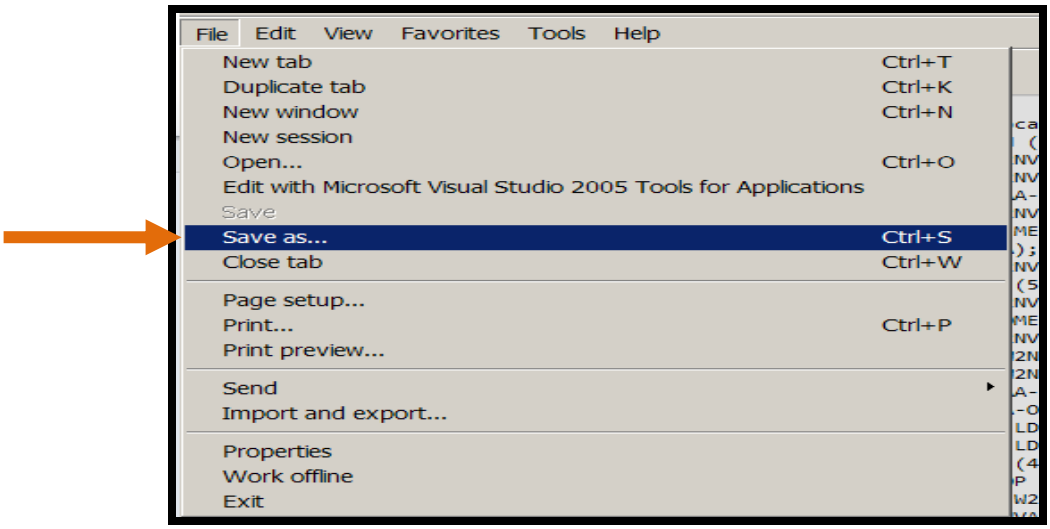


15. Copy the file and save it to the computer hard drive by selecting "Tools" then “Copy File"

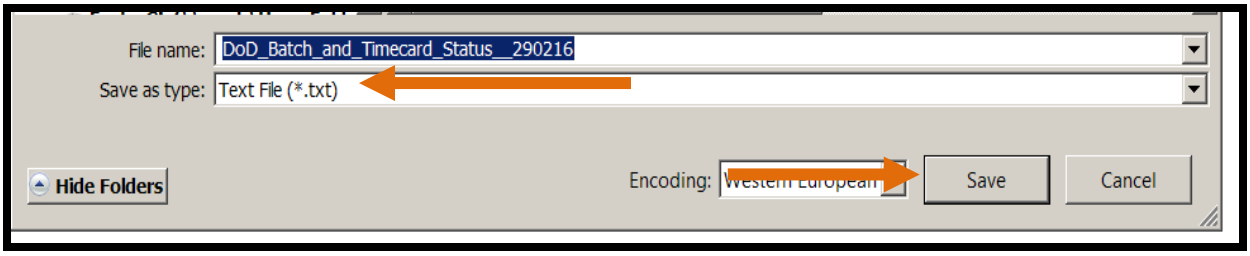


16. The output file displays in a separate browser in HTML format

17. Save the output file to the computer hard drive, (it is ok to rename the file). Each browser is slightly different; the user may need to select “Page > Save As” or “Tools > File > Save As”



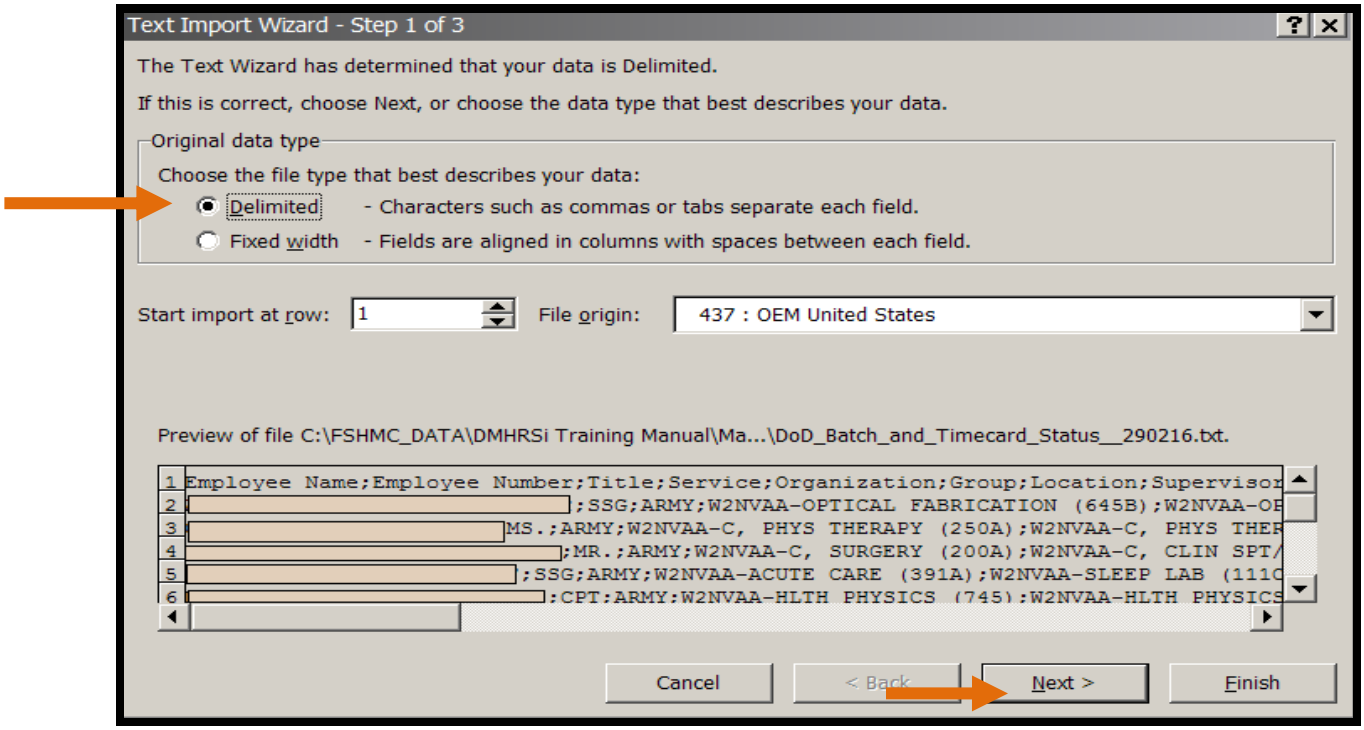
18. Save as a “Text File (*.txt) file



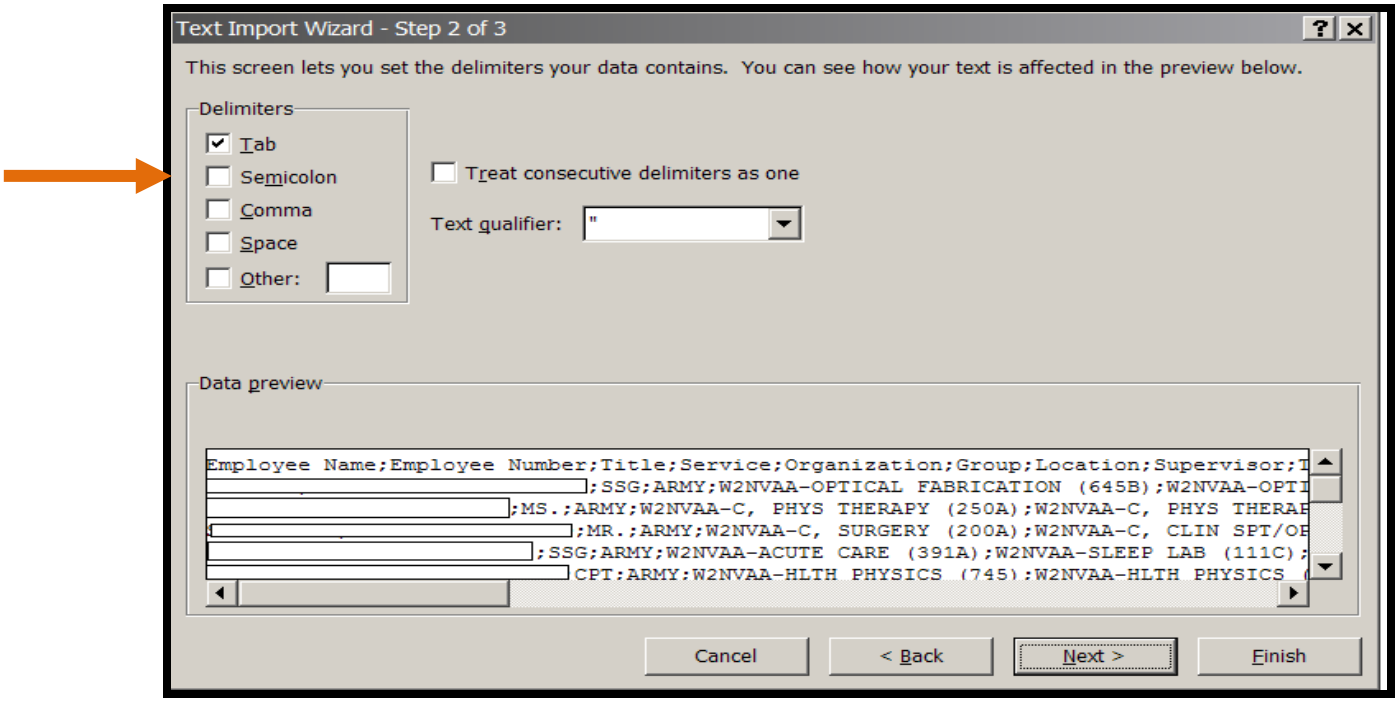
19. Close the “HTML” and "Report" form in DMHRSi; return to the "Requests" form

20. To format the report in Excel: open Excel and the File. (“All Excel Files” MUST be changed to “All Files” to find the saved file;) select “Open”

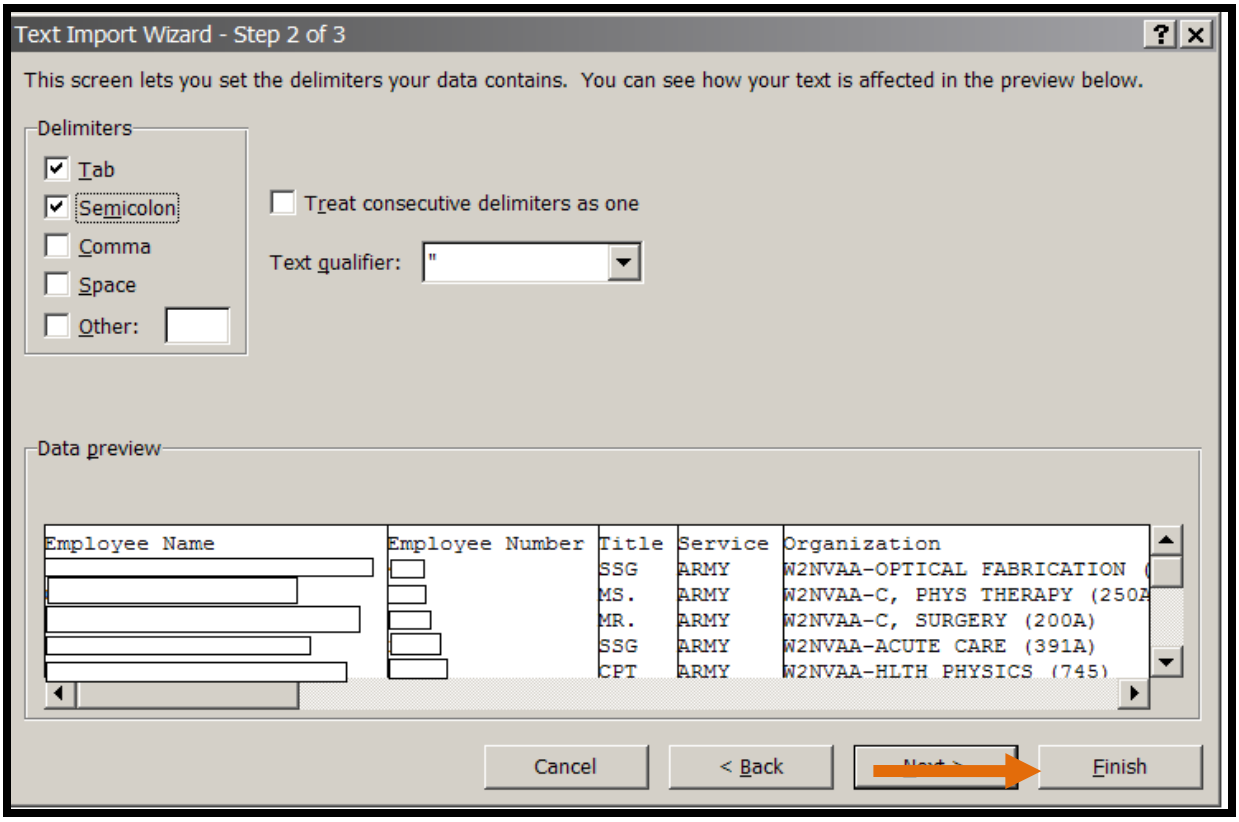
21. The Text Import Wizard opens displaying the “Text Import Wizard – Step 1 of 3” screen. Ensure that “Delimited is selected; select “Next” to proceed to the “Text Import Wizard – Step 2 of 3” screen



22. Check the “Semicolon” box



23. Select “Finish”



24. The report displays in Excel format

Employee Name	Employee Number	Title	Service	Organization	Group	Location	Supervisor	Timecard Approver	Person Type	Component Person Type	Contractor Timecard Required	Assignment Status	Assignment Category	Submitter	Batch/Timecard Status	Timecard Start Date	Timecard End Date	Org APC	Group APC	Exp Ending Date	Batch
		SSG	ARMY	W2NVAA-OPTICAL FABRICATION (645B)	W2NVAA-OPTICAL FABRICATION (645B)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	LOGD	LOGD		
		MS.	ARMY	W2NVAA-C, PHYS THERAPY (250A)	W2NVAA-C, PHYS THERAPY (250A)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	OTPT	OTPT		
		MR.	ARMY	W2NVAA-C, SURGERY (200A)	W2NVAA-C, CLIN SPT/OPS (720A)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	SURG	MCD		
		SSG	ARMY	W2NVAA-ACUTE CARE (391A)	W2NVAA-SLEEP LAB (111C)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DOFM	DOFM		
		CPT	ARMY	W2NVAA-HLTH PHYSICS (745)	W2NVAA-HLTH PHYSICS (745)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	PRMD	PRMD		
		MR.	ARMY	W2NVAA-NUC MED (603)	W2NVAA-NUC MED (603)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DRAD	DRAD		
		SFC	ARMY	W2NVAA-C, PHYS THERAPY (250A)	W2NVAA-C, PHYS THERAPY (250A)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	OTPT	OTPT		
		LTC	ARMY	W2NVAA-C, RESOURCE MGT (680A)	W2NVAA-C, RESOURCE MGT (680A)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	RMDA	RMDA		
		MS.	ARMY	W2NVAA-PHIOP (503A)	W2NVAA-PHIOP (503A)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DCBH	DCBH		
		MSG	ARMY	W2NVAA-C, PATHOLOGY (610A)	W2NVAA-C, PATHOLOGY (610A)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	PATH	PATH		
		LTC	ARMY	W2NVAA-OPTOMETRY (302)	W2NVAA-OPTOMETRY (302)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	SURG	SURG		
		SFC	ARMY	W2NVAA-C, RADIOLOGY (600A)	W2NVAA-DIAGNOSTIC (601)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DRAD	DRAD		
		SFC	ARMY	W2NVAA-HOME D (COURAGE) (341D)	W2NVAA-C, PRIMARY CARE (300A)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DOFM	DOFM		
		MS.	ARMY	W2NVAA-HOME G (INTMED) (341G)	W2NVAA-HOME G (INTMED) (341G)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DOFM	DOFM		
		MS.	ARMY	W2NVAA-IP MED RCDS (651C)	W2NVAA-IP MED RCDS (651C)	W2NVAA			Civilian	Civilian	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	DPAD	DPAD		
		MAJ.	ARMY	W2NVAA-OPERATING ROOMS (450B)	W2NVAA-OPERATING ROOMS (450B)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	ACOR	ACOR		
		SSG	ARMY	W2NVAA-LDRP (420A)	W2NVAA-LDRP (420A)	W2NVAA			Active Duty	Civilian	N/A	Secondary Assignm	FR		APPROVED	10-Jan-16	23-Jan-16	MCUW	MCUW		
		SSG	ARMY	W2NVAA-LDRP (420A)	W2NVAA-LDRP (420A)	W2NVAA			Active Duty	Civilian	N/A	Secondary Assignm	FR		APPROVED	10-Jan-16	23-Jan-16	MCUW	MCUW		
		MAJ.	ARMY	W2NVAA-LDRP (420A)	W2NVAA-LDRP (420A)	W2NVAA			Active Duty	Active Duty	N/A	Active Assignment	FR		APPROVED	10-Jan-16	23-Jan-16	MCUW	MCUW		

Column Headings

- **Employee Name**: Employee's full name from the "People" form
- **Employee Number**: Employee's number from the "People" form
- **Title**: Employee's Title/Rank from on the "People" form
- **Service:** Service found in the "Personal Additional Details" DFF on the "People" form
- **Organization**: "Organization" found in the employee's "Assignment" record
- **Group**: "People Group" found in the employee's "Assignment" record
- **Location**: "Location" found in the employee's "Assignment" record (which is linked to the Organization)
- **Supervisor**: Not used by the Army. If a name is found in this section for an Army employee, it must be removed
- **Timecard Approver**: Timecard Approver from the organizational details "Time Management" for the employee's "Group" found in the employee's "Assignment" record
- **Person Type**: Employee's "Person Type" defined in the "Person" form
- **Component Person Type**: Employee's "Component Person Type" defined through the "Timecard Entry" form
- **Contractor Timecard Required**: Displays if a contractor is required to submit a timecard
- **Assignment Status**: Assignment Status defined in the employee's "Assignment" record
- **Assignment Category**: "Assignment Category" found in the employee's "Assignment" record
- **Submitter**: Displays submitter's name for timecard entry or batch entry for the submitted time
- **Batch/Timecard Status**: "Timecard Status," Not Submitted, Working, Rejected, Error, Submitted, and Approved
- **Timecard Start Date**: Displays Timecard Period Start date
- **Timecard End Date**: Displays Timecard Period End date
- **Organization APC**: Displays the Army's Organization Account Processing Code (APC)
- **Group APC**: Displays the Army's Group APC
- **Expenditure Ending Date**: Displays the Pre-Approved Batch End Date
- **Batch**: Displays the Pre-Approved Batch Name

The Batch and Timecard Status Report must be run and reviewed often throughout the month. All timecard status' other than "Approved" must be researched.

DoD Batch and Timecard Status Report Review:

- Filter "Assignment Category" column to confirm there are no "null values" that require corrections to prevent costing issues
- Rejected Timecards—Timekeeper Specialist should determine why timecards have been rejected. Timecards reject for the following reasons:

    - Timecard Approver did not review timecard within the 7-day limit
    - Issues may exist with the Statutory Information tab on the Assignment form of the HR record. There should be no Timecard Approver on the Statutory Information page, delete any that exist. The "Timecard Required" field MUST be left blank; delete"Yes" if it is in the field. "DOD BUSINESS GROUP" can be displayed in the "Government Reporting Entity" field. Remember to date track through the HR record to Timecard Approver and/or information in the "Timecard Required" field
    - Civilian timecards do not reconcile when DMHRSi and Payroll timecards do not match. The DMHRSi timecard must match the Payroll timecard even if the Payroll Timecard is incorrect. The DMHRSi timecard must reconcile once. Once the DMHRSi Timecard has reconciled, hours can be reversed or added , if necessary, using the Pre-Approved Batch Entry function. When the Payroll timecard is corrected, the DMHRSi Timecard does not have to reconcile with the adjusted Payroll timecard hours. The DCPS pay file is uploaded into DMHRSi once for each pay period
    - Timecard errors are rejected by the Timecard Approver for corrections or updates; review Worklist notification comments to find out why it was rejected There may be other reasons why a timecard has rejected. The LCA Timekeeper Specialist should review the "Message" tab in Timekeeper Entry to see if there is a statement that explains why the Timecard rejected

- Submitted Timecards—Timekeeper Specialist must determine if timecards are awaiting approval or if the timecards are stuck in "Submitted" status

    - Timecards not available for approval may be stuck in a "Submitted" status; MEPRS Managers must submit an AMPO trouble ticket requesting the timecard be returned to a "Working" status

NOTE: *Timecards flow to the Approver assigned to the People Group organization at the time the timecard was submitted*

    - When timecards are returned to a Working status, the LCA Timekeeper Specialist should export the timecard to Excel then delete the timecard using Timekeeper

Entry. When the timecard is deleted, the LCA Timekeeper Specialist should use the the information that was exported to Excel to recreate the timecard then submit for review and approval

- Working Timecards—The LCA Timekeeper Specialist must contact employee's with timecards in a "Working" status to complete or submit the timecard for the employee

  - LCA Timekeeper Specialist must ensure timecards are submitted

- Error Timecards—Much like the Rejected timecards, the LCA Timekeeper Specialist must determine what caused the "Error" and then fix the issue

  - There may be an issue with the Statutory Information Tab on the Assignment screen of the HR record. (Refer to same paragraph above under Rejected Timecards)
  - Issue may exist with the Organization or the People Group
  - There may be other reasons why a timecard is showing with an error; The LCA Timekeeper Specialist must review the "Message" tab in Timekeeper Entry to see if there is a statement that explains why the Timecard is showing an error

Pre-Approved Batch

Documentation of time is an individual employee's responsibility. It is expected that all employees will document time, as required by MEPRS, using the DMHRS*i* Employee self-service role

There are instances when an employee is unable to document their time in DMHRS*i*. MEPRS Managers may use Batch Entry to document time. Designated individuals authorized to enter time by proxy assume responsibility for timely submission and accuracy of the timecard

Time reporting periods are fourteen days in length, beginning every other Sunday (following Army civilian pay dates), and end every other Saturday, regardless of when the month ends. Timecard submission MUST be completed no later than (NLT) close of business (COB) Monday following the end of the pay period or on Tuesday when the Monday falls on a Federal Holiday. All hours must be recorded against the appropriate project, task, and time type as defined by the employees supervisor or timekeeper

Timecards must be entered by time entry; If an issue arises and the timecard cannot be entered by time entry, then the timecard should be submitted via a pre-approved batch

If time is submitted via Pre-Approved Batch, the timecard for the employee is still available and the Timecard can still be submitted by the employee. The MEPRS Manager MUST ensure employees do not document their time using Employee Self Service whentime is entered via a Pre-Approved Batch

Pre-Approved Batch Files:

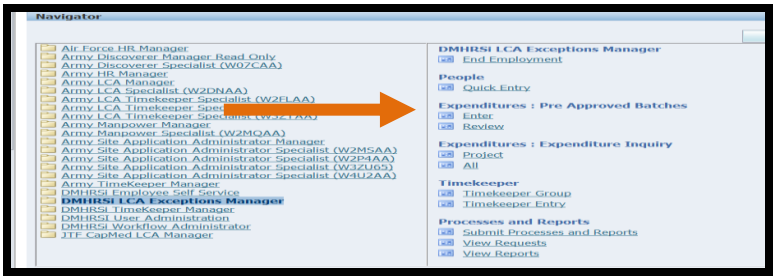
- Used for adding or reversing hours
- Can copy one batch to another
- Has a standard naming convention: DMIS ID_Organization Name_Saturday of that week_your initials
- Pre-Approved Batches **DO NOT** go through the approval process
- A bacth must be submitted and released. Submitting a batch allows the expenditures to be viewed within the application; releasing the batch allows the expenditures to be cost-distributed
- If the batch was not "Released", you must search for and release the batch before the end of the month. If you do not release the batch, the time will not be approved or cost-distributed and will cause errors during the end of month processing
- **Batches are for one week of time and salary only**
- Time must be entered by date and task on separate lines
- The Expand Item Date is the Saturday at the end of the week
- When timecard periods cross months (e.g. Monday andTuesday are at the end of October, while Wednesday-Saturday are at the beginning of November), Active Duty, Reserve, and Guard personnel MUST enter hours for at least one day for both months; entries can be "0" when no hours have been worked
- "Person Type" for "Dual Component" employees must be entered; otherwise the hours will not show on the EASIV Output File
- Employees that are **NOT** "Dual Component" have **NO** pick-list options so the Descriptive Flex Field (DFF) will appear blank

Creating a New Pre-Approved Batch

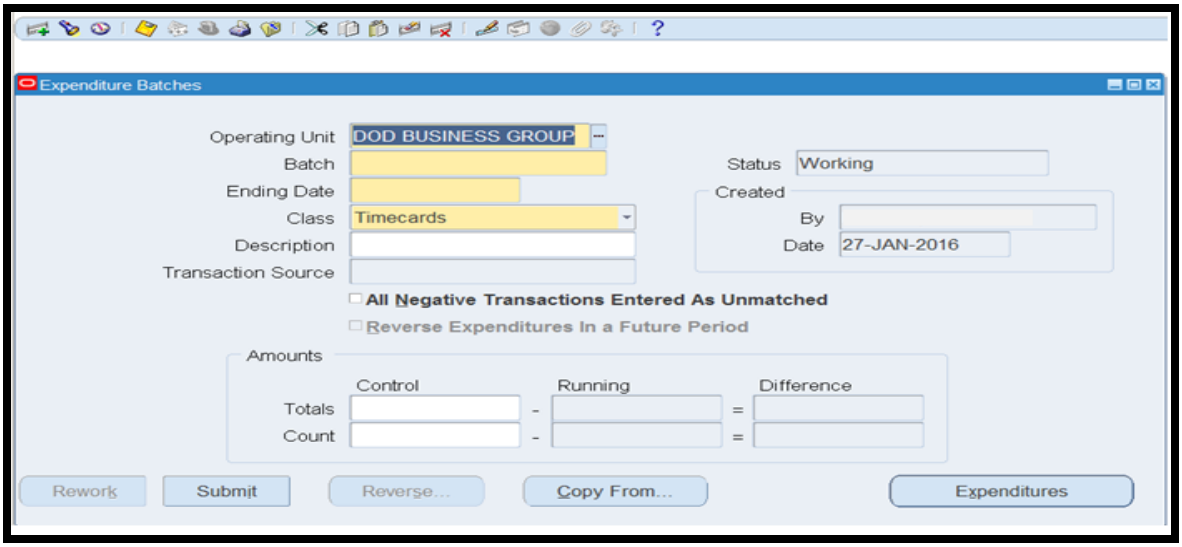
1. Gather personnel hours

2. Log into DMHRSi

3. Select either "DMHRSi LCA Exceptions Manager", "Army Timekeeper Specialist", "Army Timekeeper Manager"or "DMHRSi Timekeeper Manager" role then select "Enter" under the "Expenditures: Pre Approved Batches" menu

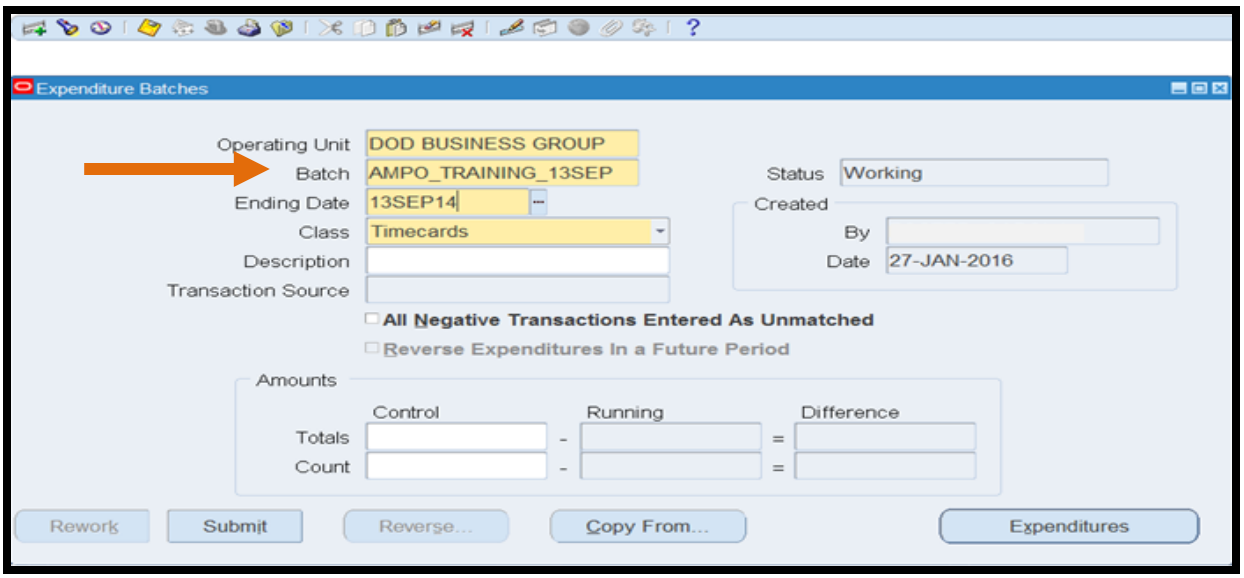


4. “Expenditure Batches” screen opens

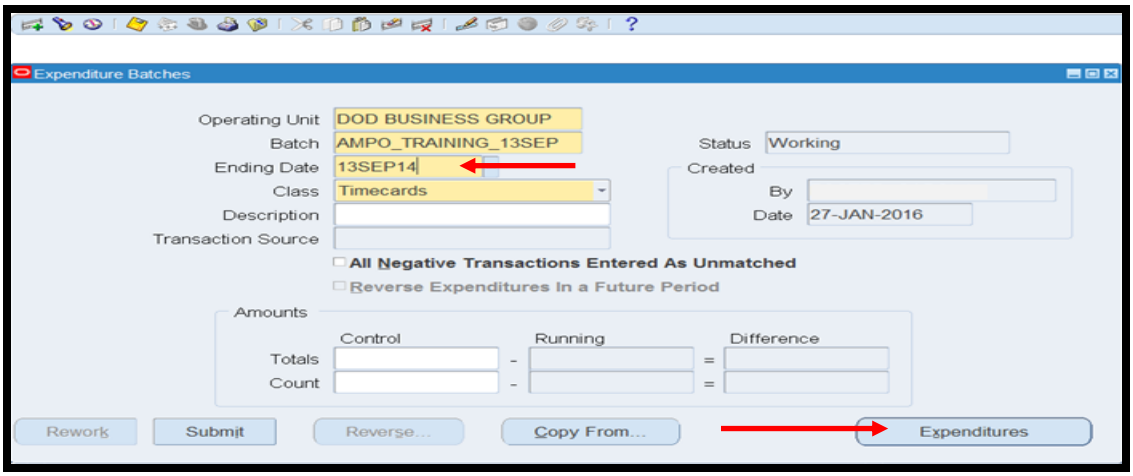


5. Enter the standardized batch name in the “Batch” field

- Batch names are limited to 20 characters
- The Standardized Naming Convention for batches consist of the DMIS ID followed by an underscore, Organization short name,followed by an underscore, and the week-ending date using the DDMON format without the dashes (Example: 0049_LAB_22OCT)
- The Date in the Batch name must match the Ending Date field
- Add a sequence number beginning with 01 when submitting multiple batches within the same week. (Multiple batches cannot contain the same name.) Example: 0049_LAB_22OCT_01



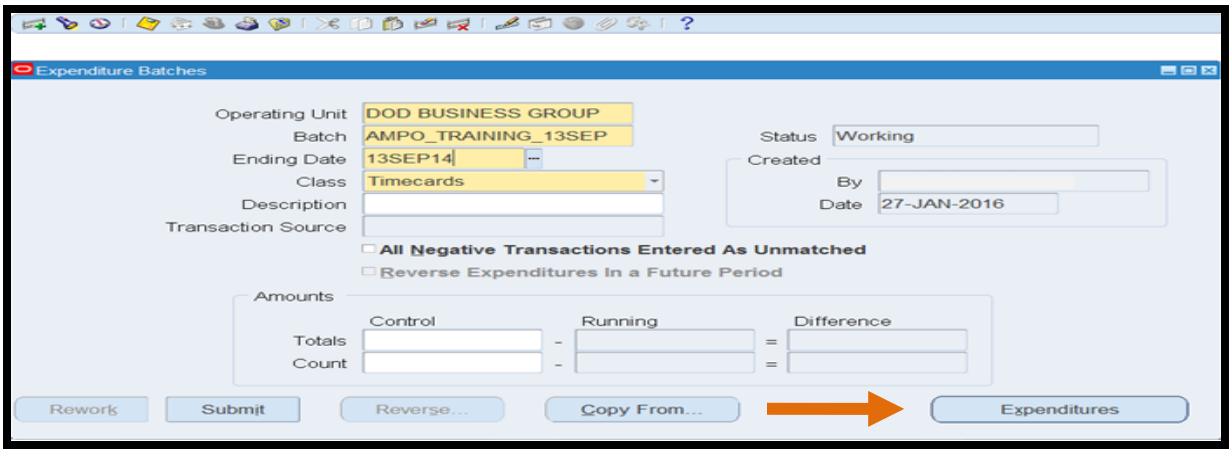
6. Enter the week ending date in the “Ending Date” field; the date automatically changes to the Saturday's date of the selected week, regardless of the date entered



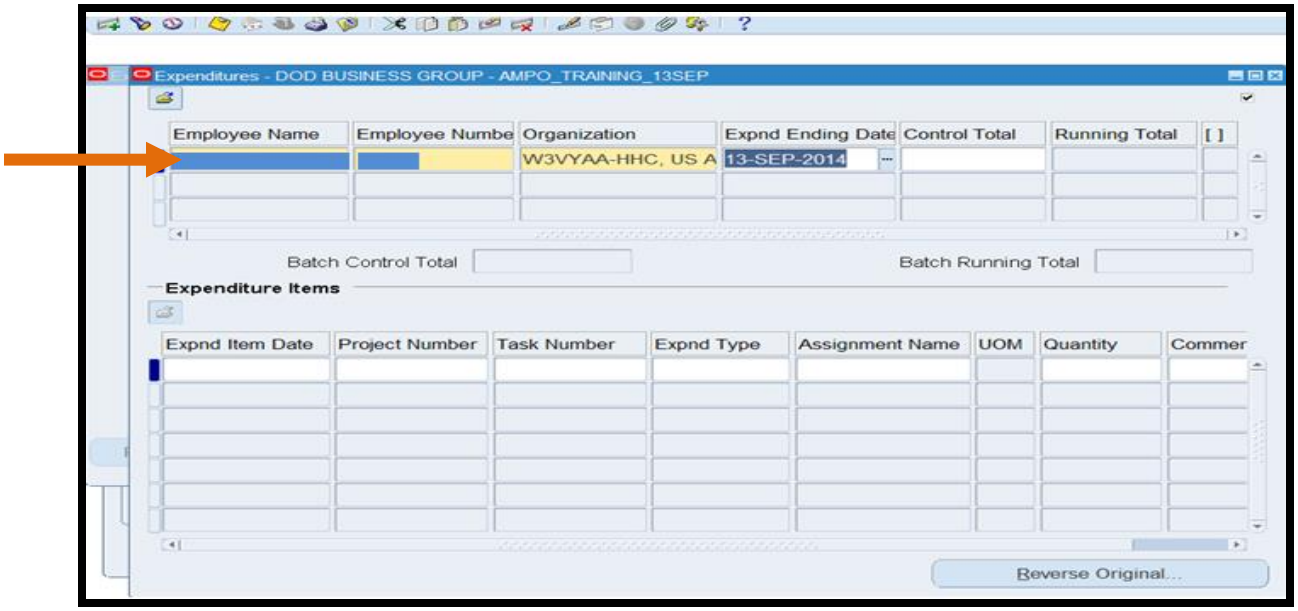
- Accept the Class default “Timecards”; the other Classes are not used in DMHRSi
- “Description” field automatically populates with predetermined text associated with the “Class” field. Even though this field automatically populates, users have the option to type in a description to assist with identifying the batch
- “Transaction Source” is grayed out and is protected
- Do Not Check “All Negative Transactions Entered as Unmatched”
- “Status” field displays the current “Working” status. This field is protected against update
- The “Created By” field auto populates with the name of the employee creating the batch, and the “Created Date” auto-populates with the current date

Entering Expenditures:

1. Select “Expenditures” to open the “Expenditures” form

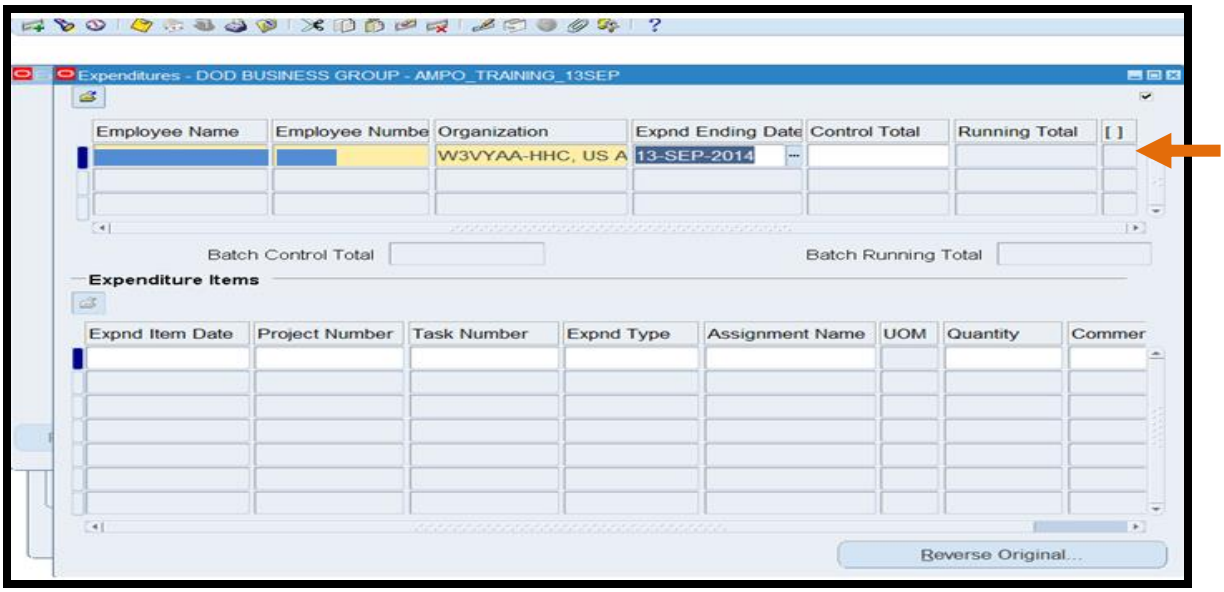


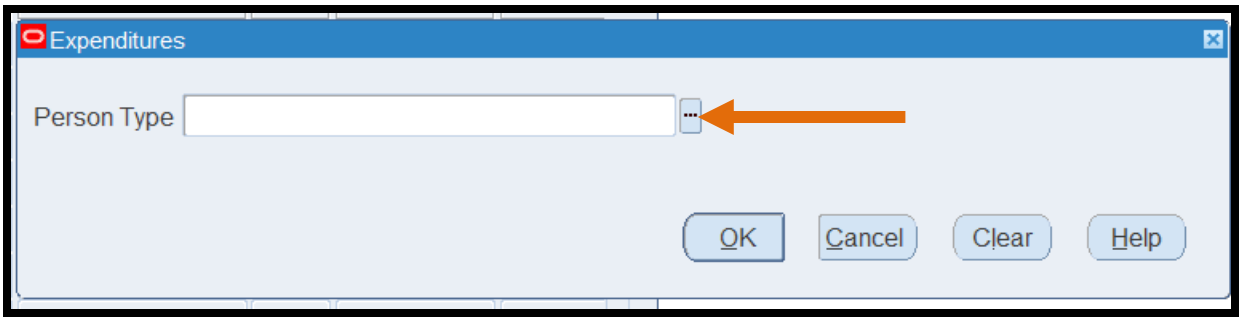
2. Enter Employee Name (Last name, first name) or by entering the Employee Number then press **[Tab]**



- Employee Name," "Employee Number," "Organization," and "Expand Ending Date" fields all auto-populate; accept the default employee Organization (Do Not Change the Organization)

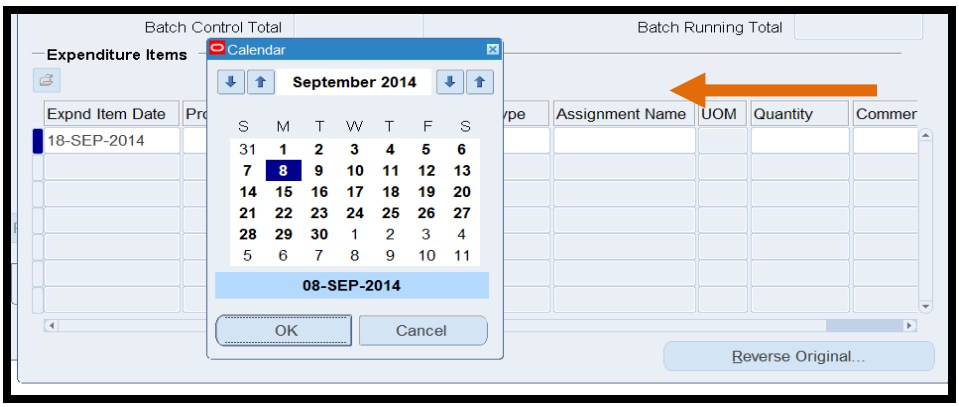
3. For "Dual Component" personnel ONLY, the "Person Type" must be entered in the Dual Component Descriptive Flex-Field (DFF) at the end of the employee's line to see hours on the EASIV Output File. If the employee is **not** a dual component, there will be **no** options in the pick list. **Only use this field for Dual Component personnel**





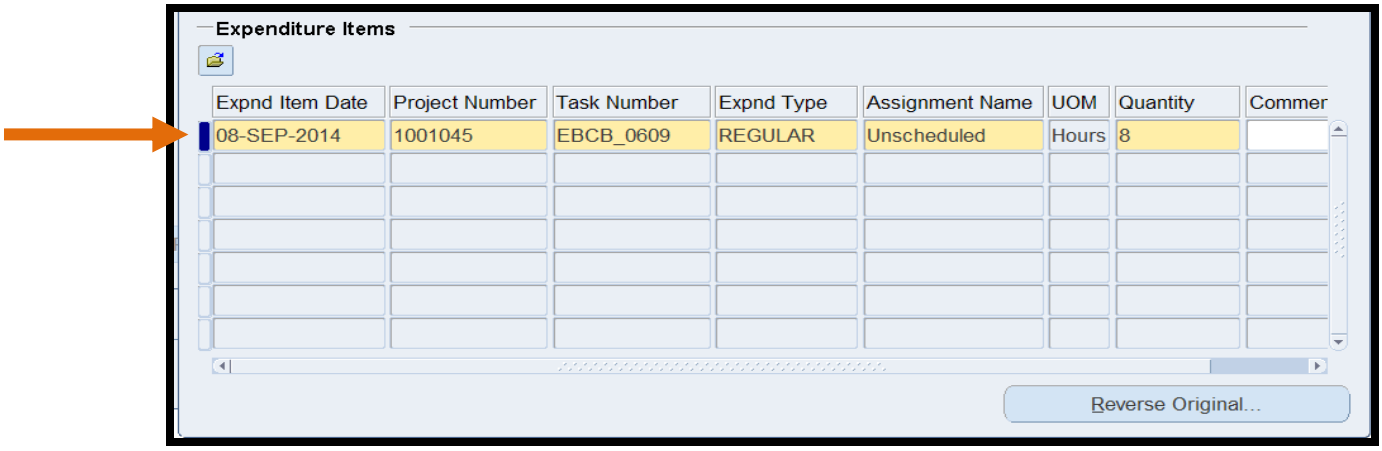
- ”Single Component” employees will receive the following Error Message: *“No entries found for the list of values”* select “OK” then press **[Tab]**

4. Manually override the “Expand Item Date” to accurately reflect the day within that timecard period for which hours are being entered



- Enter correct date in the DD-MON-YYYY format
- The List Of Values icon may be used to pull up the “**Calendar**”to select the date

5. Time is entered by day and by task supported

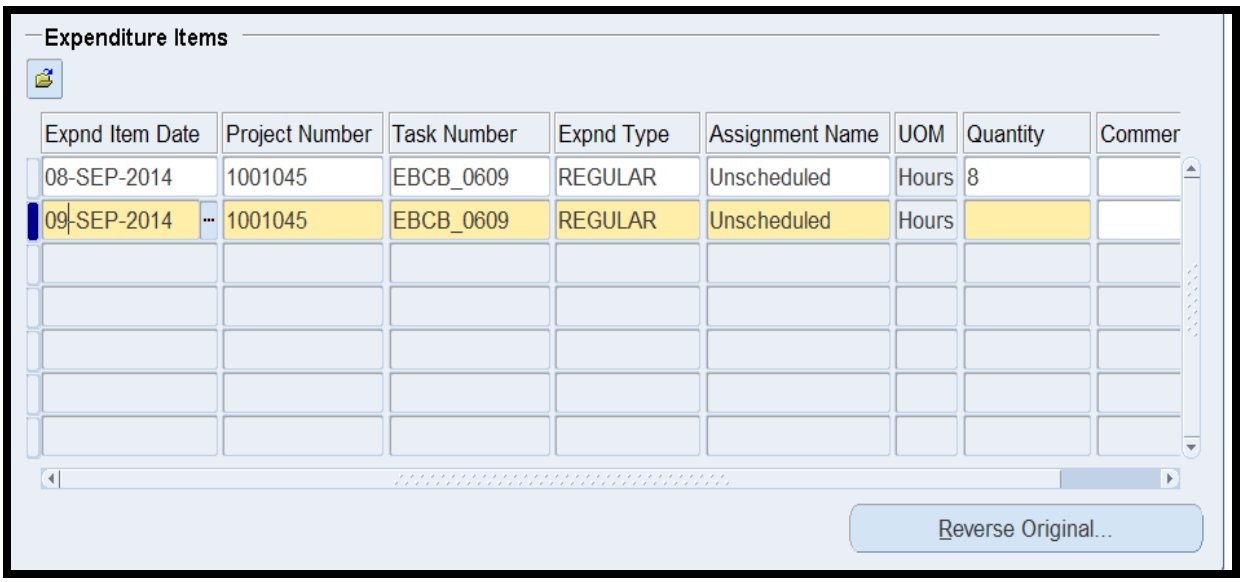


- Enter “Project Number” and press [Tab]
- Enter MEPRS Tasks
- Select ”Expenditure Type” from the following list of values:

    - Comp Time Earned
    - Overtime
    - Regular

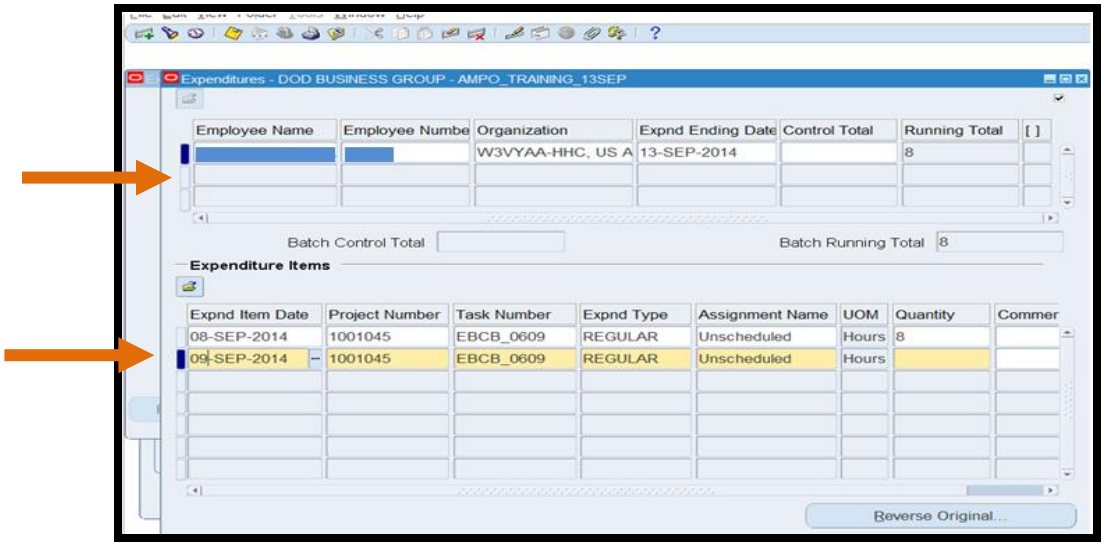
- “Assignment Name” auto-populates with “Unscheduled”; accept the default value
- The “UOM” (Unit of Measure) field displays “Hours” by default. This field is protected against an update
- Enter total number of hours from the employee’s timesheet in the “Quantity” field
- Enter comments in the “Comment” free-text field (optional)

6. When additional expenditures are necessary, enter the required information in the next available line for that employee. Repeat the steps to enter time for each additional task on the employee’s timesheet

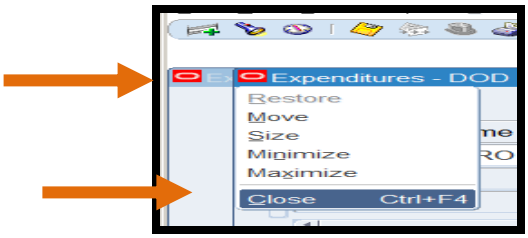


7. Use the “Save” icon on the toolbar to save the file, or select File > Save from the menu

8. To add additional employees to the batch, select the 1st available blank line under the "Employee Name" column and enter the employees last name, first name and press [Tab]; click in the "Expnd Item Date" field to enter appropriate tasks for the employee



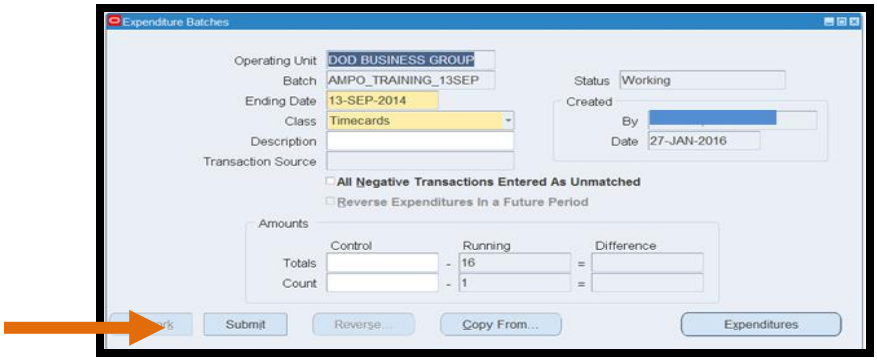
9. Close the Expenditure page. Click on the red box then click close



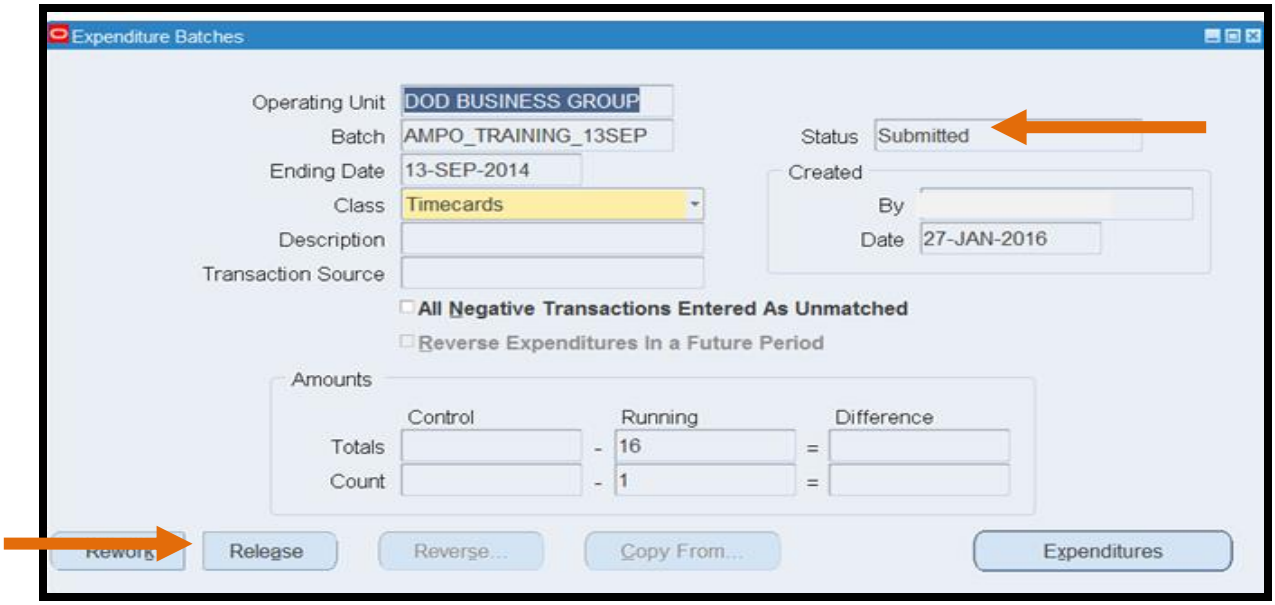
Submit and Release the Batch:

When all time associated with the batch has been entered, the user must submit then release the batch. Submitting a batch allows the expenditures to be viewed within the application; releasing the batch allows the expenditures to be cost-distributed

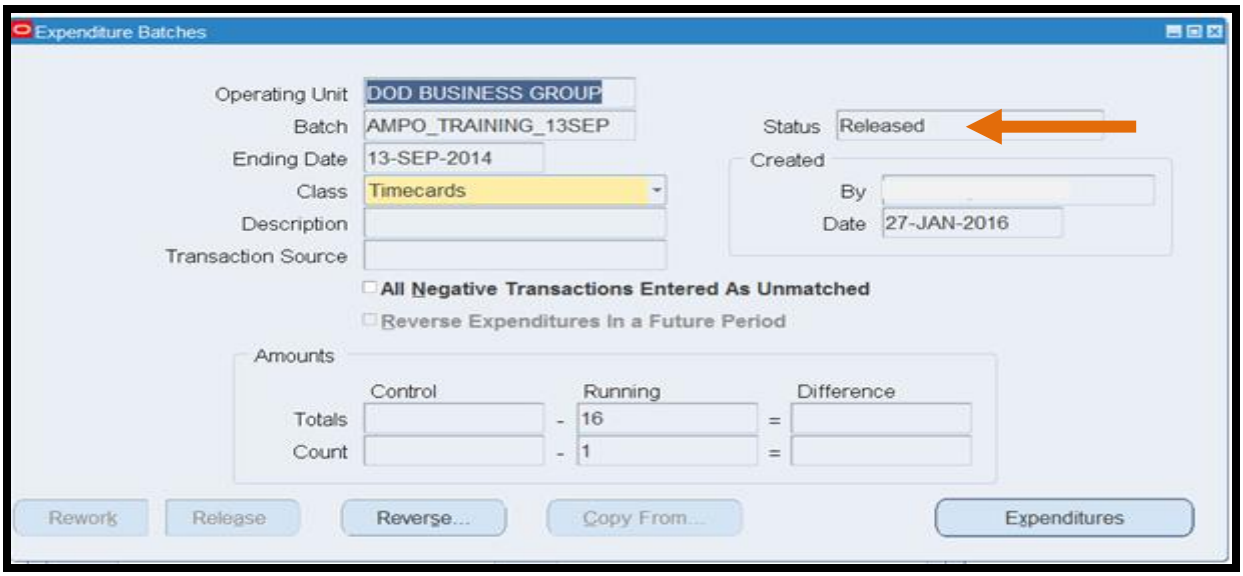
1. Click "Submit"



2. The “Status” field changes to “Submitted” and the “Submit” button changes to “Release



3. Click “Release”. The “Status” field now reflects “Released”

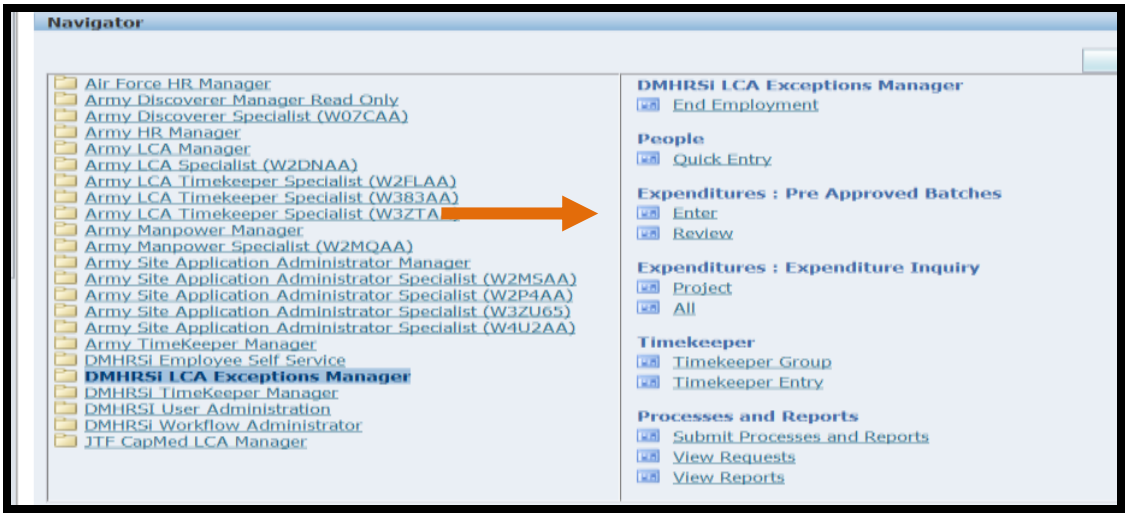


- A Batch in a working status will show as “Working” on the DOD Batch and Timecard Status Report
- A Batch in a Submitted status will show as “Submitted” on the DOD Batch and Timecard Status Report
- A Batch in a Released status will show as “Approved” on the DOD Batch and Timecard Status Report

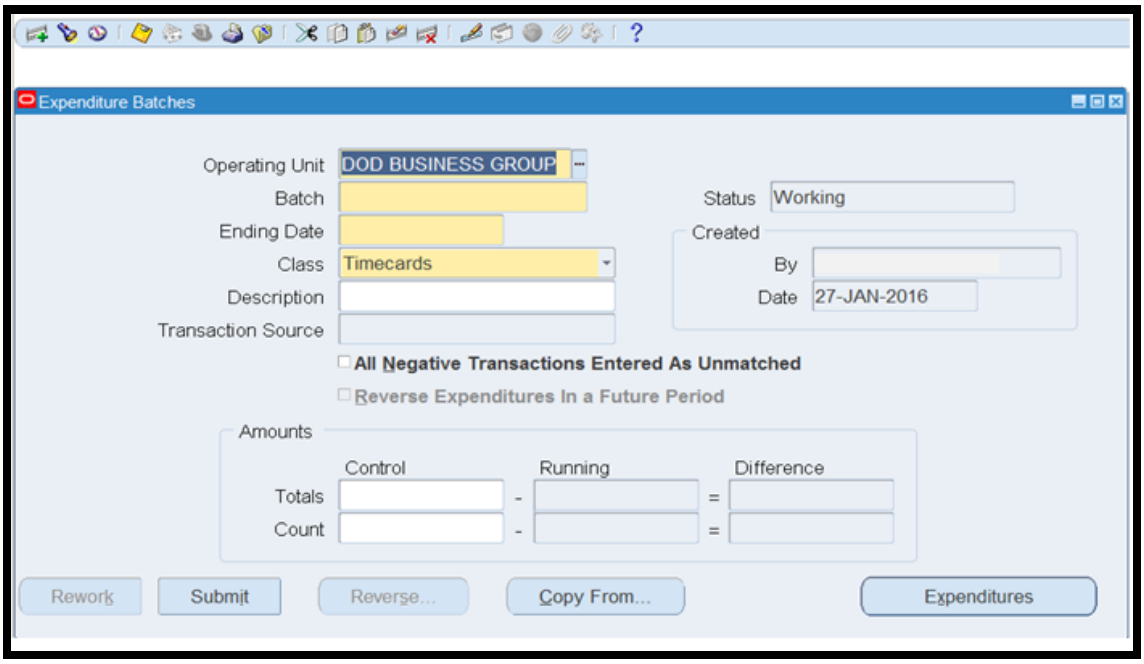
Reviewing a Pre-Approved Batch

1. Log into DMHRSi

2. Select either “DMHRSi LCA Exceptions Manager”, “Army Timekeeper Specialist”, “Army Timekeeper Manager”, or “DMHRSi Timekeeper Manager” roles then select “Enter” under the “Expenditures: Pre Approved Batches” menu

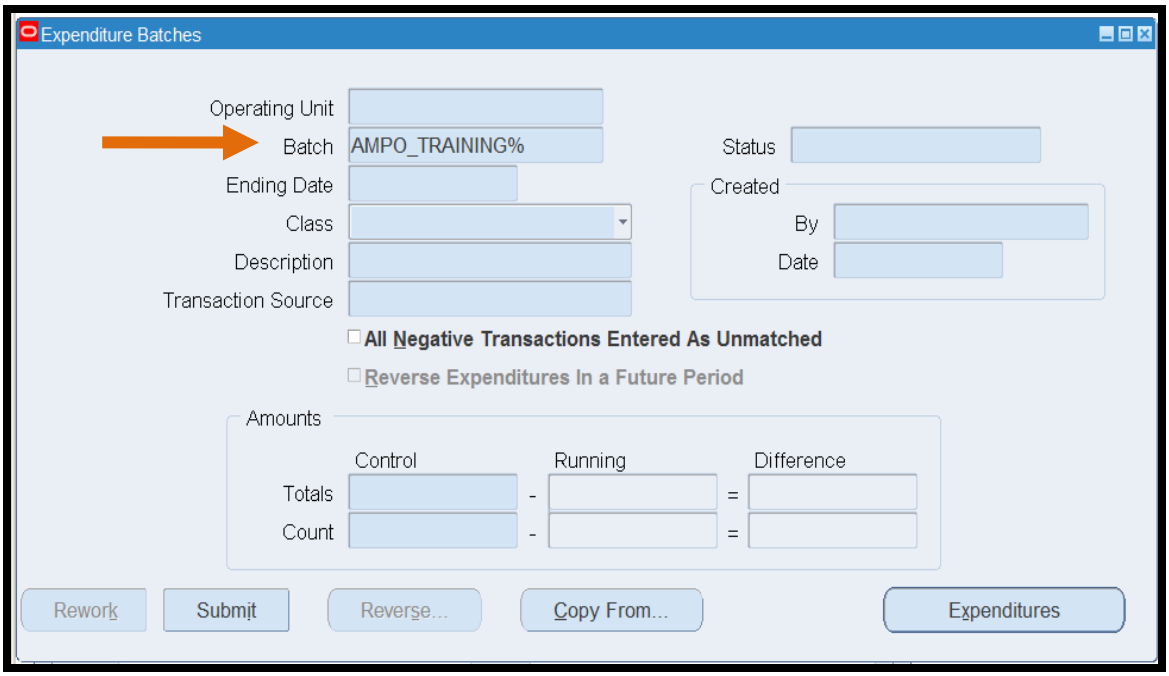


3. The “Expenditure Batches” form displays

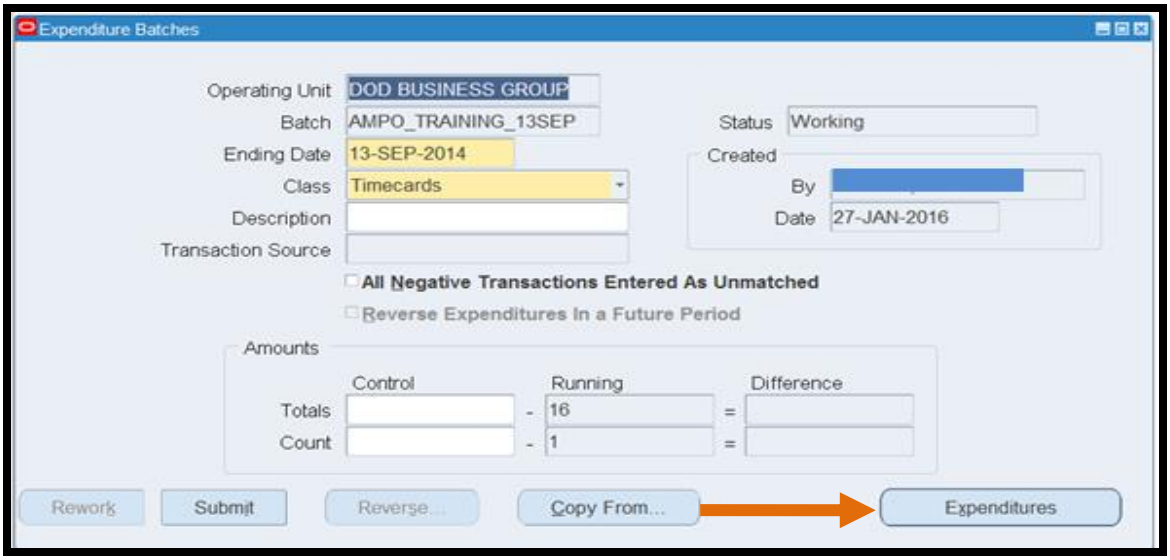


4. Press **[F11];** the fields turns "Blue" (Query Status). To narrow the search enter values in one or more of the following parameters:

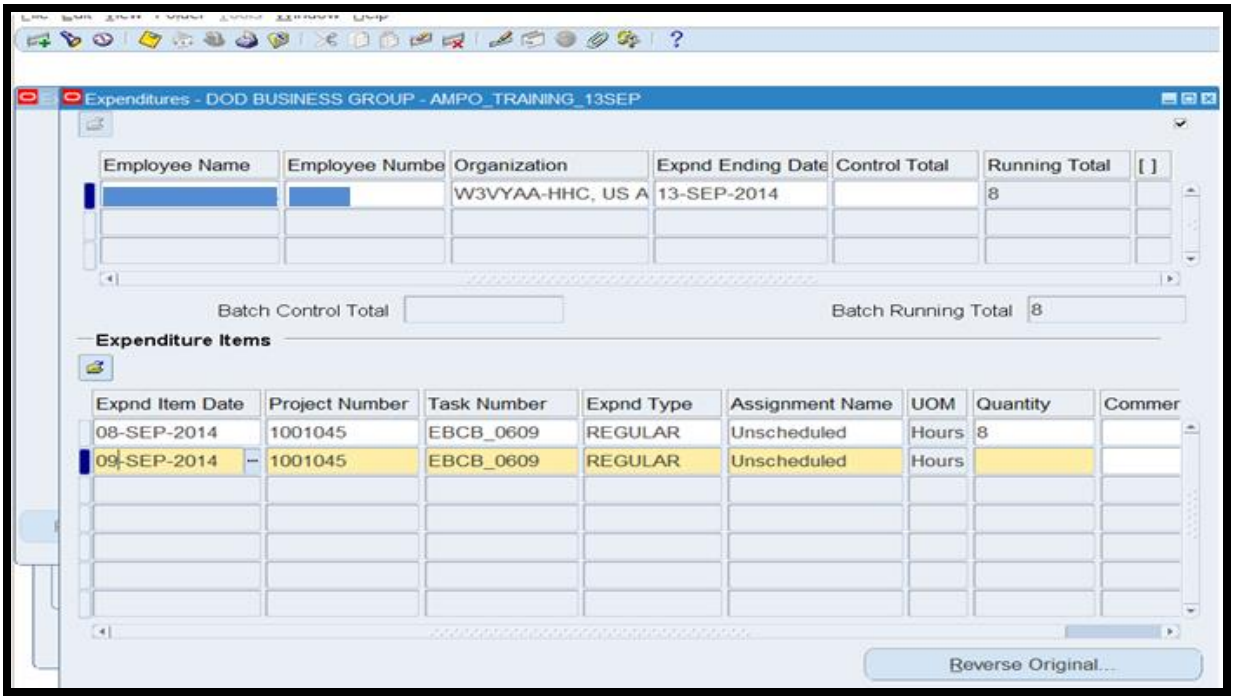
- Enter batch name (i.e., 0049%INTERNAL%) in the "Batch" field
- The "Ending Date", "Status", "By", and "Date fields" can be entered to narrow the search; enter as much data as known and use the "%" wildcard



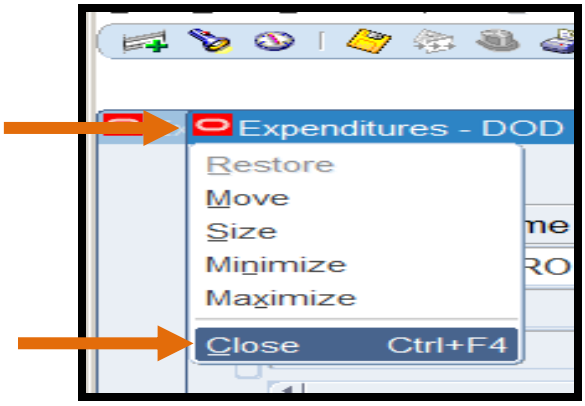
5. Press **[Ctrl] + [F11]** simultaneously to execute the query. The down arrow key [↓] can be used to scroll when more than one batch meets the search criteria; select "Expenditures"



6. Review all the time that is associated with that batch and make changes if necessary



7. Close "Expenditures" by clicking the red "Oracle" then "Close"



8. Submit and Release the Batch

- A Batch in a working status will show as "Working" on the DOD Batch and Timecard Status Report
- A Batch in a Submitted status will show as "Submitted"on the DOD Batch and Timecard Status Report
- A Batch in a Released status will show as "Approved" on the DOD Batch and Timecard Status Report

Copying from an Existing Batch

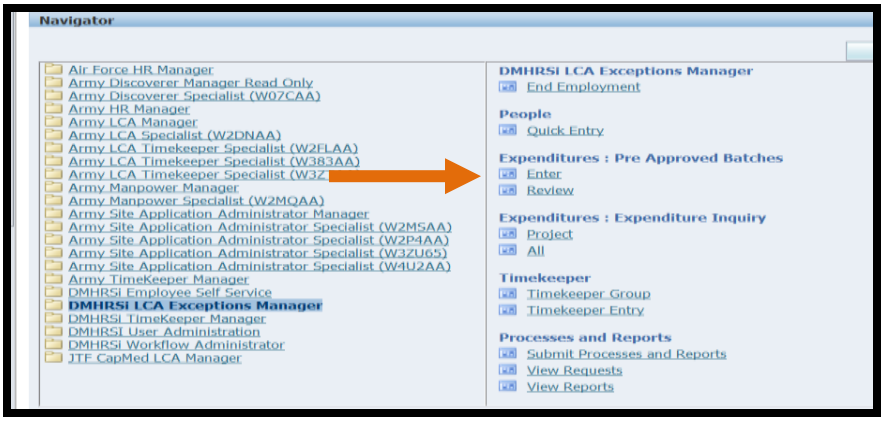
When copying a batch the MEPRS Manager should:

- Use required naming convention
- Keep a record of the batch name copied
- Review the expenditure Hours and Tasks
- Adjust expenditure hours as needed
- Enter additional expenditure Hours and MEPRS Tasks if needed
- Save the new batch
- Submit and Release the new batch when complete

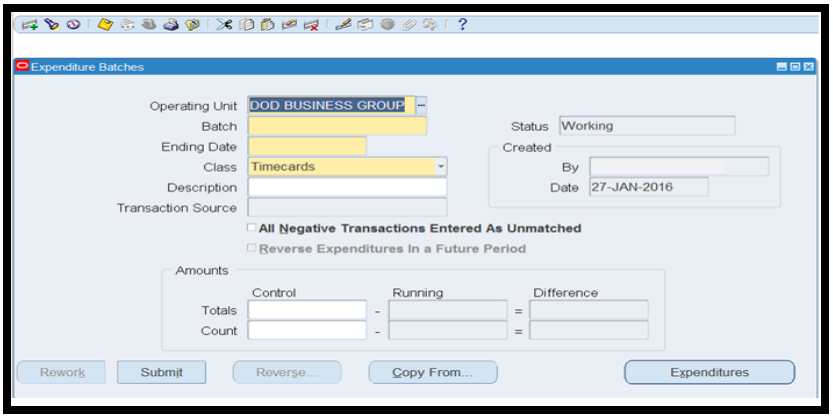
1. Gather personnel hours

2. Log into DMHRSi

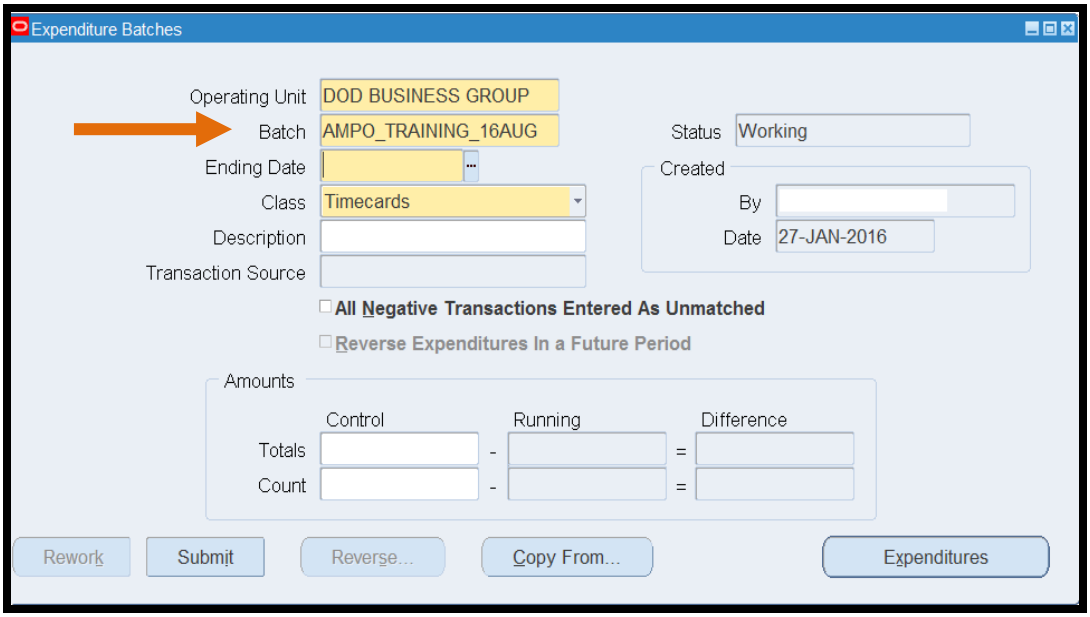
3. Select either “DMHRSi LCA Exceptions Manager”“Army Timekeeper Specialist””Army Timekeeper Manager” or “DMHRSi Timekeeper Manager” roles then select “Enter” under the “Expenditures: Pre Approved Batches” menu



4. “Expenditure Batches” screen opens

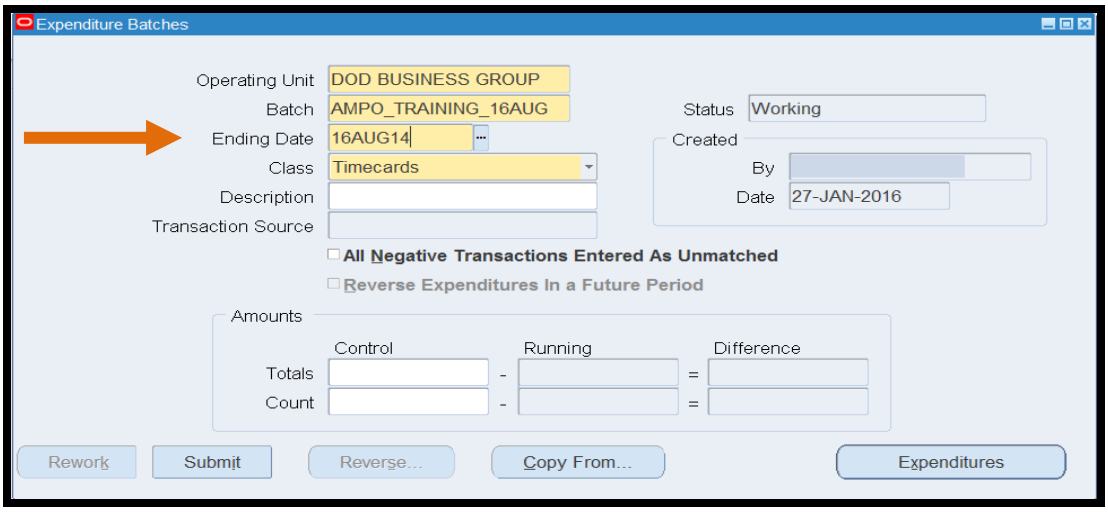


5. Enter the standardized batch name in the “Batch” field



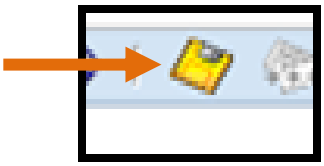
- The Batch name is limited to 20 free text characters
- Standardized Naming Convention for batches includes DMIS ID followed by an underscore, Organization short name followed by an underscore, and Week-ending date (using DDMON format without dashes i.e. 0049_LAB_22OCT)
- A sequence number beginning with 01 must be added if there is an additional batch within the same week i.e. 0049_LAB_22OCT_01

6. Enter the week-ending-date in the “Ending Date” field. The date automatically changes to the Saturday's date of the selected week, regardless of the day entered. (In the example below, it shows 16AUG14, which is a Saturday; if a date for SUN-FRI was entered, the “Ending Date” will automatically change to Saturday 16AUG14)

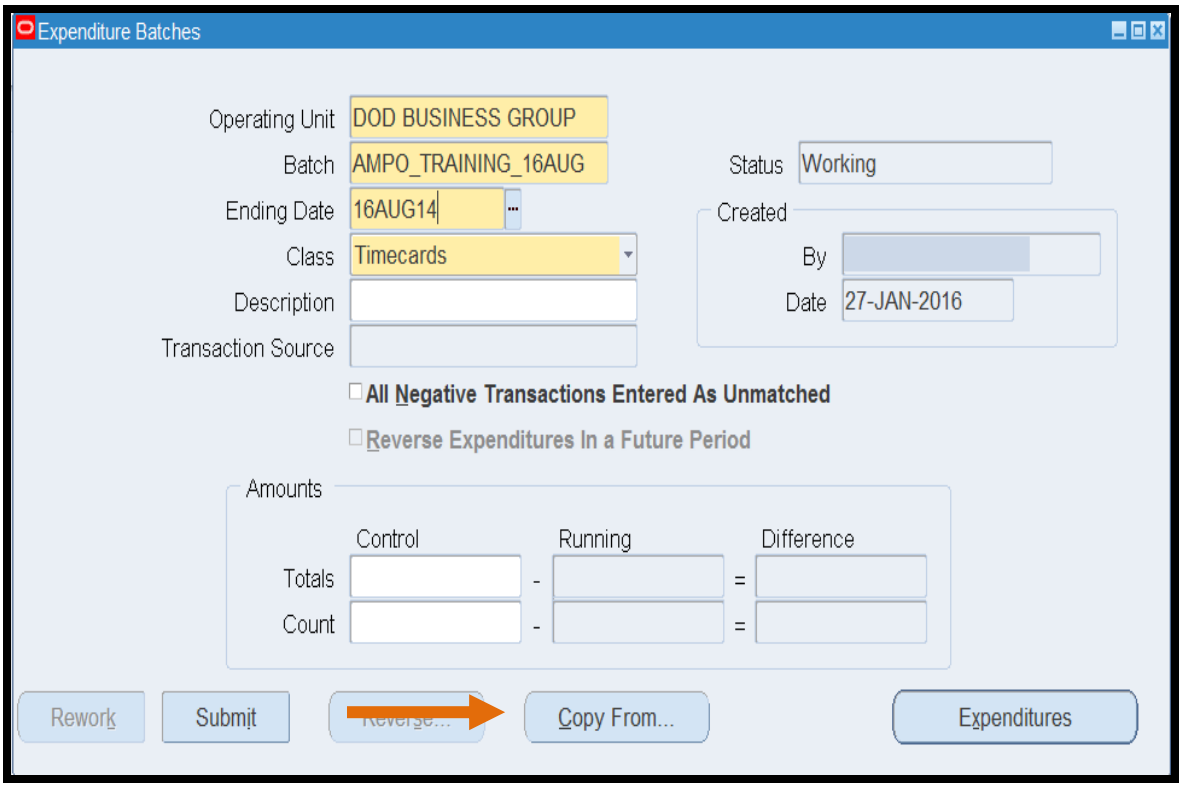


- Accept the Class default “Timecards”; the other Classes are not used in DMHRSi
- “Description” field automatically populates with predetermined text associated with the “Class” field. Even though this field automatically populates, users have the option to type in a description to assist with identifying the batch
- “Transaction Source” is grayed out and is protected
- DO NOT CHECK “All Negative Transactions Entered as Unmatched”
- “Status” field displays the current “Working” status. This field is protected against update
- The “Created By” field auto populates with the name of the employee creating the batch, and the “Created Date” auto-populates with the current date

7. Select “Save”

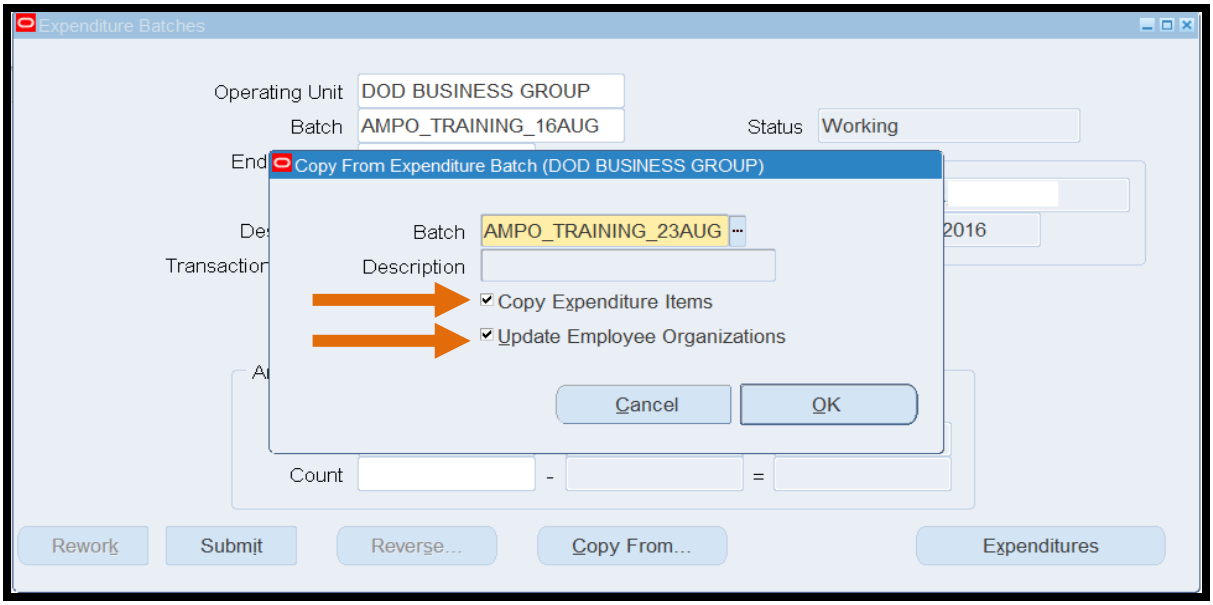


8. Select “Copy From...”to display the “Copy From Expenditure Batch” form

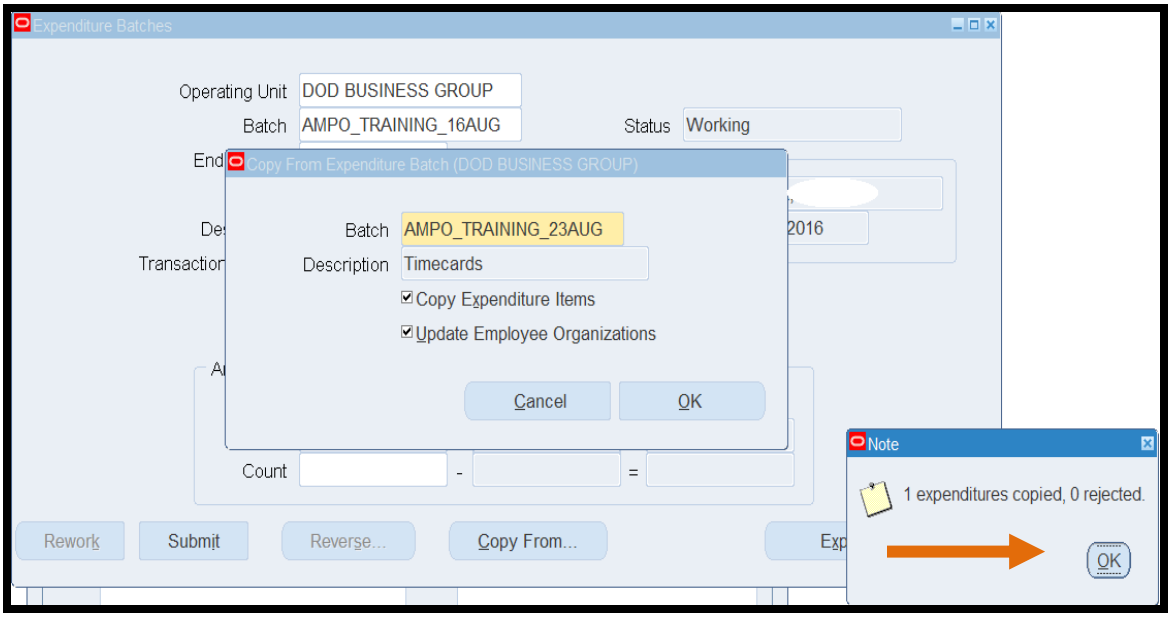


9. Enter a portion of the batch name to be (i.e., 0049%TRNG%JUL12) in the “Batch” field. A list of Batch names will be displayed when more than one fits the criteria; select the appropriate batch and click **“**OK”

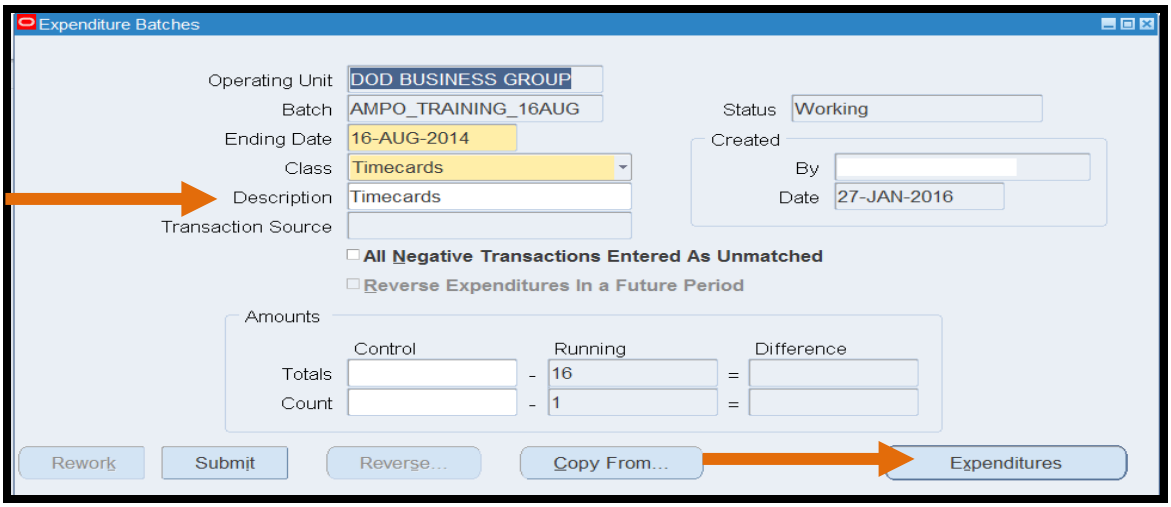
- Leave “Copy Expenditures Items” box checked to copy Expenditures from the previous batch
- Leave “Update Employee Organizations” checked



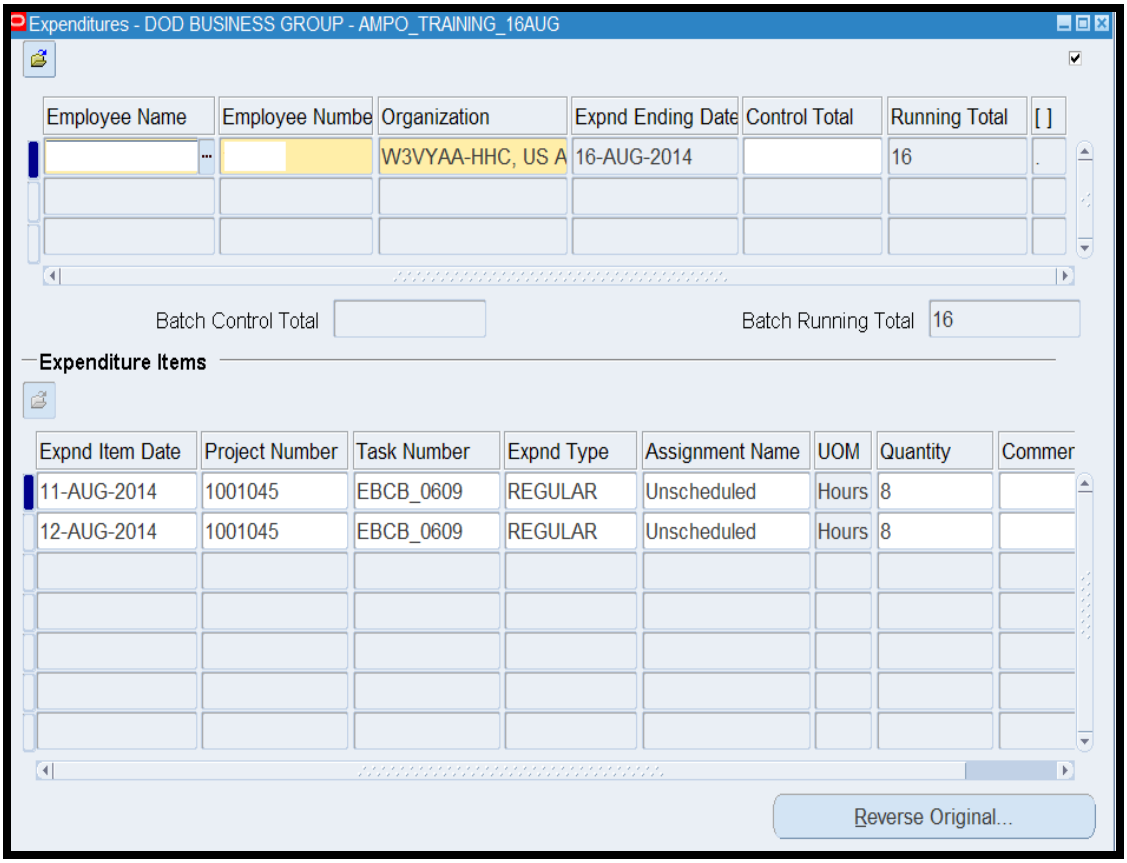
10. A “Note” will display with the number of expenditures copied and how many were rejected; click “Ok”



11. The “Description” field automatically populates with the predetermined text entered on the batch copied that is protected against update; click “Expenditures”



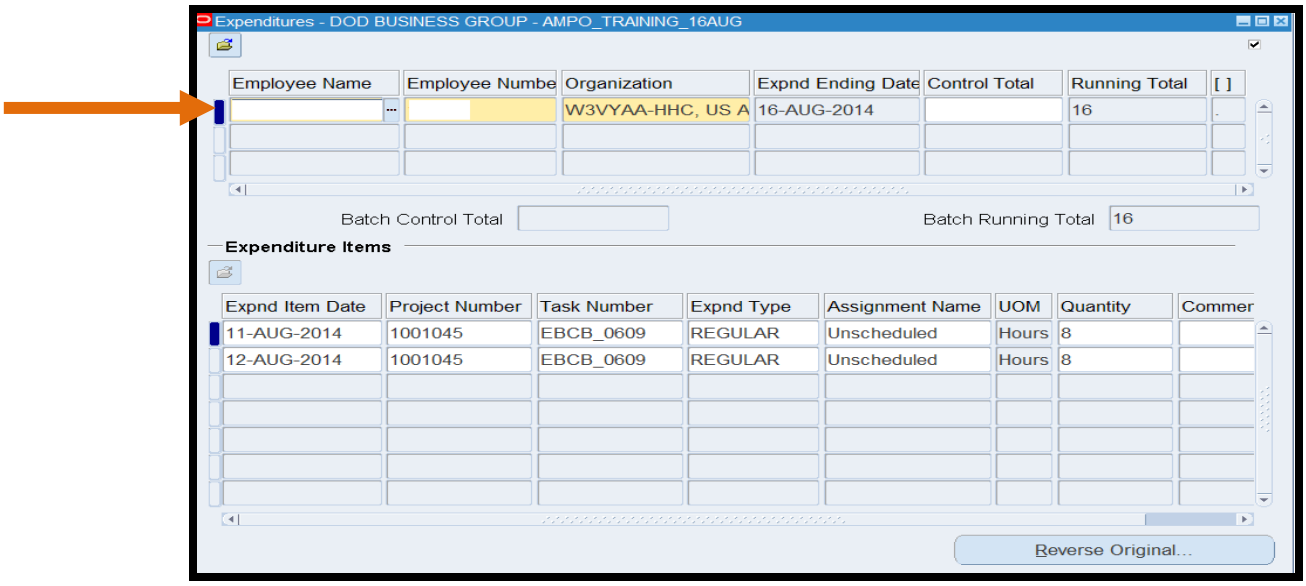
12. The new batch expenditures displays



Review and Adjust Copied Expenditures

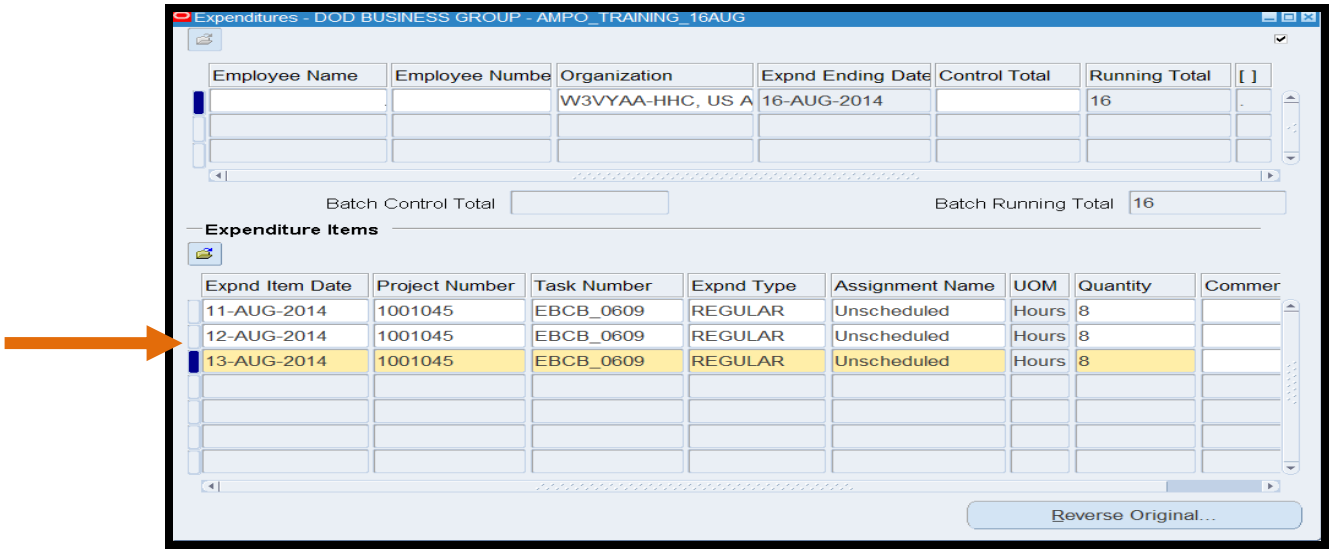
The copied batch was for a previous timecard period; Remove or Adjust expenditures that do not apply to the current timecard period

13. Click in the "Employee Name" field to select an employee if there are multiple employees in the batch



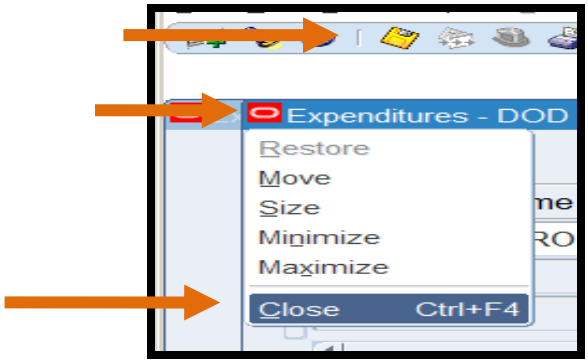
14. Review and Adjust the copied Expenditure Items

WARNING: *The batch was copied from a batch for a prior timecard period. Only the expenditure item Dates were changed during the copy process. Review and Adjust the Project Numbers, Task Numbers, Expenditure Types, and Quantities to reflect the correct values for the timecard period*



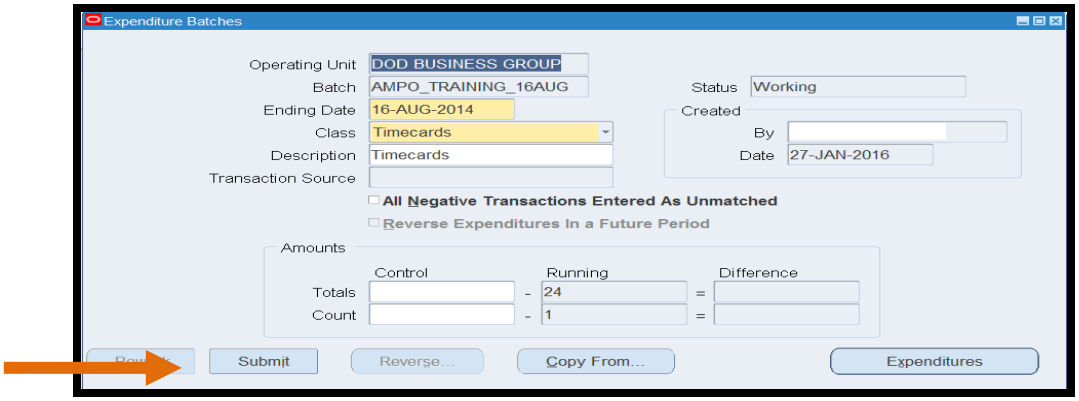
15. Repeat steps 13 and 14 for each employee as needed

16. “Save” and ”Close” the Expenditures form

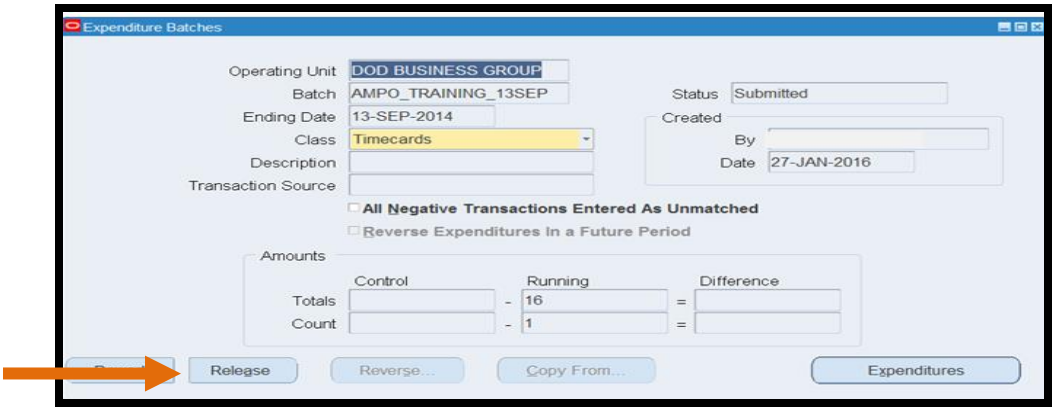


17. When all time associated with the batch has been entered, the user must submit then release the batch. Submitting a batch allows the expenditures to be viewed within the application; releasing the batch allows the expenditures to be cost-distributed

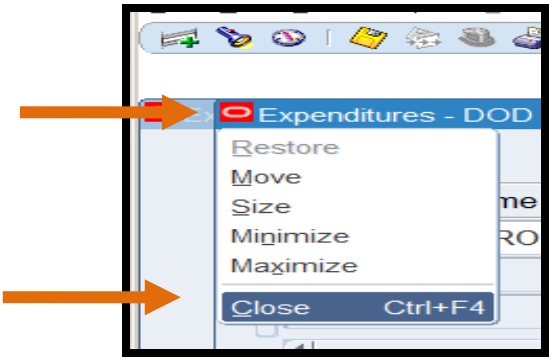
18. Select “Submit”



19. Select “Release”



20. Close the form.

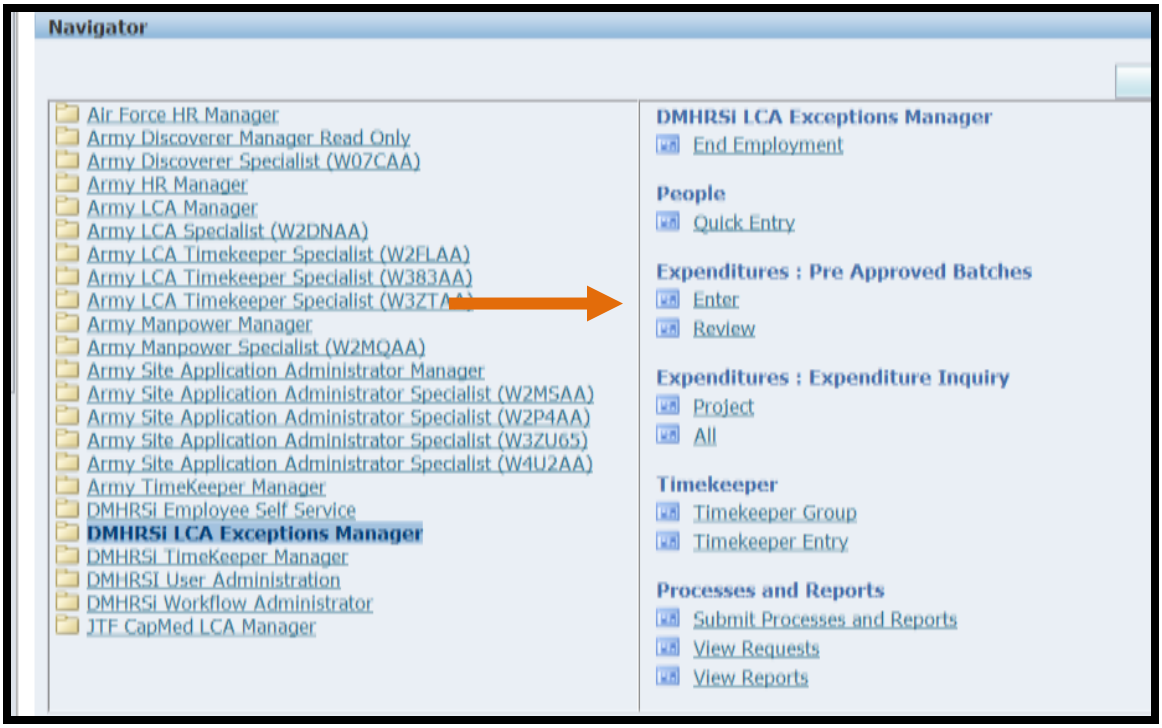


Reversing a Released Pre-Approved Batch

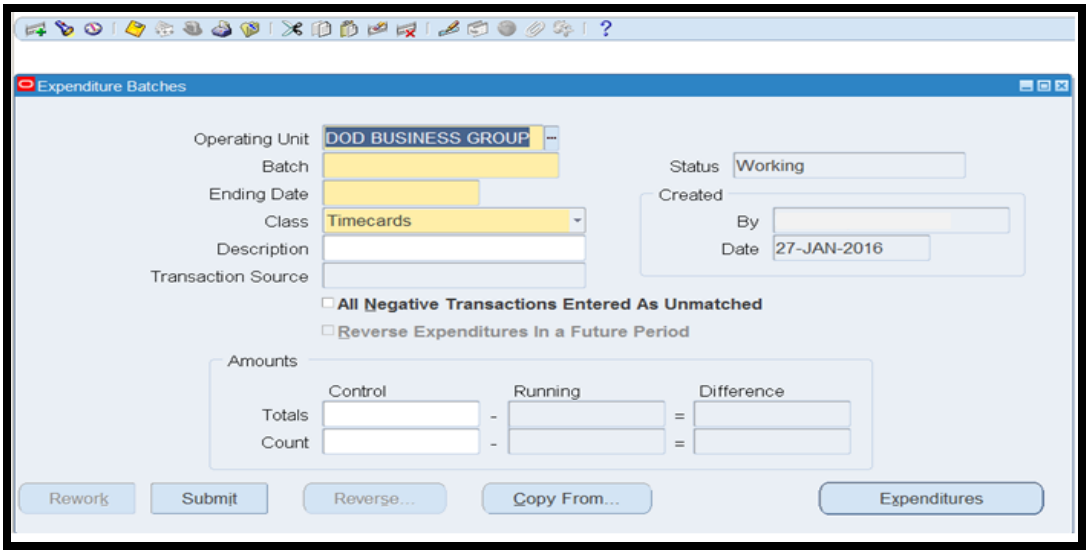
Time entered and released via the Pre-Approved Batch process can be reversed using the following steps. This is different than reversing time that was entered via Self Service or Timekeeper Entry. This process reverses a Batch that was submitted and released

1. Log into DMHRSi

2. Select either "DMHRSi LCA Exceptions Manager""Army Timekeeper Specialist", "Army Timekeeper Manager" or "DMHRSi Timekeeper Manager" roles then select "Enter" under the "Expenditures: Pre Approved Batches" menu

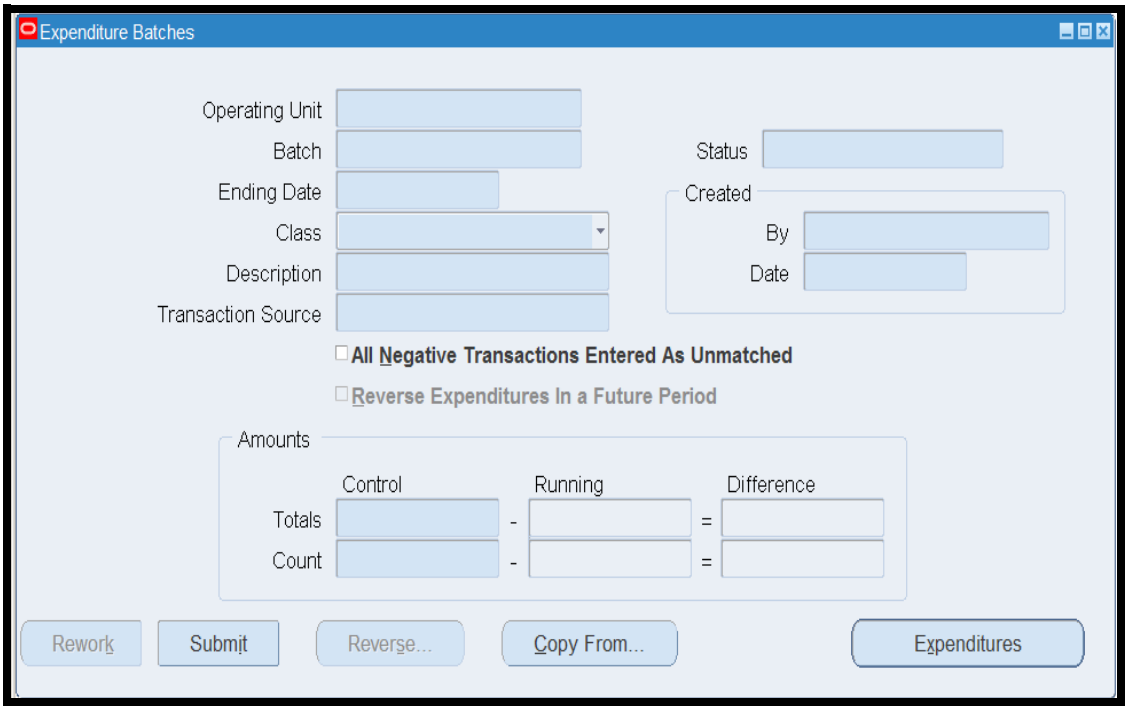


3. “Expenditure Batches” screen opens

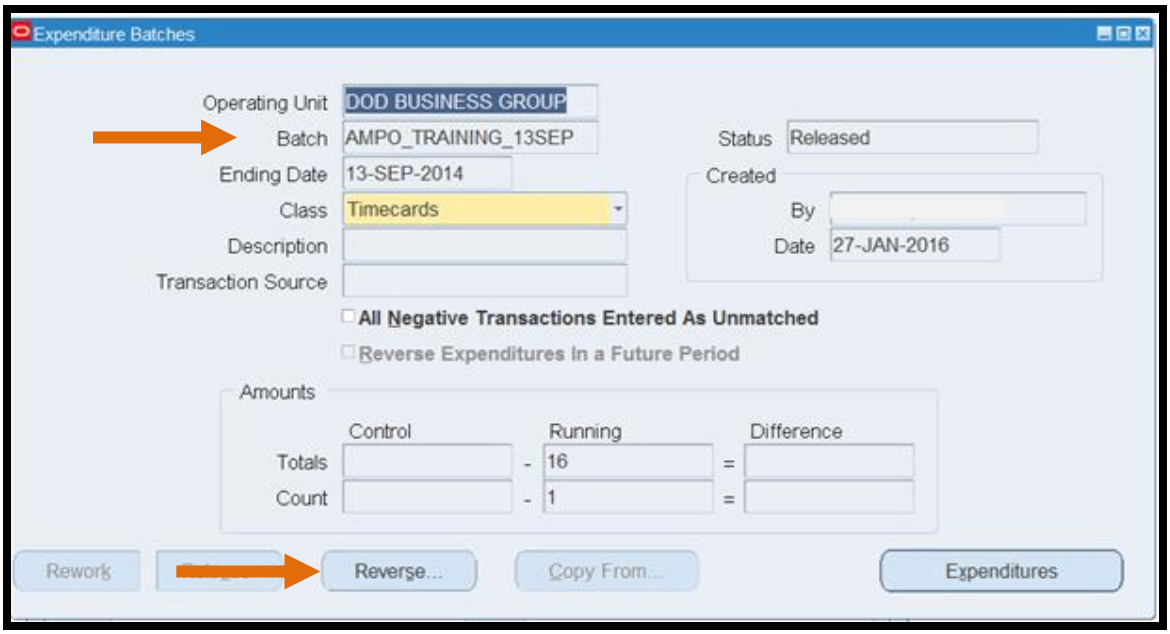


4. Press **[F11];** the fields turn “Blue” indicating a Query Status. Narrow the search by entering know values in one or more of the following parameters:

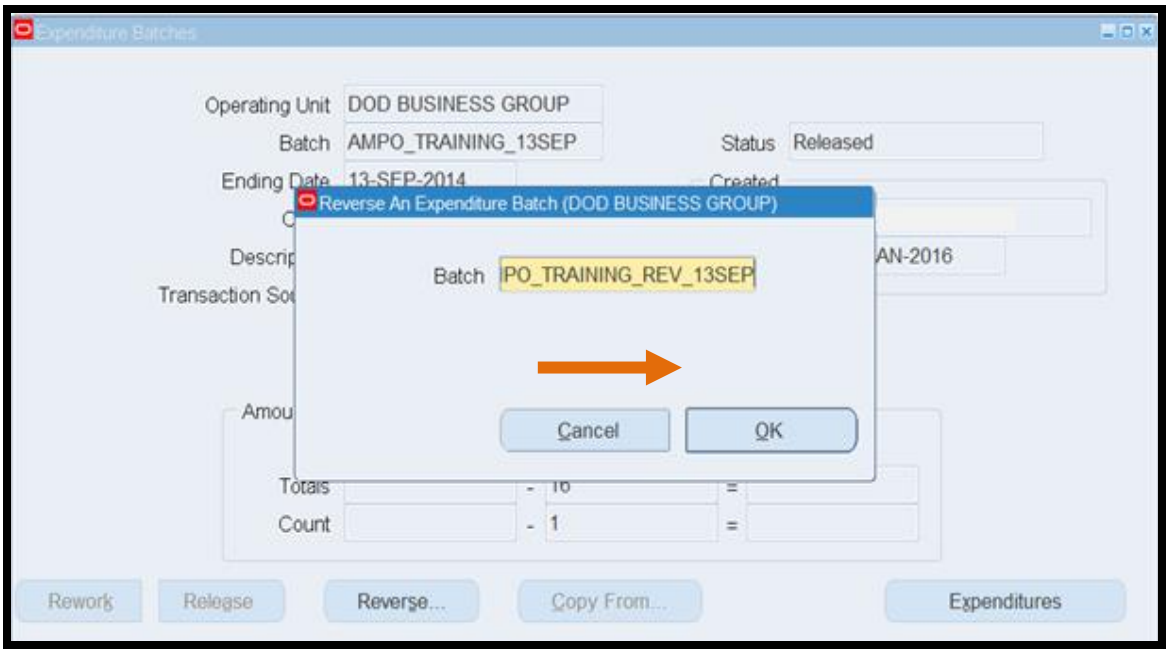
- Enter the batch name (i.e., 0049%INTERNAL%) in the “Batch” field
- Enter known data and “%” wildcard in the Ending Date, Status, By, and Date fields to narrow the search



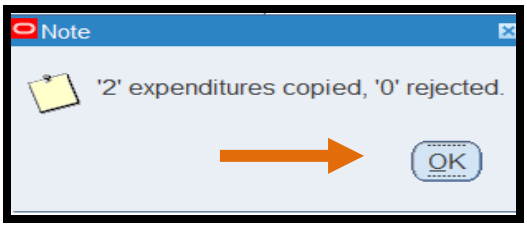
5. Press **[Ctrl] + [F11]** simultaneously to execute the query and display results. Use the down-arrow **[↓]** key to scroll through the list of batches matching the search criteria; select "Reverse"



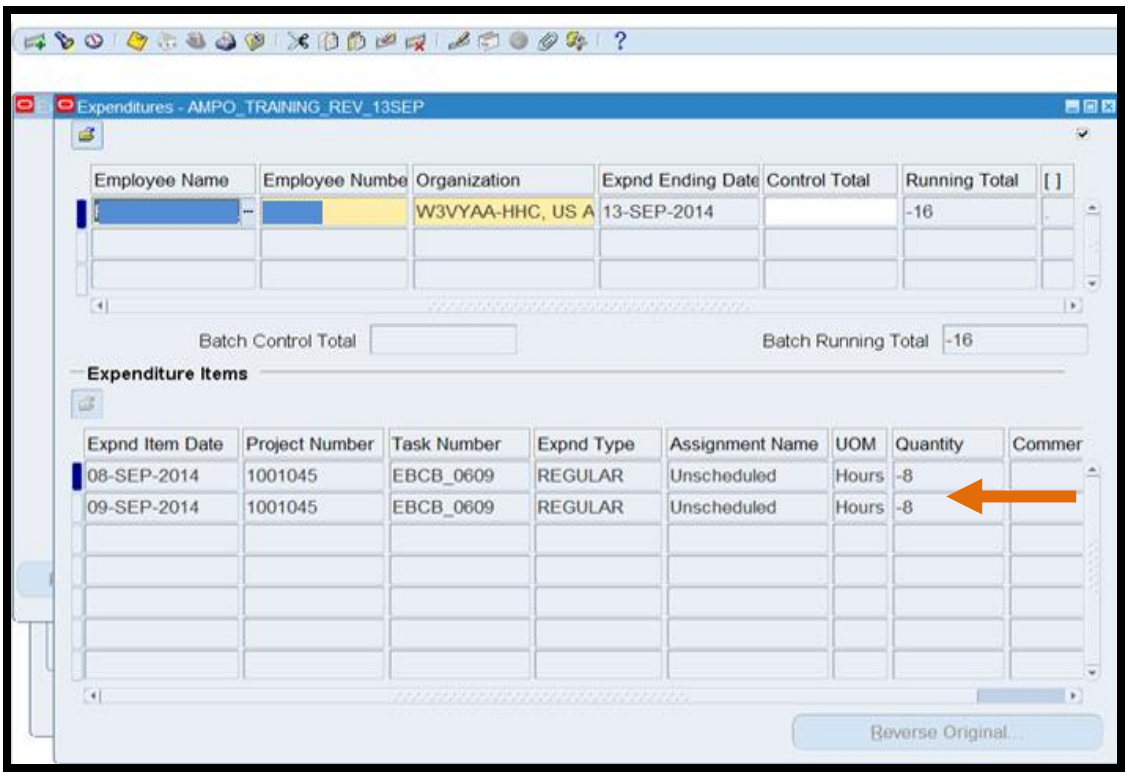
6. Enter Standarized Batch name in the "Batch" field. The same name as the Batch being reversed may be entered; however, the user MUST add an underscore and the word "**REVERSE" (**or **"REV")** to the end; i.e. 0036_ COLLINS_11APR2016_REV. Users are encouraged to include their initials in the Batch Name when space is available; select "OK"



7. A “Note” screen displays number of expenditures copied and how many were rejected select “OK”



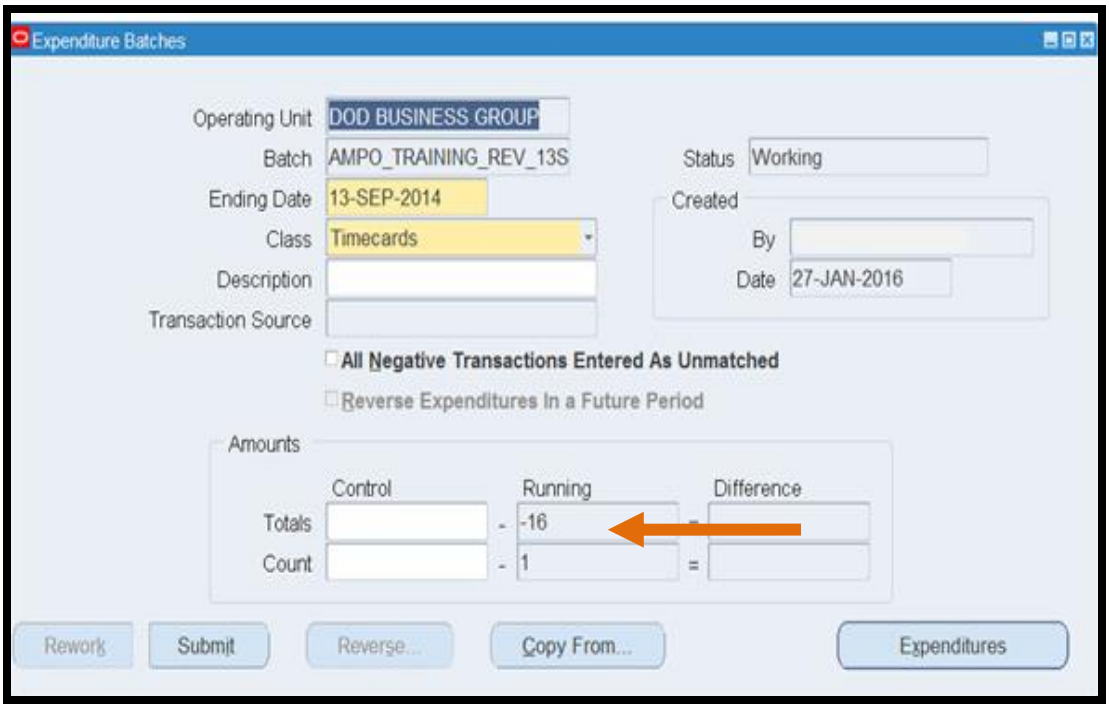
8. The “Expenditures” form opens and displays the hours for the entire batch are now reversed (negative numbers)



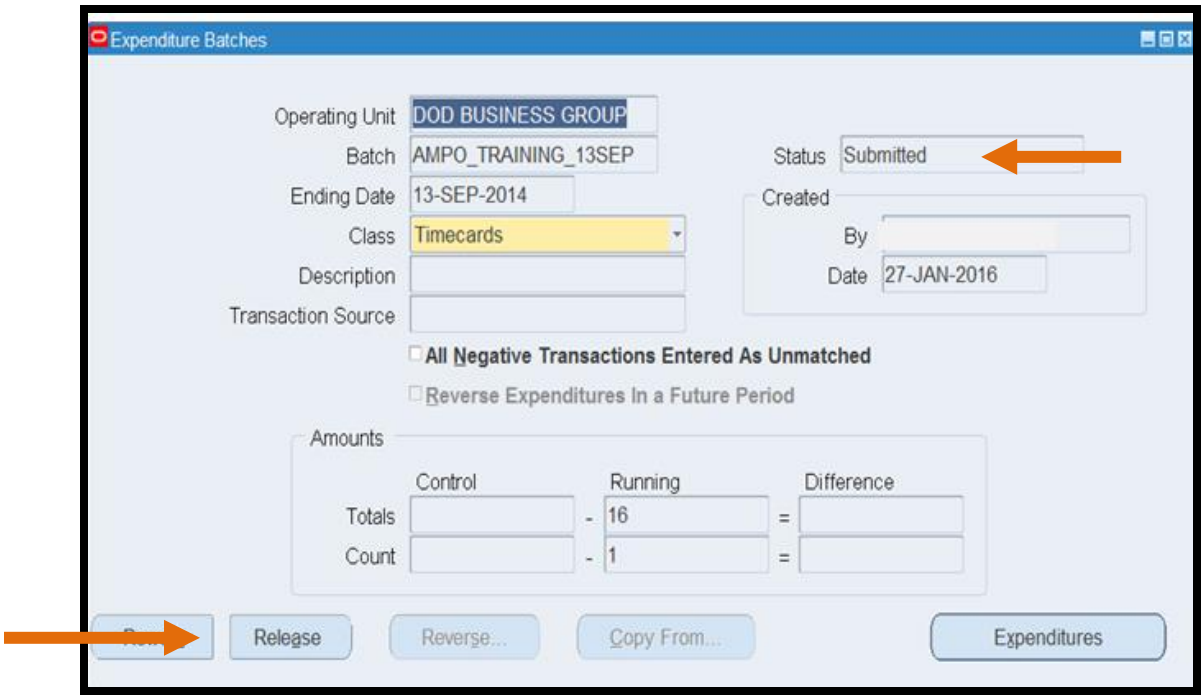
9. Select “Save”

10. Close the form

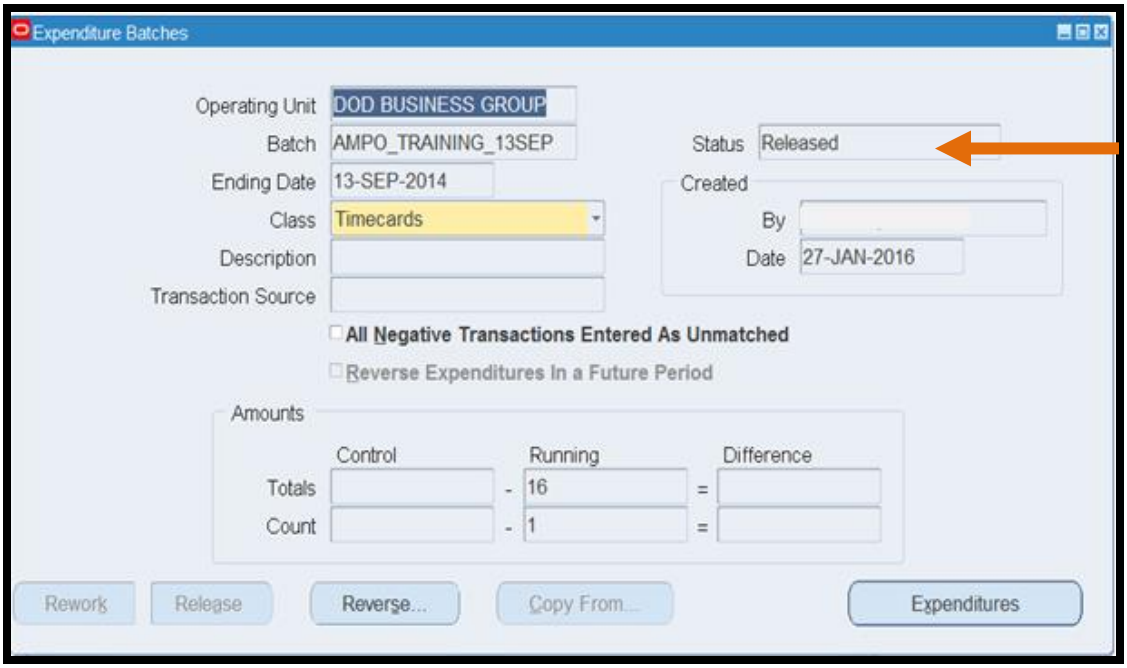
11. The total number of hours and employee count associated with this batch is displayed in the “Amounts” section; select “Submit”



12. The “Status” field changes to “Submitted” and the “Submit” button changes to “Release; select “Release”



13. The “Status” field now reflects “Released”



- A Batch in a working status will show as “Working” on the DOD Batch and Timecard Status Report
- A Batch in a Submitted status will show as “Submitted” on the DOD Batch and Timecard Status Report
- A Batch in a Released status will show as “Approved” on the DOD Batch and Timecard Status Report

14. Close the form

Reversing Approved Time Using Batch Entry

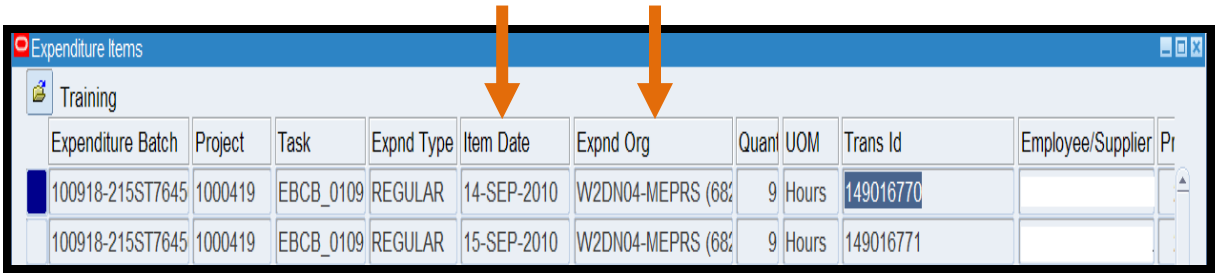
This area covers how to adjust hours that were submitted via Employee Self Service or Timekeeper Entry and have been approved in DMHRSi. This process is used to reverse expenditures

There are occasions when personnel document time in error that cannot be transferred but must be reversed. To correct create a Pre-Approved Batch to reverse the expenditures; these expenditures will never completely be deleted from DMHRSi, however they will not appear on the output file

“Pre-Approved Batch” allows users to reverse or back-out time. Do not use this process for personnel not assigned to the MTF who accidentally charged time to the MTFs Project; “Transfer” their time to the correct project number using Expenditure Inquiry

The MEPRS Manager can submit a Pre-Approved Batch to add hours to inaccurate expenditures submitted and reverse hours entered incorrectly

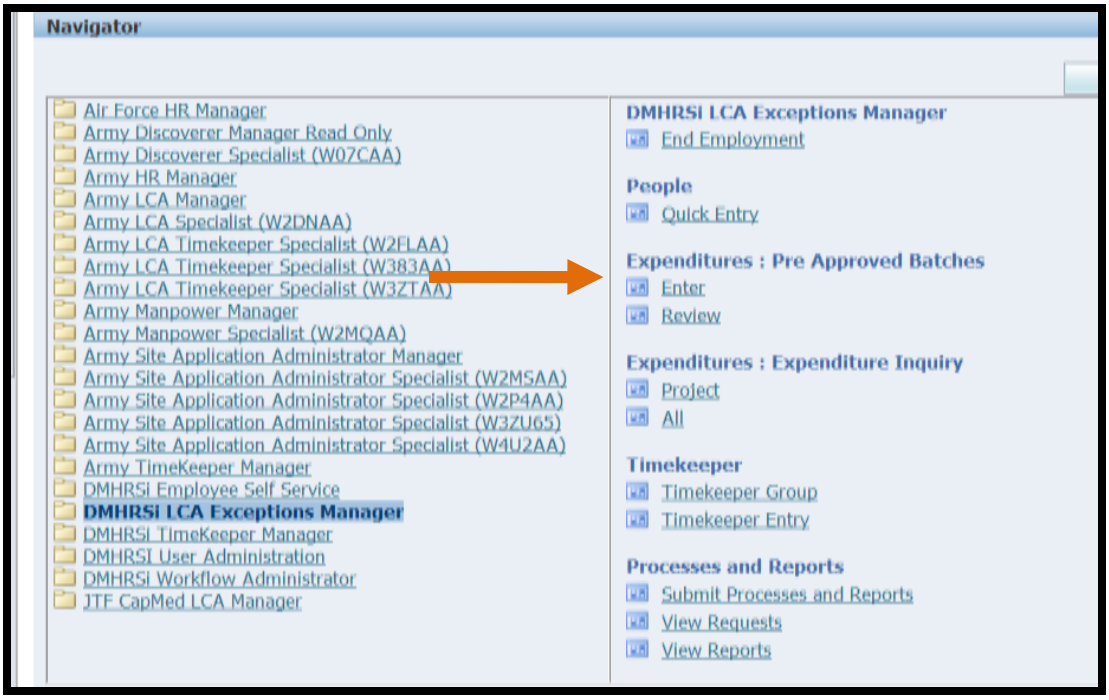
Prior to creating a Pre-Approved Batch review the expenditures using “Expenditure Inquiry” to determine the days (found under “Item Date”) that must be reversed and confirm the employees assigned “Organization” (found under “Expnd Org”) when the timecard was submitted. Batches are created for one week of time; **use Expenditure Inquiry to verify which week contains the hours that** must be reversed.



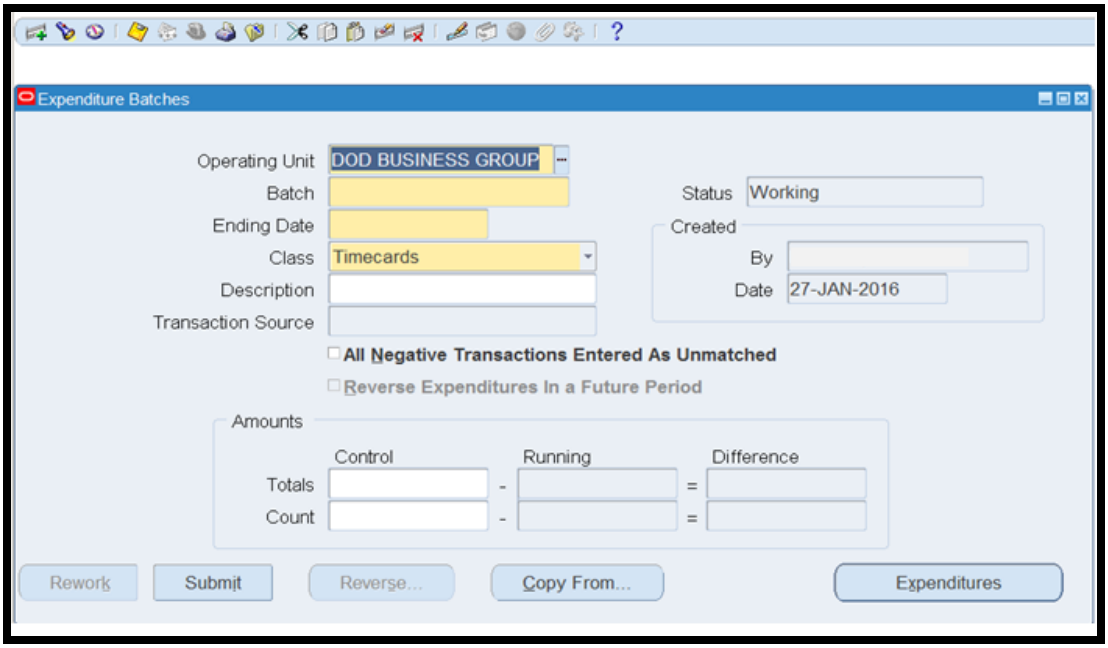
1. Log into DMHRSi

2. Select either “DMHRSi LCA Exceptions Manager”, “Army Timekeeper Specialist”, “Army Timekeeper Manager”, or “DMHRSi Timekeeper Manager” roles then select “Enter” under the “Expenditures: Pre Approved Batches” menu

- Use the “Expenditure Batches” form to reverse time originally entered through Self-Service, Timekeeper Entry, or Batch Entry.

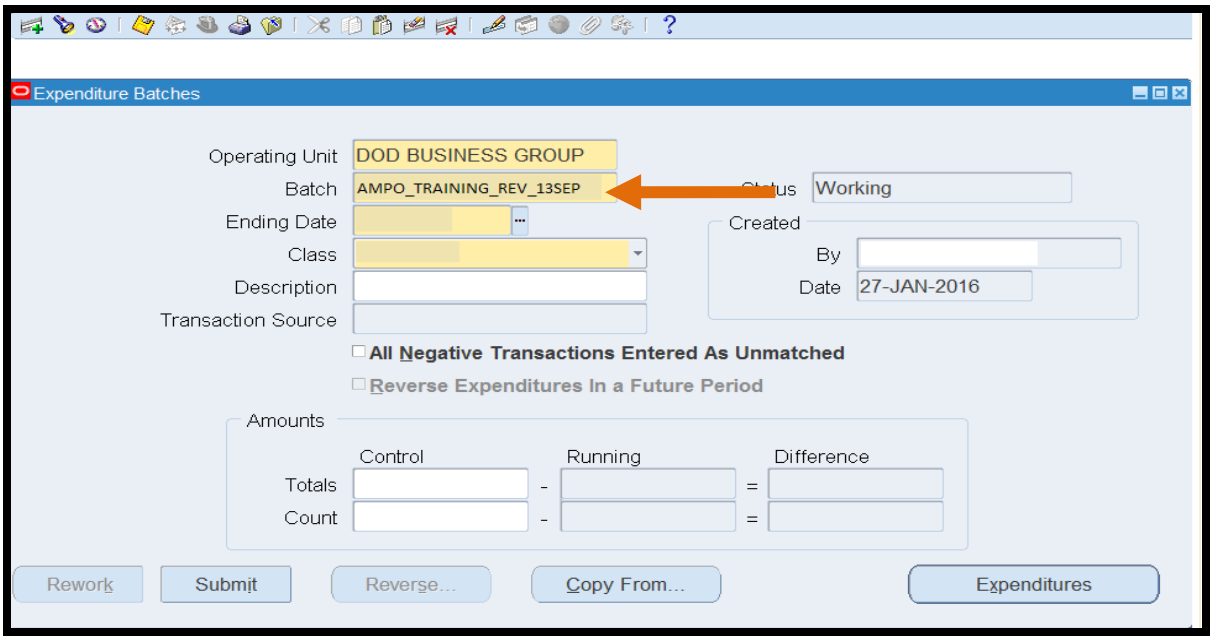


3. “Expenditure Batches” screen opens

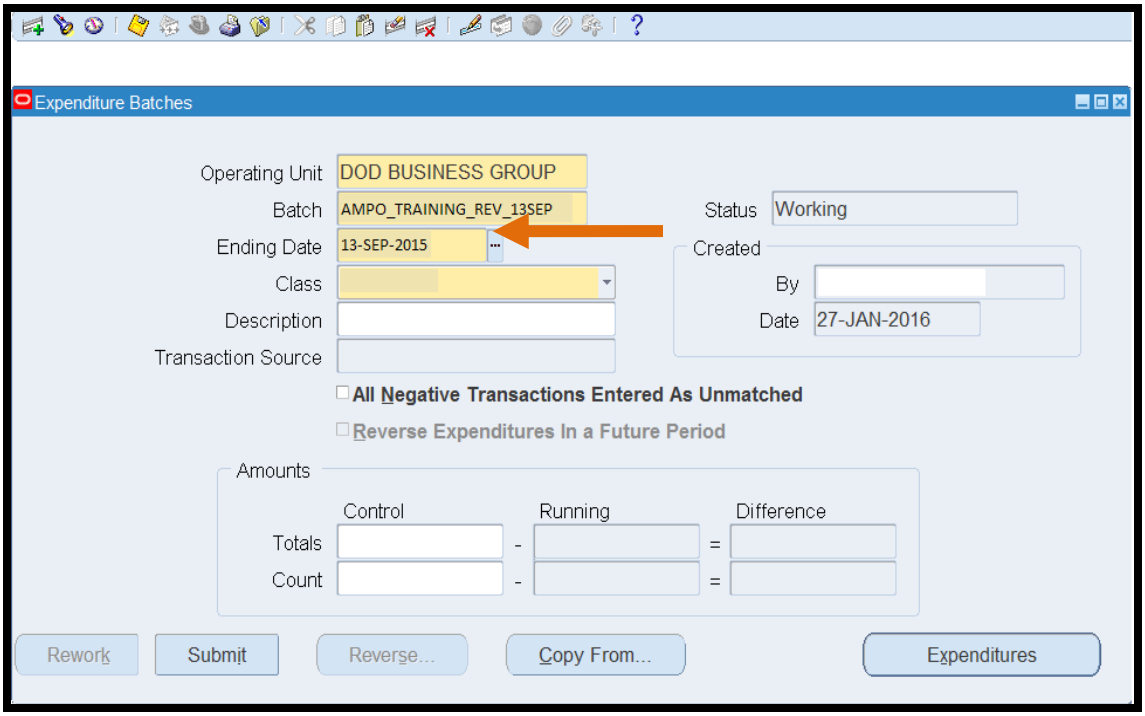


4. Select the “Batch” field and name the batch entry

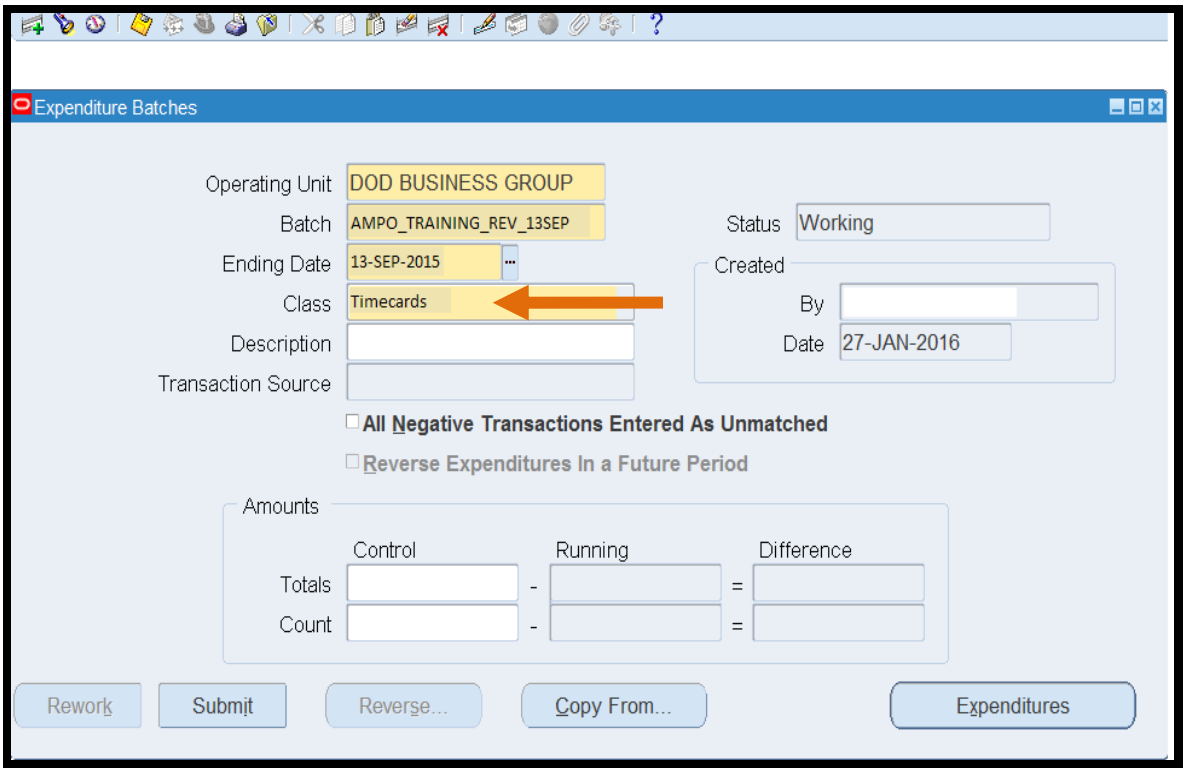
- Use the following standardized naming convention: **DMIS ID_DEPT or EMPLOYEE_REV_DATE**
- The “Date” in the “Batch” name should match the “Ending Date” field
- The Ending Date must be the Saturday of the week where expenditures were originally documented; batches must be done weekly



5. Enter the “Ending Date” of the week being adjusted

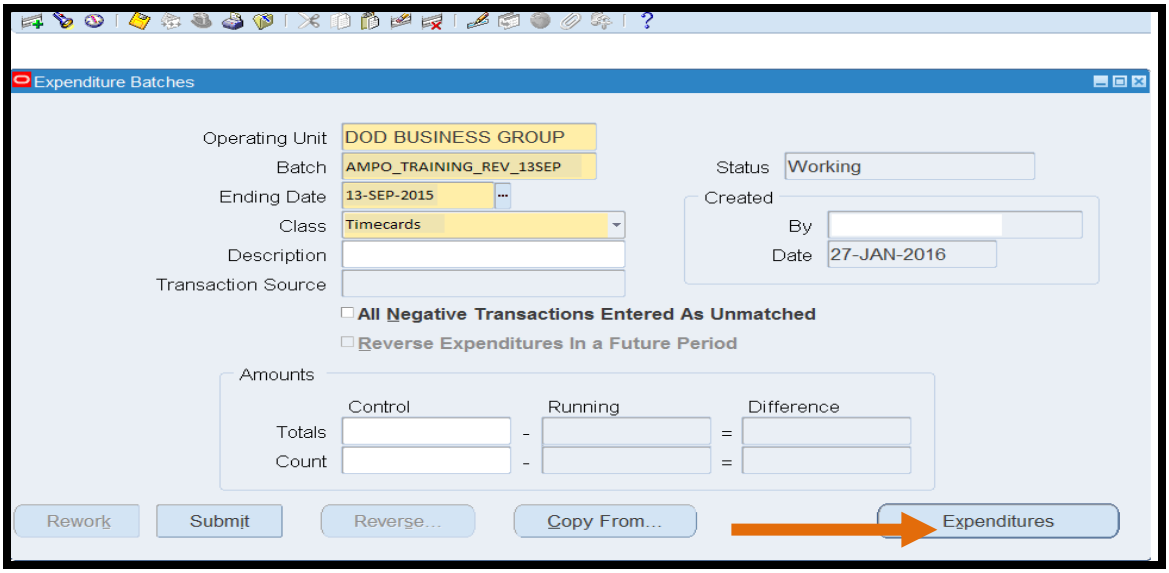


6. “Class” defaults to “Timecards”



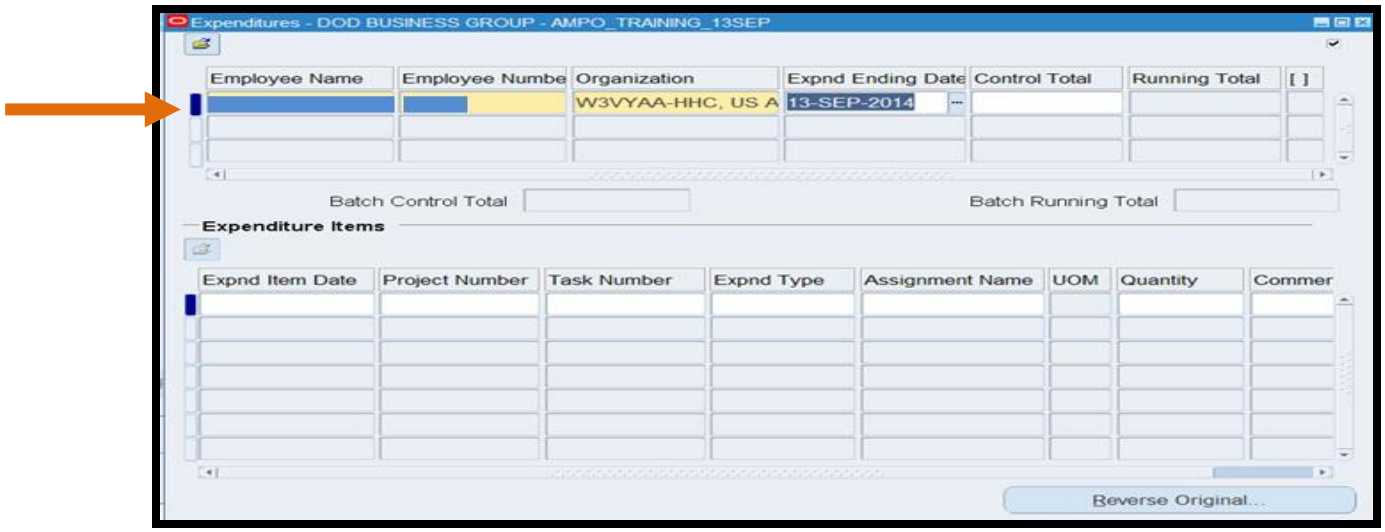
7. It is optional to enter a free text batch description in the “Description” field

8. Select “Expenditures”

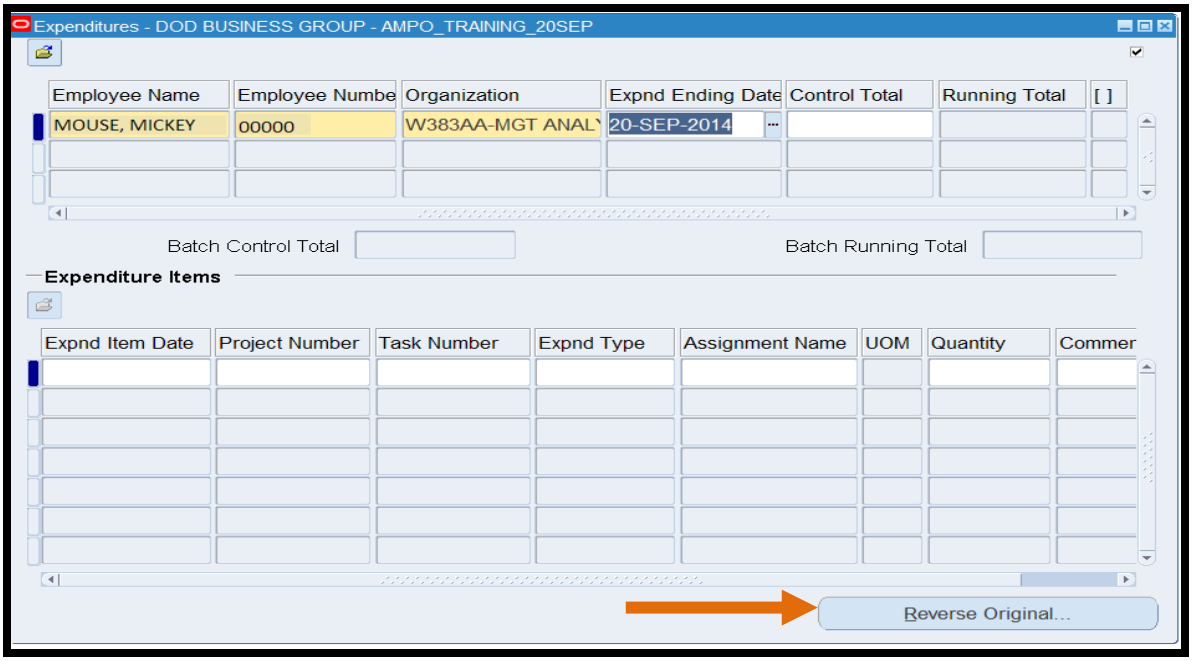


9. In “Employee Name” field, type the last name, first name of the employee that has expenditures that must be reversed and press **[Tab];** the employee information should automatically populate. If there is more than one person with that name, select the appropriate employee from the “Employees” find form

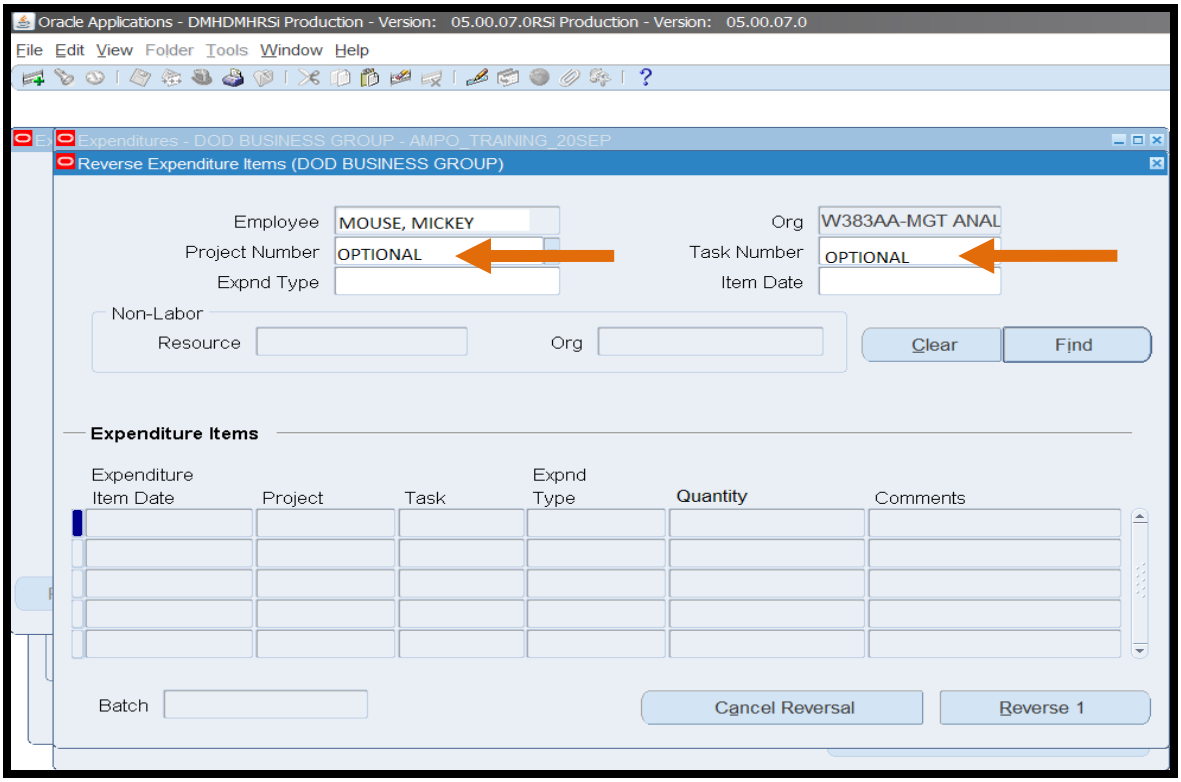
NOTE: *The employee’s “Organization” on the “Batch Entry” page must match the “Organization” for the expenditure on “Expenditure Inquiry”. If the two are different, change the organization on the “Batch Entry” form to match what is on “Expenditure Inquiry”. (The Organization on Expenditure Inquiry is where the employee was assigned when the timecard was submitted)*



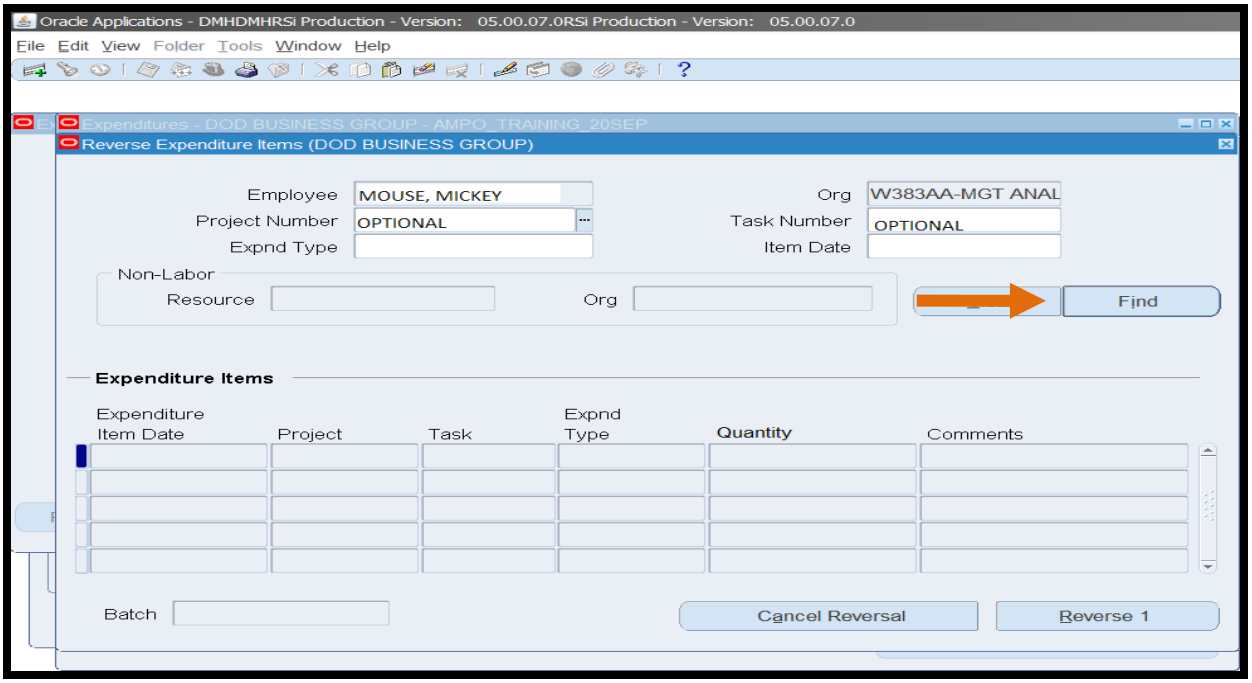
10. Select “Reverse Original” to open “Reverse Expenditure Items”



11. Enter project number in the “Project Number” field and press **[Tab]** then enter a Task Number in the “Task Number” field and press **[Tab]** to reverse a particular Task; both fields are optional



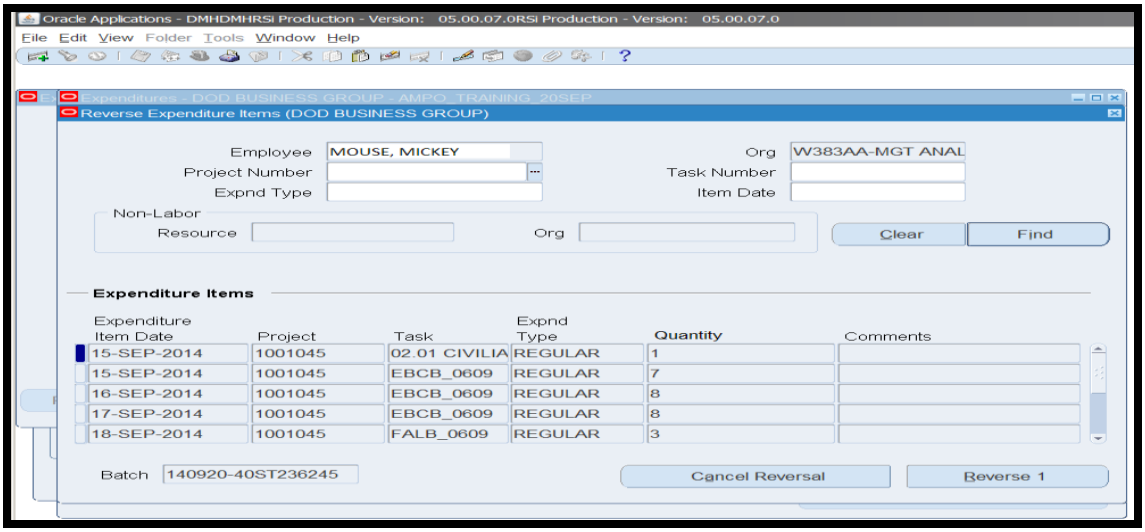
12. Select "Find"



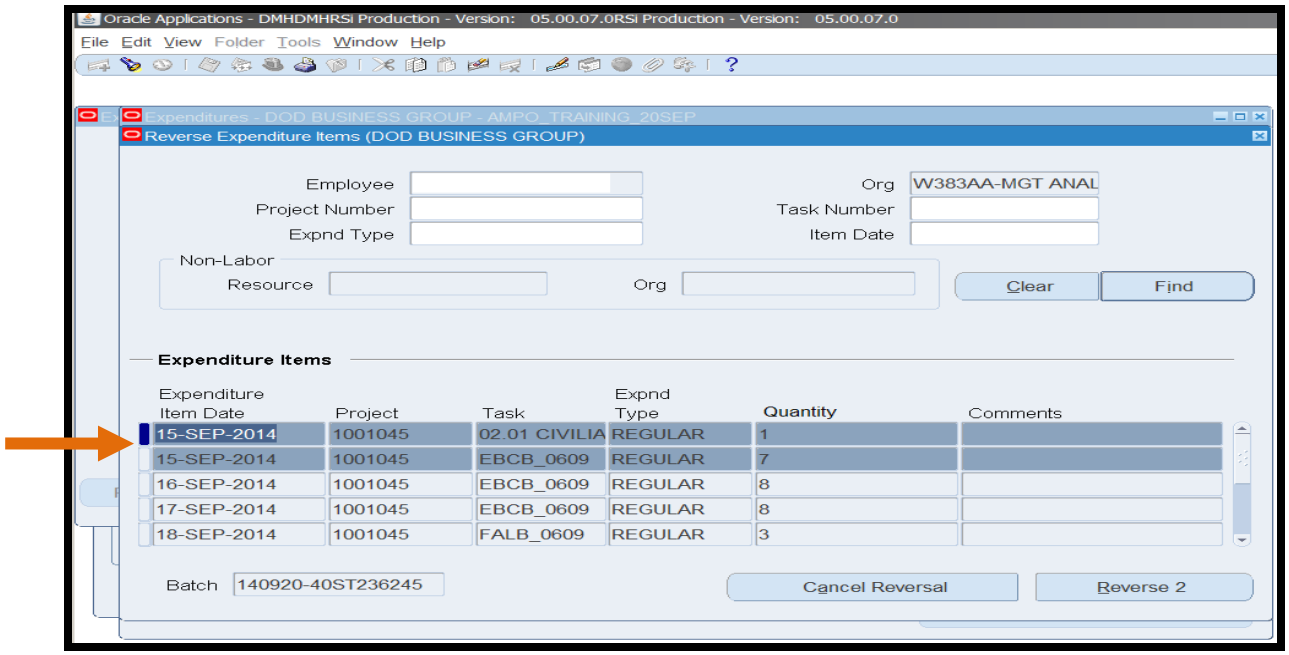
13. All of the employees expenditures for that week will display

Troubleshooting Tips:

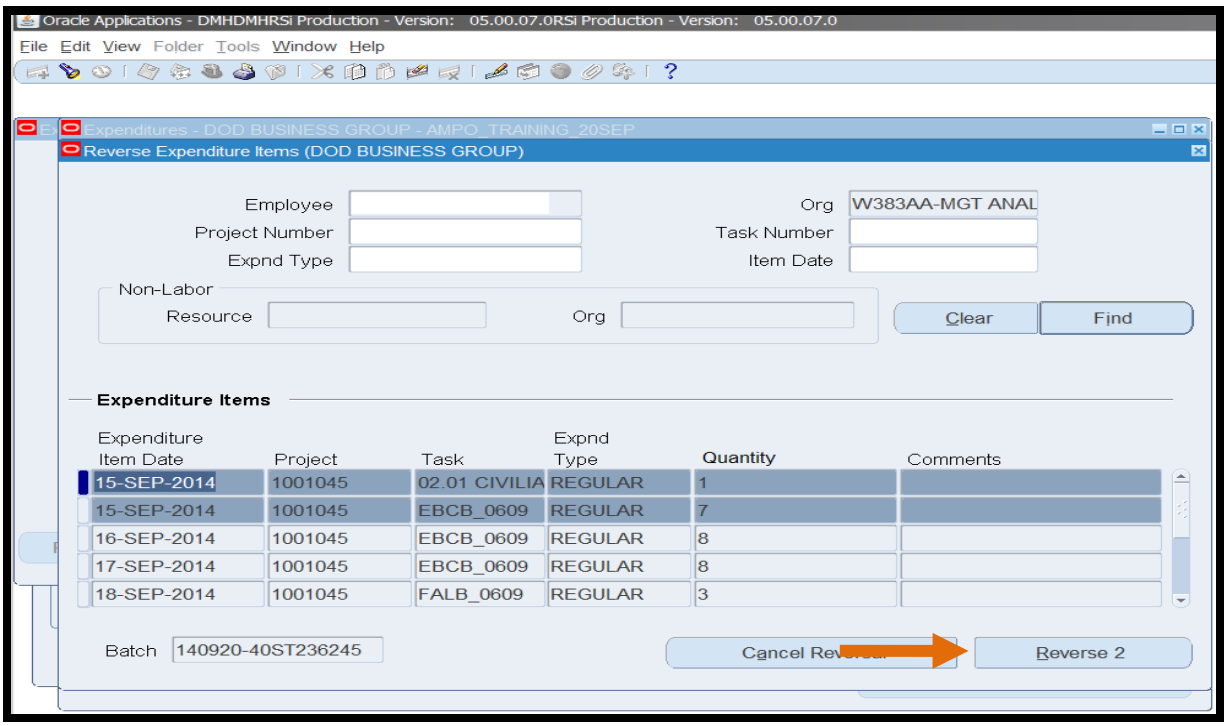
- If no expenditures displays, verify the employee's assignment (Organization) at the time the timecard was submitted by referring to "Expenditure Inquiry". The "Organization" on the previous screen of "Batch Entry" must match the work center where the employee worked when the timecard was submitted
- Verify the batch is for the week that the time was entered



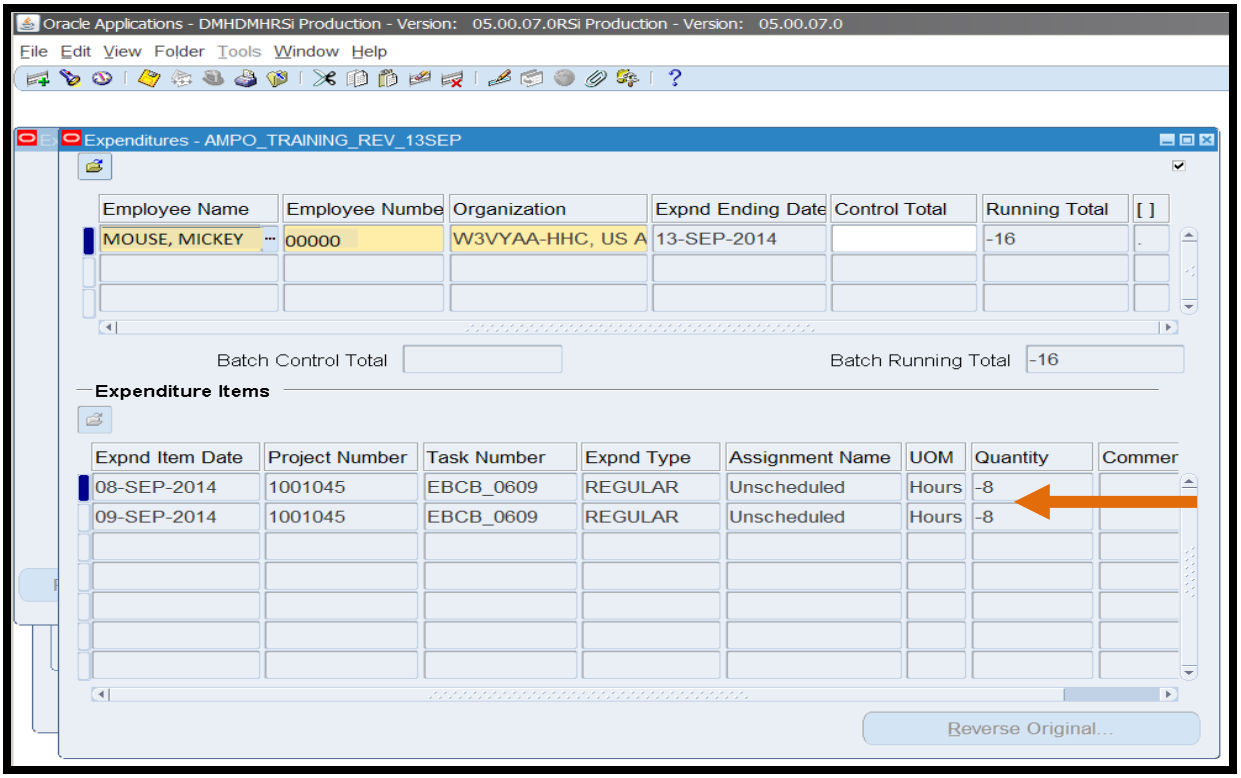
14. Select the expenditure line that needs to be reversed or hold down the **[Ctrl]** key select multiple expenditure lines. The **[Shift]** key may be used to select a range of expenditure lines by highlighting the first expenditure line then hold down the **[Shift]** key while selecting additional expenditure lines in the allotted time range



15. The “Reverse” button will display the number of items selected; click “Reverse”



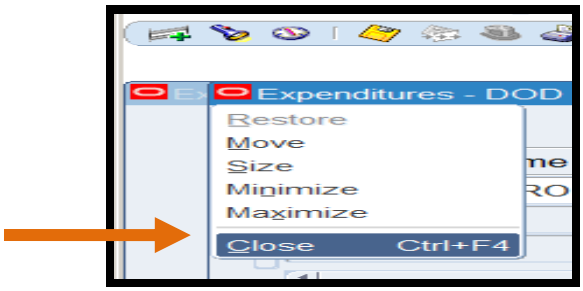
16. Reversed expenditure(s) will display as negative numbers



17. Select "Save"

18. Time for multiple people can be reversed using the same batch as long as expenditures are during the same week; click on the next blank line under "Employee Name" and enter the next employee's last name, first name; then following the same steps to reverse time for that employee

19. Close "Expenditures"



20. Select “Submit” then “Release”

NOTE: *When time is adjusted, expenditures MUST be “**Re-calculated**” and cost MUST be “**Re-distributed**” (i.e. Recalculate Raw Costs and PRC: Distribute Labor Costs)*

Expenditure Inquiry

The MEPRS Managers can use “Expenditure Inquiry” to review and validate employee expenditures

“Expenditure Inquiry” serves multiple purposes including:

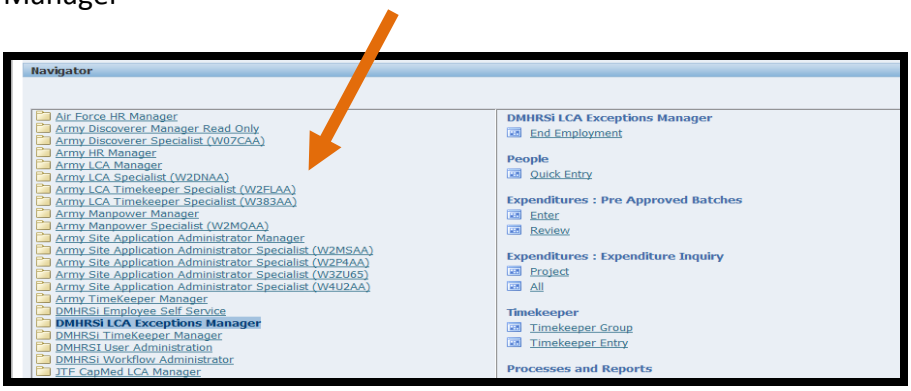
- Retrieving information for an employee
- Expenditure Inquiry displays the “Organization” the employee was assigned when the Hours/Tasks were charged
- Determine the last day an employee charged time to a specific Project; this is useful to research personnel on the EASIV Summary View Report
- Retrieve information for specific Task Number/MEPRS Code (i.e. BGAA_0064) to determine all the employees and hours charged to that task for a specified time period
- Change MEPRS Codes for personnel who charged to the wrong MEPRS Code
- Transfer all hours or split and transfer partial hours between MEPRS Codes
- Transfer time to a different Project Number when personnel charged time to the wrong Project Number

Accessing Expenditure Inquiry Using “Project”

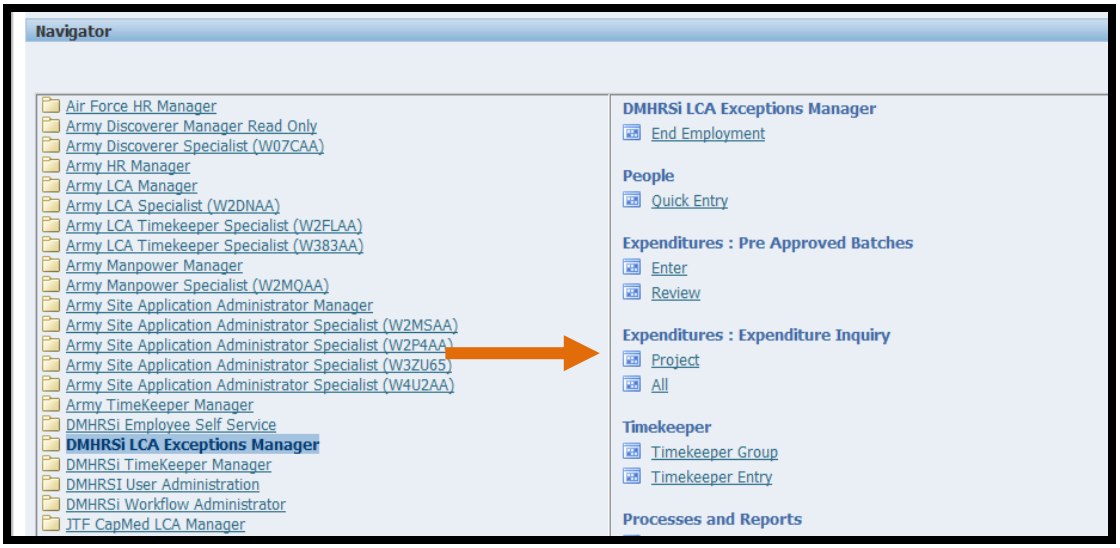
Fields under “Expenditure Inquiry” can be added, deleted, or rearranged to see the required data

1. Log into DMHRSi

2. There are multiple roles that can be used to view “Expenditure Inquiry”; “Army LCA Manager”, “Army LCA Specialist”, “Army LCA Timekeeper Specialist”, or “DMHRSi LCA Exception Manager”



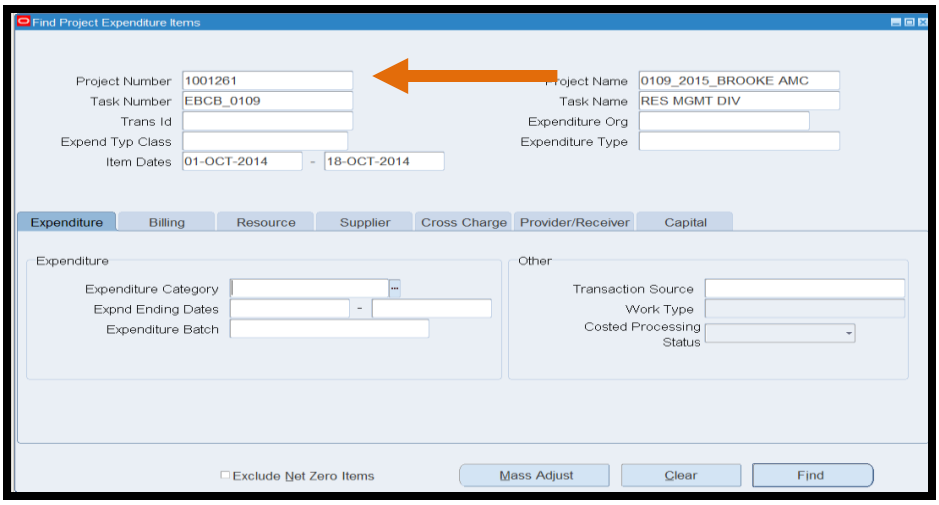
3. Select “Project” under “Expenditures: Expenditure Inquiry”menu



4. Enter Project Number in the “Project Number” field and press **[Tab]**; the Project name automatically populates

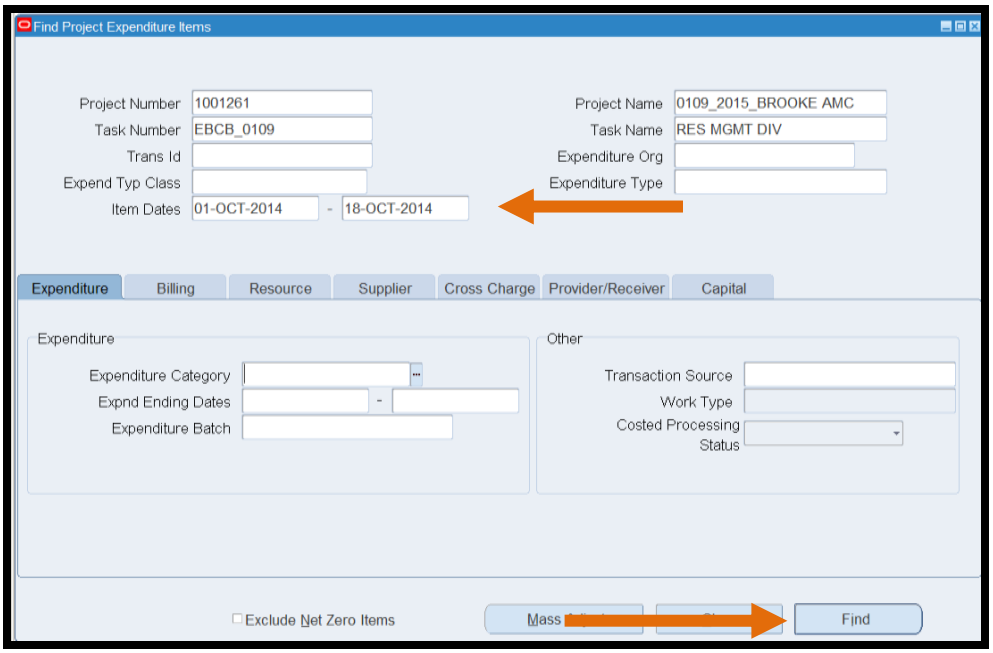
- If the user does not know the “Project Number”, use the “List Of Values” icon in the “Project Name” field to open the “Projects” find form
- Enter search text in the “Find” field to limit the list of values and select “Find”
- Highlight the desired project from the list of values and select “OK”

NOTE: *It is strongly recommended that the user enter additional search criteria in the “Find Project Expenditure Items” form; otherwise, the search time may be excessive. When users receive the message “The query may take a long time because you did not specify a project or an employee. Do you want to continue?” select “NO” and enter additional criteria to limit the search*

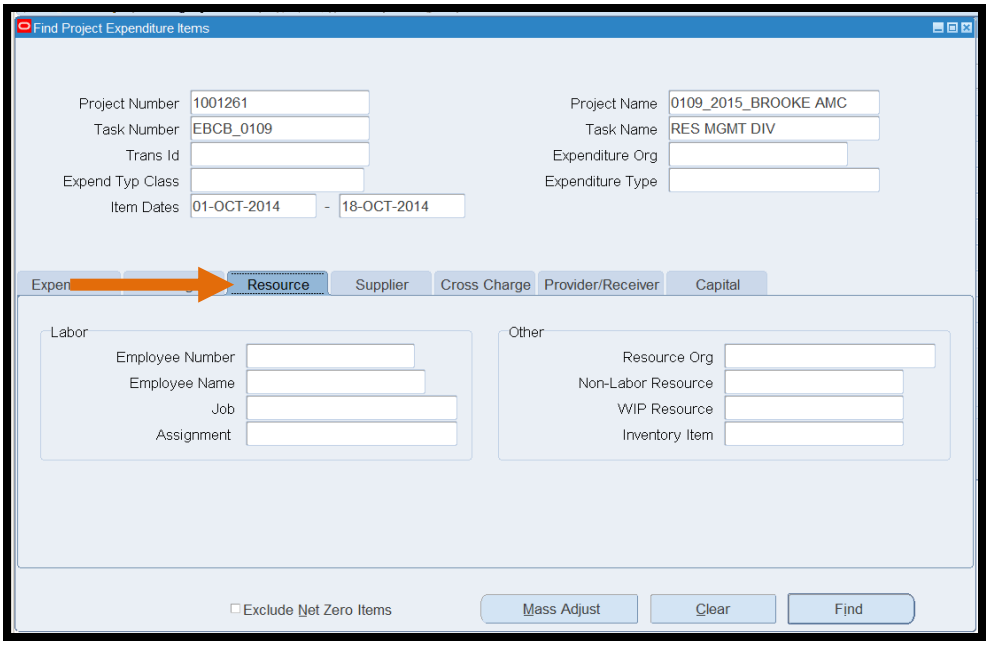


5. Enter a timeframe in “Item Dates.” “Item Dates” does not require actual pay period beginning and end dates. The user can query expenditures for any particular timeframe (i.e. bi-weekly, an entire month, etc.); enter the Begin Date and End Date in DD-MON-YYYY format; then click “Find” to reflect the time that has been applied to the specified Task Number

Proceed to step 6 for single employee queries

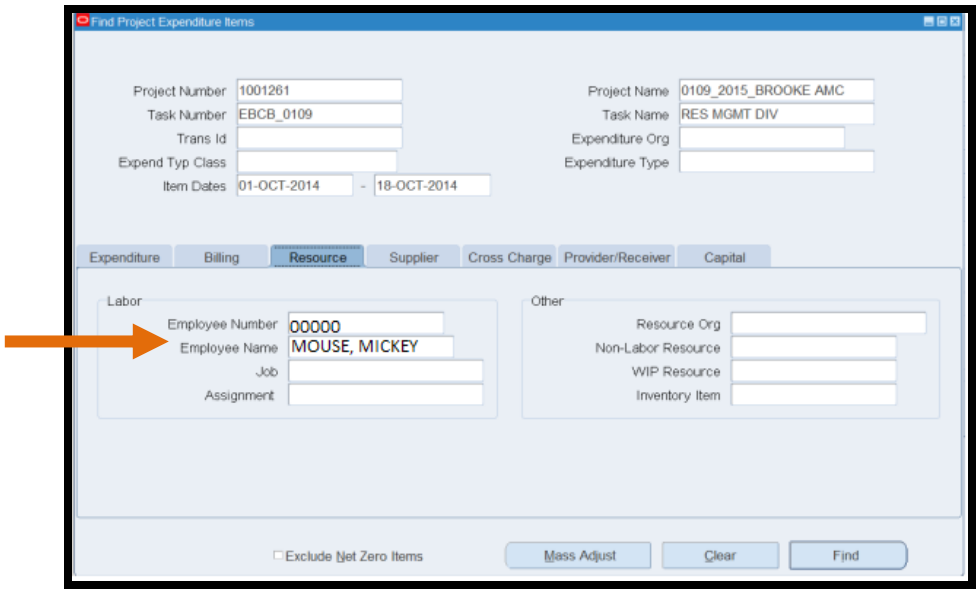


6. Click “Resource”



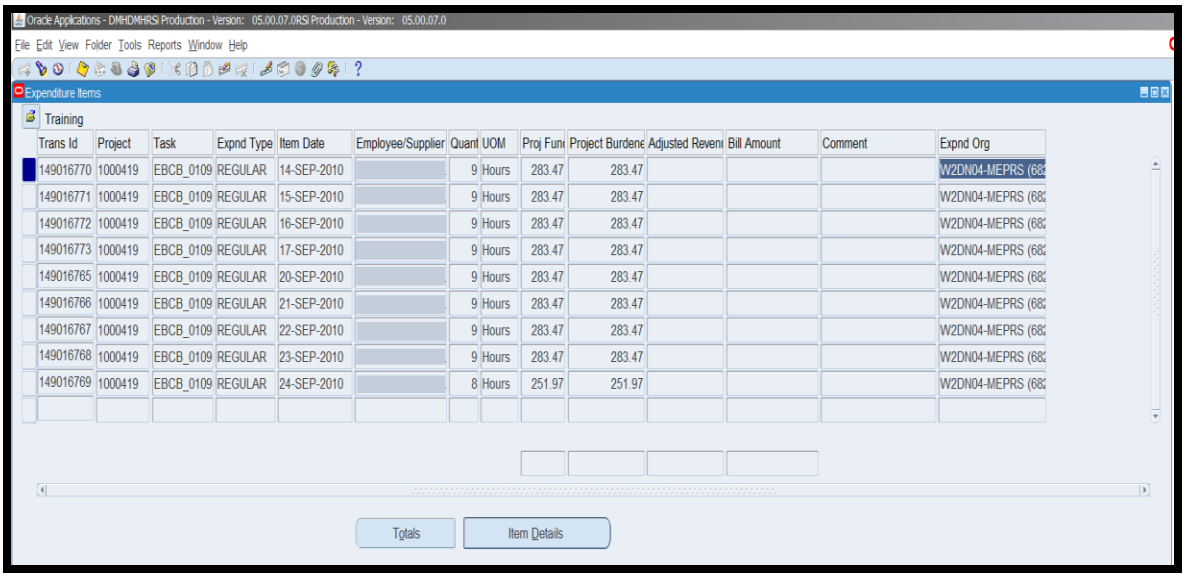
7. The ”Labor” screen opens. Enter the employee’s name in the “Employee Name” field or enter the Employee Number in the “Employee Number” Field and press [TAB]

HINT: *Copy the employees name or Employee Number from the MS Excel Spreadsheet*



8. Click“Find”

9. “Expenditure Items” screen opens



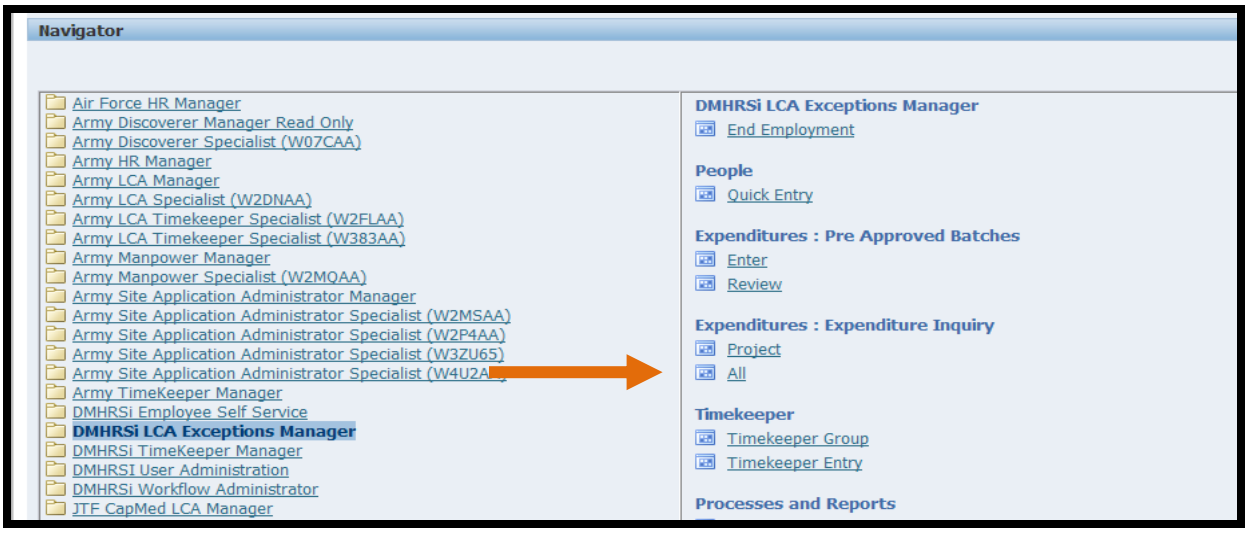
Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quant	UOM	Proj Fun	Project Burdene	Adjusted Reveni	Bill Amount	Comment	Expnd Org
149016770	1000419	EBCB_0109	REGULAR	14-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016771	1000419	EBCB_0109	REGULAR	15-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016772	1000419	EBCB_0109	REGULAR	16-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016773	1000419	EBCB_0109	REGULAR	17-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016765	1000419	EBCB_0109	REGULAR	20-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016766	1000419	EBCB_0109	REGULAR	21-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016767	1000419	EBCB_0109	REGULAR	22-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016768	1000419	EBCB_0109	REGULAR	23-SEP-2010		9	Hours	283.47	283.47				W2DN04-MEPRS (68
149016769	1000419	EBCB_0109	REGULAR	24-SEP-2010		8	Hours	251.97	251.97				W2DN04-MEPRS (68

Accessing Expenditure Inquiry Using "All"

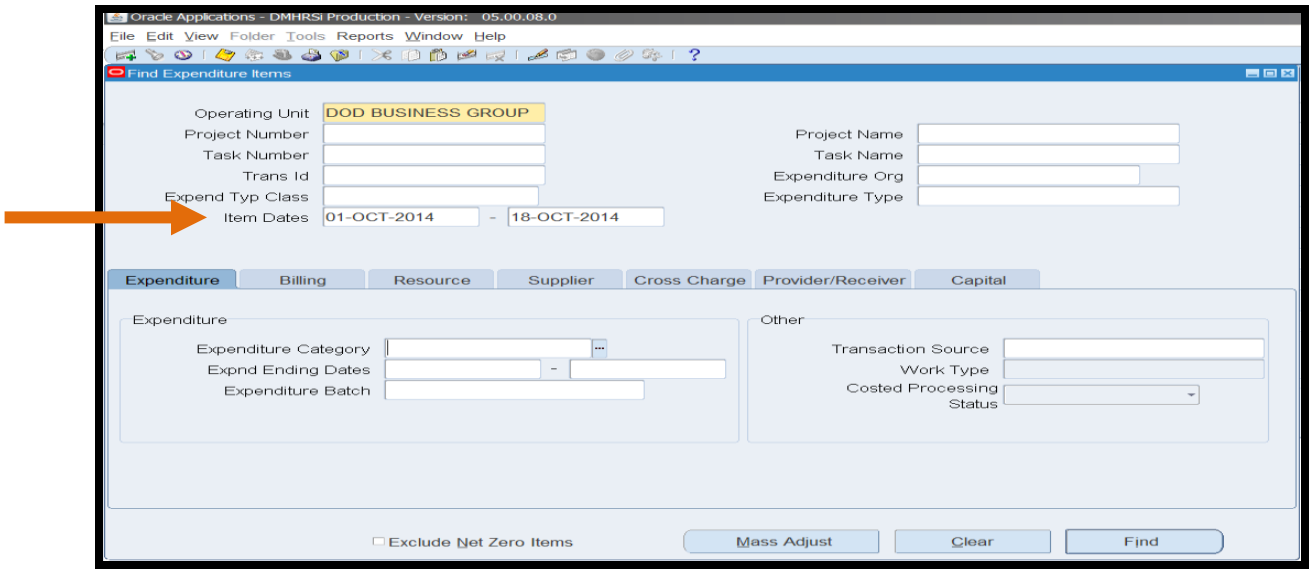
Use the "All" link to search for expenditures without entering a project number as part of the search criteria, for example, when searching for all projects an employee charged time against

1. Log into DMHRSi

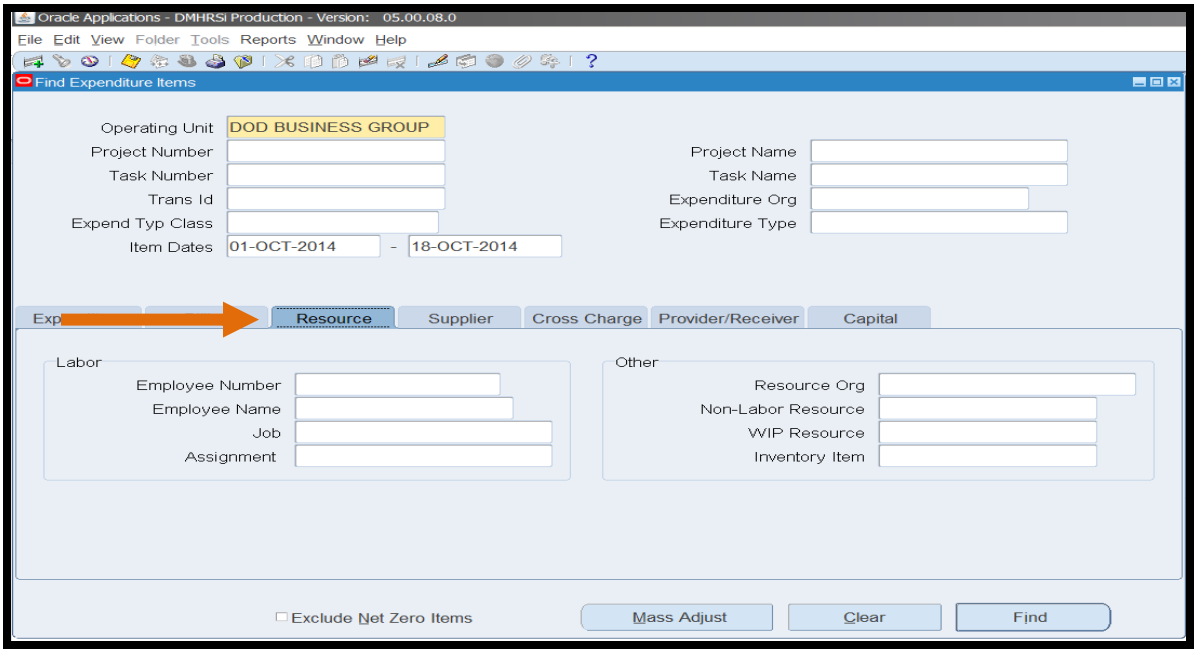
2. Select either "DMHRSi LCA Exceptions Manager", "Army Timekeeper Specialist", "Army Timekeeper Manager", or "DMHRSi Timekeeper Manager", then select "All" under Expenditures : Expenditure Inquiry"



3. Enter a timeframe in "Item Dates". "Item Dates" does not require actual pay period beginning and end dates. Users can query expenditures for any particular timeframe (i.e. daily, bi-weekly, monthly, etc.). Enter the Begin Date and End Date in DD-MON-YYYY format

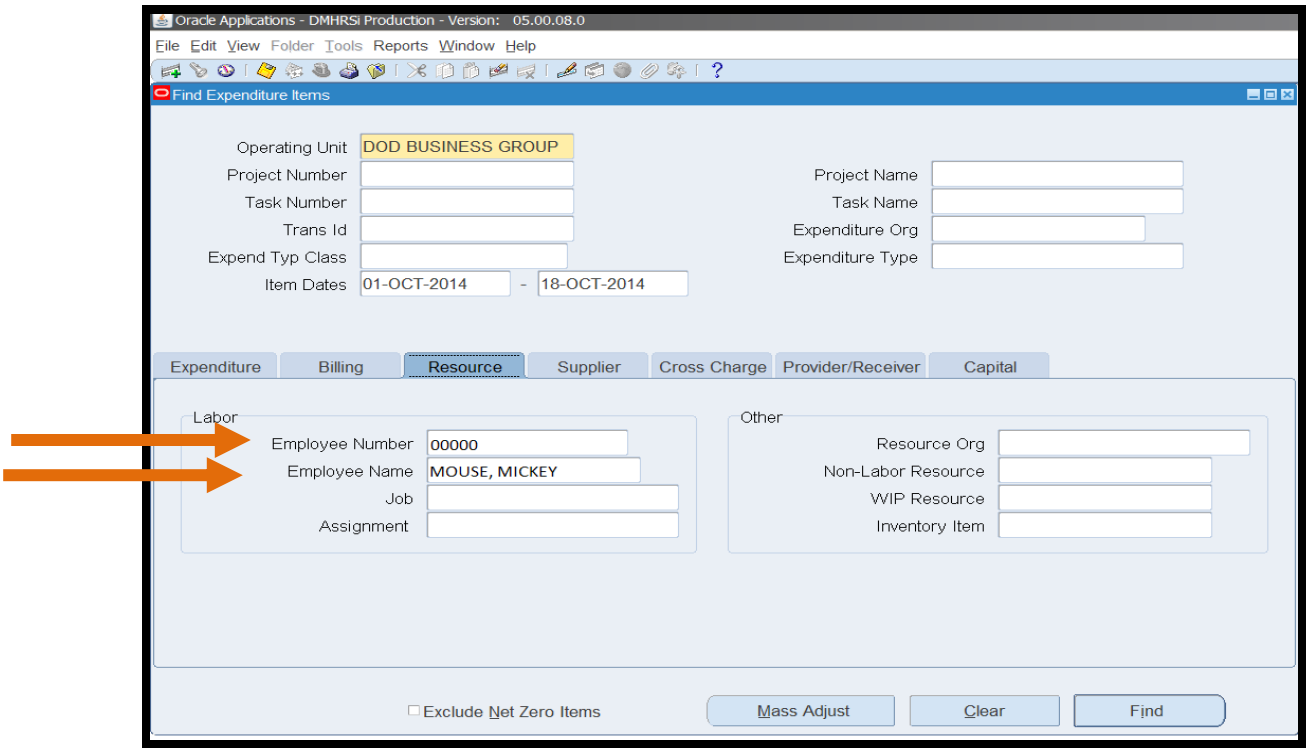


4. Click “Resource”



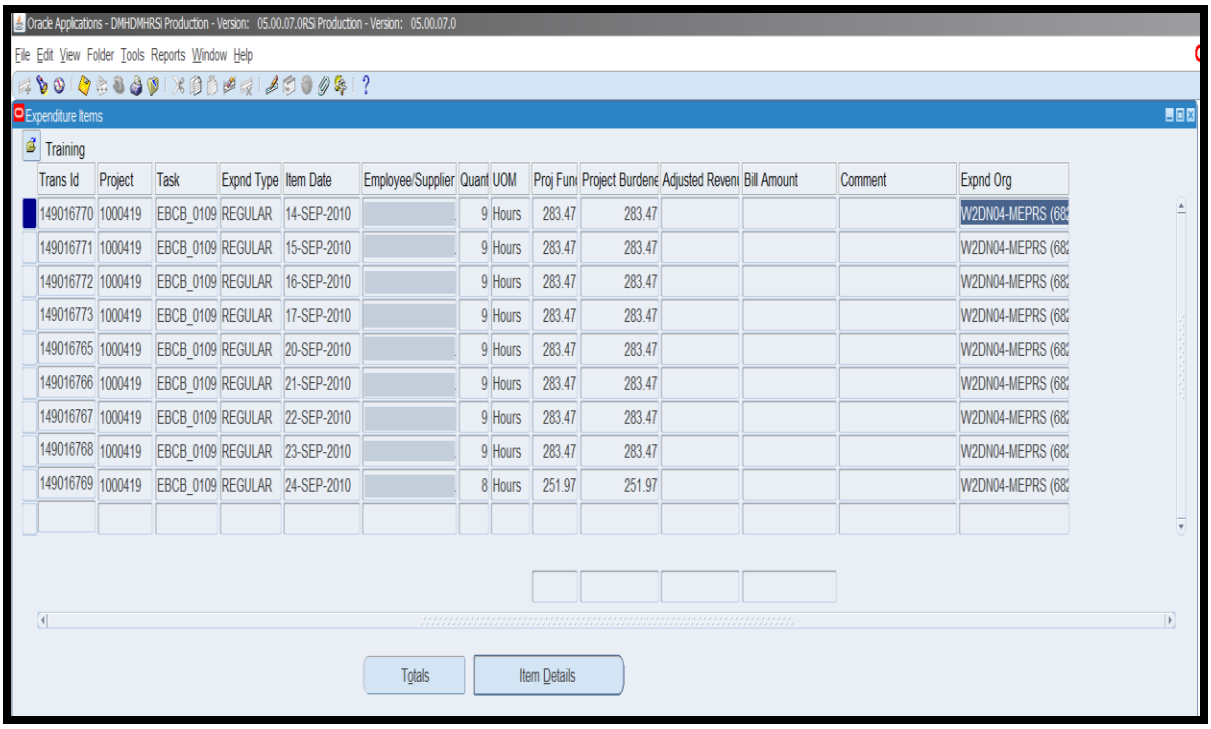
5. The ”Labor” screen opens. Enter the employee’s name in the “Employee Name” field or enter the Employee Number in the “Employee Number” Field and press [TAB]

HINT: *Copy the employees name or Employee Number from the MS Excel Spreadsheet*



6. Click “Find”

7. “Expenditure Items” screen opens



How to add fields

“Expenditure Inquiry” fields can be added, deleted, or rearranged to view data

Keep in mind that DMHRSi is an off the shelf product. The selection list is long and there is an number of the fields that are not used by the military; however, some that are include:

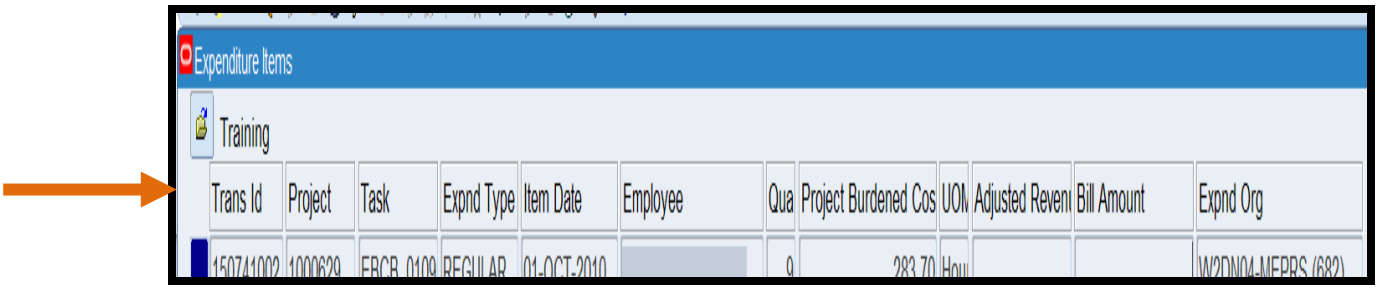
- **Trans Id** – A system generated number when the timecard was submitted and approved
- **Project** – Project number employee enter time to
- **Task** – MEPRS task and DMIS ID employees enter time to
- **Expnd Type** – Hour type (Regular, COMP Earned, Overtime)
- **Item Date** – Date(s) employees enter time to
- **Quantity** – Reflects number of hours applied to MEPRS task and date
- **UOM** – “Unit of Measure”; will always be “Hours”
- **Job** – Displays the employees job title on the assignment screen

- **Proj Func Brudened Cost** – Displays costs applied to the MEPRS task
- **Expnd Org** – Displays the organization the employee was assigned to at the time when the time card was created
- **Employee/Supplier number** – Displays employees ID number
- **Expenditure Batch** – A system generated number assigned to the timecard including batch name if the timecard was batch entered (i.e. 100918-215ST76450 indicates the timecard was entered via a timecard, and AMPO_TRAINING_17DEC15 indicates the timecard was entered via batch entry)
- **Expenditure Status** – Displays status of the timecard. The only time this would be anything other than approved, would be if the timecard was batched entered
- **Employee/Supplier** – Displays employee name as listed in DMHRSi
- **Task Name** – Displays task name

How To Add Additional Columns

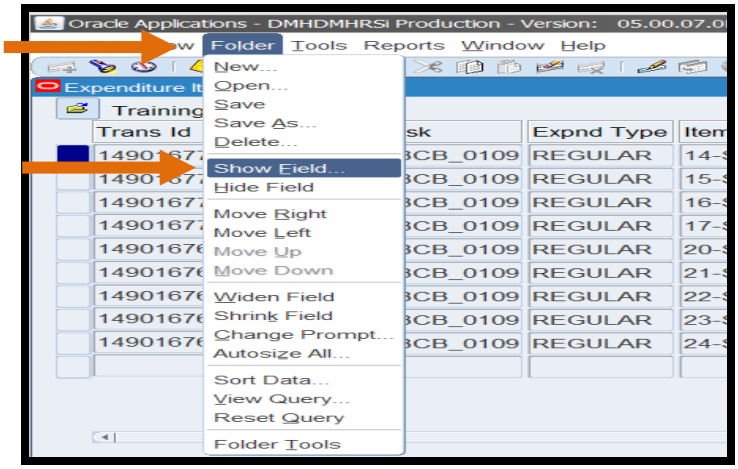
1. Log into Expenditure Inquiry

2. The following are the default columns displayed when accessing "Expenditure Items" the 1st time or if a folder has not created

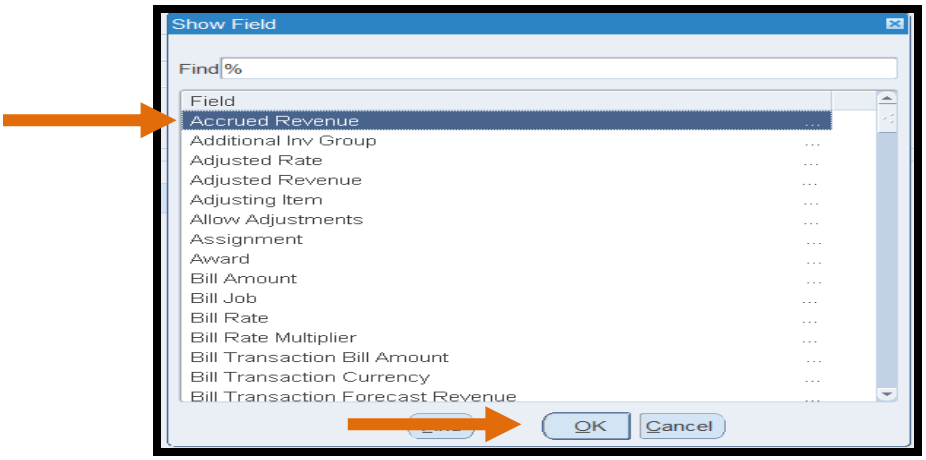


- **Trans Id** – A system generated number when timecard was submitted and approved
- **Project** – Project number employee enters time to
- **Task** – MEPRS task and DMIS ID employee enter time to
- **Expnd Type** – Hour type (Regular, COMP Earned, Overtime)
- **Item Date** – Date(s) employee enter time to
- **Quantity** – Reflects number of hours applied to MEPRS task and date
- **UOM** – "Unit of Meausre"; will always be "Hours"
- **Adjusted Revenue** – Not used
- **Bill Amount** – Not used
- **Project Burdened Cost** – Displays costs applied to the MEPRS task
- **Expnd Org** – Displays the organization the employee was assigned to at the time when the time card was created

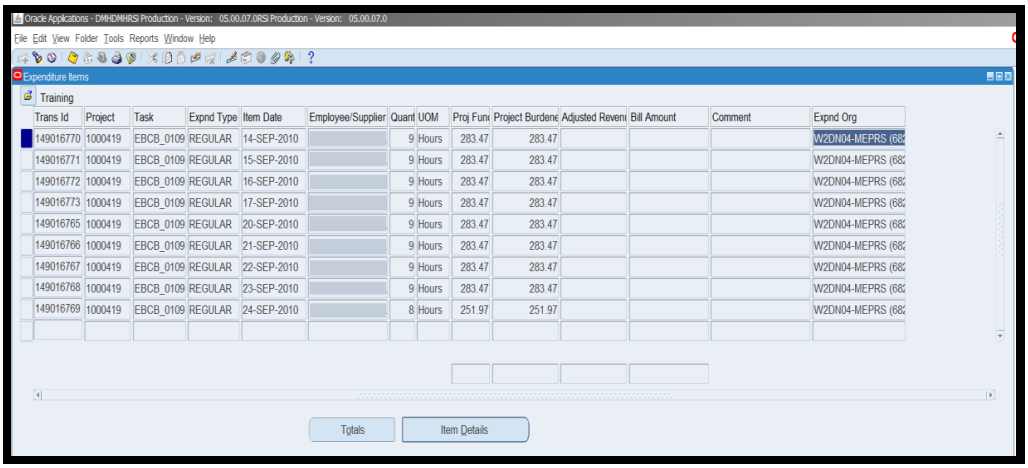
3. Click “Folder” then “Show Field”



4. The list of additional fields will display. Select the field to be added then click “Ok”



5. Repeat step 4 until all desired fields have been added

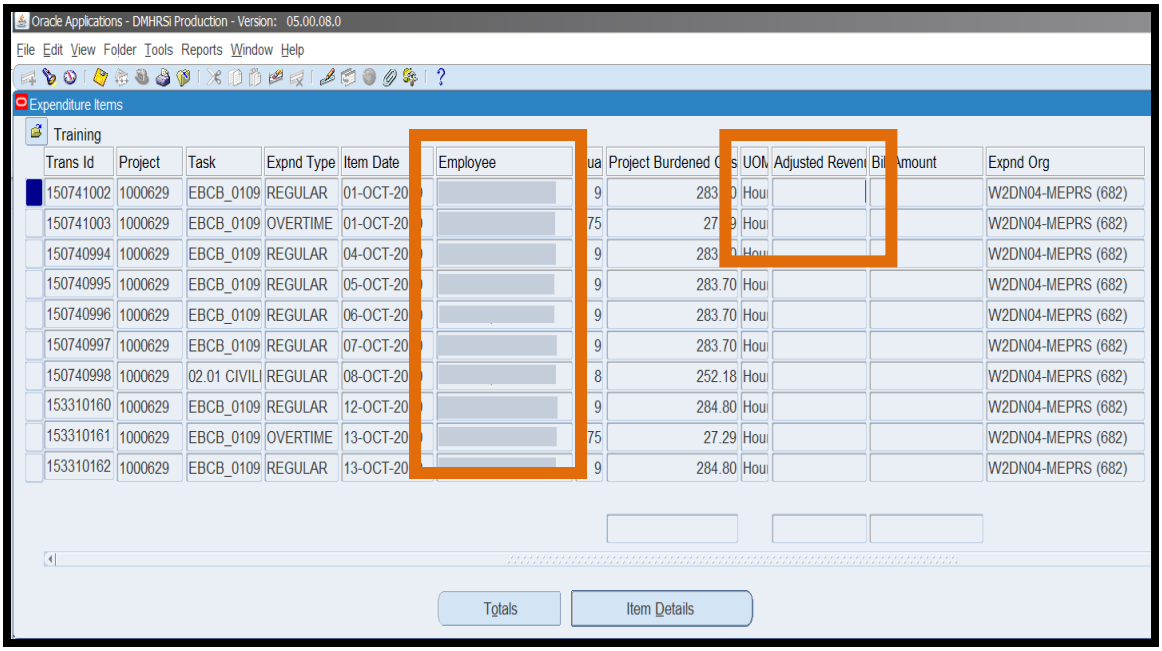


How to Delete Fields

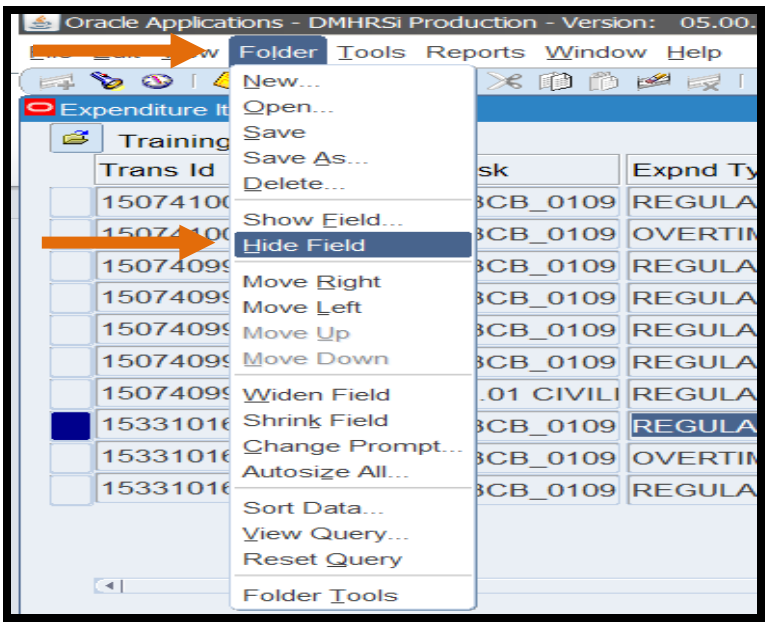
"Expenditure Inquiry" fields can be added, deleted, or rearranged to view data

1. Log into "Expenditure Inquiry"

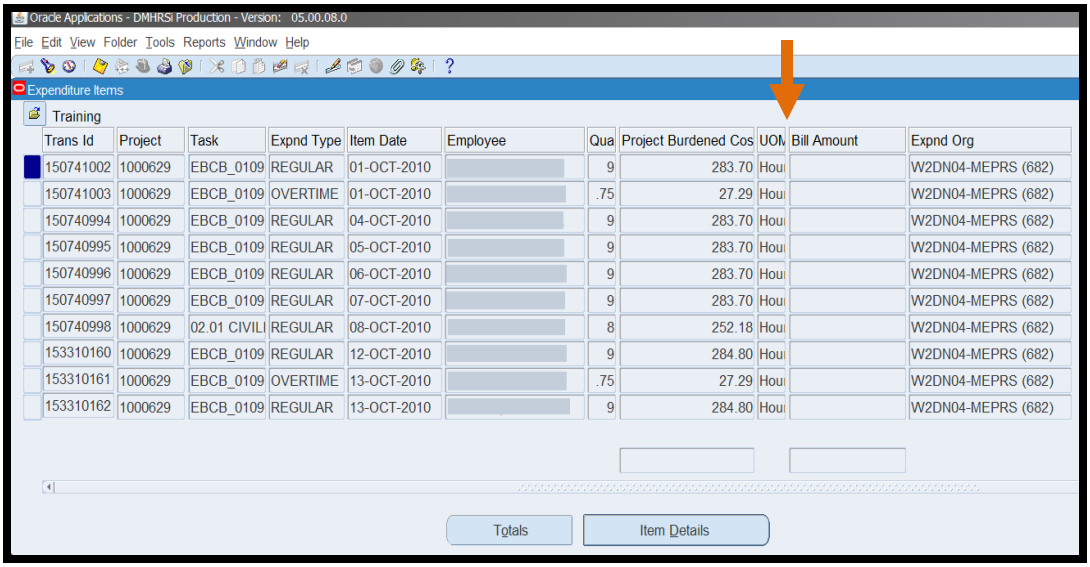
2. Click in the top field of the column to be deleted; if there is data in the box the line will turn blue; if there is no data then the curser will flash in the box



3. Click "Folder" then "Hide Field"



4. The field will no longer be displayed



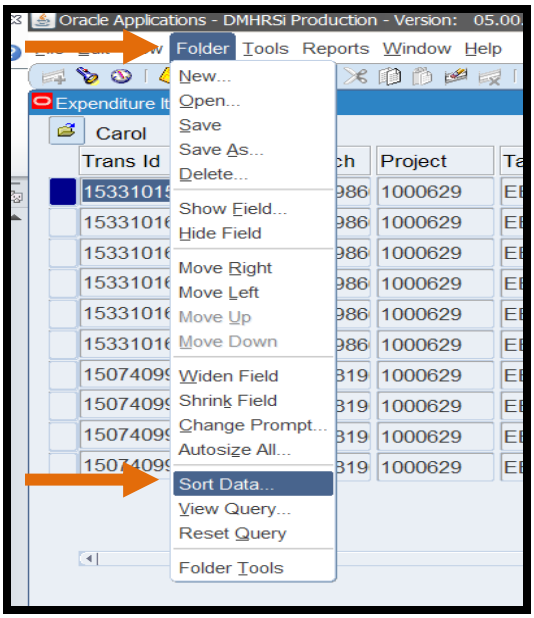
5. Repeat step 3 until all desired columns have been deleted

How to Sort Data

When the data first appears there is no order in which it shows up. Sorting the data by Item Date will arrange the data in calendar order

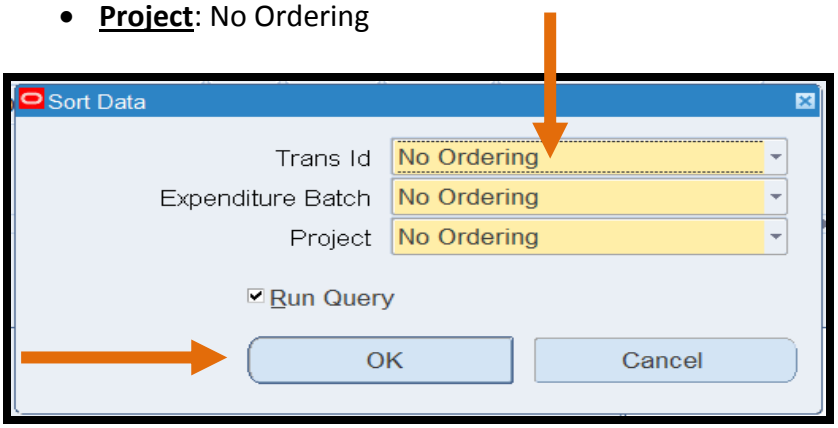
1. Log into “Expenditure Inquiry”

2. Click “Folders” then “Sort Data”

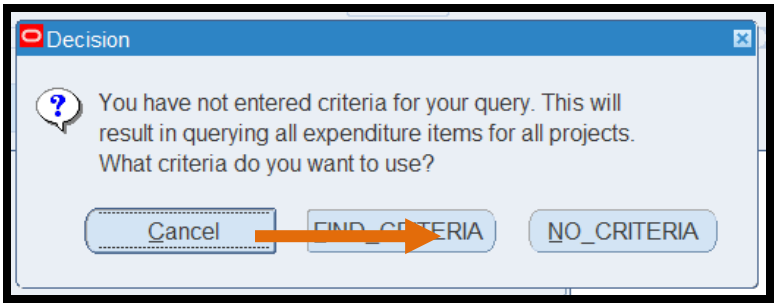


3. “Sort Data” screen opens; change all options to show as “No Ordering” then click “OK”

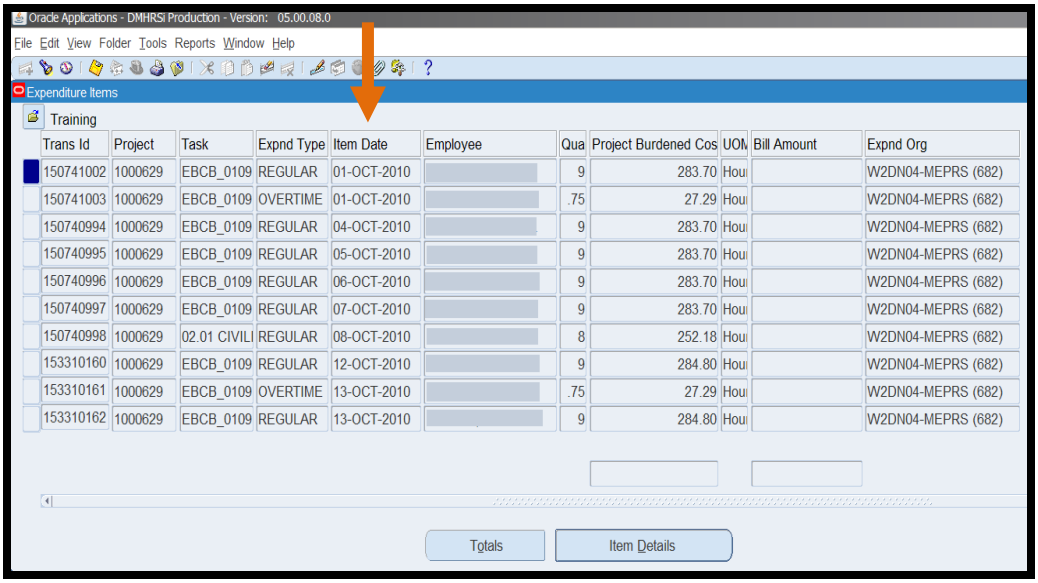
- **Trans Id**: No Ordering
- **Expenditure Batch**: No Ordering
- **Project**: No Ordering



4. “Decision” screen opens; click “NO_CRITERIA”



5. The“Item Date” displays in calendar order



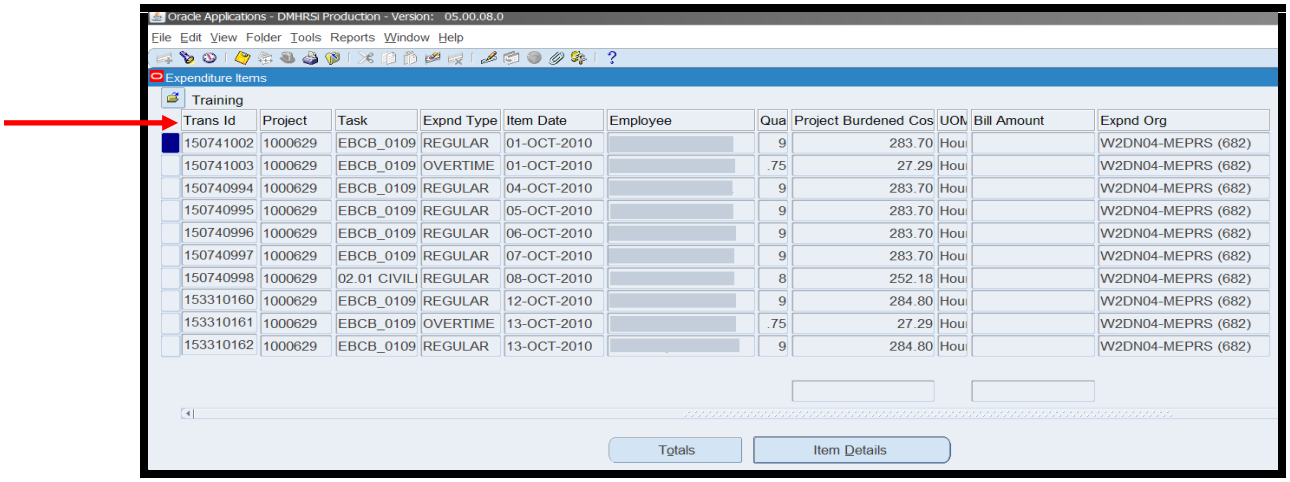
Trans Id	Project	Task	Expnd Type	Item Date	Employee	Qua	Project Burdened Cos	UOM	Bill Amount	Expnd Org
150741002	1000629	EBCB_0109	REGULAR	01-OCT-2010		9	283.70	Hou		W2DN04-MEPRS (682)
150741003	1000629	EBCB_0109	OVERTIME	01-OCT-2010		.75	27.29	Hou		W2DN04-MEPRS (682)
150740994	1000629	EBCB_0109	REGULAR	04-OCT-2010		9	283.70	Hou		W2DN04-MEPRS (682)
150740995	1000629	EBCB_0109	REGULAR	05-OCT-2010		9	283.70	Hou		W2DN04-MEPRS (682)
150740996	1000629	EBCB_0109	REGULAR	06-OCT-2010		9	283.70	Hou		W2DN04-MEPRS (682)
150740997	1000629	EBCB_0109	REGULAR	07-OCT-2010		9	283.70	Hou		W2DN04-MEPRS (682)
150740998	1000629	02.01 CIVILI	REGULAR	08-OCT-2010		8	252.18	Hou		W2DN04-MEPRS (682)
153310160	1000629	EBCB_0109	REGULAR	12-OCT-2010		9	284.80	Hou		W2DN04-MEPRS (682)
153310161	1000629	EBCB_0109	OVERTIME	13-OCT-2010		.75	27.29	Hou		W2DN04-MEPRS (682)
153310162	1000629	EBCB_0109	REGULAR	13-OCT-2010		9	284.80	Hou		W2DN04-MEPRS (682)

How to Move Fields

Fields can be adjusted to view data in various order per the users preference

1. Log into “Expenditure Inquiry”

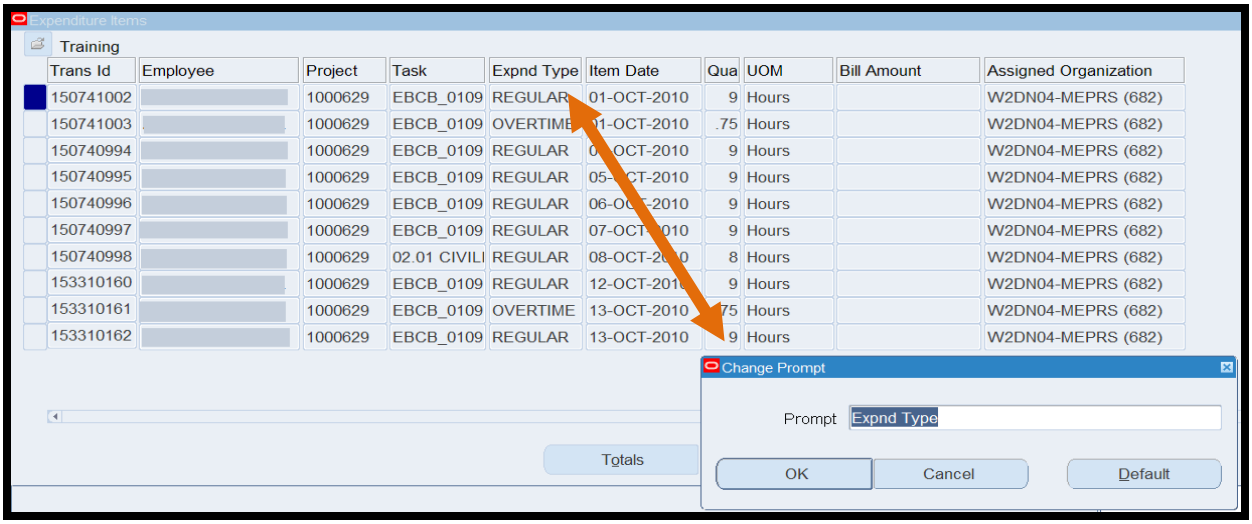
2. Select the column heading to be moved, “Left Click” the “mouse” and hold until a 4 way arrow appears [✥] Drag the selected column to the desired position then release the mouse



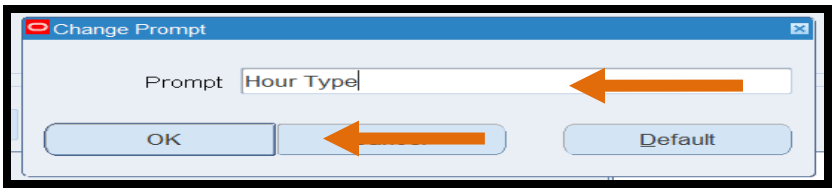
How to Rename a Field

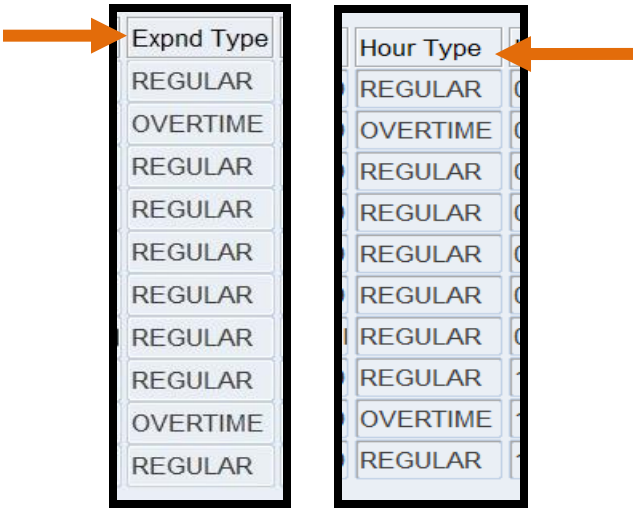
1. Log into “Expenditure Inquiry”

2. Select the column heading to be renamed and hold the curser over the field until a 4 way arrow [✥] appears and then “Right” click on the mouse; this opens a “Change Prompt” screen



3. Type the new heading name in the “Prompt” field then click “Ok”. Users can select “Default” and then “Ok” to change field heading back to the default heading



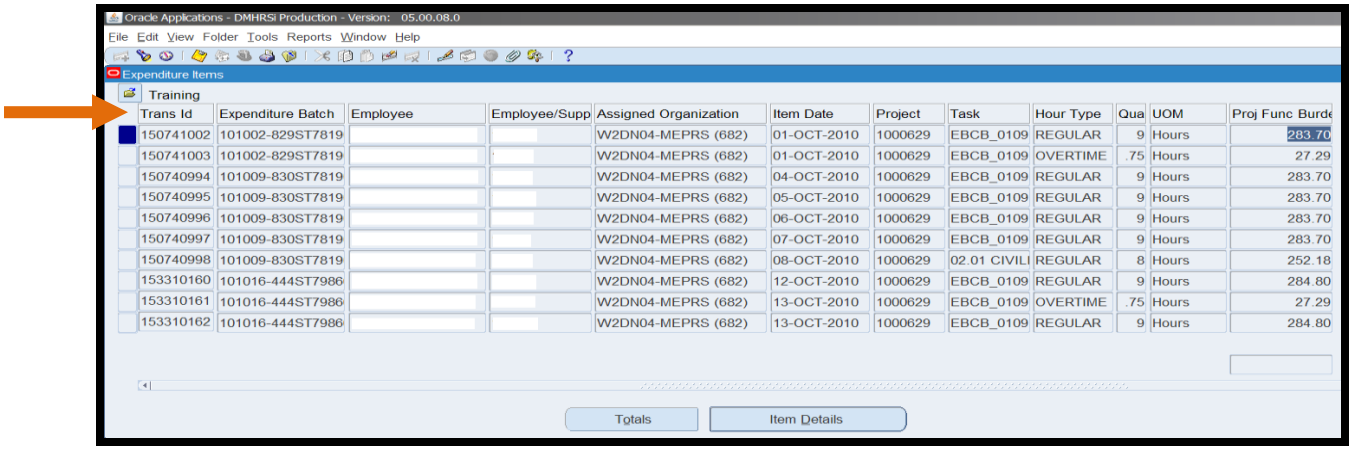


Creating a folder under Expenditure Inquiry

A folders can be created so adjusted fields display when users access expenditure inquiry

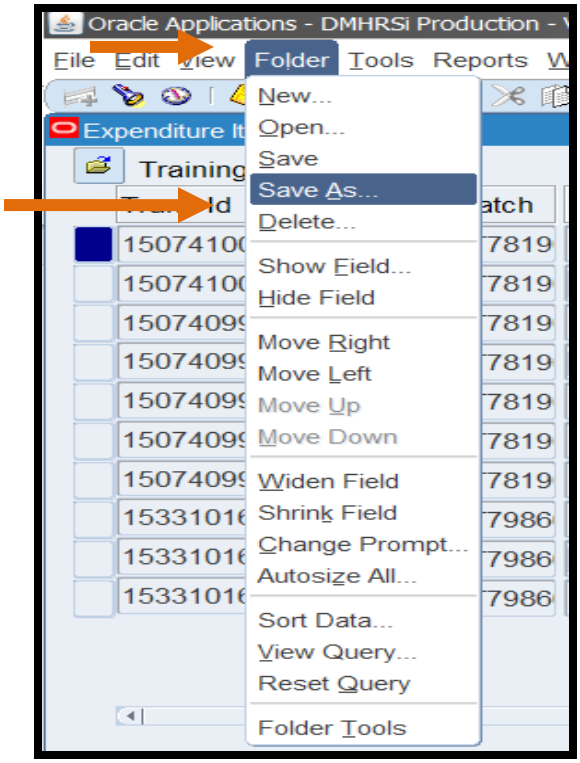
1. Open “Expenditure Inquiry”

2. The “Expenditure Items” screen opens. Adjust the field(s) to display how the user wants the report to look when they open “Expenditure Inquiry”

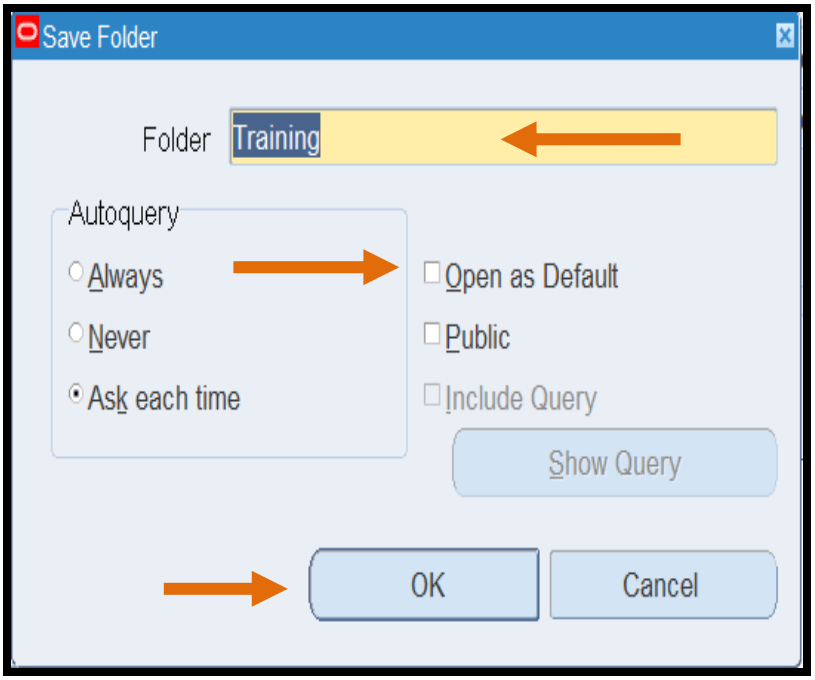


Trans Id	Expenditure Batch	Employee	Employee/Supp	Assigned Organization	Item Date	Project	Task	Hour Type	Qua	UOM	Proj Func Burde
150741002	101002-829ST7819			W2DN04-MEPRS (682)	01-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	283.70
150741003	101002-829ST7819			W2DN04-MEPRS (682)	01-OCT-2010	1000629	EBCB_0109	OVERTIME	.75	Hours	27.29
150740994	101009-830ST7819			W2DN04-MEPRS (682)	04-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	283.70
150740995	101009-830ST7819			W2DN04-MEPRS (682)	05-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	283.70
150740996	101009-830ST7819			W2DN04-MEPRS (682)	06-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	283.70
150740997	101009-830ST7819			W2DN04-MEPRS (682)	07-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	283.70
150740998	101009-830ST7819			W2DN04-MEPRS (682)	08-OCT-2010	1000629	02.01 CIVILI	REGULAR	8	Hours	252.18
153310160	101016-444ST7986			W2DN04-MEPRS (682)	12-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	284.80
153310161	101016-444ST7986			W2DN04-MEPRS (682)	13-OCT-2010	1000629	EBCB_0109	OVERTIME	.75	Hours	27.29
153310162	101016-444ST7986			W2DN04-MEPRS (682)	13-OCT-2010	1000629	EBCB_0109	REGULAR	9	Hours	284.80

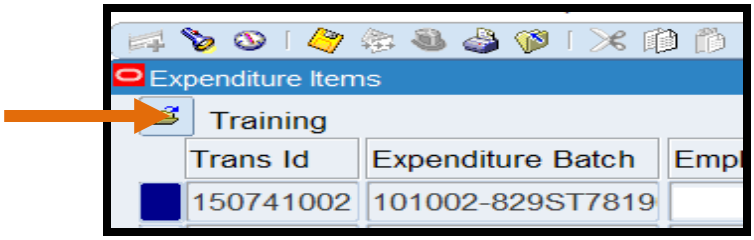
3. Click “Folder” then “Save As”



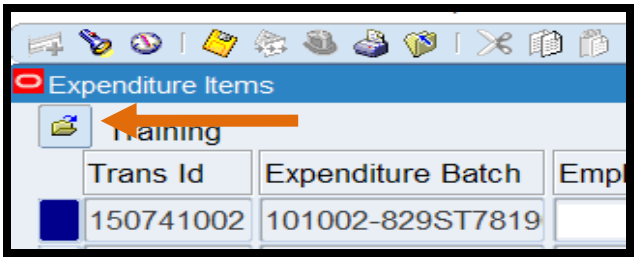
4. “Save Folder” screen opens. Type the folder name in the “Folder” field; click the box next to “Open as Default” then “OK” to view the folder each “Expenditure Inquiry”

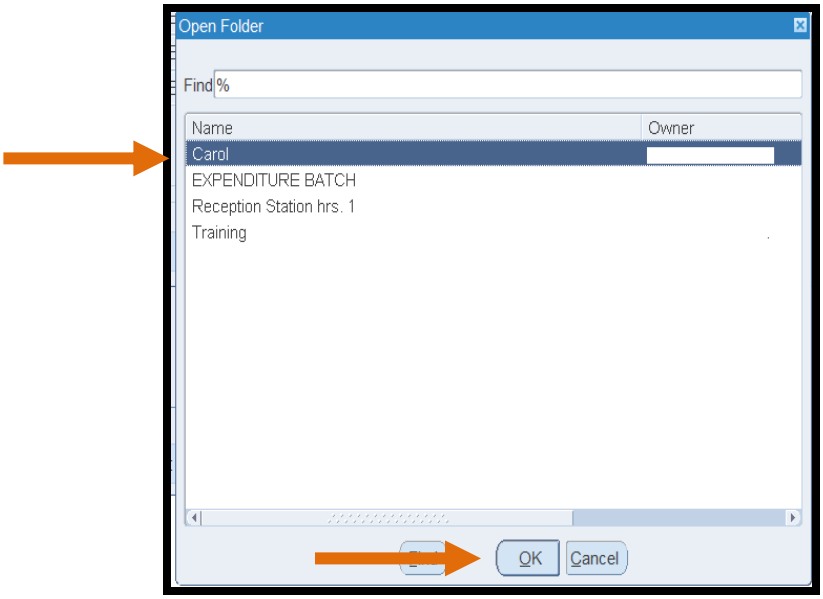


5. The folder being used will display in the upper left corner of the report



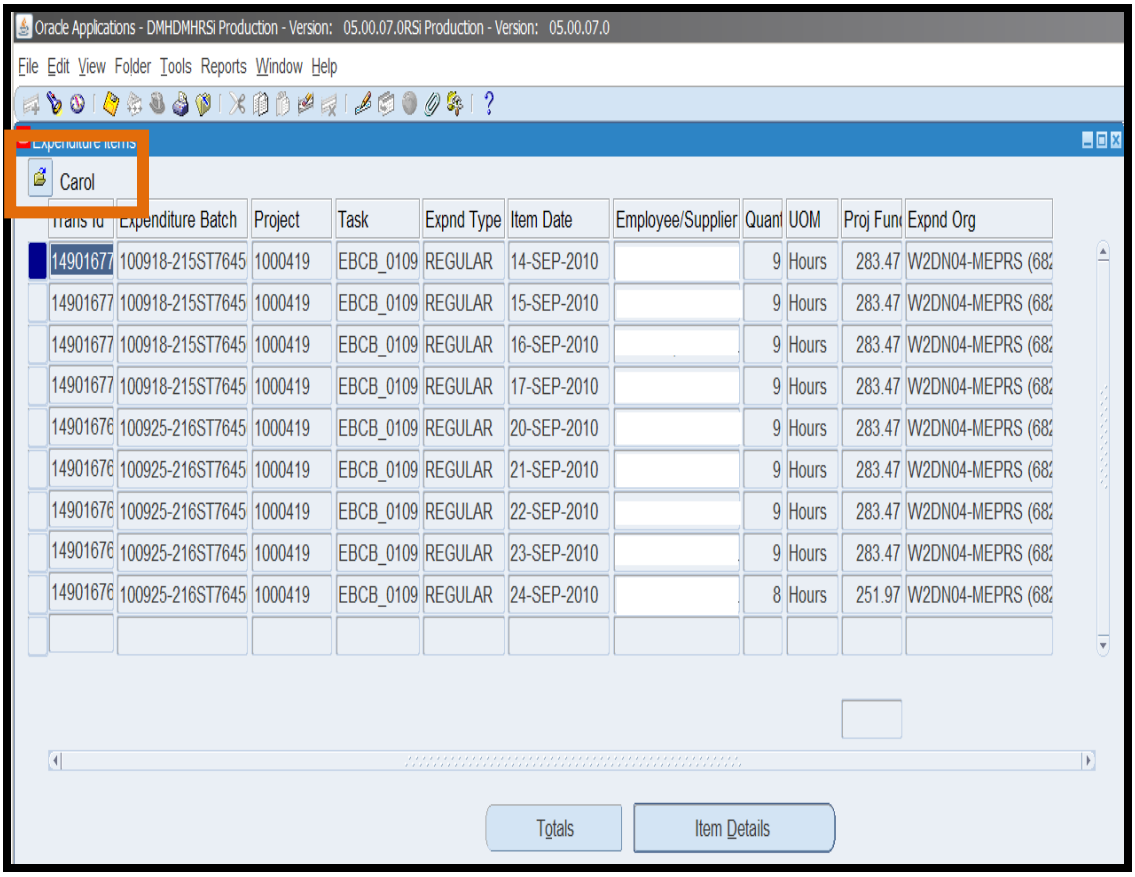
6. If the user has multiple folders, click the "Folder" icon, and the "Open Folder" screen opens; select desired folder and click "OK"





7. The "Decision" screen opens with the question "Find all records in this folder?" **<u>ALWAYS click NO</u>**

8. The selected folder will display



Expenditure Inquiry: Splitting and Transferring Time

The MEPRS Managers can use “Expenditure Inquiry” to transfer time to a different Task (MEPRS code), transfer time to a completely different Project Number, split expenditures that were submitted incorrectly, and Recalculate Raw Costs for individuals and the entire MTF

“Transferring Time” allows MEPRS Managers to adjust approved hours submitted via Employee Self Service or Timekeeper Entry. This process allows users to move hours charged against a particular project/task to a different project/task, or transfer time to a different task within the same project

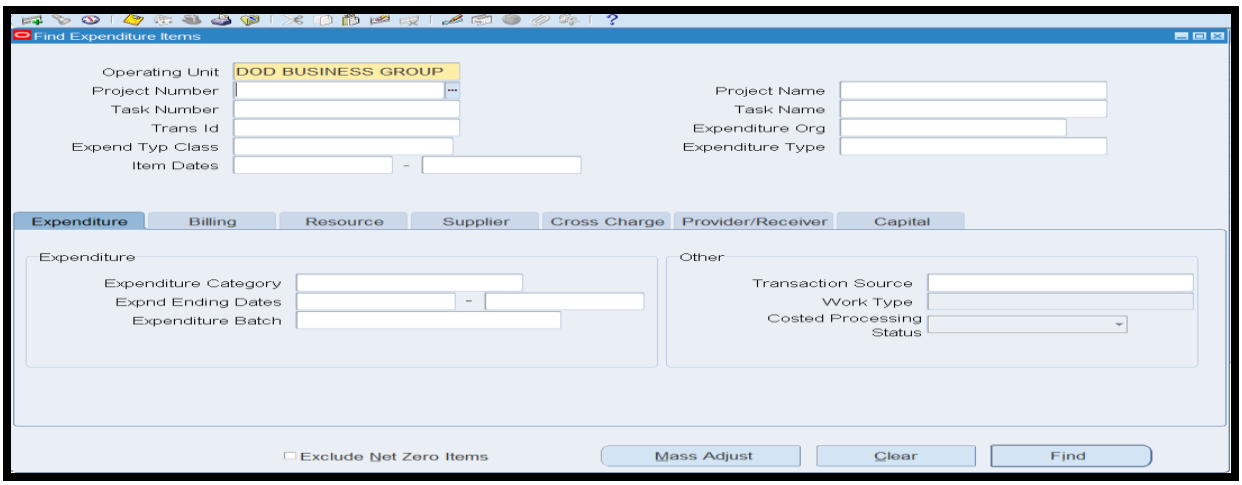
MEPRS Managers can adjust hours, tasks, and project numbers for “Approved” timecards. Expenditures can be split then MEPRS Managers can transfer modified expenditures to the appropriate MEPRS Task when needed

Before making any adjustments to “Expenditure” make sure a “Distribute Labor Cost” is ran, even if it is known the time is incorrect. Making adjustments to expenditures prior to costing results in a “No Cost Rate” error during the distribute labor cost process and remains on the distribute labor cost report until the new FY

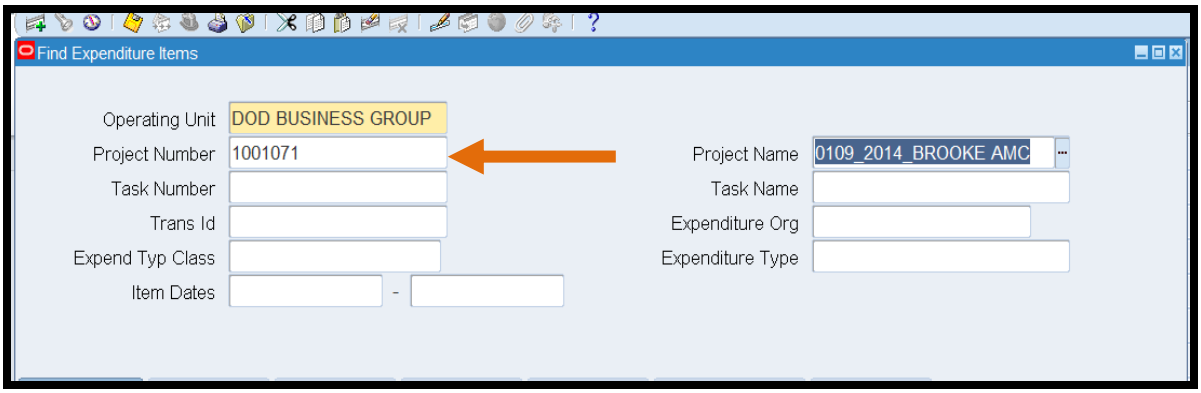
Splitting Time

1. Select "DMHRSi LCA Exception Manager" and log into "Expenditure Inquiry". Select "Project" under the "Expenditures: Expenditure Inquiry" menu to view expenditures for a specific Project. The "All" link can be used to search for expenditures without entering a project number to view all projects the employee charged time to

2. "Find Expenditure Items" screen opens



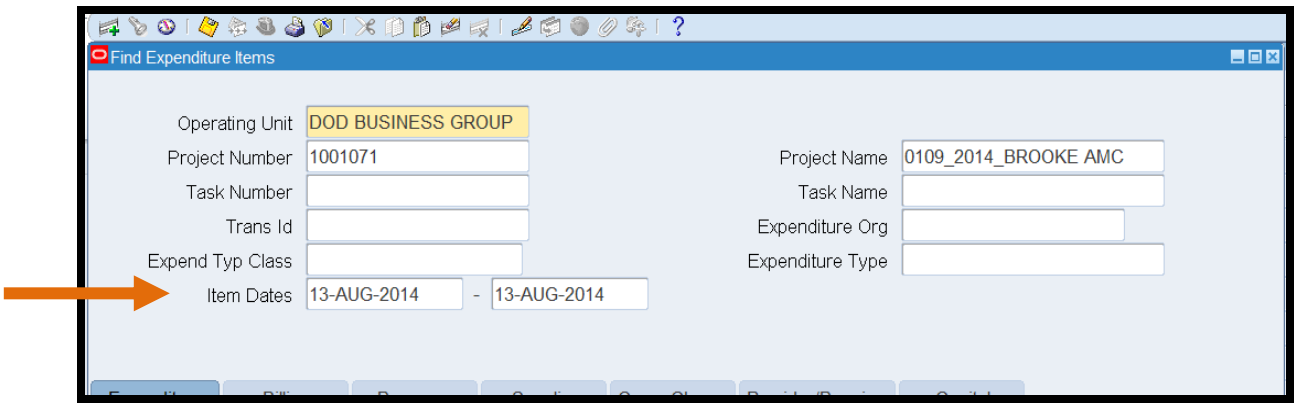
3. Enter Project Number in the "Project Number" field and press **[Tab]**; the "Project Name" automatically populates



NOTE: *It is strongly recommended that the user enter additional search criteria in the "Find Project Expenditure Items" form; otherwise, the search time may be excessive. When users receive the message "The query may take a long time because you did not specify a project or an employee. Do you want to continue?" select "NO" and enter additional criteria to limit the search*

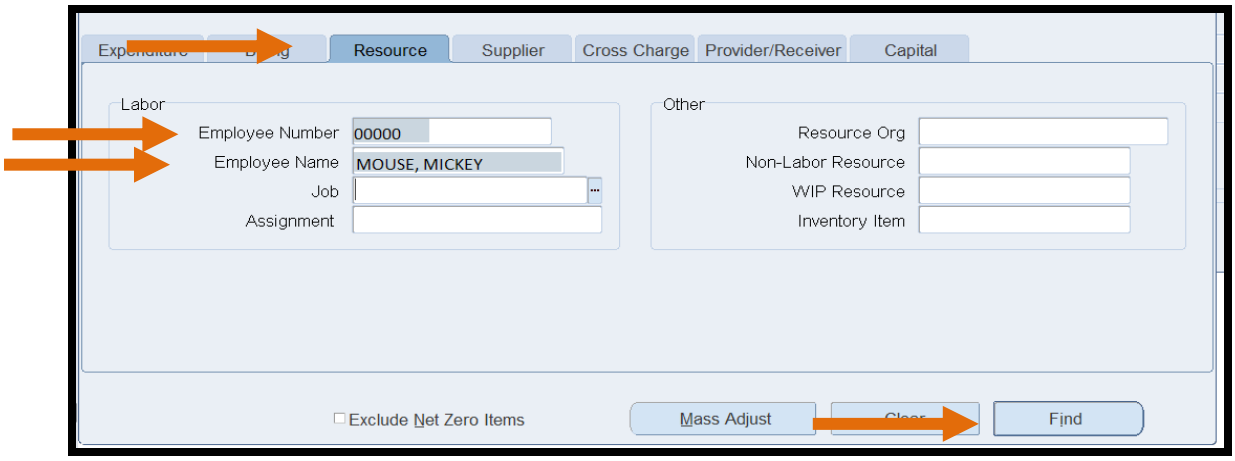
4. User can further limit their search by entering a timeframe in "Item Dates." Enter the Begin Date and End Date (DD-MON-YYYY format)

NOTE: *"Item Dates" do not require the actual pay period begin and end dates. Expenditures can be queried for specific dates and timeframes, i.e. daily, weekly, bi-weekly, monthly, yearly , or for any particular timeframe*



5. Select "Resource". Enter the employee's name in the "Employee Name" field (i.e. MOUSE, MICKEY) or user may enter the Employee Number in the "Employee Number" field; press **[TAB]**; then click "Find"

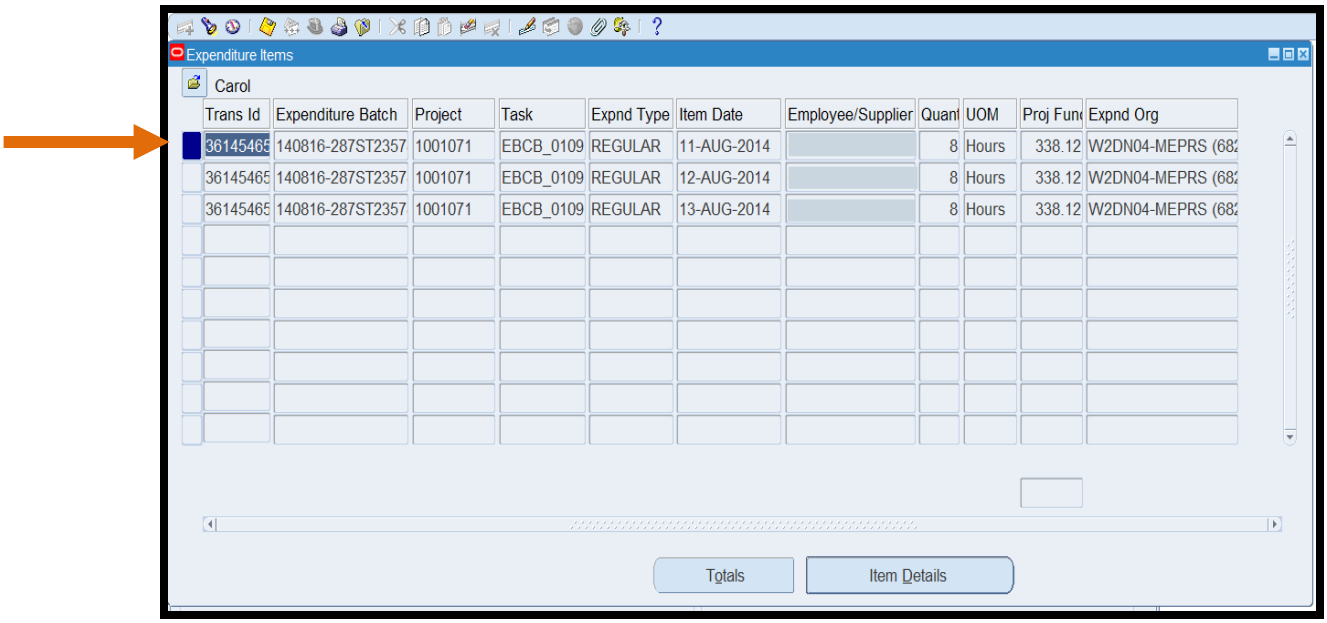
NOTE: *Copy employees name from the Assigned Personnel Report or EASIV Summary View Report for the correct format*



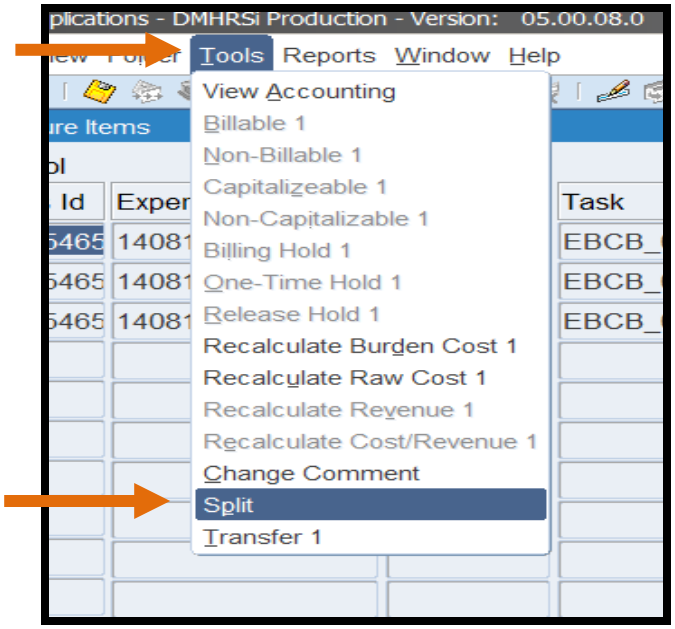
6. From the Project Expenditures page, select the expenditure item to be split by clicking in the "Trans Id" field

NOTE: *"Expenditure Items" that have been split or transferred [indicated by a negative sign (-) before the number] can* ***NOT*** *be split again*

NOTE: *Only one task can be split at a time*

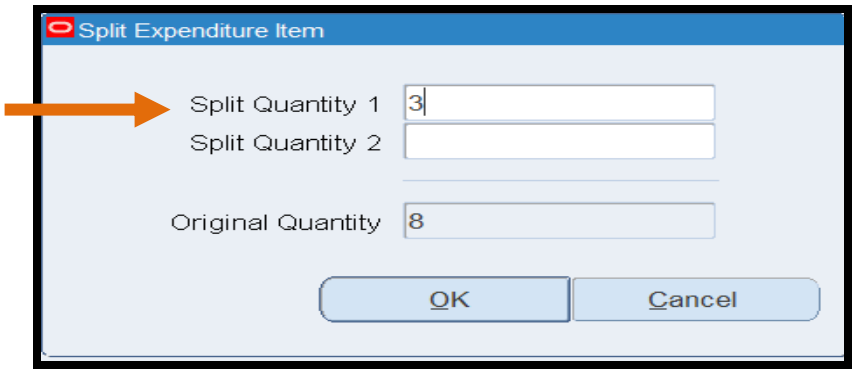


7. Select "Tools" then "Split"

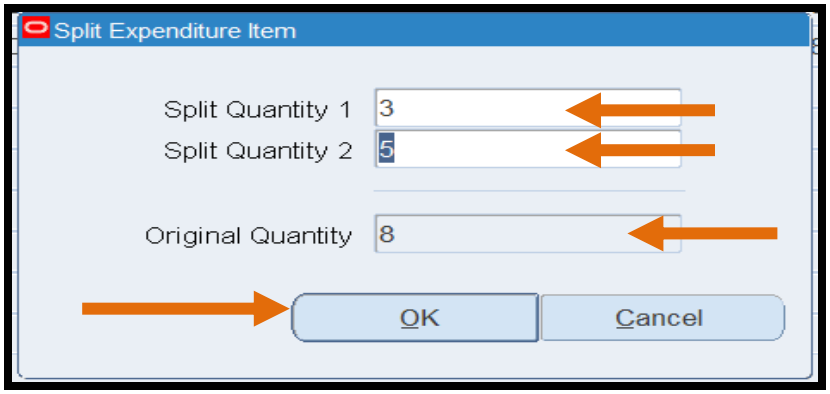


8. “Split Expenditure Item” screen opens; select “Split Quantity 1” field and enter the amount to be allocated to the 1st split expenditure item

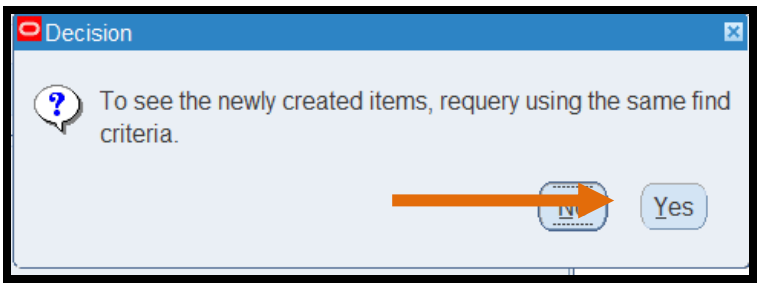
NOTE: *Splitting an expenditure item reverses the original expenditure and creates two new expenditure items totaling the same quantity as the original item; users can transfer one or both expenditures to a new task*



9. Press **[Tab]**. The system automatically calculates the difference between the expenditure item “Original Quantity” and the quantity entered in “Split Quantity 1” then displays the difference between the two in the “Split Quantity 2” field; select “OK”



10. The “Decision” screen opens with the message: “*To see the newly created items, re-query using the same find criteria.*” Select the “Yes” button to automatically refresh and display the split in “Expenditure Items”



11. The 1st line displays the original expenditure; the 2nd line is the “reversed”expenditure - note the “negative (-)” preceeding the quantity. The following two lines are the task split expenditures where either can be transferred

NOTE: *Associated costs with the Split time will also split*

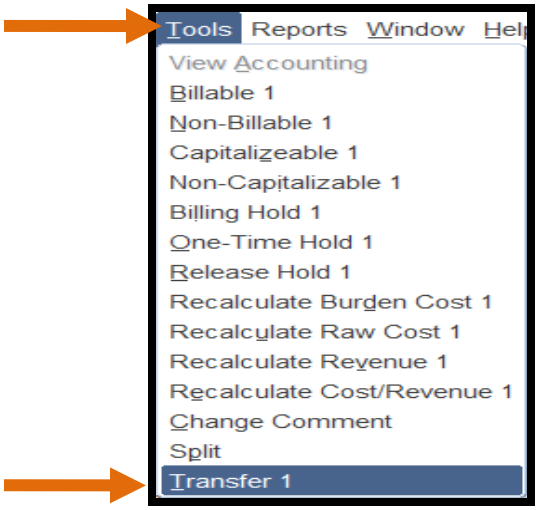
36145465	140816-287ST2357	1001071	EBCB_0109	REGULAR	11-AUG-2014		8	Hours	338.12	W2DN04-MEPRS (68
44335007	140816-287ST2357	1001071	EBCB_0109	REGULAR	11-AUG-2014		-8	Hours	-338.12	W2DN04-MEPRS (68
44335007	140816-287ST2357	1001071	EBCB_0109	REGULAR	11-AUG-2014		3	Hours	126.80	W2DN04-MEPRS (68
44335007	140816-287ST2357	1001071	EBCB_0109	REGULAR	11-AUG-2014		5	Hours	211.32	W2DN04-MEPRS (68

Transfer Time

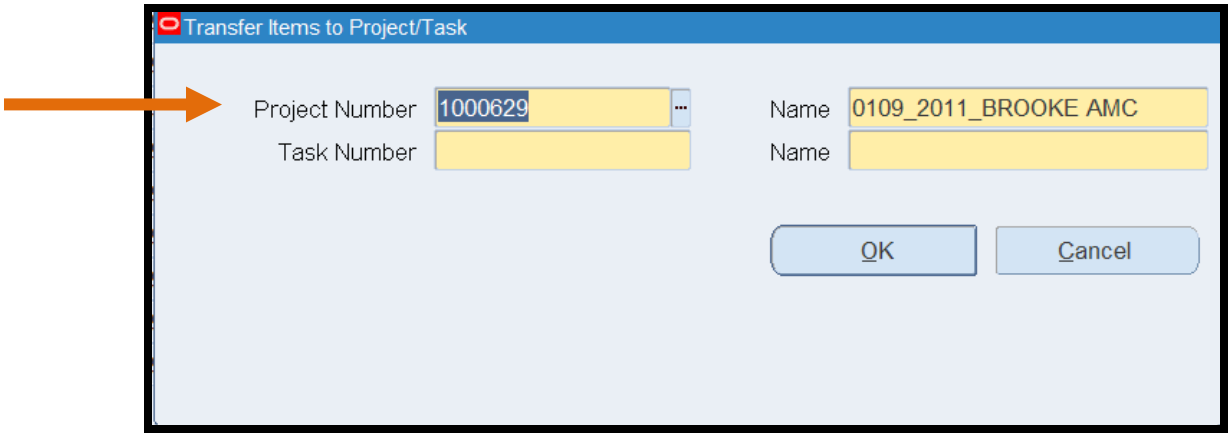
1. Select the “Expenditure Item(s)” to be transferred to another project and/or task. For multiple expenditure items to be transferred, hold down **[Ctrl]** and select each Trans ID. All selected items will turn blue. To select all “Trans Ids” listed select “Edit” then “Select All” from the menu

15074099	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		9	Hours	283.70	W2DN04-MEPRS (68
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		-9	Hours	-283.70	W2DN04-MEPRS (68
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		1	Hours	31.52	W2DN04-MEPRS (68
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		8	Hours	252.18	W2DN04-MEPRS (68

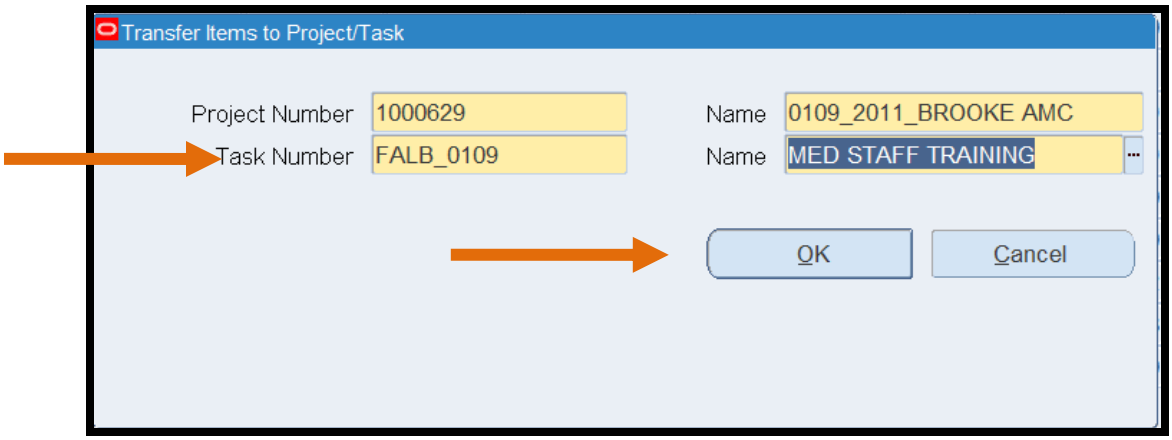
2. Select “Tools” then “Transfer” on the menu; the number next to “Transfer” denotes how many expenditure items are included in the transfer. Expenditures cannot be DELETED in DMHRSi; they can only be transferred or split



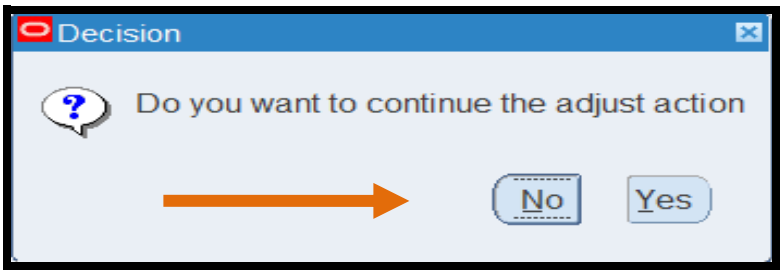
3. When transferring time within the MTF's project number, enter the MTF's Project Number. When transferring a task to another MTF's project enter that MTFs Project Number in the "Project Number" field; the "List Of Values" icon can be used to search for the Project Number if necessary. If the project number is changed, then the task number will also need to be changed since tasks are associated with projects



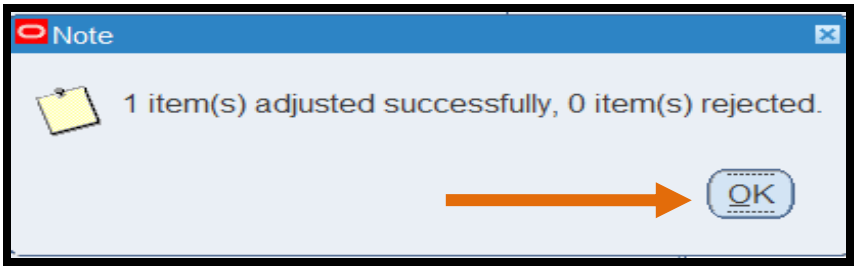
4. Enter the appropriate Task Number in the "Task Number" field and press **[Tab]** (use the List Of Values icon to search for a Task when needed); select "OK"



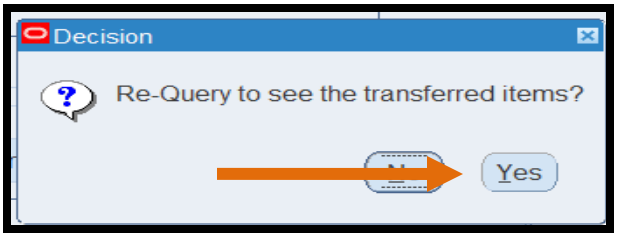
5. The "Decision" screen opens with the question "*Do you want to continue the adjust action transfer?*" Select "Yes" to continue



6. The "**Note**" screen opens and displays the "*numberof item(s) adjusted successfully, number of item(s) rejected*"; select "OK"



7. The "Decision" screen opens with the message: "*Re-query to see the transferred items?*" Select the "Yes" button to automatically refresh and display the transferred items in "Expenditure Items"



8. A negative (-) quantity displays on the project and task where item was moved from; where they were moved to reflects positive quantities (Example: 1 hour was moved from EBCB to FALB)

15074099	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		9	Hours	283.70	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		-9	Hours	-283.70	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		1	Hours	31.52	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		8	Hours	252.18	W2DN04-MEPRS (682
44278528	101009-830ST7819	1000629	EBCB_0109	R			-1	Hours	-31.52	W2DN04-MEPRS (682
44278528	101009-830ST7819	1000629	FALB_0109	R			1	Hours		W2DN04-MEPRS (682

NOTE: *Remember, any time expenditures are adjusted a "PRC: Distribute Labor Cost" process must be done. Use "LCA Exception Manager" to ensure all expenditures cost*

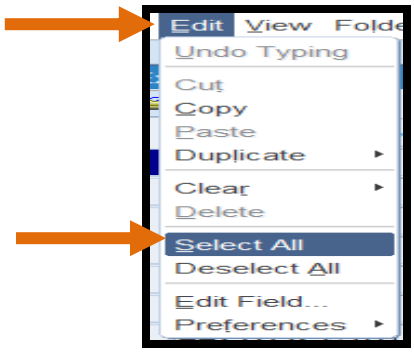
15074099	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		9	Hours	283.70	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		-9	Hours	-283.70	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		1	Hours	31.52	W2DN04-MEPRS (682
44278521	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		8	Hours	252.18	W2DN04-MEPRS (682
44278528	101009-830ST7819	1000629	EBCB_0109	REGULAR	04-OCT-2010		-1	Hour		DN04-MEPRS (682
44278528	101009-830ST7819	1000629	FALB_0109	REGULAR	04-OCT-2010		1	Hour	31.52	W2DN04-MEPRS (682

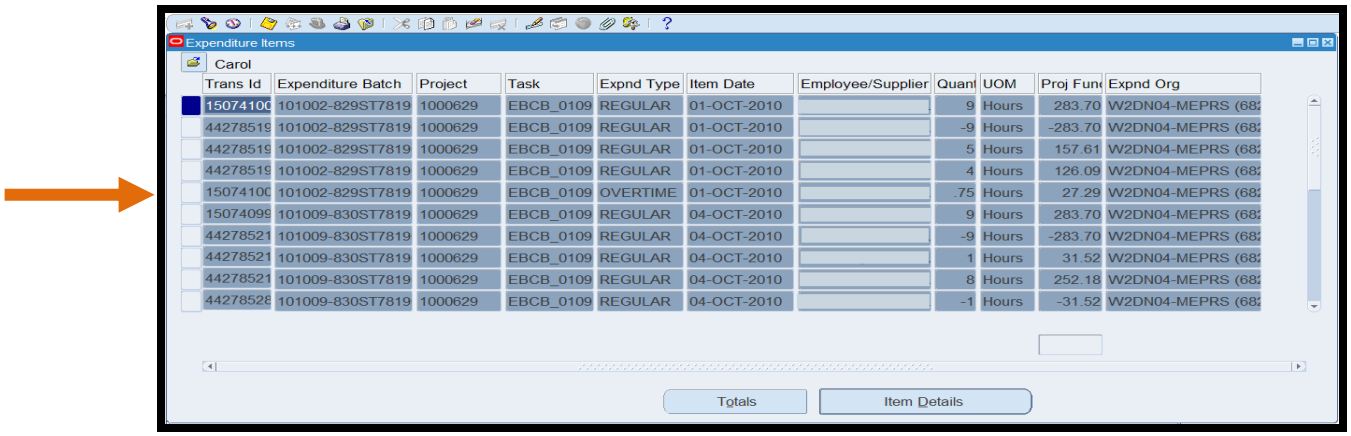
NOTE: *Expenditures should be transferred and/or split whenever possible. If transferring and/or splitting expenditures will not resolve the expenditure issue, time can be "Reversed" via "Pre-Approved Batch"; refer to Section 10 under Reversing Time via Pre-Approved Batches for guidance*

How to Re-flag a Record

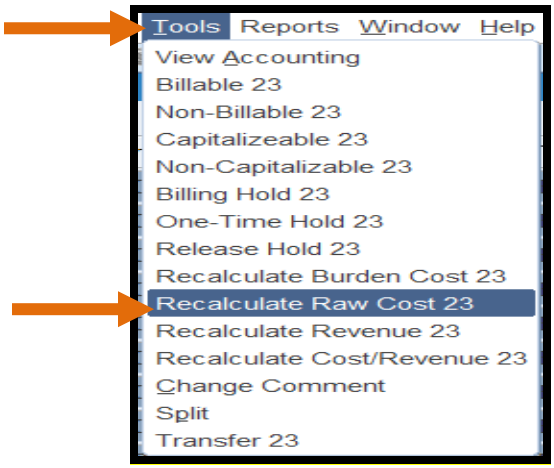
1. Log into “Expenditure Inquiry”

2. Click “Edit” then “Select All”; this will turn all blue. The entire pay period/month should be reflagged to ensure that costs are applied accurately

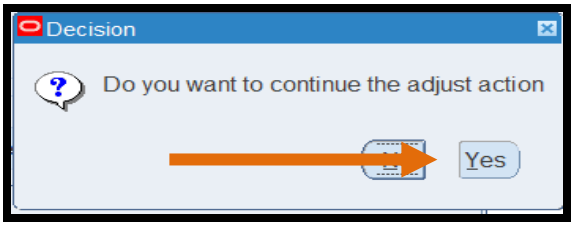




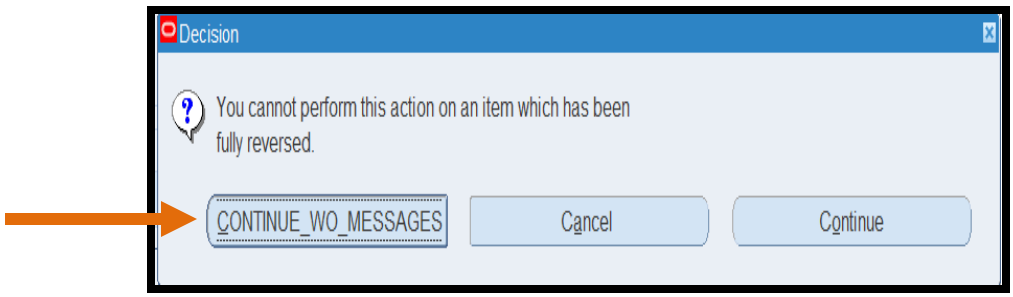
3.Click “Tools” then “Recalculate Raw Cost”; ensure that “Recalculate Raw Cost” is highligted otherwise serious issues can occure!



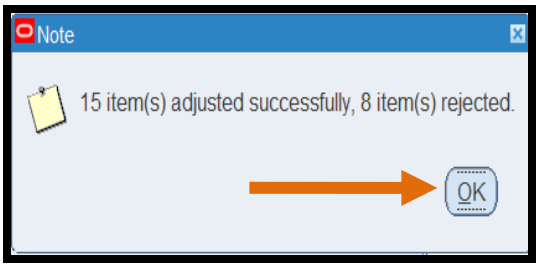
4. The “Decision” screen opens with the question “*Do you want to continue to adjust action?”*



5. If this “Decision” window will open: “*You cannot perform this action on an item which has been fully reversed”.* Select “CONTINUE_WO_MESSAGES”. This message means for tasks that have been reversed, split, or transferred DMHRSi will not recaculate the costs

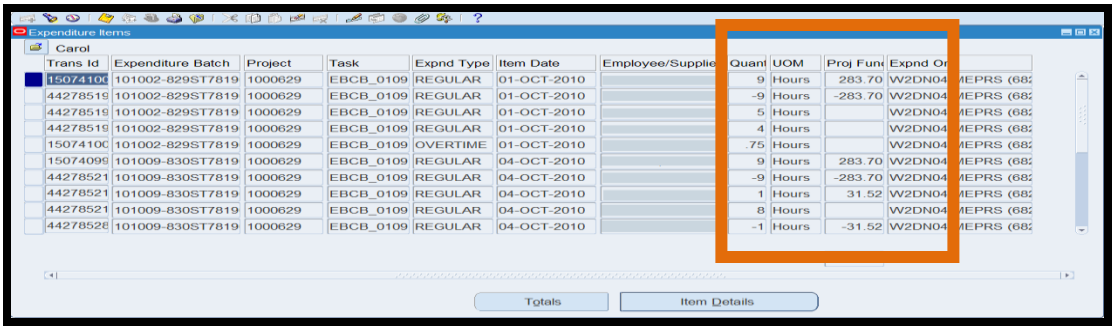


6. The “Note” screen opens reflecting the “*number of item(s) adjusted successfully, number of item(s) rejected*”; click “OK”



8. Costs will be removed and the Disturbite Labor Cost process can be ran to reapply costs

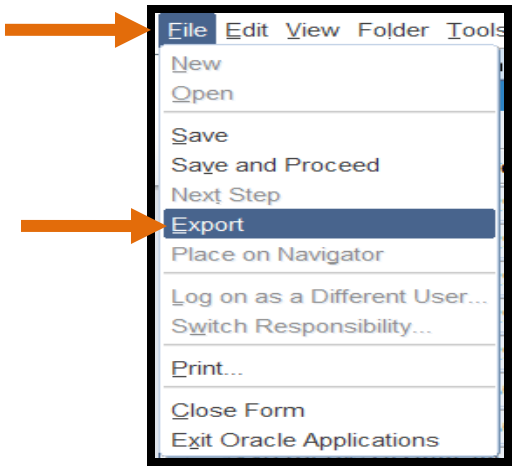
NOTE: *Time that has not been reversed, split, or transferred will not recacluate*



Exporting To Excel

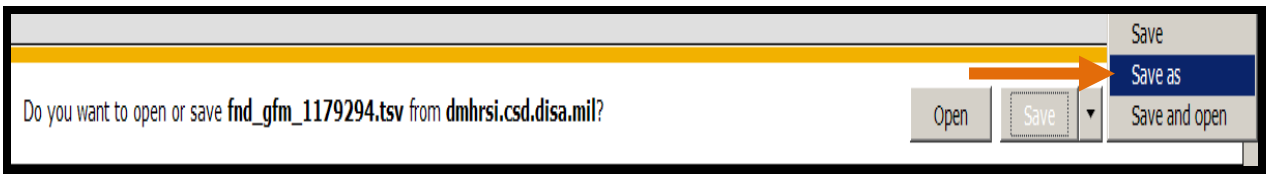
Expenditure Items can be exported to Excel

1. Click on “File” then “Export”

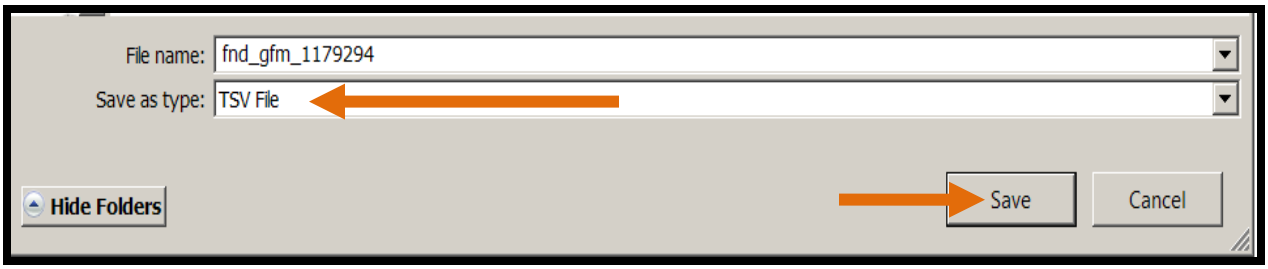


2. The “Orcle Applications” screen opens: *Do you want to open or save “report” from dmhris.csd.disa.mil?;* Click “Save”

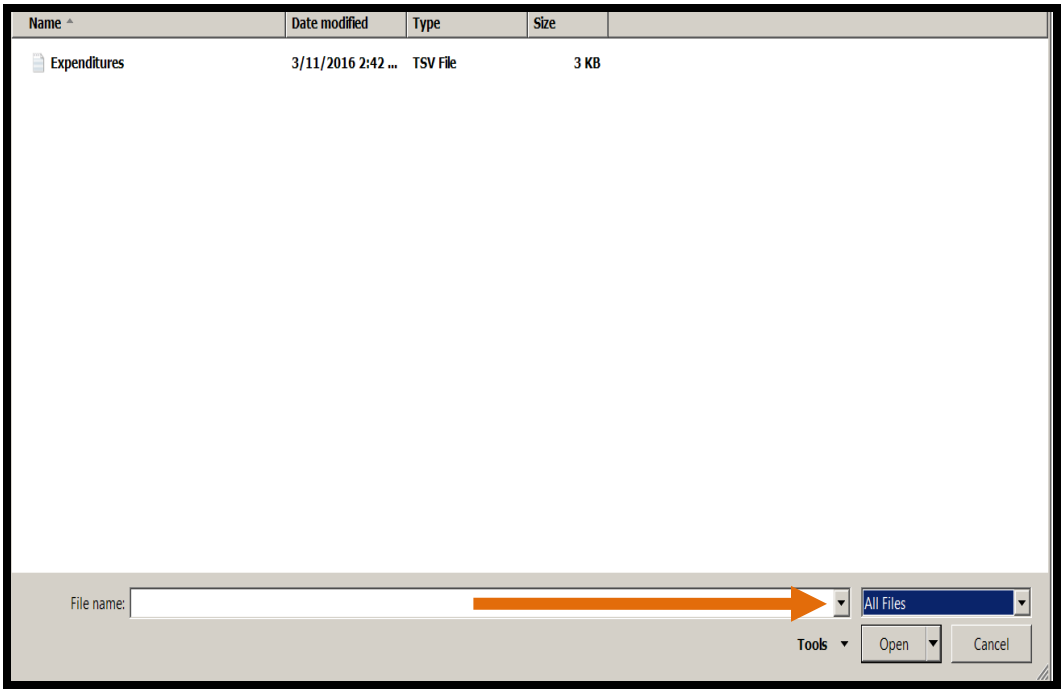
3. Click “Save As”



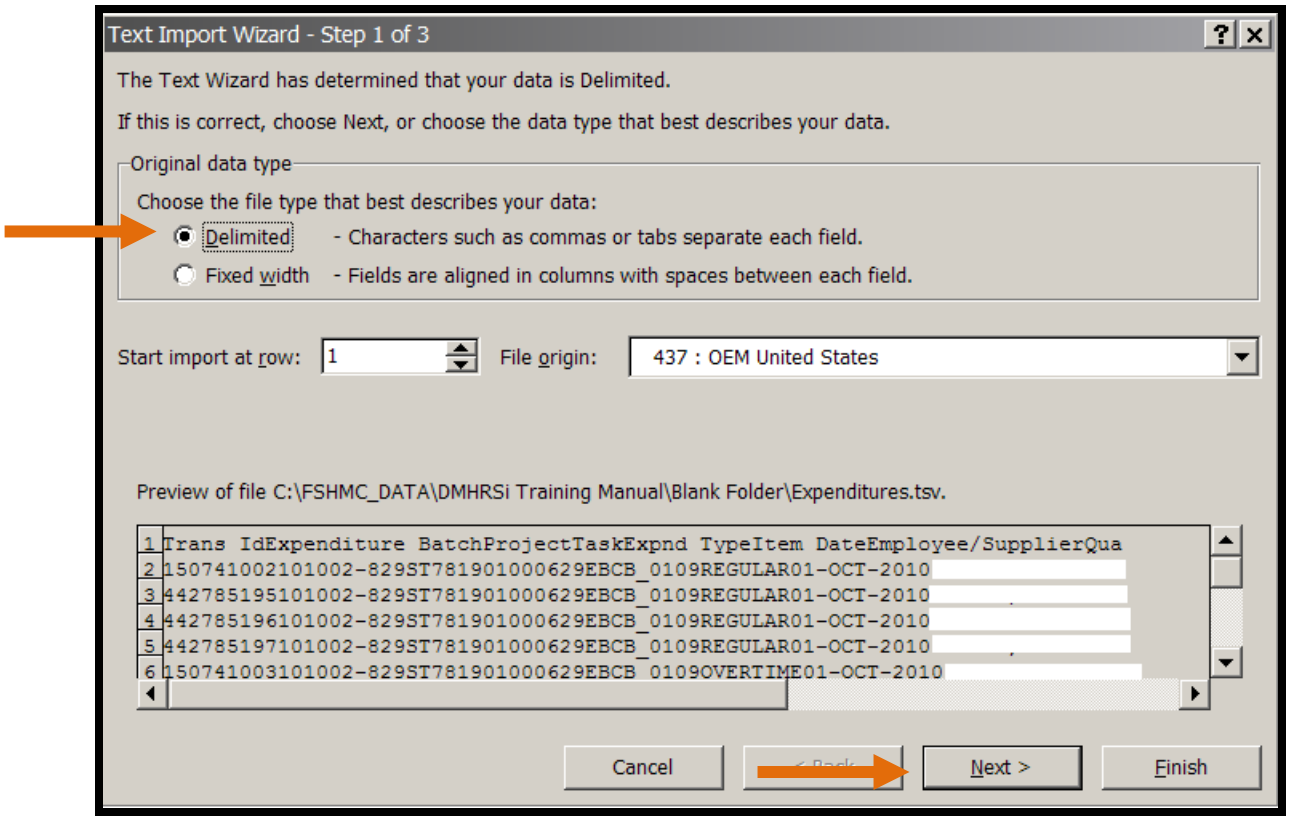
4. “Save” report as a TSV file



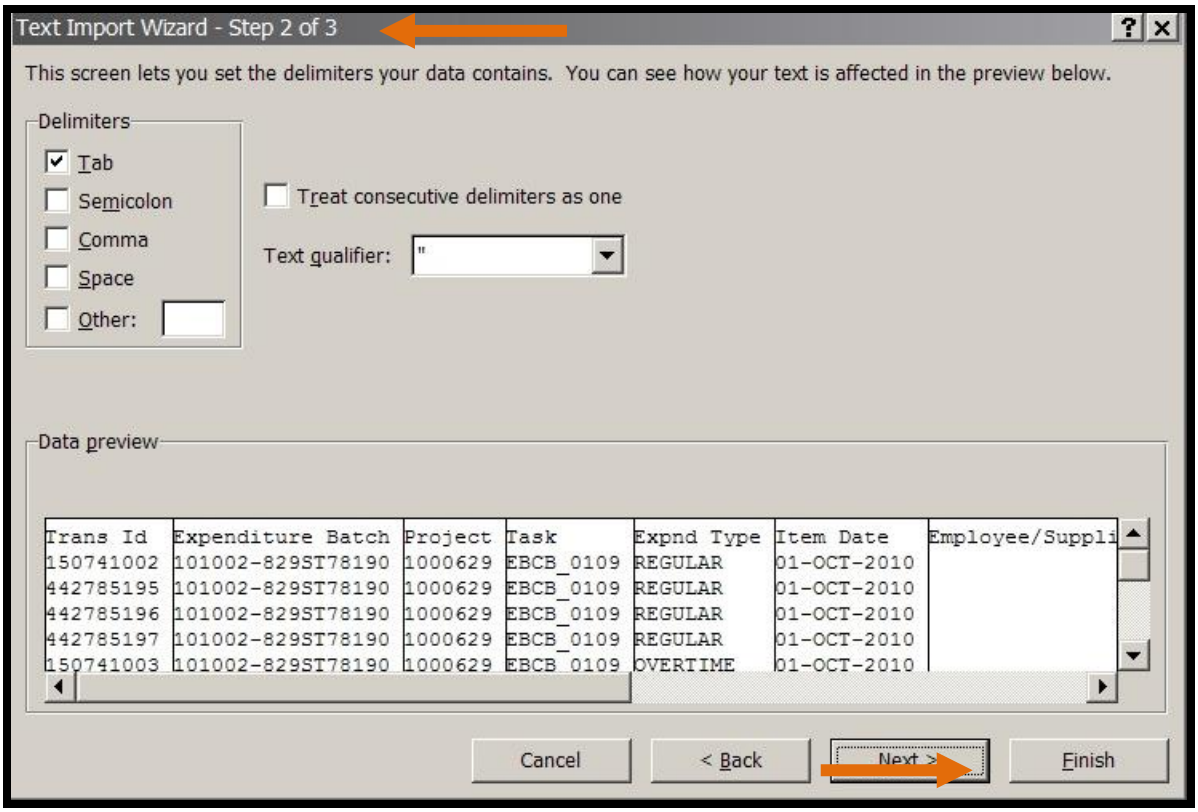
5. Open “Excel” and the saved file; CHANGE file type to “All Files”



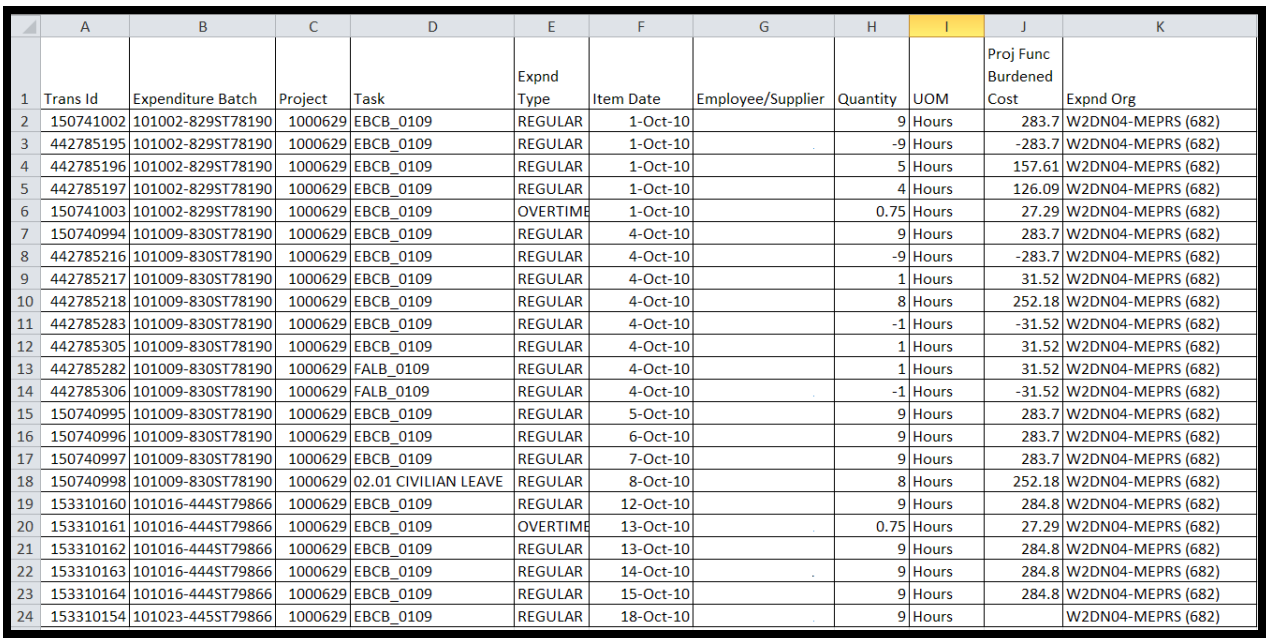
6. “Text Import Wizard – Step 1 of 3” displayes; ensure “Delimited” is selected and click “Next”



7. “Text Import Wizard – Step 2 of 3” opens; click “Finish” **without** making any adjustments to the fields



8. The report will display in Excel format



	A	B	C	D	E	F	G	H	I	J	K
1	Trans Id	Expenditure Batch	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity	UOM	Proj Func Burdened Cost	Expnd Org
2	150741002	101002-829ST78190	1000629	EBCB_0109	REGULAR	1-Oct-10		9	Hours	283.7	W2DN04-MEPRS (682)
3	442785195	101002-829ST78190	1000629	EBCB_0109	REGULAR	1-Oct-10		-9	Hours	-283.7	W2DN04-MEPRS (682)
4	442785196	101002-829ST78190	1000629	EBCB_0109	REGULAR	1-Oct-10		5	Hours	157.61	W2DN04-MEPRS (682)
5	442785197	101002-829ST78190	1000629	EBCB_0109	REGULAR	1-Oct-10		4	Hours	126.09	W2DN04-MEPRS (682)
6	150741003	101002-829ST78190	1000629	EBCB_0109	OVERTIME	1-Oct-10		0.75	Hours	27.29	W2DN04-MEPRS (682)
7	150740994	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		9	Hours	283.7	W2DN04-MEPRS (682)
8	442785216	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		-9	Hours	-283.7	W2DN04-MEPRS (682)
9	442785217	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		1	Hours	31.52	W2DN04-MEPRS (682)
10	442785218	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		8	Hours	252.18	W2DN04-MEPRS (682)
11	442785283	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		-1	Hours	-31.52	W2DN04-MEPRS (682)
12	442785305	101009-830ST78190	1000629	EBCB_0109	REGULAR	4-Oct-10		1	Hours	31.52	W2DN04-MEPRS (682)
13	442785282	101009-830ST78190	1000629	FALB_0109	REGULAR	4-Oct-10		1	Hours	31.52	W2DN04-MEPRS (682)
14	442785306	101009-830ST78190	1000629	FALB_0109	REGULAR	4-Oct-10		-1	Hours	-31.52	W2DN04-MEPRS (682)
15	150740995	101009-830ST78190	1000629	EBCB_0109	REGULAR	5-Oct-10		9	Hours	283.7	W2DN04-MEPRS (682)
16	150740996	101009-830ST78190	1000629	EBCB_0109	REGULAR	6-Oct-10		9	Hours	283.7	W2DN04-MEPRS (682)
17	150740997	101009-830ST78190	1000629	EBCB_0109	REGULAR	7-Oct-10		9	Hours	283.7	W2DN04-MEPRS (682)
18	150740998	101009-830ST78190	1000629	02.01 CIVILIAN LEAVE	REGULAR	8-Oct-10		8	Hours	252.18	W2DN04-MEPRS (682)
19	153310160	101016-444ST79866	1000629	EBCB_0109	REGULAR	12-Oct-10		9	Hours	284.8	W2DN04-MEPRS (682)
20	153310161	101016-444ST79866	1000629	EBCB_0109	OVERTIME	13-Oct-10		0.75	Hours	27.29	W2DN04-MEPRS (682)
21	153310162	101016-444ST79866	1000629	EBCB_0109	REGULAR	13-Oct-10		9	Hours	284.8	W2DN04-MEPRS (682)
22	153310163	101016-444ST79866	1000629	EBCB_0109	REGULAR	14-Oct-10		9	Hours	284.8	W2DN04-MEPRS (682)
23	153310164	101016-444ST79866	1000629	EBCB_0109	REGULAR	15-Oct-10		9	Hours	284.8	W2DN04-MEPRS (682)
24	153310154	101023-445ST79866	1000629	EBCB_0109	REGULAR	18-Oct-10		9	Hours		W2DN04-MEPRS (682)

Prior to Creating an EASIV Output File

- The DMHRSi timecards must go through an import process that can take several hours to occur. When timecards are entered and approved through Employee Self-Service or Timekeeper Entry users must wait until the process is complete to distribute labor costs against time entered. (Users do not have to wait when transferring time from approved timecards)
- Verify the "Time Audit Report" for any shortage or overage of hours
- Run the "PRC: Distribute Labor Costs" process prior to running the "DoD Create EASIV File"
- Run the "Assigned Personnel Report (APR)" and load into the DMHRSi database then correct errors
- Run the "Summary View Report (SVR)" and load it into the DMHRSi database then correct errors

    - Review "Organization and People Group" for errors
    - Review for personnel on the "SVR" with different "Organization or People Groups"
    - Review "Skill Type/Skill Type Suffix" columns to ensure no "Nulls/Blanks" exist
    - Review "SUOC column" to ensure there are no missing SUOCS
    - Review "Project Number" column; if there are other projects in the column verify the data
    - Ensure all Military and Civilian personnel have costs
    - Compare the "Outpatient Reconciliation Report" to the "SVR" and verify that the providers charged to the same code(s) against DMHRSi that they have workload against

- Use "Expenditure Inquiry" to transfer/split time or "Pre-Approved Batch Entry" to enter/reverse time
- Rerun "PRC: Distribute Labor Costs"
- When an error(s) is received while importing the "EASIV Extract File", refer to the last ran "EASIV Assigned Personnel and EASIV Summary View Report" to identify information that caused the error(s)
- Concurrent Manager will only run one "DoD Create EASIV Extract File" at a time
- **DO NOT** request more than one "EASIV Create File" at a time!
- When the DoD Create EASIV Extract File request is submitted it will continue to run in the background; users have the option to perform other tasks in DMHRS*i* or log out and check the status later
- Multiple requests for the same task generates system backlogs. To prevent backlogs the MHS Helpdesk deletes multiple requests leaving the submitter with one request for an individual tasks in the system. When users notice requests have been cancelled they should **NOT** submit additional requests as they still have a request remaining in the system being processed

EASIV Output File

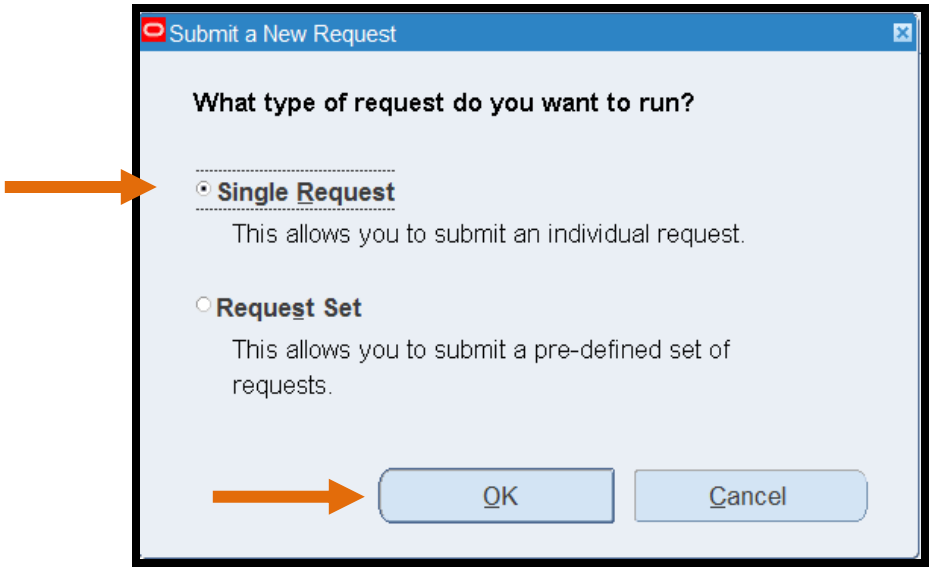
The EASIV Interface extracts and summarizes DMHRSi human resources and labor cost information, then calculates full-time equivalency (FTE) data for each Parent DMIS ID and all of its Child DMIS ID; the Interface formats the output data to be imported into EASIV

The EAS interface file runs after all steps have been completed and the data is ready for import into EAS

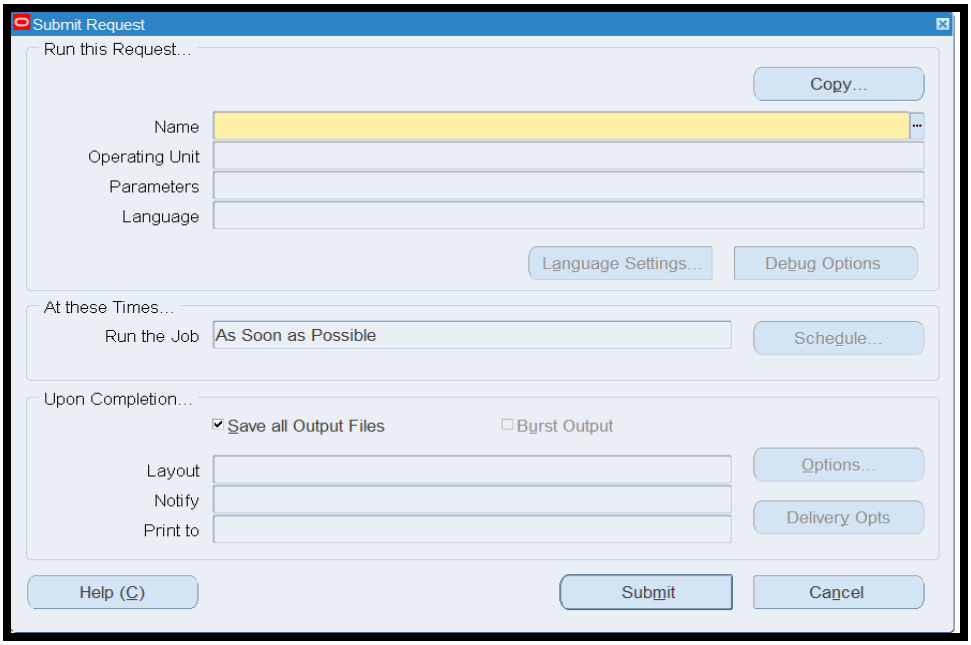
How to create the EAS output file using the "DoD Create EASIV Extract File" concurrent program in DMHRS*i*:

1. Select"DMHRSi LCA Exceptions Manager" then "Submit Processes and Reports" under the "Process and Reports" menu

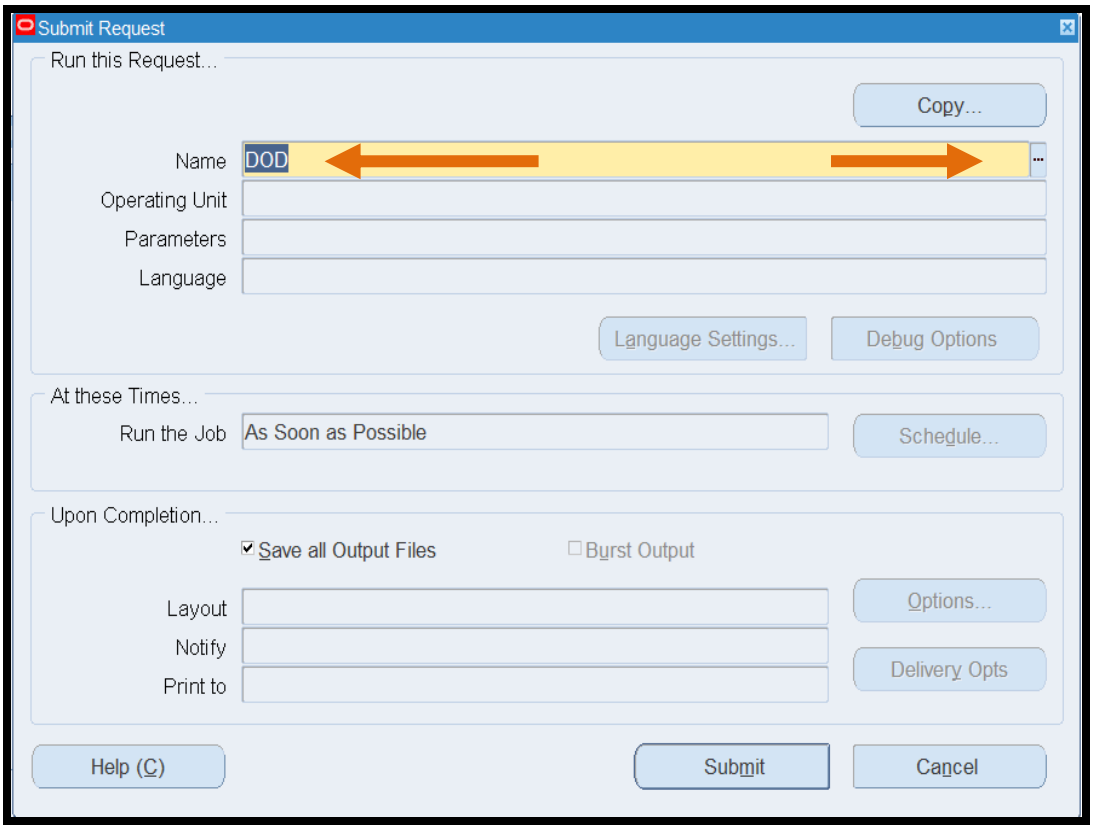
2. Ensure "Single Request" is selected and click "OK"



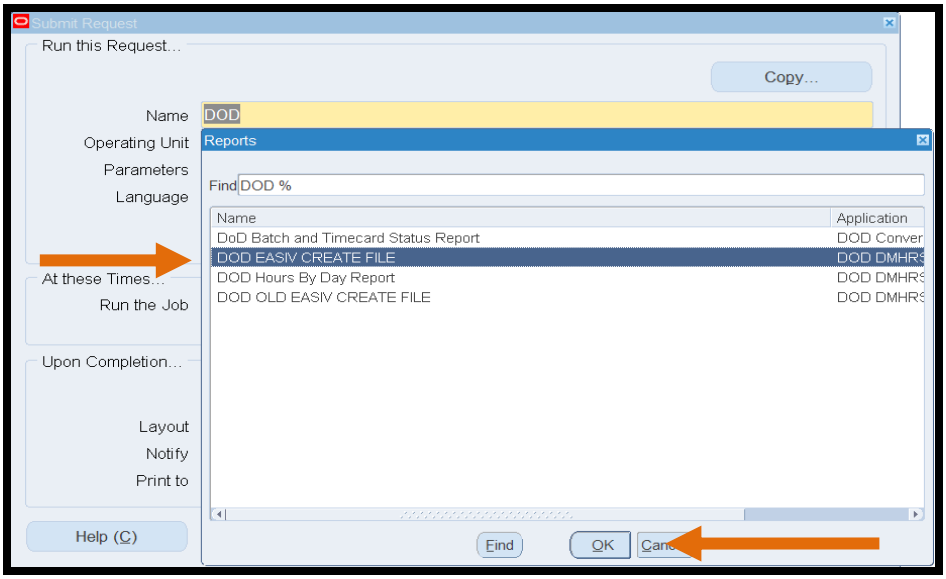
3. “Submit Request” screen opens



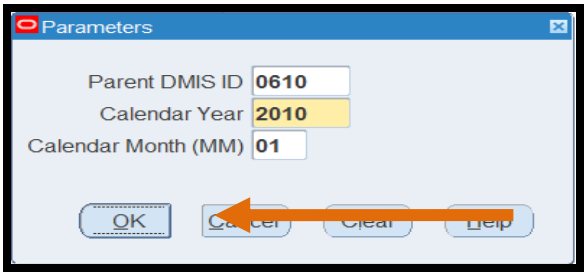
4. Type “DoD” in then “Name” field and press [TAB] or click on “List Of Values” link to display a list of available reports



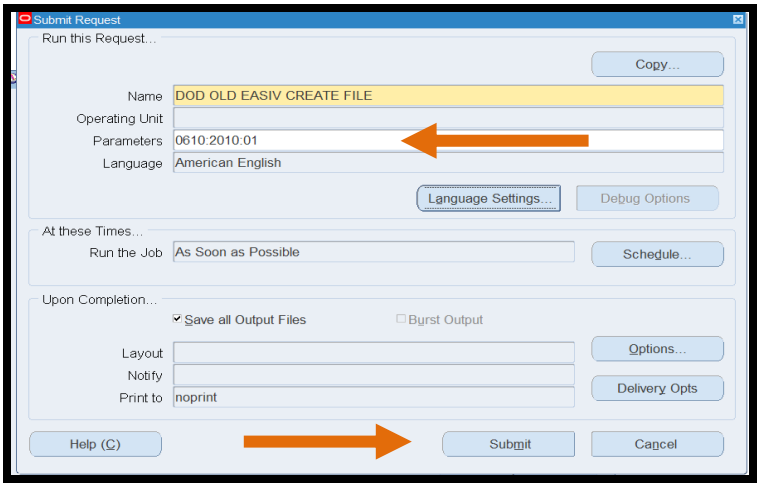
5. Highlight “DOD EASIV CREATE FILE” and click “OK”



6. “Parameters” screen opens; enter the “Parent DMIS ID”, “Calendar Year”, and “Calendar Month”, then click “OK”

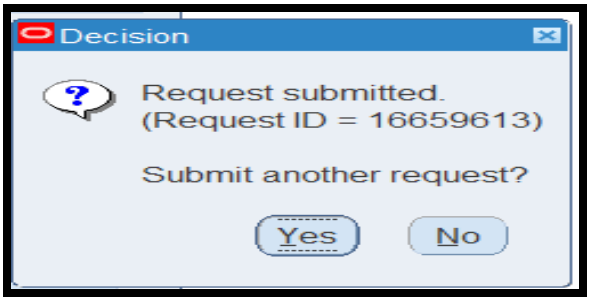


7. The system returns to “Submit Request” screen with specified parameters in the “Parameters” field; click “Submit”

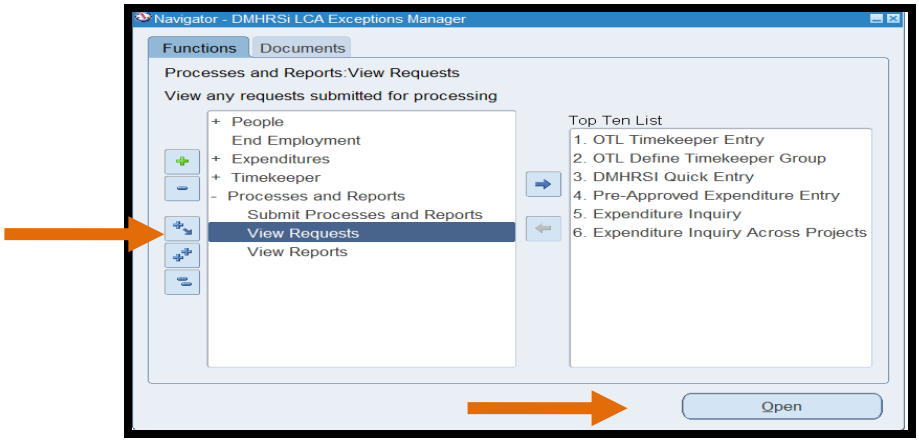


8. “Decision” screen opens

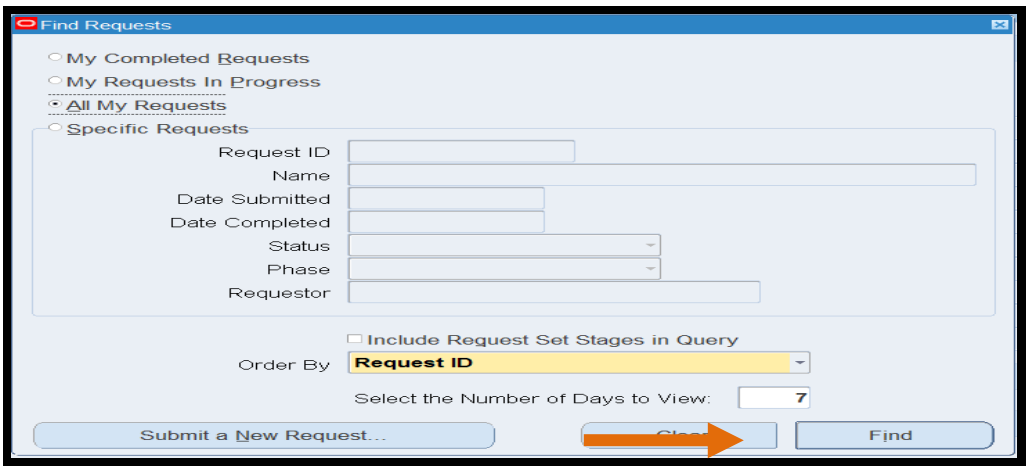
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



9. The “Navigator” screen opens; under “Processes and Reports” select “View Requests” then “Open”

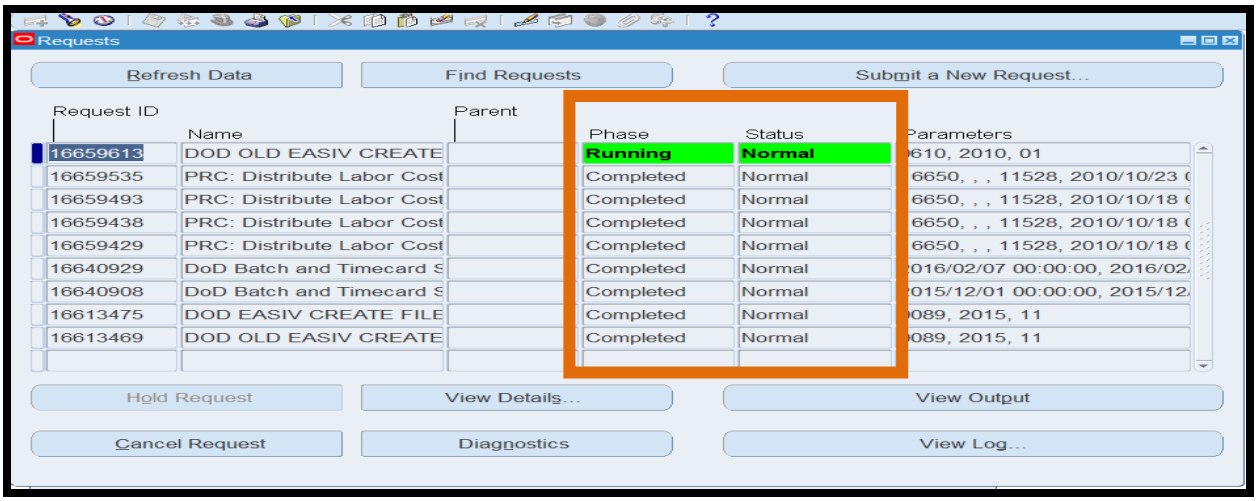


10. “Find Requests” screen opens; DO NOT make any changes, select “Find”



11. “Requests” form opens. Due to the amount of resouces it takes to run some of the reports, the system only allows a certain number of reports to run at one time. When the system reaches the max amout of reports it can run it will place submitted reports in a que; as reports finish the next report in the que begins

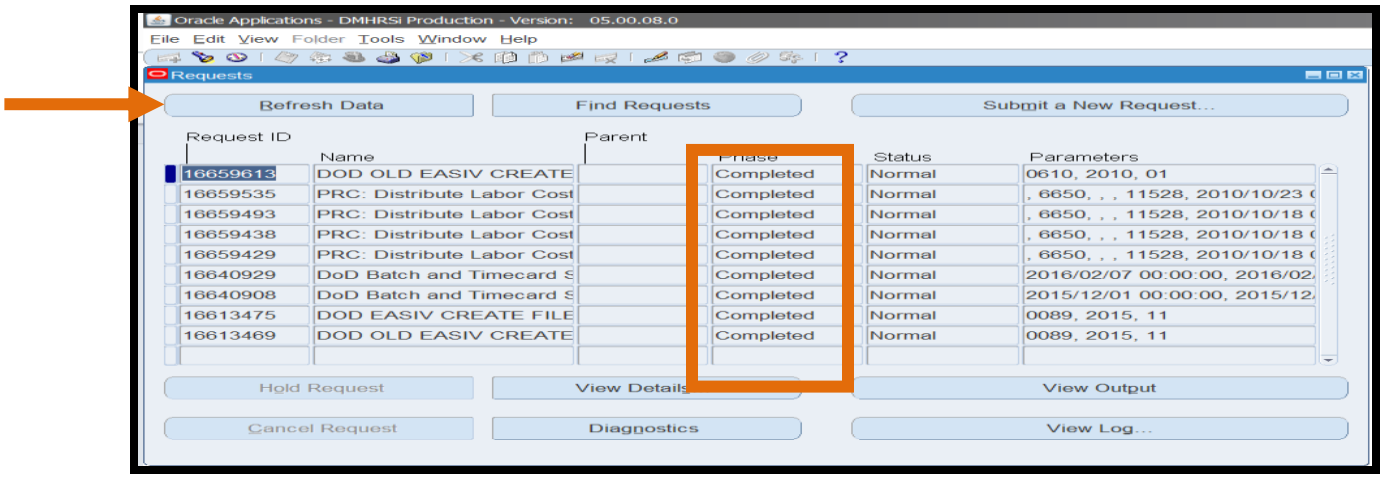
- “Phase” reflected as “Pending” – the report was placed in the que
- “Phase” reflected as “Running” – the report is being generated
- “Phase” reflected as “Completed” – the report has been completed



12. Click “Refresh Data” occassionaly until the status reflects “Completed”; the EASIV Extract file may take a while to run; user have the option to exit DMHRS*i* and return later

NOTE: *To view the requests pending queue position, highlight the report then select “Tools”, ”Managers”, then “Manager Queue”*

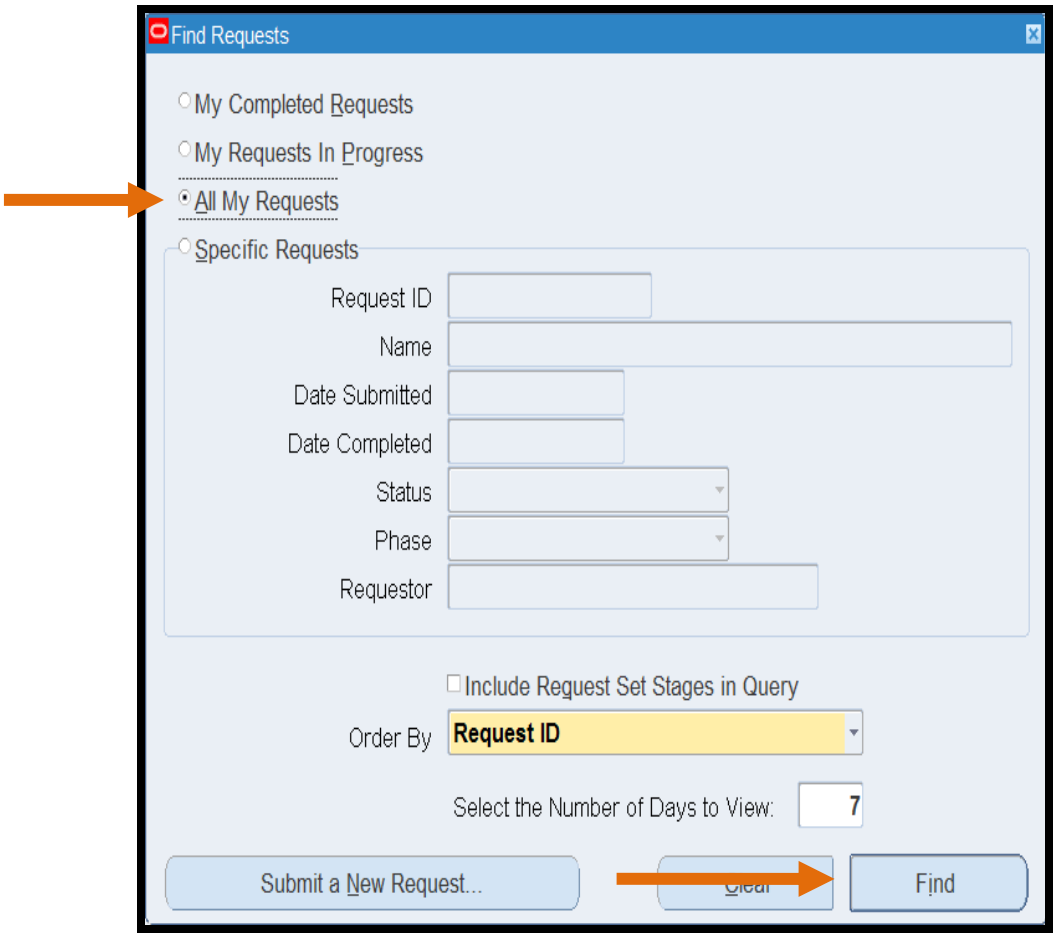
NOTE: *Never **“Cancel and Regenerated”** the Output file as this will cause the user will lose their place in the queue*



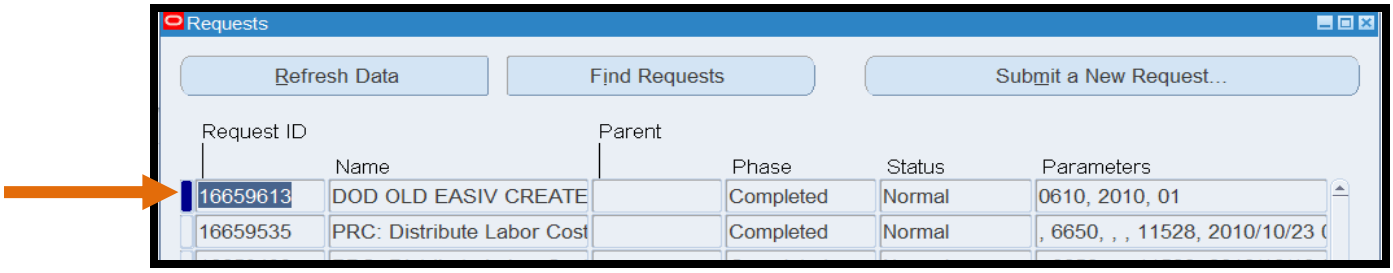
To Locate Initiated Requests

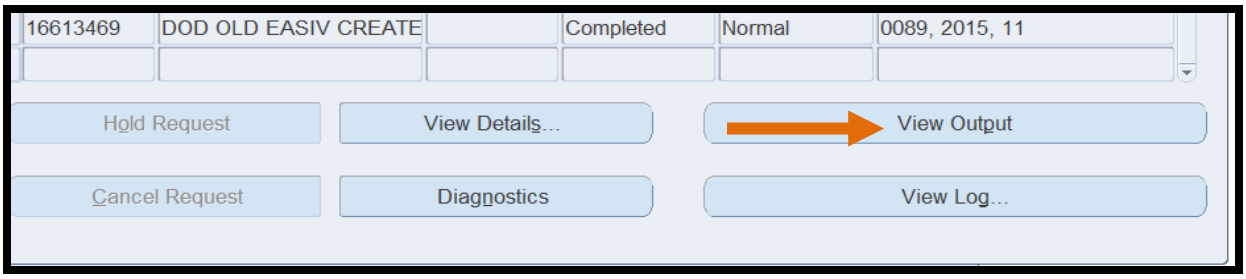
1. Select “DMHRSi LCA Exception Manager” then select “View Requests” under the “Processes and Reports” menu

2. Ensure “All My Requests” is selected and click “Find”

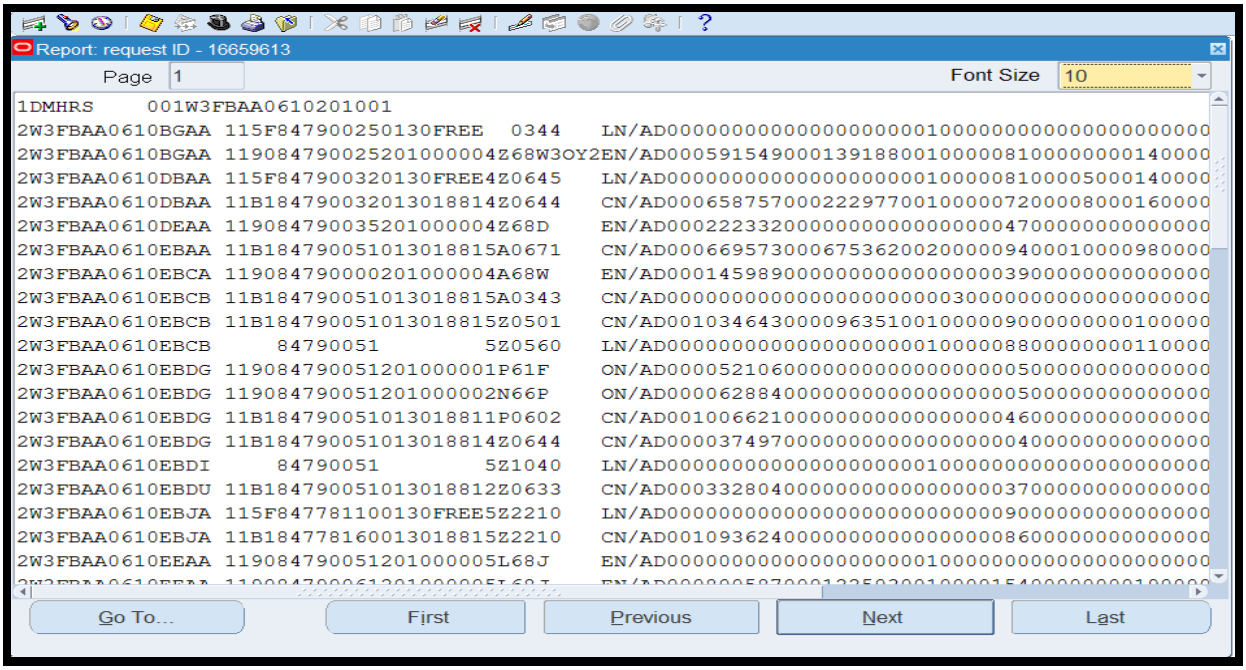


3. Highlight the desired “Request ID” line and select “View Output”

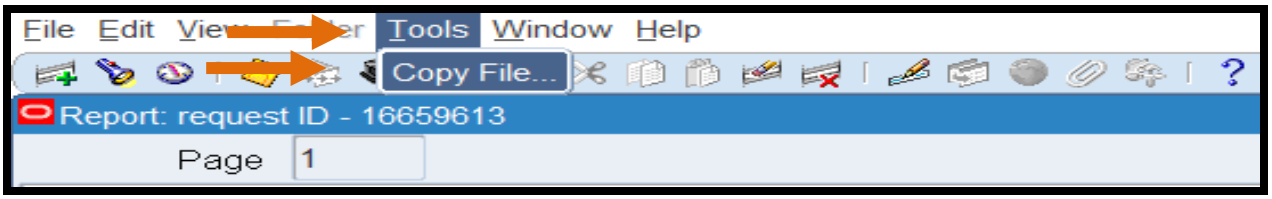




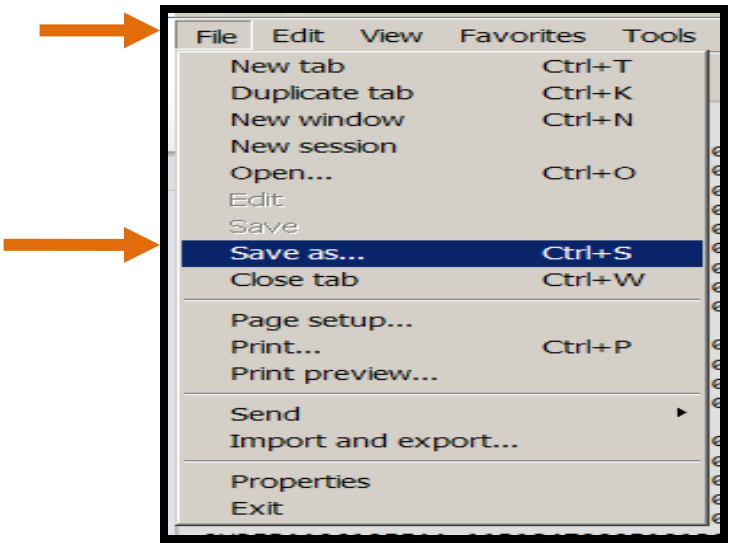
4. The report displays



5. Click “Tools” then “Copy File”

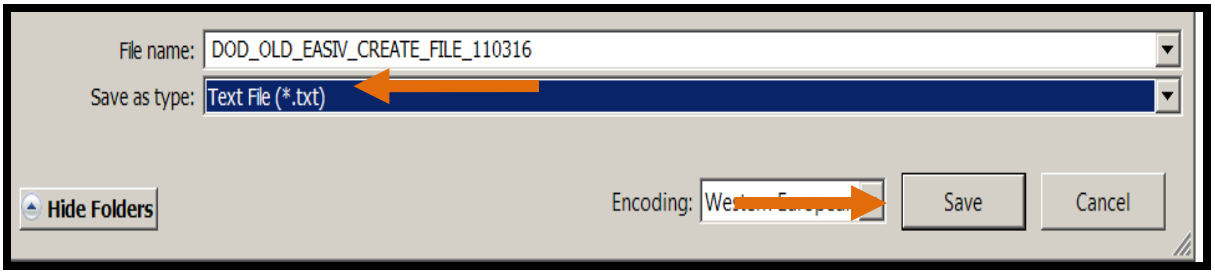


6. The “EASIV CREATE” file is located in a separate browser; save the file to the computer by selecting “File” then “Save as Type”



7. On the Save Web Page enter a unique file name or accept the default file name located in the “File Name” field. Include the date in the file name to reflect when the “Output file ran.

NOTE: *Ensure “Text File (*.txt) is selected in the “Save as type:” field then click “Save”*



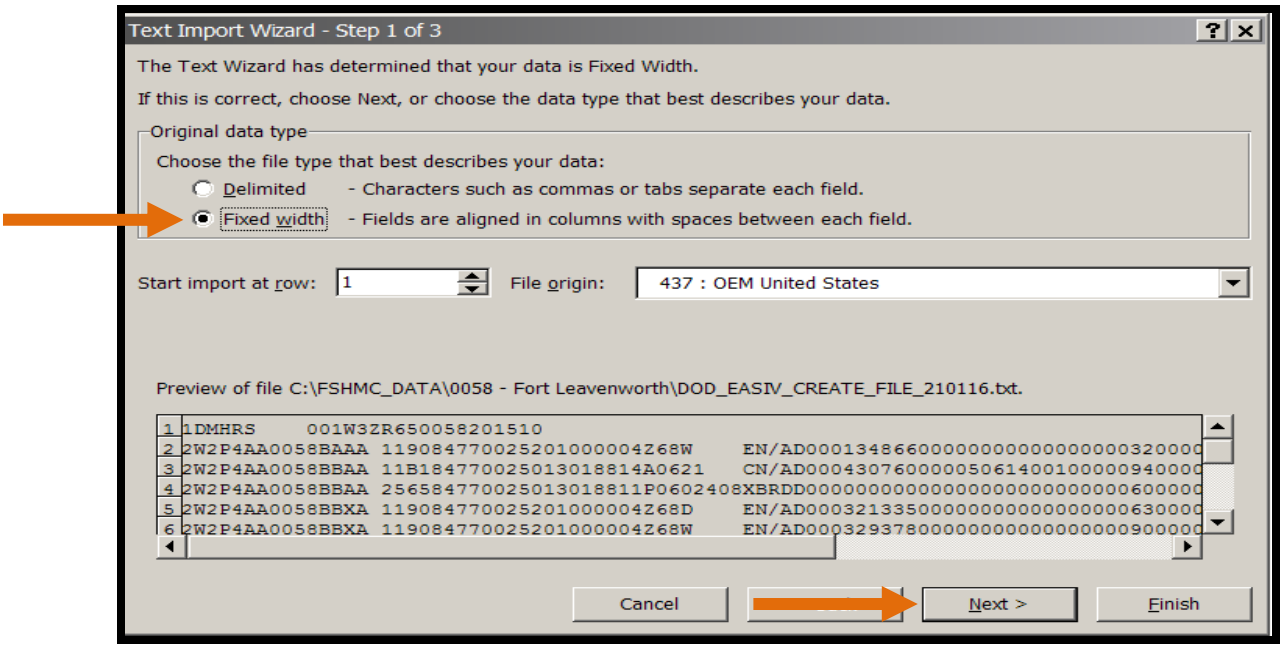
Reviewing the EASIV Output File

The EAS Create File (Interface file) is ran after all steps have been completed and the data is ready for import into EAS. BEFORE uploading the EAS Create File review the text file for missing data or errors. Missing data or errors must be corrected in DMHRSi and then re-run the EAS Create file. Use the Assigned Personnel Report and the EASIV Summary View Report to determine which record caused the error

1. Open Excel

2. Find and open the saved text file

3. The Text Import Wizard – Step 1 of 3 opens; ensure that **"Fixed With"** is selected and click "Next"



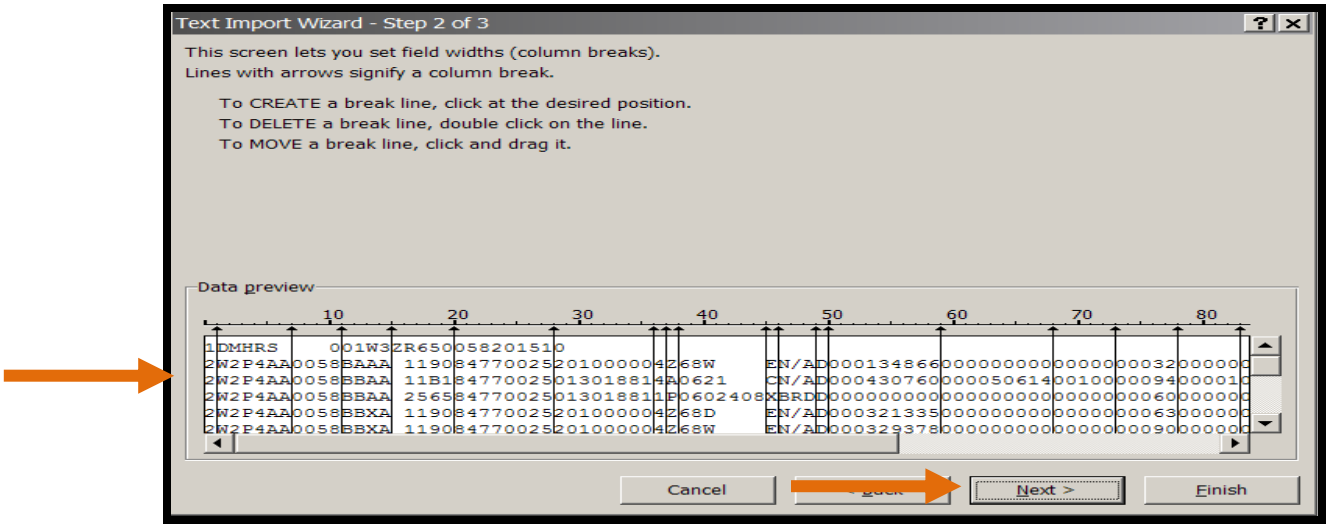
NOTE: *This chart shows the column headings on the excel spreadsheet to include:*

- Location of each category (Character Positions)
- Column Length allowed (i.e. (DMIS ID = 4 for 0108, 0109, etc.)
- The column each category can be found in (i.e. Skill Type is located in Column "H")

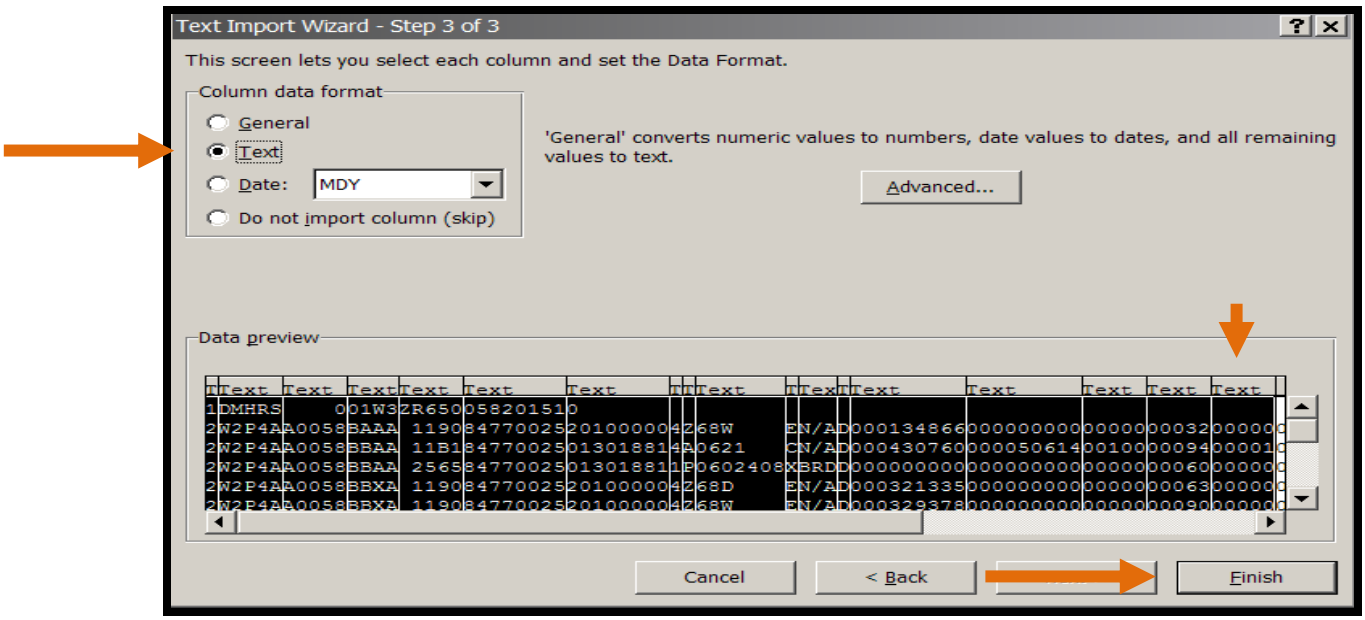
EASIV Create File File Column	Character Positions	Column Length	Excel Column
Record Type	**1**	1	A
Unit Identification Code (UIC)	2-**7**	6	B
DMIS ID	8-**11**	4	C
Functional Cost Code (FCC)	12-**15**	4	D
Service Unique Expense Element (SUEE)	16-**20**	5	E
Service Unique Program Element (SUPE)	21-**28**	8	F
Basic Sysmol + Limit (BSL)	29-**36**	8	G
Skill Type	**37**	1	H
Skill Type Suffix	**38**	1	I
Service Unique Occupation code (SUOC)	39-**45**	7	J
Personnel Category	**46**	1	K
Duty Indicator	47-**49**	3	L
Source of Funds (SOF)	**50**	1	M
Available Salary Expenses	51-**59**	9	N
Non-available Salary Expenses	60-**68**	9	O
Assigned FTE	69-**73**	5	P
Available FTE	74-**78**	5	Q
Nonavailable Sick/Hosp FTE	79-**83**	5	R

Nonavailable Leave FTE	84-**88**	5	S
Nonavailable Other FTE	89-**93**	5	T
Available Workhours	94-**99**	6	U
Nonavaialable Sick/Hosp Workhours	100-**105**	6	V
Nonavailable Leave Workhours	106-**111**	6	W
Nonavailable Other Workhours	112-**117**	6	X

4. The Text Import Wizard – Step 2 of 3 opens. Use the above chart to create breaklines to separate the data columns then click "Next



5. Change the columns to "Text" format by using the horizonal scroll bar to move to the last column. Hold down the **[Shift]** key and click on the column heading to highlight all columns. Under "Column data format" select "Text" and all columns format as text; click "Finish"



6. The EASIV Create file is imported into Excel; use the above chart to add column heading names, if needed

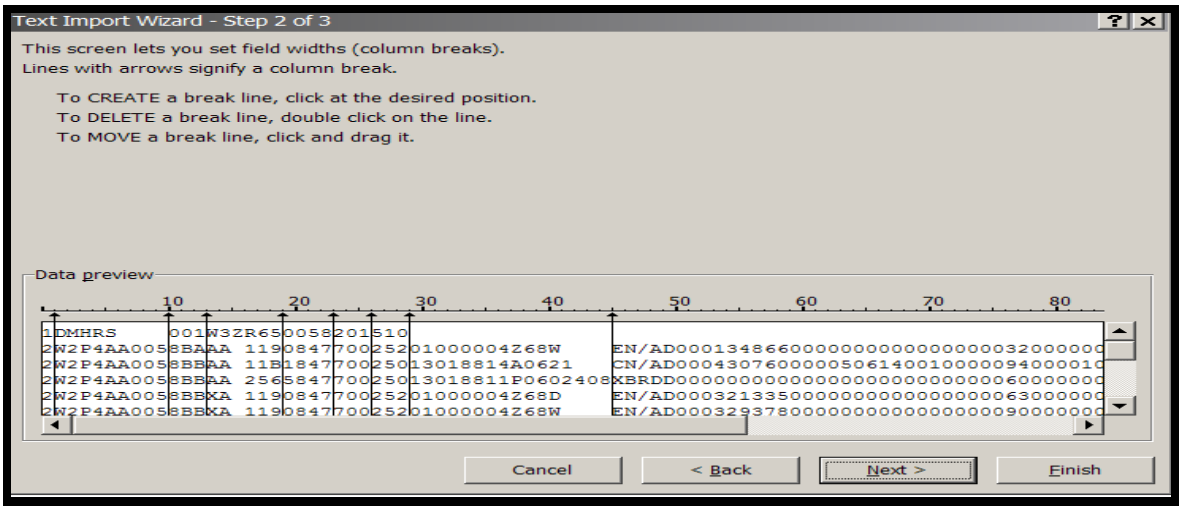
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	1	DMHRS	0	01W3	ZR650	05820151	0																	
2	2	W2P4A	A0058	BAAA	1190	84770025	2010000	4	Z	68W	E	N/A	D	00013486	00000000	00000	00032	00000	00000	00000	000530	000000	000000	000000
3	2	W2P4A	A0058	BBAA	11B1	84770025	0130188	4	A	0621	C	N/A	D	00043076	00005061	00100	00094	00001	00010	00000	001575	000025	000160	000000
4	2	W2P4A	A0058	BBAA	2565	84770025	0130188	1	P	0602408	X	BRD	D	00000000	00000000	00000	00060	00000	00000	00000	001000	000000	000000	000000
5	2	W2P4A	A0058	BBXA	1190	84770025	2010000	4	Z	68D	E	N/A	D	00032133	00000000	00000	00063	00000	00000	00000	001060	000000	000000	000000
6	2	W2P4A	A0058	BBXA	1190	84770025	2010000	4	Z	68W	E	N/A	D	00032933	00000000	00000	00090	00000	00000	00000	001515	000000	000000	000000
7	2	W2P4A	A0058	BBXA	11B1	84770025	0130188	3	R	0610	C	N/A	D	00000000	00000000	00000	00004	00000	00000	00000	000060	000000	000000	000000
8	2	W2P4A	A0058	BFDA	11B1	84770025	0130188	5	A	0671	C	N/A	D	00000000	00007727	00100	00000	00005	00010	00000	000000	000080	000160	000000
9	2	W2P4A	A0058	BGXA	1190	84770025	2010000	2	P	65D	O	N/A	D	00050269	00000000	00000	00046	00000	00000	00000	000770	000000	000000	000000
10	2	W2P4A	A0058	BGXA	1190	84770025	2010000	4	Z	68W	E	N/A	D	00020285	00000000	00000	00030	00000	00000	00000	000510	000000	000000	000000
11	2	W2P4A	A0058	BGZB	1190	84770025	2010000	4	A	68W	E	N/A	D	00002285	00032975	00300	00004	00007	00048	00010	000075	000120	000800	000160
12	2	W2P4A	A0058	BGZB	11B1	84770025	0130188	4	L	0620	C	N/A	D	00121105	00009269	00100	00297	00004	00019	00000	004995	000073	000328	000000
13	2	W2P4A	A0058	BGZC	1190	84770025	2010000	4	A	68W	E	N/A	D	00007101	00000000	00000	00014	00000	00000	00000	000235	000000	000000	000000
14	2	W2P4A	A0058	BGZE	11B1	84770025	0130188	1	P	0602	C	N/A	D	00045361	00019575	00100	00043	00005	00010	00000	000730	000080	000160	000000
15	2	W2P4A	A0058	BGZE	2562	84770025	0130188	4	L	0620	X	BRD	D	00000000	00000000	00000	00092	00000	00000	00000	001553	000000	000000	000000
16	2	W2P4A	A0058	BLAA	11B1	84770025	0130188	4	Z	0636	C	N/A	D	00043427	00001810	00100	00093	00000	00004	00000	001560	000000	000065	000000
17	2	W2P4A	A0058	DBAA	11B1	84770032	0130188	4	Z	0644	C	N/A	D	00201704	00043238	00300	00261	00004	00049	00000	004390	000060	000830	000000
18	2	W2P4A	A0058	DFAA	1190	84770036	2010000	2	A	66F	O	N/A	D	00096311	00030440	00100	00080	00004	00024	00000	001350	000060	000400	000000
19	2	W2P4A	A0058	EBAA	1190	84770051	2010000	1	P	61R	O	N/A	D	00111252	00054476	00100	00071	00006	00019	00010	001200	000100	000320	000160
20	2	W2P4A	A0058	EBAA	1190	84770051	2010000	5	A	67A	O	N/A	D	00152545	00012778	00100	00118	00000	00000	00010	001985	000000	000000	000160
21	2	W2P4A	A0058	EBBA	11B1	84770055	0130188	5	C	0675	C	N/A	D	00051152	00000000	00000	00095	00000	00000	00000	001590	000000	000000	000000
22	2	W2P4A	A0058	EBBJ	1190	84770051	2010000	2	Z	65C	O	N/A	D	00001212	00000000	00000	00001	00000	00000	00000	000010	000000	000000	000000
23	2	W2P4A	A0058	EBCA	1190	84770051	2010000	4	A	68P	E	N/A	D	00003175	00000000	00000	00008	00000	00000	00000	000130	000000	000000	000000
24	2	W2P4A	A0058	EBCA	1190	84770051	2010000	4	Z	68W	E	N/A	D	00048781	00000000	00000	00108	00000	00000	00000	001810	000000	000000	000000
25	2	W2P4A	A0058	EBCD	1190	84770051	2010000	5	A	67A	O	N/A	D	00086905	00030935	00100	00086	00001	00019	00010	001440	000010	000320	000160
26	2	W2P4A	A0058	EBCG	1190	84770051	2010000	5	A	67A	O	N/A	D	00000000	00026915	00100	00000	00000	00014	00010	000000	000000	000240	000160
27	2	W2P4A	A0058	EBCG	1190	84770051	2010000	5	A	68G	E	N/A	D	00000000	00000000	00097	00000	00000	00000	00000	000000	000000	000000	000000
28	2	W2P4A	A0058	EBDA	11B1	84770051	0130188	2	Z	0660	C	N/A	D	00030371	00000000	00000	00021	00000	00000	00000	000350	000000	000000	000000
29	2	W2P4A	A0058	EBDG	1190	84770051	2010000	1	P	61H	O	N/A	D	00006275	00000000	00000	00005	00000	00000	00000	000090	000000	000000	000000

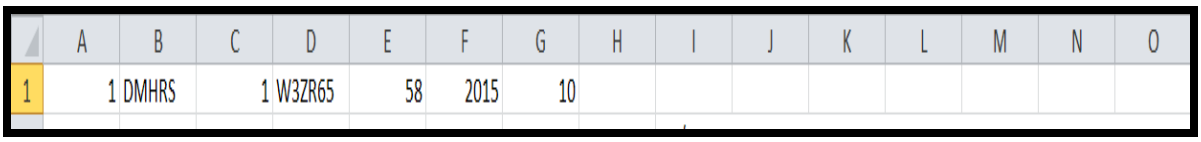
7. Review the file for missing data, **ALL** missing data must be corrected prior to uploading the EAS Create file into EAS

The file includes header and footer records formatted differently than the main body and will not parse correctly using the process above. To parse the header and footer records open the text file and parse the header and footer records using the procedure explained above or fix them in Excel

Header Columns:

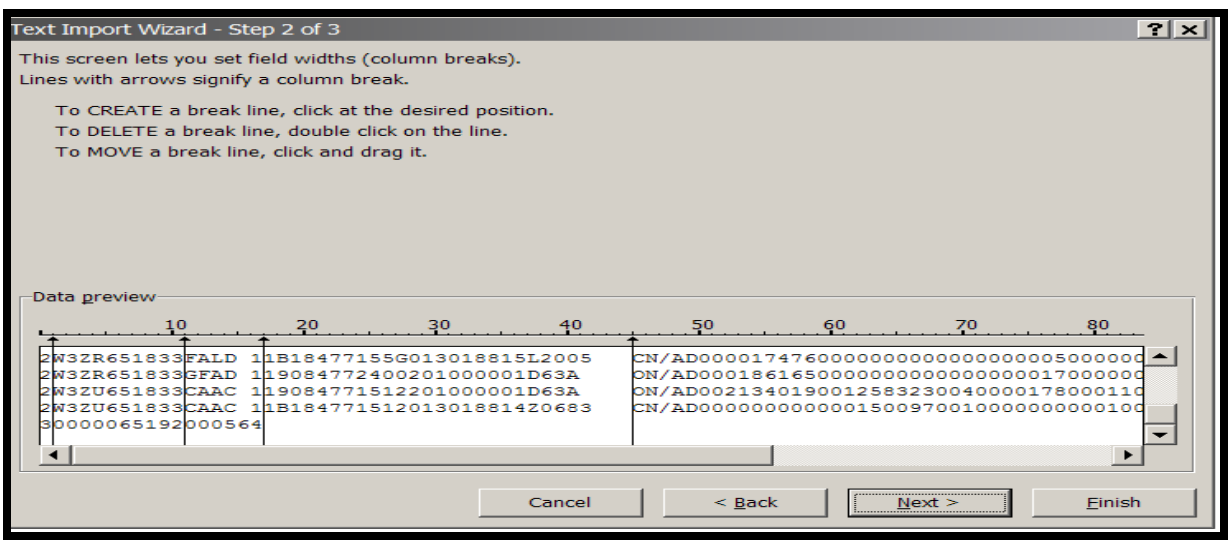
Header Record Columns	Character Position	Column length	Excel Column
Record Type	**1**	1	A
Source System	2-**10**	9	B
Version	11-**13**	3	C
Unit Identification Code (UIC)	14-**19**	6	D
Group/Parent DMIS ID	20-**23**	4	E
Calendar Year	24-**27**	4	F
Calendar Month	28-**29**	2	G
Filler	30-**116**	87	H

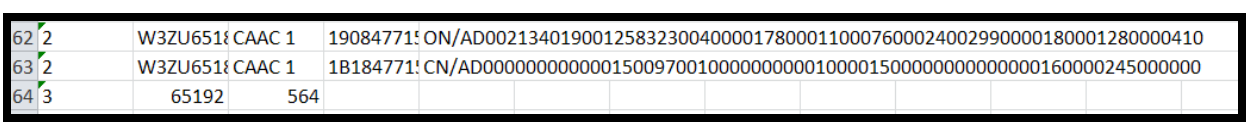




Footer Columns:

Footer Record Column	Character Position	Column Length	Excel Column
Record Type	**1**	1	A
Total Number of Bytes	2-**11**	10	B
Total Number of Records	12-**17**	6	C
Filler	18-**116**	99	D





- Using the Summary View and Assigned Personnel reports review the fields for missing data and errors. Make corrections in DMHRSi; otherwise, these same errors will re-appear each month

Error Correction Unit (ECU) Troubleshooting

Use the Summary View and Assigned Personnel reports to identify personnel generating errors in EASIV

Non-available time goes to the "Group's Organization FCC" and **Available time** goes to the "Task FCC"

Non-available time for borrowed personnel goes to the "Assigned Organization's FCC"

"FILTER" the "Summary View Report" to research particular ECU errors (i.e. filter by the particular FCC or Skill Type/Skill Type Suffix combinations for errors); correcting one error in DMHRS*i* may correct several items on the ECU report

NOTE: *It is imperative that Users "Date Track" to the desired date when making changes to DMHRSi data*

ERROR CORRECT Examples:

Error: The Svc Occupation Code XXXX and Skill Type Code # combination does not exist in the Svc Occupation Code/Skill Type Code Master Table for month X of FY XXXX

- There could be an error with the Skill Type/Skill Type Suffix that is currently in DMHRS*i*. The Skill Type/Skill Type Suffix willneed to be updated in DMHRSi
- There could be an error with the SUOC that is currently in DMHRS*i*. The Service Unique Occupation Code will need to be updated in DMHRSi and also in the source system

Error: Available and non-available work hours are reported without corresponding available salary expenses for the current month; the time did not cost out

- Recalculate Raw Costs and re-run the PRC
- Review the Summary View report to verify expenditures costed out
- Review the HR record to ensure there are no issues with the essential data element. If ther is an issue with the essential data elements the user can update the data in DMHRSi but the sources systems must also be updated
- In months that have pay periods that begin on the 1st day of the month (Sunday) or end on the last day of the month (Saturday) where Active Duty personnel document time on these dates, expenditures MUST be reversed and then added to the previous week for the Saturday time and the following week for the Sunday time

- When the hours are COMP TIME EARNED or LWOP, the error can be validated; In the comments enter the employees name and indicate if the hours were COMP TIME EARNED or LWOP

Error: FCC BBX# and DMIS ID #### is not a valid combination in the ASD Table for month XX of FY XXXX

- The MEPRS Task DMIS ID is incorrect or the MEPRS code is not on the ASD Table

Error: The Svc PEC is not a invalid code in the Svc PEC Master Table for month XX of FY XXXX

- The Service PEC for the Organization is incorrect
- The Service PEC for the MEPRS Task is incorrect

Error: Available work hours 698.80 are reported without corresponding Available salary expenses for FCC AAAA, DMIS ID 0066, SUEE 201, Svc PEC 87700, Svc BS/L 9A, and SOFD for month XX of FY XXX

- When the "Distribute Labor Cost" ran the employee's record did not cost accurately
- Check to see if this is LWOP

EASIV Assigned Personnel Report

The MEPRS Manager should use the EASIV Assigned Personnel Report (APR) to identify assigned personnel and correct any missing or inaccurate data elements. The inaccurate or missing data elements must be corrected in the military or civilian personnel source systems so the source system feeds in the correct data

The Assigned Personnel Report consists of personnel assigned to a specific UIC. The data in this report reflects the DMHRS*i* Human Resources (HR) record. The HR and LCA Specialists utilize the APR report to validate personnel Essential Data Elements

There are two Assigned Personnel reports in DISCOVERER for the MEPRS Managers use. The MTFs should know how to access both versions

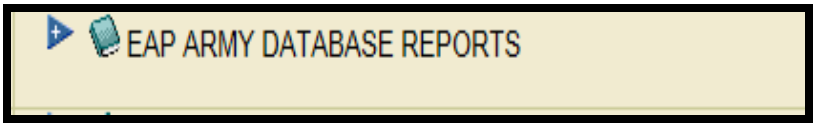
- **Standard Assigned Personnel report**: The standard report created and used by all Services
- **DMHRSi Data Check Tool:** AMPO created a Data Check Tool to assist the MTFs with identifying inaccurate or missing data elements. This report has the (-) and "NULLS" converted to "0"; has been formatted so that when saving the report, it saves with the Naming Convention needed for the report to upload into the Data Check Tool

1. For both versions; Log into Discoverer Viewer using the “DMHRSi LCA Exception Manager” or “Army LCA Manager”

2. Access the “Assigned Personnel” workbook:

- **<u>Standard Report</u>**: Select the “Assigned Personnel” workbook by clicking the blue down arrow

- **<u>DMHRSi Data Check Tool report</u>**: Select the “EAP ARMY DATABASE REPORTS” workbook by clicking the blue down arrow



3. Open the “EASIV Assigned Personnel” parameters page:

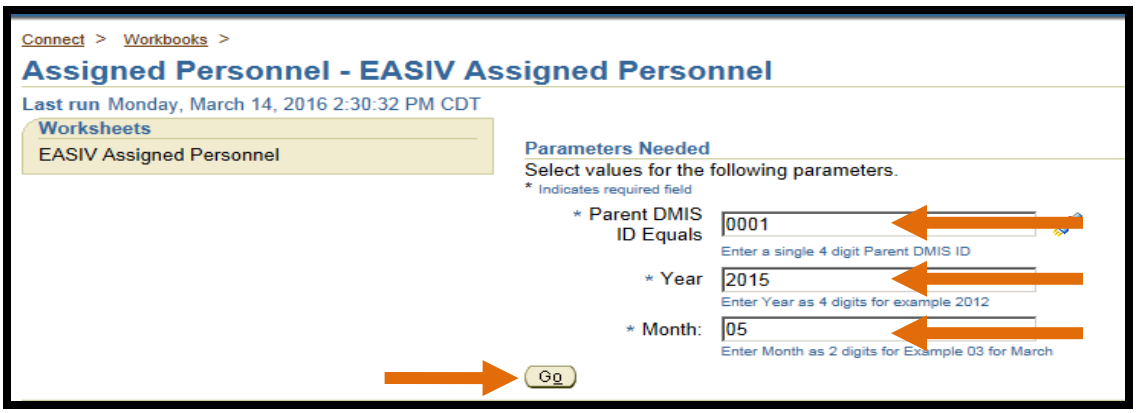
- **<u>Standard Report</u>**: Select “EASIV Assigned Personnel” link to open the parameters page

- **<u>DMHRSi Data Check Tool</u>**: Select “EASIV Assigned Personnel” to open the parameter page

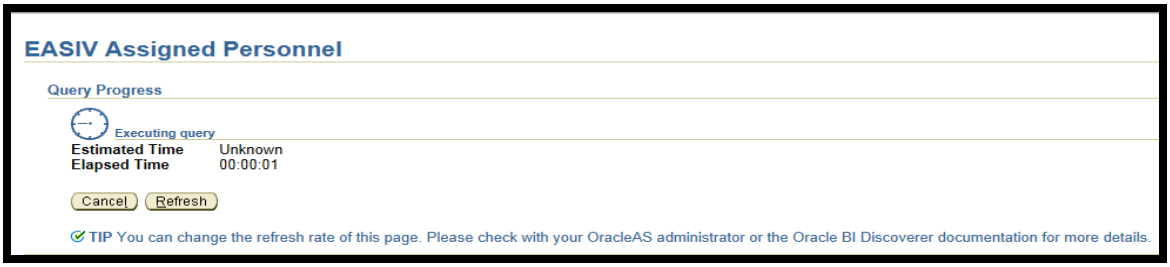
The following information is the same for both the “Standard Report” and the “DMHRSi Data Check Tool”

4. Enter the following Parameters then click “Go”

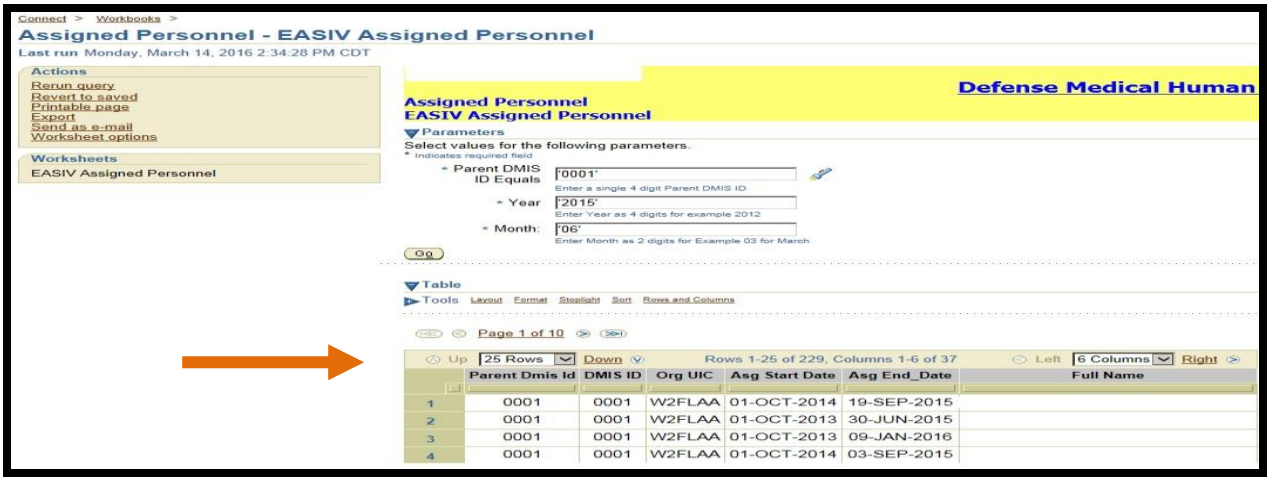
- Enter Parent DMIS ID
- Enter the Year in the format “YYYY”
- Enter the Month in the format “MM”



5. “Query Progress” indicated query is processing



6. The Queried report opens

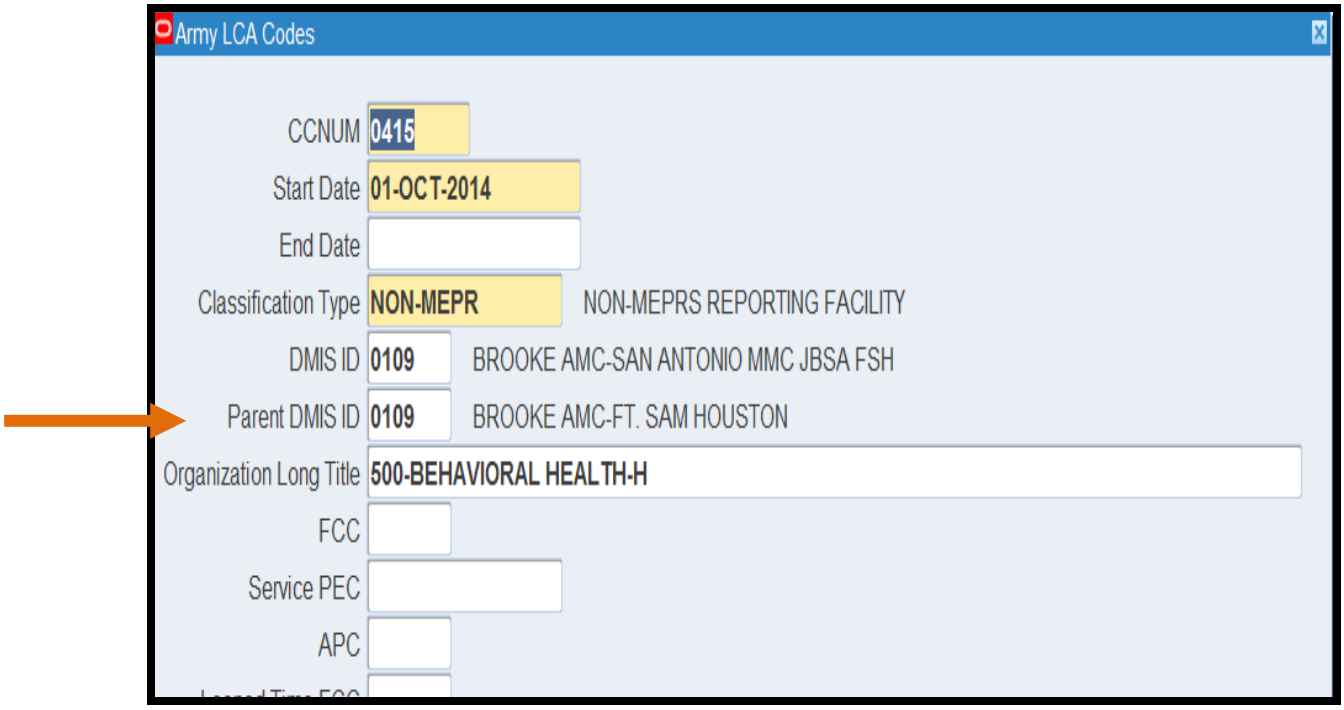


7. Export to “Excel”

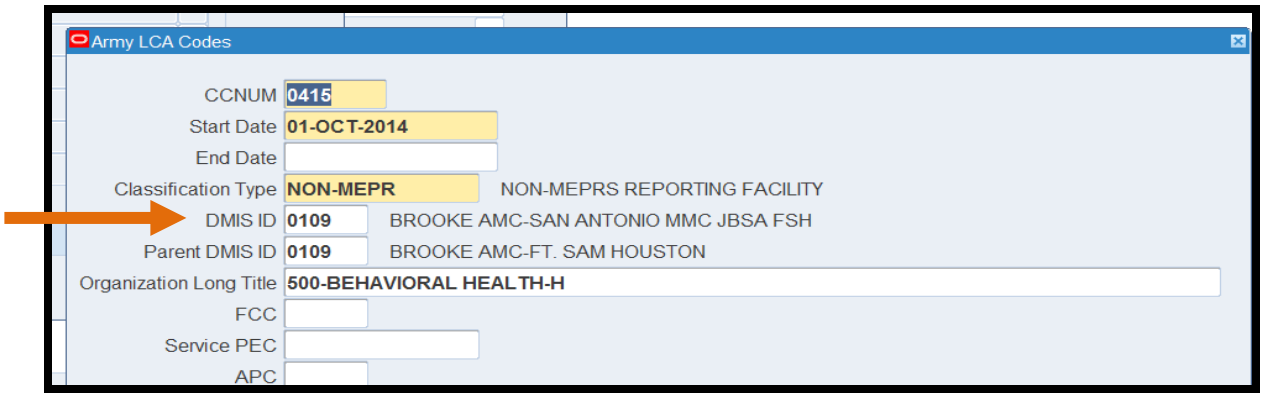
8. Filter the report to analyze the columns

Essential Data Elements Information:

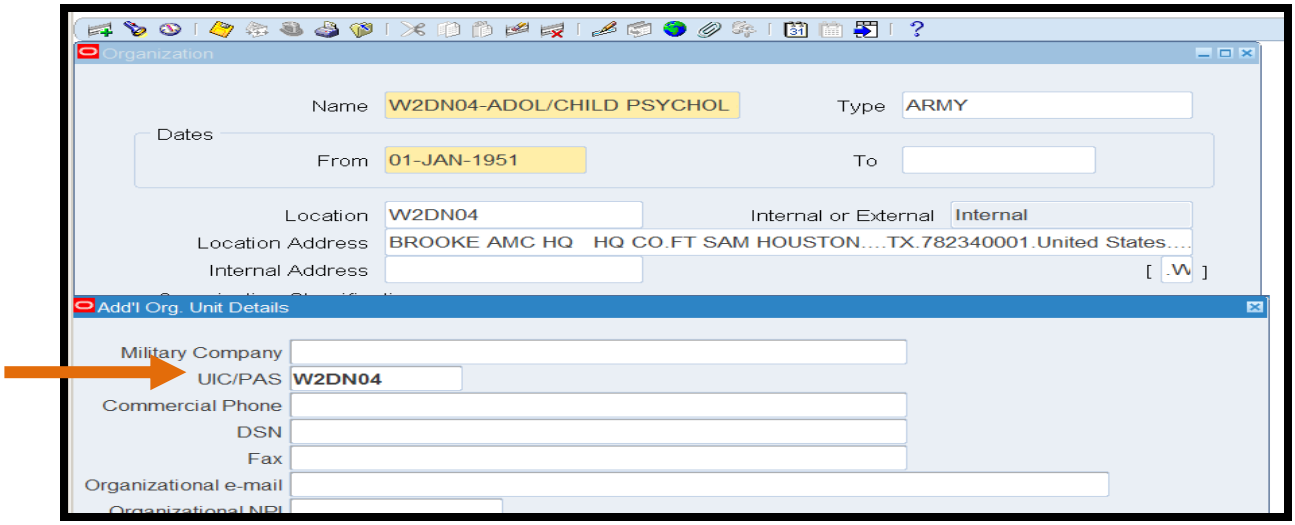
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Parent DMIS ID	PARENT DMIS ID assigned to the facility Parent DMIS ID is the Defense Medical Information System Identifier for each parent facility This report is ran by Parent DMIS ID; when organizations have inaccurate Parent DMIS IDs, that Organization and all personnel assigned to the inaccurate DMIS IDs will not appear on the Assigned Personnel report **AFFECTS EASIV INTERFACE FILE**	Ensure the DMIS ID listed is correct and no NULL (BLANK) values exist **NOTE**: Filter by the incorrect or NULL (BLANK)value to determine the incorrect DMIS ID listed for each organization (NAME column in this report)	Parent DMIS ID in LCA Codes for the organization	Army LCA Manager> Work Structures: Organization > Description> Enter Organization> Find B > Highlight "HR Organization" > Others > Army LCA Codes > Current Fiscal Year > DMIS ID



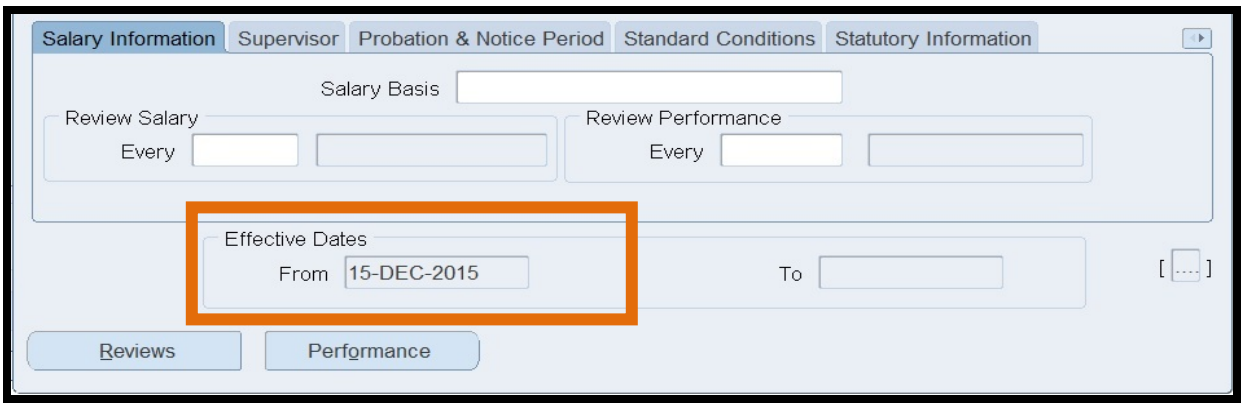
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
DMIS ID	Child DMIS ID assigned to the facility Defense Medical Information System Identifier for each facility **AFFECTS EASIV INTERFACE FILE**	Ensure the correct DMIS ID is listed. Ensure there are no NULL or BLANK values. **NOTE**: Filter by the incorrect or NULL (BLANK) value to determine the incorrect DMIS ID listed for each organization (NAME column in this report)	DMIS ID in LCA Codes for the organization	Army LCA Manager > Work Structures: Organization > Description > Enter Organization > Click Find B > Highlight "HR Organization" > Others > Select Army LCA Codes > Select Current Fiscal Year > DMIS ID



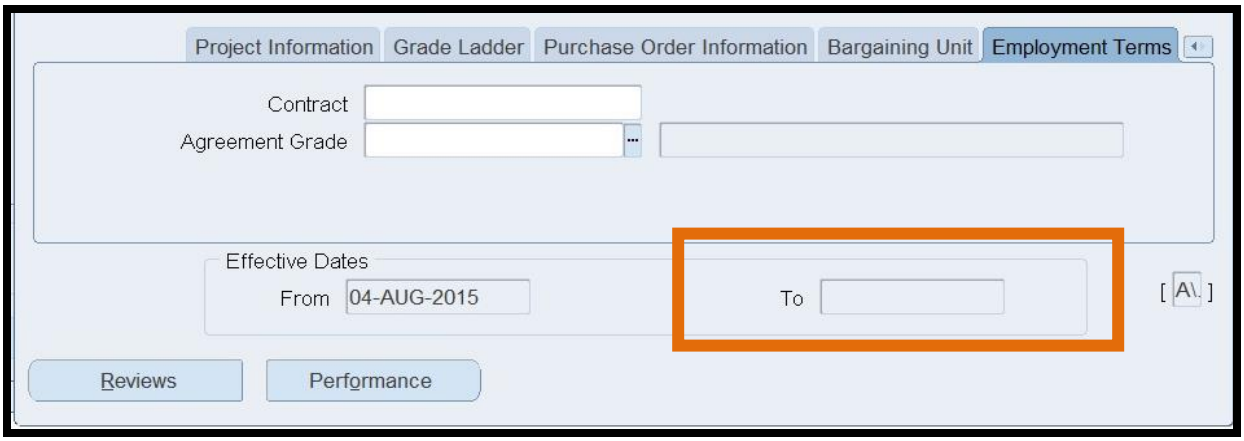
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Org UIC	Unit Identification Code **AFFECTS EASIV INTERFACE FILE**	Verify the UIC is correct for the organization NULL/BLANK values should not exist	Determine if an Organization has inaccurate or NULL or BLANK UIC's	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Add'l Org Unit Details [ ] Field > UIC



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Asg Start Date	Assignment Start Date. Employees may have multiple assignments during a reporting period. Use the Asg Start Date to help determine specific assignments **AFFECTS EASIV INTERFACE FILE**	The assignment start date should be prior to or during the month being processed	VerifyAssignment "Start" date. HR must Date Track to all segments of the HR record for the month being processed **Note**: A separate line for each employee displays each assignment per pay period during the month	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Assignment > Effective Dates "From"



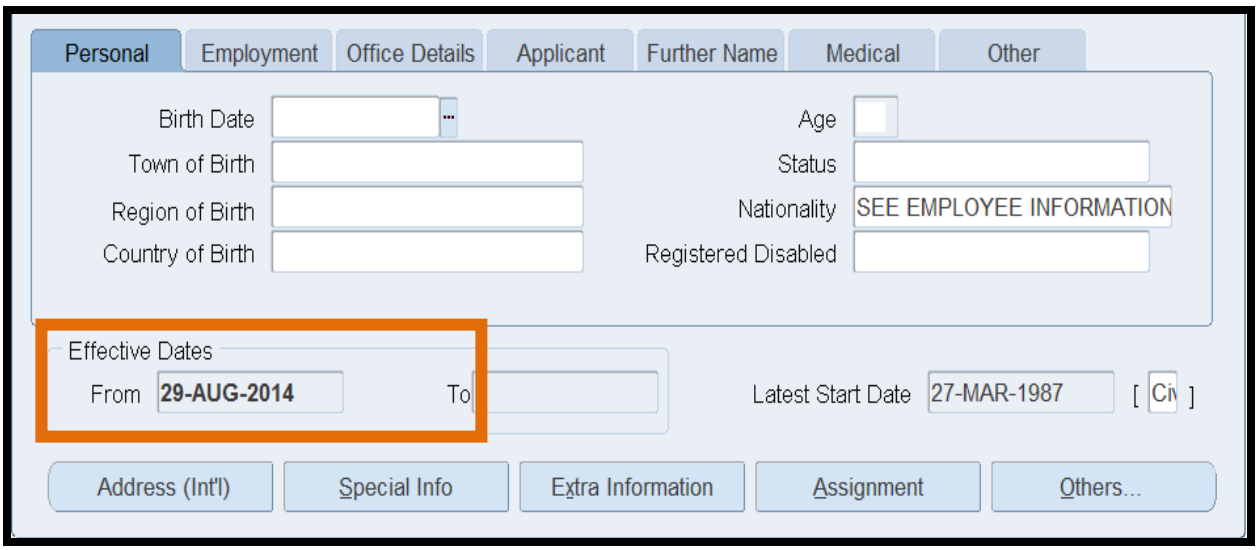
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Asg End Date	Assignment End Date Employees may have multiple assignments during a reporting period. Use the Asg End Date to help determine specific assignments **AFFECTS EASIV INTERFACE FILE**	End dates should be during or after the month being processed	Ensure the assignment "To" date has the appropriate end date for the assignment	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Assignment > Effective Dates "To"



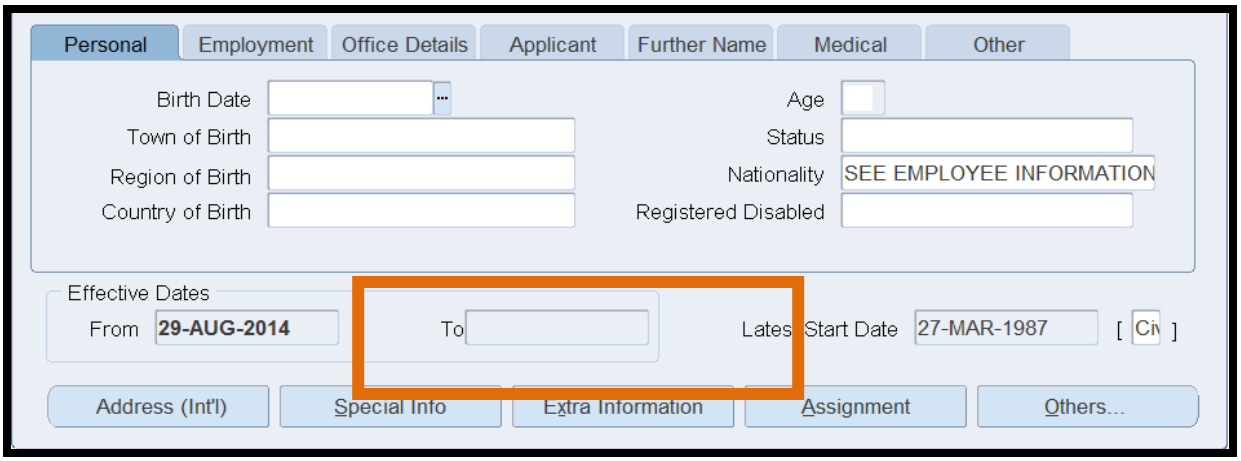
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Asg End Date	Assignment End Date Employees may have multiple assignments during a reporting period. Use the Asg End Date to help determine specific assignments **AFFECTS EASIV INTERFACE FILE**	End dates should be during or after the month being processed	Ensure the assignment "To" date has the appropriate end date for the assignment	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Assignment > Effective Dates "To"

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Employee Number	Assigned by the system, located on the personnel record	Does not affect EASIV processing		

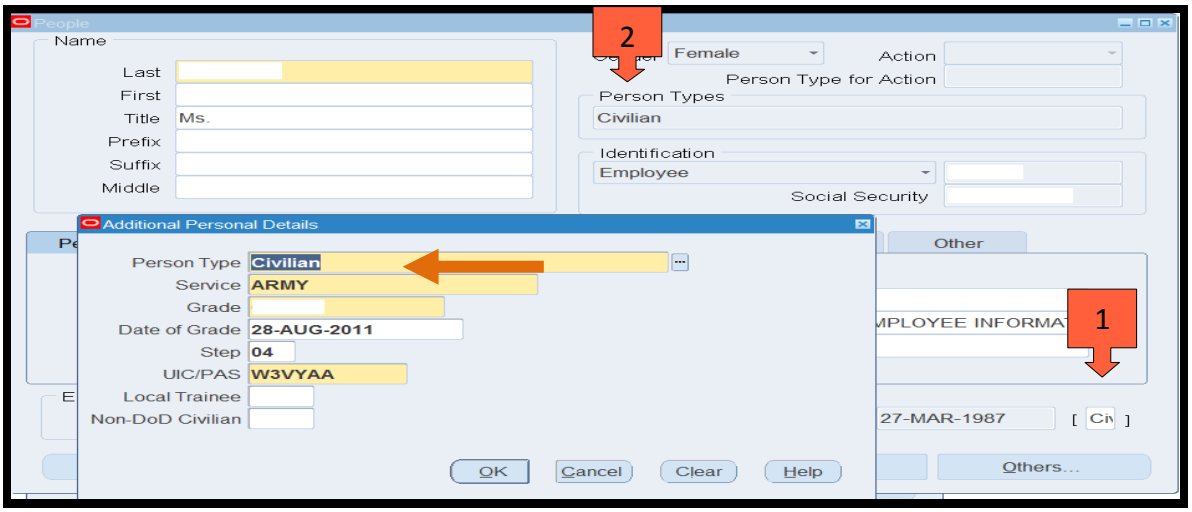
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Per Start Date	Personnel Start Date is the date the employee started working There may be multiple segments due to adjustments to the HR record **AFFECTS EASIV INTERFACE FILE**	The personnel start date should be before or during the month being processed		Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Effective Dates "From"



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Per End Date	Personnel End Date of employment or that segment There may be multiple segments due to adjustments to the HR record **AFFECTS EASIV INTERFACE FILE**	The personnel end date should be during or after the month being processed		Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Effective Dates "To"

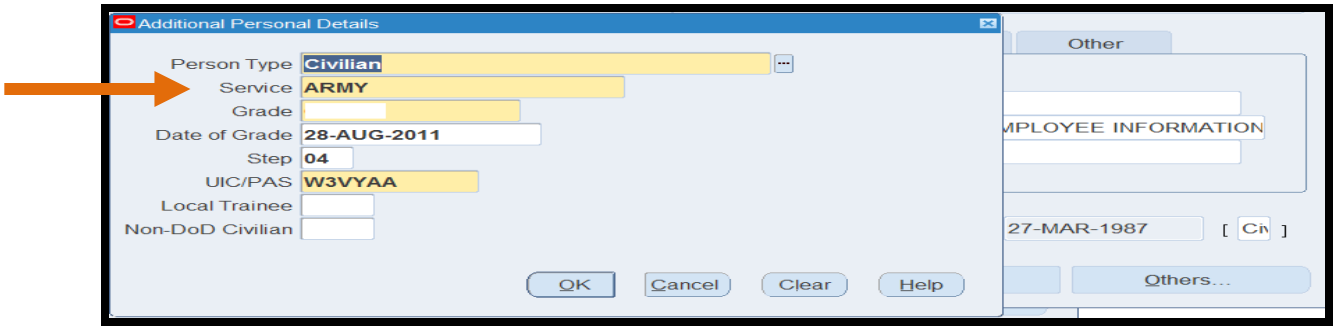


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Attribute Category	All personnel have an attribute category: 123 = Contractor 142 = Volunteer 143 = Civilian 144 = Active Duty 145 = Reserve 146 = Guard 147 = Local National **AFFECTS EASIV INTERFACE FILE**	Everyone should have a value. There should be no NULL (BLANK) values. The person type on the Additional Personnel Details screen should match what is listed under Person Types on the main screen. **Note**: Unless the MTF has IMA Reservist (reservist assigned to the organization per TDA with authorization and requirement), there should be no Reservists, Guard, borrowed Civilian, or borrowed Active Duty personnel on the Assigned Personnel Report.	Update "Person Type" on the HR record If generated from a source feed, the source system must be corrected	Validate in two areas: **First:** Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Press [Tab] > Find > People form > Additional Personnel Details [ ] Flex Field > Person Type **Second:** Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Click Find > People form > Person Type

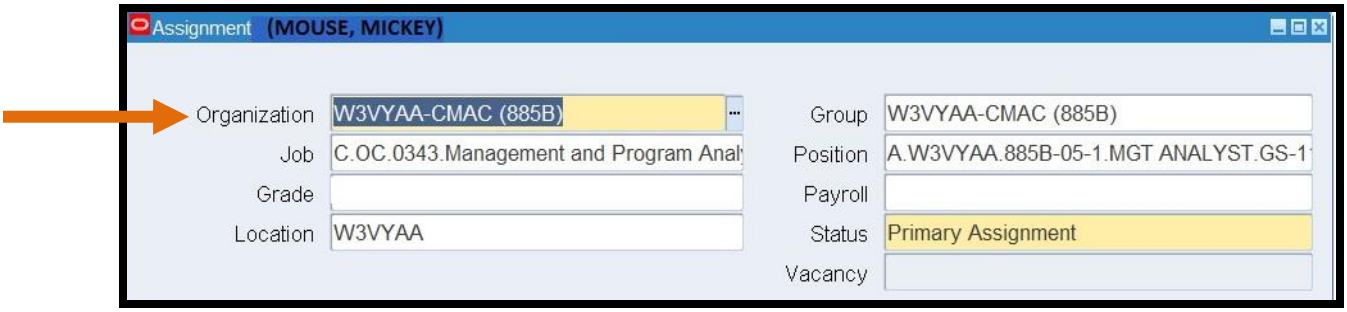


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Person Type	All assigned personnel's Person Type displays in this column Contractor Volunteer Civilian Active Duty Reserve Guard Local National **AFFECTS EASIV INTERFACE FILE**	All assigned personnel should have a value. There should be no NULL (BLANK) values Validate the Person Type: Ensure the person type is accurate. This is particularly important for personnel who have Dual Component Person Types (i.e. Contractor/Reservist)	Accurately reflect the "Person Type" on the HR record and in the source system.	Validate two areas : See Attribute Category NAVIGATION column above for guidance

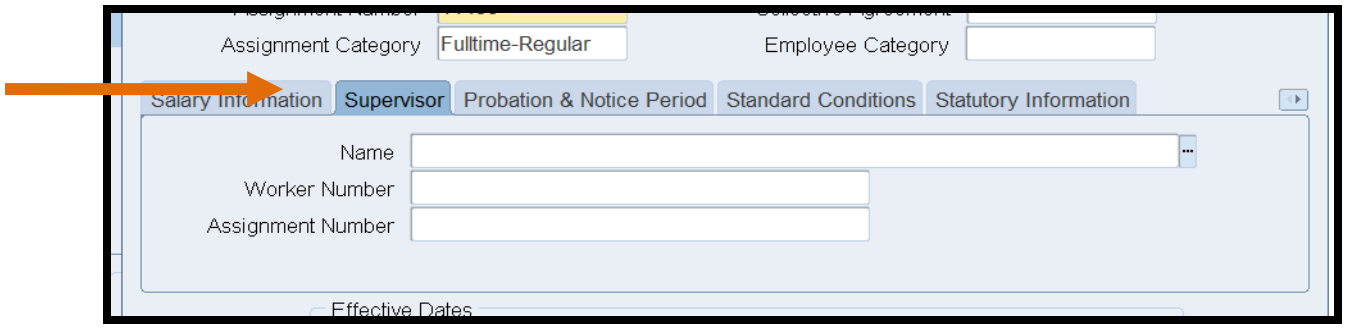
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Person Service	Service **AFFECTS EASIV INTERFACE FILE**	Everyone should have a value. There should be no NULL (BLANK) values. The user should not see any service except for Army	Update "Service" on HR Record.	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Additional Personnel Details [ ] Flex Field > Service



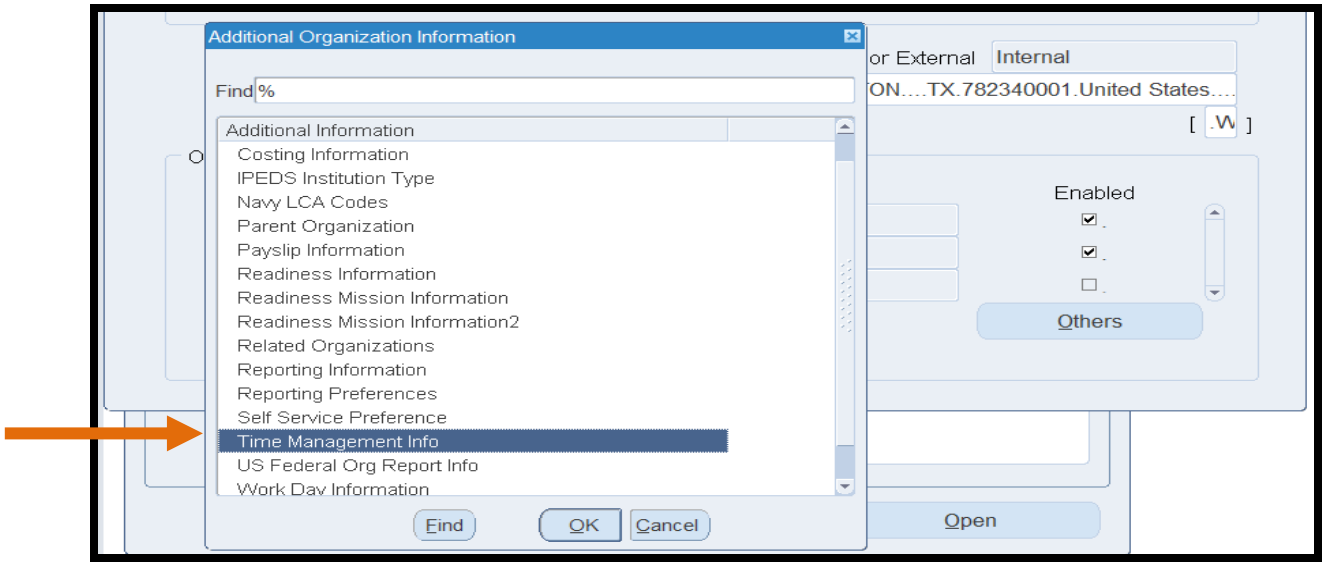
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Organization Name	The organization the employee is assigned to **Note:** This information is source fed for Active Duty, Reserve, Guard, and Civilians. Inaccurate data must be corrected in the source systems; otherwise, errors will continue to appear. The source system overrides all manual entries for these person types. **AFFECTS EASIV INTERFACE FILE**	Verify all personnel are assigned to the correct organization. There should be no NULL (BLANK) values. No one should be assigned to the highest level organization at the facility (Header Organizations) The assigned organization is manually entered for Contractors, Volunteers, and Local Nationals – there is no source feed for these categories	Correct the personnel's Organization on the assignment screen and in the source system	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Assignment > Organization

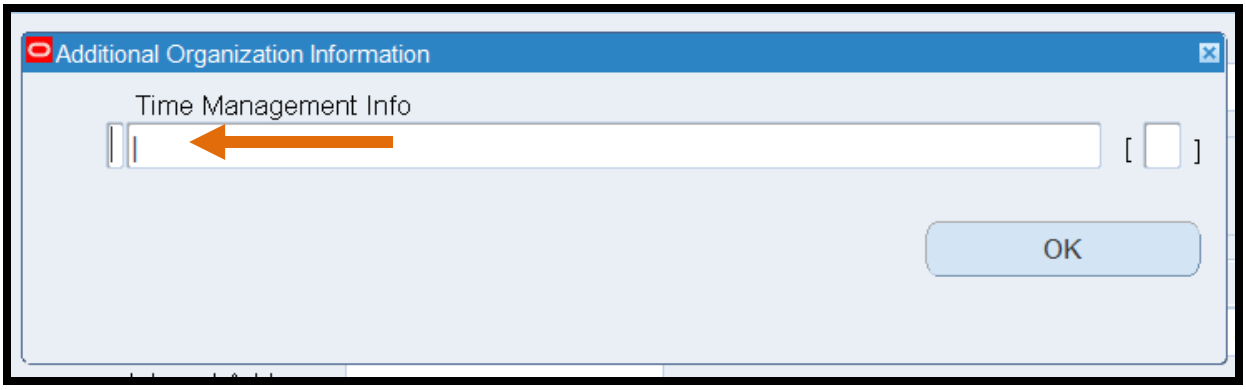


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Supervisor	**This field is not used by the Army** **DOES NOT AFFECT EASIV INTERFACE FILE**		Remove any supervisor's name attached to an Army employee	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Assignment > Supervisor

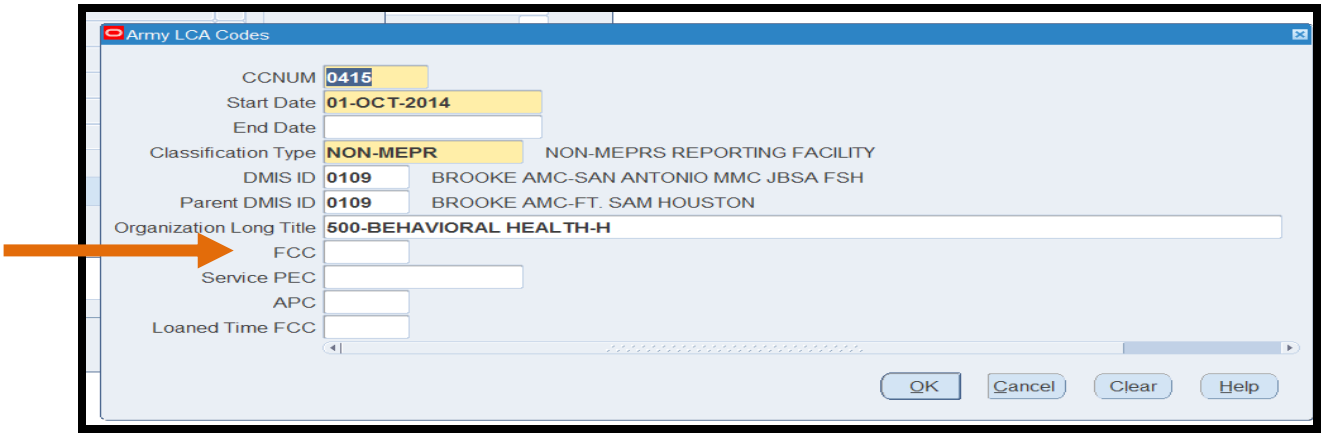


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Timekeeper	All assigned personnel must have a Timecard Approver. **NOTE:** Timecards flow to the approver assigned to the people group organization. If there is not a timecard approver assigned to the People Group, the employee(s) assigned to that People Group organization when they submit their timecards will receive an error **DOES NOT AFFECT EASIV INTERFACE FILE – BUT DOES AFFECT TIMECARD FLOW**	Verify all personnel have a timecard approver; there should be no NULL (BLANK) values.	Review the People Group organization; ensure the organization is valid and there is a timecard approver assigned to the organization	Army LCA Manager > Work Structure > Organization > Description > Enter the Organization > Find B > Highlight "HR ORGANIZATION" > Others > Select Time Management Info > Click in the Time Management Info field > Enter the name of the Timecard Approver (last name, first name) and press **[Tab]** > Verify the assigned Timecard Approver is accurate > OK > Save

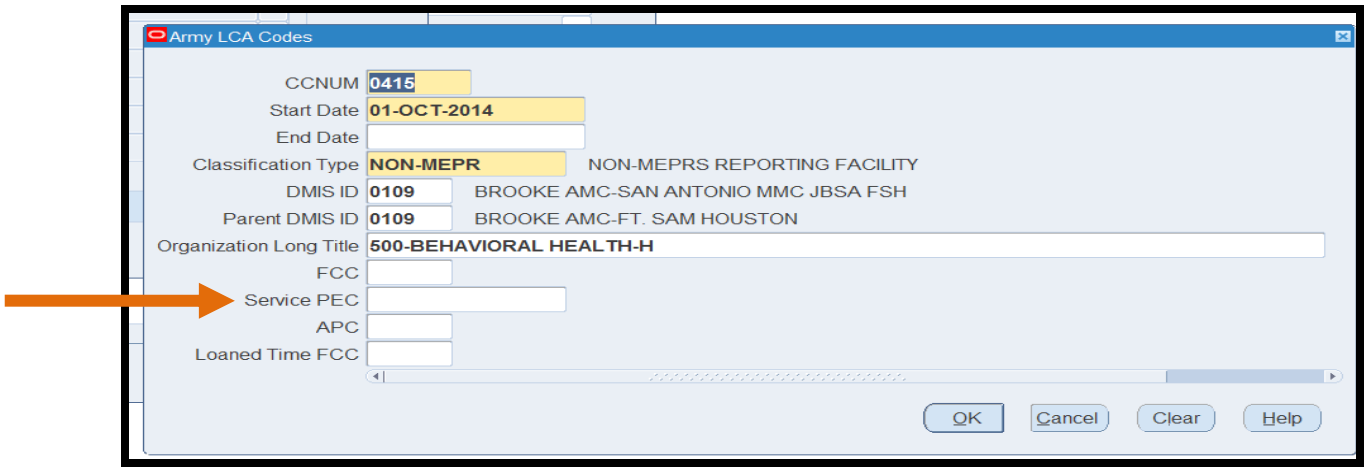




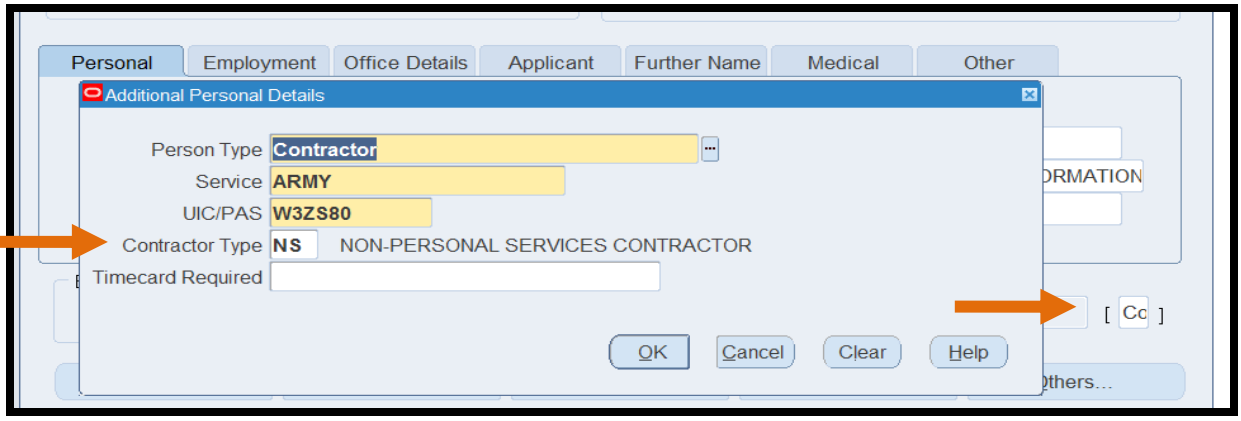
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
FCC	Functional Cost Code **AFFECTS EASIV INTERFACE FILE**	Validate the Functional Cost Code All assigned personnel must have a functional cost code associated with their organization	Correct the FCC field for the organization	Army LCA Manager > Work Structure > Organization > Description > Enter the Organization > Find B > Highlight "HR ORGANIZATION" > Others > Select Army LCA Codes > Select Current Fiscal Year > FCC



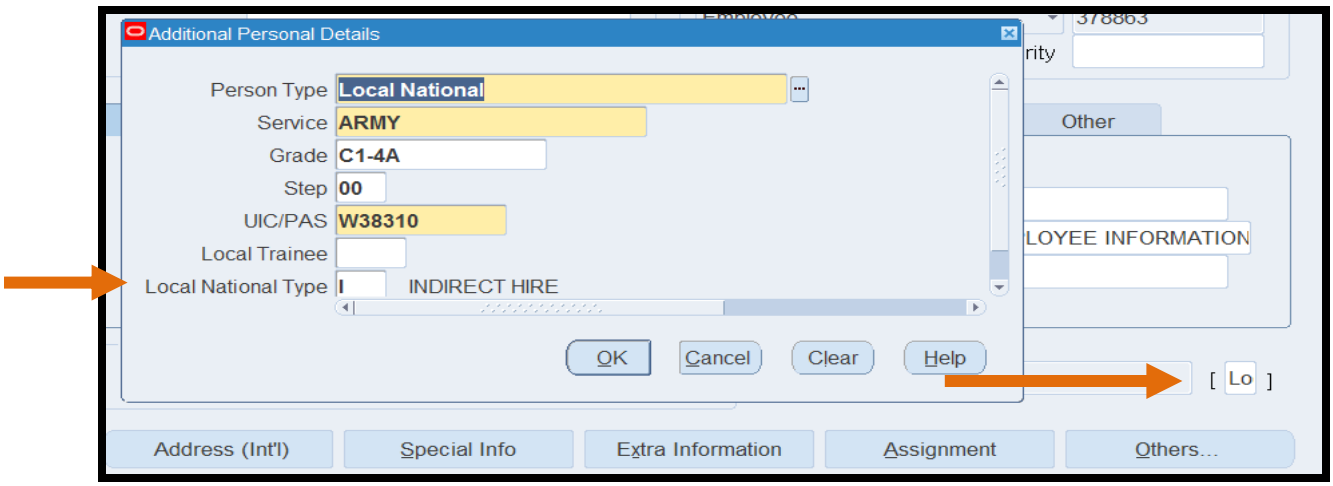
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUPE	Service Unique Program Element **NOTE**: the SUPE is the Service Program Element Code (PEC) **AFFECTS EASIV INTERFACE FILE**	Each organization must have the correct Service Unique Program Element designated for the organization; There should be no NULL (BLANK) values	Correct the PEC field for the organization and ensure the employee is assigned to the appropriate organization on the assignment screen	Army LCA Manager > Work Structure > Organization > Description > Enter the Organization > Find B > Highlight "HR ORGANIZATION" > Others > Select Army LCA Codes > Select Current Fiscal Year > Service PEC



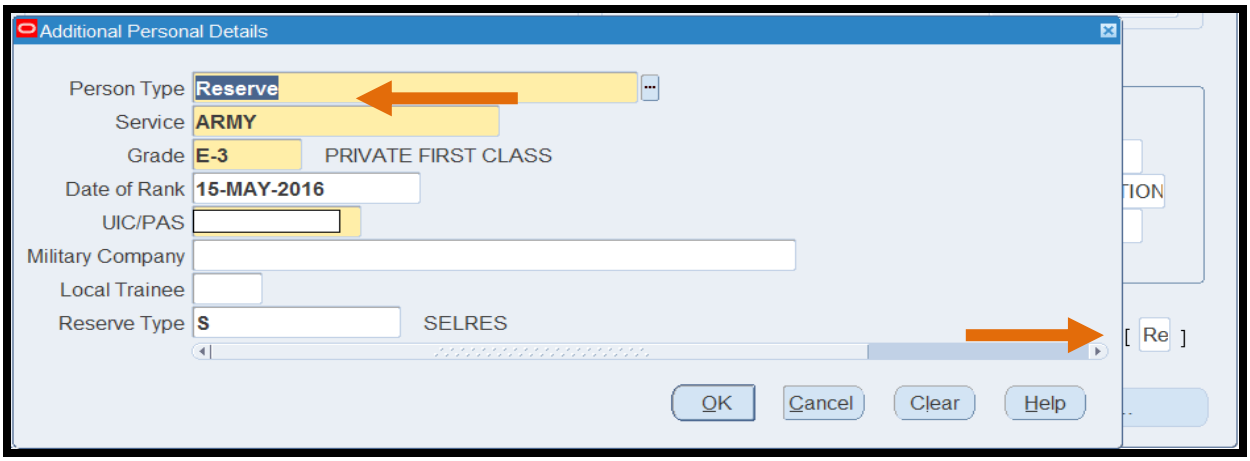
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Contractor Type	NS = Non-personal services (not on TDA) SC = Services (on TDA) **AFFECTS EASIV INTERFACE FILE**	ALL Contractors MUST have a value here; Contractors missing the contract type will be missing their SUEE and BSL	Verify this column for Contractors; typically will have an NS value	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Additional Personnel Details Field > Contractor Type



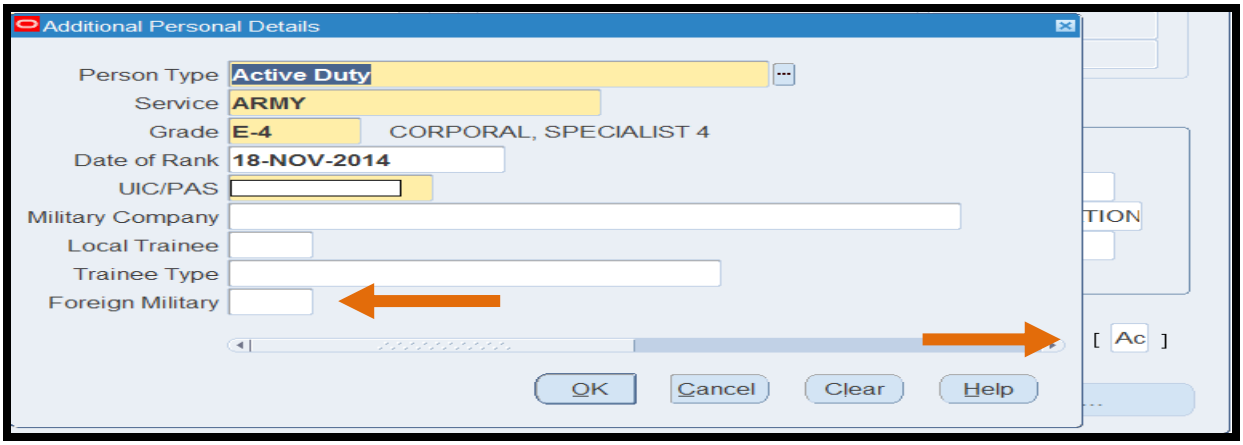
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Local National Type	D = Direct Hire I = Indirect Hire F = Free Receipt NULL (BLANK) Only applicable if local nationals are working at the MTF **AFFECTS EASIV INTERFACE FILE**	ALL Local National MUST have a value here; Local Nationals missing a Local National type will also be missing their SUEE and BSL	Correct Local National Type in the HR record	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Click in the Additional Personnel Details field > Local National Type



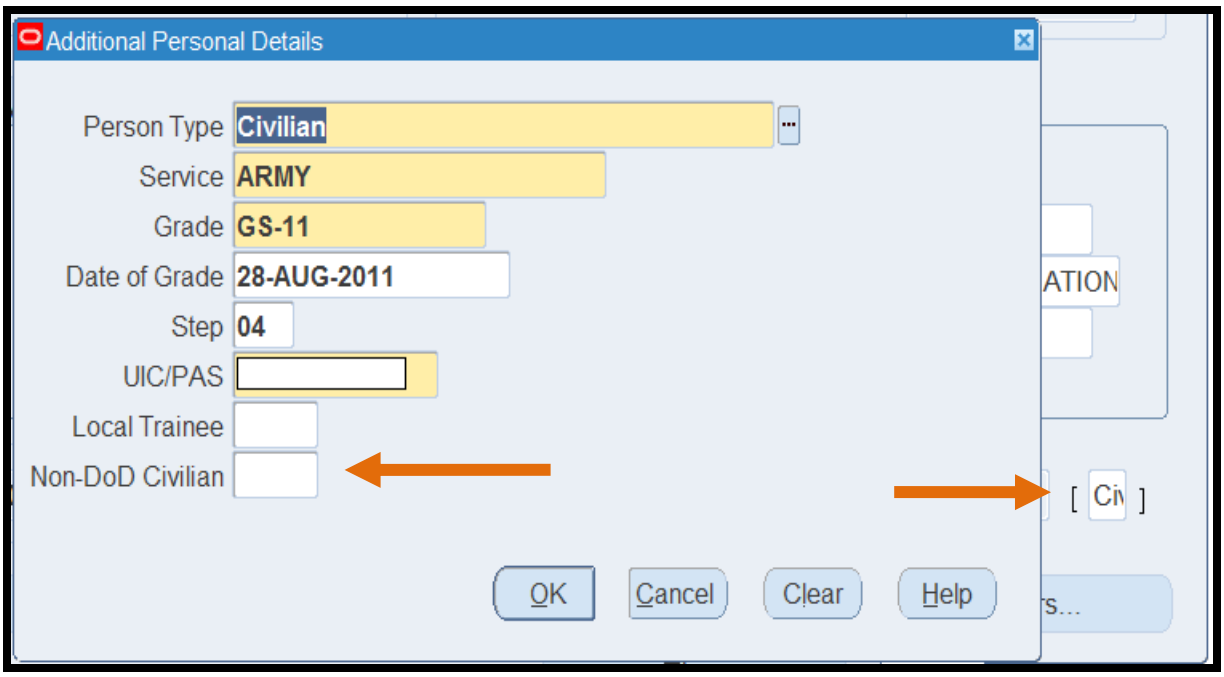
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Reserve Type	A = activated I = IMA R = ROCT S = SELRES Applicable to Reservist working at the MTF **AFFECTS EASIV INTERFACE FILE**	ALL Reservist MUST have a value here; reservist missing a reserve type will be missing their SUEE and BSL	Correct Reserve Type in HR record for Reservists	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Click in the Additional Personnel Details field > Reserve Type



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Foreign Military	Foreign military flag (Yes/No) or NULL (BLANK) This column is only applicable if there are Foreign Military working at your site. **AFFECTS EASIV INTERFACE FILE**	ALL Foreign Military MUST have a value here; otherwise,, the field should remain NULL (BLANK) **NOTE: DO NOT put NO for employees who are not foreign military, leave it blank**	Correct the Foreign Military filed	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Click in the Additional Personnel Details field > Foreign Military (Yes)



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non DoD Civilian	For Civilians only. Y = NAF/non-DoD civilian employees or NULL (BLANK) This column is only applicable for Non-DoD Civilians working at the MTF **AFFECTS EASIV INTERFACE FILE**	ALL non-DoD Civilians MUST have a value in this column; otherwise, the field should remain NULL (BLANK)	Enter "Yes" in this column for all Non-DoD Civilians **LEAVE BLANK IF NOT A NON-DOD CIVILIAN**	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab[** > Find > People form > click in the Additional Personnel Details field > NON-DoD Civilian - enter "Yes"

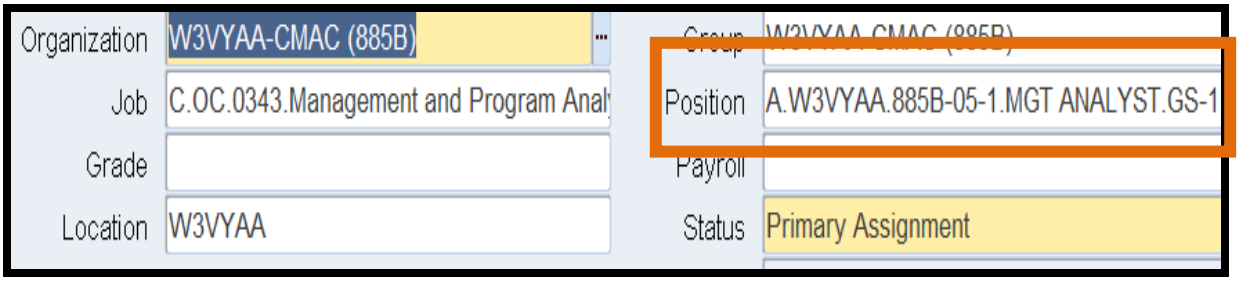


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Thesrr	**Does not apply to Army (Navy Only)**	**Does not apply to Army**	**Does not apply to Army**	**Does not Apply to Army**

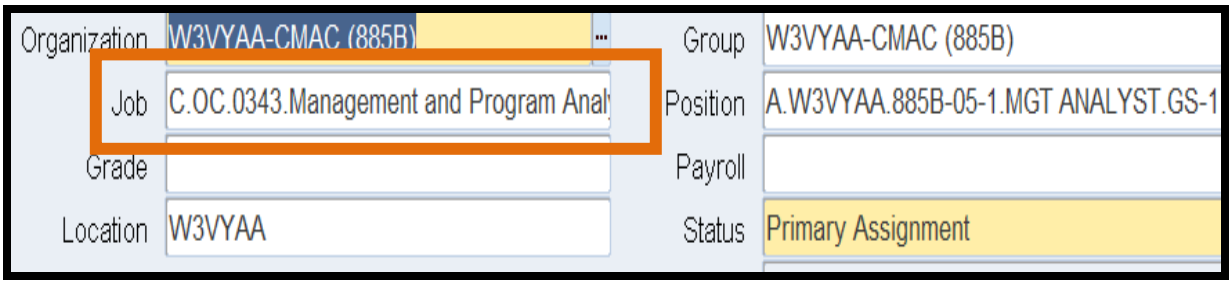
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Commercial Ac Reas	**Does not apply to Army (Navy Only)**	**Does not apply to Army**	**Does not apply to Army**	**Does not Apply to Army**

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Char8 BSL	**Does not apply to Army (Navy Only)**	**Does not apply to Army**	**Does not apply to Army**	**Does not Apply to Army**

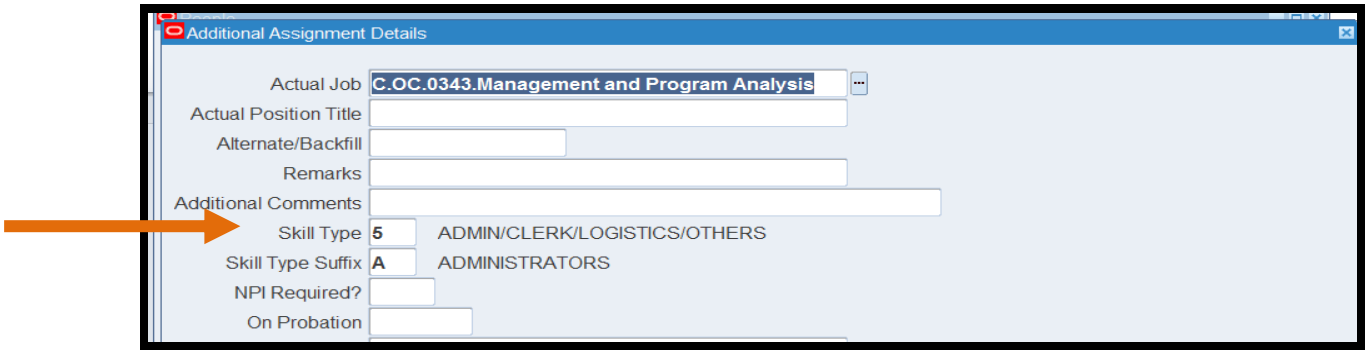
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Position	Billet Sequence Code **<u>DOES NOT AFFECT EASIV INTERFACE FILE, BUT DOES AFFECT THE PCR.</u>**	Required for PCR; however, it does not impact LCA processing	The position field does not need to be populated for processing	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Assignment > Click in Position Field to add position



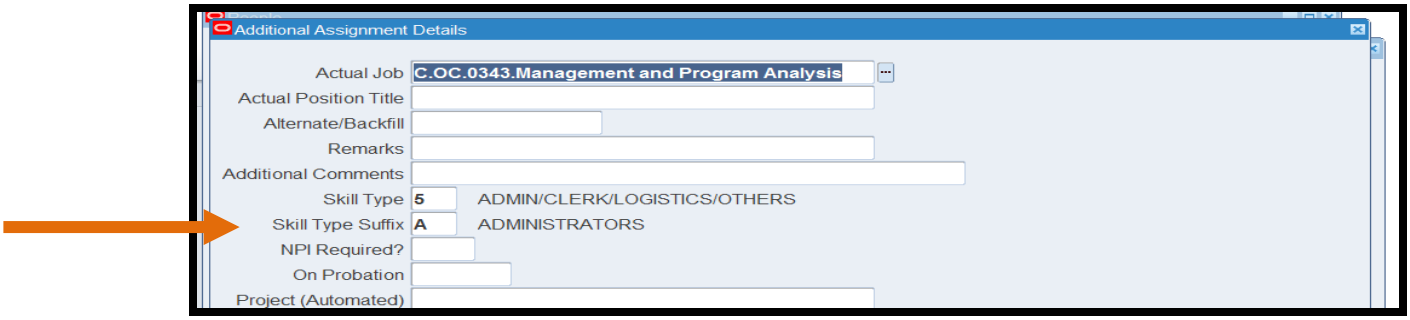
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Job	**<u>AFFECT EASIV INTERFACE FILE</u>**	All person types must have a job listed For Contractors, Local Nationals, and Volunteers the SUOC is pulled from this field		Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > click in the Assignment field > Job



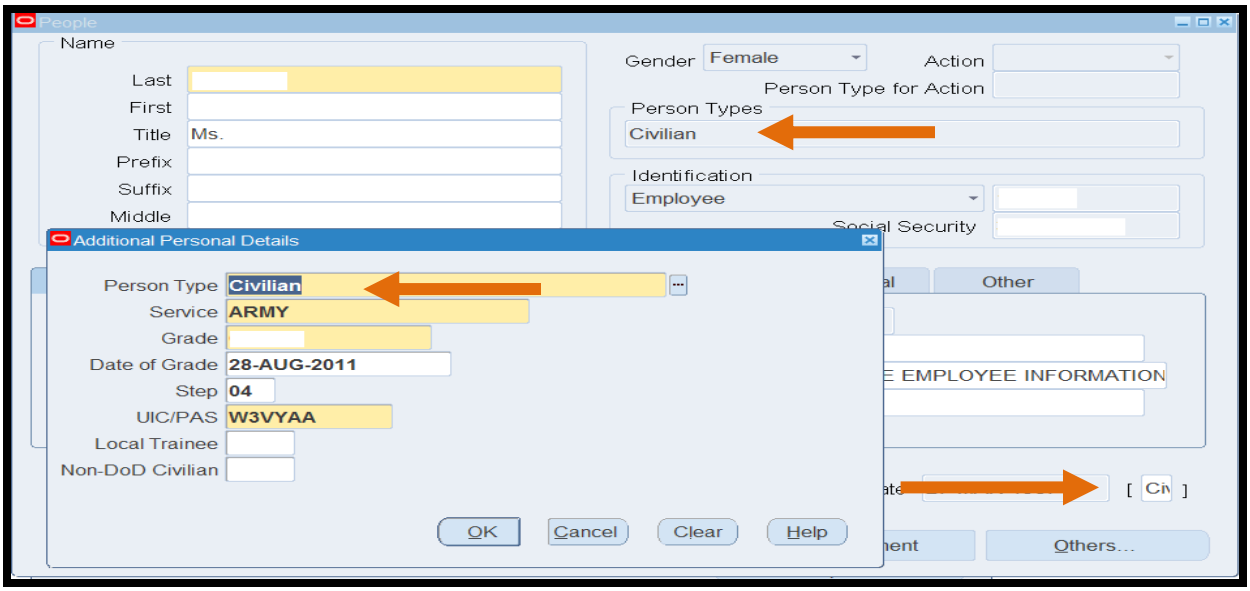
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Skill Type Suffix	Individual skill type suffix **AFFECTS EASIV INTERFACE FILE**	All personnel must have a skill type suffix that matches the Service Occupation Code; Can NOT contain NULL (BLANK) values Refer to MEPRS service occupation code list to verify the appropriate skill type related to the service occupation code	Correct the Skill Type Suffix field	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > click in the Assignment field > Click in the Additional Details field > Skill Type Suffix



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Skill Type Suffix	Individual skill type suffix **AFFECTS EASIV INTERFACE FILE**	All personnel must have a skill type suffix that matches the Service Occupation Code. Cannot contain a NULL (BLANK) value. Refer to MEPRS service occupation code list for the appropriate skill type for the service occupation code	Correct the Skill Type Suffix field	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > click in the Assignment field > Click in Additional Details field > Skill Type Suffix

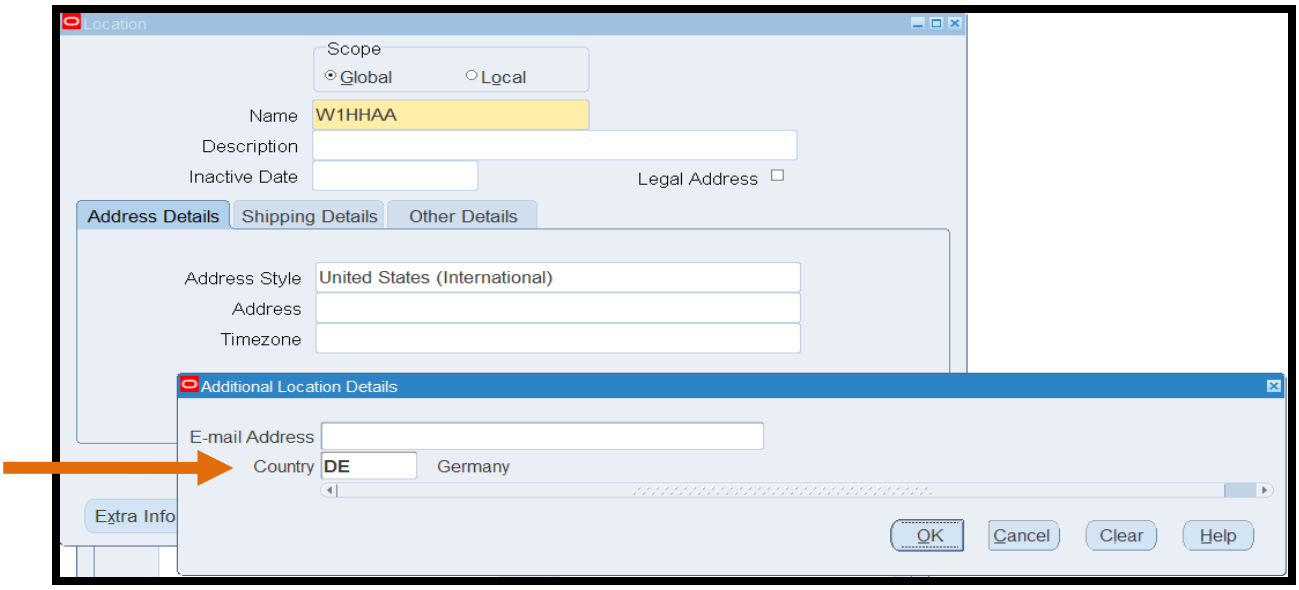


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Personnel Category	C = Civilian E = Enlisted L = Local National O = Officer T = Other V = Volunteer X = Contractor **AFFECTS EASIV INTERFACE FILE**	All records must contain a personnel category. Cannot contain a NULL (BLANK) value	When the Attribute Category is correct, the Personnel Category will be correct. Also verify that the rank is correct to differentiate between an Officer or Enlisted	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Click Find > People form > click in the Additional Details field > Enter correct Person Type



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Source of Funds	D = Direct S = Shared R = Reimbursable Source of Funds is derived from Personnel Category; anything other than a D (Direct) Should be questioned **AFFECTS EASIV INTERFACE FILE**	Must contain a value	Correct the Person Type Question anything other than a "D" in this field	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Click in the] Additional Personnel Details field > Enter correct Person Type

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Country	Normally contains value of US, other values can be KR=Korea, JP=Japan, DE=Germany **AFFECTS EASIV INTERFACE FILE FOR LOCAL NATIONAL EMPLOYEES**		Pulled from Organization Location	Army Manpower Manager > Work Structures: Location



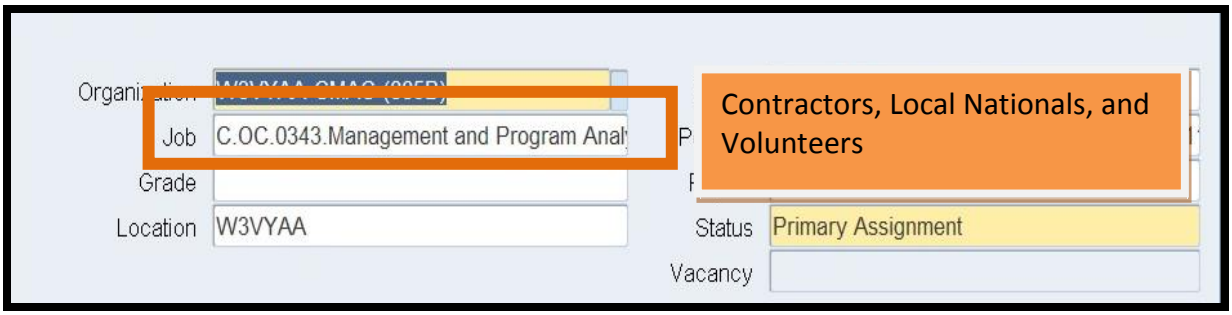
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Duty Indicator	BRD = Borrowed LND = Loaned N/A = Non-Applicable (Assigned employees) Values are pulled from the DoD_CONS_PERS_TYPE Table **AFFECTS EASIV INTERFACE FILE**	All records must contain a value Most contractors are BRD If hours are charged to project within same Parent DMIS ID associated with the assigned organization (on Assignment screen) the Duty Indicator will be N/A If hours are charged to a project outside of person's assigned organization, the Duty Indicator will be LND. If person from outside Parent DMIS ID charges time to a project within the Parent DMIS ID, the Duty Indicator will be BRD	Contact AMPO for issues with the Duty Indicator	

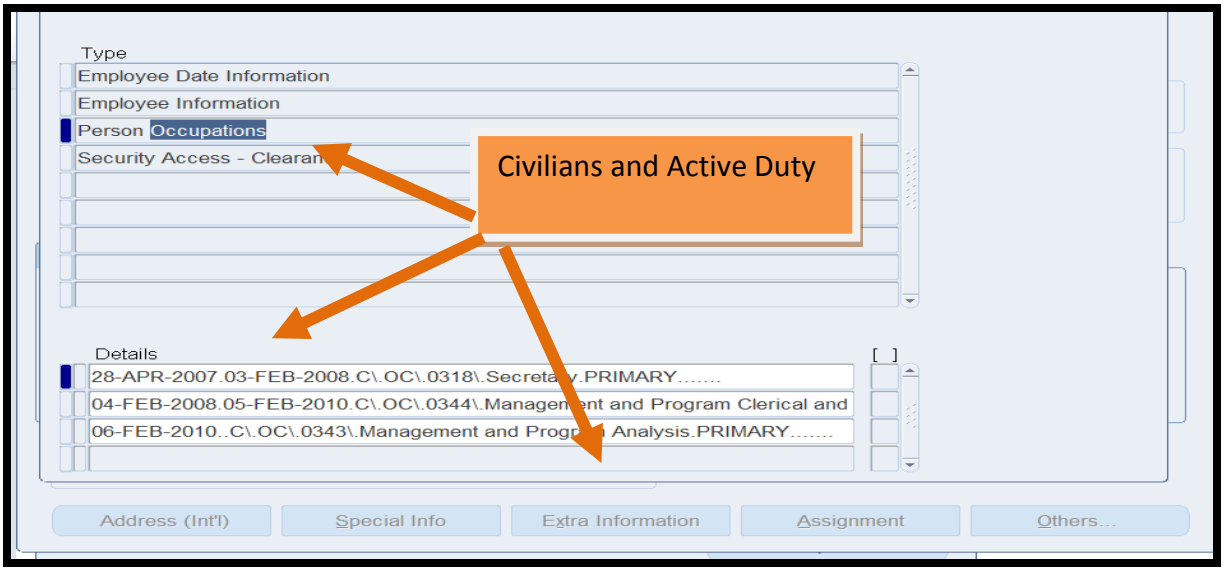
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
BSL	Basic Symbol + Limit **AFFECTS EASIV INTERFACE FILE**	All records must contain a value Local Nationals MUST have a country code listed. If a field is blank, this indicates issues exist elsewhere in the record; when corrected it will correct this field	Derived from Personnel Category Reserve derived from the reserve type Contractors derived from the contract type Local Nationals derived from the Local National type	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUEE	Service Unique Expense Element: A uniform term developed for EASIV in referencing Military Services expense elements The Person Category, Service, Skill Type, Contract Type, Local National Type, and Reserve Type for each employee formulate the SUEE	All records must contain a value **AFFECTS EASIV INTERFACE FILE**	Verify the person's personnel category, skill type, and service are accurate	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Assignment Status	Assignment status is taken from the assignment screen. Single Component personnel should have a Primary Assignment; Dual Component personnel should have a Primary Assignment and a Secondary Assignment	All records must have a value Question assignment status' not reflected as Primary, Deployed, or LWOP The assigned personnel report should only reflect active duty, civilians, contractors, and volunteers assigned to the MTF **AFFECTS EASIV INTERFACE FILE**	Assignment Status Personnel not assigned to the MTF should be changed to the appropriate assignment organization	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Assignment > Click in Status Field

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUOC	Service Unique Occupation Code (Job) **<u>AFFECTS EASIV INTERFACE FILE</u>**	All employees must have a value; NO NULL (BLANK) values are allowed For Contractors and Volunteers, this pulls from the Job series on the Assignment screen For Active Duty, Reserve, Guards, and Civilians this pulls from the Primary Occupation on the Extra Information screen	If the Primary Occupation Code has been end dated by a source feed, remove the end date Enter missing Primary Occupation Codes Resolve conflicting Primary Occupation Codes Ensure Reservist have a Primary Reservist Occupation Code instead of a Primary Occupation Code Delete occupation codes from the HR record for Contractors, Local Nationals, and Volunteers	**1. Volunteers and Contractors:** **>** Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Assignment > Job **2. Military, Local Nationals, and Civilians:** > Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > **[Tab]** > Find > People form > Extra Information > Extra Person Identification screen > Person Occupation > Details > Occupation Code and Occupation Type (must be Primary or Primary Reservist for Reserves)





COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Assigned FTE	Assigned FTE is calculated by the system for all assigned MTF personnel by dividing number of assigned days by number of month days **AFFECTS EASIV INTERFACE FILE**	Contractors and Volunteers will reflect NULL (BLANK) values Local Nationals, Assigned Active Duty, and Civilian employee must have a value listed		

EASIV Summary View

The EASIV Interface extracts and summarizes DMHRSi HR and labor cost data and calculates FTE data for each Parent and Child DMIS ID. The Interface formats the data for import into EASIV. This report summarizes the EASIV Interface data

The EASIV Summary View Report lists expenditure items by Parent DMIS ID, Year, and Month for employees that have approved time charged to the MTF's project; regardless of assignment status. The report includes hours charged to MEPRS tasks and costs for those hours. The report may be run anytime during the month; however, the final analysis should take place when all timecards have been approved. Only personnel with approved timecards will appear on the EASIV Summary View Report

NOTE: *Submitted timecards import into the system overnight; if you need to enter a timecard prior to creating the Interface file, the timecard must be batch entered. A PRC: Distribute Labor Cost process MUST be done to apply costs to hours. When complete save the entire EASIV Summary View final report in the DMHRSi monthly folder for data queries*

EASIV Summary View Report displays:

- Personnel that charged time to the MTF's project/tasks for the reporting month (including those assigned outside the MTF)
- MTF assigned personnel that charged time to another Project
- Monthly tasks and time data submitted for all
- Correct discrepancies in Pre-Approved Batch Entry or Expenditure Inquiry-Adjusting Approved Time. The user MUST Recalculate Raw Costs and re-run the PRC: Distribute Labor Costs process when tasks or hour are modified

There are two versions of the "EASIV Summary View" Reports in DISCOVERER for the MEPRS Managers use. MEPRS Managers should know how to access both versions

- **Standard "EASIV Summary View Report**: The standard report created and used by all Services

- **DMHRSi Data Check Tool Report**: AMPO created a Data Check Tool to assist the MTFs with identifying inaccurate or missing data elements

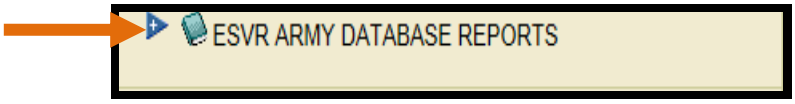
  - This report has the (-) and "NULLS" converted to "0"
  - This report has been formatted so that when saving the report, it saves with the Naming Convention needed for the report to upload into the Data Check Tool
  - This report has been formatted so that DMIS ID, Month, and Year shows on all lines not just the first line
  - This report has been formatted so that any number that has a Leading "0's", the leading "0's" will show

1. Log into Discoverer Viewer through "DMHRSi LCA Exception Manager" or "Army LCA Manager"

2. Access the "EASIV Summary View" workbook:

- **<u>Standard Report</u>**: Click the blue arrow by "LCA EASIV Audit Reports"

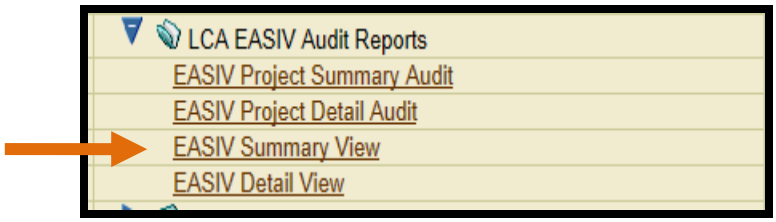
- **<u>DMHRSi Data Check Tool</u>**: Click the blue arrow by "ESVR ARMY DATABASE REPORTS"



NOTE: *To be able to upload data into the "DMHRSI Data Check Tool" and the "Financial Reconciliation Report" sites must use the "ESVR Army Database Reports"*

3. Open the "EASIV Summary View" parameters page:

- **<u>Standard Report</u>**: Select "EASIV Summary View"

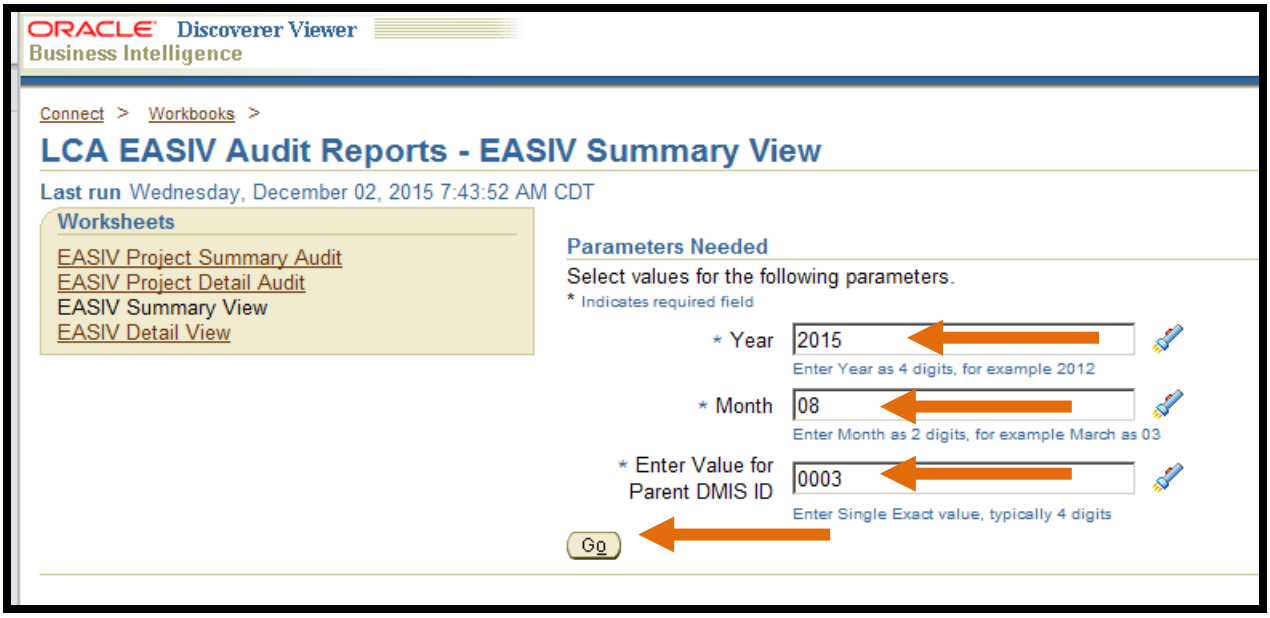


- DMHRSi Data Check Tool: Select "EASVR ARMY DATABASE REPORTS"

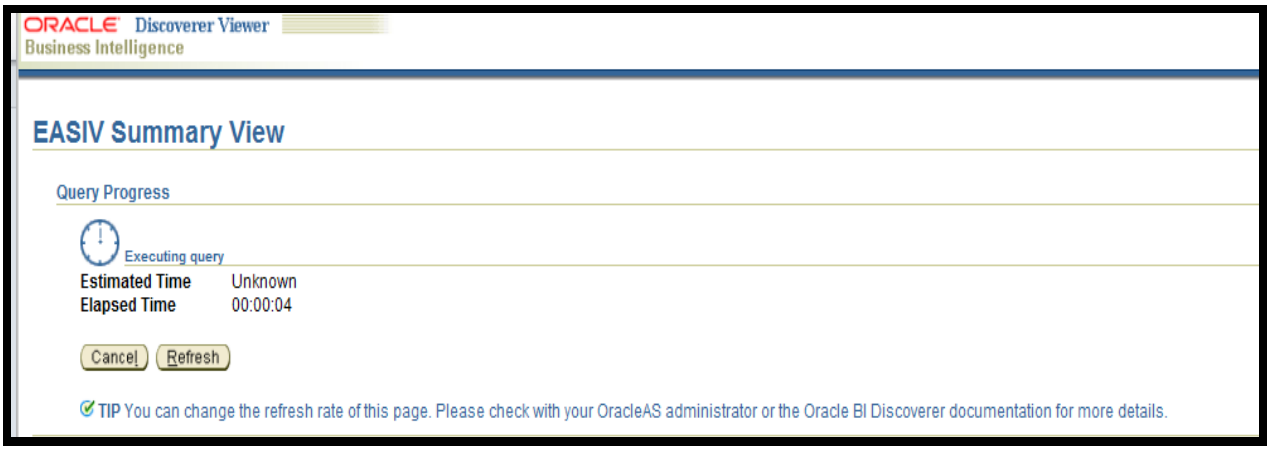
The following is the same for both the "Standard Report" and the "DMHRSi Data Check Tool"

4. Enter the following parameters then click "Go"

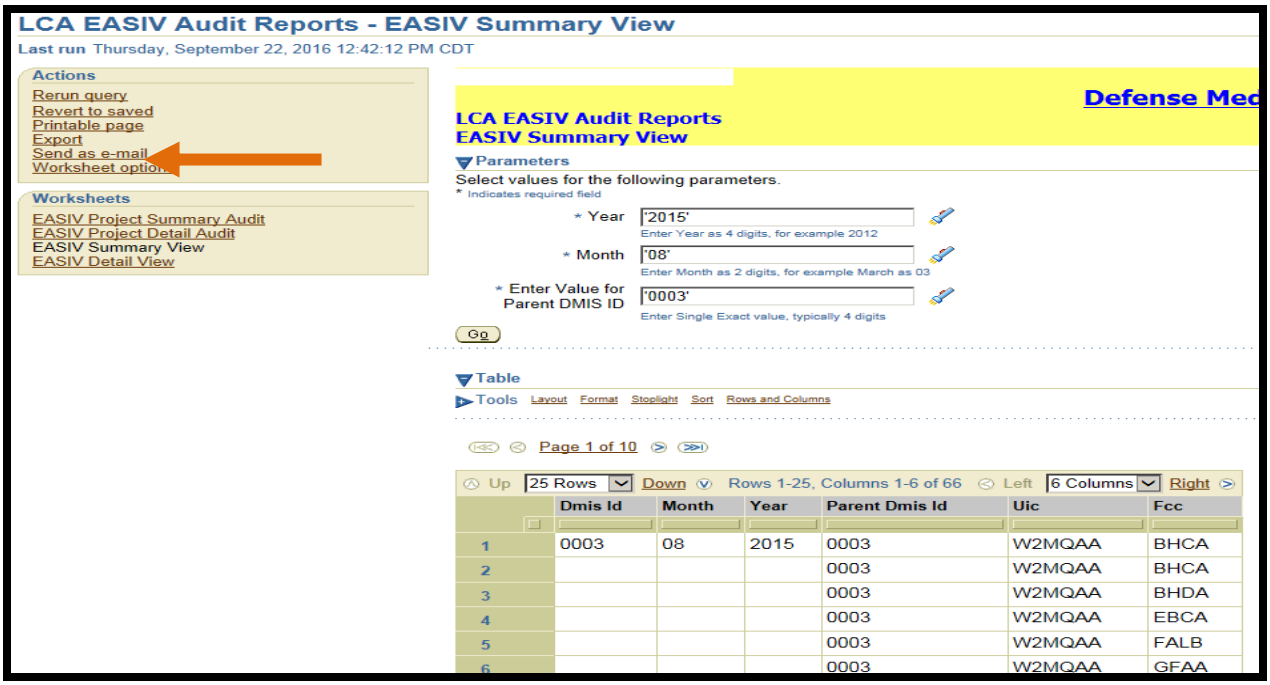
- Enter the Year in "YYYY" format
- Enter the Month in "MM" format
- Enter the MTF Parent DMIS ID in the "Enter value for Parent DMIS ID" field



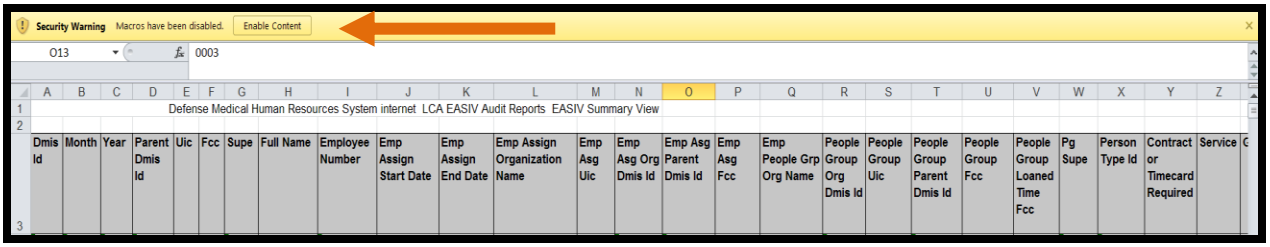
5. “Query Progress” indicates query is processing; be patient as it may take awhile for the report to run



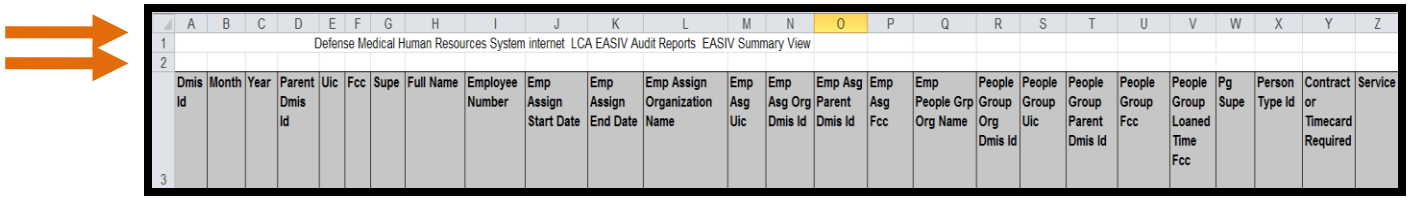
6. The queried report open; Export to “Excel”



7. Click “Enable Content”

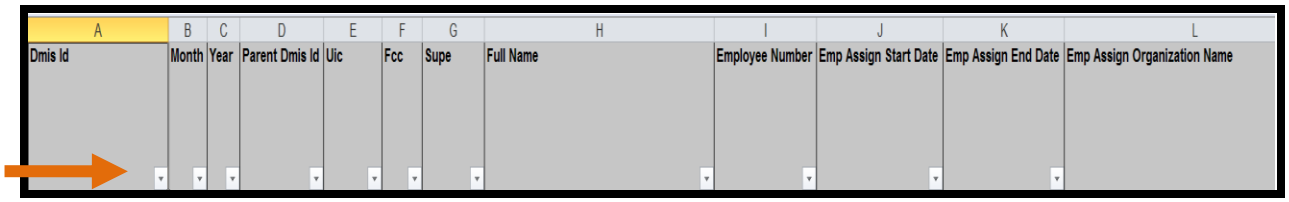


8. Delete the first two lines of this spreadsheet



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Defense Medical Human Resources System internet LCA EASIV Audit Reports EASIV Summary View																									
2																										
3	Dmis Id	Month	Year	Parent Dmis Id	Uic	Fcc	Supe	Full Name	Employee Number	Emp Assign Start Date	Emp Assign End Date	Emp Assign Organization Name	Emp Asg Uic	Emp Asg Org Dmis Id	Emp Asg Parent Dmis Id	Emp Asg Fcc	Emp People Grp Org Name	People Group Org Dmis Id	People Group Uic	People Group Parent Dmis Id	People Group Fcc	People Group Loaned Time Fcc	Pg Supe	Person Type Id	Contract or Timecard Required	Service

9. Add filters to the column headers



A	B	C	D	E	F	G	H	I	J	K	L
Dmis Id	Month	Year	Parent Dmis Id	Uic	Fcc	Supe	Full Name	Employee Number	Emp Assign Start Date	Emp Assign End Date	Emp Assign Organization Name

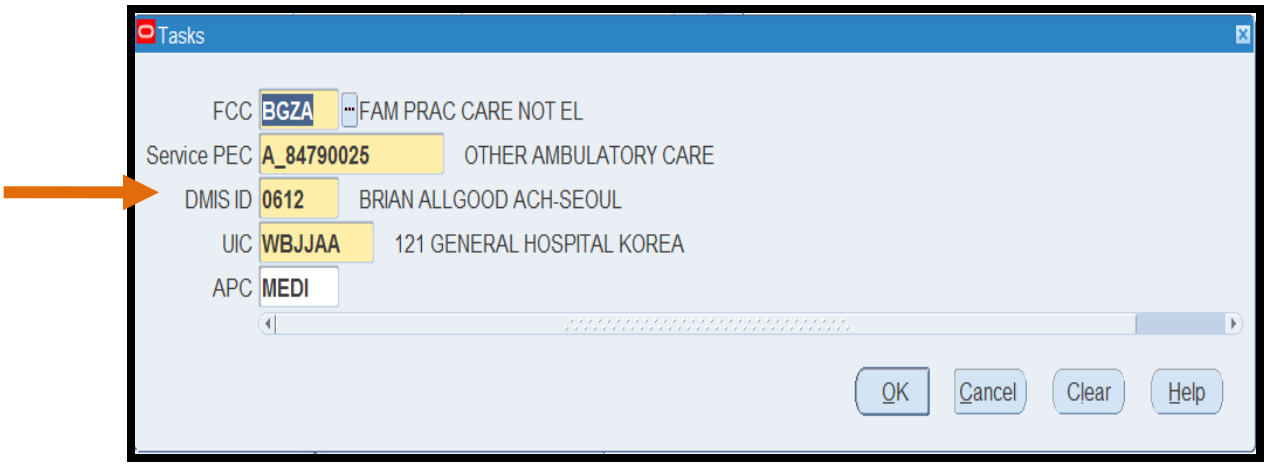
EASIV Summary View Report Rules:

- Assigned FTE is obtained from the employees assigned Organization
- When Parent DMIS ID on the assigned organization, People Group Organization, and Project Number are the same the Functional Cost Code (FCC) for non-available labor is obtained from the people group organization. If the Parent DMIS ID is different on one of these areas then the FCC for non-available time will come from the assigned organization
- The People Group may be different from the assigned organization if an employee is working for a different organization; the People Group organization represents the employees actual work
- When employees change assignments, a historical assignment record is maintained in DMHRSi
- Service Unique Occupation Code (SUOC) is generated from the occupation code found in the employee's "Extra Information-Person Occupation" with a type of "Primary" for Active Duty and Civilian personnel, and "Primary Reservist" for Reserve and Guard personnel
- The SUOC for Contractors and Volunteers comes from the "Job" field found on the "Assignment" screen
- Task Service Type indicates available or non-available work. Task Service Types in DMHRSi are Available; Non-Available paid leave; Non-Available unpaid leave; Non-Available sick leave; Non-Available comp time taken; and Non-Available-other
- The 1st seven data fields come from the following:

    - Available time: Data comes from the Task
    - Non-Available Time: Data is retrieved from the "Group Organization Data" when the Parent DMIS ID is the same on the Organization, Group Organization, and Project
    - Non-Available Time: Data is retrieved from the "Organization Data" when the Parent DMIS ID does not match on the Organization, Group Organization, or Project Number

EASIV Summary View Report Columns:

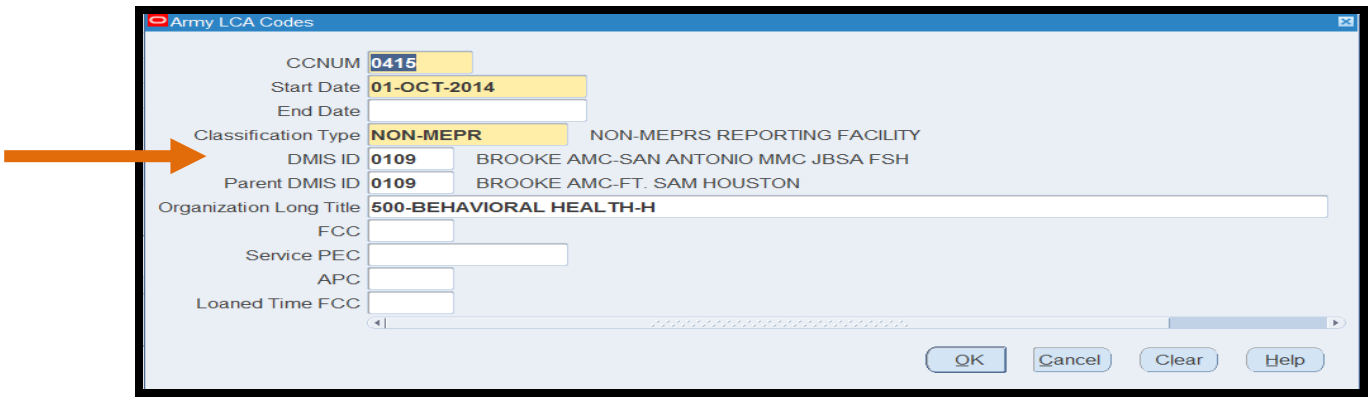
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
DMIS ID	Should only display the MTF's DMIS/Child DMIS ID **AFFECTS EASIV INTERFACE FILE**	Validate DMIS/Child DMIS ID The DMIS ID is listed once on the report If the task is correct but the DMIS ID is not, then check the DMIS ID that was entered in the DMIS ID data field on for the Task	A different DMIS ID appears for assigned employees charging time to another Project using a FC** task. The time will need to be transferred to the assigned MTF's project using the FC** code, or contact the other facility to determine if another task should be used	



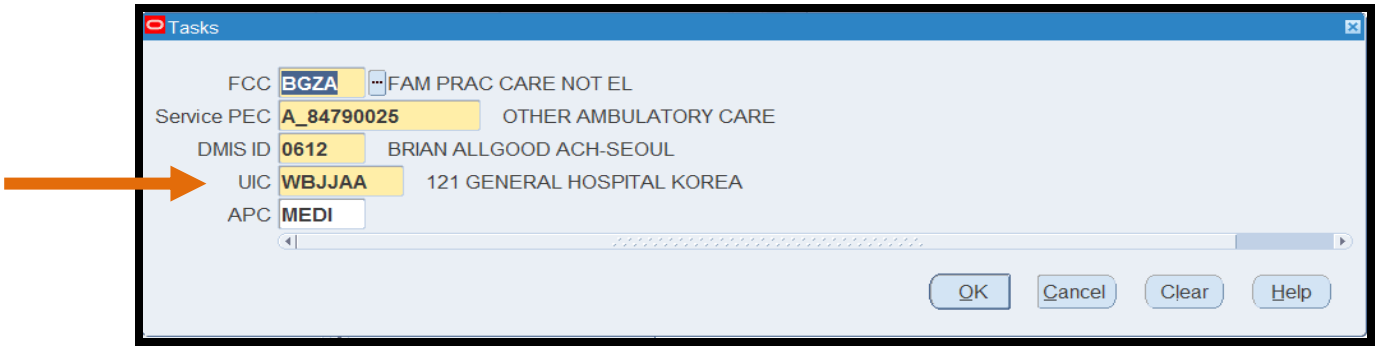
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Month	Displays the month for the report **AFFECTS EASIV INTERFACE FILE**	Verify the month The Month is listed once on the report	Re-run the summary view report when the month is inaccurate **DMHRSi uses calendar month not fiscal month**	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Year	Displays the year the for report **AFFECTS EASIV INTERFACE FILE**	Validate the year The year is listed once on the report	Re-run the summary view report when the year is inaccurate **DMHRSi uses calendar year not fiscal year**	

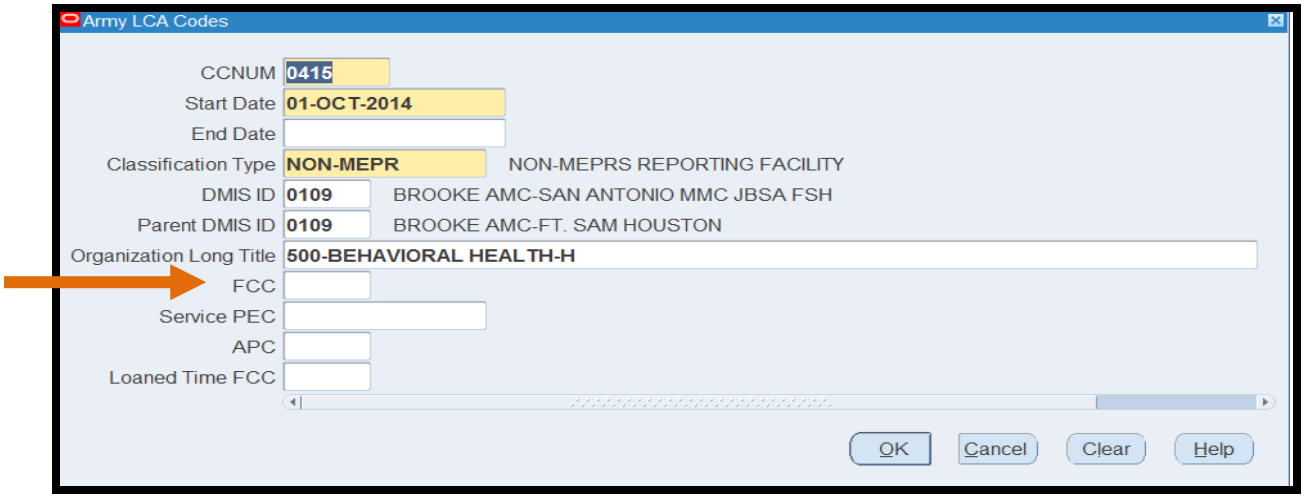
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Parent DMIS ID	Displays the Parent DMIS ID of the task time is charged to **AFFECTS EASIV INTERFACE FILE**	Ensure the Parent DMIS ID is listed. There Should be no NULL (BLANK) values	The Parent DMIS ID comes from the project number	Army LCA Manager > Project > Find Projects > Enter Project Number > Tab > Click Find > Projects, Templates Summary > Open > Projects, Template > Options: Classifications > Project Classifications > Category: Parent DMIS ID



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
UIC	Unit Identification Code **DOES NOT AFFECT EASIV INTERFACE FILE**	There should be NO NULL (BLANK) values	Generated from the UIC field on the MEPRS code the employee used	LCA Manager > Project > Find Project > Enter Project Number > click Find >Projects, Templates Summary > Open > Projects, Templates > Details > Tasks > Open task number > Click in task detail > UIC > Save

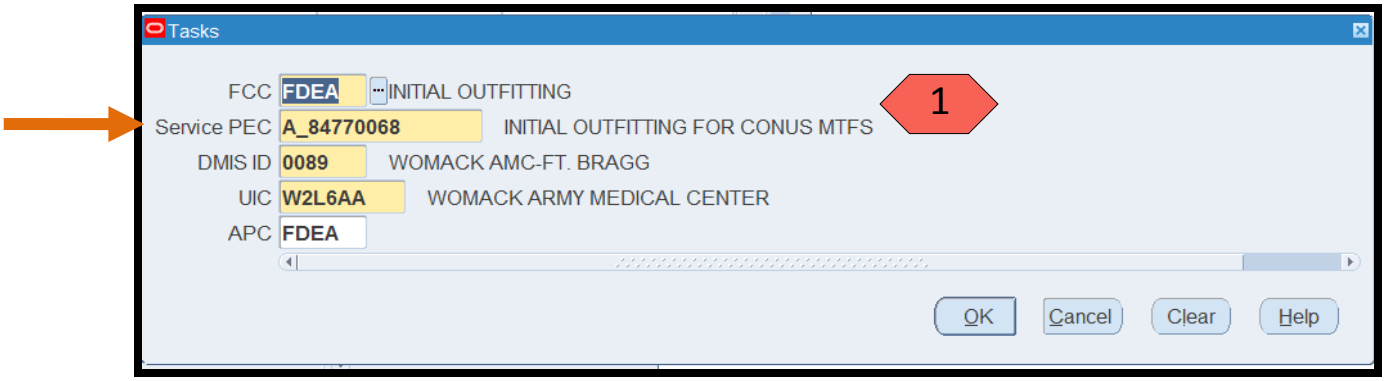


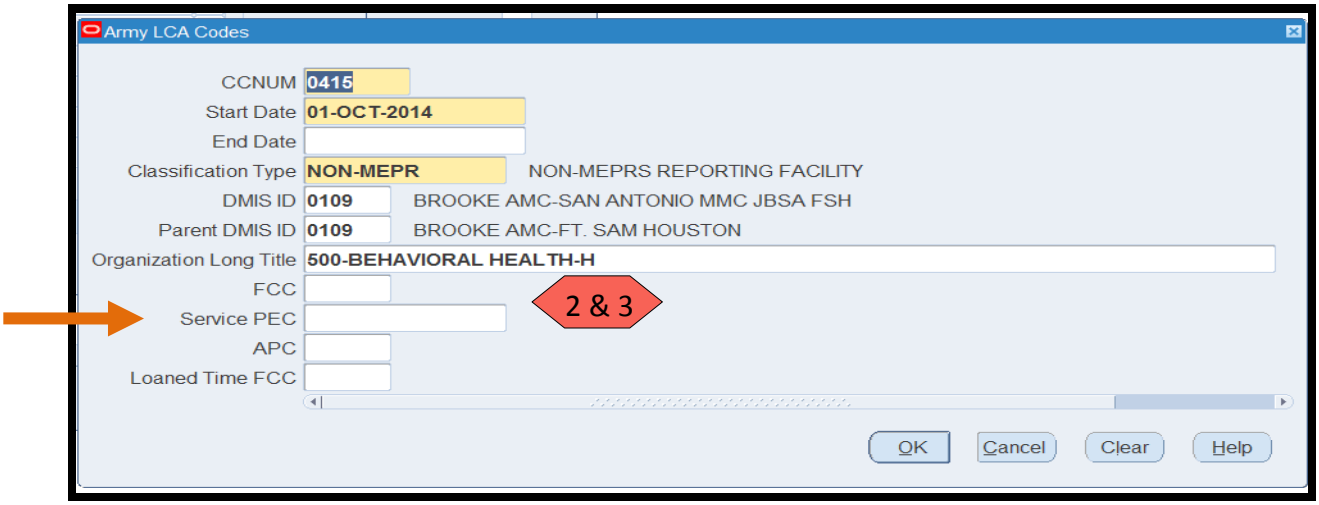
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
FCC	Functional Cost Code **<u>DOES NOT AFFECT EASIV INTERFACE FILE</u>**	Validate the Functional Cost Code	Comes from the Task FCC field of the task time is charged to When a leave task is charged, the FCC comes from: 1. The FCC is retrieved from the "People Group" organization Task when the Parent DMIS ID on the Assigned Organization, People Group Organization, and Project number matches 2. The FCC is retrieved from the "Assignment Organization" Task when the Parent DMIS ID on the Assigned Organization, People Group Organization, and project number do not match	Army LCA Manager > Work Structures: Organization > Description > Enter Organization > Find B > Highlight "HR Organization" > Others > Select Army LCA Codes > Select Current Fiscal Year > FCC



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUPE	Service Unique Program Element **NOTE**: the SUPE is the Service Program Element Code (PEC) **<u>AFFECTS EASIV INTERFACE FILE</u>**	Validate the Service Unique Program Element	The SUPE is contingent upon the employees Task service Type, the Borrowed, Loaned Status, and Duty Indicator 1. The SUPE is retrieved from "TASK SUPE" when the Service Type on the Task Expenditure Item is AVAILABLE and the status of the Duty Indicator is BRD or N/A. 2. The SUPE is retrieved from "People Group Organization" when the "Expenditure Item" task "Service Type" is AVAILABLE and the "Duty Indicator" is LND;	

			the SUPE hard coded to 84771483 (the available time will go to the project and task the employee applied time to. At the assigned organization, the system will automatically generate a loaned record and apply the time to FCDA) 3. The SUPE is retrieved from the "People Group" when the "Expenditure Item" task type is NON-AVAILABLE, and the Parent DMIS ID on the assigned Organization, People Group Organization, and project number match	

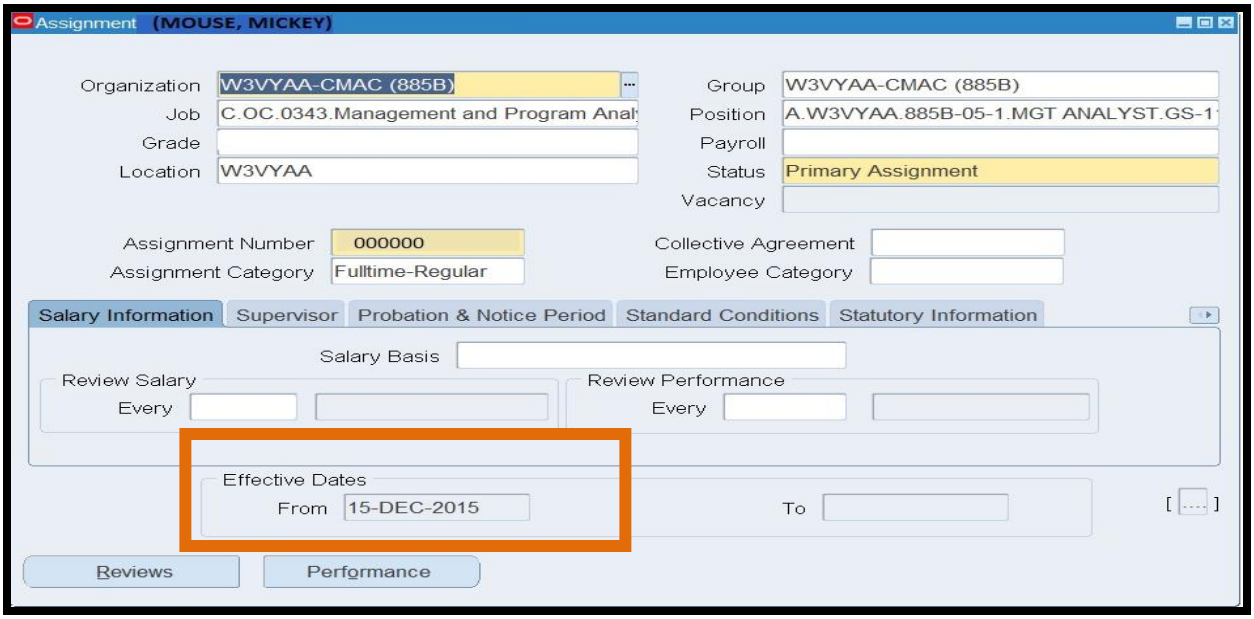




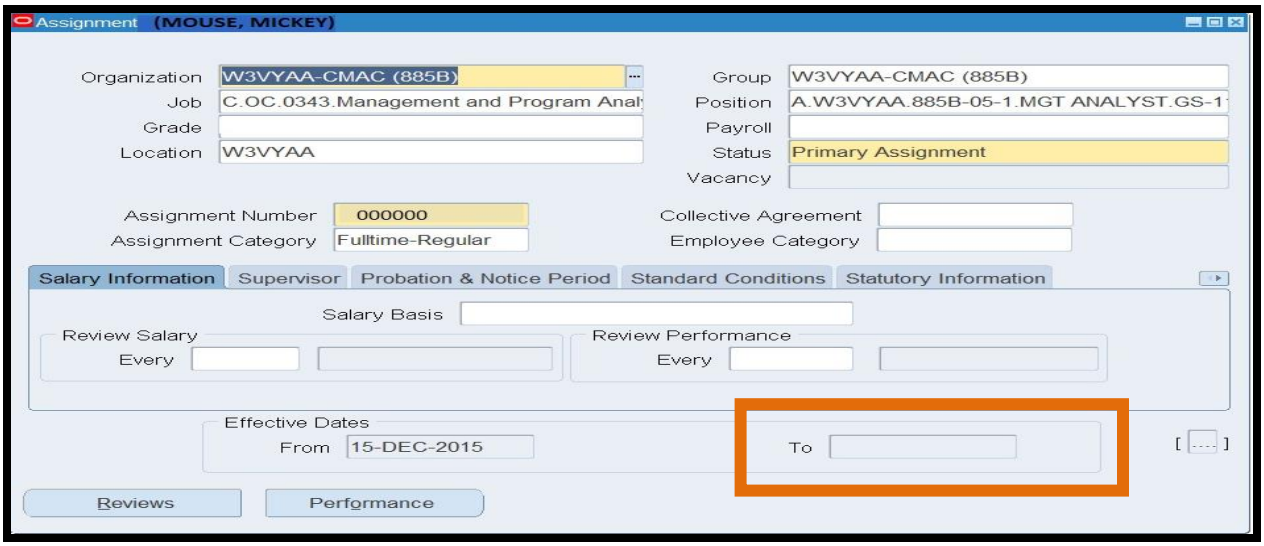
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Full Name	Name as displayed on the personnel record **DOES NOT AFFECT EASIV INTERFACE FILE**	**ENSURE ALL NAMES ARE IN CAPITAL LETTERS**.		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Employee Number	Assigned by the system, located on the personnel record	**DOES NOT AFFECT EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Assign Start Date	Start date of the employee's current assignment. Employees can have multiple assignments during a reporting period **NOTE**: Changes made to the assignment screen can change the date; (i.e. change to the skill type/skill type suffix)	The assignment start date must be within the processing month for employee man-hours to reflect on the EASIV interface file **AFFECTS EASIV INTERFACE FILE**	Taken from the personnel record, assignment screen. Employees may have multiple organization assignments during a reporting period. **Remember to date track if you need to make changes**	HR Manager > People > Enter and Maintain > Find Person Screen > Enter Full Name/Partial Name with the % sign, SSN, or Employee Number > **[Tab]** > Find > Assignment **[Tab]**

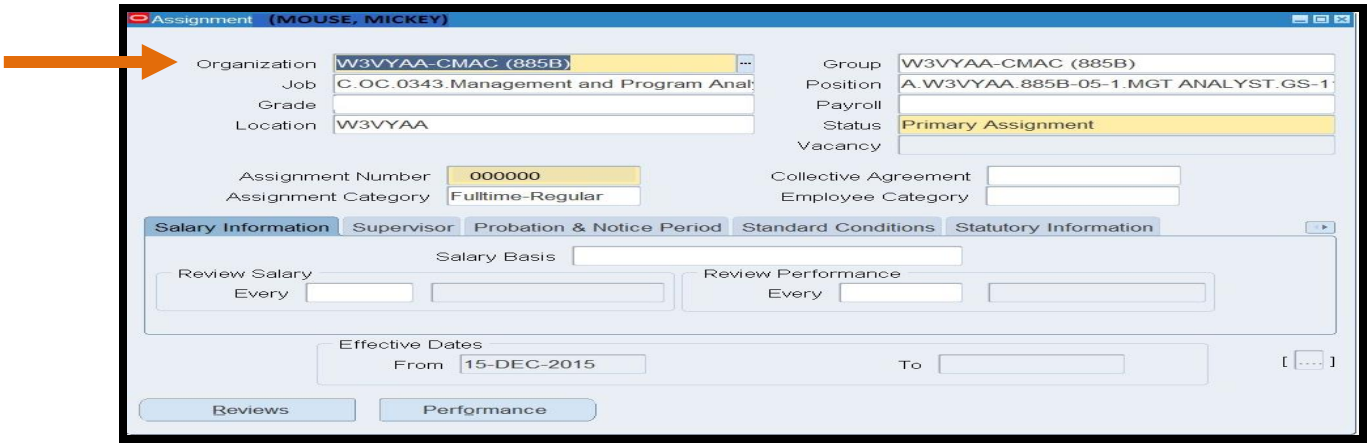


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Assign End Date	The end date of the employee' assignment or end date of a segment. Employees can have multiple assignments during the reporting period. **NOTE**: Changes to the assignment screen can change this date; (i.e. change to the skill type/skill type suffix) **AFFECTS EASIV INTERFACE FILE**	The assignment end date must be within the processing month to reflect employee man-hours on the EASIV interface file	Taken from the personnel record, assignment screen. Employee can have multiple organization assignments during a reporting period. Remember to date track if you need to make changes	HR Manager > People > Enter and Maintain > Find Person Screen > Enter Full Name/Partial Name and the % sign, or SSN/Employee Number > **[Tab]** > Find > Assignment **[Tab]**

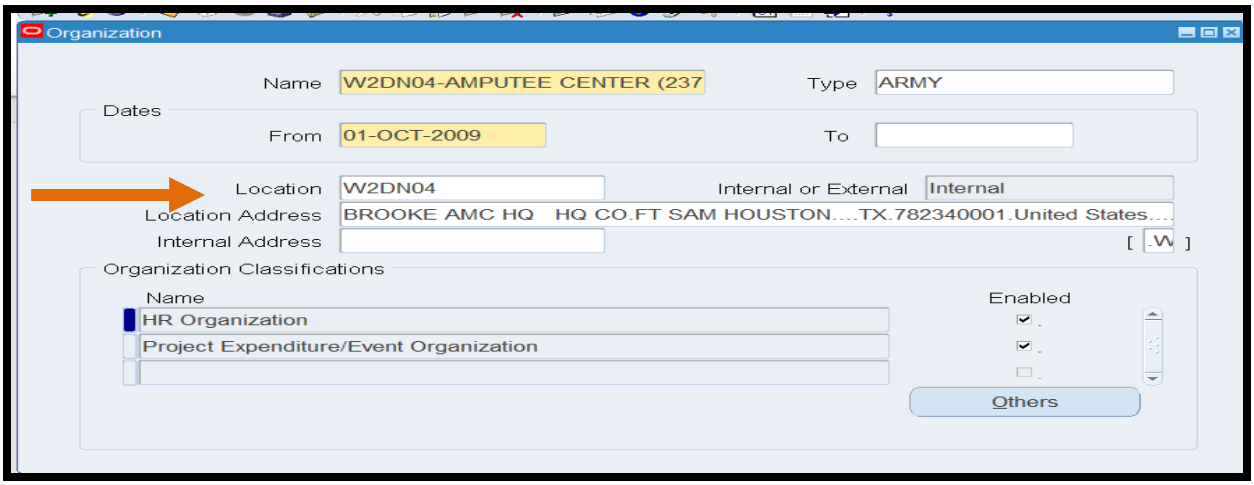


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Assign Organization Name	The organization reflected in the employees HR record on the assignment screen; **AFFECTS EASIV INTERFACE FILE**	Validate personnel are assigned to the correct organization; NO NULL (BLANK) values are allowed	The organization listed on the assignment screen determines if an assigned FTE is calculated. The "Organization" is source fed for Active Duty, Reserve, Guard, and Civilian personnel. Inaccurate "Organizations" in the DMHRSi HR record MUST be corrected in the source system as the source system over-writes all other DMHRSi manual updates. There is no source system for Contractor, Volunteer	Assignment Button > Remember to Date Track if you need to make changes to the date when a person either reported to your Organization or departed from your Organization > Enter the proper Organization name > Save your work

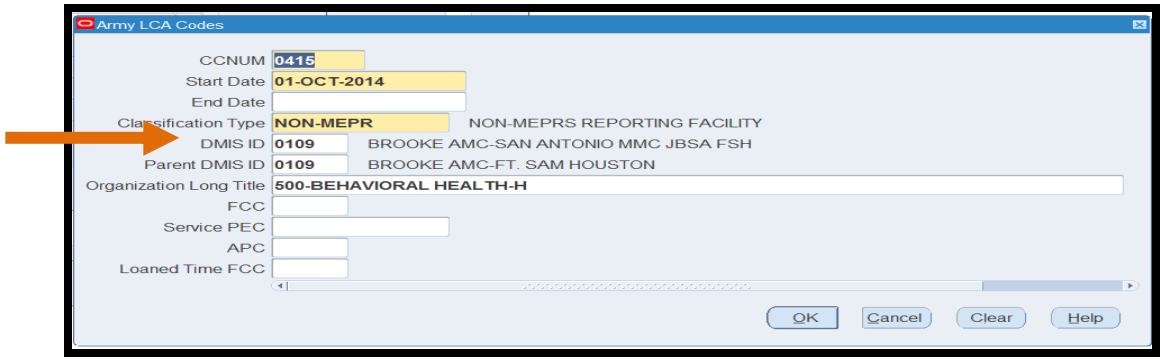
			personnel, or Local Nationals therefore the "Organization" is manually entered. Data errors can be corrected in DMHRSi so the Interface file is generated without data problems; however, data fed from MILPDS and DCPDS must be corrected	



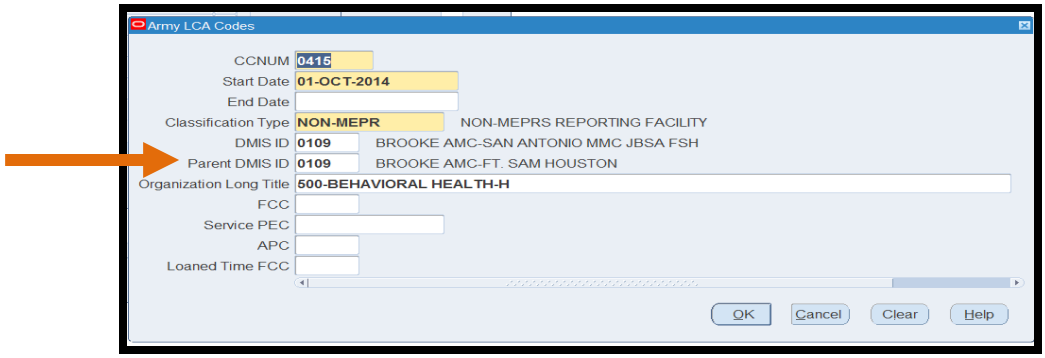
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Asg UIC	Unit Identification Code. **<u>AFFECTS EASIV INTERFACE FILE</u>**	Validate all "Assigned" personnel have a UIC affiliated with the MTF. Employees assigned to "Organizations" outside the MTF can have a different UIC or the field can remain blank	The "Organization" reflects what is annotated on the assignment screen. The UIC for the EASIV Interface file is pulled from the listed organization location	LCA Manager > Work Structures > Description > Find Organization > Enter Organization > Find B > Click in Additional Organization Unit Details Field > Enter appropriate UIC/PAS Code > Save



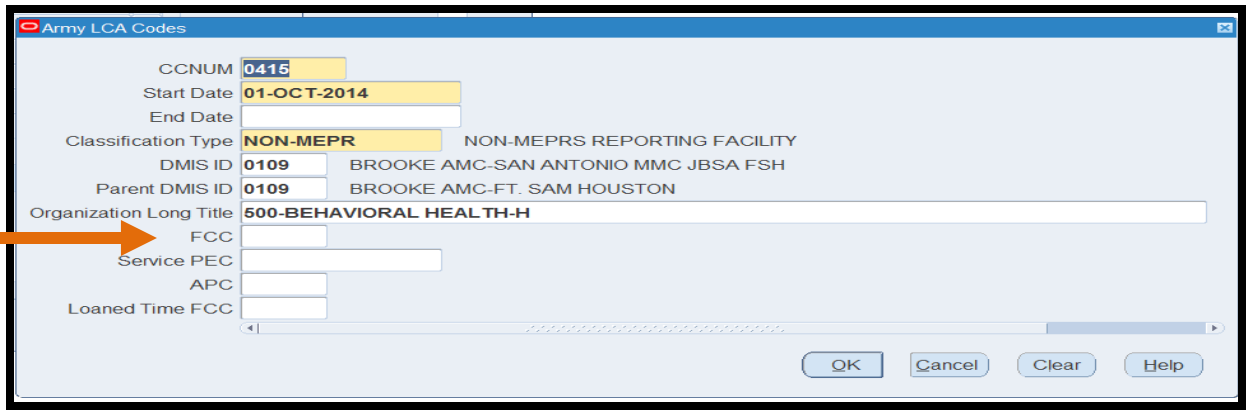
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Asg Org DMIS ID	The employee assignment organization DMIS ID is associated with the assigned organization on the assignment screen **AFFECTS EASIV INTERFACE FILE**	Validate the Employee Assignment Organization DMIS ID **NOTE**: Child organizations affiliated with the MTF must reflect the Child DMIS ID's versus the Parent DMIS ID	This information comes from the organization on the assignment screen. Employees assigned to organizations outside the MTF will have a different UIC or the field can remain blank (i.e. borrowed labor) Correct the DMIS ID on LCA Codes for the oganization	LCA Manager > Work Structures > Description > Find Organization > Enter the Organization > Find B > Others > Army LCA Codes > OK > DMIS ID



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Asg Parent DMIS ID	Parent DMIS ID attached to the assigned organization When the Assigned Organization Parent DMIS ID does not match the charged Task Parent DMIS ID, the Duty Indicator is reflected as borrowed (BRD) and an assigned FTE will not be calculated	Validate the Employee Assignment Parent DMIS ID **AFFECTS EASIV INTERFACE FILE**	The Organization Parent DMIS ID/EASIV Create file is pulled from the LCA Codes for the assigned organization; the field will be NULL (BLANK) or contain a different UIC for personnel assigned to an outside organization (i.e. borrowed labor)	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > other > Army LCA Codes > Parent DMIS ID

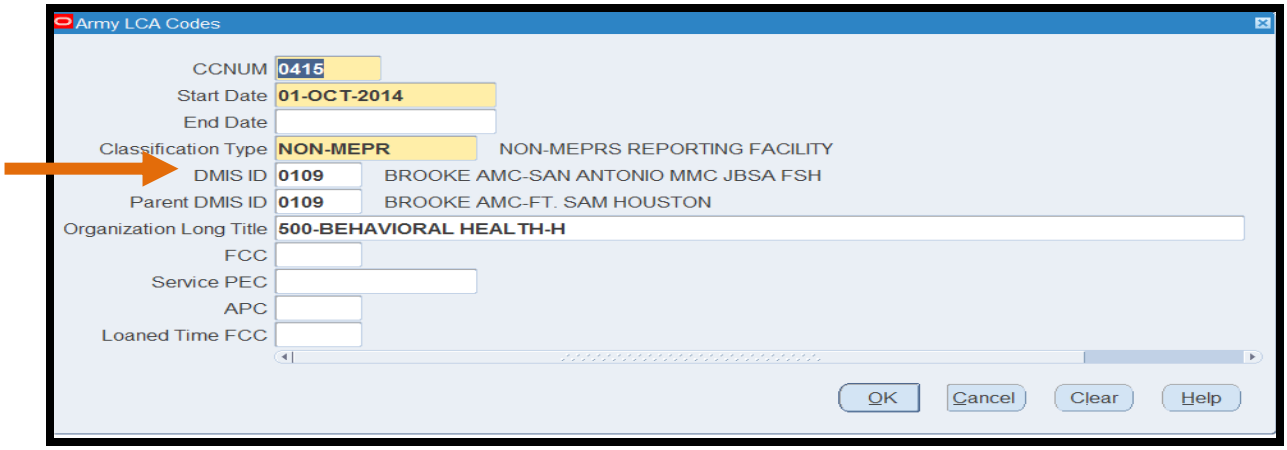


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp Asg FCC	The Functional Cost Code (FCC) assigned to the organization **<u>AFFECTS EASIV INTERFACE FILE</u>**	Validate every Organization has a FCC Borrowed manpower assigned to Non-MEPRS reporting organizations can have NULL (BLANK) fields	FCC's MUST be validated. Non-available time is reported to the FCC on the assigned organization when the Parent DMIS ID on the Assigned Organization, People Group Organization, and Project number used do not match; the FCC for the EASIV Interface file is pulled from these fields	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Other > Army LCA Codes > FCC

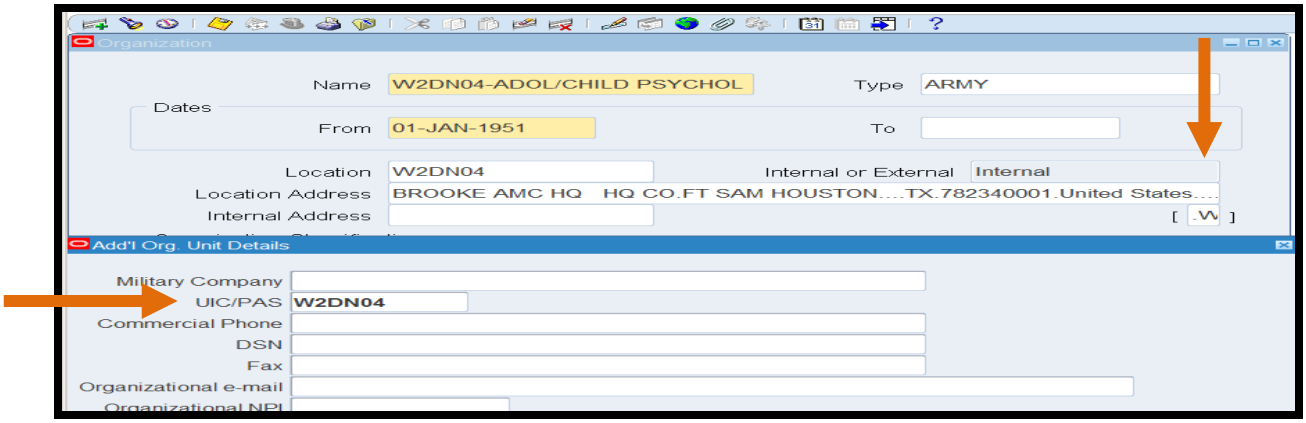


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Emp People Grp Org Name	The organization where the employee actually works; **<u>DOES NOT AFFECT EASIV INTERFACE FILE, HOWEVER IT DOES AFFECTS HOW A TIMECARD FLOWS</u>**	Validate personnel are assigned to the correct "People Group". NO NULL (BLANK) values are allowed. No personnel should be assigned to the highest level organization	People Group information is not source fed, it is manually updated for Active Duty, Reserve, Guard, and Civilians. An error with the People Group disrupts timecard flow and timecards will not be forwarded to the correct timecard approver	Assignment Button > Date Track to find all assignment segments that covers the processing months

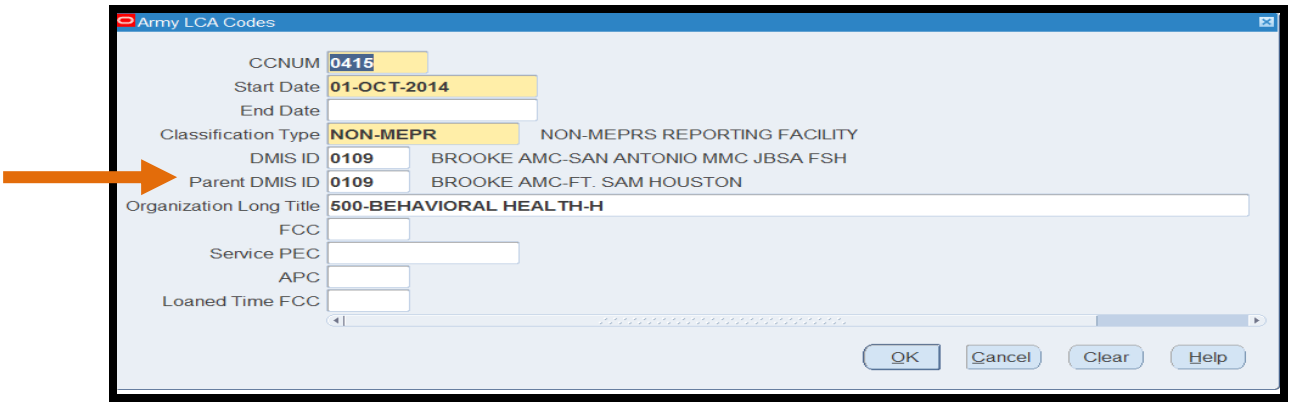
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
People Group Org DMIS ID	The DMIS ID listed on the "People Group" organization **DOES AFFECT EASIV INTERFACE FILE**	Validate the "People Group Organization" DMIS ID **NOTE**: MTF affiliated Child DMIS organizations MUST use the "Child DMIS ID", versus the Parent DMIS ID	Data is pulled from the Army LCA Codes on the organization screen. An organization can be used for both the assigned organization and people group organization. This field data reflects the Organization DMIS ID on the Assignment form listed in the People Group	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Other > Army LCA Codes > DMIS ID



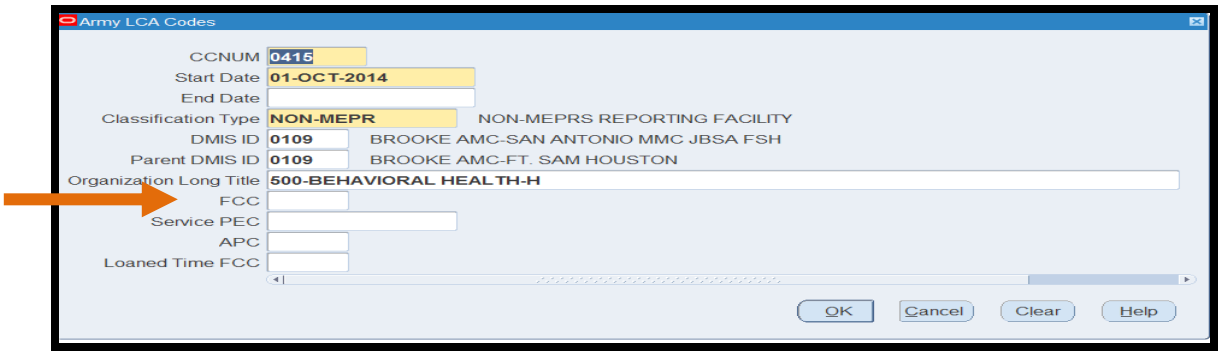
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
People Group UIC	Unit Identification Code **DOES AFFECT EASIV INTERFACE FILE**	Validate that all assigned personnel have a UIC; the field can be blank or contain a different UIC when employees are assigned to an organization outside the MTF	This information comes from the "Organization" on the "Assignment Screen" To correct an invalid UIC/PAS the UIC/PAS in the organization details will need to be corrected	LCA Manager > Work Structures > Description > Find Organization > Enter the Organization > Find B



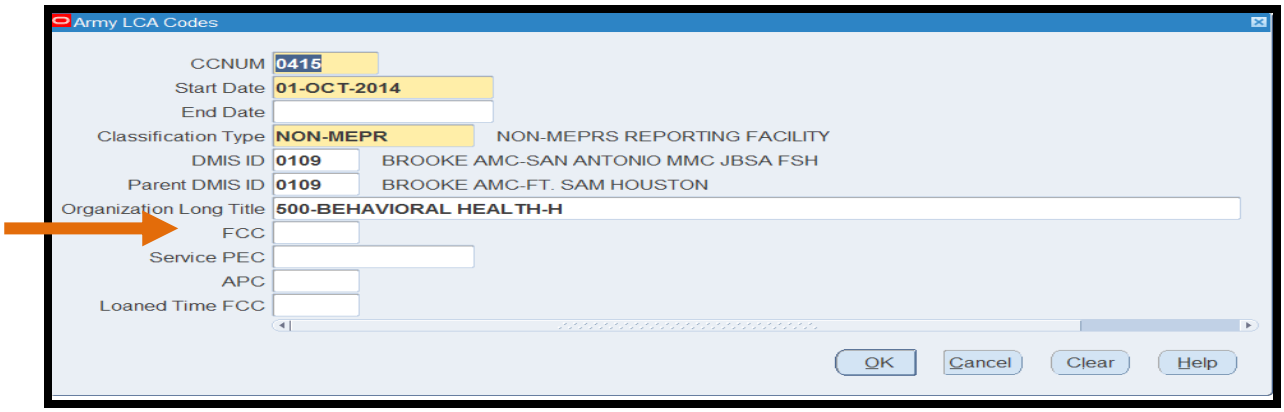
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
People Group Parent DMIS ID	The "Parent DMIS ID" on the Organization listed as the People Group on the assignment form **DOES AFFECT EASIV INTERFACE FILE**	Validate the People Group Organization Parent DMIS ID	This data is pulled from the Army LCA Codes on the organization screen. An organization can be used for both the assigned organization and people group organization. This field comes from the Parent DMIS ID on the organization listed as the People Group on the assignment form.	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > other > Army LCA Codes > Parent DMIS ID



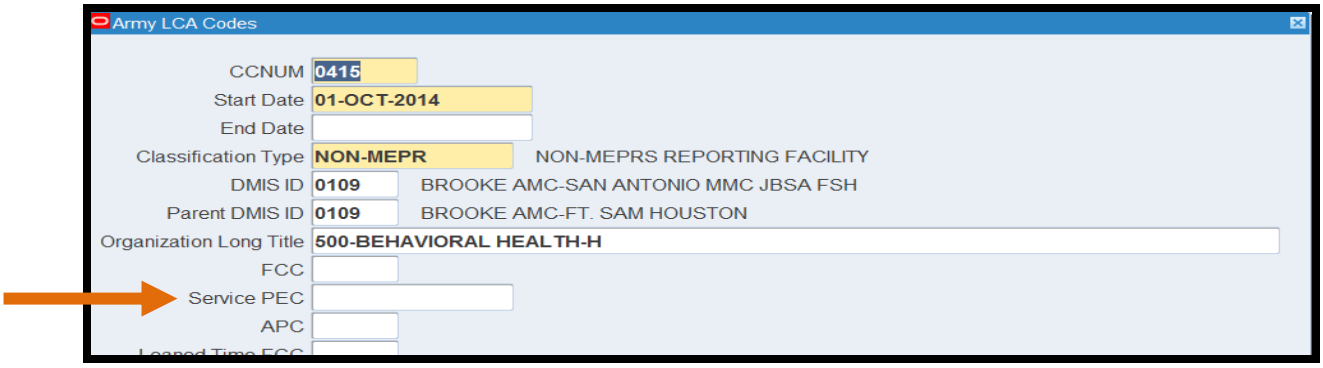
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
People Group FCC	The "FCC" on the organization listed as the People Group on the assignment form **AFFECTS EASIV INTERFACE FILE**	Validate the People Group Organization FCC **NOTE**: When the Parent DMIS ID for the Assigned Organization, People Group Organization, and Project Number for the task used matches the FCC for the EASIV interface file is pulled from the "People Group" FCC	The Data is pulled from the Army LCA Codes on the organization screen. An organization can be used for both the Assigned and People Group Organization. The FCC comes from the FCC field of the organization listed as the People Group on the assignment form	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Other > Army LCA Codes > FCC



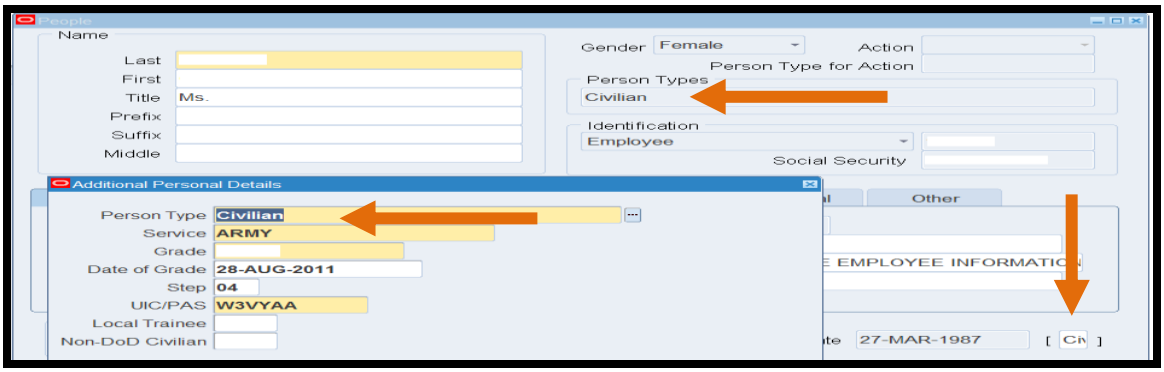
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
People Group Loaned Time FCC	The loaned time Organization "FCC" as listed in the People Group on the assignment form. When personnel are loaned to another organization/MTF, the Loaned time FCC is the FCC time is charged to in the EASIV interface file at the loaning facility	Validate People Group Loaned Time FCC **NOTE**: Should reflect "FCDA" for Medical Organizations and "FCDD" for Dental Organizations. Can contain NULL (BLANK)/values for borrowed personnel **AFFECTS EASIV INTERFACE FILE**	Data is pulled from the Army LCA Codes on the organization screen. An org can be used for both the Assigned Organization and People Group Organization. This field is generated from the Organization "Loaned Time FCC" field on the organization listed as the People Group on the assignment screen	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Other > Army LCA Codes > Loaned Time FCC



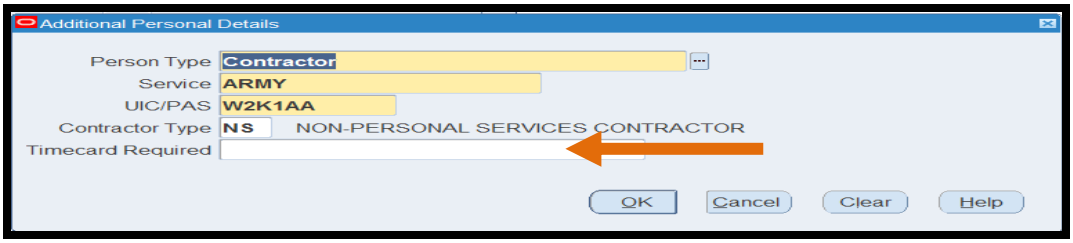
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
PG SUPE	People Group Organization Service Unique Program Element The SUPE is the Service PEC **AFFECTS EASIV INTERFACE FILE**	Validate People Group SUPE: each organization must have the correct SUPE designated for the organization	Data is retrieved from the Army LCA Codes on the organization as listed for the People Group Organization on the assigned screen. An organization can be used for both the assigned and people group organization	Army LCA Manager > Work Structures: Organization > Description > Find Organization (Org Name) > Find > Other > Army LCA Codes > Service PEC



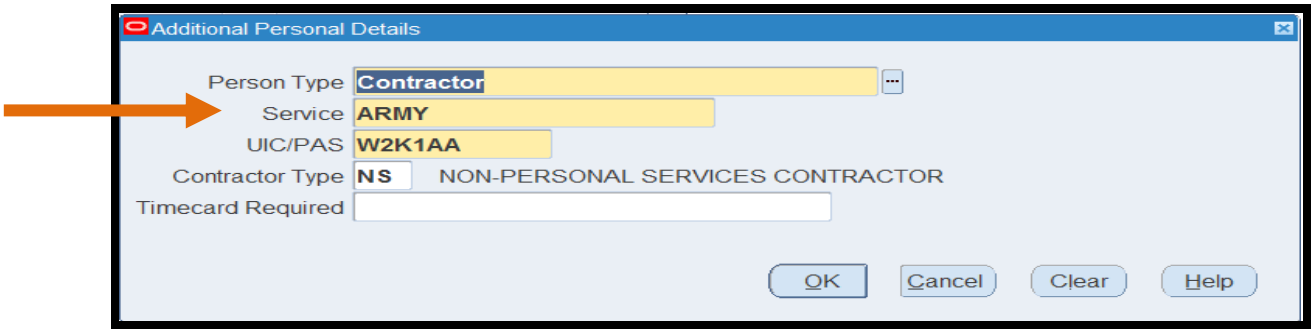
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Person Type ID	123 = Contractor 142 = Volunteer 143 = Civilian 144 = Active Duty 145 = Reserve 146 = Guard 147 = Local National The HR record "Person Type" populates this field value that determines corresponding rules the EASIV Processing system follows	All employees MUST have a value listed. NO NULL (BLANK)values are allowed **INDIRECTLY AFFECTS EASIV INTERFACE FILE**	Correct the Person Type on the HR record. If the data is source fed, the source system must also be corrected	Check two areas: **1st** Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Add'l Personnel Details > Person Type **2nd** Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Person Type



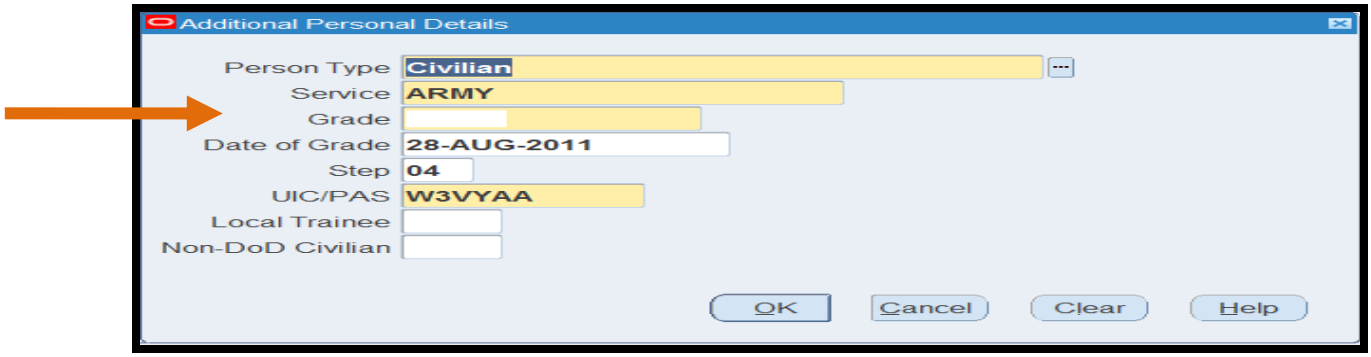
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Contractor Timecard Required	This field allows users to identify contractors required to submit timecards as well identifies when a timecard exists for a contractor and is not required. **DOES NOT AFFECT EASIV INTERFACE FILE**	Validate time entered on any contractor with a "NO" in this field. **NOTE**: N/A appears in this column for Non-Contract personnel	Reverse time on contractors not required to enter a DMHRSi timecard	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Click in Additional Personnel Details Field > Timecard Required



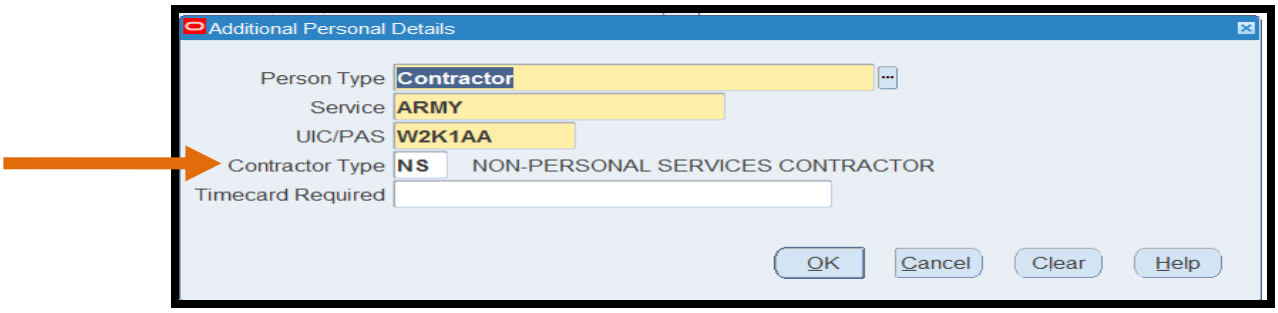
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Service	Personnel's affiliated Service they are employed through **<u>DOES NOT AFFECT EASIV INTERFACE FILE</u>**	All employees MUST have a value. NO NULL (BLANK) values are allowed Service data is source fed for Active Duty, Civilians, Reservist, Guard and manually entered for Contractors, Volunteers, and Local Nationals	Correct "Service" in the Source System or HR Record	Army HR Manager > People > Enter and maintain > Find Person (enter name, SSN, or employee number) > Find > People form > Click in Additional Personnel Details Field > Service



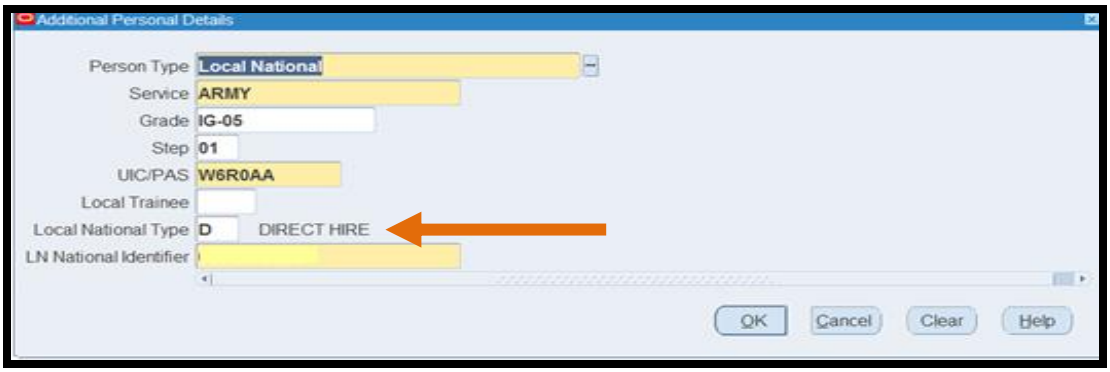
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Grade	Active Duty or Civilian Grade/Rank **<u>AFFECTS EASIV INTERFACE FILE</u>**	Grade/Rank is required Active Duty, Civilian, Reservist, and National Guard personnel Military employees receive pay cost based on the Grade listed in this field Contractor and Volunteers grade will be NULL (BLANK)	The Grade/Rank data is pulled from the personnel screen in the HR assignment field for Military and Civilian Employees	HR Manager > People > Enter and Maintain > Find Person Screen > Enter Full Name or Partial Name and % sign, the SSN, or Employee Number > **[Tab]** > Find > Click in the Additional Personnel Details Field > Enter correct Grade/Rank > Enter Date of Grade > Enter Civilians Step > Save



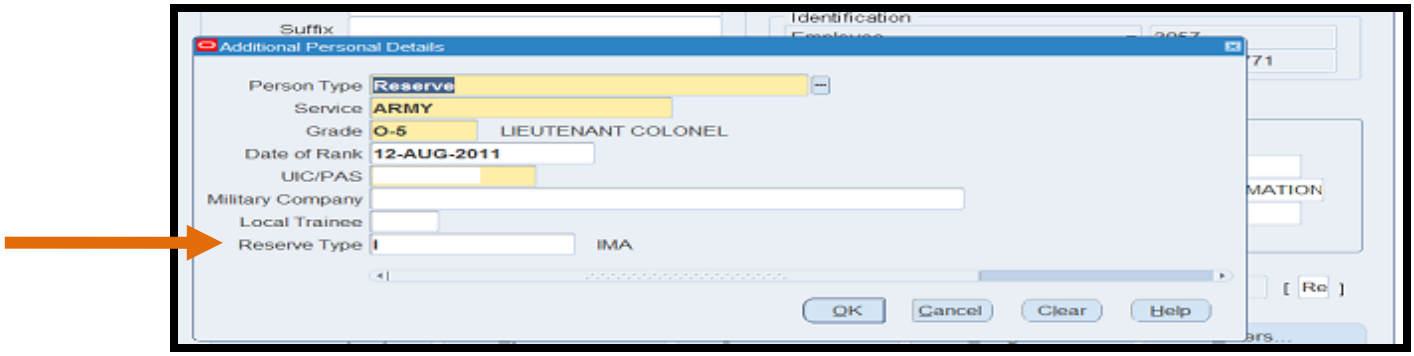
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Contractor Type	**NS** = Non-personal services (not on TDA) **SC** = Services (on TDA) **RS** = Resource Sharing (currently not used) **<u>AFFECTS EASIV INTERFACE FILE</u>**	Required for all Contractors; for all other person types NULL (BLANK) values are allowed	"NS" identifies Contractors in this column; Missing or inaccurate Contractor Type impact other areas (i.e. missing BSL and SUEE)	Army HR Manager > People > Enter and maintain > Find Person (enter Name/SSN/Employee Number) > Find > People form > Click in Additional Personnel Details Field > Contractor Type



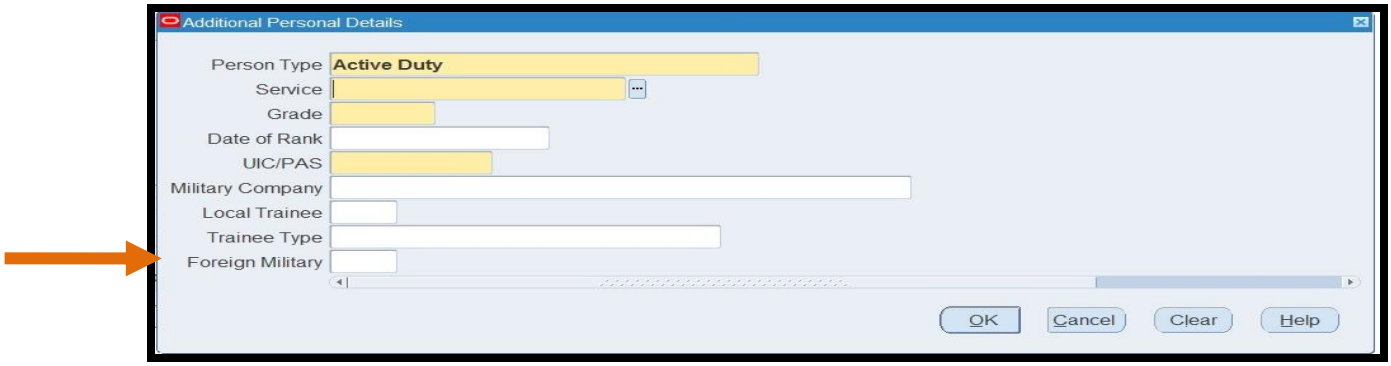
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Local National Type	**D** = Direct Hire **I** = Indirect Hire **F** = Free Receipt NULL (BLANK) Applicable to Local Nationals working at the MTF **<u>AFFECTS EASIV INTERFACE FILE for all overseas sites</u>**	Local National personnel MUST have a value here; all other person types are NULL/BLANK	Correct Local National type in HR record Missing or inaccurate Local National Type impacts other areas (i.e. missing BSL and SUEE)	Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Click in Additional Personnel Details field > Local National Type



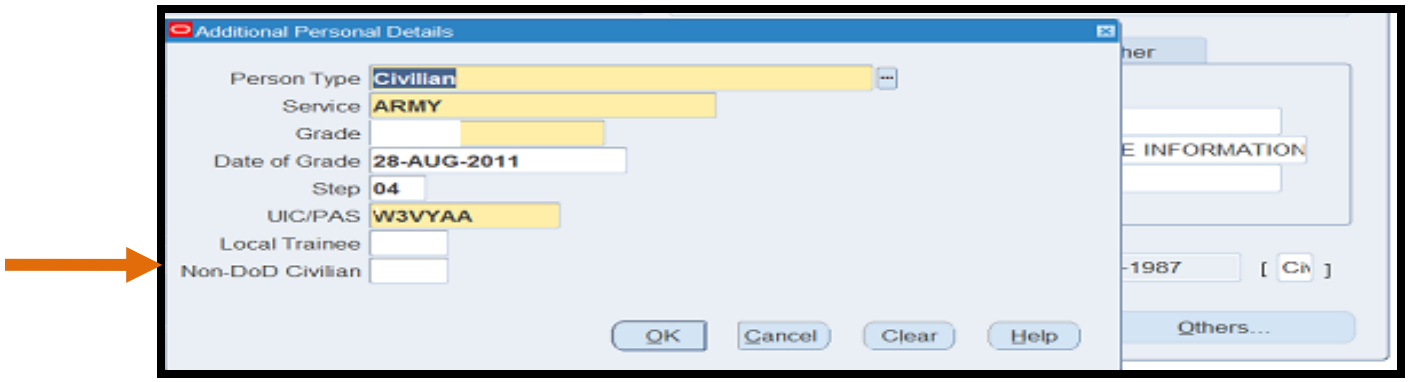
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Reserve Type	**A** = activated **I** = IMA **R** = ROCT **S** = SELRES Applicable for Reservist working at the MTF **<u>AFFECTS EASIV INTERFACE FILE</u>**	ALL Reservist MUST have a value here; other personnel should be NULL (BLANK)	Correct Reservist Reserve Type in the HR record Missing Reserve Type impacts other areas (i.e. missing BSL and SUEE)	Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Click in Additional Personnel Details field > Reserve Type



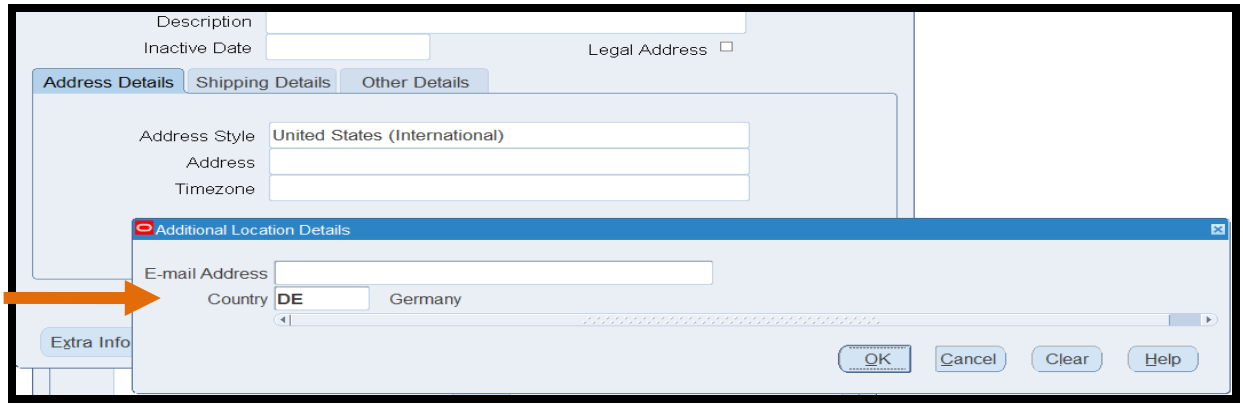
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Foreign Military	Foreign military should be flagged as "Yes/No" Applicable for Foreign Military working at the MTF **<u>AFFECTS EASIV INTERFACE FILE</u>**	ALL Foreign Military MUST have a value of "Yes"; all other person types should remain as NULL (BLANK) Foreign Military flagged "Yes/No" impact other data elements **<u>NOTE</u>**<u>: DO NOT enter "NO" for personnel that are not foreign military; LEAVE IT BLANK!</u>	Correct the HR record Foreign Military filed	Army HR Manager > People > Enter and maintain > Find Person (enter Name/SSN/Employee Number) > **[Tab]** > Find > People form > Click in Additional Personnel Details field > Foreign Military "Yes" ; (leave all other personnel types NULL (BLANK) and NEVER enter "NO"



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non DoD Civilian	For Civilians only. Y = NAF/non-DoD civilian employees Applicable for Non-DoD Civilians working at the MTF **AFFECTS EASIV INTERFACE FILE**	ALL non-DoD Civilians MUST have a "Y" value here; other personnel types should remain NULL (BLANK). Never use enter "N" as this impacts other data elements.	Correct inaccurate Non-DoD Civilian fields in the HR Record **NOTE: Leave NULL (BLANK) if not a NON-DOD Civilian and never enter "N"**	Army HR Manager > People > Enter and maintain > Find Person (enter Name/SSN/Employee Number) > **[Tab]** > Click Find > People form > Click in Additional Personnel Details field > NON-DoD Civilian "Y"

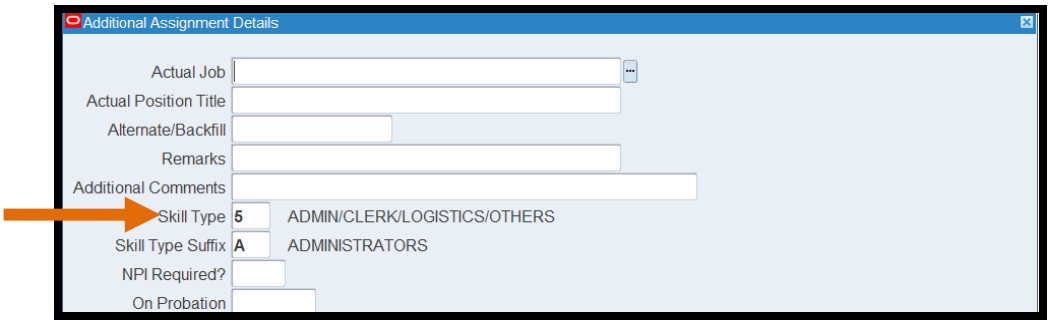


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Country	Normally contains value of **US**, other values would be **KR**=Korea; **JP**=Japan; **DE**=Germany	**DOES NOT AFFECT EASIV INTERFACE FILE**	This data is pulled from the Organization Location	Army Manpower Manager > Work Structures: Location

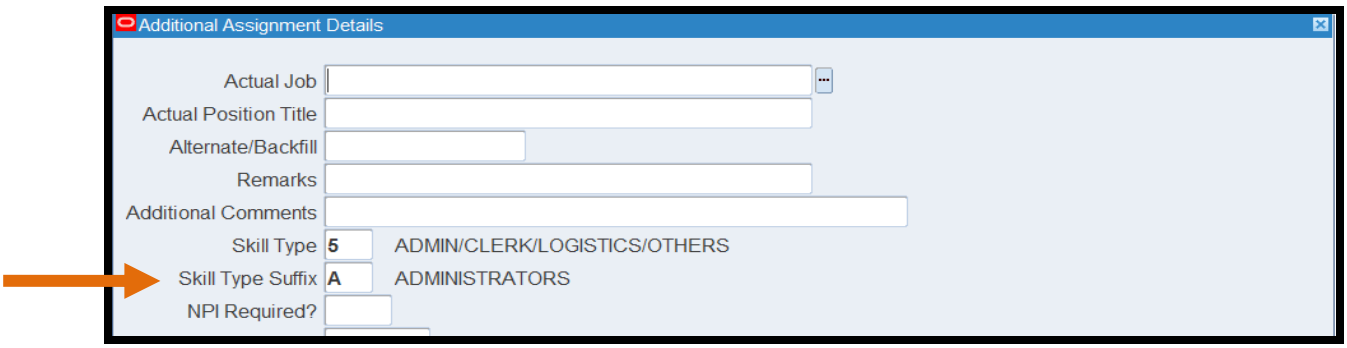


COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Thcsrr	**NOT AN ARMY FIELD**	Army employees should remain NULL/BLANK	Check project number to see if the employee used a Navy project number	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Skill Type	Individual skill type **<u>AFFECTS EASIV INTERFACE FILE</u>**	All employees MUST have a Skill Type that matches the Service Occupation Code; NO NULL (BLANK) values are allowed Refer to MEPRS Service Occupation Code list for appropriate skill type for the corresponding service occupation code	Correct the Skill Type field on the assignment screen	Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Assignment > Click in Additional Details field > Skill Type

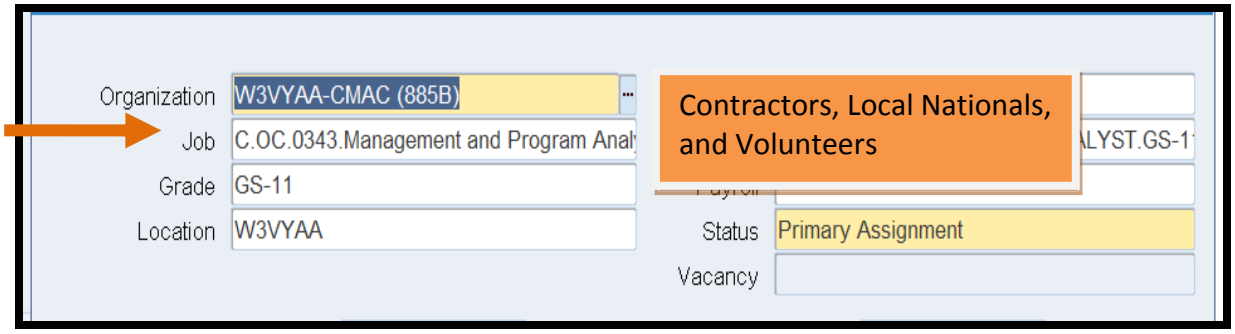


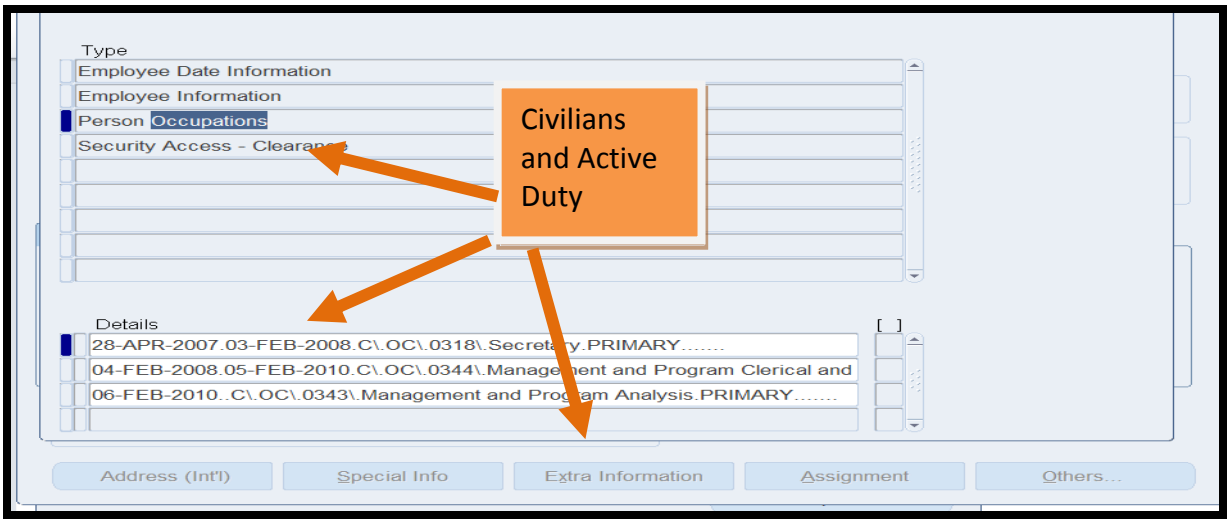
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Skill Type Suffix	Individual skill type suffix **<u>AFFECTS EASIV INTERFACE FILE</u>**	ALL personnel must have a Skill Type Suffix matches the Service Occupation Code; NO NULL (BLANK) values are allowed Refer to MEPRS Service Occupation Code list for appropriate Skill Type and corresponding service occupation code	Correct the Skill Type Suffix field on the HR record assignment screen	Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Assignment > Click in Additional Details Flex field > Skill Type Suffix



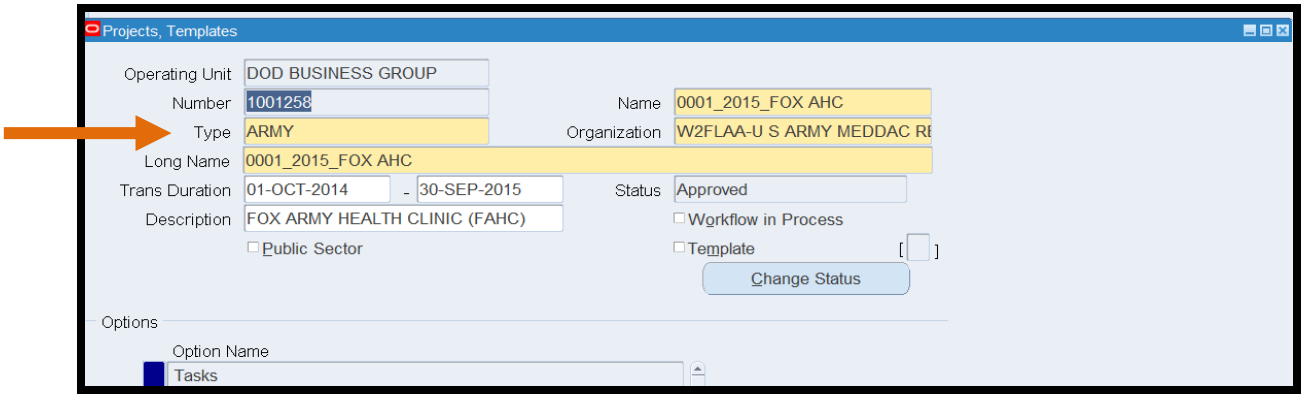
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Commercial Act Reas	**Not USED**	Should be NULL		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUOC	Service Unique Occupation Code **(Job)** **AFFECTS EASIV INTERFACE FILE**	ALL personnel must have a value; NO NULL (BLANK) values are allowed Dual Component must have two occupation codes reflecting a Primary Occupation Code for the Primary Person Type and a Secondary Occupation Code for the Secondary Person Type	The SUOC is retrieved from the "Job Series" on the "Assignment Screen" for NAF, Contractors, Volunteers, Local Nationals and from the "Primary Occupation" on the "Extra Information Screen" for Military and Civilian personnel	**1st** **Volunteers and Contractors:** Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Assignment > Job **2nd** **Military and Civilians:** Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Extra Information button > Details > Occupation Code and Occupation Type (must be Primary/Primary Reservist for Reserve personnel)

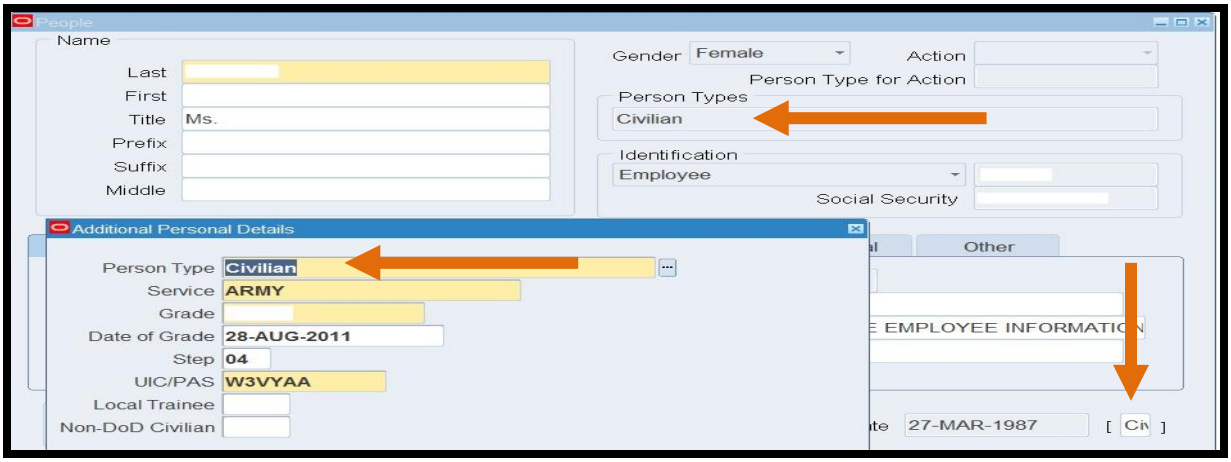




COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Project Type	The Project Type is the "Service (i.e. Army)" affiliated with the Project Number when created	Validate Project Type **DOES NOT AFFECT EASIV INTERFACE FILE**		



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Personnel Category	The Personnel Category is a single character field populated based on the person type identified on the HR person screen **C** = Civilian **E** = Enlisted **L** = Local National **O** = Officer **T** = Other (i.e. Non-DOD Civilian) **V** = Volunteer **X** = Contractor	All personnel must contain a personnel category; NO NULL (BLANK) values are allowed **AFFECTS EASIV INTERFACE FILE**	When Attribute Category is correct, this field will be correct. To differentiate between Officer and Enlisted ensure Rank is correct	> Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Click in Additional Details field > Enter Correct Person Type



COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Project No	Project Number personnel charge time to during a specific month **DOES NOT AFFECT EASIV INTERFACE FILE**	Verify all personnel charged time to the appropriate project number	For inaccurate project numbers, transfer the time to the correct project number **NOTE**: Contact and work in conjunction with the MEPRS office associated with the project number time is being transferred to	> LCA Exception Manger > Expenditures > Expenditure Inquiry > Project > Enter Inaccurate Project Number > **[Tab]** > Enter personnel's name > [Tab] > Enter Expenditure Item Dates > Find > Tools > Transfer > Enter correct Project Number > Enter correct MEPRS code > OK

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Project Name	Project Number name time is charged to **DOES NOT AFFECT EASIV INTERFACE FILE**	Validate Project Name	The report pulls the Project Name from project screen	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task Number	MEPRS Task personnel charge time to during a specific month **AFFECTS EASIV INTERFACE FILE**	Verify all personnel charged time to the appropriate MEPRS Tasks	Transfer time to the appropriate MEPRS Task for inaccurate Task Numbers	> LCA Exception Manger > Expenditures > Expenditure Inquiry > Project > Enter Inaccurate Project Number > **[Tab]** > Enter person name > **[Tab]** > Enter Expenditure Item Dates > Find > Tools > Transfer > Enter correct Project Number > Enter correct MEPRS code > OK

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task Name	Displays Task Name the hours charged to **DOES NOT AFFECT EASIV INTERFACE FILE**			

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task UIC	UIC charged for the FCC work/cost center labor is charged against **AFFECTS EASIV INTERFACE FILE**		**Available time** – data is pulled from the Task Data **Non-available time** – When the Parent DMIS ID matches what is on the Organization, Group Organization, Project Number – data is pulled from the "Group Organization Data"; when it does not match data is pulled from the Organization Data	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task Service Type	Displays the Task Service Type (Available/Non-Available)	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task DMIS ID	DMIS ID associated to the Task charged	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task FCC	FCC listed on the task charged	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Task SUPE	Service Unique Program Element on the Task charged	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Project Parent UIC	Pulled from the Project associated with the Task charged	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Project Parent DMIS ID	Pulled from the Project associated with the Task charged	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Source of Funds	Indicator utilized to identify the data source of funds **D** = Direct **S** = Shared **R** = Reimbursable Source of Funds is derived from "Personnel Category; **AFFECTS EASIV INTERFACE FILE**	Must contain a value; NO NULL (BLANK) fields are allowed **Source of Funds are generally D (Direct); question/investigate any SOF that is not D (Direct)**	Correct the Person Type	Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Click in the Add'l Personnel Details field > Enter Correct Person Type

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Duty Indicator	A three character field indicating if labor is Loaned, Borrowed, or Not Applicable **BRD** = Borrowed **LND** = Loaned **N/A** = Non-Applicable (Assigned employees) Calculated IAW the DoD_CONS_PERS_TYPE Table **AFFECTS EASIV INTERFACE FILE**	ALL records MUST contain a duty indicator Person Type regulates the default duty indicator Active Duty and Civilian duty indicator is "N/A" when time is charged within the assigned MTF based on the expenditure date The duty indicators for personnel charging time outside the MTF is "LND" for the "Loaning MTF" and "BRD" for the "Borrowing" MTF The default duty indicator for Contractors, Reservists, and Volunteers is "BRD" For Local Nationals "Directly Hired" the default duty indictor is "N/A". If NOT Directly Hired the Local Nationals duty indicator is "BRD"	The duty indicator is "LND" for labor charged to a task with a FCC that begins with "FC"	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
BSL	Basic Symbol + Limit A federal budget code, consisting of 8 characters, that represents a high-level funding category The first 7 characters of the BSL are calculated based on the Person Type and the Expense Element used in the Create File Calculated In Accordance With (IAW) the DoD_CONS_PERS_TYPE Table **AFFECTS EASIV INTERFACE FILE**	ALL records MUST contain a BSL	Derived from "Personnel Category" and for Reservist it is pulled from "Reserve Type" Blanks in this field indicate existing errors in other areas of the record that will update this field when corrected The BSL and SUEE calculate simultaneously; if either cannot calculate both data elements are affected	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
SUEE	Service Unique Expense Element is a uniform term developed for EASIV referencing the various Military Services Expense Elements The SUEE is a 5 character code derived from the Personnel Category, Service, Skill Type, Contract Type, Reserve Type, and Local National Type for all personnel. This value is used to mapped to the Health Affairs Standard Expense Element Code (SEEC) and represent an Expense Element Code. Calculated IAW the DoD_CONS_PERS_TYPE Table **AFFECTS EASIV INTERFACE FILE**	ALL records MUST contain a SUEE	Verify the Personnel Category, Service, Skill Type, Contract Type, Reserve Type, and Local National type are correct The SUEE is primarily calculated on the person type in combination with other fields: **Active Duty** – the SUEE is 1190 **Civilians** – the SUEE 11B1 **Borrowed Civilians** - the SUEE is 111F **Reservist** – SUEE is based on the "Reserve Type" that was entered in the DFF on the main person screen. If the Reserve type is left blank, the application will not know which SUEE to enter and will leave the value blank in the EAS file, causing an error **Contractors** – the SUEE will be based on the "Contractor Type" that was entered in the DFF on the main person screen. If the Contractor type is left blank, the application will not know which SUEE to enter and will leave the value blank in the EAS file, causing an error **Local Nationals** – The SUEE will be based on the "Local National" type that was entered in the DFF on the main person screen. If the Local National type is left blank, the application will not know which SUEE to enter and will leave the value blank in the EAS file, causing an error **Volunteers** – The SUEE will be based on the "Volunteer Type" that was entered in the DFF on the main person screen. The Volunteer type is: **RC** - Red Cross the SUEE 41FR. If the Volunteer type is left blank, the application will not know which SUEE to enter and will leave the value blank in the EAS file, causing an error	

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Avail Sal Exp SUM	The sum of all "Expenditure Item Raw Cost" from the EASIV view reflecting the task Service Type "Available" for all person types **AFFECTS EASIV INTERFACE FILE**	All available time must have a salary expense Filter this field to ensure no "0.00" charged to "Available Time" indicating expenditure did not cost out or receive a salary expense	Verify the employee's HR record has: • Assignment Category • Title/Rank and Grade • Step if Civilian **NOTE:** *Contractors/Volunteers salary expense is $0.00 *There is no salary expense for Comp Time Earned/LWOP	After correcting data errors or transferred expenditures, recalculate Raw Costs; Re-run DLC; and review Expenditure Inquiry to ensure the Available Summary Expense is annotated (money should appear in the "Proc Func Burden Cost" column)

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Sal Exp SUM	The sum of all "Expenditure Item Raw Cost" reflects the task Service Type "Non-Available" for Active Duty, Civilian, and Local National" only **AFFECTS EASIV INTERFACE FILE**	All Non-Available time must have a salary expense Filter the column to ensure no "0.00" exists that will cause the expenditures to not cost out or receive a salary expense. **LWOP/AWOL have no salary**	Verify the person's HR record has: • Assignment Category • Title/Rank and Grade • Step if Civilian	After correcting data errors or transferred expenditures, recalculate Raw Costs; Re-run the DLC, and review the Expenditure Inquiry to ensure the "Non-Available" Summary Expense is reflected (money should appear in the "Proc Func Burden Cost" column)

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Available FTE SUM	Calculated by dividing the total number of "Available" hours by 168 **AFFECTS EASIV INTERFACE FILE**			

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Sick Hosp FTE SUM	Calculated by dividing the total number of "Non-Available" hours by 168 (each category, "Sick", "Leave", and "Other", is calculated separately)	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Leave FTE SUM	Calculated by dividing the total number of "Non-Available" hours by 168 (each category, "Sick", "Leave", and "Other", is computed separately)	**AFFECTS EASIV INTERFACE FILE**		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Oth FTE SUM	Calculated by dividing the total number of "Non-Available" hours by 168 (each category, "Sick", "Leave", and "Other", is computed separately)	**AFFECTS EASIV INTERFACE FILE**		

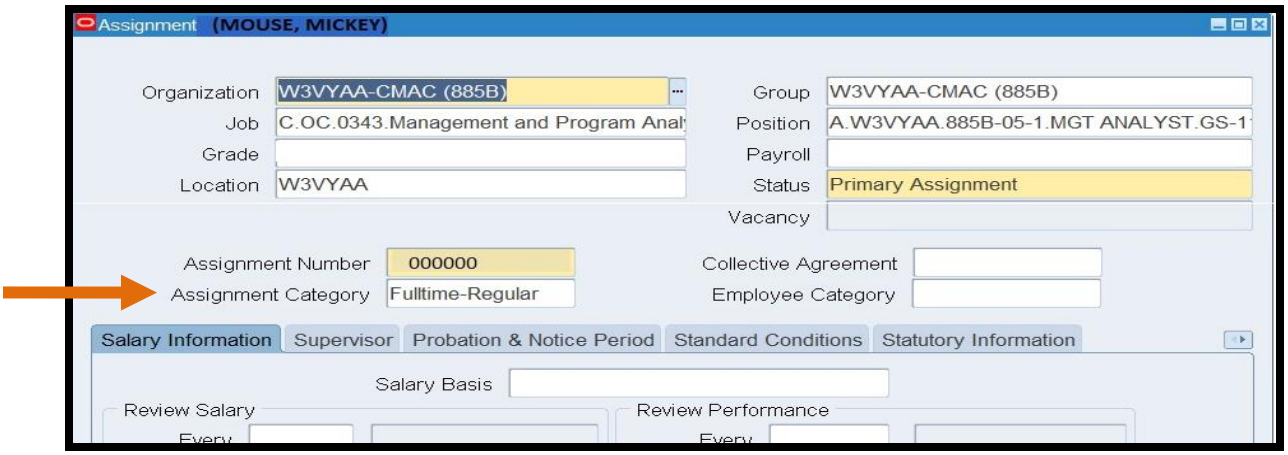
COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Avail Hours SUM	The sum of all "Available" hours from the EASIV Summary View for all person types **NOTE**: Does not include "Expenditure Items" where both the hours and raw costs are zero **AFFECTS EASIV INTERFACE FILE**	Hours in this column MUST have costs in the "AVAIL SAL EXP SUM" column for Military, Civilians, and Local Nationals EXCEPTION: Civilians charging time to COMP TIME EARNED will not have associated costs EXCEPTION:: Contractors and Volunteers will have hours but no costs		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Sick Hosp hours SUM	The sum of "NON_AVAIL_SICK_HOSP" hours from the EASIV Summary View for Active Duty, Civilian, and Local National person types only **AFFECTS EASIV INTERFACE FILE**	Hours in this column MUST have costs in the "NON AVAIL SAL EXP SUM" column		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Leave Hours SUM	The sum of "NON_AVAIL_LEAVE_HOURS" from EASIV Summary view for Active Duty, Civilian, and Local National personnel only **AFFECTS EASIV INTERFACE FILE**	Hours in this column MUST have costs in the "NON AVAIL SAL EXP SUM" column EXCEPTION: There are no costs for Civilians on Leave Without Pay (LWOP) EXCEPTON: There are no costs for Military listed as Absent Without Leave (AWOL)		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Non Avail Oth hours SUM	The sum of "NON_AVAIL_OTH_HOURS" from the EASIV Summary View for Active Duty, Civilian, and Local National personnel only **AFFECTS EASIV INTERFACE FILE**	Hours in this column MUST have costs in the "NON AVAIL SAL EXP SUM" column		

COLUMN	EXPLANATION	VALIDATE	WHAT TO FIX	NAVIGATION
Assignment Category	Assignment status is retrieved from the Assignment screen **AFFECTS EASIV INTERFACE FILE**	All records must have an Assignment Category Values will show up as: **FR** – Fulltime-Regular **FT** – Fulltime-Temporary **PR** – Part time-Regular **PT** – Part time-Temporary	Correct the Assignment Status in the HR Record	> Army HR Manager > People > Enter and maintain > Find Person (enter Name or SSN or Employee Number) > **[Tab]** > Find > People form > Assignment > Click in the Status Field > Enter Assignment Category

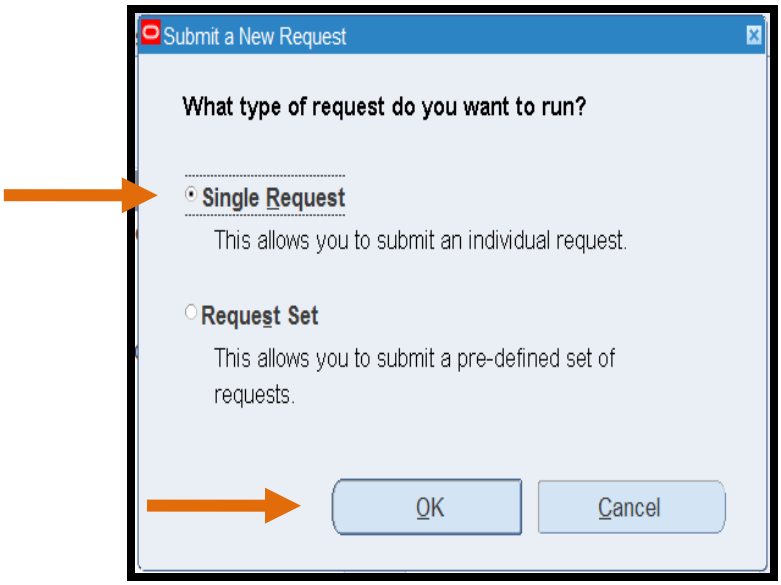


DOD Hours by Day Report

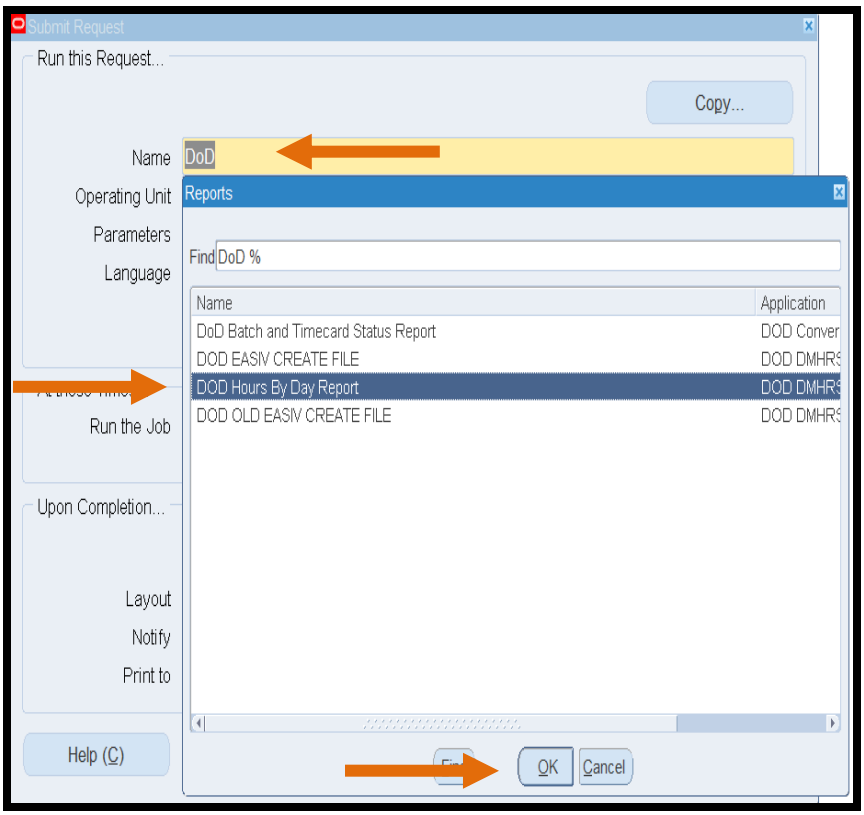
This "report" is a Concurrent Manger process ran within the DMHRSi application. Users can run this report to view personnel that charged time to the MTFs project within a specified timeframe. The report allows uses tosee the tasks and the number of hours per task for personnel

1. Select "DMHRSi LCA Exception Manager" then "Submit Processes and Reports" under the "Processes and Reports" menu

2. The “Submit a New Request” window opens; ensure the “Single Request” is selected then click “OK”



3. Enter “DoD” in the “Name” field and press **[Tab]**; select “DOD Hours by Day Report” from the list and click “OK”

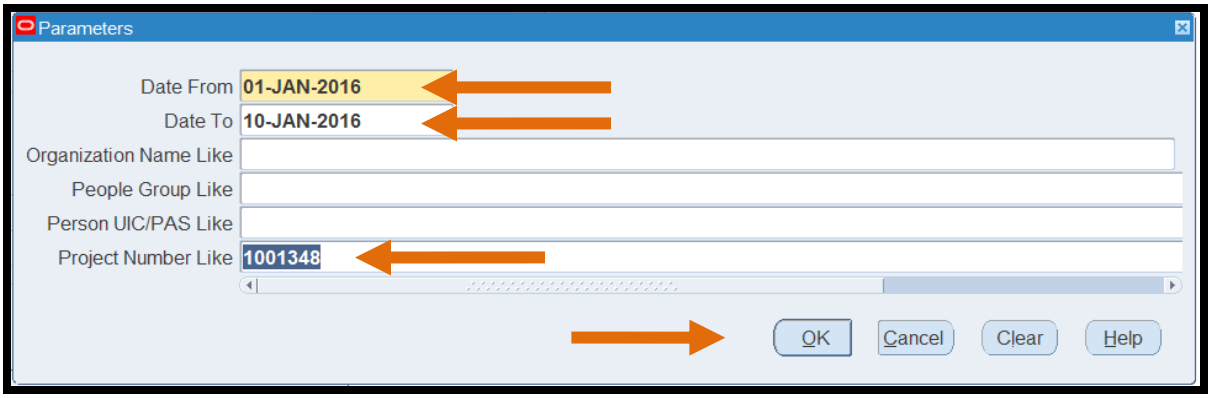


4. Enter the following Parameters; then click “OK”

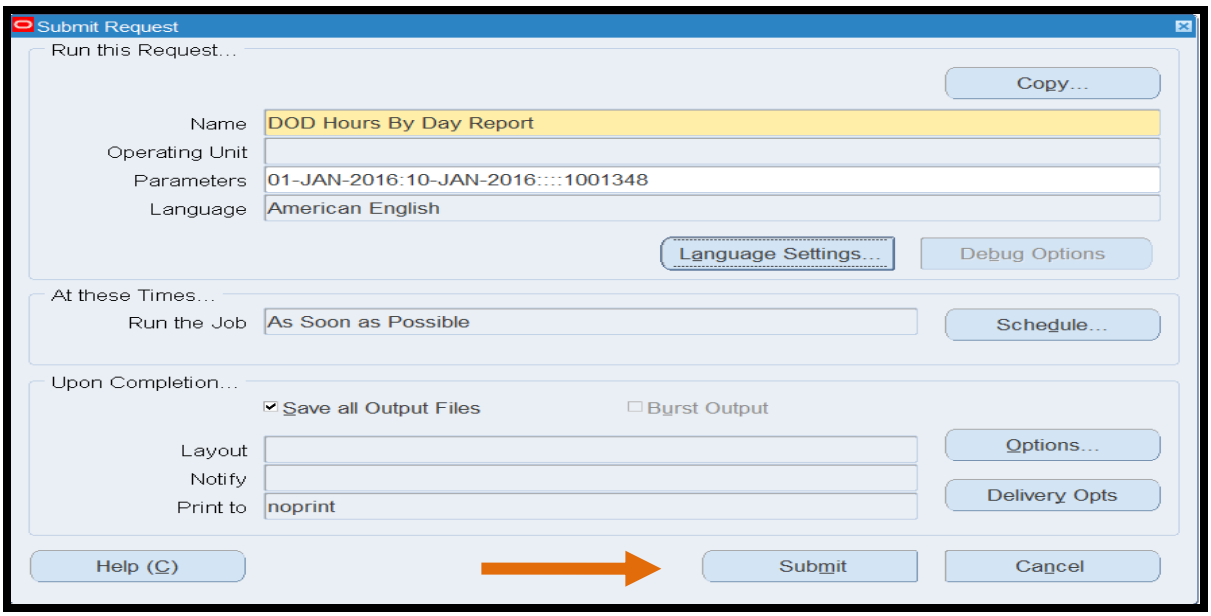
- Date From: use the format DD-MMM-YYYY (i.e. 01-JAN-2016)
- Date To: recommend entering an end-date unless the “current” month is being ran; an end date is not required, however, the proves may take a while to run if running for several months
- Project Number Like: enter the MTF’s Project Number (ex.1001348)

NOTE: *This process can be run using other parameters, such as Organization Name, Group Name, or PAS. Use the Project Number to view all personnel charging to the MTFs project*

NOTE: *Because this is a Concurrent Manager report in DMHRSi, users can submit the query and return later to export the file*

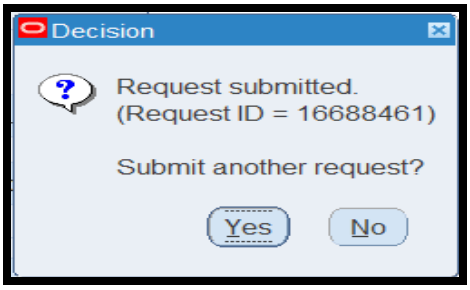


5. The “Submit Request” window opens; DO NOT change the defaults settings; click “Submit”

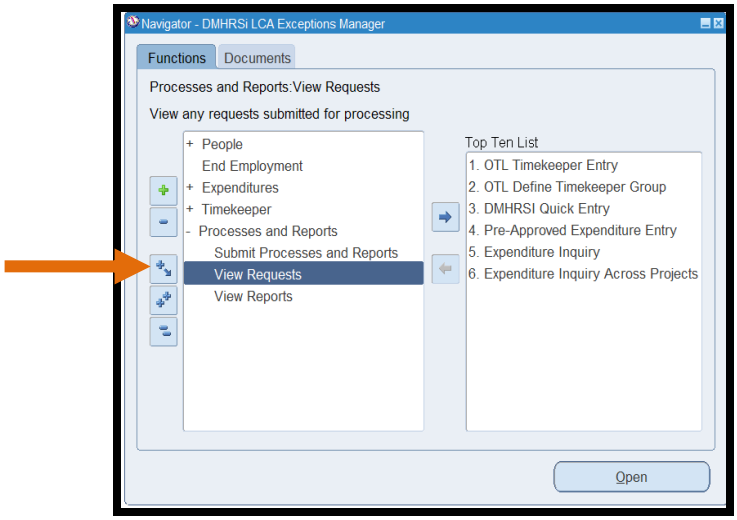


6. “Decision” screen opens

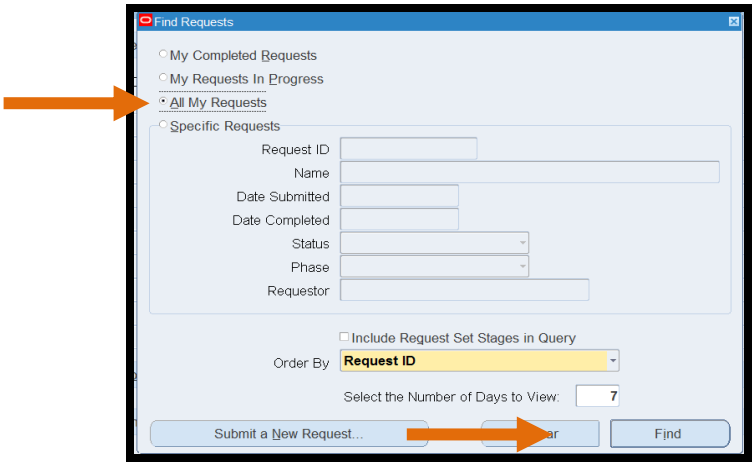
- Selecting “Yes” to the question will allows user to submit another request; however, the user will not see the request just submitted
- Selecting “No” to the question will allow the user to see the request just submitted



7. “Navigator” screen opens; click “Processes and Reports” then “View Requests”

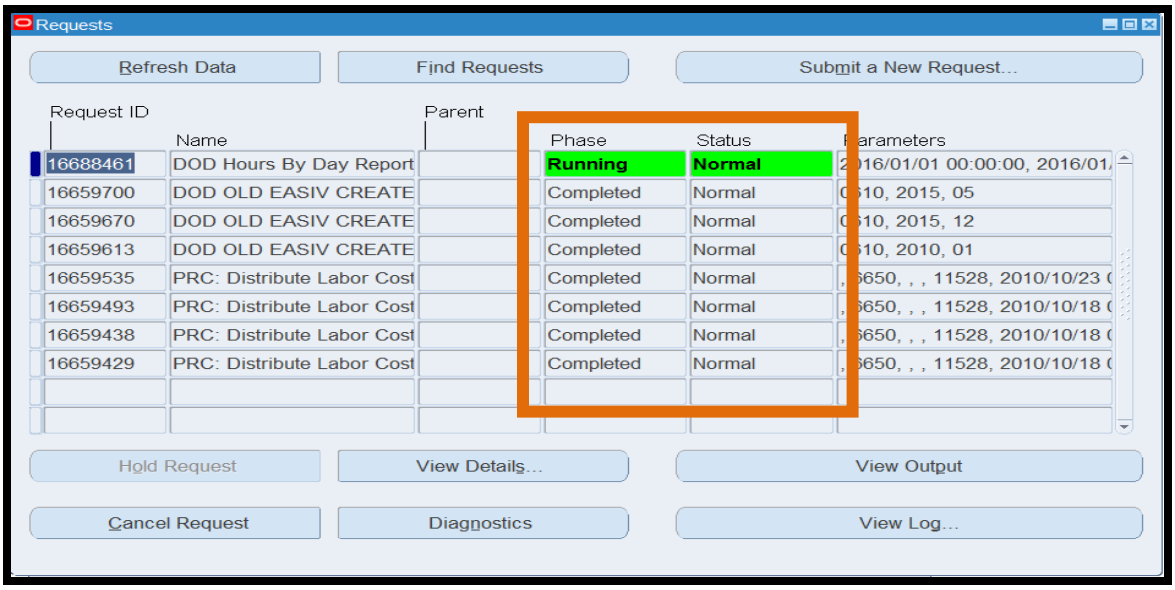


8. “Find Requests” screen opens; ensure “All My Requests” is selected then click “Find”

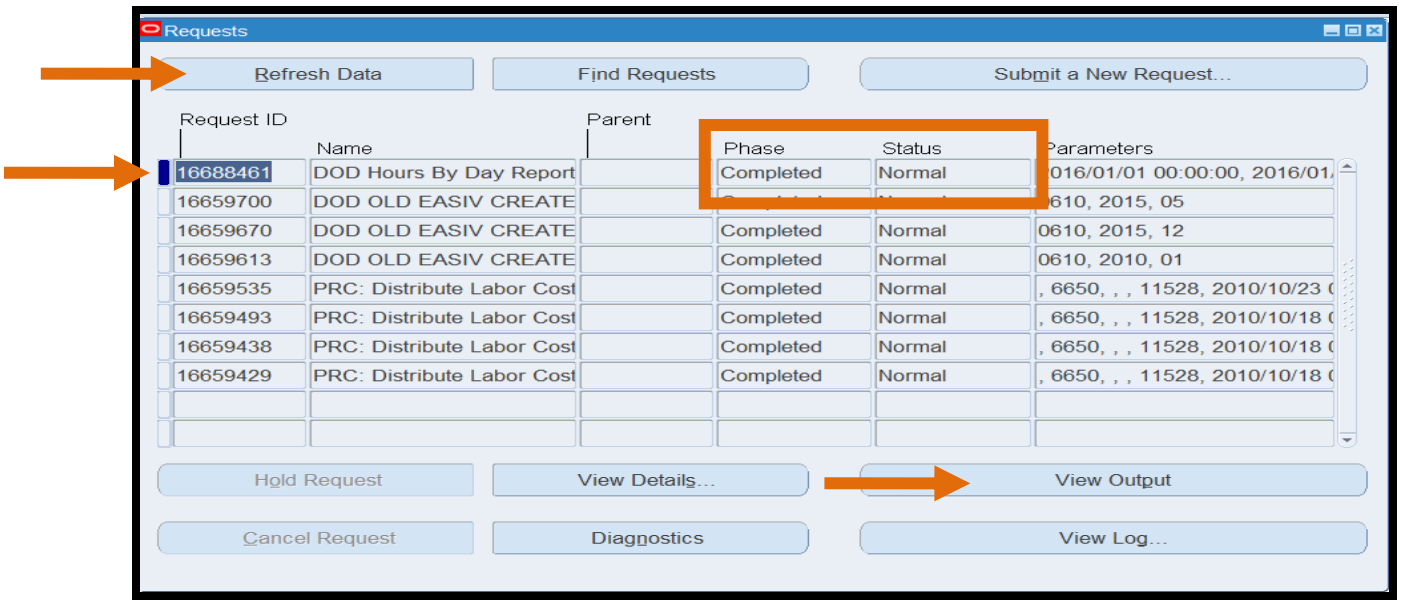


9. “Requests” form opens. Due to the amount of resouces it takes to run some of the reports, the system only allows a certain number of reports to run at one time. When the system reaches the max amout of reports it can run it will place submitted reports in a que; as reports finish the next report in the que begins

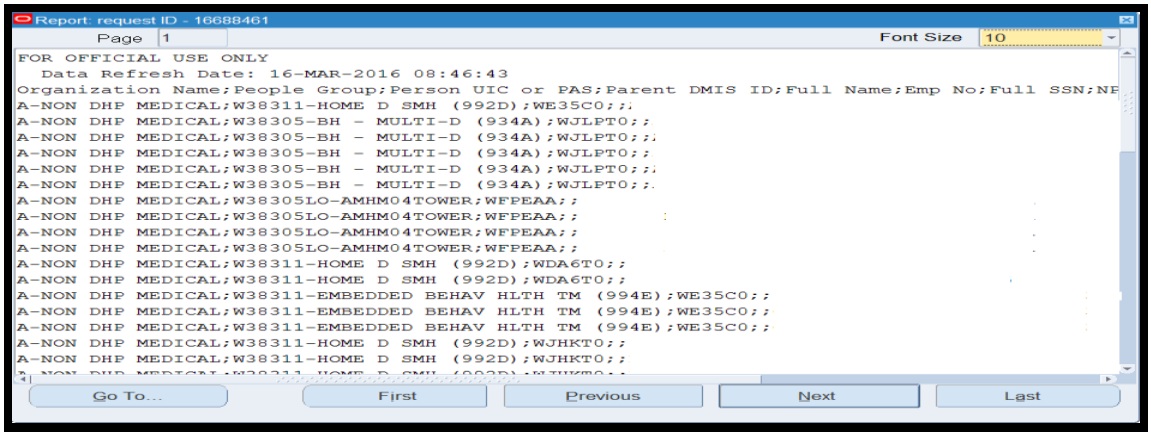
- “Phase” reflected as “Pending” – the report was placed in the que
- “Phase” reflected as “Running” – the report is being generated
- “Phase” reflected as “Completed” – the report has been completed



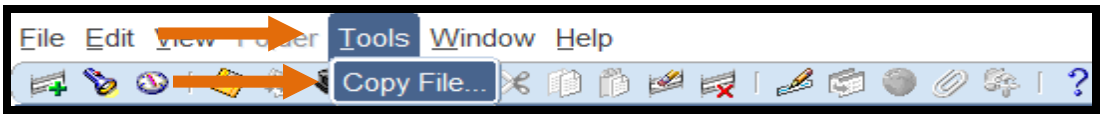
10. Click “Refresh Data” occassionaly until the status reflects “Completed”; the EASIV Extract file may take a while to run; user have the option to exit DMHRSi and return later; highlight the "Request ID" for the desired report then select "View Output"



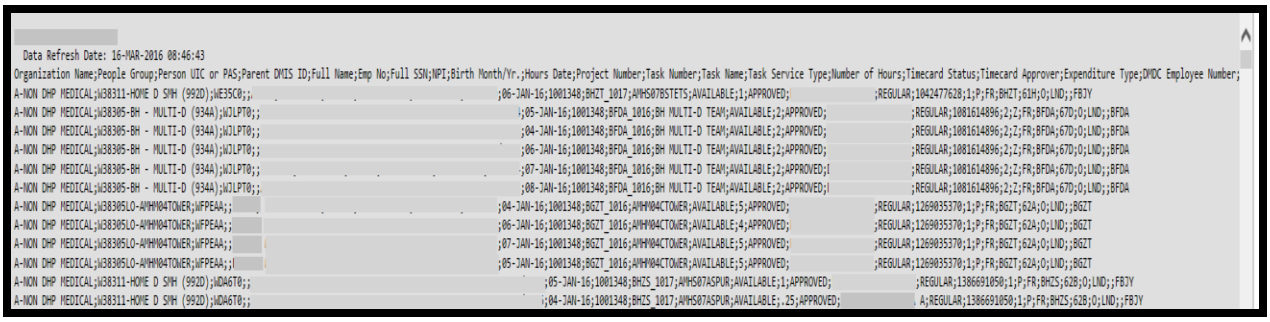
11. The report opens



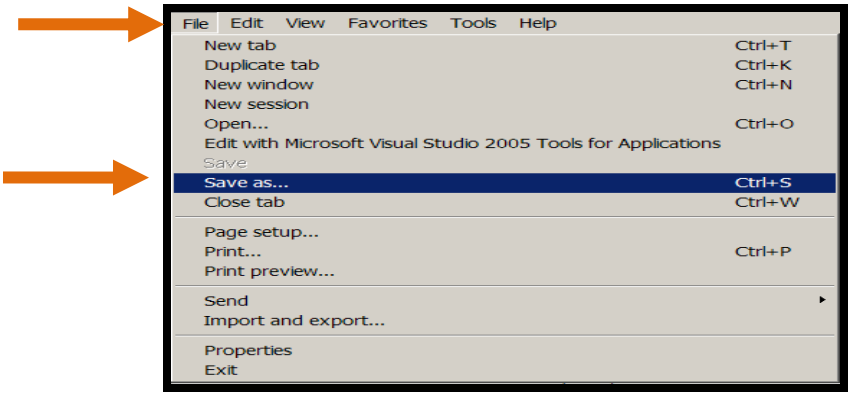
12. To copy the file and save it to the computer select "Tools" then "Copy File" from the toolbar



13. The file is presented in a separate browser window in HTML format



14. Save the output file to the computer. Each browser is slightly different; the user may need to select "Page > Save As" or "Tools > File > Save As"

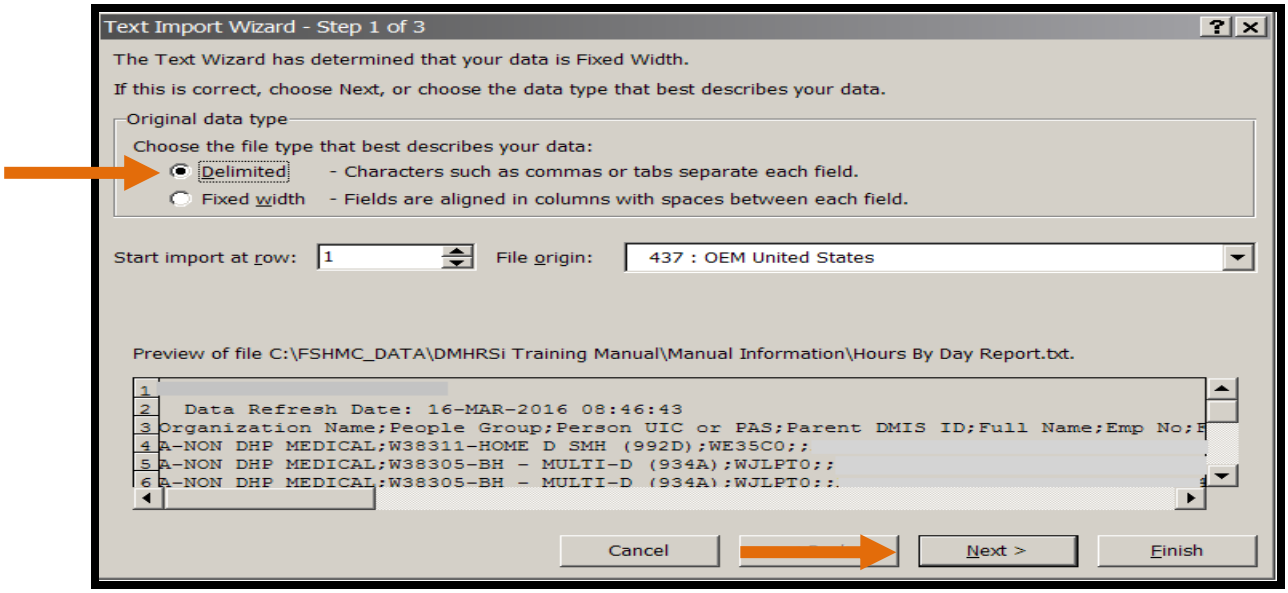


15. Close the HTML form

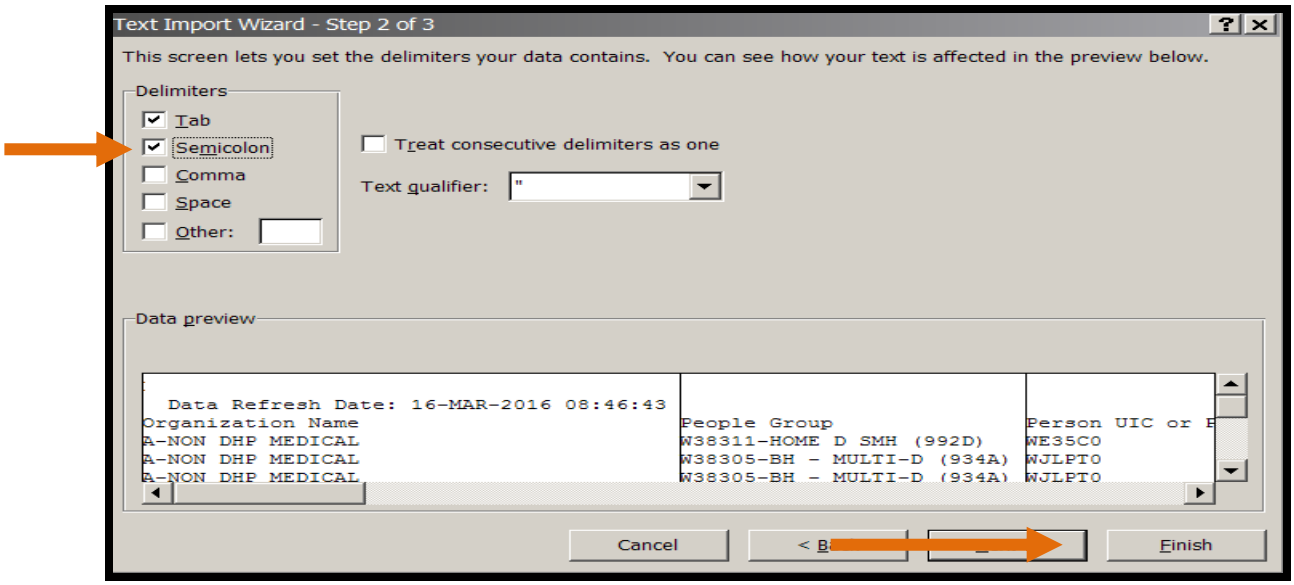
16. Close the "Report" form in DMHRSi and return to the "Requests" form

17. To format the report open “Excel”; open the saved file (remember to change “All Excel Files” to “All File Type”) then select “Open”

18. “Text Import Wizard – Step 1 of 3” screen opens; ensure "Delimited” is selected then click “Next”



19. “Text Import Wizard – Step 2 of 3” screen opens; check the Semicolon field, leave the Tab field checked then select “Finish”



20. The report displays in “Excel”

Organization Name	People Group	Person UIC or PAS	Parent DMIS ID	Full Name	Emp N	Full SSN	NPI	Birth Month/Yr.	Hours Date	Project Number	Task Numb	Task Name	Task Service Type	Number of Hour	Timecard Status	Timecard Approver	Expenditure Type	DMDC Employee Number	Skill Type	Skill Suffix	Assignment Category	Task FCC	SUOC	Per_Categ	Duty Indicator	Emp Org FCC	Emp Group Fl
A-NON DHP MEDICAL	W38311-HOME D SMH (992D)	WE35C0						Mar-80	6-Jan-16	1001348	BHZT_1017	AMHS07B5TETS	AVAILABLE	1	APPROVED		REGULAR		1	P	FR	BHZT	63H	O	LND		FBJY
A-NON DHP MEDICAL	W38305-BH - MULTI-D (934A)	WJLPT0						Sep-74	5-Jan-16	1001348	BFDA_1016	BH MULTI-D TEAM	AVAILABLE	2	APPROVED		REGULAR		2	Z	FR	BFDA	67D	O	LND		BFDA
A-NON DHP MEDICAL	W38305-BH - MULTI-D (934A)	WJLPT0						Sep-74	4-Jan-16	1001348	BFDA_1016	BH MULTI-D TEAM	AVAILABLE	2	APPROVED		REGULAR		2	Z	FR	BFDA	67D	O	LND		BFDA
A-NON DHP MEDICAL	W38305-BH - MULTI-D (934A)	WJLPT0						Sep-74	6-Jan-16	1001348	BFDA_1016	BH MULTI-D TEAM	AVAILABLE	2	APPROVED		REGULAR		2	Z	FR	BFDA	67D	O	LND		BFDA
A-NON DHP MEDICAL	W38305-BH - MULTI-D (934A)	WJLPT0						Sep-74	7-Jan-16	1001348	BFDA_1016	BH MULTI-D TEAM	AVAILABLE	2	APPROVED		REGULAR		2	Z	FR	BFDA	67D	O	LND		BFDA
A-NON DHP MEDICAL	W38305-BH - MULTI-D (934A)	WJLPT0						Sep-74	8-Jan-16	1001348	BFDA_1016	BH MULTI-D TEAM	AVAILABLE	2	APPROVED		REGULAR		2	Z	FR	BFDA	67D	O	LND		BFDA
A-NON DHP MEDICAL	W38305LO-AMHM04TOWER	WFPEAA						Aug-76	4-Jan-16	1001348	BGZT_1016	AMHM04CTOWER	AVAILABLE	5	APPROVED		REGULAR		1	P	FR	BGZT	62A	O	LND		BGZT
A-NON DHP MEDICAL	W38305LO-AMHM04TOWER	WFPEAA						Aug-76	6-Jan-16	1001348	BGZT_1016	AMHM04CTOWER	AVAILABLE	4	APPROVED		REGULAR		1	P	FR	BGZT	62A	O	LND		BGZT
A-NON DHP MEDICAL	W38305LO-AMHM04TOWER	WFPEAA						Aug-76	7-Jan-16	1001348	BGZT_1016	AMHM04CTOWER	AVAILABLE	5	APPROVED		REGULAR		1	P	FR	BGZT	62A	O	LND		BGZT
A-NON DHP MEDICAL	W38305LO-AMHM04TOWER	WFPEAA						Aug-76	5-Jan-16	1001348	BGZT_1016	AMHM04CTOWER	AVAILABLE	5	APPROVED		REGULAR		1	P	FR	BGZT	62A	O	LND		BGZT
A-NON DHP MEDICAL	W38311-HOME D SMH (992D)	WDA6T0						Jul-86	5-Jan-16	1001348	BHZS_1017	AMHS07ASPUR	AVAILABLE	1	APPROVED		REGULAR		1	P	FR	BHZS	62B	O	LND		FBJY
A-NON DHP MEDICAL	W38311-HOME D SMH (992D)	WDA6T0						Jul-86	4-Jan-16	1001348	BHZS_1017	AMHS07ASPUR	AVAILABLE	0.25	APPROVED		REGULAR		1	P	FR	BHZS	62B	O	LND		FBJY
A-NON DHP MEDICAL	W38311-EMBEDDED BEHAV HLTH TM (994E)	WE35C0						Apr-80	5-Jan-16	1001348	BFD4_0609	EBH	AVAILABLE	4	APPROVED		REGULAR		2	Z	FR	BFD4	67D	O	LND		BFD4
A-NON DHP MEDICAL	W38311-EMBEDDED BEHAV HLTH TM (994E)	WE35C0						Apr-80	4-Jan-16	1001348	BFD4_0609	EBH	AVAILABLE	5	APPROVED		REGULAR		2	Z	FR	BFD4	67D	O	LND		BFD4
A-NON DHP MEDICAL	W38311-EMBEDDED BEHAV HLTH TM (994E)	WE35C0						Apr-80	6-Jan-16	1001348	BFD4_0609	EBH	AVAILABLE	3	APPROVED		REGULAR		2	Z	FR	BFD4	67D	O	LND		BFD4

The Hours by Day Report contains the following columns:

Organization Name	People Group	Person UIC or PAS	Parent DMIS ID	Full Name	Emp No	Full SSN	NPI

- **<u>Organization</u>:** Displays the “Organization” found on the employee’s assignment
- **<u>People Group</u>:** Displays the “Group” found on the employee’s assignment
- **<u>Person UIC/PAS</u>:** Displays the employee’s UIC found on the “People” form
- **<u>Parent DMIS ID</u>:** Displays the Parent DMIS ID associated with the Organization to which the employee is assigned
- **<u>Full Name</u>:** Displays the Employee’s full name
- **<u>Employee Number</u>:** Displays the DMHRSi employee’s number
- **<u>SSN</u>**: Displays the employees SSN. Recommend **REMOVING** the contents of this column before saving to the computer (delete the column or right-click the column header and choose “Clear Contents”)
- **<u>NPI</u>**: Displays provider NPI numbers (National Provider Identifier)

Birth Month/Yr.	Hours Date	Project Number	Task Number	Task Name	Task Service Type	Number of Hours	Timecard Status

- **<u>Birth Month/Yr</u>**: Displays the employee’s birth month and the year of birth. Recommend **REMOVING** the contents of this column before saving to your computer. (delete the column or right-click the column header and choose “Clear Contents”)
- **<u>Hours Date</u>**: The date the MEPRS code was used
- **<u>Project Number</u>**: The Project Number that was used
- **<u>Task Number</u>**: The MEPRS Code (Task) that was used
- **<u>Task Name</u>**: The task name associated with the MEPRS Code
- **<u>Task Service Type</u>**: Displays “Available” or “Non-Available” Task Time
- **<u>Number of Hours</u>**: Number of hours charged to the task on that day

Timecard Status	Timecard Approver	Expenditure Type	DMDC Employee Number	Skill Type	Skill Type Suffix	Assignment Category	Task FCC

- **Timecard Status**: The status of that timecard
- **Timecard Approver**: The approver of that timecard based on where the employee was working (i.e. Group field)
- **Expenditure Type**: Regular, Overtime, or Comp Time Earned expenditure type
- **DMDC Employee Number**:
- **Skill Type:** Skill Type of the employee
- **Skill Type Suffix:** Skill Type Suffix of the employee
- **Assignment Category**: Found on the employee's Assignment page; the majority of personnel are "FR"- Full Time Regular
- **Task FCC**: The MEPRS Code found in the flex-field for that Task on the MTF's project

SUOC	Per_Category	Duty Indicator	Emp Org FCC	Emp Group FCC

- **SUOC**: The employee's Occupation Code pulled from "Extra Information-Person Occupation" for Active Duty and Civilians, and from the "Job" field on the "Assignment" form for Contractors, Volunteers, and Local Nationals
- **Per_Category:** Displays the employee's "Person Type" (O-officer, E-enlisted, C-civilian, X-contractor, V-volunteer, L-local National)
- **Duty Indicator**: This field is derived from other fields. Options are N/A (non-applicable), BRD (borrowed) or LND (loaned)
- **Emp Org FCC:** Pulls the MEPRS code associated with the Organization where the employee is assigned
- **Emp Group FCC:** Pulls the MEPRS code associated with the Group where the employee is working

Attachment 1:

DCPS Pay Codes Mapped to DMHRSi Chart

Pay Code	Pay Code Description	Task to Use on DMHRSi Timecard	Type to Enter on DMHRSi Time Card
CA	Religious Time Taken	02.03 Civ Comp Time Taken	REGULAR
CB	Travel Comp Time Earned	Work Center Task	COMP TIME EARNED
CC	Compensatory Time CallBack	Work Center Task	COMP TIME EARNED
CD	Credit Hours Earned	Work Center Task	COMP TIME EARNED
CE	Compensatory Time Earned	Work Center Task	COMP TIME EARNED
CF	Travel Comp Time Used	02.03 Civ Comp Time Taken	REGULAR
CH	Compensatory Time Earned, Holiday	Work Center Task	COMP TIME EARNED
CN	Credit Hours Taken	02.03 Civ Comp Time Taken	REGULAR
CR	Religious Time Earned	Work Center Task	COMP TIME EARNED
CS	Compensatory Time Earned, Sunday	Work Center Task	COMP TIME EARNED
CT	Compensatory Time Taken	02.03 Civ Comp Time Taken	REGULAR
CW	Compensatory Time Earned, Saturday	Work Center Task	COMP TIME EARNED
E1	Overheight Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
E2	Spray Booth Operation	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
E3	Sandblasting	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
E4	Painters in Energized Area	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
E5	Carpenters in Energized Area	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
E6	Live Line Maintenance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EA	Flying	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EB	High Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EC	Floating Target	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ED	Dirty Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EE	Cold Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EF	Hot Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EG	Welding Preheating Metals	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EH	Micro-Soldering or Wire Welding and Assembly	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EK	Exposure to Hazardous Weather or Terrain	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EL	Unshored Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EM	Ground Work beneath Hovering Helicopters	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EN	Hazardous Boarding or Leaving of Surface Craft	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EP	Cargo Handling During Lightening Operations	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EQ	Diving-Extra Hazardous	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ER	Duty Aboard Surface Craft	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ES	Work at Extreme Heights	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
ET	Fibrous Glass Work	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EV	High Voltage Electrical Energy	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EW	Welding, Cutting, or Burning in Confined Spaces	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EX	Working at High Altitudes with Commute From Lower Altitudes	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
EY	Tropical Jungle Duty	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F1	Hostile Enemy Fire	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F2	Threat of Bodily Harm	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F3	Work in the Destruction Area	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F4	Extreme Heat	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F5	Firefighting	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
F6	Explosive Handling	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FA	Duty Aboard Submerged Vessel	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FB	Explosives and Incendiary Material - High Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FC	Explosives and Incendiary Material - Low Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FD	Poisons -Toxic Chemicals- - High Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FE	Poisons -Toxic Chemicals- - Low Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FF	Micro-Organisms -High Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FG	Micro Organisms - Low Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FH	Pressure Chamber and Centrifugal Stress	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FI	Thermal Chamber Test	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FK	Work in Fuel Storage Tanks	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FL	Fire Fighting - High Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FM	Fire Fighting - Low Degree	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FN	Experimental Landing/Recovery Equipment Tests	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FP	Land Impact or Pad Abort or Space Vehicle	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FQ	Diving-Skin	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FR	Mass Explosives and/or Incendiary Material	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FS	Duty Aboard Aircraft Carrier	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FT	Participating in Missile Liquid or Solid Propulsion Situations	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FU	Diver Tender Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FV	Asbestos	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FW	Diving	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
FY	Working in Pressurized Sonar Domes	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
FZ	Experimental parachute Jumps	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
HA	Holiday Work, Saturday	Work Center Task	REGULAR
HC	Holiday Callback	Work Center Task	REGULAR
HE	Double Holiday Pay	Work Center Task	REGULAR
HF	Holiday Work, First Shift -Wage Grade-	Work Center Task	REGULAR
HG	Holiday Work, Graded	Work Center Task	REGULAR
HS	Holiday Work, Second Shift -Wage Grade-	Work Center Task	REGULAR
HT	Holiday Work, third Shift -Wage Grade-	Work Center Task	REGULAR
HU	Holiday Work, Sunday	Work Center Task	REGULAR
JO	Prepaid FEHB Premiums Collected	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
KA	Leave Without Pay	02.04 Civ Leave W/O Pay	REGULAR
KB	Suspension	02.04 Civ Leave W/O Pay	REGULAR
KC	Absent Without Leave -AWOL-	02.04 Civ Leave W/O Pay	REGULAR
KD	Office of Worker Compensation Program -OWCP-	02.04 Civ Leave W/O Pay	REGULAR
KE	Furlough	02.04 Civ Leave W/O Pay	REGULAR
KF	Non Duty Within Regular Schedule	02.04 Civ Leave W/O Pay	REGULAR
KG	Military Furlough -Called to Active Duty-	02.04 Civ Leave W/O Pay	REGULAR
KM	Missing Time Non-Pay	02.04 Civ Leave W/O Pay	REGULAR
L1	Time Off Award Advance	02.01 Civilian Leave	REGULAR
L2	Court, Sunday	02.01 Civilian Leave	REGULAR
L3	Military, Saturday	02.01 Civilian Leave	REGULAR
L4	Military, Sunday	02.01 Civilian Leave	REGULAR
L5	Court, Saturday	02.01 Civilian Leave	REGULAR
LA	Annual	02.01 Civilian Leave	REGULAR
LB	Advanced Annual	02.01 Civilian Leave	REGULAR
LC	Court	02.01 Civilian Leave	REGULAR
LD	Donated Leave	02.01 Civilian Leave	REGULAR
LE	Call, Holiday Outside Work	02.01 Civilian Leave	REGULAR
LF	Forced Annual	02.01 Civilian Leave	REGULAR
LG	Advanced Sick	02.02 Civilian Sick Leave	REGULAR
LH	Holiday	02.01 Civilian Leave	REGULAR
LI	Military - -DC Guard-	02.01 Civilian Leave	REGULAR
LJ	Shore	02.01 Civilian Leave	REGULAR
LK	Home	02.01 Civilian Leave	REGULAR
LL	Law Enforcement	02.01 Civilian Leave	REGULAR
LM	Military	02.01 Civilian Leave	REGULAR
LN	Administrative	02.01 Civilian Leave	REGULAR
LO	BRAC Restored Leave	02.01 Civilian Leave	REGULAR
LP	Annual, Restored #3	02.01 Civilian Leave	REGULAR
LQ	Annual, Restored #2	02.01 Civilian Leave	REGULAR
LR	Annual, Restored #1	02.01 Civilian Leave	REGULAR
LS	Sick	02.02 Civilian Sick Leave	REGULAR
LT	Traumatic Injury	02.02 Civilian Sick Leave	REGULAR
LU	Date of Traumatic Injury	02.02 Civilian Sick Leave	REGULAR
LV	Excused Absence	02.01 Civilian Leave	REGULAR
LW	Educator in-School Breaks	02.01 Civilian Leave	REGULAR
LX	Non-Work Paid -day of Injury/Death-	02.02 Civilian Sick Leave	REGULAR
LY	Time Off Leave Award	02.01 Civilian Leave	REGULAR
ND	Night Differential - GS	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
NT	NIGHT DIFFERENTIAL-GS	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
OA	Additional FLSA Hours	Work Center Task	OVERTIME
OB	CALL, OUTSIDE WORK	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
OC	Overtime Callback	Work Center Task	OVERTIME
OD	OVERTIME, SUNDAY	Work Center Task	OVERTIME

OE	Overtime Night Hours	Work Center Task	OVERTIME
OF	Double Overtime (Title 42)	Work Center Task	OVERTIME
OH	OVERTIME, HOLIDAY	Work Center Task	OVERTIME
OI	Overtime Not Paid	Work Center Task	OVERTIME
ON	Overtime Scheduled - Not Worked - Court/Military Leave	Work Center Task	OVERTIME
OS	Overtime Scheduled	Work Center Task	OVERTIME
OT	Overtime (title 38)	Work Center Task	OVERTIME
OU	Overtime Unscheduled	Work Center Task	OVERTIME
OW	OVERTIME, SATURDAY	Work Center Task	OVERTIME
OX	Overtime Unscheduled Exception	Work Center Task	OVERTIME
OY	Overtime-Not Paid-Rollup	Work Center Task	OVERTIME
OZ	Overtime	Work Center Task	OVERTIME
P1	Final Pay - Advanced Time Off Award	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
P2	Lump Sum - Post Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
P3	Aged Comp Time Paid	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
P5	Lump Sum Market Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PA	Lump Sum - Annual	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PB	Lump Sum - Advanced Annual	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PC	Lump Sum - Restored #3	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PD	Lump Sum - Restored #2	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PE	Lump Sum - Restored #1	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PF	Lump Sum - Advanced Sick	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PG	Lump Sum - Cost of Living Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PH	Lump Sum - Post Differential, Non- Foreign	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PI	Lump Sum - Post Differential, Foreign	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PJ	Lump Sum - Tropical	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PK	Lump Sum - Standby Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PL	Lump Sum - Administrative Uncontrollable Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PM	Lump Sum - Second Shift	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PN	Lump Sum - Third Shift	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PO	Lump Sum - Guam Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PP	Lump Sum - Danger Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PR	Final Pay - Credit Hours	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PS	Final Pay - Compensatory Time	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PT	Final Pay - Religious Compensatory	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PU	Final Pay - Advanced Religious Compensatory	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PV	Lump Sum BRAC Restored Leave	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
PW	Lump Sum - Availability Premium Pay	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
RA	Regular	Work Center Task	REGULAR
RB	Regular Entitlement - Callback Overtime Converted	Work Center Task	REGULAR
RC	Regular Entitlement - Callback Compensatory Converted	Work Center Task	REGULAR
RD	Recess Day	Work Center Task	REGULAR
RF	Regular, First Shift -Wage Grade-	Work Center Task	REGULAR
RG	Regular, -Graded-	Work Center Task	REGULAR
RN	Regular Firefighter Paid Not Worked	Work Center Task	REGULAR
RO	Regular Entitlement - Overtime or Comp time Converted	Work Center Task	REGULAR
RP	Regular Entitlement - Compensatory Time Converted	Work Center Task	REGULAR
RS	Regular, Second Shift -Wage Grade-	Work Center Task	REGULAR
RT	Regular, Third Shift -Wage Grade-	Work Center Task	REGULAR
RW	Regular Firefighter Agency Training	Work Center Task	REGULAR
RX	Regular, Created for Emergency Time	Work Center Task	REGULAR
SA	Saturday Worked	Work Center Task	REGULAR
SF	Sunday Work, First Shift -Wage Grade-	Work Center Task	REGULAR
SG	Sunday Work -Graded-	Work Center Task	REGULAR
SO	Sunday Work, Overtime Converted	Work Center Task	REGULAR
SS	Sunday Work , Second Shift -Wage Grade-	Work Center Task	REGULAR
ST	Sunday Work, Third Shift -Wage Grade-	Work Center Task	REGULAR
SW	SATURDAY PAY	Work Center Task	REGULAR
U3	Employer Cont - FSPS	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
U5	Employer Contribution Disability Insurance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UA	Employed Annuitant Offset	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UB	Employer Contribution - CSRS -All-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UC	Employer Contribution - FERS -All-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UD	Employer Contribution - TSP Basic	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UF	Employer Contribution - Medicare	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UG	Employer Contribution - FEGLI	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UH	Employer Contribution - FEGHB	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UI	Employer Contribution - TSP	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UJ	Employer Contribution _ OASDI	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UK	Employer Contribution - SERS	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UM	Employer Contribution - 401-K-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UN	Employer Surcharge (401K)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UO	Emp Contrib Prepaid FEHB Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UP	Emp Contrib SEGURO Health/MTRNTY -Panama-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
US	Emp Contrib SEGURO Social -Panama-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UU	Employer Contribution - NAF	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UW	Employer Contribution TIAA/CREF	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
UX	Employer Contribution - Fidelity	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
Y1	Transfer Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y2	Education Allowance/Travel	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y3	Staffing Differential	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y4	Retention Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y5	Supervisory Differential	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y6	Recruitment Bonus	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y7	Relocation Bonus	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y8	Foreign Language Award	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Y9	Post Separation - Cop Entitlement	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YA	Productivity Awards/Gain Sharing Awards	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YB	Interest on Back pay Awards	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YC	Cost of Living Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YD	Post Differential - Non Foreign	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YE	Living Quarters Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YF	Post Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YG	Post Differential - Foreign	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YH	Separate Maintenance Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YI	Supplemental Post Allowance -Substance Expense Allowance-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YJ	Temporary Lodging Allowance -Temp Quarters Subsistence Allow	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YK	Tropical Differential	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YL	Benefit Allowance - GMTO	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YM	Physician Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YN	Remote Site Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YO	Recruitment Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YP	Severance Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YQ	Lump Sum Leave	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YR	Danger Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YS	Incentive Pay Award	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YT	Standby Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YU	Administratively Uncontrollable Overtime Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YV	Beneficial Suggestion	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YW	Incentive Award	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
YX	Senior Executive Services -SES- Award	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YY	Extracurricular Pay -Educators-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
YZ	Extra Duty -Dorm Supervisor-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z1	Fringe Benefits	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z2	JROTC Supplemental Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z3	Imminent Danger Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z4	Special Retention Allowance	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z5	Condition of Employment Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z6	Recruitment Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z7	Relocation Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z8	Retention Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
Z9	Separation Incentive	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZA	Environmental Pay (Basic-ungraded)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZB	Hazard Pay (Graded)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZE	Sunday Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZF	Holiday Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZG	Shift Differential - Second Shift -Wage Grade-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZH	Shift Differential - Third Shift -Wage Grade-	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZI	Referral Bonus	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZK	Market Adjustment	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZL	FLPP/FLIP	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZM	Availability Premium Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZN	MP/DDS Spec Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZP	Availability Premium Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZQ	Air Force Traffic Controller Pay	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZR	Student Loan Repayment	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZS	Sunday Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZT	On call pay (Title 38)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZU	Holiday Prem (Title 38)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZV	Holiday OT (Title 38)	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZW	Saturday Premium	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR
ZX	On call (Title 5)	These Hours are included in the Regular Tasks - Do not enter	REGULAR

		separately	
ZZ	Other Pay Converted	These Hours are included in the Regular Tasks - Do not enter separately	REGULAR