

DEPARTMENT OF THE ARMY
 U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
 Fort Huachuca, Arizona 85613-7079

MEDDAC Memorandum
 NO. 37-4

21 November 2008

Financial Administration
 DEFENSE MEDICAL HUMAN RESOURCES SYSTEM INTERNET

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1. HISTORY: This is the first printing of this publication.

2. PURPOSE: To delineate responsibility in keeping of Time and Attendance reports using the Defense Medical Resource System Internet (DMHRSI) on all personnel assigned to the U.S. Army Medical Department Activity (MEDDAC, Fort Huachuca, Arizona).

3. SCOPE: Applicable to all military, civilian and contracted personnel assigned to USA MEDDAC, Fort Huachuca, Arizona.

4. REFERENCES:
 - 4.1 AMPO MEPRS Policy Guidelines
 - 4.2 AR 37-1, Army Accounting and Fund Control
 - 4.3 DFAS-IN 37-100, Financial Management, The Army Management Structure Fiscal Year
 - 4.4 DFAS-IN 37-1, DFAS Manual
 - 4.5 AR 570-4, Manpower Management
 - 4.6 AR 570-5, Manpower Staffing Standards System
 - 4.7 AR 690-300, Employment – Civilian Personnel
 - 4.8 DoD 6010.13 MEPRS

5. DEFINITION: DMHRSi is a web-based tri-service human resources system. It is designed to provide ready access to essential manpower, personnel, labor cost assignment, education/training, and personnel readiness information across the Military Health System (MHS). Users include Regular Army and Army Reserve Soldiers, civilians, contractors and volunteers who are work within a Department of Defense medical facility.

6. GENERAL: Labor hours accounting is a reflection of this organization's mission and utilization of manpower is monitored by Great Plains Regional Medical Command (GPRMC) and Medical Command (MEDCOM) in support of various performance metrics, and resourcing decisions. Each activity's leadership is responsible to ensure that internal controls are in place to achieve total compliance. Individuals responsible for DMHRSi input will be held accountable to their respective Department Chief and Deputy Commander. Full compliance is the standard.

7. RESPONSIBILITY:

7.1 Department Chiefs:

7.1.1 Will ensure that departmental time keepers and approvers are appointed by official appointment orders and that updates to these appointments are reported to the DMHRSi section of Resource Management Division (RMD) and Human Resources (HR) as required by staff turnover.

7.1.2 Will ensure that all employees are trained in the accurate submission of time using the DMHRSi system and ensure that all employees have templates built within the first 5 working days after the receipt of network access.

7.1.3 Are ultimately responsible for the timely and accurate preparation, certification and submission of DMHRSi time for all their employees.

7.2 Resource Management Division (RMD):

7.2.1 Will provide adequate training and refreshers courses to all staff of Raymond W. Bliss Army Health Clinic (RWBAHC) and Dental Activity (DENTAC).

7.2.2 The Timecard Status Reports will be processed daily. Discrepancies and rejections will be communicated to each Time Card Approver and Department Chief.

7.2.3 Will provide Department Chiefs a copy of the Time Card Status Reports bi-weekly and will establish procedures to assist departments in the accurate input of time cards.

7.2.4 Will monitor the overall DMHRSi program and provide guidance and updates as needed.

7.3 Human Resources (HR):

7.3.1 Responsible for entering newly assigned personnel into the DMHRSi system during in-processing and removing employees that leave the organization during out-processing.

7.3.2 Will coordinate with RMD before out-processing personnel out of the DMHRSi system.

7.3.3 Will align employees to work centers in the organization associated with the assigned position on the Table of Distribution and Allowances (TDA) and provide personnel with Employee Identification Number for the DMHRSi password.

7.3.4 Will stay current on DMHRSi system updates and work in conjunction with RMD to correct HR system errors as needed.

7.4 Mobilization Education and Training Section (METS): METS is responsible for the monthly tracking of DMHRSi training and ensuring department chiefs are kept updated on the training stats.

7.5 Information Management Division:

7.5.1 Will serve as the Site Application Administrator (SAA) responsible for the issuance of the initial DMHRSi passwords and providing RMD with the monthly Site User Responsibilities report.

7.5.2 Will provide personnel to assist in the weekly In-processing training.

7.6 Time Card Approvers and Time Keepers:

7.6.1 Time Keepers are responsible for inputting the time for designated providers within their work section and for entering time for their work section staff not present during the submission window (i.e., leave, TDY, deployment). Time Keepers will also reconcile provider time cards with civilian pay timecards and the End-of-the-Day report.

7.6.2 All Time Card Approvers will ensure that their employees know how to record their time in DMHRSI and that all time reported in both DMHRSi and the Civilian Pay time cards has been reviewed for accuracy/consistency and processed in a timely matter.

7.7 RWBAHC Employees:

6.7.1 All employees with the exception of providers have the responsibility to check their work list and submit their completed time card not later than close of business on Monday following the end of the pay period. Providers will work closely with their Time Card Approver and Time Keeper to reconcile their time card and ensure that the time cards are submitted on time.

7.7.2 All employees have the responsibility of ensuring they are properly trained in the submission of time cards and building templates using the DMHRSi system and must stay current with the changes in procedures and policies.

7.7.3 All employees will have DMHRSi template built no later than the 5th business day after the receipt of network access.

The proponent of this publication is the Resource Management Division, USAMEDDAC. Users are invited to send comments and suggested improvements on DA Form 2028 directly to Commander, USAMEDDAC, ATTN: MCXJ-RMD, Fort Huachuca, AZ 85613-7040

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