

Army MEPRS Program Office Newsletter

August 4, 2014

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We are about a month from finalizing our FY15 policy and guidance letter. We worked very closely with MEDCOM Budget on the service program guidance to ensure the proper accounting and reporting of high visibility programs, such as Reporting of Centrally Funded Clinical Support Agreements (CSA) funded and expensed by Defense Health Agency (DHA), After Hours Care Clinic – BGAH, Urgent Care/Fast Track Clinic – BGAU, and Standardizing Military Readiness Codes. Guidance will also include Reporting Outpatient Minutes of Services (MOS) by Inpatient Nursing Service, DMHRSi Reporting for “Lockdown” related to Active Shooter situations, and Fixed Cost Reconciliation Workflow Process for Civilian Dual-Component Personnel.

The service program guidance will identify the specific functional area/program element, the budget functional cost account (FCA) and the MEPRS Codes/FCCs. Once you receive the guidance, please make sure you coordinate with budget to review the GFEBS – Cost Centers (CC) and Workload Breakdown Structures (WBS) to ensure you have the accurate financial data elements.

This month we will be sending out a draft copy of the Reporting Components by Functional Cost Code (FCC) and the FY15 MEPRS Code Changes documents so you can begin coordinating the changes/updates of MEPRS Codes/FCCs within all systems (EAS, DMHRSi, GFEBS, CHCS, WAM, etc) to be effective 1 Oct FY15. Basic information pertaining to the changes, updates, additions, and deletions will also be provided. If you don't receive the advanced draft copy by 15 August 2014, please contact your AMPO analyst.

On 28 August 1963, Dr. Martin Luther King, Jr. gave his powerful and inspirational speech known as the “I Have a Dream” speech. Did you know those words were never in the original draft, they were ad libbed on the day? If you haven't read it recently, I invite you to do so and then ask yourself – what inspires you? It is when we are inspired that we achieve significant and rewarding results. Thank you for everything you do and will continue to do for Army MEPRS.

Have a great month!



BEST-OF-THE-BEST Data Reporting Month of April 2014

Army Medical Treatment Facilities (MTF) MEPRS Office personnel are known for their dedication and meticulous performance of their duties. This is evident when reviewing the compliance with requirements placed on them from within their commands along with those imposed by MEDCOM.

MTF Ranking is based on point values assessed for compliance with current FY EAS Timeliness, Defense Medical Human Resource System internet (DMHRSi) Timecard Compliance, Financial Reconciliation submission, Narrative submission, Discrepancies for FY09-FY14 (AMPO Discrepancies, and Unauthorized FTE's), and un-validated discrepancies on the Advice and Assist Reports generated as a result of MEWACS data population. Contact your AMPO analyst for additional details on the ranking methodology.

MEDCEN:

DARNALL ARMY MEDICAL CENTER
STACIE RITCHEY & STAFF

EXCEPTIONAL EFFORTS!

BEDDED:

IRWIN ARMY COMMUNITY HOSPITAL
KATHRYN ALBRECHT & STAFF

CONGRATULATIONS!

UNBEDDED:

FOX ARMY HEALTH CLINIC
CATHY COLLINS & STAFF

AWESOME JOB!

AMPO Lead Analyst—Diane Papke

Hello fellow MEPRS personnel. Being new to the Army MEPRS Program Office (AMPO), I would like to introduce myself. My name is Diane Papke and I have worked in the MEPRS field, at Carl R. Darnall Army Medical Center (Fort Hood), for the past 11 years. I started my civilian career 27 years ago as a Quality Assurance Specialist Ammunition Surveillance (QASAS). I inspected ammunition to insure it was safe for our soldiers to use and that it would function properly.

Prior to beginning my Army civilian career 27 years ago, I considered Iowa my home state as I lived there for much of my childhood. I attribute my work ethic to growing up in the Midwest and learning how to work hard by detasseling corn and babysitting in my early teens. My mom used to say, "It's just as easy to do a good job as it is to do a bad job!" I have found this to be true in MEPRS as well. To do a good job requires coordination with HR, Budget, Manpower, Contracting, Patient Appointment System, IMD, etc. Once you've completed all the background work, the workload, FTEs, and expenses will all flow correctly. MEPRS is a difficult job, but at the same time it can be a very fulfilling job. Theodore Roosevelt once said, "Far and away the best prize that life has to offer is the chance to work hard at work worth doing." Our work helps provide premier healthcare to our Nation's soldiers. What can be more fulfilling than that?

Cost Reconciliation Workflow Process for Civilian Dual Component Personnel

In the April DMHRSi updates, the following CR was applied to the cost reconciliation workflow process for civilian dual component personnel:

"Timecard hours for DMHRSi Civilian Dual Component personnel will now be reconciled against DCPS payroll hours and will process through to approval if hours match or reject if hours do not match. This includes timecards with hours reported against civilian person type, zero hours reported against civilian person type and missing hours. This corrects the issue with dual component civilian hours that previously skipped reconciliation and processed through to approval even if DMHRSi hours did not match DCPS hours reported.

All established business rules for civilian timecard processing are now consistently applied to timecard reconciliation and approval processing. Note that this change does not impact the existing business rule allowing employees with Occupation Codes 602 and 680 to bypass reconciliation to approval without matching DCPS hours for available time."

This basically means that if the person type on the HR record has civilian in any form; civilian, civilian/reservist, civilian/guard, civilian/contractor, etc., when civilian payroll reconciles it will be looking for time on the DMHRSi timecard with a person type of civilian. If it does not find this person type or the hours do not match DCPS, then the timecard will reject. Entering or correcting the civilian part of the timecard will allow the timecard to flow. This CR did not affect the employees with occupation codes of 0602 and 0680, the existing business rule that bypass DCPS reconciliation to approval without matching available time (non-available still needs to match DCPS or the timecard will reject) is still intact.

There are some dual component civilian employees at Non-MEPRS reporting activities. They may be activated or while they take a contract job at a MEPRS reporting activity while on LWOP. In the event this happens, we do not want the civilian time entered into DMHRSi. The timecard will reject without the civilian entry. To work around this you will need to batch enter the reserve, guard, or contractor time. Make sure on the batch, that you enter the reserve, guard, or contractor person type. Batch processes by-pass the payroll reconciliation process.

Discoverer Report - Timekeeper Groups by Timekeeper

DMHRSi users have been unable to refresh the Timekeeper Groups by Timekeeper report. This report will be fixed during the DMHRSi update scheduled for the weekend of 2-3 Aug 14. The report was designed to assist timekeepers in identifying employees in their timekeeper's group.

The report shows the Full Name of the Employee, Employee Number, Assignment Person Type, Person Service, People Group, Timekeeper Group Name, Timecard Approver, and Parent DMIS ID. During the update, an additional column will be added to the report titled "Timecard Approver Actual Termination Date". This column is to assist the timekeepers with knowing which timecard approvers have left the command, so a new timecard approver can be assigned to the position.

The report can be found in Discoverer Viewer under the workbook "Timekeeper Groups" titled "By Timekeeper". Employees with the Army LCA Timekeeper Specialist, Army LCA Manager, or DMHRSi LCA Exception Manager role will be able to access this report.

Are you smart enough to get into private kindergarten? Take this test from Bright Kids NYC and find out how you fare on AABL practice questions.

<http://thefunkyapple.com/test-bed/quiz/index.html#>

Modified Army DoD Person Type Code Table

Due to modifications in DFAS 37-100 for AMSCO Classification Pay and Non- Pay Element of Resource Codes (EOR), the DMHRSi Army DoD Person Type Codes table has been updated. This has affected a number of SUEEs, BS/Ls and Duty Indicators. AMPO left 11AB as a valid SUEE for months prior to June 2014, but will be deleted for FY15 processing.

Army DoD Person Type Code Table Modifications for FY15		
FROM SUEE:	TO SUEE:	SUEE DESCRIPTION
11AB	11B1	CIVILIAN PAY-TOTAL FULL TIME PERMANENT
28B1	28B0	KOREA CIVILIAN FOREIGN NATIONAL DIRECT HIRE
28B2	28D0	GERMANY CIV FOREIGN NATIONAL DIRECT HIRE
28B4	28T0	JAPAN CIVILIAN FOREIGN NATIONAL DIRECT HIRE
SUEE	FROM BS/L	TO BS/L
117F	20100000	0130FREE
119B	20700000	2010000
SUEE	FROM DUTY INDICATOR:	TO DUTY INDICATOR:
115F	N/A	BRD
2562	N/A	BRD
2564	N/A	BRD
2565	N/A	BRD
2568	N/A	BRD
28B5	N/A	BRD

Question: What is the minimum amount of man-hours required to register an available FTE?

Answer: One Hour

Hail & Farewells

We welcome the following new members and bid farewell to those who have retired/ or embarked on new paths!

Hail

Employee	Site	Date

Farewell

Employee	Site	Date
Visitation, Yvonne	Carson	11 Jul 14
Squires, Holly	BAMC	11 Jul 14