

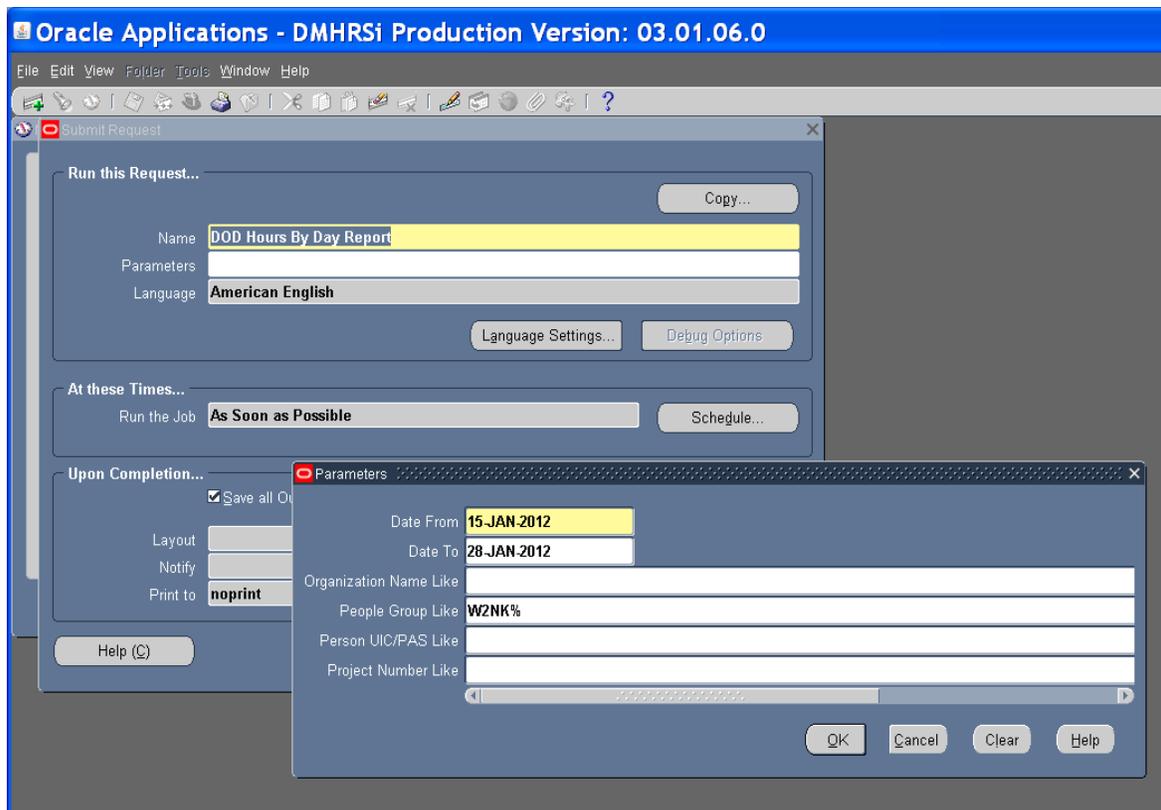
# ARMY MEPRS PROGRAM OFFICE

## INSTRUCTIONS TO RUN DoD HOURS BY DATE REPORT

The DoD Hours by Date Report is designed to show employees' hours entered on DMHRSi by task, listing the exact number of hours entered and the status of the timecard as well as the approver for a pay period. However, it will not show individuals person type, consequently users will not be able to determine if employees listed are civilians, military, or contractors.

The steps to run the report are as follows:

1. Login to DMHRSi
2. Select ARMY LCA Manager role
3. From "**Processes and Reports**" click on the link "Submit Processes and Reports"
4. Once the Oracle windows open and the "Submit Request" form pop-up, type on the first row "*DOD HOURS%*" and press your Tab key.



The Parameters window for the "DoD Hours by Day Report" will be displayed.

5. As populated in the screenshot above, fill in “Date From”, “Date To”, and “People Group Like” fields and click “OK”. Wait for the system to generate the data. Users can close the screen and come back later to retrieve the data after the report is “Completed”
  
6. Once the report is completed the data can be downloaded just as the DoD Batch and Timecard Status Report - as a “Text” document -, saved on the user’s computer, and opened in an Excel Sheet.

*If additional instructions to open the text document as an Excel sheet are needed, please contact your AMPO Analyst for instructions.*