STANDARD OPERATING PROCEDURES

DEFENSE MEDICAL HUMAN RESOURCES SYSTEM internet (DMHRSi)

NATIONAL CAPITAL
REGION MEDICAL

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(YYYMMDD)

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CHAPTER 1 - INTRODUCTION

Section 1. Background

The Defense Medical Human Resource System internet (DMHRSi) is an HR management application and is designed to manage essential HR information affecting Military Health System activities. DMHRSi is a joint-service web-based information system for use in military hospitals and clinics. DMHRSi manages HR for the Defense Health Agency. DMHRSi supports time-sensitive decisions regarding medical personnel readiness, training, financial reporting and other HR requirements for efficient and contingency planning. DMHRSi is hosted behind the Defense Information Systems Agency (DISA) firewall at centralized DISA facilities.

The Medical Human Resource Functional Process Improvement Program began in January 1994 when it was determined that the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)) required a standard integrated system to provide accurate medical manpower utilization and expense information. DMHRSi was chosen to provide Department of Defense (DoD) with an Automated Information System (AIS) that integrates human resource data from multiple information sources and allows ready access to essential manpower, personnel, labor cost assignment, education and training, and readiness information across the MHS enterprise. DMHRSi is currently deployed to over 800 military treatment facilities (MTF) and the Defense Health Agency (DHA) has 170,000 users worldwide.

Section 2. Date Tracking

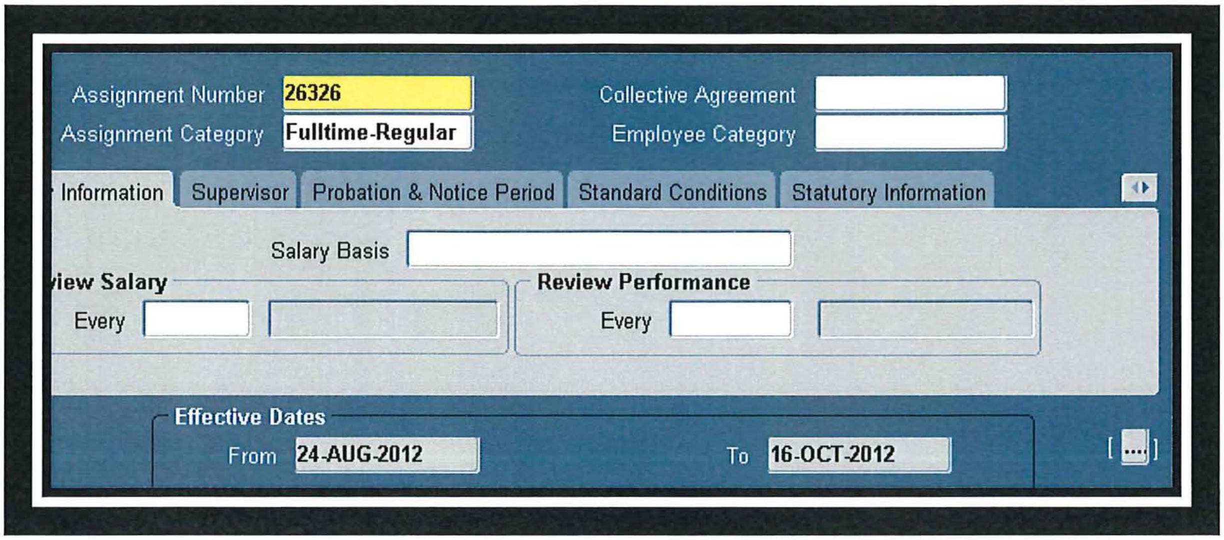
1-100 Update versus Correction

When changes are made to an HR record in DMHRSi, the person making the changes must first decide whether to "Alter the Effective Date." Altering the effective date (or date tracking) "tricks" DMHRSi into thinking that "today" is a different date and makes it possible for changes to be effective during a specific time in the past or future. When changing a record, consider the "Effective Date" of the change. You must change the "Effective Date" in DMHRSi to make an "Update" as of a specific date in the past or in the future. Always review the "From" and "To" dates so that you can move through all of the segments of a record.

Changes in DMHRSi can be a correction or an update. The choice between "Correction" and "Update" is very important and could cause problems if the wrong selection is made.

Select "Correction" when the change occurs over a specific date range that already exists in the DMHRSi record. In other words, you need to correct the data all the way back to the "From" date. Or, you need to correct the entire segment of data between the "From" and "To" dates.

In the screenshot below, if you date-track to 16 Oct 2012 (or ANY date between 24 Aug and 16 Oct 2012) and make a "Correction," the change will occur for the entire segment between 24 Aug 2012 to 16 Oct 2012, i.e. the "From" and "To" dates. Corrections will always change the entire segment of the record between the "From" and "To" dates.



The other option, "Update," is used to make a change on a specific date. This option is very important when in/out-processing personnel. Personnel report to the MTF on a specific date and begin to document time to the MTF from that date forward. Personnel also stop documenting time to a specific MTF and then leave that MTF on a specific date. This option is also important when changing rank, date of rank, and other DMHRSi information that changes as of a specific date. In other words, this option is used when you are making a change as of a specific day, going forward. When you select Update, a new segment is added to the HR Record and the change is effective as of that day going forward. You will see a new date in the "From" date field on the HR Record.

When the "Update" option is used, you may also have to decide whether to "Insert" the change before the next scheduled change or "Replace" all future scheduled changes. This is a major decision. If the change needs to be introduced before other scheduled changes, then select "Insert." If the changes need to replace other future scheduled changes, thus eliminating any future changes, then select "Replace."

DMHRSi Organizational Work Structure

Organizational Naming Conventions

The naming convention looks like this: FBCH-PUBLIC HEALTH

- UIC/Facility Name
- Long Organization Name

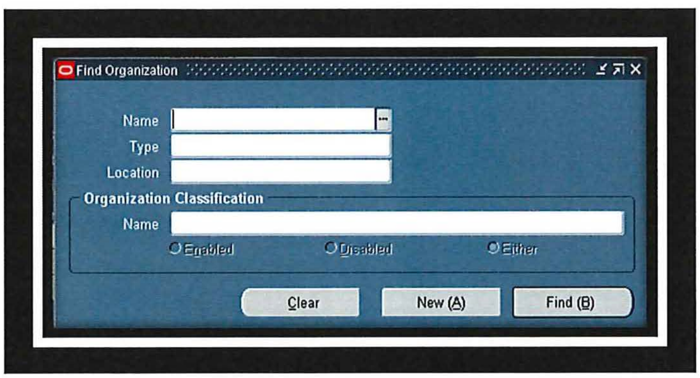
CHAPTER 2 - MANPOWER

Section 1. Organizations

2-100 Searching for an Organization

These procedures cover how to search for an existing organization, and modify the Labor Cost Assignment (LCA) Codes and timecard approver. Existing organizations refer to those organizations fed from source systems Fourth Estate Manpower Tracking System (FMTS) or those local organizations that have already been created.

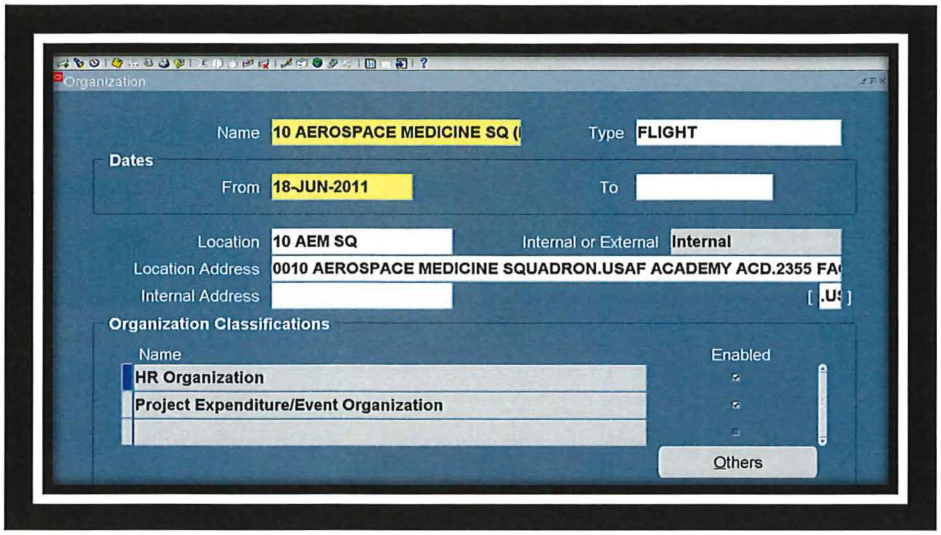
1. Use the LCA Specialist role and select Work Structures: Description.



2. Enter the Organization in the Name field (or partial Org Name, e.g. 10%) and press Tab on your keyboard.

3. Select the appropriate organization from the list and select OK.

4. Select the Find (B) button.



The top half of the page contains the name and location of the Organization, i.e. the squadron that the organization falls under. The flex-field contains the UIC/PAS for that Organization.

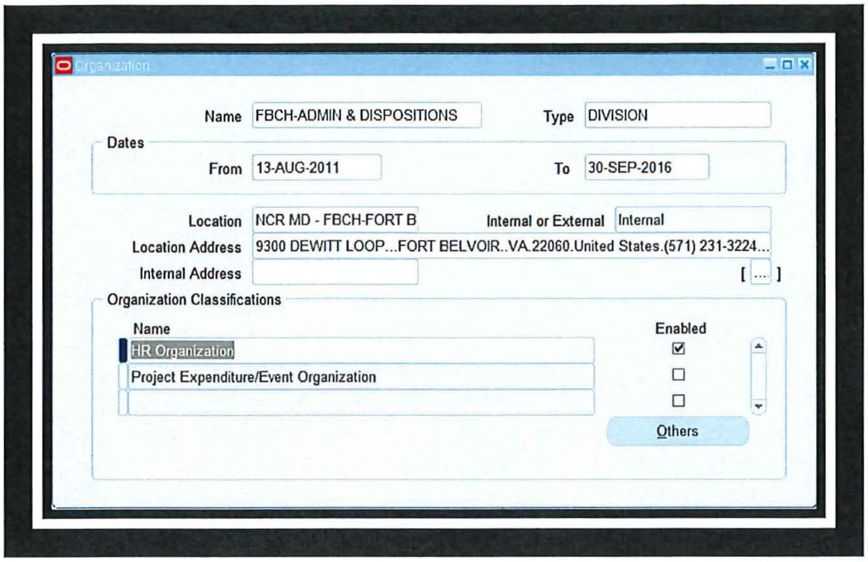
The bottom half of the page contains the Organization Classifications. All organizations will display "HR Organization" and "Project Expenditure/Event Organization" and the "Enabled" radio button corresponding to each classification will be checked. Enabling "HR Organization" allows you to enter funding data and a timecard approver and also allows this Organization to display in the Organization and Group list of values on the HR record's assignment page. Enabling the "Project Expenditure/Event Organization" allows people assigned to this organization to create a timecard.

2-101 Modifying Organization Funding Data

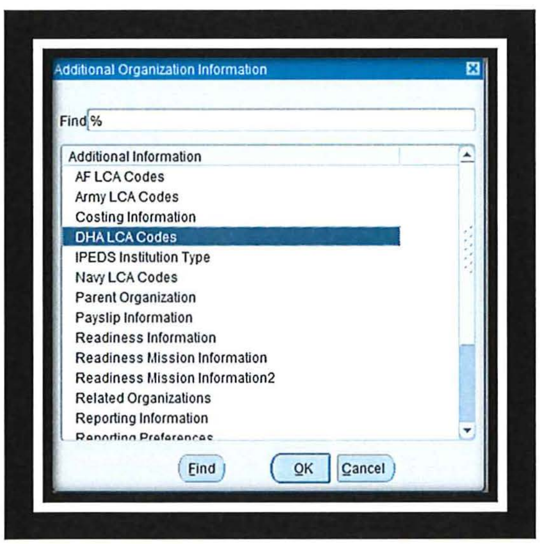
Organization LCA Codes are the source for the values created in the EASIV output file for Non-Available time and Assigned FTEs. For Non-Available time, unless the employee is Manning Assist, the LCA Codes are pulled from the organization entered on the employee's People Group field (i.e., where they actually work). If Manning Assist, Non-Available time pulls from the Organization were the employee is assigned. For Assigned FTEs, the LCA Codes are pulled from the employee's Organization field (i.e., where they are assigned).

Organizational funding data for each Organization includes: Functional Cost Code (FCC), Service Program Element Code (PEC), Defense Medical Information System Identifier (DMIS ID), and Loaned Time FCC. This funding data is essential for the accurate costing of Organizational expenditures. Each year provide updated FY funding data to the sites. The LCA Specialist must ensure that funding data for each organization is current and accurate.

The LCA Specialist can modify the DHA LCA Codes for an organization or create a new DHA LCA Codes Record and end-date the existing record. This will keep a history of the changes in DMHRSi.

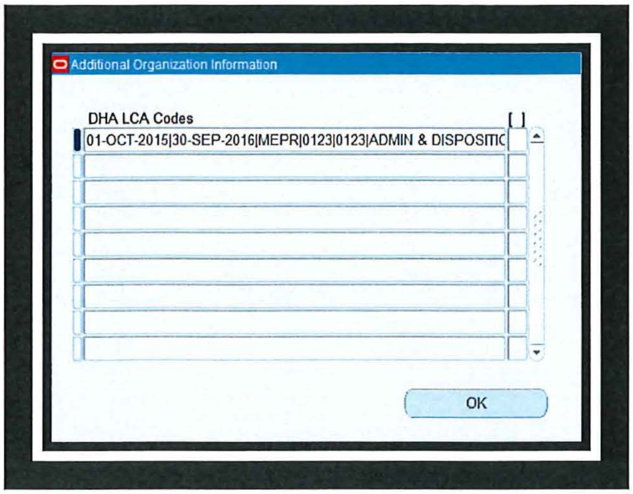


1. Click on the “HR Organization” line under Organization Classifications.
2. Select the “Others” button.



“**DHA LCA Codes**” is highlighted by default (since it is the first item in the list).

3. Select the “OK” button.



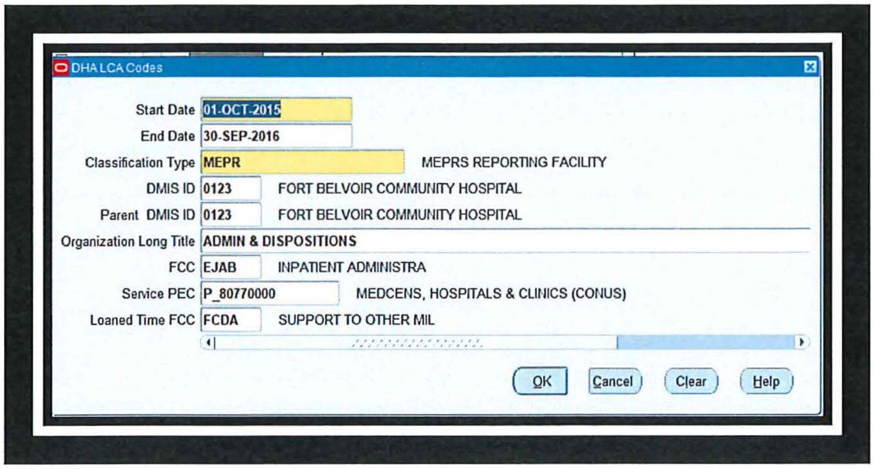
The "**Additional Organization Information**" form displays.

- The LCA Codes must be complete to avoid null values in the EASIV output file.
- Organizations are attached to the current manpower document. There should never be more than one active list of LCA codes per organization. The date range of the record determines the time period that the record is used as the source for EASIV values. If there is more than one line (record), each record must cover a separate and distinct period of time.
- The current record can be end-dated and a new record (line) created if you need to keep a history of the changes. But only one record can be active at a time. Or, you can replace the outdated information if you do not want to store a history.

  NOTE: When a MEPRS code is changed at the beginning of an FY, you should end-date that record and create a new line of funding data. If you need to recreate an Output file for any month during the previous FY, you will want that historical record with the previous MEPRS code.
- In most situations, you will need to add funding data to a new organization.

4. To correct data (e.g. add funding data to a new Organization fed by Service Manpower Systems. Select the current LCA Codes record by clicking on the white line.

Or, to add a new line in order to keep a history of past funding data, simply click on the next blank line.



The LCA Codes record displays.

5. The "Start Date" of the organization (DD-MON-YYYY) will feed from source systems.

   Leave the "End Date" blank unless you are end-dating this LCA Codes record.

6. The "Classification Type" will feed in from the Service Manpower Source System.
   a. "MEPR" for a MEPRS Reporting organization.
   b. "Non-MEPR" for a non-MEPRS Reporting organization.

7. Enter the DMIS ID.

8. Enter the Parent DMIS ID.

The Organization Long Title will feed from source system.

9. Enter the appropriate MEPRS Code in the "FCC" field.

10. Enter the appropriate Service PEC in the "Service PEC" field. DHA Service PECs begin with "P_."

11. Enter FCDA in the Loaned Time FCC field.

FCDA is the MEPRS functional cost code for loan time. This code will automatically populate on the EASIV Output File when personnel charge to another Project.

12. Select the "OK" button.

The "Additional Organization Information" form displays with your data.

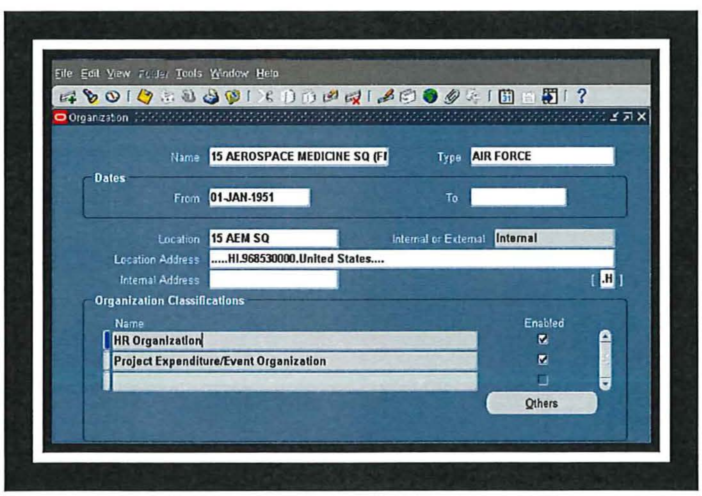
13. Select the "OK" button.

14. Select the "Yes" button to save your changes.

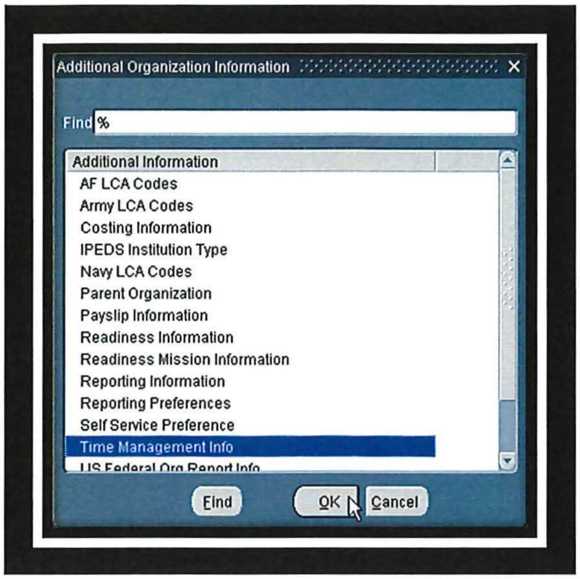
2-102 Modifying Timecard Approver for an Organization

Each organization must have one timecard approver assigned to the organization. Timecards in DMHRSi flow to the timecard approver for the organization listed in the employee's People Group. Timecards will be rejected if an organization does not have a timecard approver. The LCA Specialist must ensure that Timecard Approvers for Organizations are always accurate.

If a timecard approver is retiring/resigning (the HR record will be terminated in DMHRSi), you must assign a replacement timecard approver prior to terminating the HR record. If you do not assign a new approver and the current approver has a terminated HR record when timecards are submitted, the timecards will get "lost" in the system. They will not be able to flow to the proper Worklist Notification.



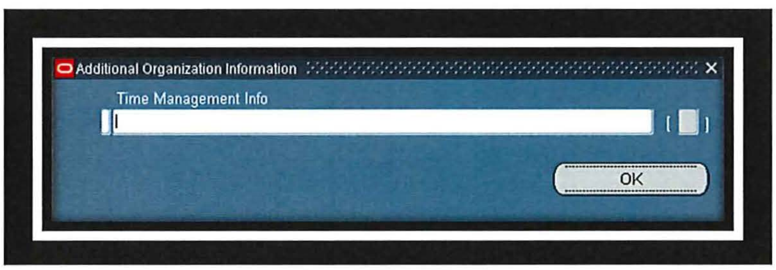
1. From the Organization page, make sure that "HR Organization" is highlighted.
2. Select the "Others" button.



3. Select "Time Management Info" from the list of values to assign (or modify) the timecard approver for the organization.

4. Select the "OK" button once a selection has been made.

   The "**Additional Organization Information**" form displays.



5. Select the "Time Management Info" detail field.

   The "**Time Management Info**" form displays.

6. Enter the appropriate Timecard Approver in the "Timecard Approver" field.

   Do not enter a Timecard Reporter.

7. Select the "OK" button.

8. Select the "OK" button again.

9. Select the "Yes" button to save your changes.

2-103 Creating Local Organizations for an Organization

Local Organizations can be created for an MTF. It is important to review all of the current Organizations before creating a Local Organization. There are a few reasons why a site would want to create a Local Organization. A Local Organization can be established if it does not appear on the manpower document or if it is on the manpower document but has more than one (1) fourth level Functional Cost Code (FCC) and needs to be broken out for the effective capture of time, for example, multiple PCMH Teams. Local Organizations can also be established if an organization is required to capture readiness related assignments or other specialized missions that require a local organization be created to capture hours more effectively.

1. Use the LCA Specialist role and select Work Structures: Description.

2. Select the New (A) button.

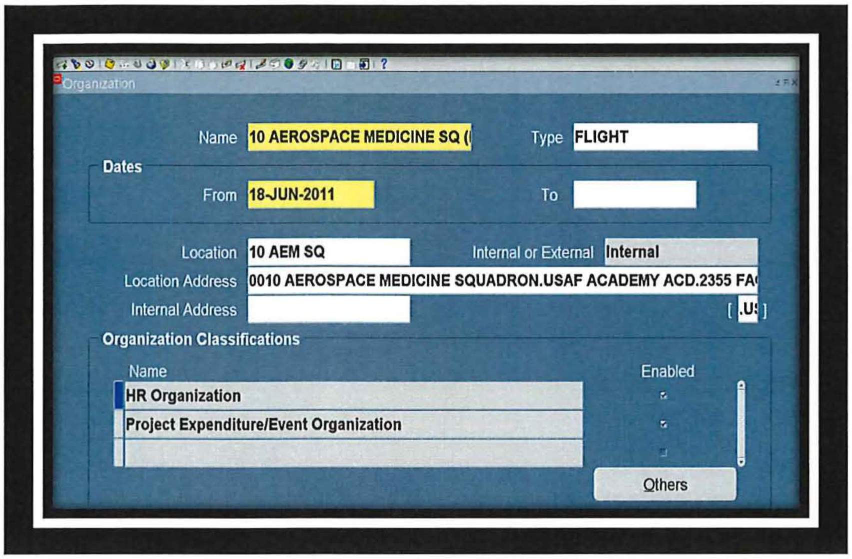
3. Enter the name of the Local Organization.

   The organizational name should follow this naming convention:

   35MDGLO-BIOMEDICAL EQUIPMENT REPAIR or

FBCHLO-68D OR TECH COURSE

4. Enter all other data elements:



- Local Organization Type.
- From date.
- Location.
- Click in the Flex-Field ( ) and enter the UIC, e-mail address is optional.
- Organization Classification.
  - Enter HR Organization.
  - Enable the HR Organization by checking the “Enable” box.
  - Enter Project Expenditure/Event Organization.
  - Enable Project Expenditure/Event Organization by checking the “Enable” box.
- Select the HR Organization line and select the Others button.
- Select **Parent Organization** from the list. **DO NOT SKIP THIS STEP.**
  - Associate the Local organization with a Parent Organization.
    - o Hierarchy field: enter "DoD Reporting Hierarchy.”
    - o Determine the Parent Organization that the local organization will be associated with as a child (i.e. Medical Support Squadron). The Parent Organization is an organization within the MTF. This is CRUCIAL. The local organization will not be accessible if it is not associated with a Parent Organization within the MTF.
    - o Save your changes.
- Select the HR Organization line and select the “Others” button and select DHA LCA Codes from the list.
- Enter LCA Codes—Funding Data.
  - Classification Type—MEPRS or Non-MEPRS.

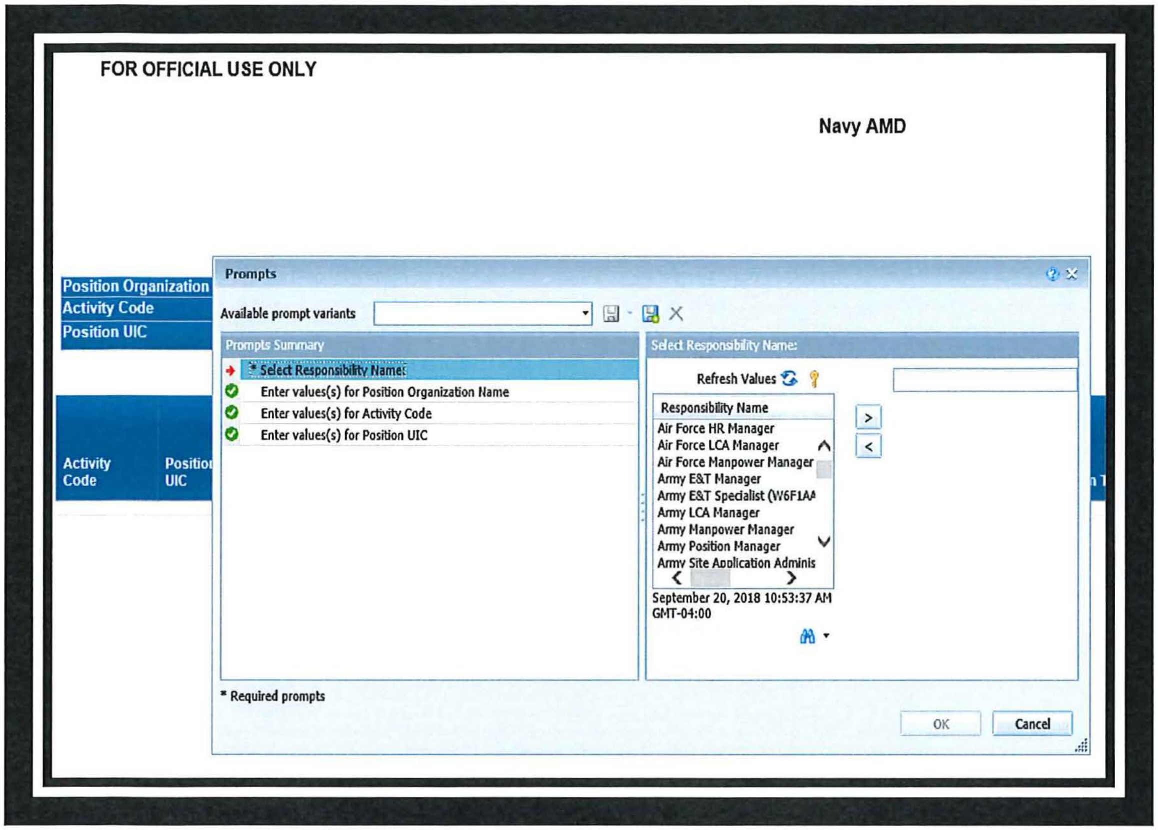
- DMIS ID and Parent DMIS ID.
- Organization Long Title.
- Appropriate FCC.
- Appropriate Service PEC.
- Appropriate Loaned Time FCC—The FCDA MEPRS Codes is always used.
- Save your changes.

- Select the HR Organization line and select the "Others" button and select Time Management Info from the list.
- Enter the Timecard Approver for the organization.
- Only use the local organization to populate the **People Group** on the DMHRSi HR record.

NOTE: Please contact the Service DMHRSi Support Team if you need help creating a Local Organization. If you do not create the Organization properly, you may not be able to view the Organization that you just created.

2-104 Pulling Manpower Document from DDR

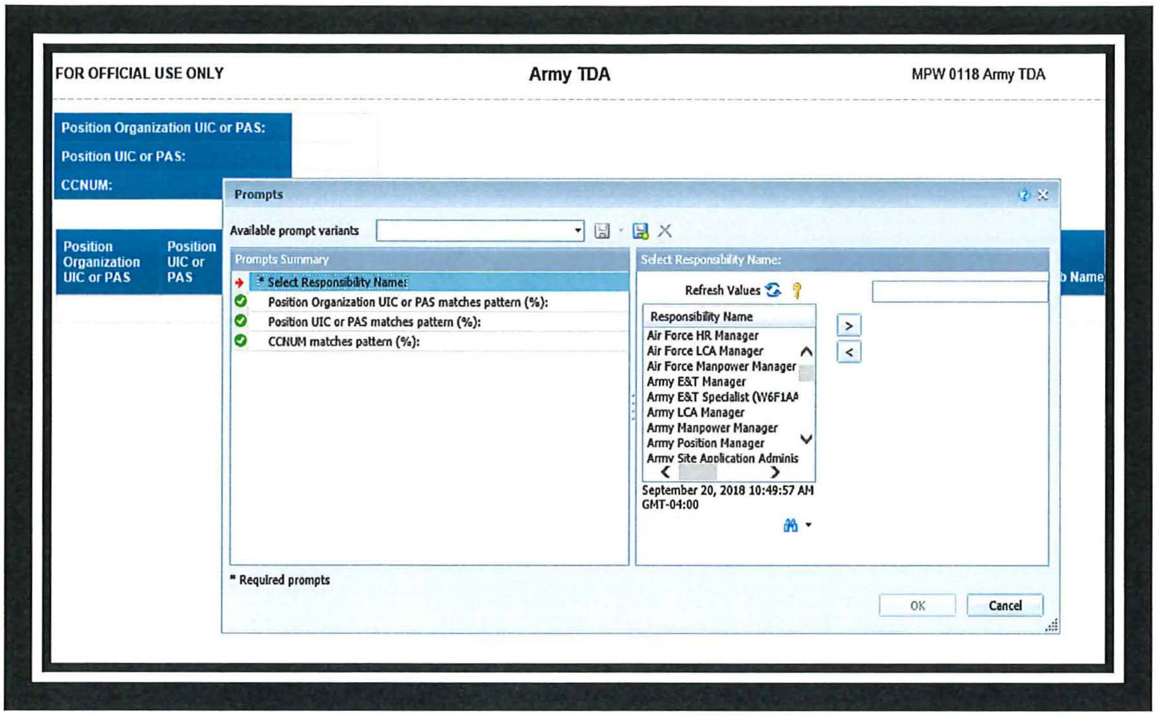
Service Manpower Documents reports are found in DDR > Public Folders > BCS > DMHRSi(DDR) > Manpower > (Name of Report)



2-105 Pulling the Activity Manpower Document

Navy Activity Manpower Document

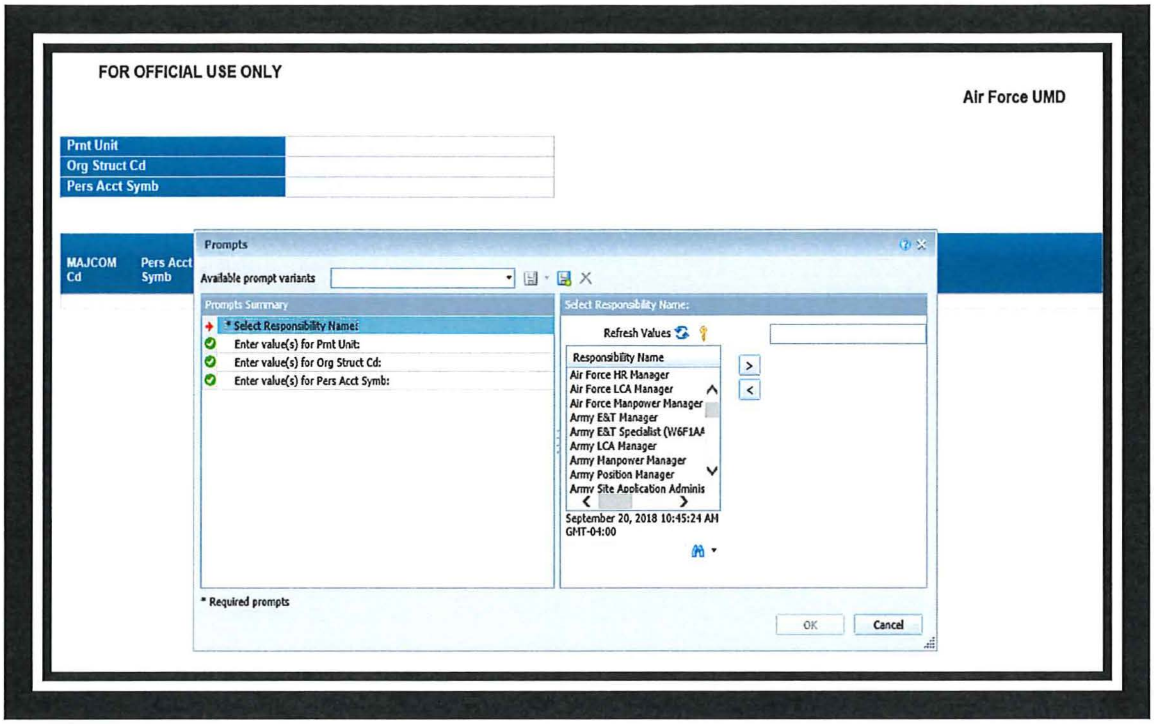
- Must enter your responsibility Name.
- Enter the Name or the Organization.
- Enter the Activity Code.
- Enter the UIC.



2-106 Pulling the Table of Distributions

Army Table of Distribution

- Must enter your responsibility Name.
- Enter the Organization UIC.
- Enter the Position UIC.



2-107 Pulling the Unit Manning Document

Unit Manning Document

- Must enter your responsibility Name.
- Enter the Name of the Parent Unit.
- Enter the Organization Structure Code.
- Enter the Pers Acct Symb (PAS) Code.

Section 2. Positions

2-108 Searching for a Position

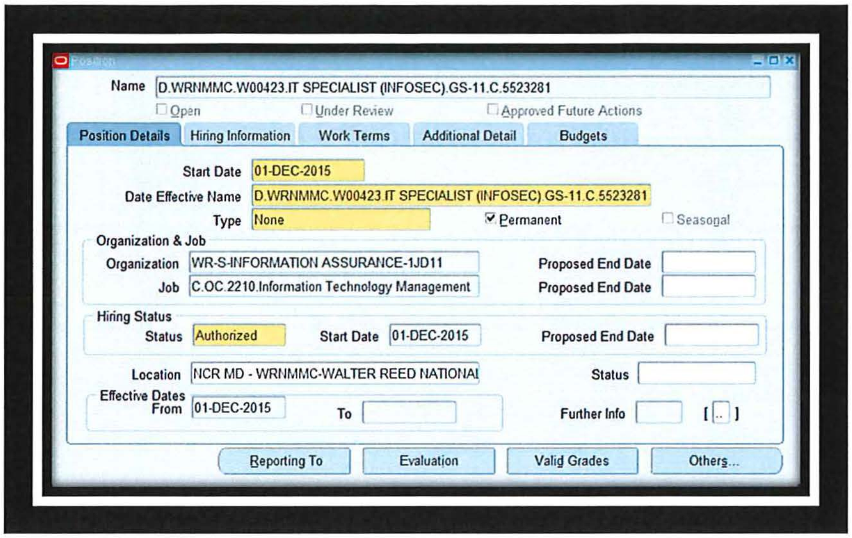
These procedures cover how to search for an existing position, and modify the position extra information data. Existing positions refer to those positions fed from source systems (FMTS) or those local positions that have already been created.

- Use the Manpower Position Manager role and select Work Structures: Description.

- Enter the Position in the Date Effective Name field (or partial Org Name, e.g. 10%) and press Tab on your keyboard.

- Enter the appropriate position information and select OK.

- Select the Find (B) button.



CHAPTER 3 – HUMAN RESOURCES

Section 1. Security Training and Briefings

3-100 Searching HR Records

There are thousands of HR records in the DMHRSi database. All personnel who are assigned to medical units throughout all three services have records in DMHRSi. There are three ways to search for an HR record:

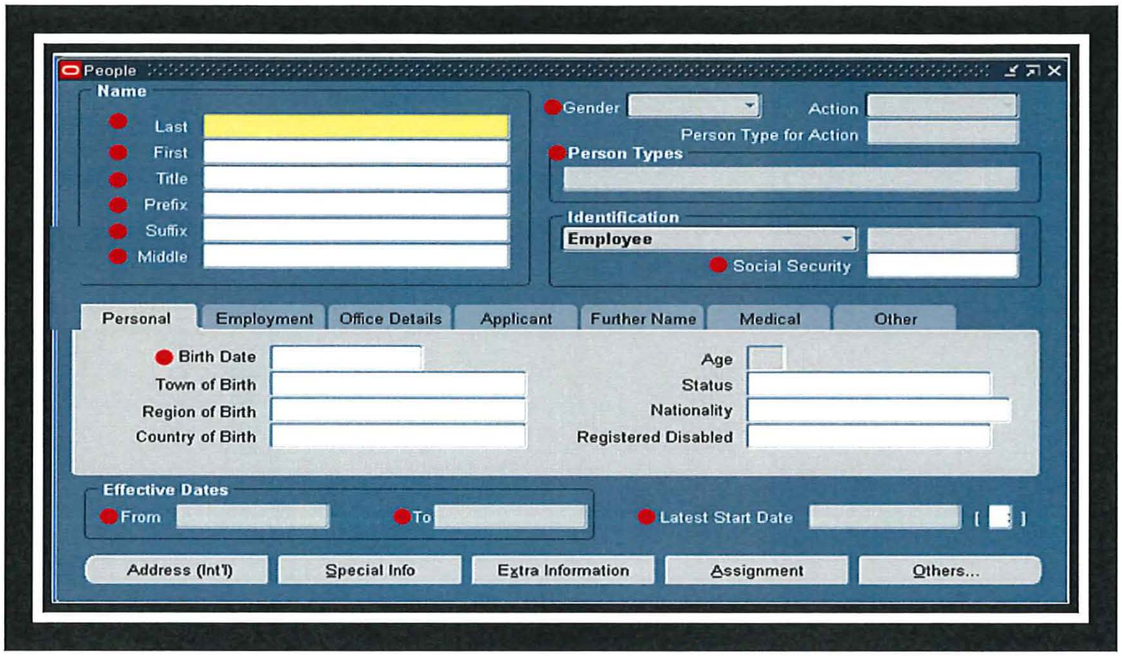
- **Person**: Enter last name, first name and press Tab on your keyboard (use % wildcard if necessary, i.e., DOE%JOHN).
- **SSN**: Dashes must be included when using a Social Security Number to query a record.
- **Number**: This is the DMHRSi employee number. This number is automatically assigned by the system when an employee record is established.

If there is more than one record that matches the search text, the "Person Search" form is displayed with all matching employees. If there is only one matching record, the "Person Search" screen is skipped and the "People" form for the queried employee automatically displays. It is very important that the correct HR record is chosen when making updates or modifications. Significant issues can arise if the incorrect HR record is modified. The best way to search for an HR record is to utilize the member's DMHRSi Employee Number, if known. These numbers identify a specific person which prevents choosing the wrong HR record.

3-101 Maintaining and Validating Essential Data Elements

The DMHRSi HR record is composed of many fields; some are optional, however certain fields are essential. Some of these essential data fields are fed from source systems such as MILPDS for Active Duty and DCPDS for Civilians. Since the source systems feed data into DMHRSi, it is very important that the source systems have accurate information. Incorrect information from the source systems will overwrite any corrections you have made in DMHRSi. Site personnel can manually update essential data elements but if the source system overwrites the information with incorrect data, the site will have to continuously fix DMHRSi every time there is a feed. It may become necessary to update certain essential data fields during the DMHRSi End of Month Processing so that correct data can be captured on the EASIV Output File. Unfortunately, if site personnel manually update DMHRSi data that is fed by the source system, the next feed will overwrite the information with incorrect data again. There is no source system for Contractors, Volunteers, and most Local Nationals so all of the essential data fields are manually maintained by the site. Local Nationals in Europe, except England, are fed in from DCPDS.

The essential data fields in DMHRSi are mostly highlighted in yellow, but not all of them. Since DMHRSi is a COTS (Commercial-Off the Shelf) product, some essential fields are not highlighted in yellow. The essential data fields include:



Last Name:

- Fed by source system for Active Duty and Civilians. The source system must be updated. If the data is incorrect for Active Duty or Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

First Name:

- Fed by source system for Active Duty and Civilians. The source system must be updated. If the data is incorrect for Active Duty or Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

Title:

- Fed by source system for Active Duty and Civilians. The source system must be updated. If the data is incorrect for Active Duty or Civilians.
- Manually entered and updated by the site for Contractors, Volunteers and Local Nationals. Enter "Mr., Ms., etc. in the Title field, not the Prefix field.

Middle Initial:

- Fed by source system for Active Duty and Civilians. The source system must be updated. If the data is incorrect for Active Duty or Civilians
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

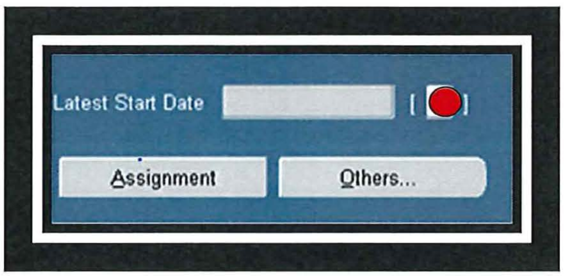
Social Security Number:

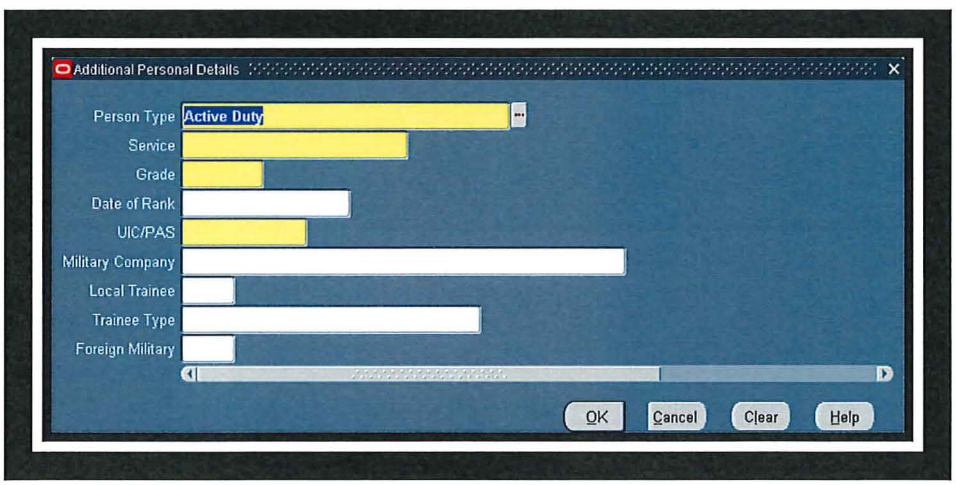
- Fed by source system for Active Duty and Civilians. Social Security Number must be correct.
- Manually entered by the site for Contractors, Volunteers. The Social Security Number must include dashes (Local Nationals have an ID number on the Flex-Field).

Birth date:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

Flex Field:





Person Type:

- Fed by source system for Active Duty and Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

Service:

- Fed by source system for Active Duty and Civilians. The source system must be updated if the data is incorrect for Active Duty or Civilians.

- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

UIC/PAS:

- Fed by source system for Active Duty and Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

Rank/Grade:

- Fed by source system for Active Duty and Civilians.
- Manually entered and updated by the site for Local Nationals.
- Not applicable for Contractors and Volunteers.

Date of Rank/Grade:

- Fed by source system for Active Duty and Civilians.
- Manually entered and updated by the site for Local Nationals.
- Not applicable for Contractors and Volunteers.

Step:

- Fed by source system for Civilians only. Must be 2 digits and cannot be "00."

Contractor Type

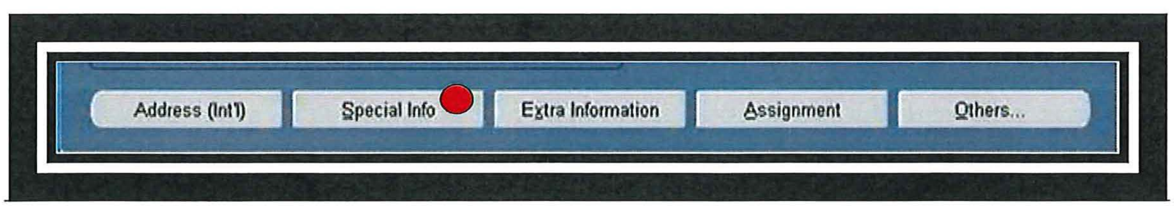
- Manually entered and updated by the site.
- NS=Non-Service Contractors (Most Contractors are NS).
- SC=Personal Service Contractors (Require DHA MEPRS approval to use).

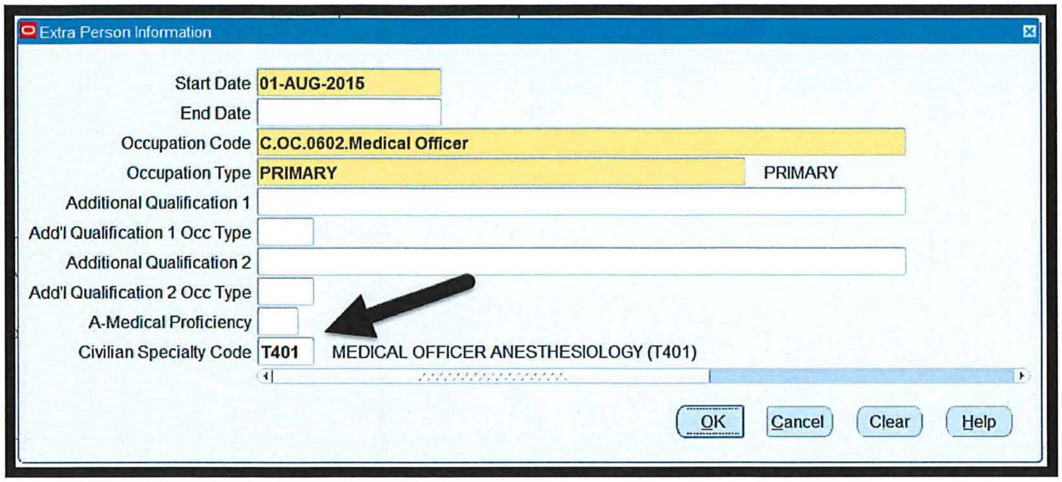
Volunteer Type

- Manually entered and updated by the site (Most are RC=Red Cross).

Local National Type

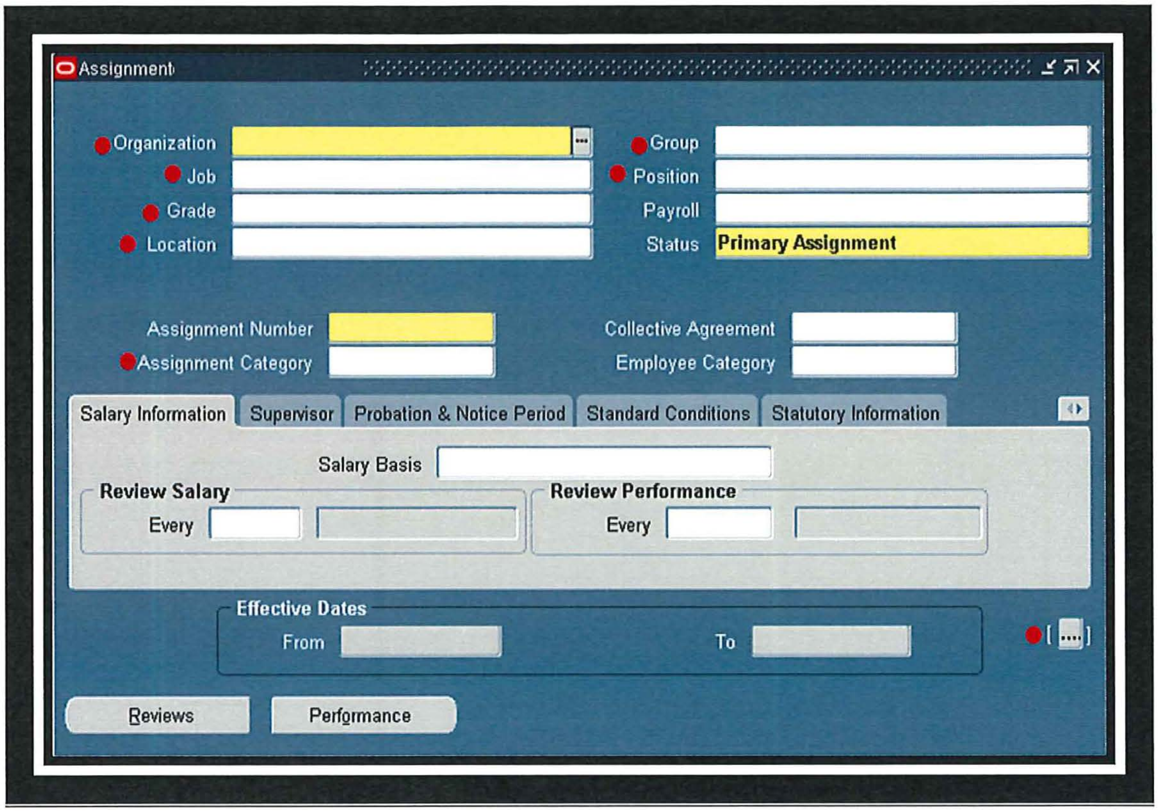
- Manually entered and updated by the site (D=Direct Hire).





Extra Information-Person Occupation/T-Code:

- Person Occupation is fed by source system for Active Duty and Civilians.
- The source system must be updated if any data is incorrect for Active Duty or Civilians.
- Active Duty and Civilians must have one Primary Person Occupation.
- All Reservist Person Types must have a Primary Reservist Occupation Code instead of the Primary Occupation Code.
- The equivalent Person Occupation should be entered for Contractors, Volunteers, or Local Nationals.
- Civilians that have a 0602/0680 Occupation Code should have Specialty Codes entered with Specialty T- Code in the Extra Information field.
- DCPDS Source System populates the T-Code field for civilians with the 0602 or 0680 Occupation.
- Select Specialty code from the Current Fiscal Year Occupation Table by filtering for 0602 or 0680 SUOC.



Organization:

- Fed by source system for Active Duty and Civilians.
- Organizational data should not be manually updated for Active Duty and Civilians unless it is necessary to update this information just prior to creating your Output File. When manually updating the Organization in DMHRSi, the next source feed will probably over-write the information if the source is still incorrect. The source system data should be updated and allowed to correct the information in DMHRSi.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.

People Group:

- Manually update this field for Active Duty and Civilians without the source overwriting the change.
- This is where the person actually works. The organization and people group can be the same but it is not required. Someone could work in an area where they are not officially assigned.
- Manually entered and updated by the site for all person types.
- For Military, the People Group will be updated to the Organization Name on the Joint Table of Distribution (JTD).

Job:

- Fed by source system for Active Duty and Civilians.
- Manually entered and updated by the site for Contractors, Volunteers, and Local Nationals.
- Contractors, Volunteers, and Local Nationals must have a civilian occupation series in the Job field. The SUOC (Service Unique Occupation Code) is driven by the Job field for Contractors, Volunteers, and Local Nationals.
  The SUOC is driven by Extra Information- Person Occupation for Active Duty and Civilians.

Location:

- Fed by source system for Active Duty and Civilians.
- Location will auto-populate correctly if the organization is accurate.

Position Number: (Not Required)

- Position numbers are derived from the Service Manning Document.
- Fed by source system for Active Duty and Civilians.
- Not all personnel hold a position number on the Service Manpower Document.
- This is not a required data element but it is important. The organization, job, position grade, and location will auto-populate based on the position.

Assignment Status:

- **Primary Assignment**: Used to denote the Primary Assignment for the Primary Person Type. This is used by all Single or Dual Component employees.
- **Deployed**: Used to denote the assignment for an Active Duty or Civilian employee who is deployed. This is only used by Single Component employees because deployed employees are no longer considered a Dual Component.
- **Readiness Assignment**: Used to denote the secondary assignment for an Active Duty Air Force or Navy employee's readiness assignment. Readiness Assignment is only used by Single Component employees because this assignment only applies to Active Duty employees who are not on terminal leave. Used to denote a secondary assignment for readiness.
- **Projected Gain**: Used to denote an Active Duty employee's future primary assignment. Projected Gain is only used by Single Component employees because this only applies to Active Duty employees who are not on terminal leave.
- **Secondary Assignment**: Used to denote the Primary Assignment for the Secondary Person Type. This is used for Dual Component employees.
- **TDY/TAD**: Used to denote that a member is on a temporary duty or assignment. This is a secondary assignment for a Single or Dual Component employee. This is used by Single or Dual Component employees.
- **Reserve/Guard Drill Assignment**: Used to denote Reserve or Guard personnel who perform scheduled weekend drill or periodic training. This is used by Single Component "Reserve" or "Guard" and Dual Components when the secondary person type is "Reserve" or "Guard."

Assignment Category:

- Fed by source system for Active Duty and Civilians.
- Full-Time Regular for ALL personnel at the site.

Supervisor:

- Supervisors are source fed for Air Force Active Duty.
- Be careful if manually updating Supervisors for Active Duty. Other processes may be affected when changing Supervisors in DMHRSi if the source system is not updated correctly.
- Supervisors are manually updated for Civilians, Contractors, Volunteers, and Local Nationals.

Skill Type/Skill Type:

- Skill Type/Skill Type Suffix is located on the Assignment Screen in the Additional Assignment Details Flex Field.
- The Skill Type/Skill Type Suffix must match the Service Unique Occupation Code in the Person Occupation field for Active Duty, and Civilians.
- The Skill Type/Skill Type Suffix must match the Service Unique Occupation Code in the Primary Reservist Person Occupation field for Reservists.
- The Skill Type/Skill Type Suffix must match the Occupation Series in the Job field Contractors, Volunteers, and Local Nationals.
- The Skill Type/Skill Type Suffix can be manually updated in the DMHRSi record.

3-102 Active Duty In- and Out-Processing

Active Duty personnel transfer into and out of the MTF on a regular basis. It is imperative that all of the essential data elements that were covered above are reviewed when in/out-processing. It is also imperative that any information that is incorrect in the source system be corrected.

DMHRSi responsibilities must be removed from the user's profile when the responsibility is no longer applicable or necessary, such as when PCSing. Run the End-User Responsibility Report for your site to ensure that personnel have the correct responsibilities.

When in/out-processing, the source system will normally move personnel to the appropriate MTF through the weekly feeds. Unfortunately, there are times when the feed from the source system does not move personnel appropriately. The essential data elements can be updated manually, but these manual updates can be over-written by the source feed. Manual updates to all essential data elements, with the exception of the People Group, should only be done just prior to running the final Output File for a month that is being processed. The People Group can be updated at any time without being overwritten by the source feed.

In-Process:

1. During in-processing, have the person check in with DMHRSi.
   - Use your SAA role to create an account for the person, if necessary.
2. Delete the template from the previous MTF, if appropriate.
3. Delete Worklist Access from the previous MTF, if appropriate.
4. Delete any responsibilities from the previous MTF, if appropriate.
5. Create a template for the new MTF.
6. Grant Worklist Access for the new MTF, if applicable.
7. Review and validate all the essential data fields in the HR Record.
8. HR records can be created for Active Duty and Civilian personnel, but should not become common practice. The social security number must be 100% accurate or there will be two records when the feed comes in. Best practice is to allow the source feed to bring in HR records for Active Duty and Civilians.
9. Date track to the Hire Date or Date of Arrival and change the People Group to the Work Center where the person will be working. This is an "Update" in DMHRSi. The change is effective from the date to which you tracked, going forward.
10. The MEPRS Manager should use Expenditure Inquiry to determine if time needs to be transferred from the losing MTF.
11. Skill Type/Skill Type Suffix is located on the Assignment Screen in the Additional Assignment Details Flex Field and is based off the Service Unique Occupation Code found in Extra Information - Person Occupation.

Out-Process:

1. The MEPRS Manager should confirm that all timecards have been submitted and approved up to the separation date, Report No Later than Date (RNLTD), or retirement date. The recommendation is to report time for the entire pay period for those personnel that are PCSing. If RNLTD lands in the middle of the pay period then document time until the end of the pay period. Use the task FDGA for the remainder of the days. The MPM at the gaining facility can transfer time if the member arrives at the gaining MTF early.
2. The template for the current MTF should be deleted, if appropriate.
3. Worklist Access for personnel at the current MTF should be deleted, if appropriate.
4. Once all timecards are approved, date-track to one day after the RTNLD or Separation Date and change the People Group to reflect F-NON DHP and select UPDATE. Do not change the organization. **All timecards should be submitted and approved PRIOR to moving the person to NON DHP organization.** DMHRSi responsibilities must be removed when a person out-processes from a MTF. Employee Self Service is the only responsibility that should remain.

3-103 Reserve Personnel In- and Out-Processing

Time for Reserve personnel are captured for all providers or if the Reservist is working at the MTF for more than 30 days. There is no need to in/out-process Reservists that are only there on weekends or for their two-week drill assignment, unless they are a provider.

1. The organization should be a Service Reserve organization. Remember that Reservists normally belong to a specific Reserve Unit. Therefore, you must use the HR Manager responsibility.
2. You must verify all of the essential data elements if you are documenting time for a Reservist.
3. Reservists should have a Primary Reservist Occupation Code rather than a Primary Occupation Code (in Extra Information-Person Occupation).
4. A Reservist should NOT have a "Reserve Type" in the Additional Personal Details Flex-Field on the main page of the HR record. If this field is complete then data will be missing on the Summary View report.

3-104 Civilian Personnel In- and Out-Processing

Civilian personnel transfer into and out of the MTF on a less frequent basis than their Active Duty counter-parts. It is imperative that all of the essential data elements are reviewed when in/out-processing Civilian personnel. It is also imperative to correct any incorrect information in the source system, DCPDS.

The source system will normally move personnel to the appropriate MTF through the weekly feed. The site should not create an HR record for a Civilian unless absolutely necessary. If there is an issue with the HR record feeding in from the source system, the MTF should contact the

Civilian Personnel Office on the base to make sure that the Civilian's HR record has been assigned to the MTF's UIC/PAS.

The essential data elements can be updated manually, however, these manual updates can be over-written by the source feed. Manual updates to all essential data elements, with the exception of the People Group, should only be done just prior to running the final Output file for the month that is being processed.

In-Process:

1. Always review the Essential Data Elements.
2. The Job field on the Assignment page will be populated with an Occupation Series. Sometimes an AFSC will feed into the Job field from DCPDS. It is not necessary to change this in DMHRSi.
3. The People Group reflects where the person is actually working and can be manually updated.
4. Position numbers are derived from the Service Manpower Document.
5. Skill Type/Skill Type Suffix is located on the Assignment Screen in the Additional Assignment Details Flex Field and is based off the Service Unique Occupation Code found in Extra Information - Person Occupation. Civilians with a 0602/0680 SUOC must have a T-Code in the Specialty Code Field. This information is source fed but must be manually updated if missing or incorrect.
6. Verify the DMHRSi responsibilities in case the person previously worked at another MTF.

Out-Process:

1. The People Group reflects where the person is actually working. You can change this to *-NON DHP one day after the person stops documenting time at your MTF.
2. Then you can move their Group to *-NON DHP.
3. DMHRSi responsibilities must be removed when a person out-processes from an MTF. Employee Self Service is the only responsibility that should remain.

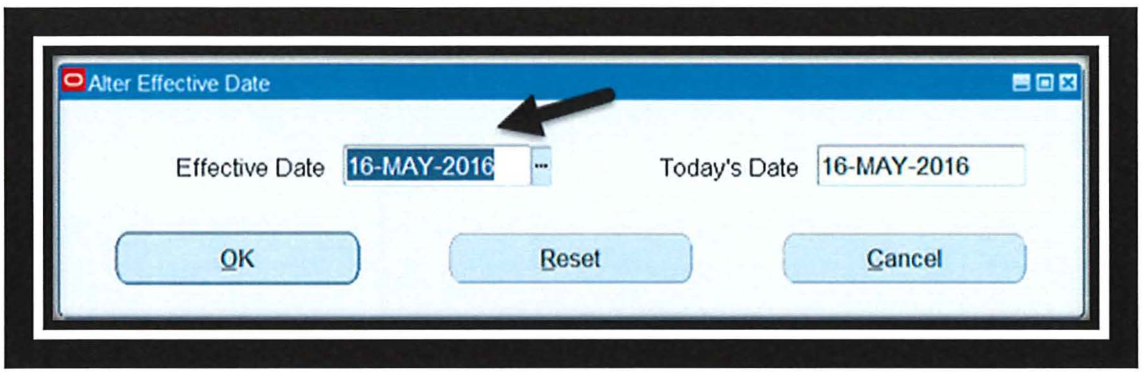
3-105 Creating Contractor and Volunteer HR Records: Enter and Maintain

Creating Contractor, Volunteer, and Local National records should be done accurately and completely. Use the Enter and Maintain when creating records for Contractors and Volunteers. Also use the Enter and Maintain for Local Nationals.

You should ALWAYS search the DMHRSi database before creating an HR record to make sure that no HR record already exists in DMHRSi. Use the DMHRSi HR Manager role (if the role is assigned to you) in case the person belonged to another service. Otherwise use your HR Specialist role. The DMHRSi application will not allow the user to enter duplicate Social Security Numbers. If the Social Security Number already exists in DMHRSi, locate the HR record and make the appropriate updates. If you do not have access to the record please contact the Service Support Team to update the record.

Most of the essential data fields are highlighted in yellow, but not all. Since DMHRSi is a COTS product, there are some fields that are considered essential but they are not highlighted in yellow. All Essential Data Fields must be entered when creating an HR record.

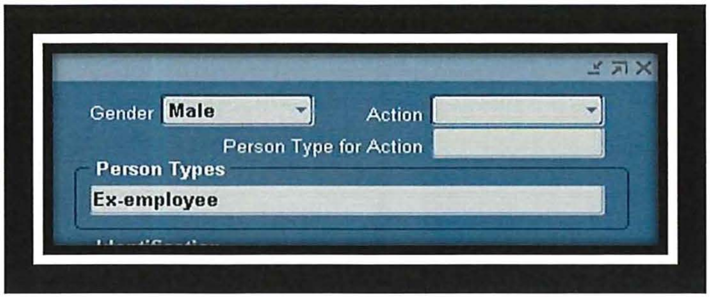
1. Log into DMHRSi with your MTF Specialist role to create a new HR Record for Contractors and Volunteers.
2. Select Enter and Maintain.
3. The Alter Effective Date will populate with the current date. Change the date to the exact date the record should be created.



4. The Find Person menu will populate. Use member's SSN to see if the HR record already exists in DMHRSi. If the record already exists then follow the appropriate steps to rehire the Ex-Employee.

5. If no record exists then Select the New Button to create a new record.

6. Select the down arrow from the Action field.

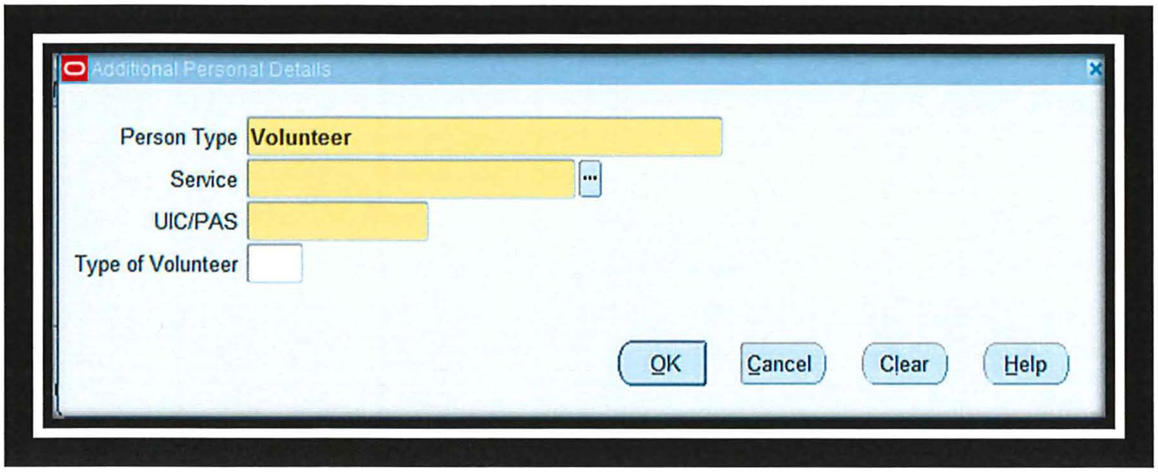


7. Select Create Employment.

8. Select the appropriate Person Type.

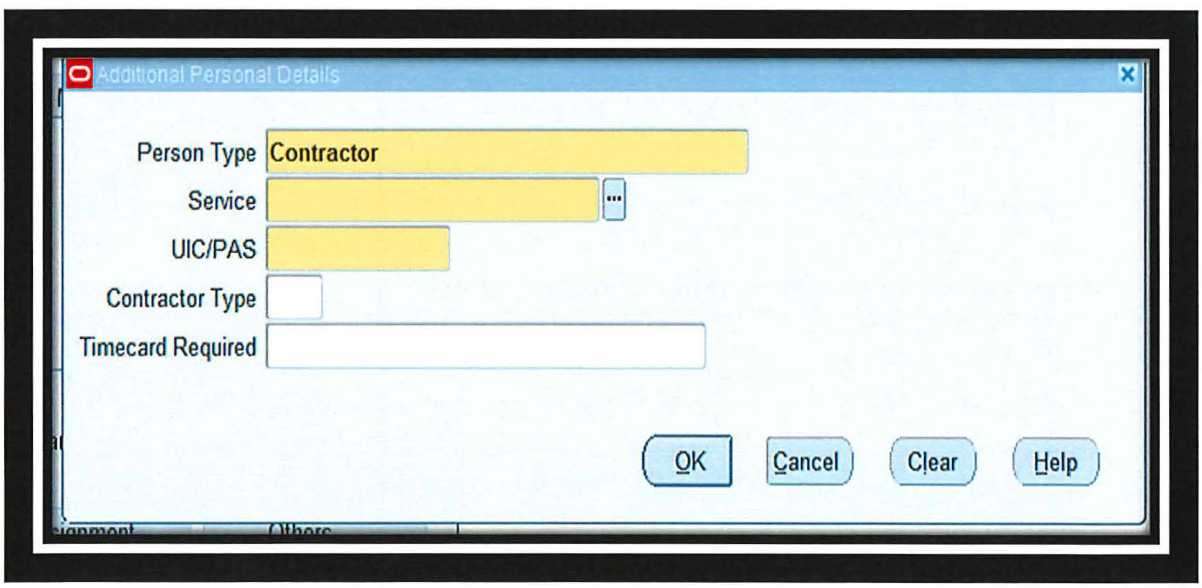
9. Select OK.
10. Select Save.
11. Add the required fields.
    a. Volunteer.
        - Service.
        - PAS.

- Type of Volunteer.



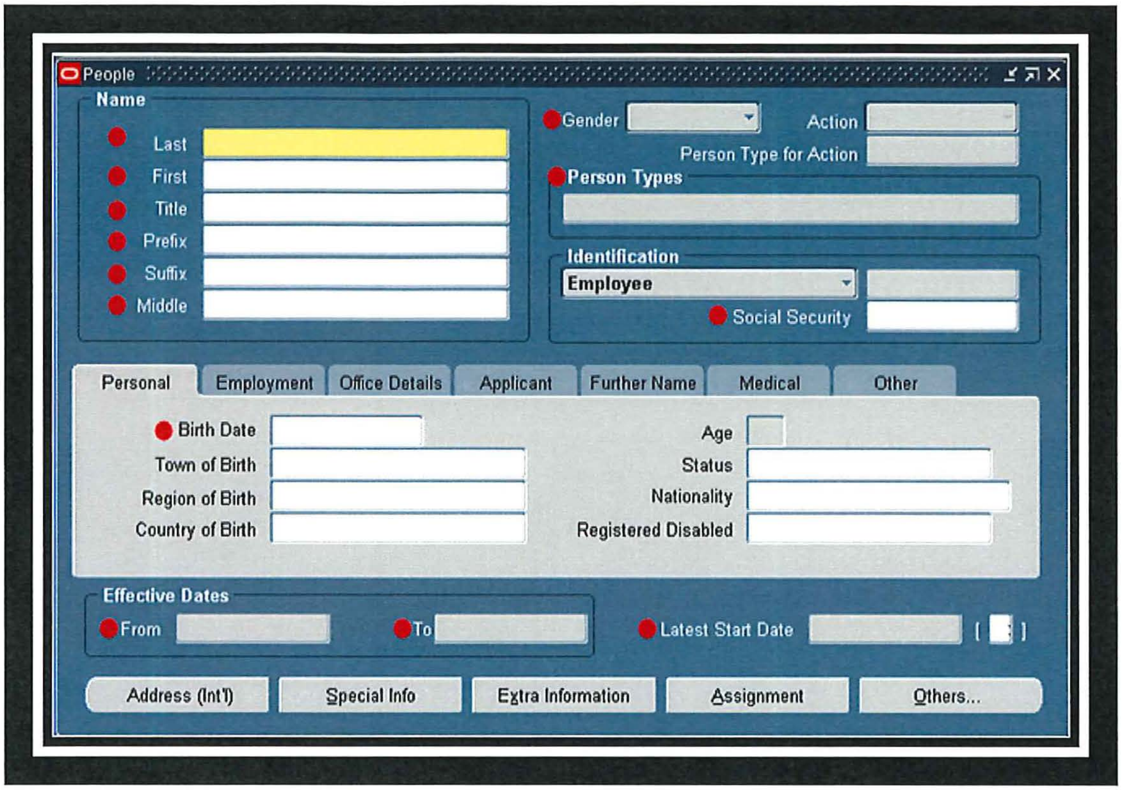
b. Contractor.

- Service
- UIC/PAS.
- Contractor Type.



12. Select Update to keep history of existing information.
13. Enter all Essential Data Fields.
    a. Name.
    b. SSN.
    c. Gender.

d. DOB.



14. Add all of the Assignment Details.

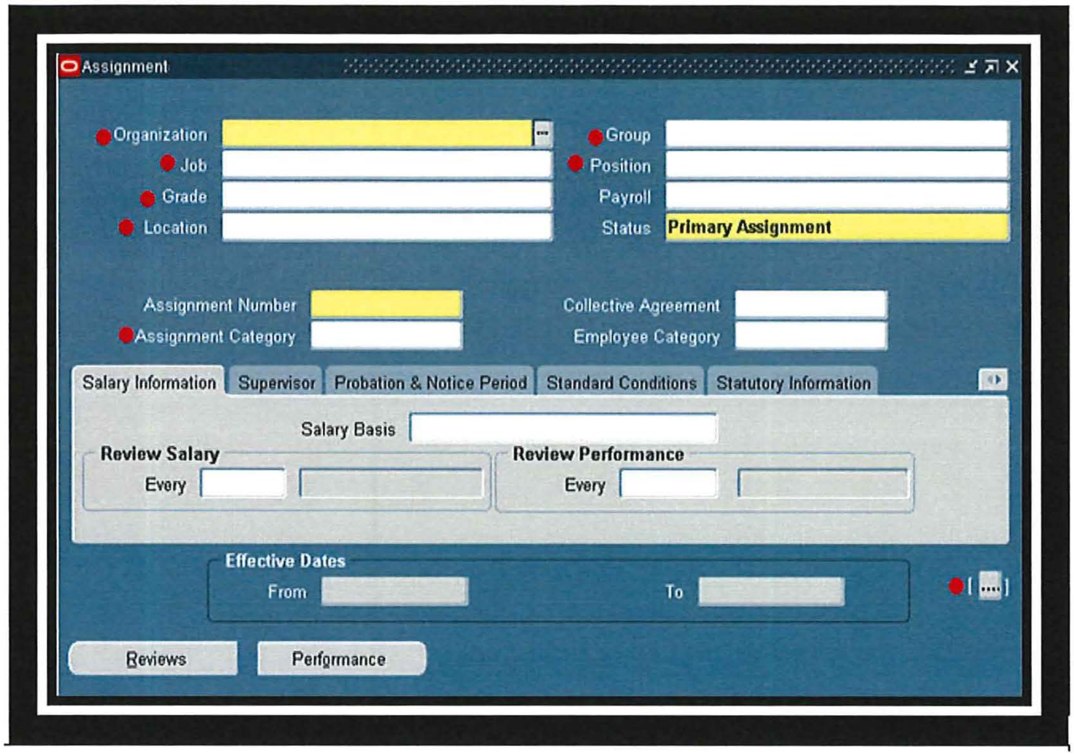
a. Organization.

b. Job.

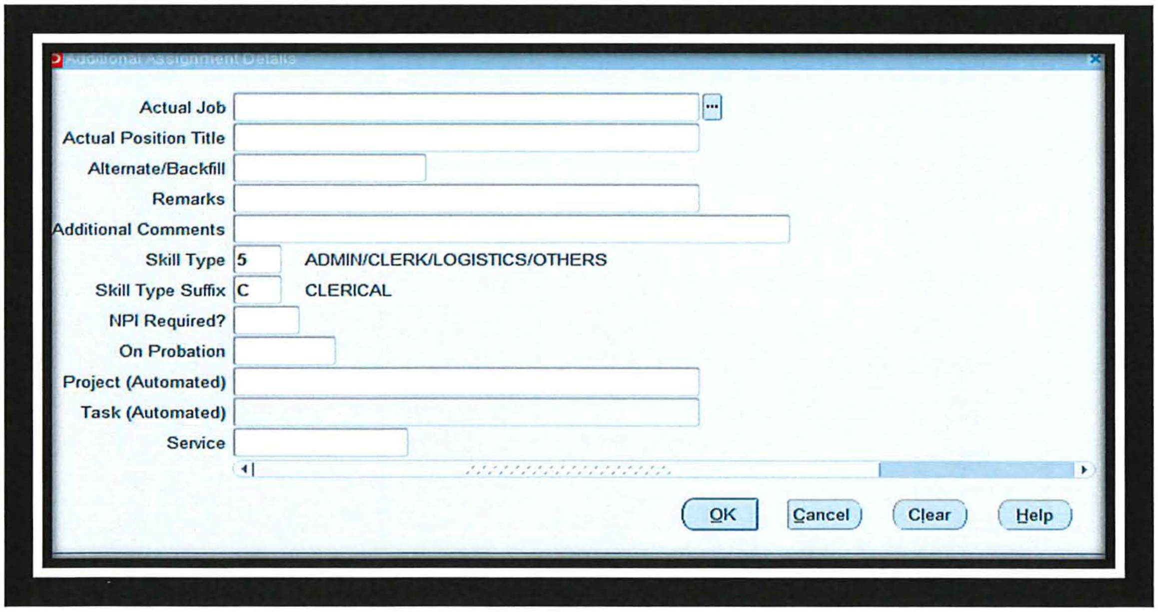
c. People Group.

d. Assignment Category.

e. Assignment Status.



15. Enter the Skill Type and Skill Type Suffix.



16. Enter Save.

3-106 Rehiring Ex-Employees

An HR record is terminated in DMHRSi if that person leaves the MHS. The same HR record should be used if the person returns to the MHS by rehiring the person and validating or updating all of the essential data fields.

Rehiring an Ex-employee can be accomplished with the Service HR Manager responsibility if the person previously belonged to the specific service. Otherwise, use the MTF HR Specialist role.

To rehire using the Enter and Maintain form: Search for the employee, select the "Action" drop-down, and then select "Create Employment." You would then update all of the essential data elements.

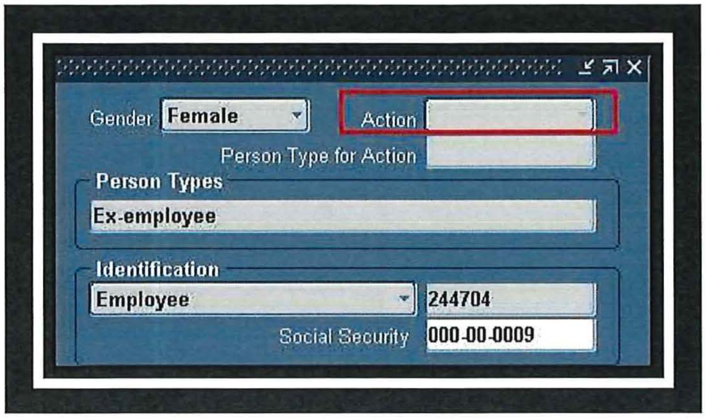
Remember to use the DMHRSi role (if the role is assigned to you) in order to retrieve and rehire someone that was from a different service.

Note: If the Final Process Date was not entered when the HR record was terminated, the person cannot be rehired until the Final Process Date is entered. In this case, if the person use the Service HR Manager, select Enter and Maintain, find the record, select Others-End Employment, and enter a Final Process Date. Then save the information. Re-query the record and then rehire the person. You could also reverse the termination as long as very little time has passed between the termination and the start date at your MTF. Just make sure the Org and Group is *-NON DHP prior to the person's start date at your MTF.

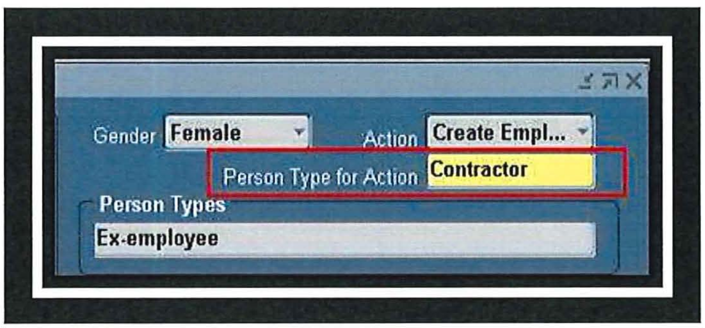
If the Final Process date is not included for a Navy or Army HR record, use the DMHRSi LCA Exceptions Manager role-End Employment, find the employee and enter a Final Process Date prior to the date you are rehiring the employee. If you do not have the LCA Exceptions Manager role you will need to contact the AFDST to enter a Final Process Date for a Navy, or Army record.

Rehire using Enter and Maintain

1. Use your HR Manager role and select Enter and Maintain under the People menu. (This only works if the person previously belonged to the Air Force. Otherwise, use the DMHRSi LCA Exceptions Manager role, LCA Manager role or DMHRSi In-Processing Manager role and select Enter and Maintain.
2. Select "No" to accept the current Effective Date.
3. Find the employee.
4. Now change the effective date to the date the person needs to be rehired.



5. Select the drop-down next to the "Action" field.
6. Select "Create Employment."
7. Select the appropriate Person Type.



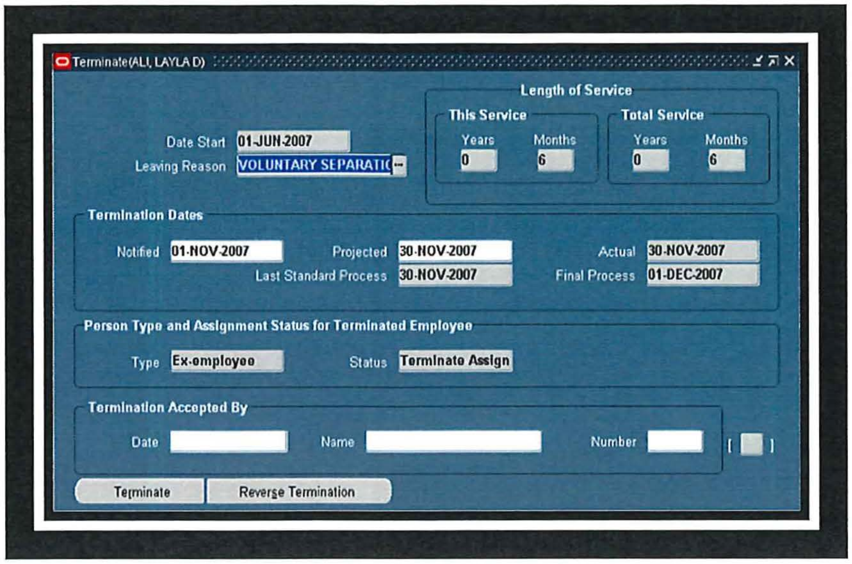
8. Save your work.
9. Select Update (You are changing the record AS OF the date to which you are tracked).
10. Once employment has been created, validate and update the essential data fields depending on the Person Type.

Note: When an Ex- Employee becomes a "Rehire," the site may enter and maintain ALL information pertaining to the new person type for the duration of the Rehire Assignment. Each time you "Enter and Save" data in a source fed field, a "Caution Message" will appear: "THE FOLLOWING SOURCE FED FIELDS ARE ABOUT TO BE UPDATED. DO YOU WANT TO CONTINUE?"

Final Process Date

Note: If you receive an error that the employee is missing a Final Process Date, complete the following steps:

1. Select the "Others" button.
2. Select End Employment and then click OK.



3. Enter a Final Process Date or
    - You can reverse the termination by selecting the Reverse Termination button if there was little to no break in service. Reversing a termination brings back the entire length of service.
    - If you reverse terminate, make sure the employee's assignment is at *-NON DHP prior to when the employee checked into your MTF.
4. Re-query the record, then make sure you are on the correct "Effective Date," and follow the steps above to rehire the ex-employee.

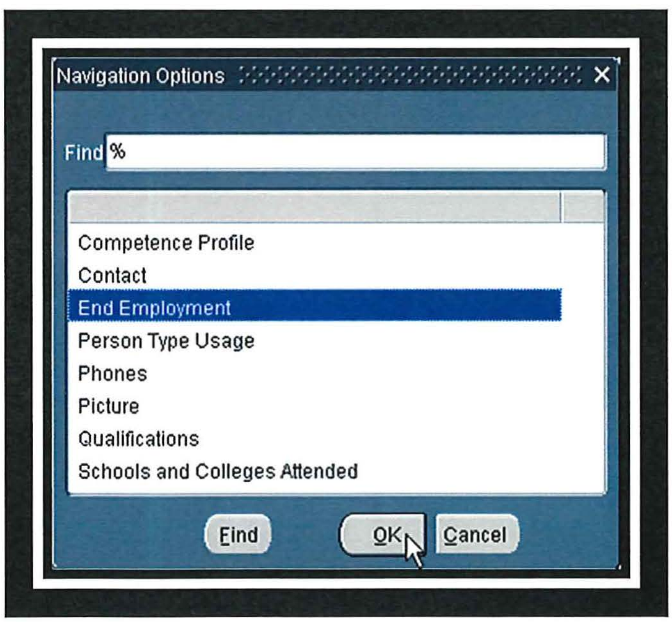
3-107 End Employment - Terminate an HR Record

Terminate Contractor, Volunteer, and Local National HR records by selecting the "Others" button and then selecting "End Employment." Active Duty and Civilian HR records can also be terminated. If Active Duty personnel hold line-side positions on your UMD and are not required to report time in DMHRSi, you can terminate their HR record to avoid receiving FTEs for these employees.

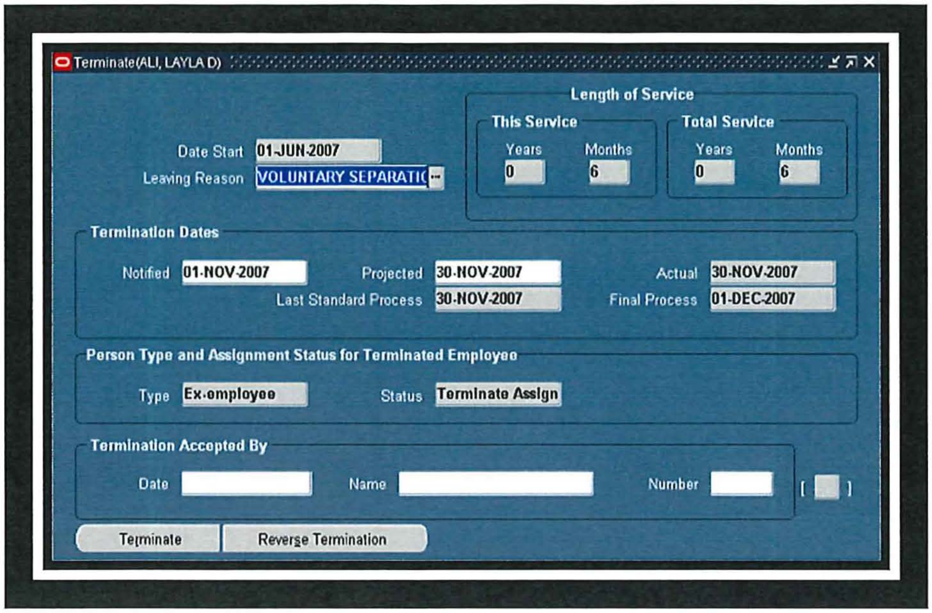
Before terminating a record, you can bring up that employee's assignment; date track to the day after the person should no longer document time to your MTF, and then change the People Group to F-NON DHP. Make sure all timecards have been submitted first.

IMPORTANT: MAKE SURE ALL TIMECARDS ARE SUBMITTED AND APPROVED PRIOR TO TERMINATING A RECORD.

1. Click the Enter and Maintain link under the "People" menu.
2. Click the "No" when asked if you want to change the effective date.
3. Search for the employee.
4. Click the "Others" button.



5. Select "End Employment" from the list of values and click OK.



6. Enter the following information on the End Employment screen:
    - Reason for Leaving (optional).
    - Notified: Enter the appropriate Notified Date (optional).
    - **Actual**: Enter the Actual (termination) Date (required). This date should be one day after their last day of work.
    - Last Standard Process: will auto-populate when the Actual Date is entered.
    - **Final Process**: This date should be one day after their last day of work. Be sure all timecards are submitted and approved prior to termination.
7. Click the Terminate button.

3-108 Reverse Termination

Remember, if you made a mistake, it is very easy to reverse the termination. Simply click the "Others" button on the People form, then select "End Employment," and then select "Reverse Termination" at the bottom of the page. The system will display: "Click OK to clear termination details. Otherwise click Cancel." Select OK.

3-109 Modify Person Types

There are instances when a person type changes. Personnel who were previously on Active Duty may leave the service and then begin working as a Contractor or a Civilian. Civilian personnel may begin working as a contractor. Contractors from other services may begin working as a Civilian for the Air Force. These are just a few examples of person type changes.

A person type change must be made in two separate areas of the DMHRSi HR record, the Additional Personal Details Flex Field and under the "Others" tab>Person Type Usage. If the change is not made in both of these areas there will be a problem with the DMHRSi HR record. Once the Person Type is changed, search for the record again in order to see the change. Remember to review all of the essential data elements for accuracy.

Update the following when modifying a Person Type:

Alter Effective Date:

1. Bring up the HR record and alter the effective date to when the change needs to be made.
2. Select the appropriate Person Type in the Additional Personal Details Flex Field on the People form. Complete all of the essential data fields based on the Person Type.
3. When asked if this is an "Update" or "Correction," select "Update" since you want the change to begin on the day to which you date-tracked.
4. Select the "Others" button and select Person Type Usage from the list and change the Person Type on that form as well. (Do not add a new one on the next blank row. Change the one that is displayed.) This is also an update.
5. Save your work.
6. You MUST search for the person again to see the changes to the Person Type.
7. Then, verify all of the Essential Data Elements for that Person Type.

3-110 Dual Component Personnel

Most personnel working within the MHS are single component personnel. In other words, they have one person type. There are also personnel with a primary (P) and secondary person type. The Primary Person Type is defined as the Person Type to which the employee is assigned during the majority of his/her time. For Dual Component, the primary person type is indicated first (e.g. Civilian/Reserve), and the secondary person type is indicated second (e.g. Civilian/Reserve).

Examples of Dual Component personnel include:

- Active Duty/Civilian: Active Duty (P) on Terminal Leave who is also a Civilian.
- Active Duty/Contractor: Active Duty (P) on Terminal Leave who is also a Contractor.
- Active Duty/Volunteer: Active Duty (P) Employee who is also a Volunteer.
- Civilian/Reserve: Civilian (P) Employee who is also a member of the Reserve Forces.
- Civilian/Guard: Civilian (P) Employee who is also a member of the Guard Forces.
- Civilian/Contractor: Civilian (P) Employee who is also a Contract Employee.
- Civilian/Volunteer: Civilian (P) Employee who is also a Volunteer Employee.
- Contractor/Reserve: Contract (P) Employee who is also a member of the Reserve Forces.
- Contractor/Guard: Contract (P) Employee who is also a member of the Guard Forces.

- Contractor/Civilian (Non-DOD Civilian): Contract (P) Employee who is also a Non-DoD Civilian Trainee.
- Contractor/Volunteer: Contract (P) Employee who is also a Volunteer.
- Volunteer/Reserve: Volunteer (P) Employee who is also a member of the Reserve Forces.
- Volunteer/Guard: Volunteer (P) Employee who is also a member of the Guard Forces.

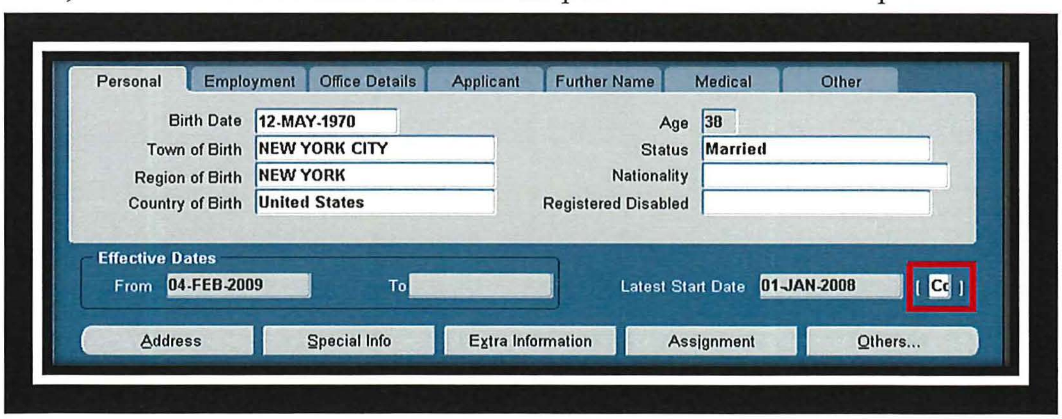
The essential data fields in DMHRSi for both the Primary and Secondary Person Types must be validated and updated as necessary: The source system for Active Duty, Reserve, Guard, and Civilian personnel must be updated regardless of whether the person type is primary or secondary.

Dual Component personnel must have two assignments on the assignment screen. The HR record should have one Primary Assignment and one Secondary Assignment. If the secondary assignment People Group organization is the MTF organization, these personnel will show up on the Batch and Timecard Status report. If they work at the MTF for over 30 days, you can change their Group field to the work center where they work. Dual Component personnel MUST select their person type when documenting time.

The essential data elements can be updated manually. Unfortunately, these manual updates can be over-written by the source feed. Manual updates to all essential data elements, with the exception of the People Group, should only be done just prior to running the final Output File for a month that is being processed.

3-111 Single Component to Dual Component

1. Select HR Manager and then select Enter and Maintain under the People menu.
2. Search for the employee's record.
3. Then, alter the effective date to the date the person became dual component.



4. Open the Additional Personal Details Flex Field. **Hint**: You may want to take a screen shot or write down the information for the current person type. When you select the dual component person type, all of the current information will disappear.
5. Select the appropriate Dual Component Person Type.
6. Enter all of the essential data elements for both person types.
7. Save your work and select Update.
8. Now select the "Others" button and select "Person Type Usage."
9. Change the person type to the new dual component person type.
10. Save your work and select Update.
11. Search for this employee again to see the changes to the Person Type.
12. Dual Component personnel must have 2 Assignments. Select the Assignment button. Notice that you are still date-tracked.
13. The first assignment must be the Primary Assignment and must match the Primary Person Type.
14. Select the down-arrow on your keyboard to enter the secondary assignment.
15. The secondary assignment must match the secondary Person Type. This assignment will have an Assignment Status of "Secondary Assignment."

3-112 Dual Component to Single Component

Follow the same steps (steps #1-11 above) to change the Person Type from Dual Component to Single Component. The Assignment can be tricky. Change the status of the secondary assignment to "Terminate Assignment" if that is the assignment that is going away. Sometimes, the Primary Assignment is the one going away, e.g. an Active Duty member whose terminal leave is ending. The secondary assignment now becomes the Primary Assignment.

Dual component is very tricky! Please ask for help from the AF DMHRSi Support Team, particularly when changing someone from Dual to Single component.

CHAPTER 4 – SITE APPLICATION ADMINISTRATOR

Section 1. Account Management

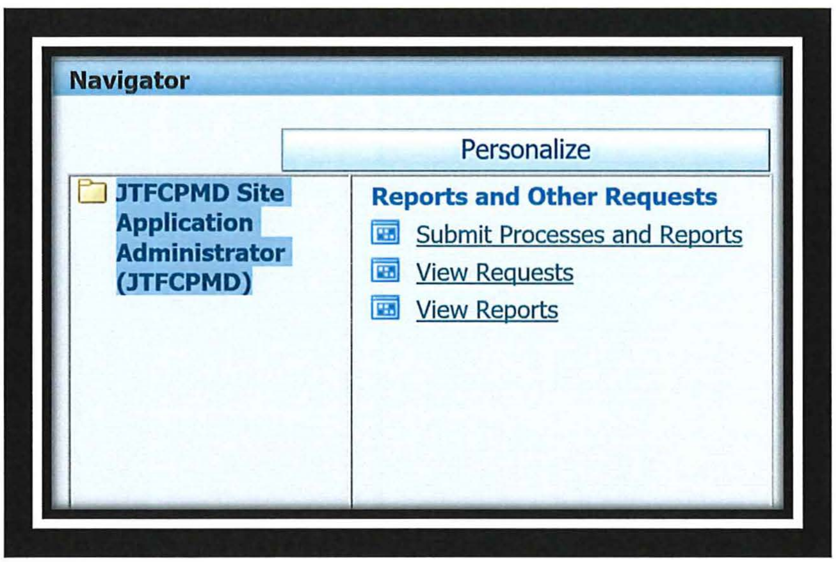
4-100 Site Application Administrator (SAA)

The Site Application Administrator Specialist role can create new accounts, reset accounts that have been locked, add responsibilities and remove responsibilities for any user assigned to their MTF.

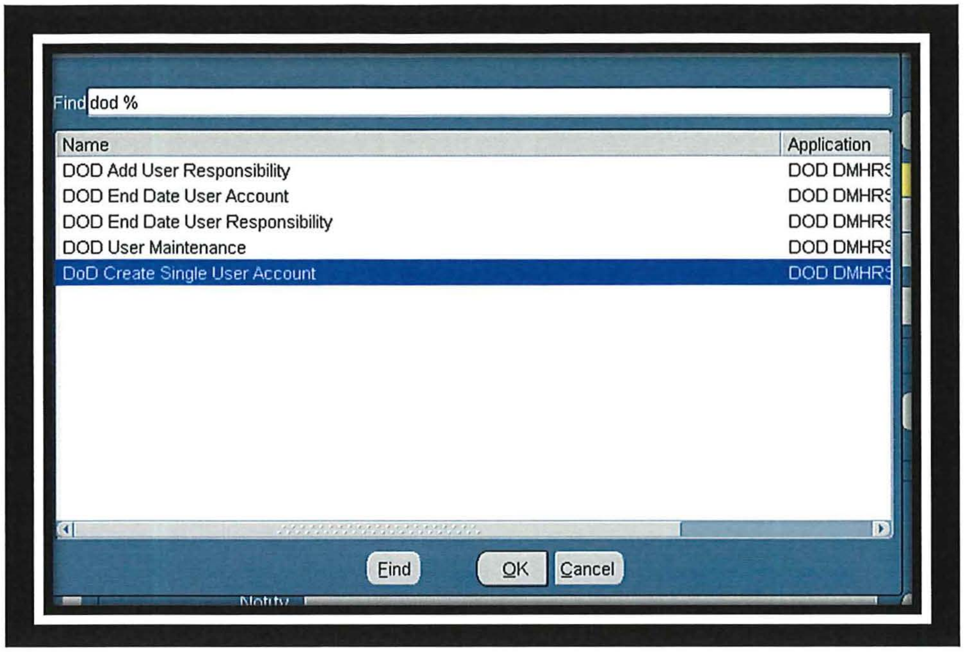
An Account Request Template can also be submitted to DHA Helpdesk at: dhagsc@mail.mil to have accounts created, roles added or roles removed.

4-101 Creating a New Account

The Site Application Administrator can create a Single User Account in DMHRSi for personnel who have never had an account created in DMHRSi. This process will not work when the user account already exists but is end-dated or locked. When creating a new account, verify that the employee has an ACTIVE employee record and obtain the DMHRSi Employee Number.



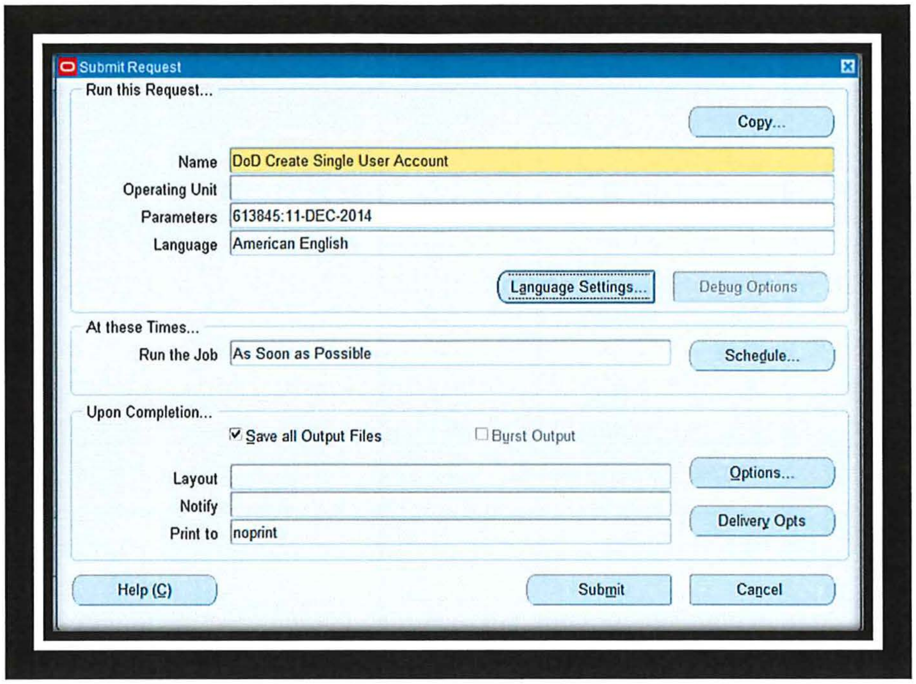
1. Log into DMHRSi with the JTFCPMD Site Application Administrator responsibility from the DMHRSi Home Page.
2. Select "Submit Processes and Reports."
3. "Single Request" is selected by default, click OK.
4. In the Name field enter "dod" and then press the "Tab" key on your keyboard.



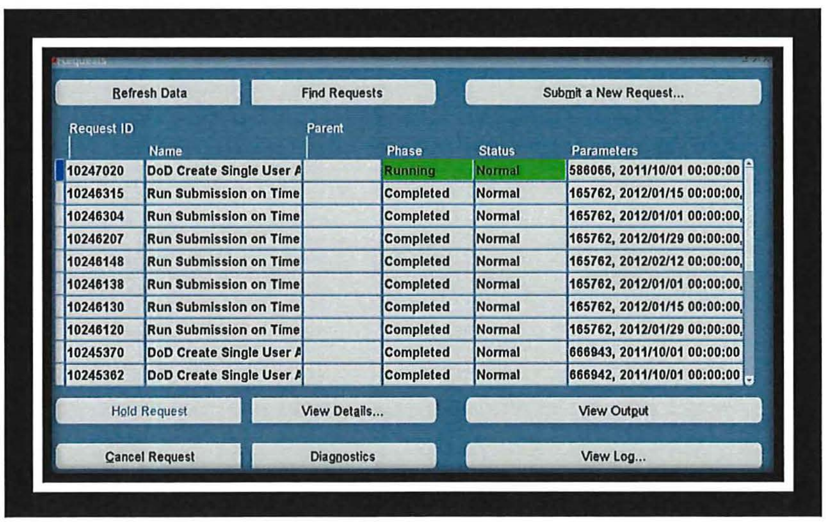
These are all of the requests you can complete.

5. Select DoD Create Single User Accounts and click "OK."

6. Enter the Employee Number and the User Start Date. Use the date when the person will begin documenting time to the MTF.
7. Click "OK.



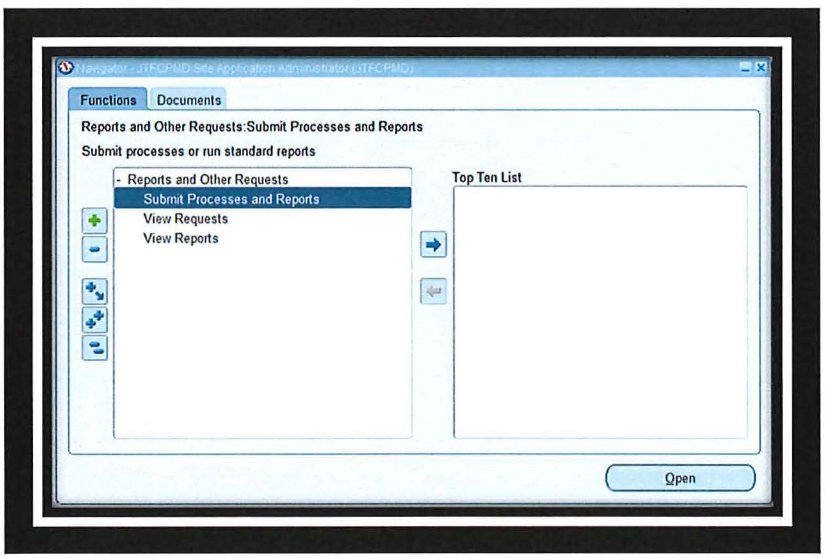
8. Click “Submit” at the bottom of the page.



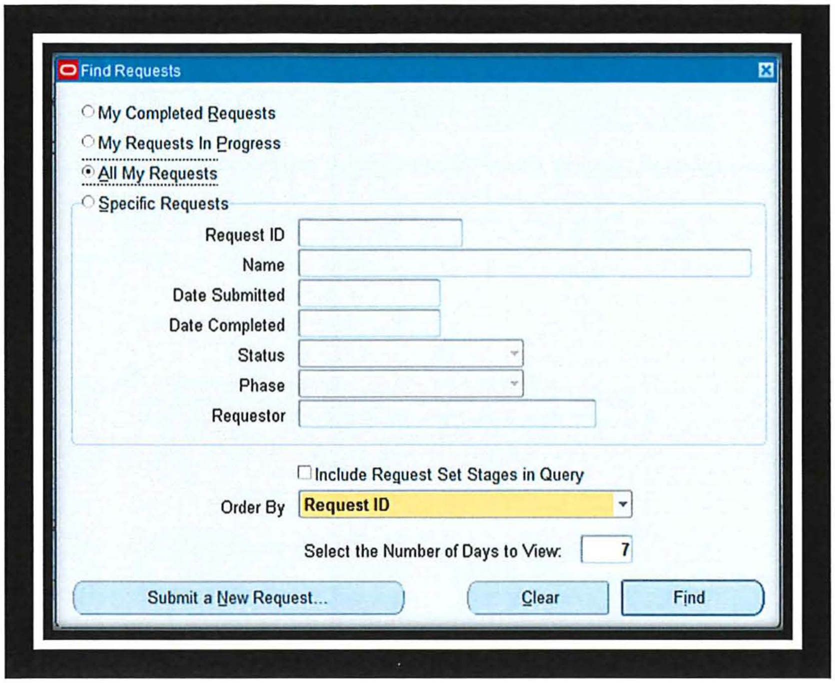
The "**Decision**" form displays.

9. Select the "No" button.

   - Selecting the "Yes" button will allow you to submit another request.



10. Select View Requests under the "Processes and Reports" menu.



The “Find Requests” form displays.

11. Select the “Find” button.

The “**Request Form**” displays.

12. Click “Refresh Data” until the process is complete.
13. Click “View Log” at the bottom right corner of the page.
14. The User Name and Password displays when you click “View Log.” Provide this information to the employee.

NOTE: If the User Name and Password does not display when reviewing the "View Log" option, then the person already has an account. The account needs to be reset using the DMHRSi User Maintenance functionality.

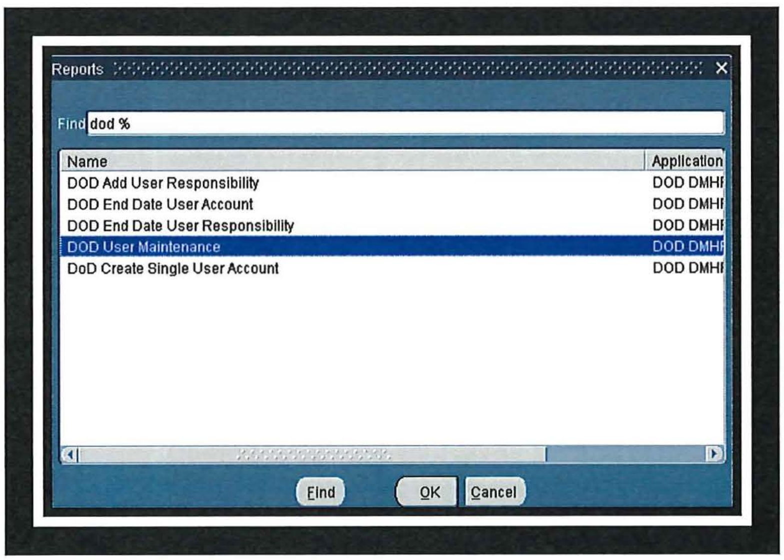
The employee should wait 24-48 hours prior to logging in with a new account.

If the HR Record is brand new (i.e. you just created a brand new contractor record), the employee may need to wait one week prior to logging into DMHRSi.

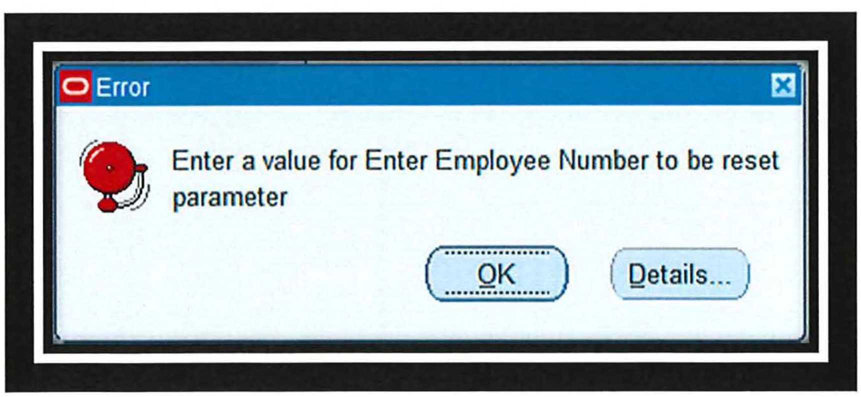
The User Name and Password may be required the first time that a person signs into DMHRSi. Entering the User Name and Password, all in lower case letters, will register the CAC.

4-102 Reset an Account

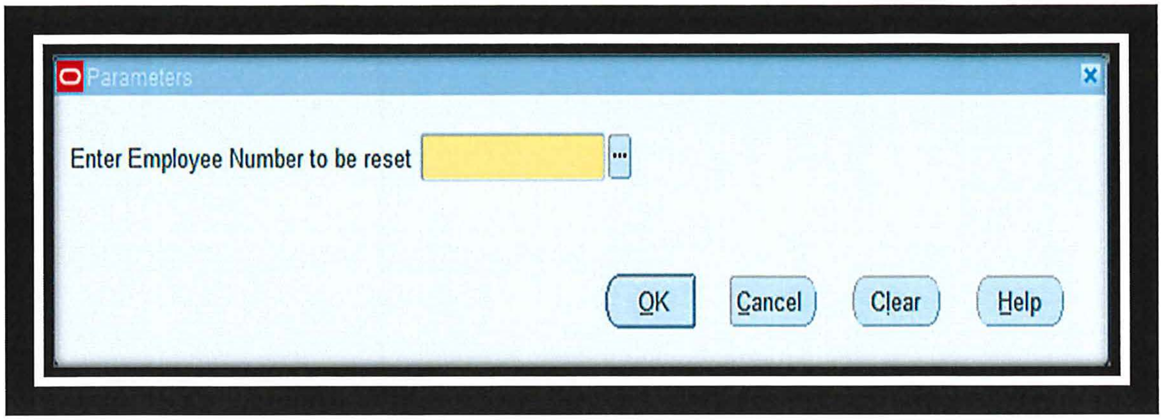
Users must log into DMHRSi within 24 hours after the account is reset or the account may be locked again.



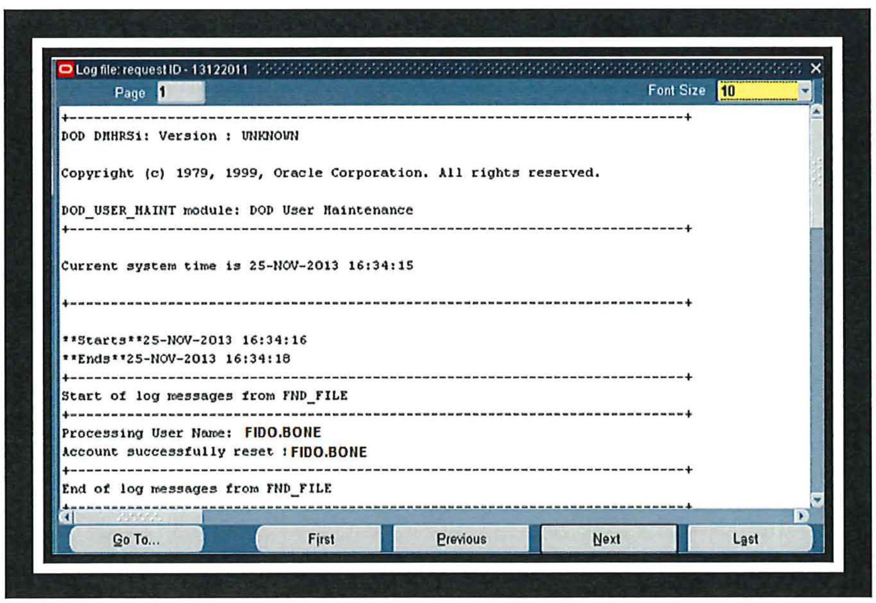
1. Follow steps 1 through 4 above and then select "DOD User Maintenance" and click "OK."



2. A message with a notice to enter Employee Number. Select Ok.



3. Enter the Employee number. If you cannot find the person, he or she may not have an account. Use the "DoD Create Single User Account" to create a new account for someone.
4. Select "OK."
5. Click "Submit" on the Submit Request page.
6. Click "Refresh Data" until the process is complete.
7. Click "View Log" at the bottom right corner of the page.



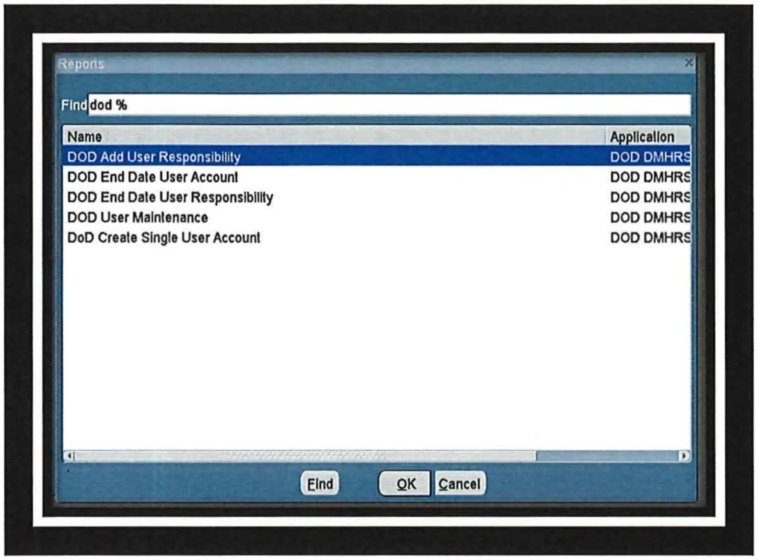
The View Log data will show that the User Account was successfully reset.

4-103 Adding Responsibilities

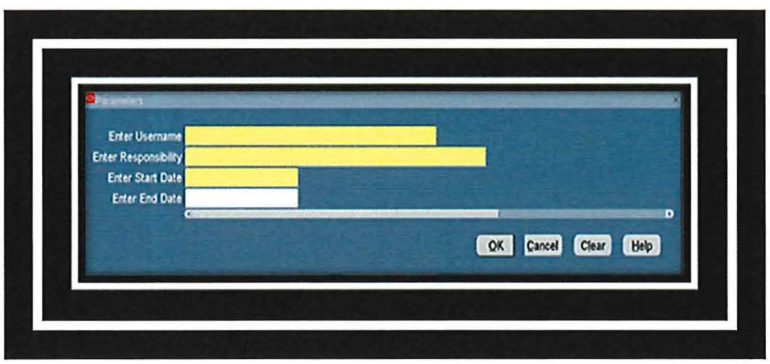
The Site Application Administrator Specialist can add and remove responsibilities for a user. Responsibilities added to the DMHRSi profile must be relevant to the user's job/area of work. To ensure compliance, only the SAA, not the user, has the authority to add responsibilities. DMHRSi Responsibilities should be removed when a person out-processes from the MTF. The only responsibility that should not be removed is Employee Self Service. Users may have their access revoked if they do not adhere to DoD guidelines.

You can also submit an Account Request Template to the xxxxx to have responsibilities added or removed. Do not add employee names to the template. Use Employee Numbers to protect PII.

Manager Responsibilities must not be added without obtaining the proper permission from the command.



1. Follow steps 1 through 4 under "Create Account" and then select DOD Add User Responsibility and click "OK."



2. Enter the User Name, the Responsibility, and the Start Date.
3. You can type in the Responsibility you want to add or you can click on the right side of the field and open the LOV (List of Values) to select the Responsibility you want to add.

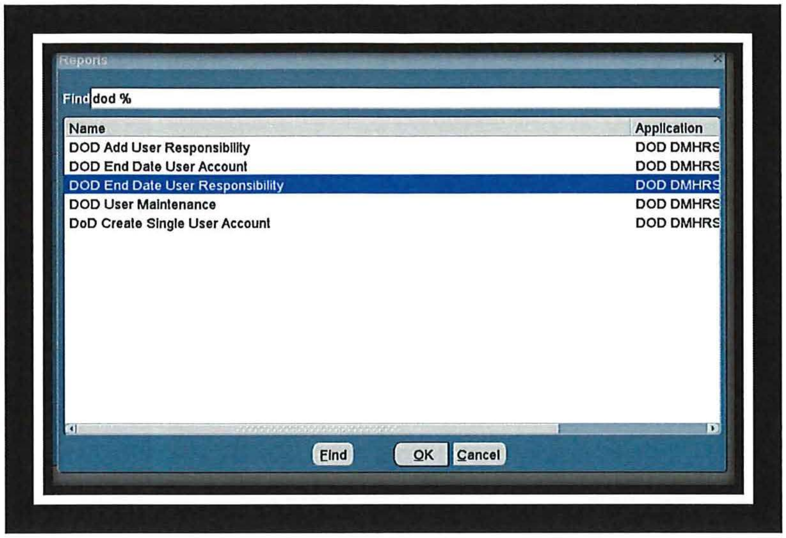
Remember: You can add Specialist responsibilities but you must request permission from the NCR-MD for manager level responsibilities.

If the Responsibility does not appear in the LOV, then the person already has the Responsibility

4. Click "OK."
5. Click "Submit" on the Submit Request page.
6. Click "Refresh Data" until the process is complete.

4-104 Deleting Responsibilities

Verify if Active Duty members PCSing are Timekeeper Specialists. If so, make sure to remove their Timekeeper Specialist role.



1. Follow steps 1 through 4 under "Create Account" and then select DOD End Date User Responsibility and click "OK."
2. Enter the User Name and the Responsibility that needs to be end dated.

NOTE: Responsibilities for other MTFs cannot be removed by the Site Application Administrator Specialist. An account request will need to be submitted to xxxxx asking for other MTF responsibilities to be removed.

3. Click "OK."
4. Click "Submit" on the Submit Request page.
5. Click "Refresh Data" until the process is complete.

Section 2. Responsibility and All Users Report in DDR

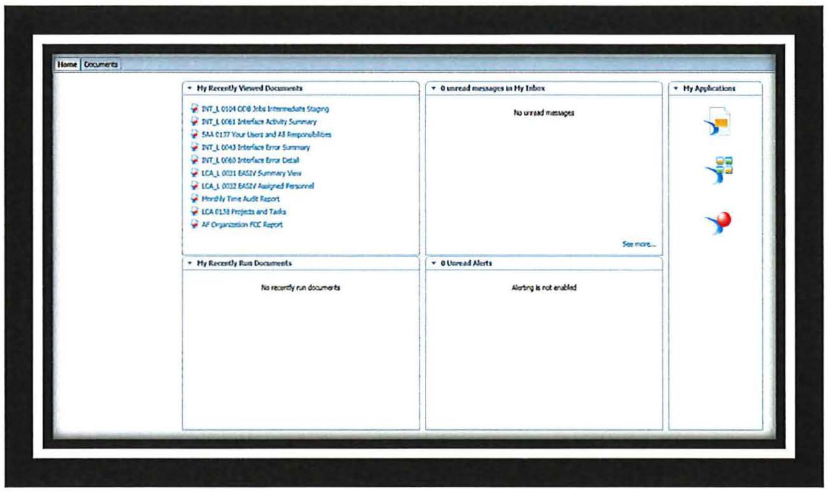
4-201 Running the Report

It is important for the SAA (or a designated point of contact) to review the DMHRSi responsibilities that each user has at the MTF at least on a semiannual basis. When personnel leave the MTF, the only DMHRSi responsibility that they should retain is DMHRSi Employee Self Service. When out-processing, the "Losing" command should remove all responsibilities that are specific to that command. When in-processing, the SAA should verify the person's responsibilities in DMHRSi. If personnel still have roles from their previous command, the SAA should submit a ticket to the NCR-MD to remove these out-of-date responsibilities.

Note: Your SAA role only has access to people and roles at YOUR MTF so you cannot remove roles from another MTF.

The SAA should run the Your Responsibility and all Users Report to make sure that no MTF personnel have inaccurate responsibilities assigned to their DMHRSi profiles. This will display everyone that has a particular responsibility associated with your MTF, whether they are assigned to you or not. Submit a ticket to the Tier III helpdesk to have a responsibility removed.

1. Log into DDR.



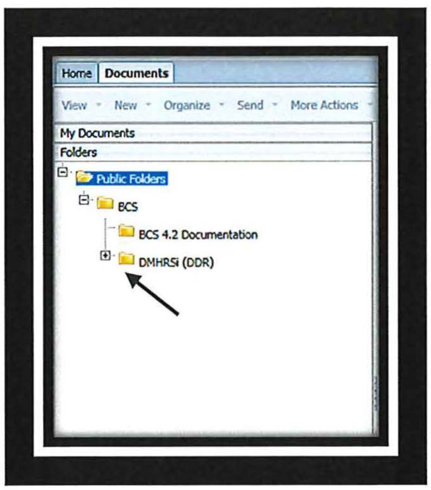
2. Select the Documents Tab.

3. Select Folders.

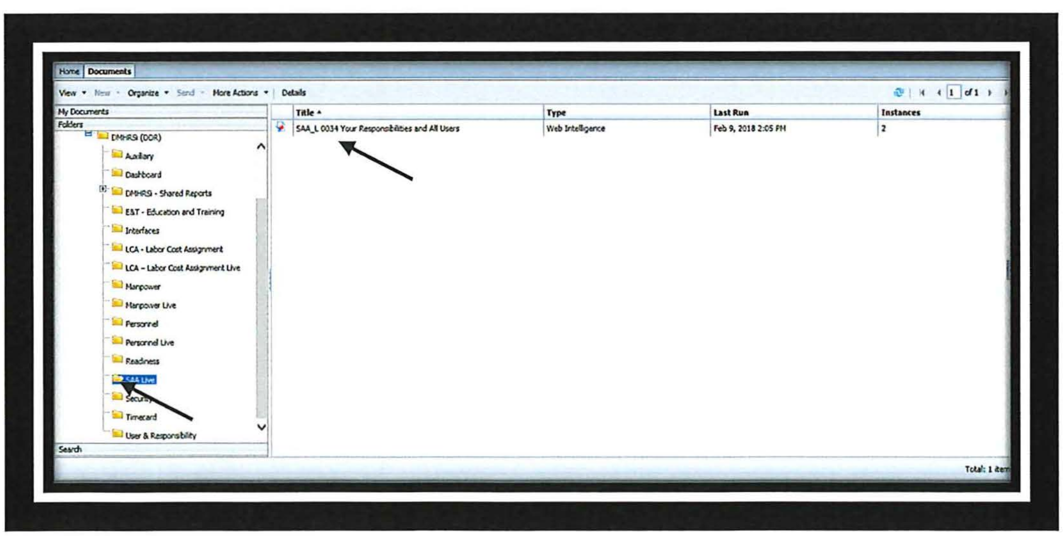
4. Click to open Public Folders.

5. Click to open BCS Folder.

6. Click to open DMHRSi (DDR).

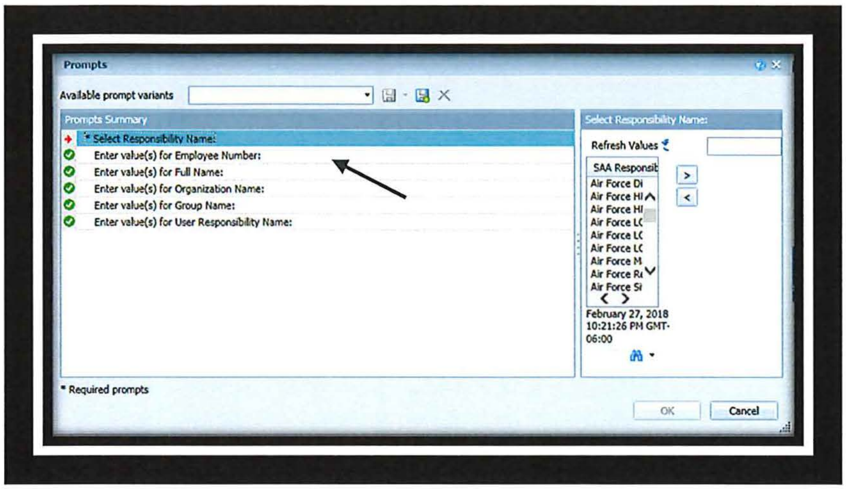


7. Click on the SAA Live. Select SAA_L 0034 Your Responsibilities and All Users.



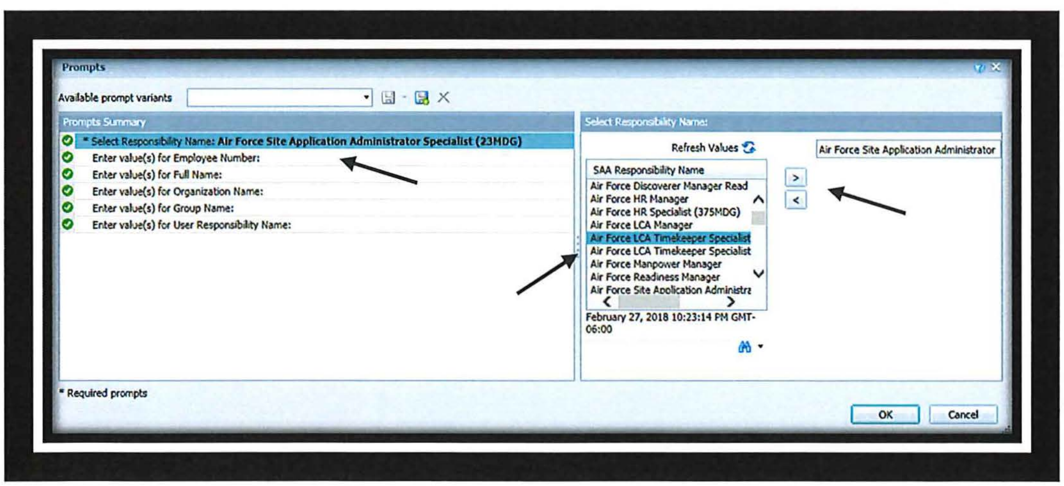
8. Select the Refresh button to retrieve the Prompt page to enter parameters.

9. Select the Responsibility Name row under Prompts Summary.

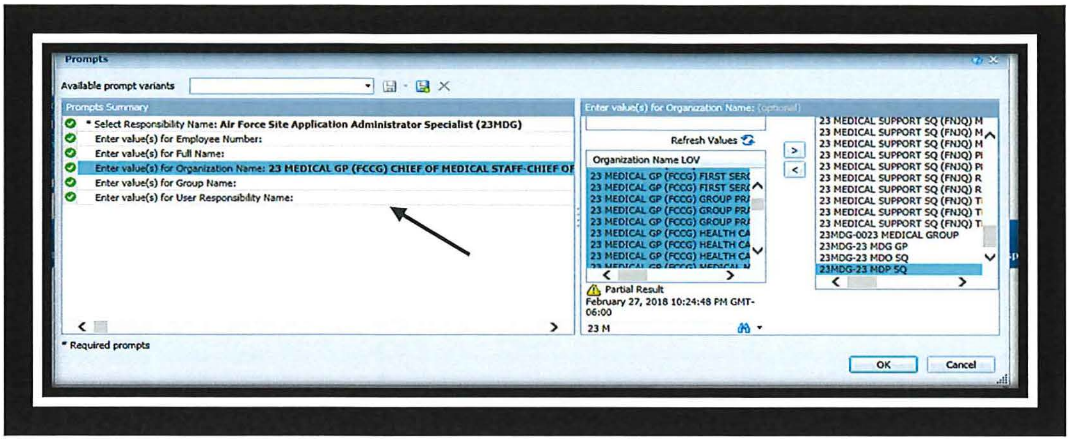


10. Select Responsibility from SAA Responsibility Name List of Values field.

11. Click on the right arrow to move the values to the right. This will populate the row selected under Prompt Summary. Selecting the left arrow will remove selected values.



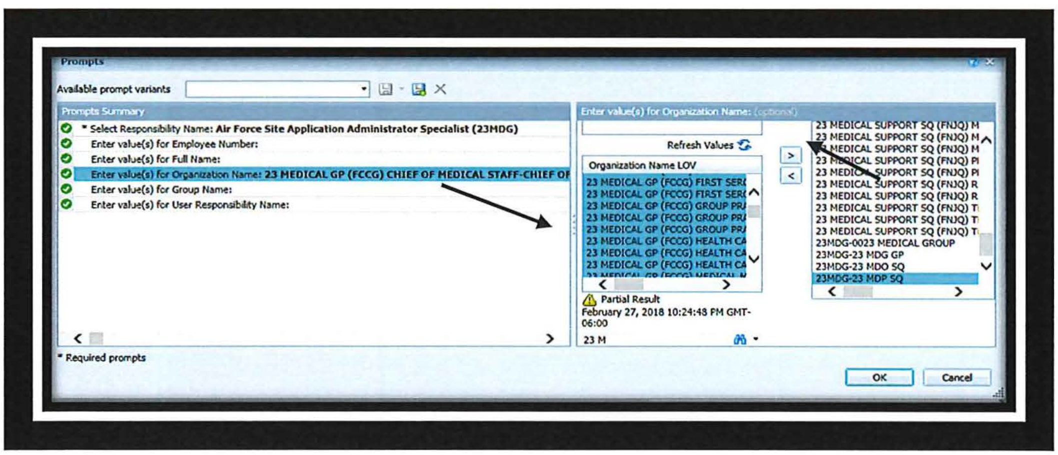
12. Select the Organization Name row under Prompts Summary.



13. Enter the Organization's number in the search field (23 M).

14. Select the Search Icon. 

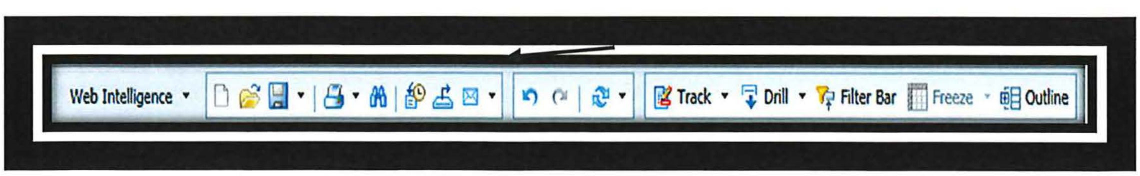
15. The Organization Name List of Values will appear with results from your search. Select each value or hold down the Shift key to select all.



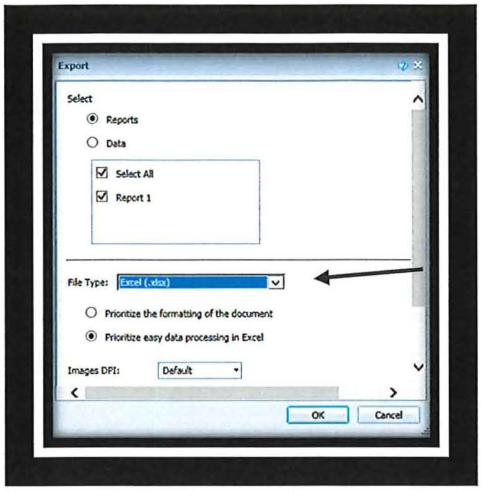
16. Click on the right arrow to move the values to the right. This will populate the row selected under Prompt Summary. Selecting the left arrow will remove selected values.

17. Select the "OK" button to run the report.

18. Once the results appear on the screen then select the Export icon.

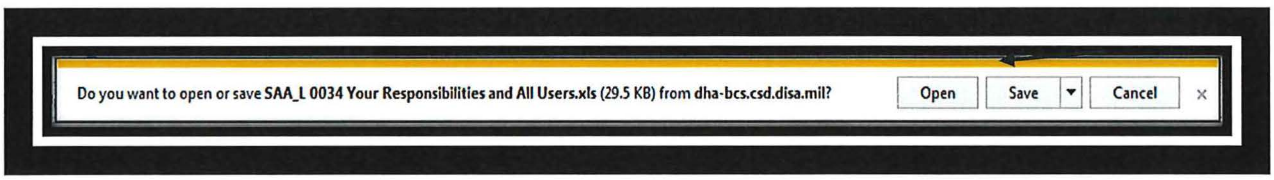


19. Select the drop-down arrow from the File Type field and select Excel (.XLSX).

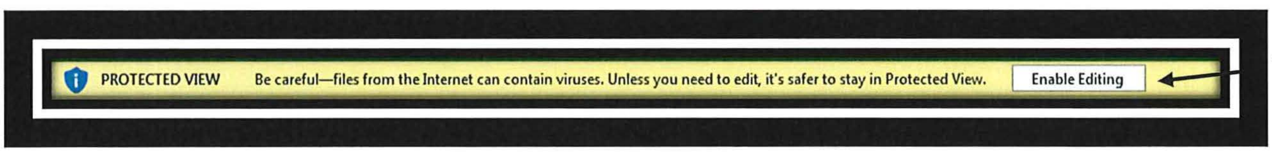


20. Select the "OK" button.

21. Select the "Open" button. The report opens in Excel.



22. Enable Editing.



23. Select File and Save report.

FOR OFFICIAL USE ONLY. Defense Medical Human Resources System internet Site User Accounts and Responsibilities. Your Responsibilities and All Users are:

Full Name	User Name	Emp No	Person UIC or PAS	People Group Organization Name	Organization Name	Responsibility Name	Last Logon Date	Days Since Last Login

Glossary

CCNUM – Command and Control Number

DCPDS – Defense Civilian Personnel Data System

DDR – DMHRSI Data Repository

DHA – Defense Health Agency

DMHRSi – Defense Medical Human Resource System internet

DMIS ID – Defense Medical Information System identifier

FCC – Functional Cost Code

LCA – Labor Cost Assignment

MEPRS – Medical Expense and Performance Measurement System

MTF – Medical Treatment Facility

PAS – Personnel Accounting Symbol

PEC – Program Element Code

PCMH – Primary Care Medical Home

SAA – Site Application Administrator

UIC – Unit Identification Code