

Army MEPRS Program Office Newsletter

January 8, 2014

Inside this issue:

- Best-Of-The-Best
- DMHRSi Employee Responsibility
- Timeline for Timecard Submission and Approval
- Role of the Timecard Approver and LCA Timekeeper Specialist
- How DMHRSi Timecards Flow
- Q& A
- Hail & Farewells

Happy New Year and welcome back to those of you who took time off to enjoy the holidays with family and friends.

The start of a new year often brings change and AMPO will be experiencing many changes in the coming year. Mona's retirement means new leadership at AMPO. Arnold Bennett states "Any change, even a change for the better, is always accompanied by drawbacks and discomforts".

First, AMPO is going to reinstitute the Data Quality Analysis Summary Report for FY14 which focuses on data discrepancies. We will be forwarding details on when it will be implemented, what time frame we are going to review, where you can find the queries to run them yourself and when it will start affecting the MTF ranking. More details to follow.

Also, you are going to see AMPO focus more on data accuracy over the next few months especially as it relates to DMHRSi. Many of the metrics and measures being used at all levels use data pulled directly from DMHRSi. As a result, we've decided to dedicate this newsletter to DMHRSi and the DMHRSi timecards.

I know October processing was challenging but as always most sites stepped up to the challenge and processed IAW the suspense date. We are working to resolve the table issues related to service occupation codes (SUOC) and program element codes (PEC) that sites experienced during October processing.

Most sites have completed their automated Financial Reconciliation training. We should have all the signed reconciliations for October processing. If you have not submitted your signed October Financial Reconciliation, please do so.

System issues continue to frustrate everyone as we continue to have problems with reports in BOXi. Be assured that we understand your frustration and we will continue to fight to bring attention to these system issues.

Have a great month!



BEST-OF-THE-BEST Data Reporting Month of October 2013

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 FY08-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
DIANE PAPKE & STAFF

EXCEPTIONAL EFFORTS!

BEDDED:

BASSETT ARMY COMMUNITY HOSPITAL
BERNADETTE MEEK & STAFF

CONGRATULATIONS!

UNBEDDED:

GUTHRIE AMBULATORY HEALTH CARE CLINIC
MARY YOTT & STAFF

AWESOME JOB!

DMHRSi—EMPLOYEE RESPONSIBILITY

Documentation of time is an individual DMHRSi employee responsibility. It is expected that all employees will document time using the DMHRSi self-service timecard. In cases where a designated individual has been authorized to enter time by proxy (timekeeper specialist), that individual assumes responsibility for the accuracy and timeliness of the submission.

Timecards:

- Should be created and submitted on a bi-weekly basis, except for GME/GDE which are submitted on a monthly basis.
- Must be submitted prior to departure for vacation, leave, or business travel if scheduled to be away from the work area when time submission is due.
- Must reflect all hours worked
- Must reflect all hours taken for leave including sick time, time and vacations.
- Timecards must be submitted and approved for individuals departing the MTF prior to their departure and prior to human resources moving them to the "Out-processing" DMHRSi organization.

TIMELINE FOR TIMECARD SUBMISSION AND APPROVAL

The time reporting period constitutes 14 days starting every other Sunday and ending every other Saturday, regardless of where the end of the month occurs. All hours must be recorded against the appropriate project, task, and time type as defined by the supervisor or timekeeper. AMPO guidance is that by COB Monday, following the end of the pay period, all timecards are in an approved status except for the civilian timecards. Civilian timecards should be in a submit status waiting payroll reconciliation. All of the TMA/AMPO timecard compliance metrics are based on this guidance.



ROLE OF THE TIMECARD APPROVER AND LCA TIMEKEEPER SPECIALIST

Timecard Approver – One timecard approver is assigned to each organization (paragraph on the TDA). Timecard approvers are responsible for validating the accuracy of man-hours which means they are responsible for approving expenditures (costs) against organizations (work centers).

LCA Timekeeper Specialist – This role is critical in assisting MEPRS in meeting their monthly suspense for EASIV processing. They are responsible for ensuring all personnel within the organization have entered time within the established timelines, assisting employees with questions related to what task to use, reporting status of timecards to MEPRS personnel on a bi-weekly basis by reviewing the status of timecards for their work center(s) using timekeeper groups, providing an explanation of the exceptions to MEPRS staff when necessary and entering timecards for employees that are unable to enter their own timecard using timekeeper entry.

HOW DMHRSi TIMECARDS FLOW

Timecards are submitted by the employee or by a Timekeeper Specialist. Once submitted they go to the assigned approver for the People Group Organization. The approver reviews the timecard. The approver either approves or rejects the timecard. If the approver rejects the timecard, the timecard goes back to the employee for the employee to make the adjustments to the timecard and resubmit. If the approver approves the timecard and the employee is active duty, reservist, contractor, or volunteer, the timecard flows to the expenditure table and will show as approved. If the employee is a civilian, the timecard will remain in a submit status until payroll reconciles with the DCPS timecard. During this reconciliation, if the DMHRSi timecard and the DCPS timecard do not match, then the DMHRSi timecard will reject back to the employee. The employee will need to make the adjustments and resubmit the timecard. The approver will need to approve the timecard again. The timecard will again be matched up against the DCPS timecard to see if they match. If the DMHRSi timecard matches the DCPS timecard the DMHRSi timecard will flow to the expenditure table and show as approved. Keep in mind that it takes up to 24 hours for the approved timecard to flow to the expenditure table. See the AMPO web page for a diagram of the DMHRSi timecard workflow.



Question: If I enter a timecard via timekeeper entry and approve it, can I run the DoD EAS Create file right away?

Answer: No. Once a timecard has been approved it takes up to 24 hours for it to reach the expenditure table. If the timecard has not reached the expenditure table (visible in expenditure inquiry), it won't become part of your DoD EAS Create file. If you need to create your DMHR Si DoD EAS Create file today and have outstanding timecards to resolve first, enter those timecards using expenditure batch entry.

No Hail or Farewells for the month of January