



Military Surface Deployment and Distribution Command (SDDC)

TFMS-M Oracle Time and Labor Employee Time Entry (Self Service) Standard Operating Procedures

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Getting Started

To use TFMS-M Production, a user must obtain system access through the TFMS-M Helpdesk. It will take approximately 48 hours to receive TFMS-M access. User must have active CAC card.

Help Desk Hours	Monday – Friday Daily 24 Hours
Toll Free Number	1-800-462-2176
DSN Number	770-7332
Commercial Number	618-220-7332
Email Address	sddc.safb.tfmsmhd@us.army.mil

1. Access the TFMS-M Information page by entering the following URL address:

<https://as10.pweb.sddc.army.mil/tfmsm/start.html>

2. Click **Login TFMS-M Production**



TFMS-M INFORMATION

LOG-IN TFMS-M Production

Updates

Training and Documentation

Help Desk Contact Information

Training/Test System

Main Page

TFMS-M is Available.

Unless otherwise stated TFMS-M will be **Unavailable** from 15:30 until 20:30 the second and fourth Sunday of every month.

TFMS-M has moved. Favorites you have created in your browser will no longer work!

To access TFMS-M:

1. Connect to <https://as10.pweb.sddc.army.mil/tfmsm/start.html>, then click on LOG-IN to bring up the TFMS-M banner page.
2. If you experience problems please verify with their Local IT personnel that local Firewall rules exists to allow ports 8044,4443,4445, and 4444 from your site to communicate with SDDC's TFMS-M server eippapp99.sddc.army.mil.
3. Users who still experience problems should then contact the Systems Response Center (DSN 770-7332 and select option 4) or by email sddc.safb.tfmsmhd@us.army.mil for direction and support.

DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

PLEASE USE EMAIL CERTIFICATE

DOD NOTICE AND CONSENT BANNER

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using this IS (which includes any device at

USG routinely intercepts and monitors penetration testing, COMSEC monitoring, enforcement (LE), and counterintelligence

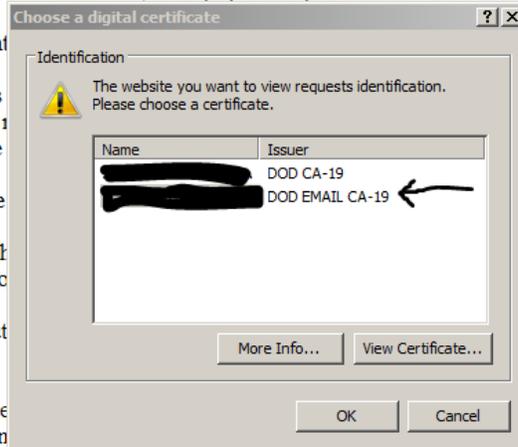
any time, the USG may inspect and seize

communications using, or data stored on, the search, and may be disclosed or used for

s IS includes security measures (e.g., authentication) for personal benefit or privacy.

withstanding the above, using this IS does not constitute monitoring of the content of privileged communications

by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



I agree, with CAC login

Click on Email certificate.

OTL Navigation Guidance:

- Do not use the Internet Explorer (IE) Back icon.
- The system can appear slow when entering the first timecard session for the day. You will see performance improve on subsequent entries.
- The notification screen combines all types of notifications including OTL Timecard and TFMS-M Requisitions.

5. Select **Self Service Time**

Navigator

[Edit Navigator](#)

- Application Developer
- Asset Inquiry
- DFAS GL Inquiry
- DFAS GL Supervisor
- DFAS Payables Inquiry
- DFAS Payables Interface Technician
- DFAS Payables Supervisor
- DFAS Purchasing Inquiry
- DFAS Receivables Inquiry
- Federal Administrator
- Federal Administrator Inquiry
- Federal Administrator Manager
- Fixed Assets Administrator
- Fixed Assets Manager
- Help Desk
- Oracle Diagnostics Tool
- OTL Super Administrator
- OTL Super Timekeeper
- Payables Inquiry
- Project Billing Super User
- Public Sector General Ledger Super User
- Public Sector Payables Manager
- Public Sector Purchasing Super User
- Public Sector Receivables Manager
- Purchasing Buyer
- Reports Tester
- SDDC OTL/ARS Information
- SDDC Time Manager
- Self Service Time**
- System Administrator
- TFMS Buyer with CARE



Self Service Time

- Notifications
- SDDC Timecard - Employee

Time

- Time Entry
- Timecard Search
- Templates
- Create Timecard

Favorites

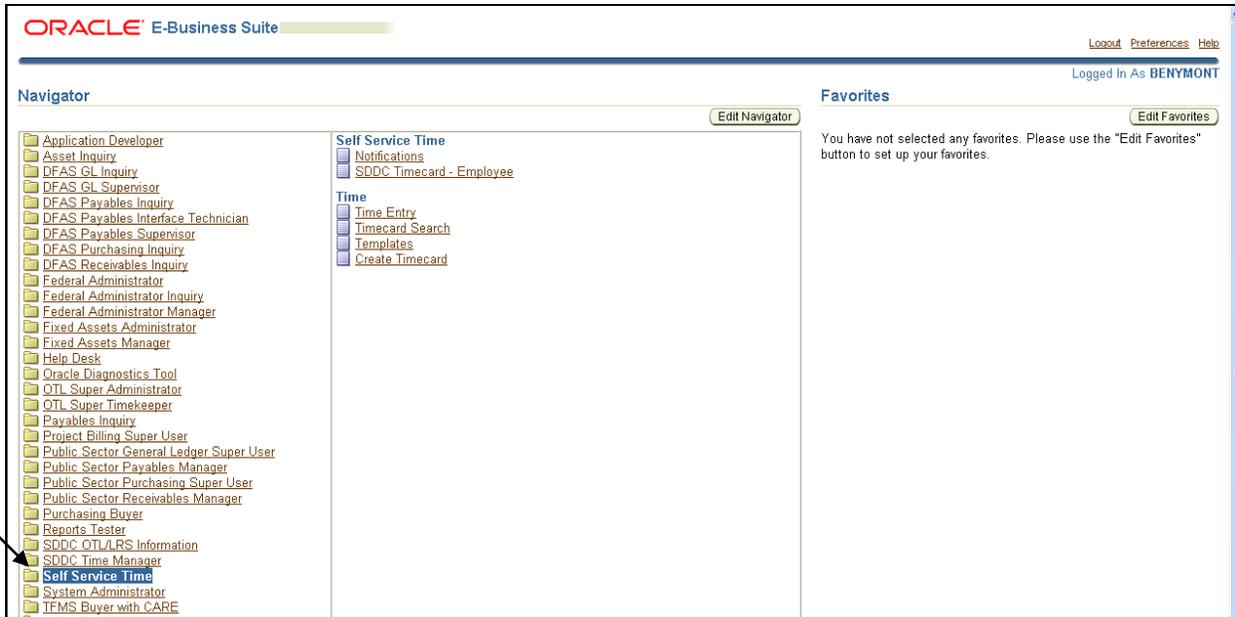
[Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

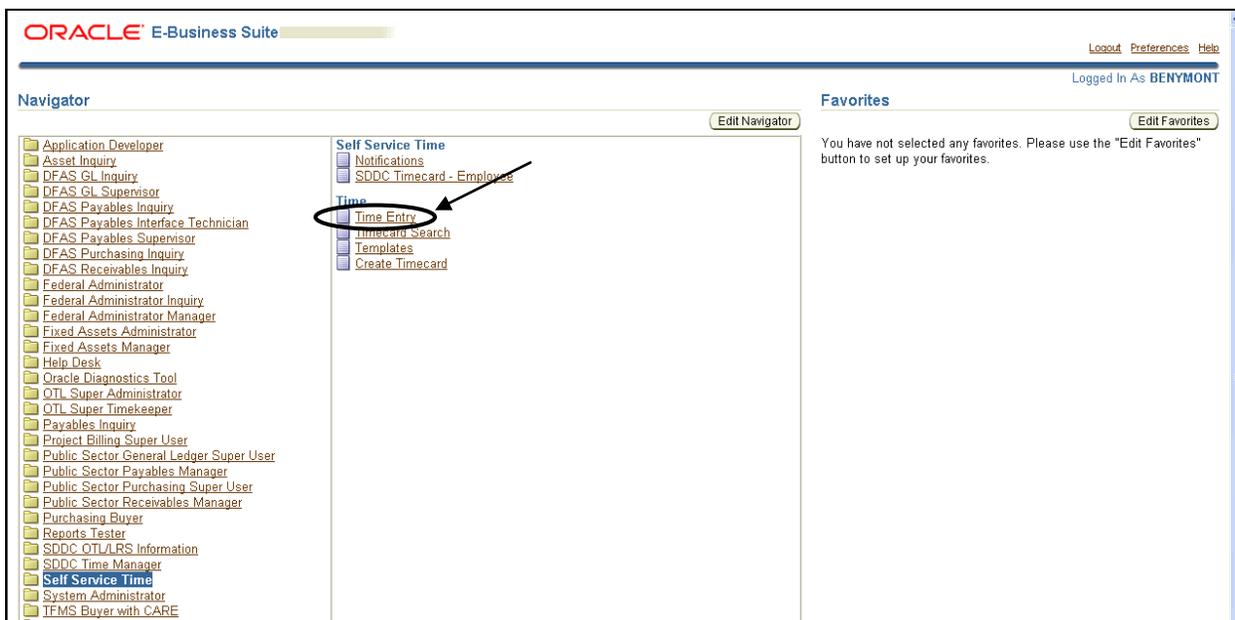
Enter Timecard

To create a timecard, perform the following steps:

1. Select Self Service Time



2. Select Time Entry



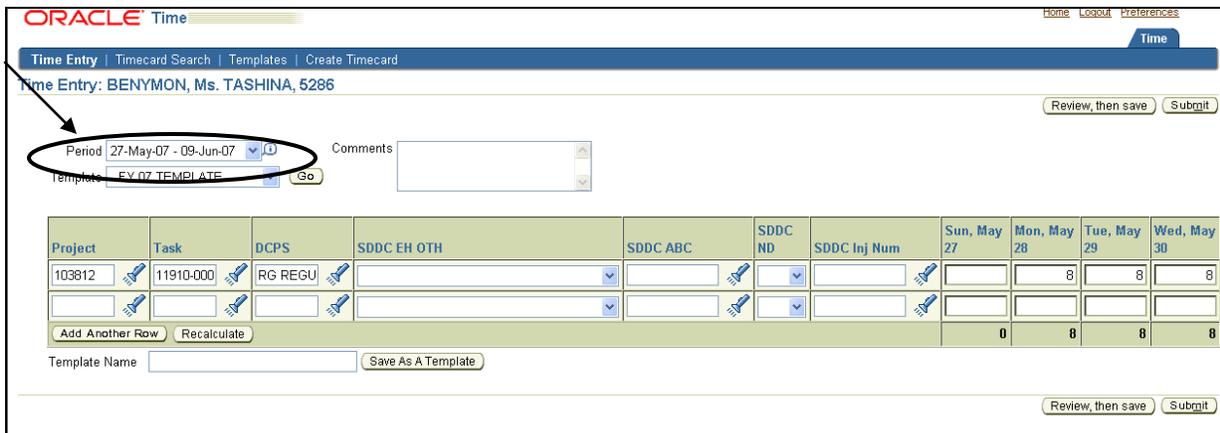
3. Click **Create Timecard**



- For a list of the timecard data entry fields, refer to [Appendix B](#).

4. Select **Period** from dropdown list

- The period field will default to the current pay period (Saturday – Sunday).



WARNING! If a user waits until the Monday following the Pay Period Ending (PPE) to submit a timecard, the **Period** field will automatically default to the next pay period.

For a list of 2007-08 PPE schedule, please refer to [Appendix A](#).

5. Select **Template** from dropdown list

- If you have not created a timecard template, refer to the section titled **Create Timecard Template** as referenced in the Table of Contents.

6. Click **Go**

The screenshot shows the ORACLE Time entry interface. At the top, there are navigation links: Home, Logout, Preferences, and Time. Below this is a breadcrumb trail: Time Entry | Timecard Search | Templates | Create Timecard. The user's name and ID are displayed: Time Entry: BENYMON, Ms. TASHINA, 5286. There are buttons for 'Review, then save' and 'Submit'. The 'Period' is set to '27-May-07 - 09-Jun-07'. The 'Template' dropdown is set to '- FY 07 TEMPLATE'. A 'Go' button next to the template dropdown is circled in red, with an arrow pointing to it from the text 'Click Go'. Below the form is a table with columns for Project, Task, DCPS, SDDC EH OTH, SDDC ABC, SDDC ND, SDDC Inj Num, and days of the week (Sun, May 27 to Wed, May 30). The table contains one row with values: Project 103812, Task 11910-000, DCPS RG REGU, SDDC EH OTH (dropdown), SDDC ABC (dropdown), SDDC ND (dropdown), SDDC Inj Num (dropdown), Sun, May 27: 0, Mon, May 28: 8, Tue, May 29: 8, Wed, May 30: 8. Below the table are buttons for 'Add Another Row', 'Recalculate', and 'Save As A Template'. At the bottom, there is a 'Template Name' field and another 'Review, then save' and 'Submit' button.

The timecard template will automatically appear!

Add Another Row

To reflect additional DCPS categories a user can add another row to the timecard by performing the following steps:

1. Click Add Another Row

The screenshot shows the Oracle Time entry interface. At the top, there are navigation links: Home, Logout, Preferences, and Time. Below that, a breadcrumb trail reads: Time Entry | Timecard Search | Templates | Create Timecard. The main heading is "Time Entry: BENYMON, Ms. TASHINA, 5286". There are buttons for "Review, then save" and "Submit".

Form fields include: Period (27-May-07 - 09-Jun-07), Comments (text area), Template (- FY 07 TEMPLATE), and a Go button.

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, May 27	Mon, May 28	Tue, May 29	Wed, May 30
103812	11910-000	RG REGU						8	8	8
Add Another Row Recalculate							0	8	8	8

Below the table is a "Template Name" field and a "Save As A Template" button. At the bottom, there are "Review, then save" and "Submit" buttons, and a footer with "Copyright (c) 2006, Oracle. All rights reserved." and "Privacy Statement".

2. Enter the timecard details for the added row

- Remember the following:

- The total fields must not exceed the allotted maximum daily hours.
- Refer to **Appendix C** for a list of DCPS codes or the following website:

<https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>

3. Click **Recalculate** to refresh the Total columns

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Time Entry: BENYMON, Ms. TASHINA, 5286 Review, then save Submit

Period: 27-May-07 - 09-Jun-07 Comments

Template: - FY 07 TEMPLATE Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, May 27	Mon, May 28	Tue, May 29	Wed, May 30
103812	11910-000	RG REGU						8	8	8
103812										
Add Another Row Recalculate							0	8	8	8

Template Name Save As A Template

Review, then save Submit

Time | Home | Logout | Preferences Privacy Statement

Preferences Close Window Time

Review, then save Submit

Recalculated Hours

Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	total	Delete	Details
		0	8	8	8	8			8	8	8	8	8	8	72		
		8	0	0	0	0			0	0	0	0	0	0	8		
															0		
	0	8	8	8	8	8	0	0	8	8	8	8	8	0	80		

Review, then save Submit

Privacy Statement

Save a Timecard

After a timecard is created for a pay period, a user can perform the following steps to **save** the timecard:

1. Click **Review, then save**

ORACLE

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: BENYMON, Ms. TASHINA, 5286

Period: 10-Jun-07 - 23-Jun-07

Template: - FY 07 TEMPLATE

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13
103812	11910-000	RG REGU						0	8	8
103812	11910-000	LA LEAVE						8	0	0
							0	8	8	8

Review, then save | Submit

At times users may receive error messages while attempting to **save** their timecard. Below is a list of timecard error messages and their meanings:

- The following time entry rule has violated the period maximum (24 hr day maximum)- total hours cannot exceed 24 hours per 1 day
- The following time entry rule has been violated (Emp biweek total) - employee's 2 week total cannot exceed 80 regular plus leave hours for GS, CWS, or WG firefighter's 2 week total cannot exceed 144 regular plus leave hours
- The following time entry rule has violated the period maximum (9 reg hr Daily maximum) employee's regular plus leave hours cannot exceed 9 hours per 1 day for GS, CWS, or WG
- The following time entry rule has violated the period maximum (12 reg hr Daily maximum) security guard's regular plus leave hours cannot exceed 12 hours per 1 day
- **Hrs** - Project/Task validation error. Contact your support representative - project and/or task number have not been entered on time entry line
- **Hrs** - Invalid expenditure type and expenditure type class combination - DCPS code has not been entered on time entry line

2. Click Complete Save Process

ORACLE Preferences Close Window

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#) Time

Review: BENYMON, Ms. TASHINA, 5286 Back Complete Save Process

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total	Details
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72	
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8	
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

Back Complete Save Process

Copyright (c) 2006, Oracle. All rights reserved. Time | Preferences | Close Window Privacy Statement

Confirmation receipt!

ORACLE Preferences Close Window

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#) Time

Confirmation
 The timecard has been saved successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 Return to Time Entry

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8
							0	8	8	8	8	0	0	8	8	8	8	8	8	0	80

[Return to Recent Timecards](#) Return to Time Entry

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WARNING! If a timecard has error messages and a user attempts to submit the timecard without saving it first (e.g. Steps 1 & 2), the timecard will NOT save.

3. Click **Return to Time Entry** to submit the timecard

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard Time

Confirmation
The timecard has been saved successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 Return to Time Entry

Week Starting **Sunday, June 10 2007**
Timecard Period (days) **14**
Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) Return to Time Entry

[Time](#) | [Preferences](#) | [Close Window](#)

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OR

Click **Return to Recent Timecards** to view the list of timecards

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard Time

Confirmation
The timecard has been saved successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 Return to Time Entry

Week Starting **Sunday, June 10 2007**
Timecard Period (days) **14**
Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) Return to Time Entry

[Time](#) | [Preferences](#) | [Close Window](#)

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ORACLE SDDC Time Manager [Home](#) [Logout](#) [Preferences](#)

Recent Timecards: BENYMON, Ms. TASHINA, 5286

[Create Timecard](#) [Import Timecard](#)

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details	Audit Data
Working	10-Jun-2007	23-Jun-2007	80					
Working	05-Aug-2007	18-Aug-2007	80					

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Notes:

- The OTL status code will reflect **Working** when the timecard is saved.
 - For a list of OTL Status Codes and their meanings refer to page 16.
- Please remember timecards should be updated daily!

Submit a Timecard

After a timecard is created for a pay period, a user can perform the following steps to **submit** the timecard for approval:

1. Click Submit

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard Time

Time Entry: BENYMON, Ms. TASHINA, 5286 Review, then save Submit

Period: 10-Jun-07 - 23-Jun-07~ Comments:

Template:

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13
103812	11910-000	RG REGU						0	8	8
103812	11910-000	LA LEAVE						8	0	0
Add Another Row Recalculate							0	8	8	8

Template Name:

Review, then save **Submit**

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2. Click Complete Submit Process

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard Time

Review: BENYMON, Ms. TASHINA, 5286 Back Complete Submit Process

Week Starting **Sunday, June 10 2007**

Timecard Period (days) 14

Comments:

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total	Details
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8	
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72	
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

Back **Complete Submit Process**

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Confirmation receipt!

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286

Return to Time Entry

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Return to Recent Timecards

Return to Time Entry

3. Click Return to Recent Timecards

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286

Return to Time Entry

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						0	8	8	8	8			8	8	8	8	8		72
103812	11910-000	LA LEAVE ANNUAL						8	0	0	0	0			0	0	0	0	0		8
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

Return to Recent Timecards

Return to Time Entry

ORACLE Preferences Close Window

Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards: BENYMON, Ms. TASHINA, 5286

Create Timecard Import Timecard

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details	Audit Data
Submitted	10-Jun-2007	23-Jun-2007	80	20-Jun-2007				

Time | Preferences | Close Window

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Timecard Status Codes

- Working – Timecard is incomplete and has **not** been submitted for management approval.
- Submitted – Timecard is submitted and awaiting management approval.
- Rejected - Timecard is rejected by approver.
- Approved – Timecard is accepted by approver.

PLEASE REMEMBER ALL TIMECARDS MUST BE APPROVED BY CLOSE OF BUSINESS (COB) MONDAY FOLLOWING THE END OF A PAY PERIOD

*****REFER TO APPENDIX A FOR THE 2009-10 PAY PERIOD ENDING SCHEDULE*****

Update Timecard

*****VERY IMPORTANT*****

Do NOT click **UPDATE** unless a change needs to be made to a timecard.

Every time you make a change to the timecard by clicking **UPDATE**, the timecard will require management re-approval.

Update Scenario: 11 June 2007 Leave was for 6 hours only.

1. Select Update

The screenshot shows the Oracle Timecard interface. At the top, there is a navigation bar with 'Time Entry | Timecard Search | Templates | Create Timecard'. Below this, it says 'Recent Timecards: BENYMON, Ms. TASHINA, 5286'. A table lists timecard entries with columns for Status, Period Starting, Period Ending, Recorded Hours, and Submission Date. The 'Update' button, represented by a pencil icon, is circled in red. Other buttons like 'Delete', 'Details', and 'Audit Data' are also visible. The footer contains 'Copyright (c) 2006, Oracle. All rights reserved.' and 'Privacy Statement'.

2. Make revisions

The screenshot shows the Oracle Timecard interface for making revisions. It features a 'Time Entry: BENYMON, Ms. TASHINA, 5286' header. Below the header, there are fields for 'Period' (10-Jun-07 - 23-Jun-07) and 'Comments'. A table with columns for Project, Task, DCPS, SDDC EH OTH, SDDC ABC, SDDC ND, SDDC Inj Num, and days of the week (Sun, Jun 10 to Wed, Jun 13) is displayed. The table contains two rows of data for Project 103812 and Task 11910-000. The first row shows 'RG REGU' with 8 hours recorded on Sun, Jun 10. The second row shows 'LA LEAVE' with 8 hours recorded on Mon, Jun 11. Below the table, there are buttons for 'Add Another Row', 'Recalculate', and 'Save As A Template'. The footer contains 'Copyright (c) 2006, Oracle. All rights reserved.' and 'Privacy Statement'.

3. Click Recalculate

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Time Entry: BENYMON, Ms. TASHINA, 5286 Review, then save Submit

Period: 10-Jun-07 - 23-Jun-07~ Comments:

Template:

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13
103812	11910-000	RG REGU						2	8	8
103812	11910-000	LA LEAVE						6	0	0
Add Another Row <input type="button" value="Recalculate"/>							0	8	8	8

Template Name:

Review, then save Submit

Copyright (c) 2006, Oracle. All rights reserved. Time | Home | Logout | Preferences Privacy Statement

4. Click Review, then save

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Time Entry: BENYMON, Ms. TASHINA, 5286 Review, then save Submit

Period: 10-Jun-07 - 23-Jun-07~ Comments:

Template:

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13
103812	11910-000	RG REGU						2	8	8
103812	11910-000	LA LEAVE						6	0	0
Add Another Row <input type="button" value="Recalculate"/>							0	8	8	8

Template Name:

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5. Select Reason

6. Enter Comment (optional)

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Review: BENYMON, Ms. TASHINA, 5286 Continue

* Indicates required field

Late Entries

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Day	Date Entered	Hours	Reason	Comment
---------	------	------	----------	-------------	---------	--------------	-----	--------------	-------	--------	---------

Changed Entries

Project	Task	DCPS	Day	Date Entered	Hours	Old Entry	New Entry	Reason	Comment
103812	11910-000	LA LEAVE ANNUAL	Mon, Jun 11	Wed, Jun 20	6	Hrs:8	Hrs:6	* <input type="text"/>	<input type="text"/>
103812	11910-000	RG REGULAR (GRADED)	Mon, Jun 11	Wed, Jun 20	2	Hrs:0	Hrs:2	* <input type="text"/>	<input type="text"/>

Continue

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7. Click Continue

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Review: BENYMON, Ms. TASHINA, 5286 Continue

* Indicates required field

Late Entries

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Day	Date Entered	Hours	Reason	Comment
---------	------	------	----------	-------------	---------	--------------	-----	--------------	-------	--------	---------

Changed Entries

Project	Task	DCPS	Day	Date Entered	Hours	Old Entry	New Entry	Reason	Comment
103812	11910-000	LA LEAVE ANNUAL	Mon, Jun 11	Wed, Jun 20	6	Hrs:8	Hrs:6	* Update/Correction	Changed leave from 8 hrs to 6 hrs <small>Comment</small>
103812	11910-000	RG REGULAR (GRADED)	Mon, Jun 11	Wed, Jun 20	2	Hrs:0	Hrs:2	* Update/Correction	Worked 2 hours

Continue

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8. Click Complete Save Process

ORACLE Time [Home](#) [Logout](#) [Preferences](#)

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Review: BENYMON, Ms. TASHINA, 5286 [Back](#) [Complete Save Process](#)

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) **14**
 Comments

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total	Details
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6	
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74	
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

[Back](#) [Complete Save Process](#)

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Confirmation Receipt!

ORACLE Time [Home](#) [Logout](#) [Preferences](#)

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Confirmation
 The timecard has been saved successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 [Return to Time Entry](#)

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) **14**
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) [Return to Time Entry](#)

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9. Click Return to Time Entry

ORACLE Time Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

The timecard has been saved successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 Return to Time Entry

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) **14**
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6
							0	8	8	8	8	0	0	8	8	8	8	8	0	0	80

[Return to Recent Timecards](#) Return to Time Entry

Time | Home | Logout | Preferences

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10. Click Submit

ORACLE Time Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: BENYMON, Ms. TASHINA, 5286 Review, then save Submit

Period: 10-Jun-07 - 23-Jun-07 ~ Comments

Template: Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13
103812	11910-000	RG REGU						2	8	8
103812	11910-000	LA LEAVE						6	0	0
							0	8	8	8

Add Another Row Recalculate Review, then save Submit

Template Name: Save As A Template

Time | Home | Logout | Preferences

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11. Click Complete Submit Process

ORACLE Time Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Review: BENYMON, Ms. TASHINA, 5286 Back Complete Submit Process

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total	Details
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6	
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74	
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

Back **Complete Submit Process**

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Privacy Statement

Confirmation Receipt!

ORACLE Time Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: BENYMON, Ms. TASHINA, 5286 Return to Time Entry

Week Starting **Sunday, June 10 2007**
 Timecard Period (days) 14
 Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) Return to Time Entry

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Privacy Statement

12. Click Return to Recent Timecards

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Confirmation
Time entries for the given timecard period have been submitted successfully.

Confirmation: **BENYMON, Ms. TASHINA, 5286** Return to Time Entry

Week Starting **Sunday, June 10 2007**
Timecard Period (days) **14**
Comments

Hours Entered

	Regular	Premium
Total Hours Entered	80	0

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8		74
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0		6
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

[Return to Recent Timecards](#) Return to Time Entry

[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

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The Audit Data field has a ✓ to indicate a change has been made to the timecard.

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Recent Timecards: **BENYMON, Ms. TASHINA, 5286**

[Create Timecard](#) [Import Timecard](#)

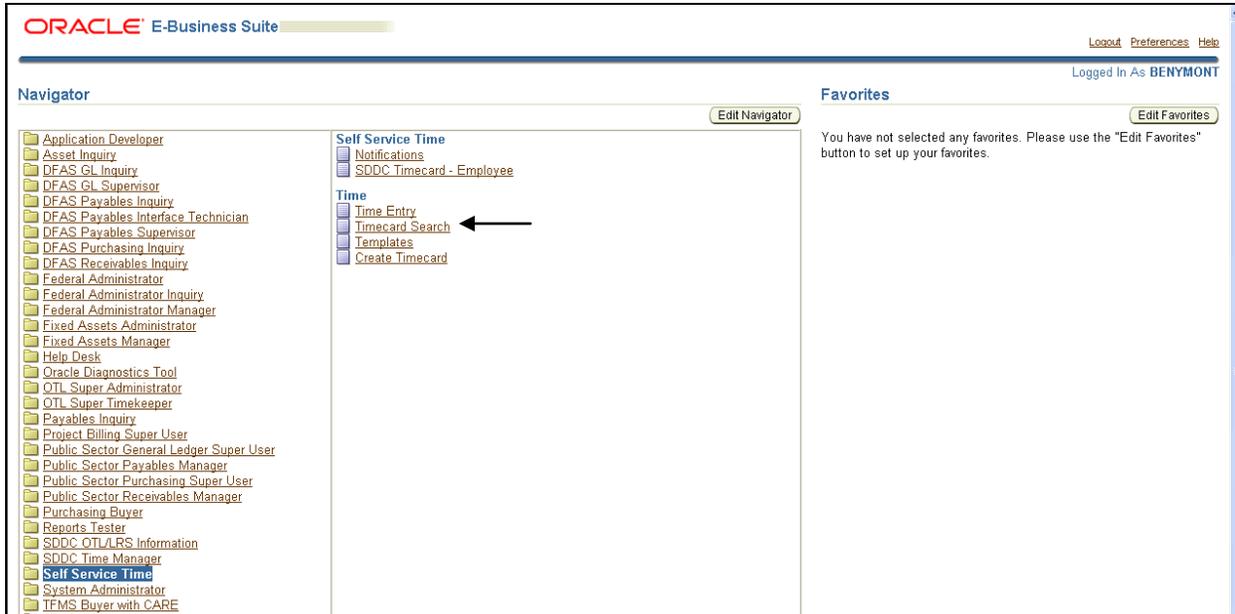
Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details	Audit Data
Submitted	10-Jun-2007	23-Jun-2007	80	20-Jun-2007				<input checked="" type="checkbox"/>

[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

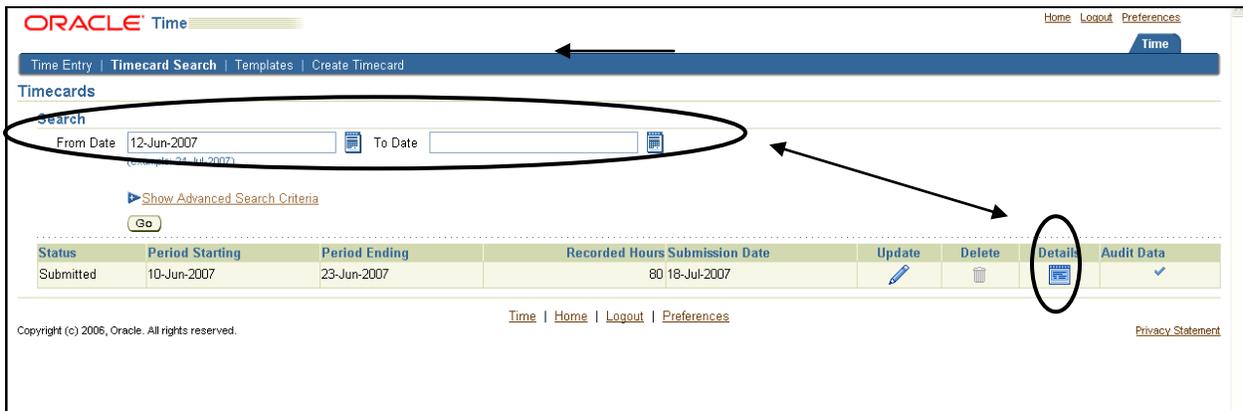
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View Timecard

1. Click Timecard Search



2. Enter Search criteria or click Details



View Timecard Details!

ORACLE Time
Home Logout Preferences

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Review: BENYMON, Ms. TASHINA, 5286

Week Starting **Sunday, June 10 2007**

Timecard Period (days) **14**

Comments **resubmit**

Project	Task	DCPS	SDDC ABC	SDDC EH OTH	SDDC ND	SDDC Inj Num	Sun, Jun 10	Mon, Jun 11	Tue, Jun 12	Wed, Jun 13	Thu, Jun 14	Fri, Jun 15	Sat, Jun 16	Sun, Jun 17	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Total	Details
103812	11910-000	RG REGULAR (GRADED)						2	8	8	8	8			8	8	8	8	8	8	74	
103812	11910-000	LA LEAVE ANNUAL						6	0	0	0	0			0	0	0	0	0	0	6	
							0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

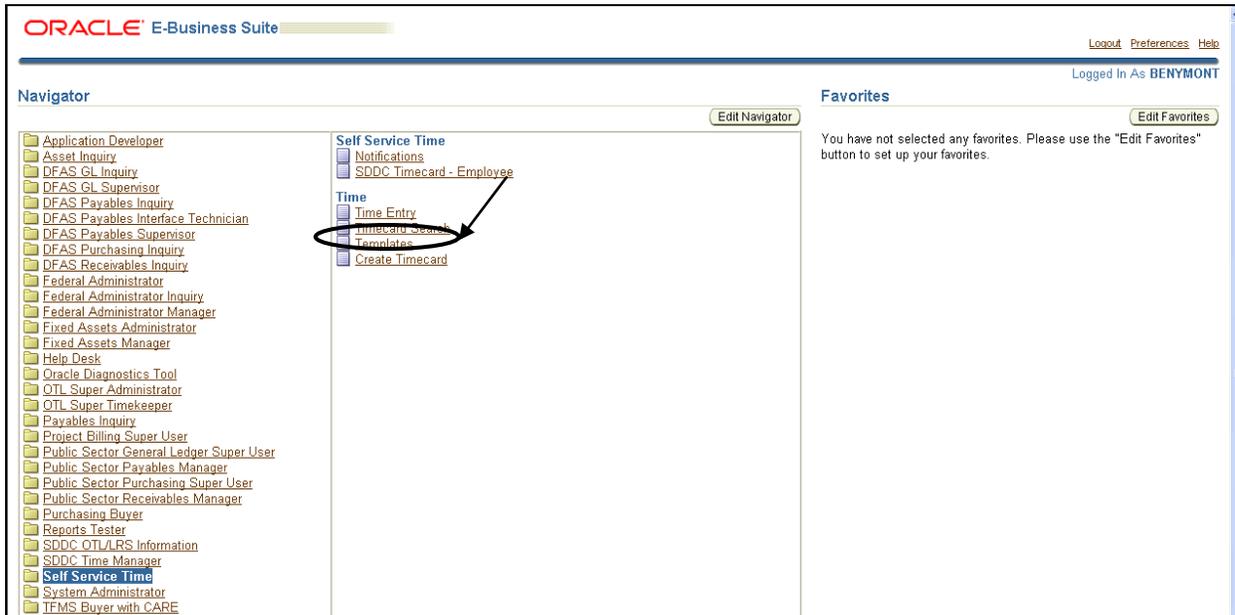
[Return to Recent Timecards](#)

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[Privacy Statement](#)

Create Timecard Template

When creating a timecard template for the **first** time, perform the following steps:

1. Select Templates



2. Click Create Template



3. Enter Template Name

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | **Templates** | Create Timecard Time

Create Template: BENYMON, Ms. TASHINA, 5286 Cancel Apply

* Indicates required field

* Template Name Populate Template

Use Timecard Period Populate Template

Comments

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun	Mon	Tue	Wed	Thu
<input type="text"/>											

Add Another Row Recalculate Cancel Apply

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4. Enter Use Timecard Period (optional)

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | **Templates** | Create Timecard Time

Create Template: BENYMON, Ms. TASHINA, 5286 Cancel Apply

* Indicates required field

* Template Name Populate Template

Use Timecard Period Populate Template

Comments

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun	Mon	Tue	Wed	Thu
<input type="text"/>											

Add Another Row Recalculate Cancel Apply

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5. Enter Comments (optional)

ORACLE Time Home Logout Preferences

Time Entry | Timecard Search | **Templates** | Create Timecard Time

Create Template: BENYMON, Ms. TASHINA, 5286 Cancel Apply

* Indicates required field

* Template Name Populate Template

Use Timecard Period Populate Template

Comments

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun	Mon	Tue	Wed	Thu
<input type="text"/>											

Add Another Row Recalculate Cancel Apply

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6. Enter **Project**

- Click the **Flashlight** to obtain the list of values (LOV). A second screen will appear. The project list will appear. You may either scroll through the list and select your profile or enter the project number and then click **Go**. Once you have the desired project, click the **Select Radio Button**, then the **Select** button.
- Use the Tab button on the keypad to go to next entry or use the Flashlight for more choices.
- If there are questions regarding which **Project** to select, please contact your SDDC HQ Resource Management Budget POC.

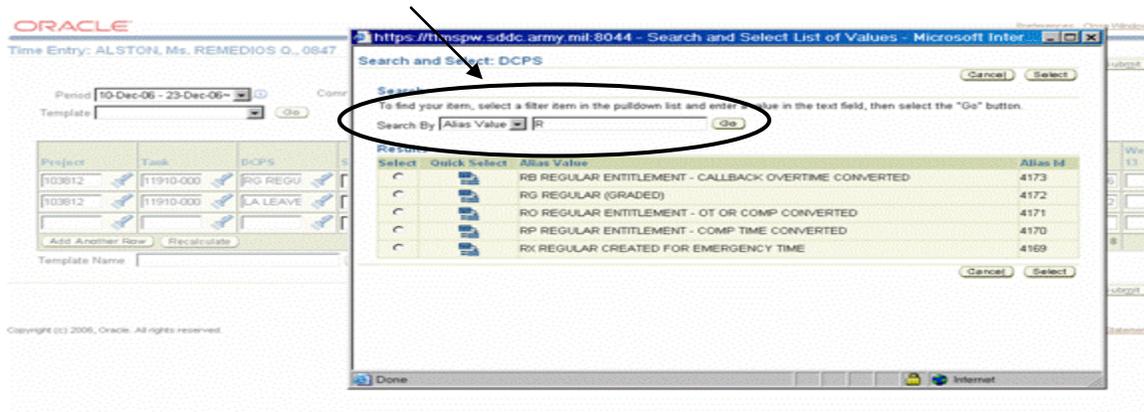
7. Enter **Task**

- Click the **Flashlight** to obtain the list of values (LOV). A second screen will appear. The project list will appear. You may either scroll through the list and select your profile or enter the project number and then click **Go**. Once you have the desired project, click the **Select Radio Button**, then the **Select** button.
- Use the Tab button on the keypad to go to next entry or use the Flashlight for more choices.
- If there are questions regarding which **Task** to select, please contact your SDDC HQ Resource Management Budget POC.

8. Enter **DCPS**

- For DCPS code, enter RG for **Regular hours** and use the Tab button on the keypad or the Flashlight to pull in rest of description.
- Click the **Flashlight** to obtain the list of values (LOV). A second screen will appear.
- Example: enter '**R**' and select the **Go** button to list all Regular DCPS selections.

- Quick Select desired value to fill in blank on main screen.



- DCPS Code Examples: First Shift = RF, Second Shift = RS
Third Shift = RT, etc.
- As needed, add another Row for different DCPS codes
- When adding additional DCPS codes, remember to enter the Project, Task, DCPS code, and hours for **each** row.
- Refer to **Appendix C** for a list of DCPS codes or the following website:

<https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>

9. Enter **SDDC EH OTH** (optional)

- SDDC EH OTH code for Environmental/Hazardous
- Refer to **Appendix D** for a list of the SDDC EH OTH Codes available.

10. Enter **SDDC ABC** (optional)

- Select ABC code used for most regular hours.
- If more than 1 ABC code is needed, add a Row and repeat all previous data with new ABC code.

11. Enter **SDDC ND** (optional)

- If applicable, select 'Yes' for the SDDC ND for Night Differential pay.
- Use 2 rows to split time if ND does not apply to all regular hours worked.

12. Enter **SDDC Inj Num** (optional)

- If applicable, select the SDDC Inj Num for Injury Number for traumatic injury

13. Enter **Hours**

SCROLL TO THE RIGHT TO SEE THE DAYS OF THE WEEK

- **SUN THROUGH SAT** - Enter the number of regular hours worked on each day of 2 week period across row.
- Hours worked must be entered for each field. When applicable enter a **zero** versus leaving a field blank to indicate zero hours worked.
- Hours worked must be entered in quarter increments (i.e. .25, .50, .75, and 1.00)
- If hours are Leave taken or Comp Time taken, subtract the number of hours from the regular (RG) hours on first row.

14. Click Apply

ORACLE Time [Home](#) [Logout](#) [Preferences](#)

Time Entry | Timecard Search | **Templates** | Create Timecard

Create Template: BENYMON, Ms. TASHINA, 5286

* Indicates required field

* Template Name

Use Timecard Period

Comments

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun	Mon	Tue	Wed
103812	11910-000	RG REGU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	5	5	5

Time | [Home](#) | [Logout](#) | [Preferences](#)

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15. Click Home to go back to the main menu or selection an option from the toolbar.

ORACLE Time [Home](#) [Logout](#) [Preferences](#)

Time Entry | Timecard Search | **Templates** | Create Timecard

Confirmation

The Template has been saved

Templates

Use Templates to save timecard data to reuse in the future. Exporting your template data produces a CSV file that can be used in a spreadsheet. Export a Defined Project List exports a CSV file, containing only a list of Projects and Tasks.

Template Name	Total Hours	Update	Delete	Export
FY 07 TEMPLATE	80	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Export"/>
FY 07/08 TEMPLATE	50	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Export"/>

Time | [Home](#) | [Logout](#) | [Preferences](#)

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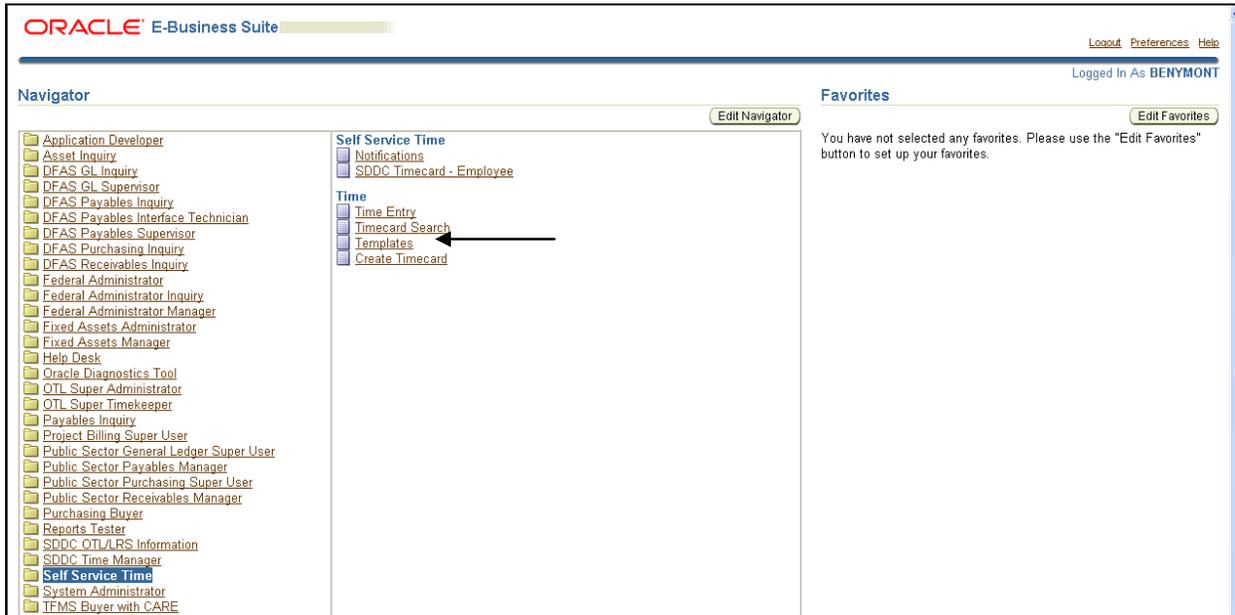
Notes:

- OTL users can create multiple timecard templates for the fiscal year.
- **IMPORTANT!!!**
 - New timecard templates are required at the beginning of a fiscal year.

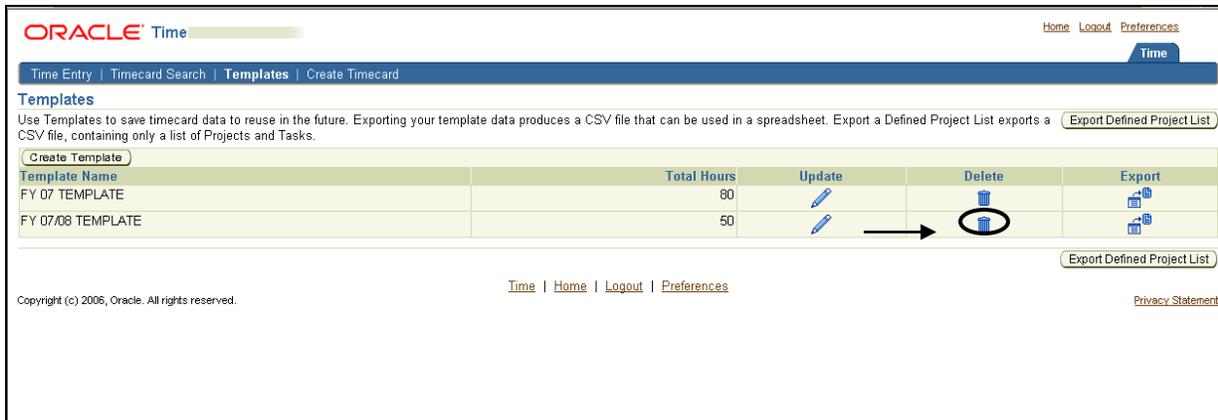
Delete Timecard Template

When deleting a timecard, perform the following steps:

1. Select **Templates**

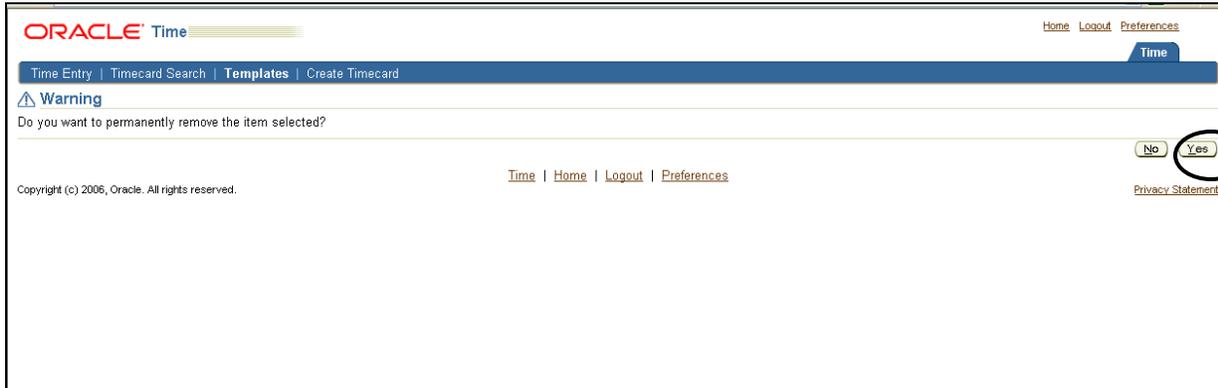


2. Select **Delete**

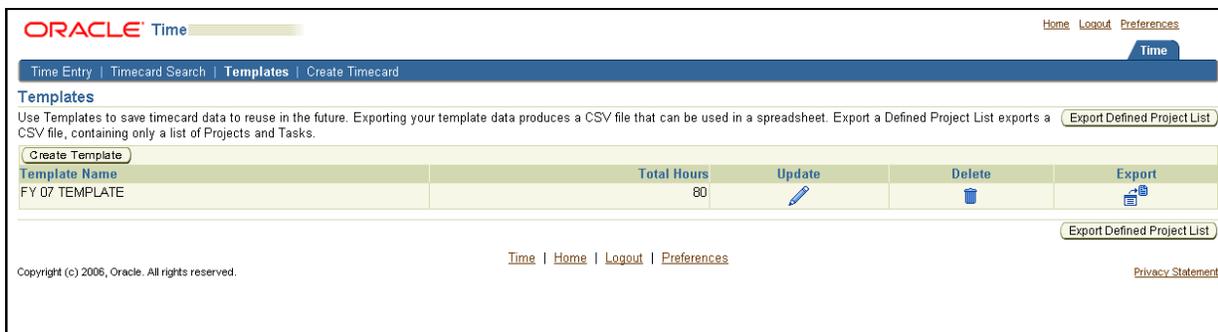


- All of the templates created will be listed. Carefully, select the template to delete.

3. Click Yes



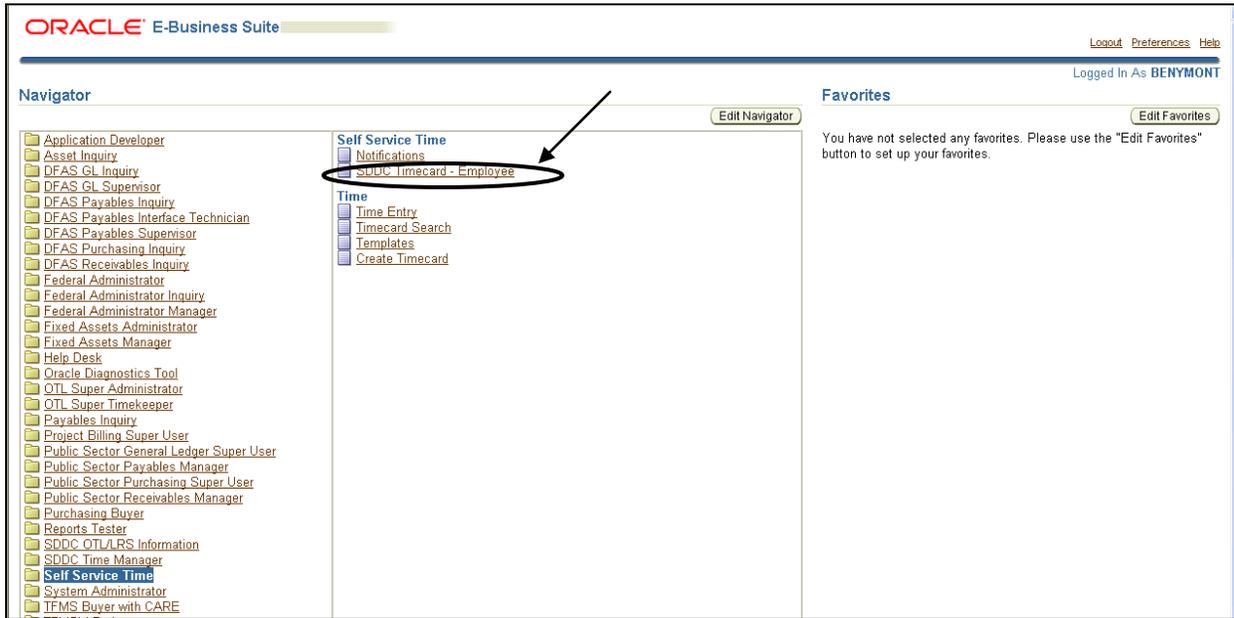
- The template is automatically removed from the list.



SDDC Timecard - Employee

To print a timecard, perform the following steps:

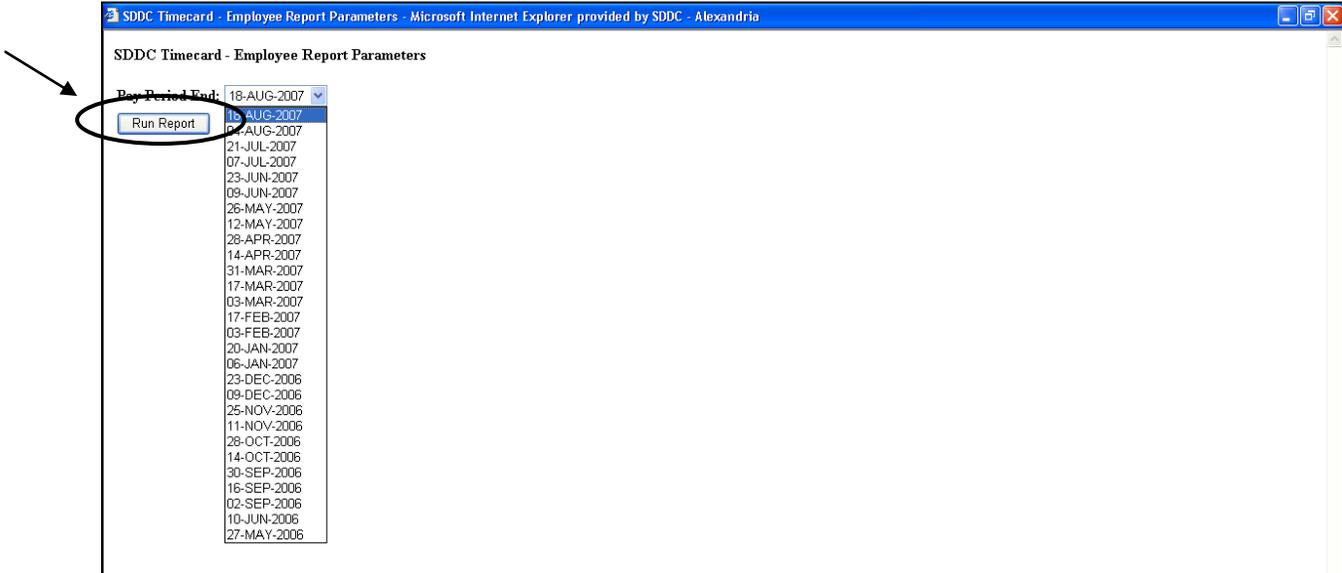
1. Select SDDC Timecard - Employee



2. Select Pay Period End



3. Click Run Report



Print Timecard Details!

SDDC Timecard

Printed Date: 07/25/2007

PayPeriod 08-JUL-2007 - 21-JUL-2007
 Employee Name
 Employee ID

Organization G8 - Strat Plan/POM (7790/9130)
 Project 103812 Task 11910-000

DCPS	ABC Task	EFF Other	Night Diff	Injury Number	Sun 08-07	Mon 09-07	Tue 10-07	Wed 11-07	Thu 12-07	Fri 13-07	Sat 14-07	Sun 15-07	Mon 16-07	Tue 17-07	Wed 18-07	Thu 19-07	Fri 20-07	Sat 21-07	Period
RG						8.00	8.00	8.00	8.00	8.00			6.00	8.00	6.50				60.50
LS													2.00		1.50	8.00	8.00		19.50
Regular Scheduled Hours						8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Premium Work Hours																			0.00
Other Earned Hours																			0.00
Total Hours - Per Day/Period						8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Differential Hours																			0.00
Paid Hours						8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00

Certification: Attendances and Absences certified correct. Overtime approved in accordance with existing laws and regulations for non-exempt FLSA.
 I did not suffer or permit any overtime work other than as reported for this pay period.

Contains information subject to the Privacy Act of 1974 as amended.

Approver BANGAN, Mr. RUEBEN
 Date 23-JUL-2007
 Approver Comment
 Comments

Note: Please remember timecards in OTL do not have an expiration date. Therefore, you do not have to print and file your timecards.

OTL Timecard Example

Timecard with Regular hours, Holiday, Sick Leave, and Annual Leave hours - See next screen for entire 2 week pay period entries.

ORACLE Preferences Close Window

Time Entry: ALSTON, Ms. REMEDIOS Q., 0847 Review, then save Submit

Period: 12-Nov-06 - 25-Nov-06 Comments

Template: Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Nov 12	Mon, Nov 13	Tue, Nov 14	Wed, Nov 15
103812	11910-000	RG REGU		COS04DOCUM				8	8	
103812	11910-000	LH LEAVE								
103812	11910-000	LS LEAVE								
103812	11910-000	LA LEAVE								
Add Another Row Recalculate							0	8	8	

Template Name: Save As A Template

Review, then save Submit

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- OTL often displays an extra line. Do NOT put anything on extra lines unless another DCPS code is needed
- Do not use Back button at top left of screen in the browser.
- Enter Holiday Leave on the day Holiday hours are taken. For Compressed Work Schedule (CWS), leave is usually taken the day after the holiday or the day before if the holiday falls on Friday. Leave must be taken during the pay period in which the holiday occurs.

Scroll to the right with the bar at the bottom of the screen or use the TAB key.

Preferences Close Window

Review, then save Submit

Inj Num	Sun, Nov 12	Mon, Nov 13	Tue, Nov 14	Wed, Nov 15	Thu, Nov 16	Fri, Nov 17	Sat, Nov 18	Sun, Nov 19	Mon, Nov 20	Tue, Nov 21	Wed, Nov 22	Thu, Nov 23	Fri, Nov 24	Sat, Nov 25	Total	Delete	Details
		8	8	8	7	0			0	0	0	0	0		31		
												8			8		
					1										1		
						8			8	8	8		8		40		
															0		
	0	8	8	8	8	8	0	0	8	8	8	8	8	0	80		

Review, then save Submit

Privacy Statement

Leave hours and Comp Time hours taken must be subtracted from Regular hours so that employee's biweekly total = 80 hours.

Do not subtract Overtime hours or Comp Time Earned from Regular hours:

ORACLE

Time Entry: ALSTON, Ms. REMEDIOS Q., 0847

Preferences Close Window

Review, then save Submit

Period: 29-Oct-06 - 11-Nov-06~

Comments

Template

Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Oct 29	Mon, Oct 30	Tue, Oct 31	Wed, Oct 01
103812	11910-000	RG REGU		COS04DOCUM				8	8	
103812	11910-000	LH LEAVE								
103812	11910-000	OS OVER						6.5		
Add Another Row Recalculate							0	14.5	8	

Template Name Save As A Template

Review, then save Submit

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Preferences Close Window

Privacy Statement

If Night Differential (ND) is needed for some but not for all Regular hours, split the time by using 2 lines:

- 1 line of Regular hours without ND
- 1 line of Regular hours with SDDC ND set to YES.

The total Regular hours plus Leave taken should = 8 (or 9 for CWS).

ORACLE Preferences Close Window

Time Entry: ALSTON, Ms. REMEDIOS Q., 0847 Review, then save Submit

Period: 26-Nov-06 - 09-Dec-06~ Comments
 Template: - remy07 Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Nov 26	Mon, Nov 27	Tue, Nov 28	Wed, Nov 29
1103812	11910-000	RG REGU		COS04DOCUM				6	7	8
1103812	11910-000	LA LEAVE								
1103812	11910-000	OS OVER		COS04DOCUM				1.5	5	2
1103812	11910-000	RG REGU		COS04DOCUM	Yes			2	1	
Add Another Row Recalculate							0	9.5	13	10

Template Name: Save As A Template

Review, then save Submit

Preferences | Close Window

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If an Environmental Hazardous duty, Health care, Union or Telework code is needed, select from the dropdown list under SDDC EH OTH:

ORACLE Preferences Close Window

Time Entry: ALSTON, Ms. REMEDIOS Q., 0847 Review, then save Submit

Period: 01-Oct-06 - 14-Oct-06~ Comments
 Template: Go

Project	Task	DCPS	SDDC EH OTH	SDDC ABC	SDDC ND	SDDC Inj Num	Sun, Oct 01	Mon, Oct 02	Tue, Oct 03
1103812	11910-000	RG REGU							3
1103812	11910-000	LS LEAVE							5
1103812	11910-000	OS OVER						11.5	
Add Another Row Recalculate								11.5	8

Template Name: Review, then save Submit

Preferences | Close Window

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APPENDIX A: 2009-10 Pay Period Ending (PPE) Schedule

2009 SCHEDULE

3-JANUARY-09
17-JANUARY-09
31-JANUARY-09
14-FEBRUARY-09
28-FEBRUARY-09
14-MARCH-09
28-MARCH-09
11-APRIL-09
25-APRIL-09
9-MAY-09
23-MAY-09
6-JUNE-09
20-JUNE-09
4-JULY-09
18-JULY-09
1-AUGUST-09
15-AUGUST-09
29-AUGUST-09
12-SEPTEMBER-09
26-SEPTEMBER-09
10-OCTOBER-09
24-OCTOBER-09
7-NOVEMBER-09
21-NOVEMBER-09
5-DECEMBER-09
19-DECEMBER-09

2010 SCHEDULE

2-JANUARY-10
16-JANUARY-10
30-JANUARY-10
13-FEBRUARY-10
27-FEBRUARY-10
13-MARCH-10
27-MARCH-10
10-APRIL-10
24-APRIL-10
8-MAY-10
22-MAY-10
5-JUNE-10
19-JUNE-10
3-JULY-10
17-JULY-10
31-JULY-10
14-AUGUST-10
28-AUGUST-10
11-SEPTEMBER-10
25-SEPTEMBER-10
9-OCTOBER-10
23-OCTOBER-10
6-NOVEMBER-10
20-NOVEMBER-10
4-DECEMBER-10
18-DECEMBER-10

2011 SCHEDULE

1-JAN-2011
15-JAN-2011
29-JAN-2011
12-FEB-2011
26-FEB-2011
12-MAR-2011
26-MAR-2011
9-APR-2011
23-APR-2011
7-MAY-2011
21-MAY-2011
4-JUN-2011
18-JUN-2011
2-JUL-2011
16-JUL-2011
30-JUL-2011
13-AUG-2011
27-AUG-2011
10-SEP-2011
24-SEP-2011
8-OCT-2011
22-OCT-2011
5-NOV-2011
19-NOV-2011
3-DEC-2011
17-DEC-2011
31-DEC-2011

APPENDIX B: Timecard Data Entry Fields

Timecard Entry	Instructions	Comments
<i>Header</i>		
Period	Select List of Values (LOV) to display the pay periods.	Pay Periods begin with Sunday.
Overriding Approver	Do not use unless instructed.	System automatically forwards timecard to the employee supervisor.
Template	Select LOV to choose a previous saved template.	Templates defaults lines on the timecard automatically. Users can select a My template, Public template or last time card.
Comments	Enter any message to the approver regarding the timecard.	
<i>Details</i>		
Project	Enter or select the Flashlight Icon to view the list of Projects	Enter the employee project.
Task	Enter or select the Flashlight Icon to view the list of Tasks.	Enter the employee task.
DCPS	Enter or select the Flashlight Icon to view the list of DCPS codes.	Enter the DCPS code.
SDDC ABC Timekeepers skip this field.	Select the LOV to display the list of codes available for the employee.	SDDC ABC codes are entered by employees only. Timekeepers skip this field
SDDC E/H OTH	If applicable, select the LOV to display the list of Environmental, Hazardous Duty and Other codes.	E/H OTH codes are additional to the DCPS code.
SDDC ND	If applicable, select the LOV and select “Yes” for time subject to night differential.	The lines should include only the hours subject to night differential.
SDDC INJ NUM	If applicable, select the LOV to select the DDMM.	

14 Days Columns	Enter the total hours for the day by line combination. HH.MM format.	HH.MM quarter minutes allowed (Ex. 15, 30, 45).
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Timecard Entry	Instructions	Comments
Total	System computes total of 14 days by line combination. Select the Recalculate button to update.	Displays total for the pay period and line combination.
Delete	Not allowed. Enter 0 to remove an amount.	
Details	Select Details Icon to enter Comments for a day.	
Reason Codes	Select the LOV to display a list of Reason Codes. Codes required for each day.	Timecard submitted late or changed after submitted requires reason codes.
<i>Actions</i>		
Add Another Row	Select button if additional lines are required.	There is no limit of number of line combinations.
Recalculate	Select button to compute the daily and line totals	
Template Name & Save As A Template	Enter a Template Name (Ex. = "FY06"). Select the Save As A Template button to save the current line combinations.	Tip – Create template before entering an actual timecard.
Review, then save	Timecard is saved and displays any warning messages.	Use the button to save your work without submitting the timecard. See 1.2.4.2 below for additional details.
Submit	Timecard is saved and submitted.	Timecard cannot be submitted if any errors. See 1.2.4.3 for additional details.

APPENDIX C: DCPS Valid Hour Codes

Code	Description
CA	Religious Time Taken
CB	Comp Time Travel Earned
CC	Compensatory Callback
CD	Credit Hours Earned
CE	Compensatory Time Earned
CF	Comp Time Travel Used
CN	Credit Hours Taken
CR	Religious Time Earned
CT	Compensatory Time Taken
HC	Holiday Callback
HF	Holiday Premium First Shift (Wage Grade)
HG	Holiday Premium (Graded)
HS	Holiday Premium Second Shift (Wage Grade)
HT	Holiday Premium Third Shift (Wage Grade)
KA	LWOP
KB	Suspension
KC	AWOL
KD	Office Of Worker Compensation Program (OWCP)
KE	Furlough
KF	Non Duty Within Regular Schedule
KG	Military Furlough (LWOP) - Called To Active Duty
LA	Leave Annual
LB	Advanced Annual
LC	Court
LE	Holiday on Call
LF	Forced Annual
LG	Advanced Sick
LH	Leave Holiday
LI	Military - (Dc Guard)
LJ	Shore
LK	Home

Code	Description
LL	Law Enforcement
LM	Military
LN	Administrative
LO	BRAC Restored Leave
LP	Annual, Restored #3
LQ	Annual, Restored #2
LR	Annual, Restored #1
LS	Leave Sick
LT	Traumatic Injury (Cop)
LU	Day of Traumatic Injury
LV	Excused Absence
LW	Educator- In School Breaks
LX	Nonwork Paid At Straight Time (Day of Death/Sabbatical, Conversions, etc.)
LY	Time Off Award
OA	Additional FLSA Hours
OB	On Call
OC	Overtime - Callback
ON	Overtime Scheduled - Not Worked Because Of Court/Military Leave
OS	Overtime Scheduled
OU	Overtime Unscheduled
OX	Overtime Unscheduled Exception
RF	Regular, First Shift (Wage Grade)
RG	Regular Hours
RN	Regular, Firefighter Paid Not Worked
RS	Regular, Second Shift (Wage Grade)
RT	Regular, Third Shift (Wage Grade)
RW	Regular, Firefighter Agency Training
RX	Regular, Created For Emergency Time
SF	Sunday Premium First Shift (Wage Grade)
SG	Sunday Premium (Graded)
SS	Sunday Premium Second Shift (Wage Grade)
ST	Sunday Premium Third Shift (Wage Grade)

APPENDIX D: Environmental/Hazardous Codes (EH)

- EB = High Work – On, Above, Below, or Suspended between High Structures
- FB = Environmental Explosives and Incendiary Material - High
- FE = Environmental Poisons (Toxic Chemicals) - Low
- FR = Environmental Mass Explosives and/or Incendiary Material
- TM = Telework Medical
- TS = Telework Ad Hoc
- TW = Telework Regular
- BB = Mid-term Negotiations
- BD = Labor/Management
- BK = Grievance and Appeals
- BA = Term Negotiations
- DC = Care for Spouse, Son, Daughter, or Parent with Serious Health Condition
- DD = Serious Health Condition of Employee
- DE = FEFFL Family Care and Bereavement
- DF = Sick Leave for Adoption Related Purposes
- DA = Birth of Son/Daughter or Care of Newborn
- DB = Adoption or Foster Care