DUVAL COUNTY PUBLIC SCHOOLS

Timekeeper Self Service
Quick Start Guide

Contents

Version 1.1 2024

Timekeeper is the Fiori online application that allows timekeepers to key leave on behalf of absent employees (On Behalf Of) who are unable to key their own leave due to unforeseen circumstances.

Accessing SAP Fiori Timekeeper Apps via SmartView

When logging in from the district network or from a remote site, go to oneview.duvalschools.org, and log in with your DCPS Login information. Once logged into the district network, click on 'My Links' in the left menu bar, then click on 'SmartView' in the right windowpane.
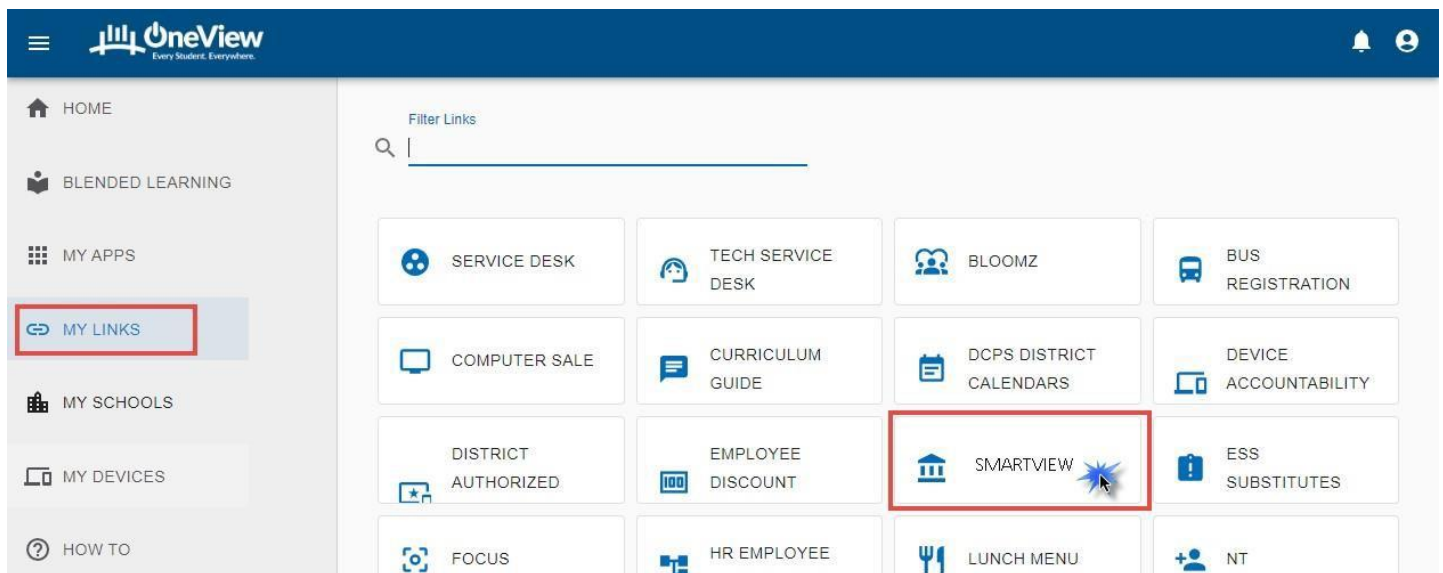
Fiori relies on Multi-Factor Authentication (MFA). The prompts will follow the MFA login process selected by the user when setting up their MFA.

The selected screenshots below are an example of MFA, using the Microsoft Authenticator app on a cellular phone, and are not representative of all MFA login processes.

After accessing the link from OneView, the following pop-up will appear in your Internet browser. Select the account showing your user name.
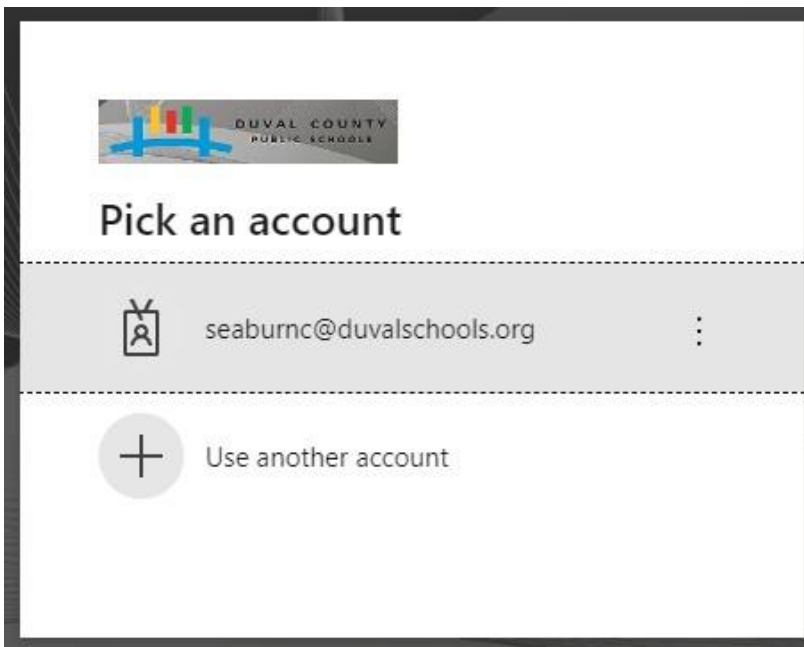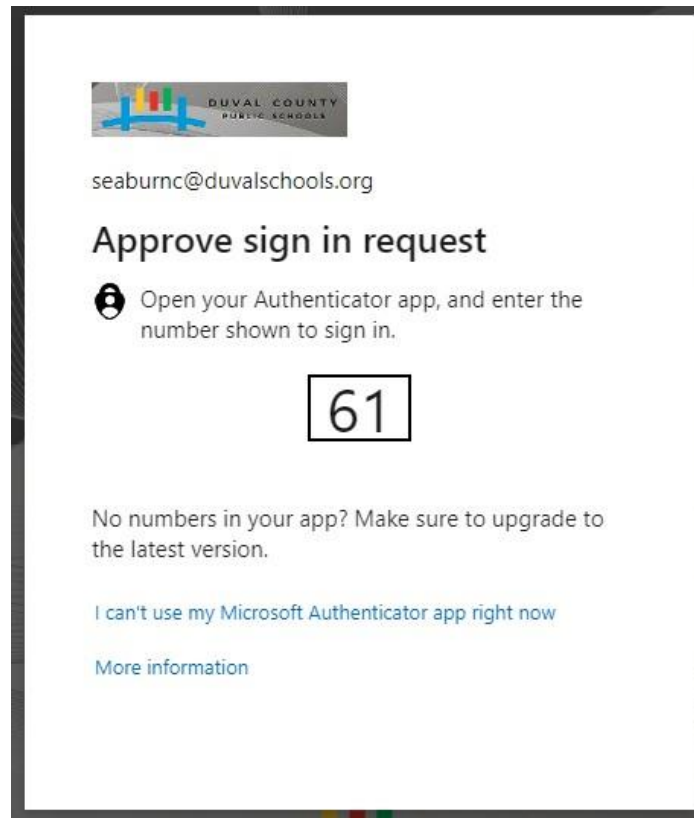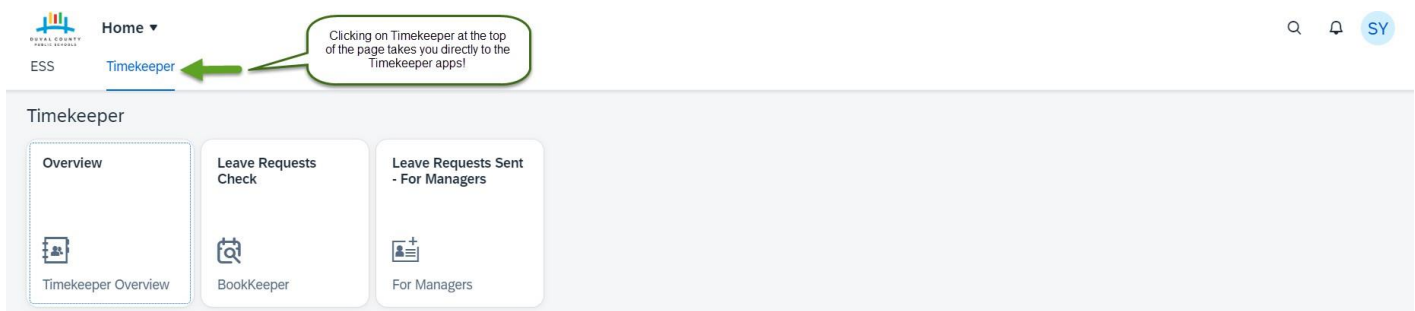
Select DCPS Login

Example of MFA login using the MS Authentication app on cell phone

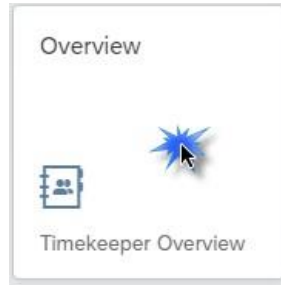# Navigating through Timekeeper Apps

o Click on the app you want to navigate to.

Keying Leave On Behalf Of

Keying leave 'On Behalf Of' allows you to key leave on an employee who has leave available and is out for an extended period but is unable to key leave by themselves.

- o Click on the **Overview** app.

- o From here your team (all employees who are in your org unit) will appear.
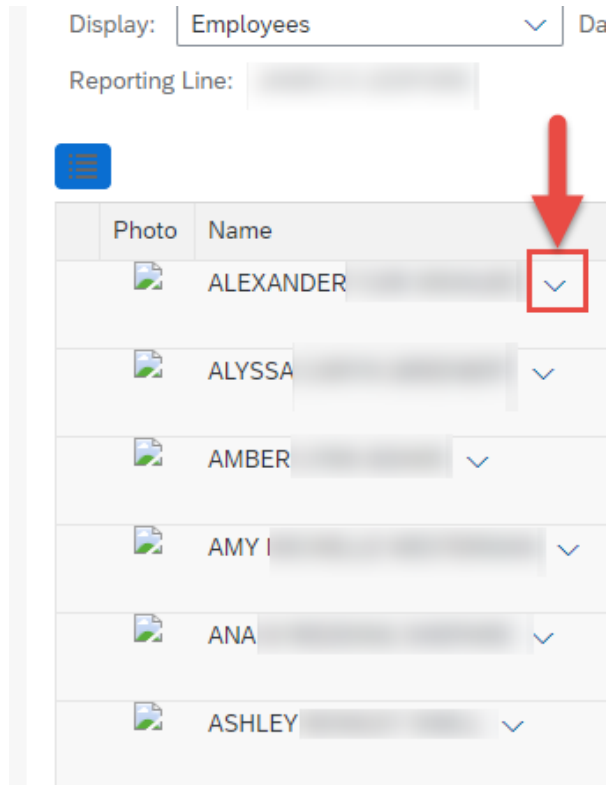
o Choose the employee you need to key leave on by selecting the drop-down arrow to the right of the employee's name.
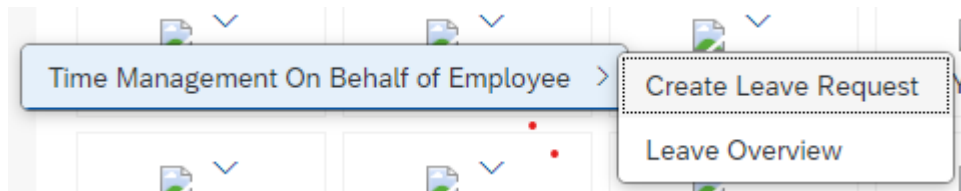
o Select Time Management On Behalf of Employee > Create Leave Request

o Key the employee's leave as if you were keying it on yourself, by following the same procedures for keying your own leave.
NOTE: Keying Leave "On Behalf of" an employee is used for employees who may be out for extended periods of time but are unable to key leave on their own. This should NOT be used as a practice to key your staff's leave on a regular basis.

Leave Request Reports

The Leave Requests Check (report for bookkeepers) and Leave Requests Sent (report for managers) are available in Fiori. These are the same reports available to you in SAP.
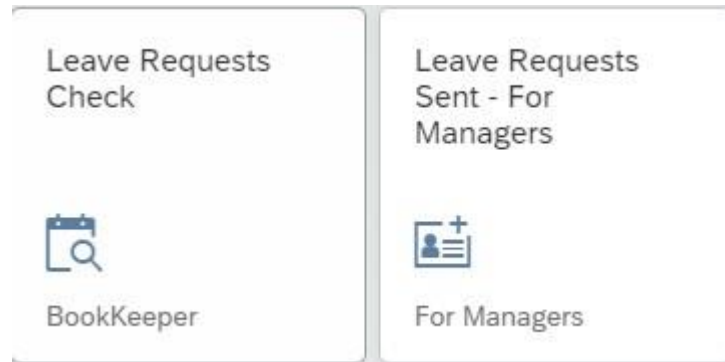
Ending the session

- o **Log off from the session upon completion of tasks to protect your personal information by clicking on your initials in the upper right corner and clicking Sign Out**

Appendix

Types of Leave that can be requested through Fiori Leave Apps, and documentation required if applicable.

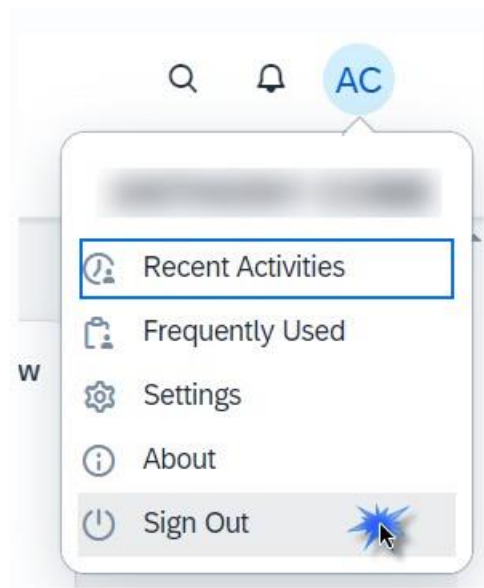| Leave Type	Documentation Required	Second Level Approval
Annual Leave		
A/L in lieu of sick		
Sick leave for self	Doctor's note if more than six consecutive days	
Sick leave-Family Member	Doctor's note if more than six consecutive days	
Sick leave-Death of Relative	Obituary/Funeral program	
Personal leave		
Bereavement	Obituary/Funeral program	
TDE-Training/Workshop	Support document such as itinerary, email, program	
TDE-Ofc Travel/Conf.	Support document such as itinerary, email, program	
TDE-Other	Support document such as itinerary, email, program	
Jury Duty/Court	Proof letter from court	Payroll
OJI/Illness in line of duty	1. Original incident report two. Leave Election form three. OJI Dr's note, or if therapy proof of attendance	Risk Management
Sick-OJI/Illness	1. Original incident report two. Leave Election form three. OJI Dr's note, or if therapy proof of attendance	Risk Management
Annual lv-OJI/Illness	1. Original incident report two. Leave Election form three. OJI Dr's note, or if therapy proof of attendance	Risk Management
FMLA-Intermittent - Self	Approval document from HR	Human Resources
FMLA-Intermittent - Family	Approval document from HR	Human Resources
Military Leave-Active Duty	Military orders	Human Resources
Military Leave-Training	Military orders	Human Resources
A/L-Military-Active Duty	Military orders	Human Resources
A/L-Military-Training	Military orders	Human Resources

P/L-Military-Active Duty	Military orders	Human Resources
P/L-Military-Training	Military orders	Human Resources
LWOP-Military-Active Duty	Military orders	Human Resources
LWOP-Military-Training	Military orders	Human Resources