

DMHRSi TRAINING

Timekeeper Specialist



IMD Training Division
NMC Portsmouth, VA

TIMEKEEPING SPECIALIST DEFINED

- **Departments will nominate certain individuals to be “Timekeeper Specialists” in DMHRSi. These personnel will assume the primary responsibility or “role” in DMHRSi of verifying the hours worked and/or entry of hours for those employees within their timekeeper group or groups.**
- **Documentation of time is an individual employee’s responsibility required by MEPRS (Medical Expense and Performance Reporting System) via DMHRSi Self Service. Timekeepers are responsible for the accuracy and timeliness of the submission.**

TIMEKEEPING SPECIALIST RESPONSIBILITIES

- **DMHRSi Timekeepers have a separate menu available in DMHRSi to assist them with the following items:**
 - **Creating, Locating, or Modifying Timekeeper Groups**
 - **Entering Time for Designated Individuals Using Timekeeper Entry**
 - **Submitting Group Timecards for Approval**
 - **Running Missing Timecard Reports**

TIMEKEEPER MAIN MENU NAVIGATION

FIRST Log into DMHRSi with your CAC card, Username and Password!

All Personnel have the Employee Self Service Menu available to document their time and submit it to their Timekeeper for review via their Supervisor.

Navigator

DMHRSi Employee Self Service

Navy E&T Specialist (00183)

Navy LCA Timekeeper Specialist (00183)

DMHRSi Employee Self Service

Worklist

All Actions Saved for Later

Personal Information

Special Information Types-1

Special Information Types-2

Extra Information Types

Employee Reviews

Competence Profile

Release Information

Timecards : Time

Time Entry

Timecard Search

Templates

Create Timecard

Timekeepers will receive the supplemental "LCA Timekeeper Specialist" menu in DMHRSi (LCA = Labor Cost Assignment)

TIMEKEEPER MENU NAVIGATION

Worklist

Full List

From	Subject	Sent
	Approved Timecard For Period 04-JAN-09 - 17-JAN-09	26-Jan-2009
	You have successfully enrolled in the class.	03-Feb-2009
	Approved Timecard For Period 18-JAN-09 - 31-JAN-09	06-Feb-2009
	You have successfully enrolled in the class.	20-Feb-2009
	Approved Timecard For Period 01-FEB-09 - 14-FEB-09	20-Feb-2009

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

Edit Navigator

- DMHRSi Employee Self Service
- Navy E&T Specialist (00183)
- Navy LCA Timekeeper Specialist (00183)**

Expenditures : Pre Approved Batches

- [Enter](#)
- [Review](#)

Expenditures : Transaction Import

- [Import Transactions](#)
- [Review Transactions](#)

Expenditures : Expenditure Inquiry

- [Project](#)
- [All](#)

Timekeeper

- [Timekeeper Group](#)
- [Timekeeper Entry](#)

Processes and Reports

- [Submit Processes and Reports](#)
- [View Requests](#)
- [View Reports](#)

Timekeeper
Menu Options

Worklist contains messages that require your attention.

Once you have taken action on a notification it is removed from the list.

Notifications that have not been acted upon within 7 days will be returned to the sender as rejected.

TIMEKEEPER MENU NAVIGATION



Timekeepers will use the “Timekeeper Group” and “Timekeeper Entry” selections for the majority of their work in DMHR Si under their Timekeeper Specialist Menu.



Click on “Timekeeper Group” to enter the Timekeeper Group Module and wait for a couple of minutes for it to open.

TIMEKEEPER GROUP MENU NAVIGATION

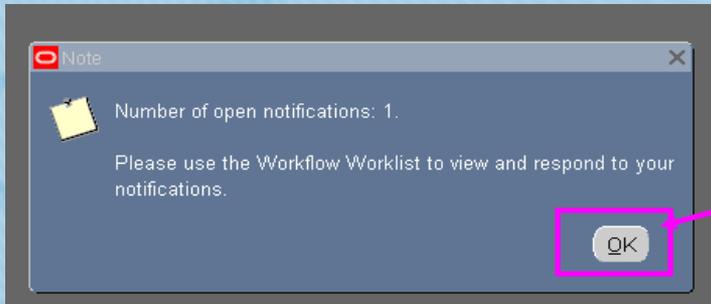


You should get a box that pops up that looks like the one at the left. You will need to ensure that your pop-up blocker is OFF. If not, try closing out of DMHR Si and logging in again. Click " Yes" to continue.

Note: If you check the "Always trust content from this publisher" box on these screens, it eliminates this step on subsequent logons.



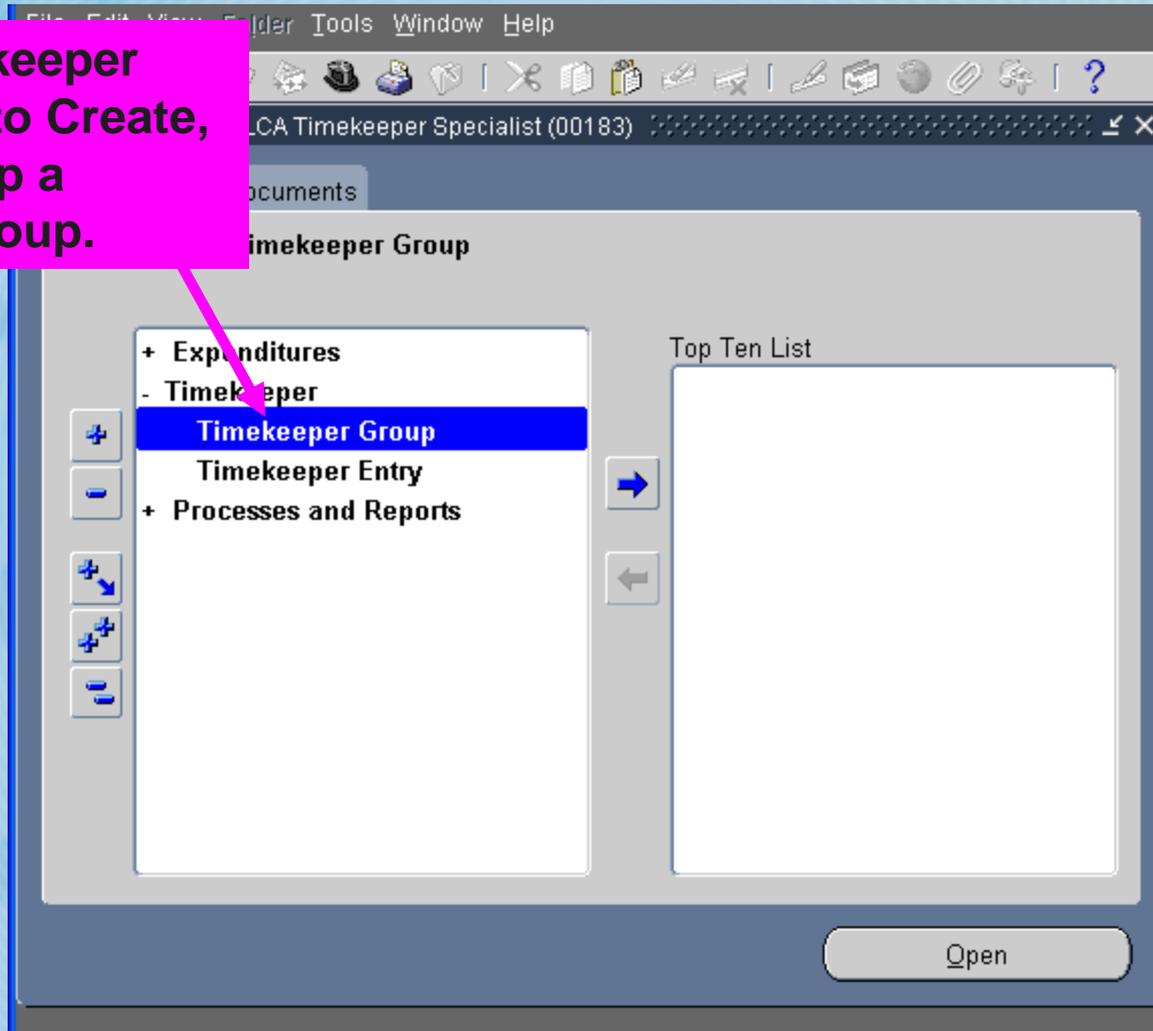
Click "Run" when the next similar box comes up.



Finally, Click "OK" when the box at left comes up and then click on the Timekeeper menu item.

CREATING OR EDITING A TIMEKEEPER GROUP

Click on 'Timekeeper Group' option to Create, Edit, or Look up a Timekeeper Group.



LOOKING UP A TIMEKEEPER GROUP

File Edit View Folder Tools Window Help

Timekeeper Group

Name

Timekeeper

Populate Person

Add Filter by

Go

	Audit Enabled	Timecard Period

Click in the 'Name' block. Then press the 'F11' function key to enter the 'query' (search) mode. All of the fields will go blank for data entry.

LOOKING UP A TIMEKEEPER GROUP (cont)

File Edit View Folder Tools Window Help

Timekeeper Group

Name 0124_00183%

Timekeeper

Populate Person

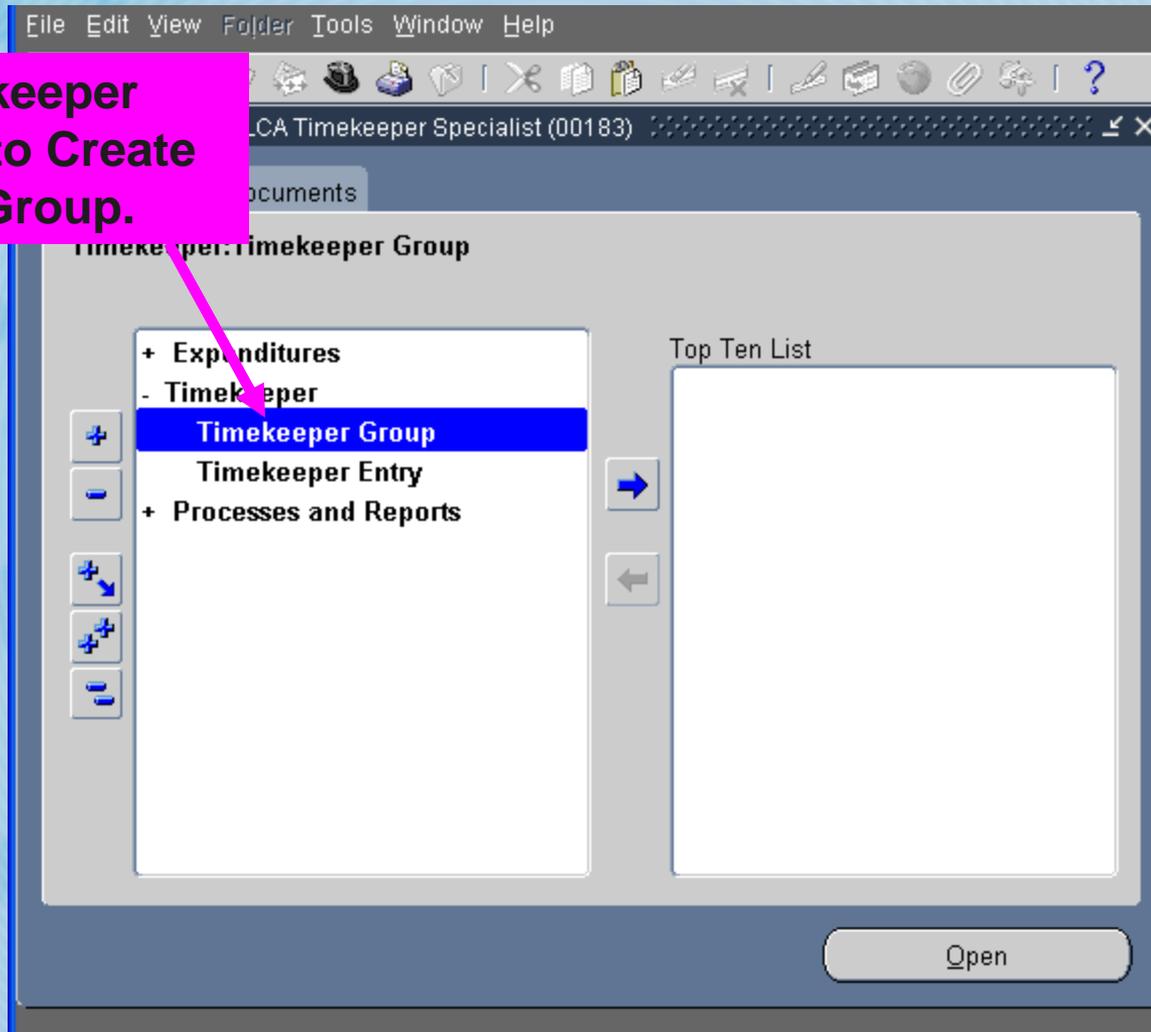
Add Filter by Go

abled	Timecard Period

To narrow your search/query, you can enter values in the Name, Timekeeper, or both fields. Queries ARE case sensitive. Type a percent (“%”) sign after a search value as a wild card to expand the search. To execute the search/query, press the Ctrl Key and F11 Key simultaneously (CTRL+F11).

CREATING A TIMEKEEPER GROUP

Click on 'Timekeeper Group' option to Create a Timekeeper Group.



CREATING A TIMEKEEPER GROUP

Name

Timekeeper

Populate Person

Add **Assignment Set** Filter by

Name	Number	Type	Audit Enabled	Timecard Period

Type in either your known Group name to search or a New Group name if you are creating one. There is a standard format (see box at right), but use what your Department tells you to. Your name will auto-populate as the Timekeeper.

Naming convention is:
DMIS_UIC_Groupname

DMIS = Defense Medical Info Systems Code (Code that ID's Medical Facilities)

UIC = Unit Identification Code

Groupname = Department/Work Center

CREATING A TIMEKEEPER GROUP (cont)

File Edit View Folder Tools Window Help

Timekeeper Group

Name **0124_00183_MID**

Timekeeper

Populate Person

Add **Organization** [Search Box] Filter by [Dropdown] **Go**

Person

Name	Number	Type	Audit Enabled	Timecard Period

Click HERE. A search box (small [...] icon) will appear on the right. Click on the Search Box and a smaller window labeled "Organizations" will pop up.

CREATING A TIMEKEEPER GROUP (cont)

File Edit View Folder Tools Window Help

Timekeeper Group

Name **0124_00183_MID**

Timekeeper [Shaded Box]

Populate Person

Add **Organization** [Dropdown] [Filter by] [Dropdown] [Go]

Person

Name	Number

Organizations [Close]

Find 00183-%

- Organization
- 00183-ADMISSIONS/DISCHARGE...**
- 00183-ALLERGY-03INAL
- 00183-AMBULATORY CARE ADMI...
- 00183-AMBULATORY INFUSION...
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY PROCEDU...
- 00183-ANATOMICAL PATHOLOG...
- 00183-ANESTHESIOLOGY-04AN00
- 00183-AUDIOLOGY-04OCAU
- 00183-BASE OPERATIONS-MED I...
- 00183-BIOMEDICAL REPAIR-09M...
- 00183-BO M&N&GEMENT-09EMBM

[Find] [OK] [Cancel]

Timecard Period [Dropdown]

A DROP DOWN LIST APPEARS DISPLAYING ALL DEPARTMENTS UNDER THE UIC

CREATING A TIMEKEEPER GROUP (cont)

The screenshot shows a software window titled "Timekeeper Group" with a menu bar (File, Edit, View, Format, Tools, Window, Help) and a toolbar. The main area contains the following fields and sections:

- Name:** 0124_00183_MID
- Timekeeper:** [Hatched box]
- Populate Person:** Add Organization [Dropdown]
- Filter by:** [Dropdown]
- Go:** [Button]
- Person Table:**

Name	Number
- Timecard Period:** [Dropdown]

An "Organizations" modal window is open, showing a search for "00183-%". The list of organizations includes:

- 00183-ADMISSIONS/DISCHARGE...
- 00183-ALLERGY-03INAL
- 00183-AMBULATORY CARE ADMI...
- 00183-AMBULATORY INFUSION-...** (highlighted)
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY NURSING ...
- 00183-AMBULATORY PROCEDU...
- 00183-ANATOMICAL PATHOLOG...
- 00183-ANESTHESIOLOGY-04AN00
- 00183-AUDIOLOGY-04OCAU
- 00183-BASE OPERATIONS-MED I...
- 00183-BIOMEDICAL REPAIR-09M...
- 00183-BO MANAGEMENT-09EMBM

Buttons at the bottom of the modal window are "Find", "OK", and "Cancel". A purple callout bubble contains the text "Select Your Department and Click 'OK'" with arrows pointing to the highlighted department and the "OK" button.

CREATING A TIMEKEEPER GROUP (cont)

File Edit View Folder Tools Window Help

Timekeeper Group

Name **0124_00183_MID**

Timekeeper

Populate Person

Add **Organization** **00183-AMBULATORY CARE A** Filter by **Employee** **Go**

Person

Name	Number	Type	Audit Enabled	Timecard Period

Click on Filter by "Employee" and then click on "Go"

CREATING A TIMEKEEPER GROUP (cont)

File Edit View Folder Tools Window Help

Timekeeper Group

Name **0124 00183 MID**

Timekeeper

Manipulate Person

Add Organization **00183-AMBULATORY INFUSI** Filter by

Go

Person Name	Number	Type	Audit Enabled	Timecard Period
	374580	Active Duty	No	DoD Bi-Weekly - Starts S
	517905	Active Duty	No	DoD Bi-Weekly - Starts S
	108822	Active Duty	No	DoD Bi-Weekly - Starts S
	384356	Contractor	No	DoD Bi-Weekly - Starts S
	78673	Civilian	No	DoD Bi-Weekly - Starts S
	132049	Active Duty	No	DoD Bi-Weekly - Starts S
	358769	Active Duty	No	DoD Bi-Weekly - Starts S
	471654	Active Duty	No	DoD Bi-Weekly - Starts S
	466347	Active Duty	No	DoD Bi-Weekly - Starts S

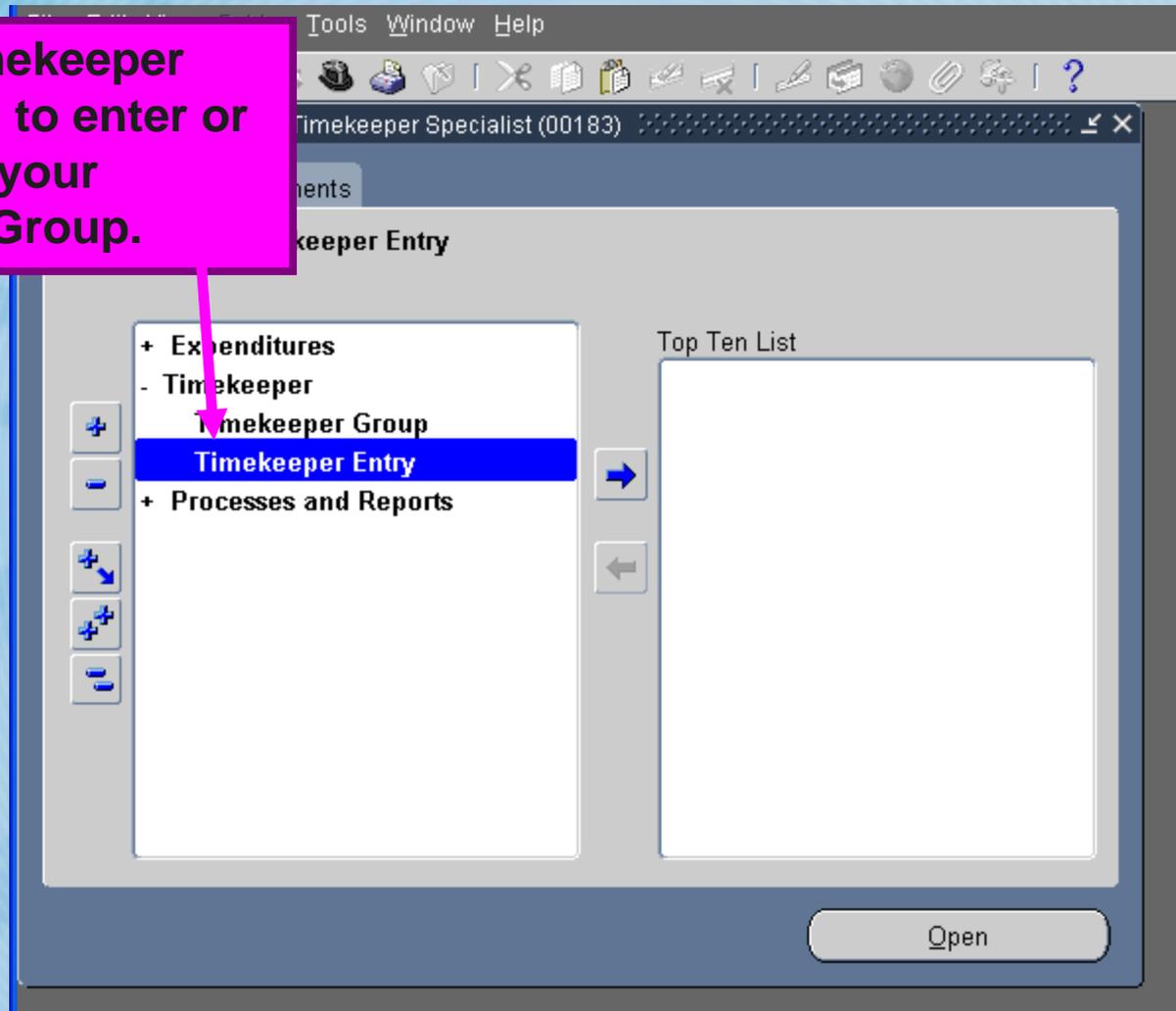
Save Personnel to List

Close Form

A list of personnel assigned to that Group/Organization will appear. Click on the bright yellow disk (above) to save and the pale yellow folder (above) to close the form.

TIMEKEEPER ENTRY

Click on 'Timekeeper Entry' option to enter or edit time for your Timekeeper Group.



TIMEKEEPER ENTRY (cont)

The screenshot shows the 'Timekeeper Entry' application window. The main window title is '00211/DoD Bi-Weekly - Starts Sunday' with a date range of '01-MAR-2009 - 14-MAR-2009'. On the left, there is a table with columns for 'Message Status', 'Type', 'Person Name', and 'Project'. The 'Message Status' column has a checked box in the first row. Below the table are buttons for 'Details', 'Messages', and 'Clear'. On the right, there is a 'Find' panel with 'Basic Find Criteria' and 'Advanced Search' sections. The 'Basic Find Criteria' section has fields for 'Group Name' (00211), 'Recurring Period' (DoD Bi-Weekly - Starts Sunday), 'Person Name', and 'Period' (01-MAR-2009 - 14-MAR-2009). The 'Advanced Search' section has fields for 'Person Name', 'Person Number', 'Person Type', and 'Status'. A 'Find' button is highlighted with a starburst. At the bottom right, there is a 'Submit Selected Lines' button. A calendar widget is visible in the background showing dates from Friday, 03-06-09 to Monday, 03-09-09.

1. Click in "Group Name". Delete the information showing and type in your group name.

2. Next to "Recurring Period" click the [...] Search button and select 'DoD Biweekly Starts Sunday' from the Drop down list if not already there.

3. For the "Period", Select the current 2 week period (i.e. 15-Mar-2009 – 28 Mar 2009) if not already there, and then click "FIND"

Note: You can skip the "search" on most screens by starting an entry and using the "Tab" button on your keyboard. Type in the start date of the reporting period in the box, hit Tab and then Find.

TIPS

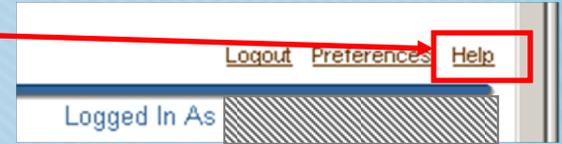
1. NEVER USE THE "BACK" ARROW TO RETURN TO A PREVIOUS SCREEN.
2. REMEMBER TO "SAVE" YOUR ENTRIES.
3. IF GOING ON LEAVE/TAD, YOU CAN USE "VACATION RULES" TO TEMPORARILY TRANSFER TIMEKEEPING RESPONSIBILITIES TO SOMEONE ELSE. (YOU CAN GRANT WORKLIST ACCESS OR APPLY A VACATION RULE TO ANYBODY IN THE SYSTEM; THERE ARE NO RESTRICTIONS ON THESE FIELDS).
4. ALL STAFF (GS, CONTRACTOR, MILITARY, RESERVISTS) SHOULD HAVE A TIMECARD IN DMHR SI.
5. CONTRACTORS ENTER PRODUCTIVE (REGULAR STRAIGHT TIME) ONLY (I.E., NO LEAVE OR COMP TIME)

TIPS (cont)

6. VOLUNTEERS WILL BE SUBMITTED DIRECTLY TO MEPRS STAFF FOR ALTERNATE ENTRY (DUE TO NO CAC CARDS).
7. INTERNS AND RESIDENTS WILL BE HANDLED BY GME STAFF.
8. GS DMHR SI TIMECARDS MAY NOT RECONCILE WITH THE PAYROLL TIMECARDS. CHANGE THE DMHR SI TIMECARD TO MATCH THE PAYROLL HOURS IN THE "RECONCILIATION PROCESS DENIED WORKLIST MESSAGE AND RESUBMIT THE TIMECARD.
9. TIMECARDS ARE DUE THE FIRST BUSINESS DAY AFTER THE TIME PERIOD CLOSES.

REFERENCES

- **DMHRSi Help Menu**



- **DMHRSi Information (Intranet)**

Lower Right
Hand Side of
Intranet
Page.



- **NMCP DMHRSi Information Page**

DMHRSi Information Page



NMCP DMHRSi Information Page

- [Creating DMHRSi TimeCards With Templates](#)
- [NMCP Tasks: MEPRS - FY2010](#)
- [DMHRSi Template Update](#)
- Physician Templates
 - [Medical Physician](#)
 - [Surgical Physician](#)
- [SG Policy Memo \(12/06/06\)](#)
- [Website](#)
- [DMHRS Password Reset or New Account](#)
- [DMHRSi Login](#)
- [Quick Reference Cards](#)
- [FAQs and Information](#)
 - [DMHRSi Launch](#)
 - [Civilian Payroll Reconciliation Process Denied](#)
- [DMHRSi Training Guide](#)
- [2010 Submission Dates](#)
- [Manpower Status Review Application SOP](#)
- [SLDCADA to DMHRSi Leave Code Crosswalk](#)

**BUMED Policy
setting
DMHRSi for
Timekeeping**

**DMHRSi Training
Guide = LCA
Timekeeping
Manual...GREAT
REFERENCE!!**

**2010
Timekeeping
Submission Dates
IMPORTANT!!**

DMHRSI QUESTIONS OR HELP

- **Crystal Jefferson** # 953-6864
- **Pat Griffin** # 953-5865
- **Brenda Curtis** # 953-5797
- **Carol Grayson** # 953-6651