



ERROR MESSAGE

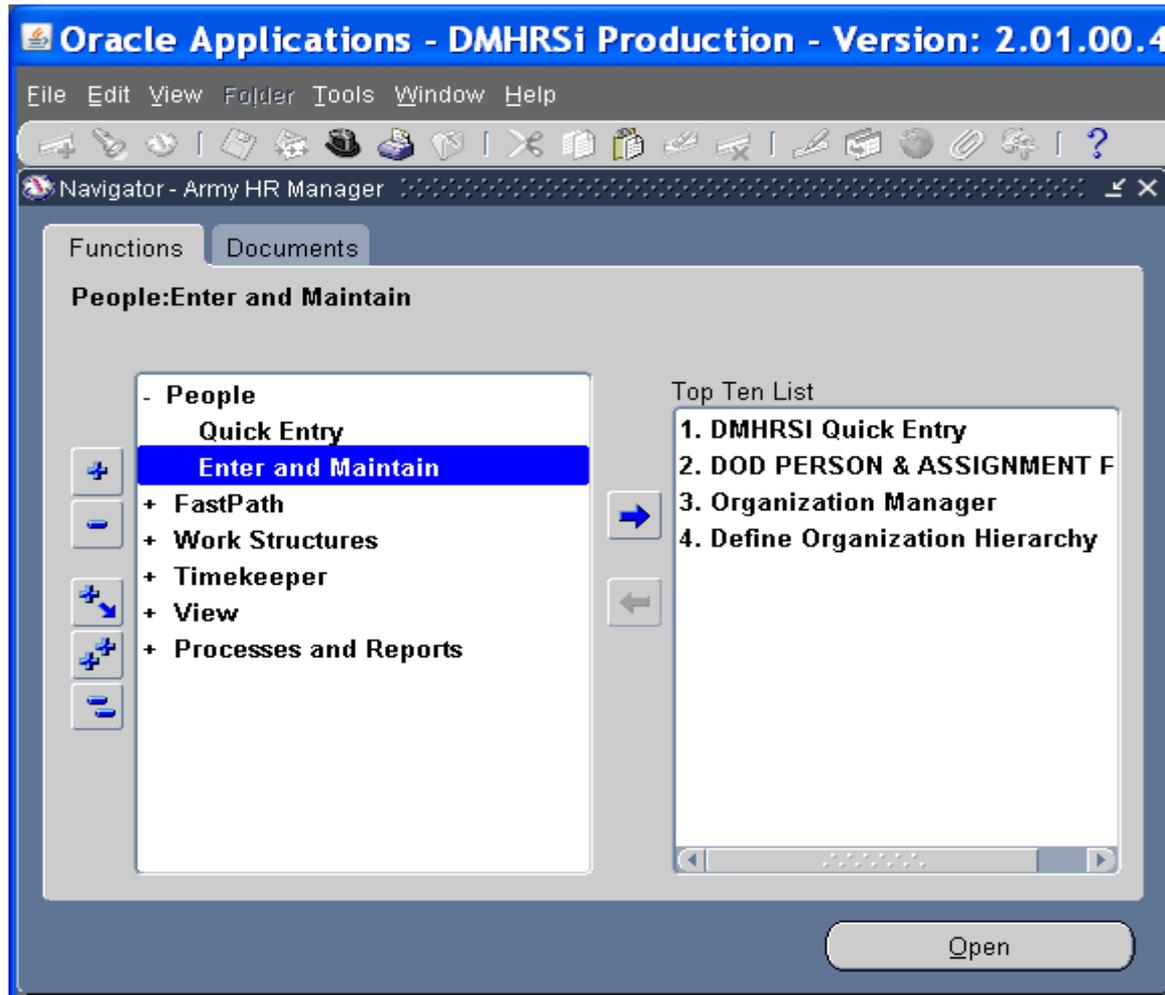
Defense Medical Human Resources System *internet* (DMHR*Si*)

**"ID 71468 for the flexfield segment
Timecard Approver does not exist
in the value set HR_US
TIMECARD_APPROVER"**

Steps for correction

As of 25 July 2011

Login to DMHRSi using your HR Specialist role and select from the People option “Enter and Maintain”



For the issue we are trying to correct there is not need to change effective date so you can click on

“NO”

The screenshot shows the Oracle Applications interface for DMHRSi Production, Version 2.01.00.4. The main window is titled 'People' and contains a form for entering personal and employment details. The 'Name' section includes fields for Last, First, Title, Prefix, Suffix, and Middle. The 'Gender' is set to 'Unknown ...'. The 'Person Types' and 'Identification' sections are also visible. Below the main form, there are tabs for 'Personal', 'Employment', 'Office Details', 'Applicant', 'Further Name', 'Medical', and 'Other'. The 'Personal' tab is active, showing fields for Birth Date, Town of Birth, Region of Birth, and Country of Birth. The 'Effective Dates' section shows the 'From' date as '23-JUN-2011'. A 'Decision' dialog box is open in the foreground, asking: 'Your current effective date is 23-JUN-2011. Do you want to change it?'. The dialog has 'Yes' and 'No' buttons. The 'No' button is highlighted, indicating the user's choice. At the bottom of the screen, there are buttons for 'Address (Int'l)', 'Special Info', 'Extra Information', 'Assignment', and 'Others...'. The text 'POC Mrs Catherine Soto, AMPO Analyst' is visible at the bottom center.

Type in the employee's name and click
on "Find"

The screenshot displays the Oracle Applications interface for DMHRSi Production, Version 2.01.00.4. The main window shows a 'People' form for the date 23-JUN-2011. A 'Find Person' dialog box is open in the foreground, allowing for a search. The dialog box contains the following fields and controls:

- Full Name:** A text input field with a search icon on the right.
- Social Security:** A text input field.
- Search by number:** A section containing:
 - Type:** A dropdown menu currently set to 'Employee'.
 - Number:** A text input field.
- Buttons:** 'Clear', 'New', and 'Find'. The 'Find' button is highlighted with a red circle.

Below the dialog box, the main form shows 'Effective Dates' with 'From' set to '23-JUN-2011' and 'To' as an empty field. At the bottom, there are navigation buttons: 'Address (Intl)', 'Special Info', 'Extra Information', 'Assignment', and 'Others...'.

From the People screen click on the “Assignment” button

The screenshot displays the Oracle Applications interface for the DMHRSi Production environment, version 2.01.00.4. The window title is "People: 23-JUN-2011". The main content area is divided into several sections:

- Name:** Fields for Last, First, Title, Prefix, Suffix, and Middle (containing 'L').
- Gender:** Set to "Female".
- Action:** A dropdown menu.
- Person Types:** A section containing "Active Duty".
- Identification:** Fields for Employee (443378) and Social Security (376-94-5340).
- Navigation Tabs:** Personal, Employment, Office Details, Applicant, Further Name, Medical, and Other.
- Personal Information:** Birth Date (16-JAN-1984), Age (27), Status (Single), Nationality (SEE EMPLOYEE INFORMATION), and Registered Disabled.
- Effective Dates:** From (04-APR-2011) and To (Latest Start Date: 27-OCT-2007).
- Buttons:** Address (Int'l), Special Info, Extra Information, **Assignment** (circled in red), and Others...

The system generated error message will pop-up. Click “OK”

The screenshot displays the Oracle Applications interface for DMHRSi Production, Version 2.01.00.4. The main window shows a person record for 23-JUN-2011. The record includes fields for Name (Last, First, Title, Prefix, Suffix, Middle), Gender (Female), Action, Person Type for Action, Person Types (Active Duty), Identification (Employee, Social Security), Birth Date (16-JAN-1984), Town of Birth, Region of Birth, Country of Birth, Effective Dates (From 04-APR-2011, To, Latest Start Date 27-OCT-2007), and buttons for Address (Int'l), Special Info, Extra Information, Assignment, and Others... An error message pop-up is visible in the foreground, stating: "Error ID 71468 for the flexfield segment Timecard Approver does not exist in the value set HR_US_TIMECARD_APPROVER." The "OK" button in the error message is circled in red.

Once in the Assignment screen click on the “Statutory Information” Tab

The screenshot displays the Oracle Applications interface for DMHRSi Production, Version 2.01.00.4. The main window is titled "Assignment: 23-". The interface is divided into several sections:

- Organization:** W6F1AALO-WTU
- Group:** W6F1AALO-WTU
- Job:** A.AA.66H.Medical Surgical Nurse
- Position:** (Empty)
- Grade:** 0-2
- Payroll:** (Empty)
- Location:** W6F1AA
- Status:** Primary Assignment
- Assignment Number:** 443378
- Collective Agreement:** (Empty)
- Assignment Category:** Fulltime-Regular
- Employee Category:** (Empty)

The "Statutory Information" tab is highlighted with a red circle. Below the tabs, the "Salary Basis" field is empty. The "Review Salary" and "Review Performance" sections each have "Every" followed by empty input fields. The "Effective Dates" section shows "From 15-AUG-2010" and "To" followed by an empty input field. At the bottom, there are buttons for "Reviews" and "Performance".

POC Mrs Catherine Soto, AMPO Analyst

The only information that should be in this field is
“DOD BUSINESS GROUP”
Click on the field to delete the extra info

The screenshot displays the Oracle Applications interface for DMHR Si Production, Version 2.01.00.4. The window title is "Oracle Applications - DMHR Si Production - Version: 2.01.00.4". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and editing. The main content area shows an assignment record for "Assignment: 2" with the following details:

Organization	W6F1AALO-WTU	Group	W6F1AALO-WTU
Job	A.AA.66H.Medical Surgical Nurse	Position	
Grade	O-2	Payroll	
Location	W6F1AA	Status	Primary Assignment
Assignment Number	443378	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below the assignment details, there are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Statutory Information" tab is active, and a red circle highlights the text "DOD BUSINESS GROUP..Yes....." in the "Statutory Information" field.

At the bottom, there is an "Effective Dates" section with "From" set to "15-AUG-2010" and "To" set to an empty field. There are also buttons for "Reviews" and "Performance".

POC Mrs Catherine Soto, AMPO Analyst

Once the window opens delete any additional information populated in this screen and click on "OK"

This is the only field that should be populated in this screen

The screenshot shows a software window titled "GREs and other data" with a list of input fields. The "DOD BUSINESS GROUP" field is highlighted in yellow and has a red arrow pointing to it from a callout box. A red "X" is placed over the "Timecard P..." field. At the bottom of the window are buttons for "OK", "Cancel", "Clear", and "Help".

Field Name	Value / Status
DOD BUSINESS GROUP	Highlighted in yellow
Timecard Approver	
Timecard P...	Marked with a red X
Yes	Selected in a dropdown
Work Schedule	
Shift	
Spouse's Salary	
Legal Representative	
Workers Comp Override Code	
Reporting Establishment	
Seasonal Worker	
Corporate Officer Indicator	
Corporate Officer Code (WY)	
Area Code (AK)	
Occupational Code (AK)	
Seasonal Code (IN)	
Taxation Location (IN)	

Select "Correction" on the pop-up editing window and once back on the assignment screen save your work.

The screenshot displays the Oracle Applications interface for DMHRSi Production, Version 2.01.00.4. The window title is "Oracle Applications - DMHRSi Production - Version: 2.01.00.4". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window shows a pop-up editing window titled "Assignment: 23-JUN-2011" with a "Save" button. The form contains the following fields:

Organization	W6F1AALO-WTU	Group	W6F1AALO-WTU
Job	A.AA.66H.Medical Surgical Nurse	Position	
Grade	0-2	Payroll	
Location	W6F1AA	Status	Primary Assignment
Assignment Number	443378	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below the form are several tabs: Supervisor, Probation & Notice Period, Standard Conditions, Statutory Information, and Miscellaneous. The Miscellaneous tab is active, showing the following fields:

Internal Address		<input checked="" type="checkbox"/> Primary
Reason		<input type="checkbox"/> Manager
Projected Assignment End		

At the bottom, there is an "Effective Dates" section with a "From" field containing "15-AUG-2010" and a "To" field. Below this are "Reviews" and "Performance" buttons.