

Defense Medical Human Resources System *internet* (DMHR*Si*)

Changing Timecard Approver for an Organization

As of February 2012

POC Mrs Catherine Soto
AMPO Analyst



Defense Medical Human Resources System - internet

[Logout](#) [Preferences](#) [Help](#)

Logged In As [REDACTED]

Worklist

[Full List](#)

[Switch User](#)

From	Subject	Sent
There are no notifications in this view.		

- [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Favorites

[Edit Favorites](#)

SSO My Profile

- [Discoverer Plus](#)
- [Discoverer Viewer](#)

Navigator

[Edit Navigator](#)

- [Army HR Manager](#)
- [Army HR Specialist \(W2K1AA\)](#)
- [Army HR Specialist \(W2NKAA\)](#)
- [Army LCA Manager](#)
- [Army LCA Specialist \(W2K1AA\)](#)
- [Army LCA Specialist \(W2NKAA\)](#)
- [Army LCA Specialist \(W3ZRAA\)](#)
- [Army LCA Timekeeper Specialist \(W2K1AA\)](#)
- [Army LCA Timekeeper Specialist \(W2NKAA\)](#)
- [Army TimeKeeper Manager](#)
- [DMHRSi Discoverer Manager](#)
- [DMHRSi Employee Self Service](#)
- [DMHRSi LCA Exceptions Manager](#)
- [DMHRSi TimeKeeper Manager](#)
- [DMHRSi Training Manager](#)

Please select a responsibility.

LOGIN TO DMHRSI AND CLICK ON LCA MANAGER ROLE



- Amy HR Specialist (W2NKAA)
- Amy LCA Manager**
- Amy LCA Specialist (W2K1AA)
- Amy LCA Specialist (W2NKAA)
- Amy LCA Specialist (W3ZRAA)
- Amy LCA Timekeeper Specialist (W2K1AA)
- Amy LCA Timekeeper Specialist (W2NKAA)
- Amy TimeKeeper Manager
- DMHRSi Discoverer Manager
- DMHRSi Employee Self Service
- DMHRSi LCA Exceptions Manager
- DMHRSi TimeKeeper Manager
- DMHRSi Training Manager
- DMHRSi User Administration

- Project
 - Employee Costs Rates
- People
 - Quick Entry
- Expenditures : Pre Approved Batches
 - Enter
 - Review
- Expenditures : Transaction Import
 - Import Transactions
 - Review Transactions
- Expenditures : Expenditure Inquiry
 - Project
 - All
- Timekeeper
 - Timekeeper Group
 - Timekeeper Entry
- Work Structures : Organization
 - Description
 - Organization Manager
- View : Histories
 - Employee Assignment
- View : Lists
 - People Folder
 - Assignment Folder
 - People by Assignment
 - Assignments
 - Workforce by Organization
 - Workforce by Position
- Processes and Reports
 - Submit Processes and Reports
 - View Requests
 - View Reports

UNDER THE WORK STRUCTURES > ORGANIZATION CATEGORY CLICK ON "DESCRIPTION"





Organization

Name Type

Find Organization

Name

Type

Location

Organization Classification

Name

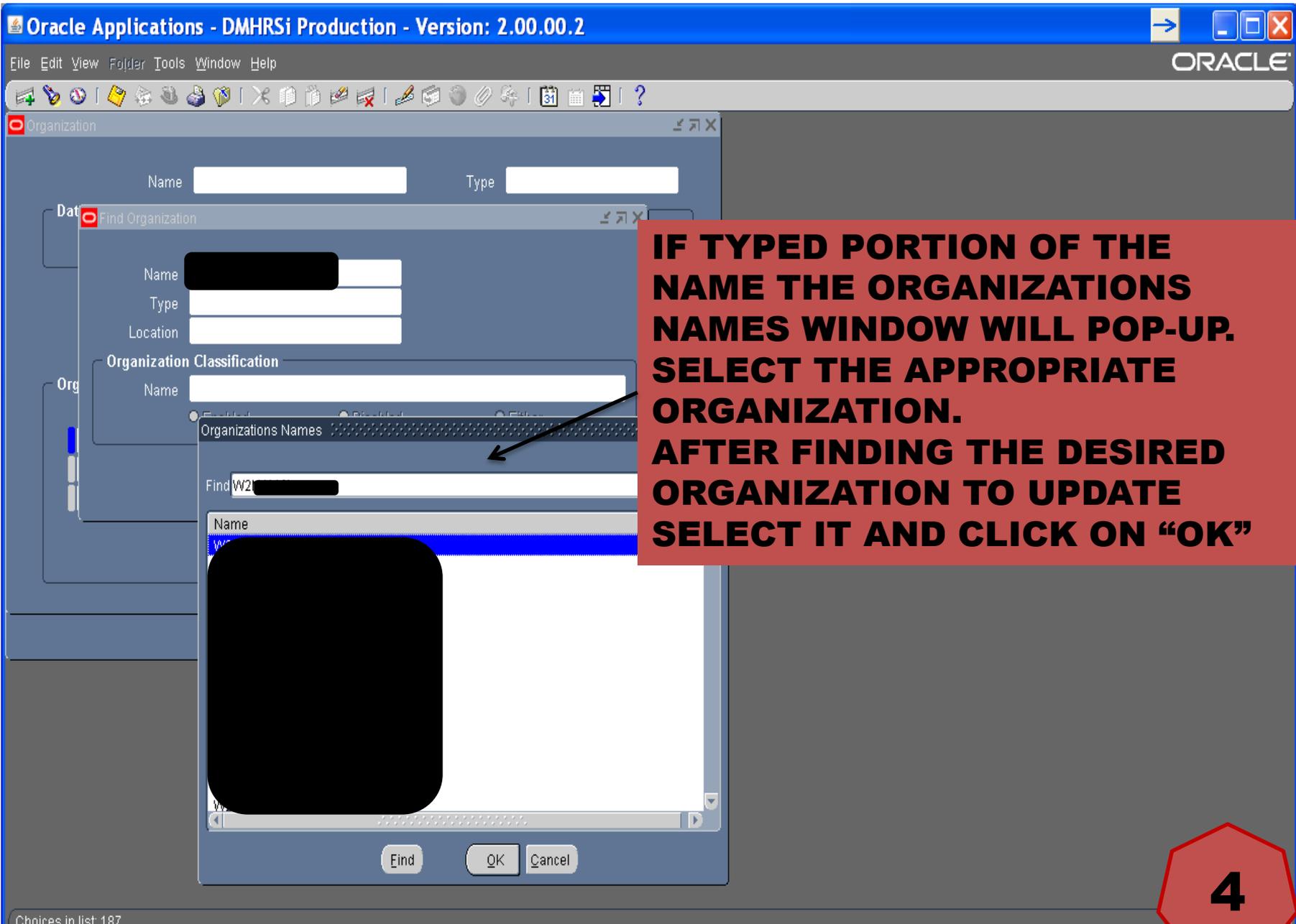
Enabled Disabled Either

Clear New (A) Find

Others

Open

ONCE THE FIND ORGANIZATION WINDOW POP-UP, TYPE THE NAME OF THE ORGANIZATION (OR A PORTION OF THE NAME) PRESS THE TAB KEY



IF TYPED PORTION OF THE NAME THE ORGANIZATIONS NAMES WINDOW WILL POP-UP. SELECT THE APPROPRIATE ORGANIZATION. AFTER FINDING THE DESIRED ORGANIZATION TO UPDATE SELECT IT AND CLICK ON "OK"



Organization

Name [REDACTED] Type ARMY

Dates
From 01-JAN-1951 To [REDACTED]

Location [REDACTED] Internal or External Internal

Location Address [REDACTED] United States...

Internal Address [REDACTED]

Organization Classifications

Name	Enabled
HR Organization	<input checked="" type="checkbox"/>
Project Expenditure/Event Organization	<input checked="" type="checkbox"/>
[REDACTED]	<input type="checkbox"/>

Others

Open

IN THE ORGANIZATION SCREEN HIGHLIGHT THE "HR ORGANIZATION" CATEGORY AND CLICK ON "OTHERS"



Organization

Name Type **ARMY**

Dates
From **01-JAN-1951** To

Location Internal or External **Internal**

Location Address .United States....

Internal Address .W

Organization Classifications

- HR Organization**
- Project Expenditure/Event Organization

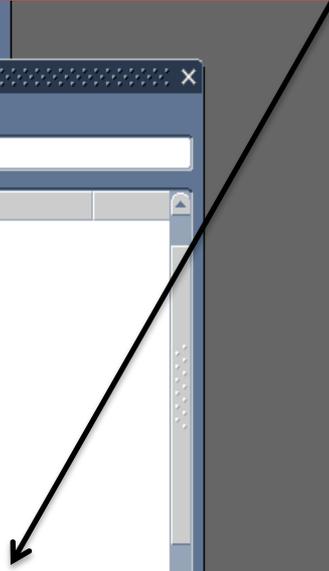
THE "ADDITIONAL ORGANIZATION INFORMATION" WINDOW WILL DISPLAY. SELECT "TIME MANAGEMENT INFO" AND CLICK "OK"

Additional Organization Information

Find %

- Additional Information
- Army LCA Codes
- Costing Information
- IPEDS Institution Type
- Navy LCA Codes
- Parent Organization
- Payslip Information
- Readiness Information
- Readiness Mission Information
- Readiness Mission Information2
- Reporting Information
- Reporting Preferences
- Self Service Preference
- Time Management Info**
- US Federal Org Report Info

Find OK Cancel





Organization

Additional Organization Information

Time Management Info

Internal Address

Organization Classifications

Name
HR Organization
Project Expenditure/Event Organization

Time Management Info

Timecard Approver

Timecard Reporter

OK Cancel Clear Help

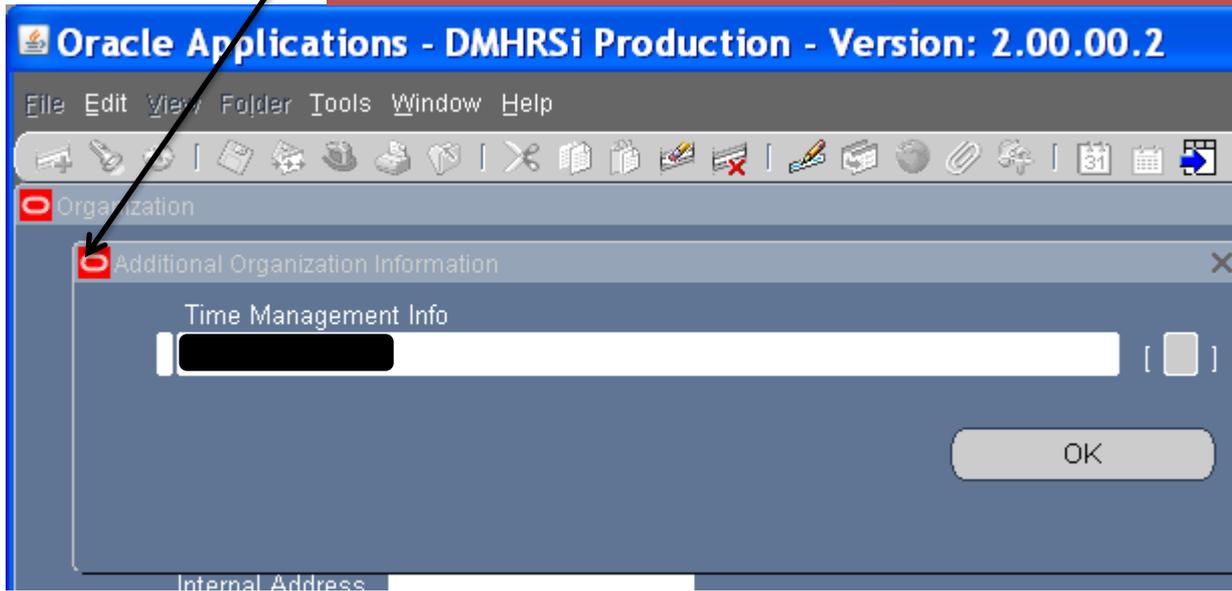
Open

THE TIME MANAGEMENT INFO WINDOW WILL DISPLAY. CLICK ON THE TIME MANAGEMENT INFO FIELD TO POPULATE APPROVER'S NAME.

(If a portion of the name is typed after pressing the TAB Key the system will populate the rest)

TYPE THE NEW TIMECARD APPROVER NAME AND PRESS THE TAB KEY. THE SYSTEM WILL POPULATE THE INFO. AFTER FINDING THE NEW TIMECARD APPROVER CLICK ON "OK"

CLOSE THE “ADDITIONAL ORGANIZATION INFORMATION” WINDOW





Organization

Name Type

Dates

From To

Location Internal or External

Location Address

Internal Address

Organization Classifications

Name

<input type="text"/>
<input type="text"/>
<input type="text"/>

**ON THE ORGANIZATION SCREEN
REMEMBER TO SAVE YOUR
WORK**