

P002

Time Capture

SCREEN PURPOSE

Agency payroll staff members and timekeepers use the Time Capture module in OSPA to enter employee time into OSPA from paper timesheets.

The screens include:

- P001 Payroll Time Capture – Establish Session Default Values
- P003 Time Capture, an update screen to enter the employee's time
- P002 Time Capture, an inquiry only summary of the employee's entered time

The P002 Time Capture is an inquiry only screen for staff members to review the time entered on the P003. The screen summarizes an employee's time for a pay period by pay type and work charge code. It is employee, agency, concurrent job, job segment and pay period specific. OSPA maintains time records for the current and three prior months.

ALSO KNOWN AS

PREREQUISITES, IF ANY

P001 Payroll Time Capture – Establish Session Default Values – The P001 defines the agency and pay period for the time records you wish to view on the P002. You must first define these parameters on the P001.

P003 Time Capture – An employee's time must have been entered on the P003 Time Capture for the designated agency, concurrent job, and pay period; or, for salaried and FLSA exempt employees, the forecast must have run during preliminary payroll run 1.

SCREEN ACCESS KEY SEQUENCE

Required Fields

P002 TS#, or
P002 SSN (#####) or
P002 Employee ID (OR#####)

TS# = timesheet number. If you start with the lowest timesheet in your batch, OSPA will display time records in timesheet number order, advancing to the next timesheet each time you press [ENTER]. You may omit the leading zeroes in the number.

SSN = social security number, #####. Do not enter the hyphens. Enter any leading zeroes.

Employee ID = OR#####

Optional Fields

CCJ# = concurrent job number, #, 1-9. The time record is concurrent job specific. If you do not enter a CCJ, OSPA will default to concurrent job #1. If the employee has more than one concurrent job, you will need to change the CCJ to view the time for each job.

Screen # = OSPA defaults to 01. If the employee has more than 18 pay type and work charge combinations, you can view the additional data by changing the screen number, ##.

SCREEN ELEMENTS

The screenshot shows a terminal-style interface with the following elements:

- Header:** P002 999999999,1,01 99000 (A, B, C, D, E, H)
- Name:** NAME EMPLOYEE, TA ssn 999999999 (H)
- Summary:** total reg 158.00 lwop 2.00 other 15.00 f/t hours 160.00 wcd days 16 (G, N)
- Table:**

LN	TYPE	HOURS	WORK	CHARGE	ERR	SESSION DEFAULTS *
1	RG	158.00				AGENCY 99000
2	LO	2.00				t/s 0401XX/0430XX (P)
3	SDE	13.00	GNT420000000		X	period end 0430XX (Q)
4	OT	2.00				*job change data*
5-10						LABOR COST/PCT
6						XX7151100000 35.00 (R, S)
7						XX7147700000 65.00 (T)
11						J/C 0401XX/999999 (U)
12						CREW 2009 POS 9999910 (V)
13						APP P CL OA C1488 09 (W)
14						WS AA7 BASIS S O/T NE (Y)
15						Forecast 184.0 (Z)
16						Hrs HO 8.0 F/T 184.0 (AA)
17						Max Hours 184.0 (BB)
18						LV ACCR 3 P/T 100.00 (CC)
						Adjust Base 7154.70 (DD)
						Equiv Rate 41.28 (EE)
						Hol O Ben CO Cont N (GG)
- Summary Row:** GL 8.00-PB 8.00 SL 219.55 ST 45.50 VA 224.00 (FF)

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence. Required.
B	Employee's SSN (#####), Employee ID (OR#####) or TS#. Part of the screen access key sequence. Required.
C	Concurrent job # (1-9). Part of the screen access key sequence. Optional. OSPA will default to 1. If the employee has more than one concurrent job, the time for each job will be on a separate screen. Change the CCJ to view the additional time.

OSPA Reference Manual

Screens

P002

No.	Description
D	Screen # (##), indicates multiple screens. This occurs when the employee has more pay types and work charge codes than will fit on one screen. If cont = Y, there is an additional screen.
E	Agency number, #####, from P030 Job Status Data
F	Agency assigned batch number entered on the P001 Payroll Time Capture -- Establish Session Default Values
G	Employee's name – last name, first name middle initial. Up to 12 characters. Defaults from the P030 Job Status Data.
H	SSN (#####) or Employee ID (OR#####). Defaults from the P030 Job Status Data. If you access the record with the employee's SSN, OSPA will display the SSN; if you access the record with the Employee ID, it will display the Employee ID.
I	<p>Application message area that applies to the entire screen.</p> <p>ERR -- 4-character, alphanumeric code that designates an application message that applies to the specific LN.</p> <p>See Screen Message Codes.</p>
J	The total of the HOURS for regular pay codes (REG PY on the PTB2 = Y) entered in the TYPE field
K	The total of the HOURS entered with LWOP pay codes (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2) in the TYPE field
L	The total of the HOURS entered with "other" pay codes (LV TP = N, TIM SHT = Y, and REG PY = N on the PTB2) in the TYPE field. This category includes overtime, compensatory time accrued, and differentials.
M	The hours a person working full-time with the employee's work schedule would work for the pay period. In extremely rare occasions, the f/t hours may be changed to match total reg + lwop.
N	Number of days to report for workers' compensation tax. As of 1/1/95, OSPA uses hours worked to calculate WCD and ignores this field.
O	Agency number from the P001 payroll time capture -- establish session default values.

No.	Description
P	Timesheet start date and timesheet end date from the P001 payroll time capture -- establish session default values
Q	Pay period ending date from the P001 payroll time capture -- establish session default values
R	<p>Used to override the LABOR COST/PCT from the P030 Job Status Data by entering grant and/or project numbers. There are two fields.</p> <p>The first field has 20 alpha-numeric characters: PJT in front of a number = project number GNT in front of a number = grant GAP in front of a number = both project and grant number PRO tells OSPA to prorate the time to the LABOR COST codes on the P030 and any WORK CHARGE / OVERRIDE codes entered on the P003</p> <p>The second field has one alpha character. With an X in this field, OSPA did not verify the numbers on the project / grant table.</p>
S	<p>Used to override the LABOR COST/PCT from the P030 Job Status Data by entering different biennium, PCA and index numbers. There are 2 fields.</p> <p>The first field has 12 numeric characters. Generally, the first 2 represent the biennium, the next 5 are PCA, and the last 5 are index.</p> <p>The second field has one alpha character. With an X in this field, OSPA did not verify the numbers on the PCA / index table.</p>
T	<p>LABOR COST: FUND SPLITS LABOR COSTING from the P030 Job Status Data, #####. Generally, the first two numbers = the biennium; the next five numbers = PCA; the last five numbers = index. Protected.</p> <p>PCT: PCT from the P030 Job Status Data, ###.##. The designated percent of the employee's labor costs to allocate to this particular FUND SPLITS LABOR COSTING. Protected.</p> <p>The employee may have up to four lines of LABOR COSTING on the P030. OSPA will split the time and leave entered on the P003 to the listed codes, based upon the designated percent (PCT), unless the person entering time types values in the WORK CHARGE and/or OVERRIDE fields on the P003.</p>

No.	Description
U	<p>JOB STAT START/STOP on the P030 Job Status Data.</p> <p>The current record will have a STOP date of 999999. If the start date is after the beginning of the pay period, there will be at least one other P002 for the pay period or the employee may be new to your agency. If the end date is < the end of the pay period, there may be at least one other P002 or the employee may have left the agency. From the first screen, press [ENTER] to access the other(s).</p>
V	<p>CREW -- CREW UNIT from the P030 Job Status Data. It defines the employee's work unit.</p> <p>POS -- POS from the P030 Job Status Data. It is a unique position number within the agency.</p>
W	<p>APP -- APPOINTMENT TYPE from the P030 Job Status Data. Possible values include:</p> <ul style="list-style-type: none"> A academic year L limited duration P permanent S seasonal T temporary <p>CL -- EMP REPR (representation code) / CLS (classification) / STEP from the P030 Job Status Data</p>
X	<p>LN – there will a separate line for each different pay code and for any WORK CHARGE or OVERRIDE entries</p> <p>TYPE – pay code from the PTB2 Payroll Benefit Package Table for the employee's benefit package</p> <p>HOURS – hours charged to this pay type and labor cost numbers (either the defaults listed under LABOR COST / PCT or additional ones entered in the WORK CHARGE or OVERRIDE fields), ###.##. Parts of an hour are entered as a decimal (15 minutes = .25).</p>

No.	Description
Y	<p>WS -- WS (work schedule code) from the P020 Work Schedule Data</p> <p>BASIS -- WAGE BASIS CD from the P030 Job Status Data. Possible values include: D daily H hourly P partial salary (part-time salaried) S salaried U undefined</p> <p>OT -- O-T/FLSA CD from the P030 Job Status Data. If O-T: Y, the employee is eligible for overtime. FLSA CD may be: E = exempt N = (non-exempt) X = Legislative Branch, exempt under ORS 240.200</p>
Z	<p>Number of hours an employee with this work schedule on the P020, PT/FT CD/PCT on the P030, concurrent job and job segment will normally work during the pay period.</p>
AA	<p>Hrs HO – Maximum number of holiday hours available to a full-time employee for the month</p> <p>F/T -- Number of hours a full-time employee with this work schedule would work during the pay period.</p>
BB	<p>Maximum number of hours an employee with this job status, full-time percent, work schedule, and job segment might work during this pay period.</p>
CC	<p>LV ACCR -- LEAVE ACCRUAL SVC CD from the P030 Job Status Data. Based upon the employee's recognized service date, it determines the employee's vacation leave accrual rate.</p> <p>P/T – employee's percent of full-time from the P030 Job Status Data</p>
DD	<p>ADJUSTED BASE from the P030 Job Status Data. It is the employee's monthly base pay rate + any differentials entered in the PPDB. OSPA uses it to calculate the hourly rate.</p>
EE	<p>EQUIVALENT RATE from the P030 Job Status Data. It is the ADJUSTED BASE ÷ annualized number of hours per month, based upon the employee's STANDARD HRS PER DAY. See Notes, Equiv rate.</p>

No.	Description
FF	<p>Employee's leave balances, calculated real-time, based upon the leave entered since the last accrual update.</p> <p>Generally, a negative number indicates leave taken for leave types that do not accrue. They will only display after the employee has used that leave type.</p>
GG	<p>Hol -- HOLIDAY PKG CD from the P030 Job Status Data. OSPA uses the code during the forecast to determine the date the employee will receive pay for a holiday.</p> <p>Ben -- BENEFIT PKG CD from the P030 Job Status Data. Derived from the employee's representation code, it determines the pay codes the employee may use.</p> <p>Cont -- If cont = Y, there is an additional screen because the employee had more than 18 pay codes and work charge / override codes for the pay period. Increment the page number in the screen access key sequence and press [ENTER] to view the additional screen(s).</p>

NOTES

Concurrent Jobs – Employees who have more than one concurrent job must maintain a separate timesheet for each concurrent job. If the concurrent job is present in the application when OSPA prints timesheets, OSPA will print a timesheet for each CCJ. There will be a separate P002 for each concurrent job.

Equiv rate – On the P030 Job Status Data, the employee's EQUIVALENT RATE = ADJUSTED BASE ÷ an annualized number of hours per month. OSPA bases the annualized number of hours per month on the employee's STANDARD HRS PER DAY. Currently, all employees have a STANDARD HRS PER DAY of 8, resulting in an average number of hours per month of 173.33.

In the past, the STANDARD HRS PER DAY and the annualized hours per month may have included the following:

- 10.600/DAY = 229.67 HOURS PER MONTH
- 8.500/DAY = 184.17 HOURS PER MONTH
- 8.000/DAY = 173.33 HOURS PER MONTH
- 7.500/DAY = 162.50 HOURS PER MONTH

Split Screens / Job Changes – If a job status change occurs during the pay period, there will be additional P002 screen(s) or “split screens” for the pay period. Check the J/C start and end dates and the forecast; OSPA will only forecast the hours that

apply to a specific job segment. Press [ENTER] to display the P002 for the next job segment.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	TRANSACTION DIFFICULTY - PLEASE CALL EXEC ACCOUNTING AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, send screen print of error and explanation to OSPS, who will fax them to a programmer
	XRF1 EMPLOYEE ID N	You entered the EID as part of the screen access key sequence. The Employee ID is not yet on the crosswalk table in OSPA. Call up the employee's record on the P030, using the SSN. Press F10.

For a complete listing of OSPA screen message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P001 Payroll Time Capture -- Establish Session Default Values – establishes the agency and pay period that you wish to view on the P002 Time Capture.

P003 Time Capture – Agency payroll staff members and timekeepers use the P003 Time Capture to enter an employee's summarized time for a specific month. The P002 displays the time entered on the P003.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, Inquiry

REVISION HISTORY

Date	Rev. No.	Modification
06/06/06	1.0	Original
08/19/08	1.1	Hrs HO added, WR#3147
07/01/09	1.2	Add X FLSA CD