MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

Attachments For Timecards

Version 1.2
November 14, 2012

Table of Contents

I. Adding An Attachment To A Timecard..... **Error! Bookmark not defined.**

II. Identify An Attached Document 5

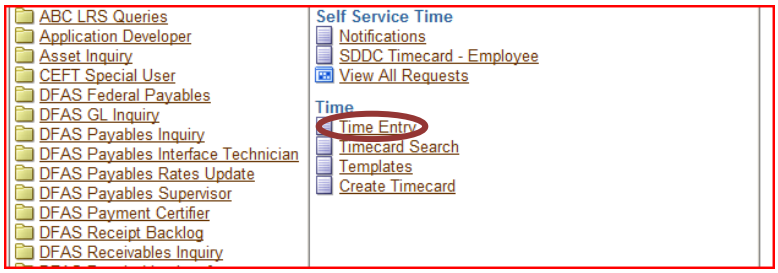
III. Opening An Attached Document 7

I. Attaching Supporting Documentation to a Timecard

Log into TFMS-M

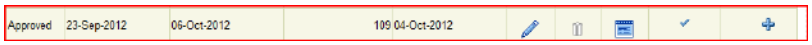
Click on Self Service Time

Next select Time Entry



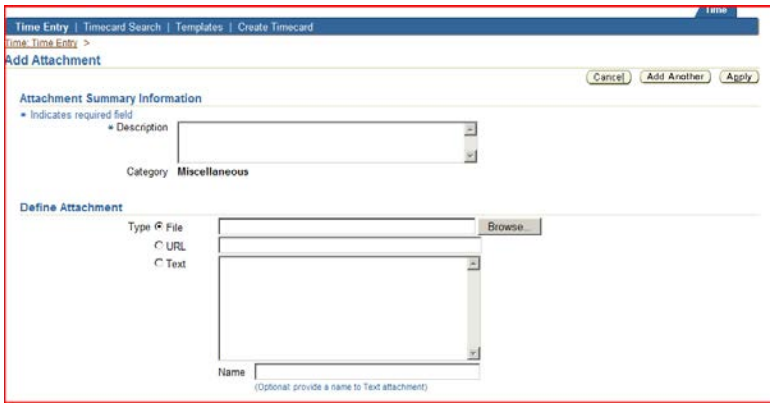
The Oracle list of Recent Timecards: will appear

Select a pay period you want to a document to.



At the end of the row under the Attachment header is a + (plus sign)

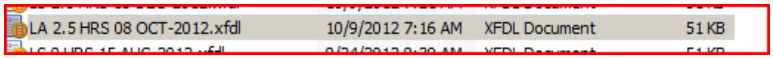
Click on the plus sign to add this will bring up the Add Attachment screen



Enter a description

Next click on Browse to locate the document to be attached

Find the document to wish to attach

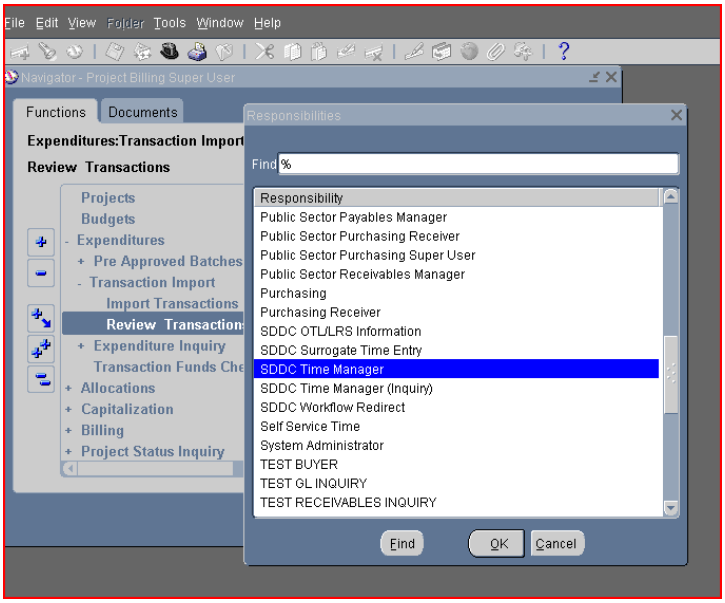


Double click on the file name, this will return you to the Add Attachment screen

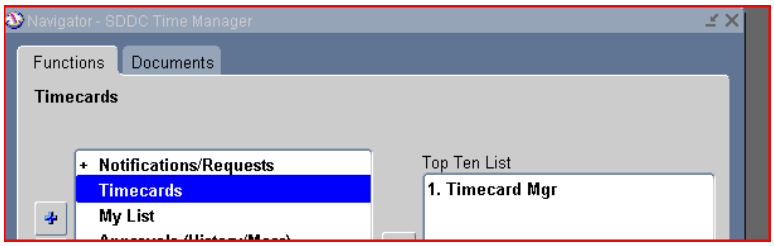
Click on Apply

II. Identifying An Attached Document

Navigate to SDDC Time Manager

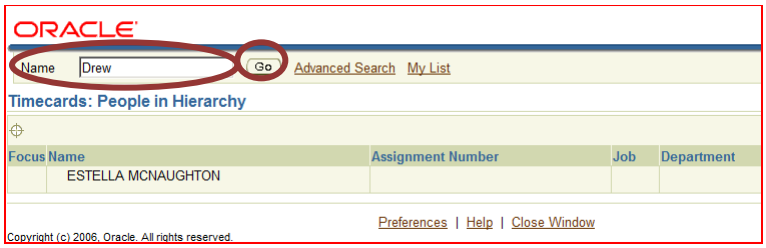


Click on Timecards



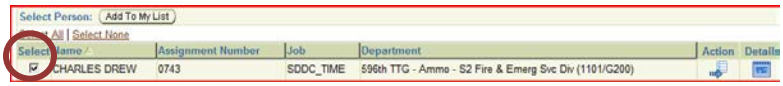
The Oracle Timecards People in Hierarchy will be available

Enter the employees last name and click on Go



This will bring up a list of employees

Select the employee by placing a check mark in the select box



Then click on the Action Icon

The List of Recent Timecards is now available for review

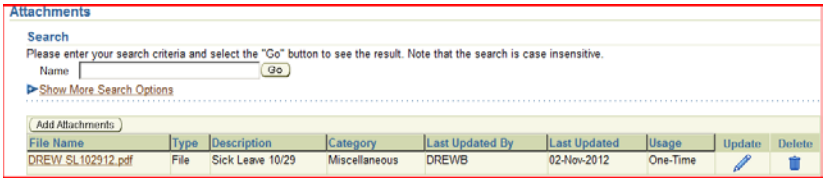
Note the attachment column

The timecards with a paper clipped item have an attachment.

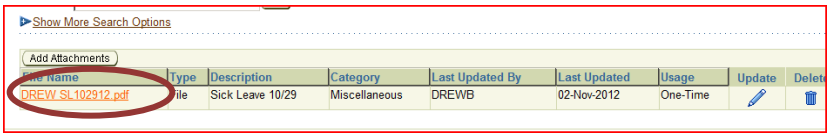
III. Opening An Attached Document

To open an attachment click on the paperclip

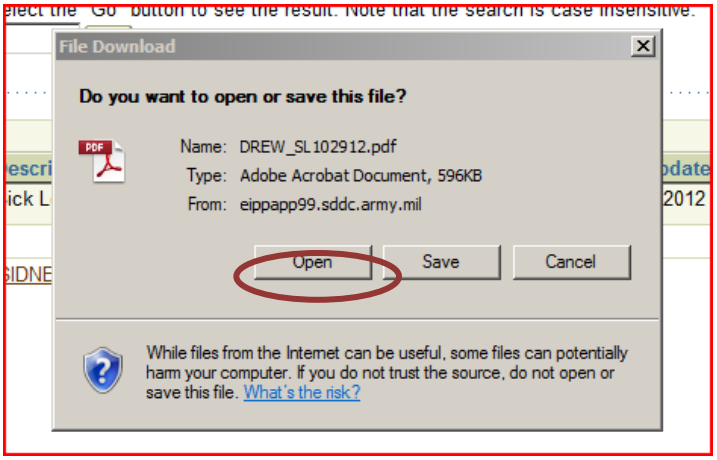
The Attachment screen is now available and attachments maybe deleted and new attachment can be added



Double click on the file name



A popup message will appear click Open



The attached document will open

Request for Leave or Approved Absence

1. Name *(Last, first, middle)*	2. Employee or Social Security Number
[redacted]	XXX-XX-[redacted]

3. Organization

SDDC-RM

4. Type of Leave/Absence						
Check appropriate box(es) and enter date and time below	Date		Time		Total Hours	5. Family and Medical Leave
	From	To	From	To		If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:
☑ **Accrued annual leave**	20121026	20121026	8:00 AM	4:30 PM	8	
☐ **Restored annual leave**						
☐ **Advanced annual leave**						☐ I hereby invoke my entitlement to family and medical leave for:
☐ **Accrued sick leave**						