

LIST OF SCREENS

OSPA SCREENS

INQUIRY AND ENTRY SCREENS

Screen	Description
P001	Establishes agency and pay period dates for time capture screens
P002	VIEW ONLY time capture screen for time entered for a specific pay period
P003	Time capture screen used to enter time, to view time entered, or make corrections to entered time for a specific pay period
P004	On-line Daily Time (ODT) screen used by employees to enter time, view time entered, or make corrections to entries for a specific day
P005	On-line Daily Time screen for employees to establish PIN, sign in, and select date for time entry
P006	Used by supervisor to lock (approve) employee ODT entriese
P007	VIEW ONLY for ODT entries by date and pay type
P009	OSPS staff only to scrub PIN for ODT screens
P010	Enter employee withholding, retirement, and insurance waiver data, and final check dates for terminating employees
P020	Enter or change employee's work schedule code
P030	VIEW ONLY job status detail screen for concurrent and prior positions
P031	OSPS staff only to resolve data interface issues between OSPA and the PPDB
P032	VIEW ONLY job status summary screen listing job segments for an employee
P050	Establish continuous or one-time gross pay adjustments
P060	Used to modify tax or other payroll expense entries
P070	Establish continuous and one-time deductions
P071	Clone data for an employee transferring between two OSPA agencies
P080	Enter information used by Federal Reserve Bank to inscribe a savings bond
P081	VIEW ONLY savings bond information by SSN or employee ID
P090	VIEW ONLY year-to-date wages, tax, and retirement information, updated after each final payroll run
P091	VIEW ONLY year-to-date wages, tax, and retirement information, updated with an on-line calculation (accessible through P370 via Calc YTD field only)
P130	OSPS staff and some agency staff have access to stop and reverse employee payments
P140	Only OSPS staff can enter the data for manual checks
P160	Look up employee SSN and EID by typing in name information
P190	List of payroll registers for employee for prior three months. Used to set correctives, check for payroll sets and check if ACH.
P191	VIEW ONLY register summary information for an employee for the last three pay periods. Updated after each final payroll run.
P192	VIEW ONLY register detail information for an employee for the last three pay periods. Updated after each final payroll run.

Screen	Description
P300	Only OSPS staff can request vendor checks, replace lost employee checks, and make savings bonds refunds
P310	Only OSPS staff can cancel vendor checks, employee manual checks and employee checks from regular payroll runs that are no longer on the P190
P320	Only OSPS staff can request the printing of manual checks or record the repayment of an over payment
P370	VIEW ONLY summary of employee's pay, deductions, withholding prior to a final payroll run
PACH	Only OSPS staff can request an ACH stop
PCHG	Establish shortcuts for frequently used work charge codes
PMSG	Only OSPS staff can post news to all users
PRPT	Establish number of copies of selected payroll reports agency will receive
PSEC	Establish security for ODT capture

TABLE SCREENS

Screen	Description
ADB1	Only OSPS staff can enter accruable leave types and employer contributions for benefit packages
ADB2	Only OSPS staff can enter pay and leave types available for benefit packages
ADD1	Only OSPS staff can enter vendor full name and address for specific deduction code
ADD2	Only OSPS staff can enter plan codes available with the deduction code
ADW1	Only OSPS staff can enter days and hours for a given work schedule code
ADW2	VIEW ONLY for OSPS staff to view the days and hours for a given work schedule code and date
PTB1	VIEW ONLY for accruable leave types and employer contributions for benefit package
PTB2	VIEW ONLY of pay and leave types available for benefit package
PTD1	VIEW ONLY of vendor full name and address for specific deduction code
PTD2	VIEW ONLY of plan codes available with the deduction code
PTW1	VIEW ONLY of days and hours for a given work schedule code
PTW2	VIEW ONLY of days and hours for a given work schedule code and date

LARS SCREENS

Screen	Description
P420	VIEW ONLY for employee's balances in the leave clearing account
P430	VIEW ONLY for employee's leave balances
P435	Used to adjust, advance, or transfer leave

PPDB SCREENS

Screen	Description
PBAP	VIEW ONLY for mailing address and agency contact info
PBEC	VIEW ONLY for employee concurrent job information
PBED	VIEW ONLY for the PPDB personnel system, F1-Employee information; F2 - Job information; F3 - Pay information; F4 - Reference information.
PBEV	VIEW ONLY for employment verification information

REVISION HISTORY

Date	Rev. No.	Modification
10/08/09	1.1	Periodic review