

DMHRSi Training

Tuesday Session - 28 February 2012					
	Session	Synopsis	Presenter Objectives	Presenter(s)	Method
0730-0745	Welcome, Administrative Remarks, and Introductions	This morning's remarks illustrate for the attendees the overarching goals of this training conference and provide a roadmap of where they are headed this week.	Layout the specific goals of this conference and how important accuracy is to creating an EAS output file from DMHRSi.	Mona Bacon, Chief, Army MEPRS Program Office	Lecture
0745-1000	DMHRSi Organizations	This session will focus on understanding the role of organizations within DMHRSi and their impact on the MEPRS (LCA) data. Training will focus on the FY TDA change over; verifying the accuracy of DMHRSi organizations; and understanding how each data element affects the EAS interface file and timecards.	At the end of this presentation, participants will be able to 1) Understand how to verify the accuracy of their DMHRSi organizations 2) Understand how the organization LCA data affects the EAS Interface File 3) Understand how the data elements affect the EAS Reports within DMHRSi.	Jeanie McCleary	Lecture, Hands on Training and Q&A
1000-1100	DMHRSi Human Resources Data	The session will focus on 1) Understanding DMHRSi Human Resources (HR) data elements and their affect on MEPRS; a review of each data element and where it is located on the HR record; Understanding date tracking on the HR record; and a review of how Infomatica affects the HR records.	Students will be able to troubleshoot DMHRSi timecard errors and holes in their EAS Interface file using the knowledge they gained from this presentation.	Jeanie McCleary	Lecture, Hand on Training and Q&A
1100-1300	DMHRSi Templates	Participants will gain the knowledge to be able to training train their MTF staff on the use of templates.	At the end of this session, participants will be able to advise their staff on how to set up their templates to ensure efficiency and accuracy.	Catherine Soto	Lecture, Hands on Training and Q&A
1300-1400	DMHRSi Timecards/Timekeeper Entry/Timekeeper Groups	The session will focus on 1) How to enter a DMHRSi timecard 2) Civilian timecard reconciliation between DCPS and DMHRSi 3) Timecard workflow 4) Stuck/error timecards 5) Timecard workflow. Also, establishing timekeeper groups and enter time via timekeeper entry.	1) Participants will be able to train their MTF staff on entering and submitting timecards 2) Troubleshoot timecard rejections and errors 3) Understand the different types of timecards 4) understand the rules for entering time via timekeeper entry and establishing timekeeper groups.	Carol Foster	Lecture, Hands on Training and Q&A
1400-1500	DoD Batch and Timecard Status Report	Instructor will provide information on best practices for tracking delinquent timecards and how MEDCOM creates the compliance metric.	After this session, participants will understand how sites successfully track delinquent timecards; ways to increase timecard compliance and where the metric that MEDCOM produces is posted.	Carol Foster and Catherine Soto	Lecture, Hands on Training and Q&A
1500-1630	Account creation, DMHRSi roles/responsibilities	Session will instruct participants on the process for requesting access for employees.	At the end of this session, participants will be able to submit request for DMHRSi roles and responsibilities using the correct format.	Liz Arzola and Catherine Soto	Lecture and Q&A
Wednesday Session - 29 February 2012					
	Session	Mona Bacon	Presenter Objectives	Presenter(s)	Method
0730-0830	DMHRSi Timecard Approvers and Timekeeper Specialists	This session will provide the skill and knowledge to understand the role of the Timecard Approver/Timekeeper Specialist.	Upon completion of this presentation, participants will understand the duties of the timecard approver and timekeeper specialist. Also, how to assign the correct user to these roles. Participants will understand how those duties affect timecard workflow.	Carol Foster	Lecture and Q&A
0830-1630	Bi-weekly DMHRSi Processing Steps	This session reviews the process for payroll validation; DoD Employees Missing Payroll; Cost Reconciliation; Distribute Labor Cost and Costing rules	Participants will be able to 1) Run the payroll validation report and correct errors 2) Validate the DoD Employees Missing Payroll and take corrective action 3) Start using the Cost Reconciliation Report 4) Understand and correct errors on the Distribute Labor Cost process and 5) Apply knowledge of the costing roles in creating their EAS interface file.	Carol Foster, Catherine Soto, and Jeanie McCleary	Lecture, Hands on Training and Q&A
Thursday Session - 1 March 2012					
0730-0830	EAS Assigned Personnel Report	The session will focus on reconciling the EAS Assigned Personnel Report.	At the end of this session, participants will be able to 1) Quickly validate the EAS Assigned Personnel Report each month 2) Understand HRs role in error correction 3) Understand how to use AMPO's HR data check tool with this report.	Jeanie McCleary and Greg Mitchell	Lecture and Q&A
0830-1600	EAS Summary View Report and Man-hours to Workload Reconciliation	Accuracy of the EAS interface file that is uploaded into EAS is critical. This session will give the participants the skills and knowledge to validate the accuracy of the data in this report which mirrors the interface file.	Participants will understand how to use AMPO's HR Data Check tool to validate the EAS Summary View Report and the steps necessary to validate workload and expenses prior to creating the EAS Interface File.	Jeanie McCleary, Greg Mitchell, and Carol Foster	Lecture and Q&A
1600-1630	Creating the EAS Interface File	The session will focus on how to create the interface file and import it into Excel.	Attendees will be able to create the file and pull it up in Excel to troubleshoot missing data elements.	Harold Cardenas	Lecture and Q&A
Friday Session 2 March 2012					
	Session	Synopsis	Presenter Objectives	Presenter(s)	Method
0730-0830	Expenditure Inquiry	Attendees will be provided information on how the Expenditure Table affects EAS processing and the reporting requirements that can be resolved using this table.	Participants will be able to export timecard data from the expenditure table to provide information on comp-time earned and overtime. Participants will be able to reverse and transfer hours.	Jeanie	Lecture and Q&A
0830-0930	OIP	Participants will understand the DMHRSi questions on the OIP.	Upon completion of this presentation, participants will be able obtain the highest score on the OIP by understanding the requirements.	Gena Ybarra	Lecture and Q&A
0930-1100	Financial Reconciliation	Attendees will be provided with the skills and knowledge to complete the personnel tab on the financial reconciliation.	At the end of this presentation, participants will be able to submit a financial reconciliation with a balanced personnel tab.	Gena Ybarra	Lecture and Q&A
1100-1530	Discover Viewer Reports, DMHRSi Metrics	Participants will learn how to create ad-hoc DMHRSi Discover Viewer Reports and learn about the MEDCOM metrics that currently use the DMHRSi data.	Participants will be able to design DMHRSi Discoverer Viewer reports to meet the reporting requirements at their site and be able to run and/or duplicate the DMHRSi data used in metrics.	Jeanie McCleary and Greg Mitchell	Lecture, Hands on Training and Q&A
Closing Statements					
	Session	Synopsis	Presenter Objectives	Presenter(s)	Method

DMHRSi Training

1530-1630	Closing Remarks with Q&A	Training class wrap up and evaluation.	1) Emphasize the sharing of this training and the knowledge gained; 2) Respond to any lingering questions; 3) Complete critique sheet.	Mona Bacon	Lecture and Q&A
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