



## V23 Basic User Guide

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# 1. Introduction

Welcome to Version 23.03.01 (hereafter referred to as V23) of the Standard Labor Data Collection and Distribution Application (SLDCADA), the Navy and Marine Corps standard for collecting time and attendance. This document will outline the basic usage and operations of the V23 system for the basic users of SLDCADA.

## 1.1 Getting Started

Before accessing SLDCADA review any local time and attendance policies, and verify that account setup has been completed. If further assistance is needed contact a local SLDCADA Administrator and inform them of the issues.

## 1.2 Navigating SLDCADA

SLDCADA navigation and usage is controlled through the Control Center, Menu Bar, and Detail Area sections. The features of the Control Center and Menu Bar open different windows within the Detail Area. The following image (**Figure 1-1**) outlines each of the sections within the SLDCADA window. This section will outline how navigation through the SLCADA is performed.

**Figure 1-1 SLDCADA Window Sample**

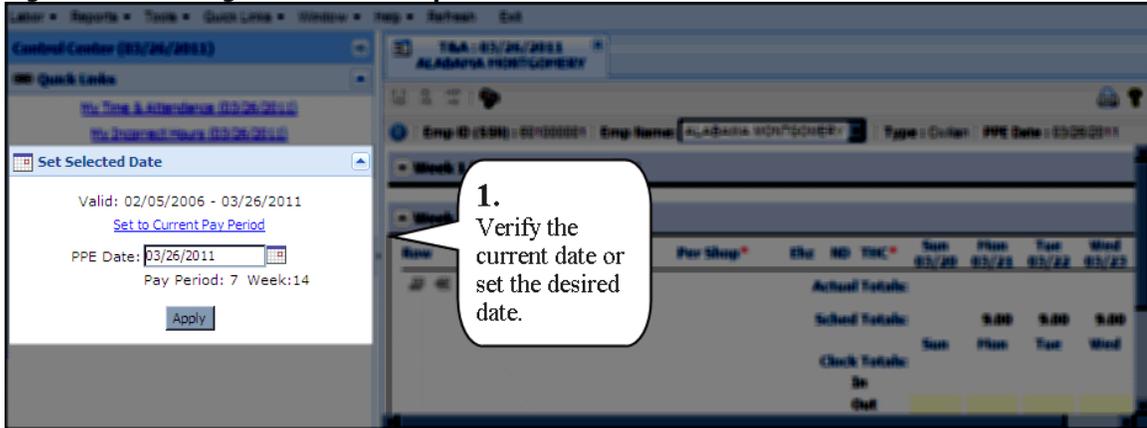


### 1.2.1 Navigation Instructions

Working in SLDCADA typically requires three actions, within the three sections. The following steps outline how to set a date and perform a task.

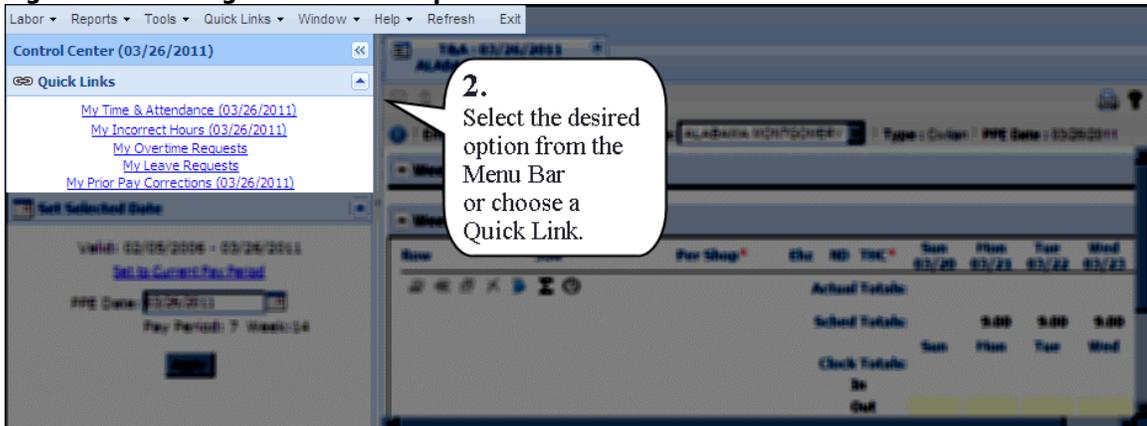
1. In the Set Selected Date section of the Control Center, verify that the date entered is the appropriate date or enter in the desired date. (**Figure 1-2**)

Figure 1-2 Working in SLDCADA Step 1



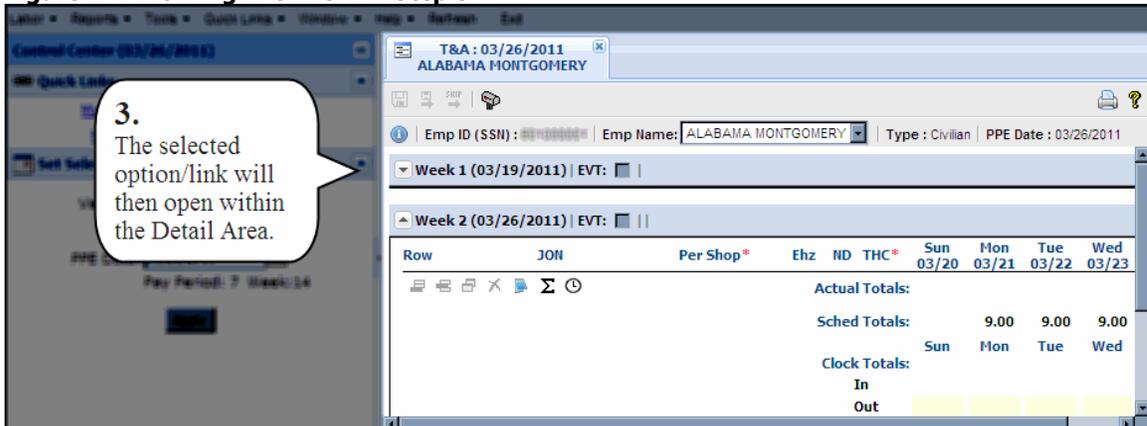
2. From the Menu Bar select the desired option. (Figure 1-3)
  - Quick Links can also be used to access certain features of the Menu Bar directly

Figure 1-3 Working in SLDCADA Step 2



3. Click in the Detail Area and perform any needed tasks. (Figure 1-4)

Figure 1-4 Working in SLDCADA Step 3



## 2. Entering Time and Attendance

The main purpose of SLDCADA is to collect time and attendance data. A user of SLDCADA will enter in their time and attendance as instructed by their local SLDCADA Administrator. This section will outline the steps required to enter in time and attendance.

### 2.1 Entering in Time for Current Pay Period

All time is entered and edited through the Time and Attendance screen. (Figure 2-1) This screen also provides access to the Clock feature, allowing users to enter in and out times. The following steps outline how to enter in time.

Figure 2-1 Time and Attendance Window

Row	JON	Per Shop*	Ehz	ND	THC*	Sun 03/20	Mon 03/21	Tue 03/22	Wed 03/23	Thu 03/24	Fri 03/25	Sat 03/26	Total	Inj Date	
1		? STATE1	?		RG ?		9.00	9.00	9.00				27.00	?	
<b>Actual Totals:</b>							9.00	9.00	9.00				27.00	<b>Actual PP Total 63.00</b>	
<b>Sched Totals:</b>							9.00	9.00	9.00	9.00			36.00	<b>Sched PP Total 80.00</b>	
<b>Clock Totals:</b>								8.00	8.00	4.00				20.00	
<b>In</b>								0800	0800	0800					
<b>Out</b>								1200	1200	1200					
<b>In</b>								1300	1300	1300					
<b>Out</b>								1700	1700						

- Verify that the PPE is set to the current pay period.
  - If the PPE is incorrect, select the **Set to current pay period** link
- Open the Time and Attendance window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Time and Attendance link
  - **Menu Bar**  
Click on Labor and then Time and Attendance
- Navigate through the window and input all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by using the horizontal scroll bar
  - Clicking on the **Question Mark** icon  next to each field will display a reference list pre-populated with options

- Selecting the Generate Hours Checkbox **Generate Hours:**  will automatically populate the time and attendance screen with the hours assigned from the employees Tour of Duty
- Labor information can be copied from one week to the next (or from Week 2 of the previous pay period to Week 1 of the current one).
  - Information such as the JON, Performing Shop, Sub Shop, Environmental Hazard/Other Code, Night Differential and Type Hour Code may be copied from Week 2 of the prior pay period by clicking **Copy Prev Week (All)** on the Week 1 header bar (the same line that contains the week ending date for Week 1)
  - To copy information from Week 1 to Week 2, click **Copy Prev Week (All)** (on the Week 2 header bar) to duplicate all of the information, or **Copy Prev Week (Selected)** to copy only specific rows (only rows highlighted by the user)
  - To select multiple rows, hold down the Ctrl key and click each individual row
- If required, verify that all time has been entered in correctly and check the EVT box **EVT:** .
  - If a save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (**Figure 2-2**)

**Figure 2-2 EVT Not Checked Error**

Severity	Week End Date	Row	Column	ID	Description
Warning	11/03/2007			SLD0418	The labor meets the work schedule but EVT is not checked.

Continue to Save

- If EVT verification is not required, the checkbox can be ignored and no error will occur
4. Once all data has been entered click on the **Save** icon  or press the **F9** key.

## 2.2 Future Time and Attendance

The Future Time and Attendance screen provides the user, with the proper menu code and access rights, the ability to create a future time and attendance records for themselves. These records will generate time for the user when the conditions of the record are met. The conditions for the records can be for a number of different reasons. Normally, a future time and attendance record is made when the user will be out of the office for leave, training, or military absence. Once a record is created, it may be modified, deactivated, or deleted.

**Figure 2-3 Future Time and Attendance Screen**

Row	Active	Start Date*	Stop Date*	Hrs Auth	Amt Rem	Sched Hrs	JON	Per Shop*	Sub Shop	Ehz	ND	THC*
1	<input checked="" type="checkbox"/>	11/03/2007	11/20/2007	8	6	2.0	JONLN	STATE2	2SUB3		<input type="checkbox"/>	LN
2	<input checked="" type="checkbox"/>	02/11/2012	02/11/2012	9	9	0.0	JONLN	STATE2	2SUB2		<input type="checkbox"/>	LN

In order to perform any work on a Future Time and Attendance record, the following steps must be performed:

1. Click on **Labor → Future Time and Attendance** and the Future Time and Attendance screen will open. (Figure 2-3)
2. When the screen opens it will display any current Future Time and Attendance records that are available for that employee.
3. Perform any of the desired actions:

### Creating

- i. Click on the **Add New Row** icon  or **Insert New Row** icon .
- ii. Navigate through the row and input all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by using the horizontal scroll bar
  - Clicking on the **Question Mark** icon  next to each field will display a reference list pre-populated with options

### Modifying

- i. Select the **desired** row to change.
- ii. Navigate through the row and make all desired changes to the Future Time and Attendance record.

**Activating/Deactivating**

- i. Locate the desired row to change.
- ii. Click on the **Activate** checkbox to toggle it.
  - If the checkbox is checked the record is active and it will process when conditions are met
  - If the checkbox is unchecked the record is inactive and will not process

**Deleting**

- i. Select the desired row to delete.
- ii. Once the row is highlighted, click on the **Delete Row** icon  to delete the row.

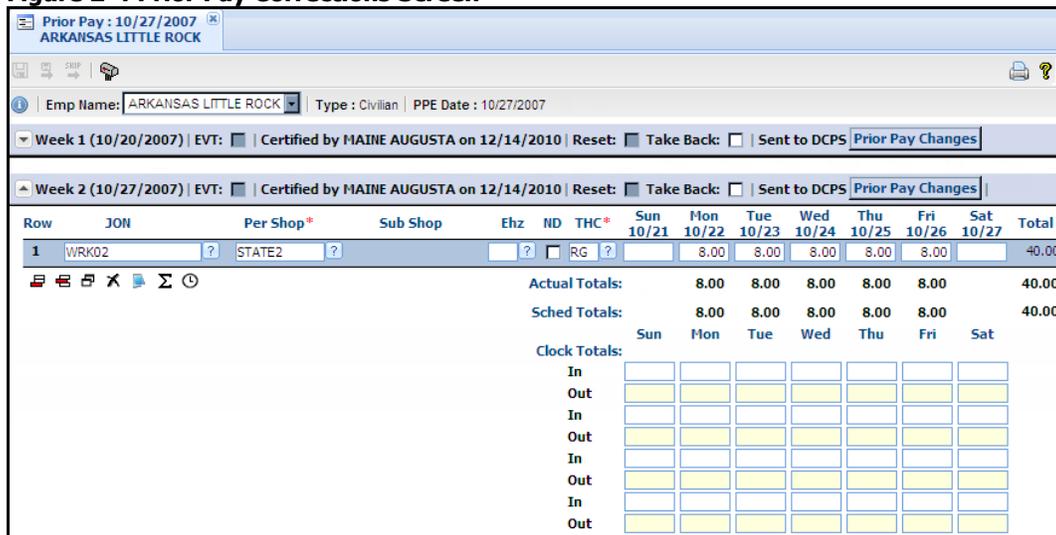
4. Once all desired worked has been completed, click on the **Save** icon  to save the record.

**2.3 Entering Prior Pay Corrections**

This section outlines the steps needed in order to enter a Prior Pay Correction. These steps can only be performed if the user has access to the Prior Pay Corrections screen, and only if prior pay correction is not more than 26 pay periods (52 weeks) before the current pay period.

1. In the Search/Set Selected Dates area of the Control Center, enter or select the pay period ending date.
2. From the Menu Bar, select **Labor** → **Prior Pay Corrections** and the Prior Pay Corrections screen will appear. (Figure 2-4)

**Figure 2-4 Prior Pay Corrections Screen**



Row	JON	Per Shop*	Sub Shop	Ehz	ND	THC*	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total
1	WRK02	STATE2						8.00	8.00	8.00	8.00	8.00		40.00
<b>Actual Totals:</b>								8.00	8.00	8.00	8.00	8.00		40.00
<b>Sched Totals:</b>								8.00	8.00	8.00	8.00	8.00		40.00
<b>Clock Totals:</b>							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
In														
Out														
In														
Out														
In														
Out														
In														
Out														

3. In the Prior Pay Corrections screen, make any necessary changes.

4. If required, verify that all time has been entered in correctly and check the EVT box  .
  - If a save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (**Figure 2-5**)

**Figure 2-5 EVT Not Checked Error**

Severity	Week End Date	Row	Column	ID	Description
Warning	11/03/2007			SLD0418	The labor meets the work schedule but EVT is not checked.

**Continue to Save**

- If EVT verification is not required, the checkbox can be ignored and no error will occur
5. When all the changes are complete, click on the **Save** icon  .
    - When the record is sent to DCPS, it overlays the previous record and could change the pay.

## 3. Overtime and Leave Requests

This section outlines how to enter Overtime or Leave requests.

### 3.1 Requesting Overtime

The Overtime Request screen (Figure 3-1) is used to request authorization to work overtime hours. The following instructions outline how to enter in an Overtime Request.

**Figure 3-1 Overtime Request Window**

The screenshot shows the 'OT Request' window for 'ALABAMA MONTGOMERY'. It features a table with the following columns: Row, Active, Ind, Appr/ Deny, Start Date Time\*, Stop Date Time\*, Hrs Auth\*, Amt Rem, JON, and Per Shop\*. The first row is selected, showing '1', a checkmark, 'Pending', and 'STATE1'. Below the table are sections for 'Request' (By: ALABAMA MONTGOMERY, Date:), 'Justification:\*' (with a text area), 'Approval / Denial' (Approved: [checkbox], Denied: [checkbox]), and 'Remarks:'. At the bottom, there are checkboxes for 'Check the indicators below to require an exact match on the specified fields' including JON Match Required, Per Shop Match Required, Sub Shop Match Required, Ehz Match Required, ND Match Required, and THC M.

1. Open the Overtime Request window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Overtime Requests link
  - **Menu Bar**  
Click on Labor and then Overtime Request
2. Click on the **Add New Row** icon  to add a new record, if needed.
3. Navigate through the record and enter all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar
4. When the Overtime Request has been completed, click on the **Save** icon  to save the information and make it available for supervisor authorization.
5. Click on the **E-mail** icon  to open an e-mail, so that a notification of the request can be sent to the supervisor.

## 3.2 Requesting Leave

The Leave Request screen (Figure 3-2) is used to request leave within SLDCADA. The following instructions outline how to enter in a Leave Request:

**Figure 3-2 Leave Request Window**

Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Rem	THC*	Inj Date
1	<input checked="" type="checkbox"/>	Pending					0.00		

- Open the Leave Request window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Leave Requests link
  - **Menu Bar**  
Click on Labor and then Leave Request
- Click on the **Add New Row** icon  to add a new record, if needed.
- Navigate through the record and enter all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar

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**Note:** The Recurrence field can be used to allocate a single day of the week or pay period within the leave request. The leave request will then only be used on the specified day until the stop date has passed, or the request no longer has hours remaining. Click on the **Question Mark** icon  and choose the day for the recurrence of the leave request.

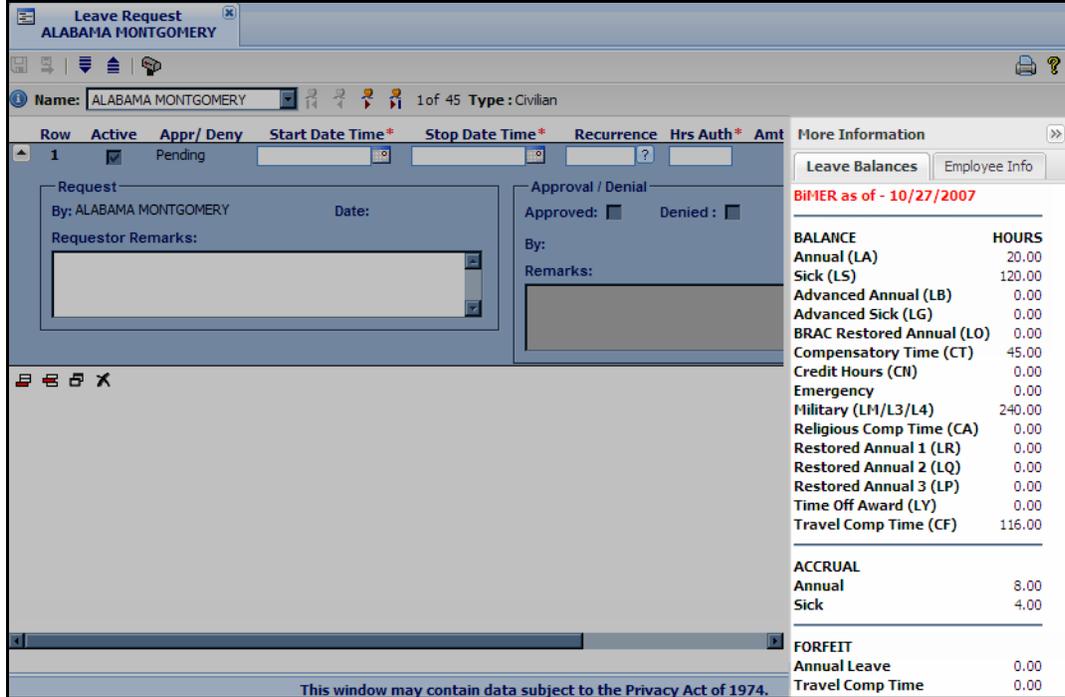
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- When the Leave Request has been completed, click on the **Save** icon  to save the information and make it available for supervisor authorization.
- Click on the **E-mail** icon  to open an e-mail, so that a notification of the request can be sent to the supervisor.

### 3.2.1 Viewing Leave Balance

In order to view leave balances, click on the More Information icon  to expand the More Information window. (Figure 3-3) The current leave balances for the employee will display.

Figure 3-3 Leave Balances Tab



Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt
1	<input checked="" type="checkbox"/>	Pending					

BALANCE		HOURS
Annual (LA)		20.00
Sick (LS)		120.00
Advanced Annual (LB)		0.00
Advanced Sick (LG)		0.00
BRAC Restored Annual (LO)		0.00
Compensatory Time (CT)		45.00
Credit Hours (CN)		0.00
Emergency		0.00
Military (LM/L3/L4)		240.00
Religious Comp Time (CA)		0.00
Restored Annual 1 (LR)		0.00
Restored Annual 2 (LQ)		0.00
Restored Annual 3 (LP)		0.00
Time Off Award (LY)		0.00
Travel Comp Time (CF)		116.00

ACCRUAL		
Annual		8.00
Sick		4.00

FORFEIT		
Annual Leave		0.00
Travel Comp Time		0.00

This window may contain data subject to the Privacy Act of 1974.

### ***3.2.2 Modifying Approved Leave Requests***

Sometimes a Leave Request will need to be modified once it has already been approved by a supervisor. In order for this to be performed, the user must first inform the supervisor that a modification needs to occur and which Leave Request needs to be changed. The Leave Request will need to be unapproved by the supervisor. When the request is unapproved, the user can then perform the needed changes to the Leave Request. When the user finishes with the changes they will then re-submit the Leave Request for approval. The following instructions outline how to modify a Leave Request:

1. Contact the supervisor and inform them that a Leave Request needs to be changed.
  - The supervisor will need to locate and then un-approve the previously approved Leave Request
  
2. Open the Leave Request window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Leave Requests link
  
  - **Menu Bar**  
Click on Labor and then Leave Request
  
3. Locate the Leave Request that needs to be modified and select it.
4. Navigate through the record and modify any information as needed.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar
  
5. When the Leave Request has been modified, click on the **Save** icon  to save the information and make it available for supervisor authorization.
  
6. Click on the **E-mail** icon  to open an e-mail, so that a notification of the request can be sent to the supervisor.

## 4. Reports

Within V23 there are many different types of reports that can be run in order to retrieve different types of information. For example many users have access to the Leave Balances report while will show the remaining leave balances for the user. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM.

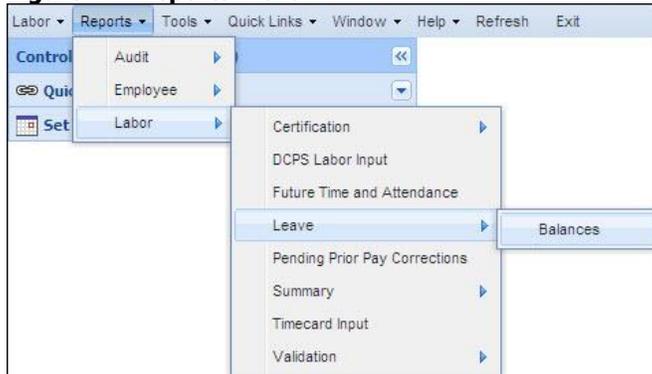
Not all reports will be available to all users. For further assistance contact the local SLDCADA Administrator.

### 4.1 Running a Report

The following steps outline how to open and run a report within SLDCADA V23.

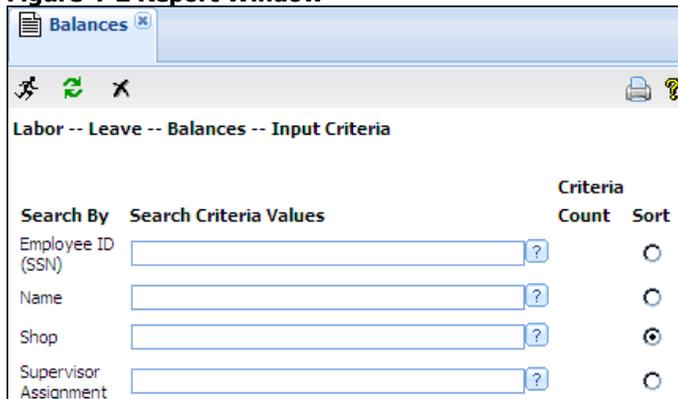
1. From the Menu Bar, click on Reports and then select the desired report. (Figure 3-1)

**Figure 4-1 Reports Menu**



2. A report window will appear displaying the parameters for the selected report.

**Figure 4-2 Report Window**



3. Enter in any desired criteria into the Search criteria fields.
  - Clicking the refresh icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
  - Clicking the reset icon  will clear all the values within the report and set dates back to their defaults
  - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
    - To select all items for a field, leave the criteria field blank
    - A red asterisk \* next to a criteria field indicates that a value must be entered into that field for the report to run successfully
    - The question mark icon  next to a criteria field indicates that a reference list is available and clicking the question mark icon  will display the reference list with available values
      - Multiple values can be selected by holding the Ctrl key and clicking each employee name
      - Multiple values can also be typed in manually, separated by a comma
    - The calendar icon  next to a field indicates that the value required is a date and clicking the calendar icon  will provide a calendar from which a date can be selected
    - The Criteria Count column displays the number of items that have been selected
    - To have the report sort by a specific criteria, click on the radio button  next to the desired criteria
4. Click on the run report icon  in the upper left hand corner of the screen.
5. The report will appear within Adobe Acrobat Reader as a PDF file.