

P003

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 time entered on the P003

Agency payroll or timekeepers use the P003 Time Capture to enter time. 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.

ALSO KNOWN AS

PREREQUISITES, IF ANY

P001 Payroll Time Capture – Establish Session Default Values – The P001 defines the agency and pay period for which you will enter time on the P003.

P020 Work Schedule Data – Each employee must have a current work schedule on the P020 Work Schedule Data.

P030 Job Status Data – The employee must have a current record in the PPDB. The information will interface to OSPA and display on the P030 Job Status Data screen.

Timesheets – Employees are responsible for accurately completing and signing timesheets. Supervisors are responsible for reviewing and approving employee timesheets. (OAM 45.07.00 PO)

SCREEN ACCESS KEY SEQUENCE

Required Fields

P003 TS#, or
P003 SSN (#####) or
P003 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 = employee identification number, 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 enter the time for each job on a separate screen.

Screen # = If the employee has more than 18 pay type and work charge combinations, you will change the cont: N to Y on the P003 to access additional screen(s). If you want to return to the additional screen(s) later, change the screen number, ##.

SCREEN ELEMENTS

The screenshot shows a terminal window for screen P003. The data is as follows:

```

P003 999999999,1,01 99000
NAME EMPLOYEE, TA ssn 999999999
total reg 158.00 lwop 2.00 other 15.00 f/t hours 160.00 wcd days 16
LN TYPE HOURS WORK CHARGE
1 RG 158.00
2 LO 2.00
3 SDE 13.00 GNT420000000 X 123456789012 X
4 OT 2.00
5
6
7
8
9
10
11
12
13
14
15
16
17
18
GL 8.00-PB 8.00 SL 219.55 ST 45.50 VA 224.00

TIME CAPTURE BTCH 000
TC83 ENTERED TIME
SESSION DEFAULTS *
AGENCY 99000
t/s 0401XX/0430XX
period end 0430XX
*job change data*
LABOR COST/PCT
XX7151100000 35.00
XX7147700000 65.00
J/C 0401XX/999999
CREW 2009 POS 9999910
APP P CL OA C1488 09
WS AA7 BASIS S O/T NE
Forecast 184.0
Hrs HO 8.0 F/T 184.0
Max Hours 184.0
LV ACCR 3 P/T 100.00
Adjust Base 7154.70
Equiv Rate 41.28
Hol O Ben CO Cont N
    
```

Callout letters A through Z and FF, GG are placed around the screen to identify specific fields. For example, 'A' points to the screen designation 'P003', 'B' points to the employee ID '999999999', and 'FF' points to the total hours '224.00'.

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, you will need to enter the time for each concurrent job on a separate screen.
D	Screen # (##), indicates multiple screens. This occurs when the employee has more pay types and work charge codes than will fit on one screen.

No.	Description
E	Agency number, #####, from P030 Job Status Data. Protected.
F	Agency assigned batch number entered on the P001 Payroll Time Capture -- Establish Session Default Values. Protected.
G	Employee's name – last name, first name middle initial. Up to 12 characters. Defaults from the P030 Job Status Data. Protected.
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 ID. Protected.
I	<p>Application message area that applies to the entire screen. Protected.</p> <p>ERR: 4-character, alphanumeric code for a screen message that applies to the specific LN. Protected.</p> <p>See Screen Message Codes.</p>
J	<p>Total number of HOURS for regular pay codes (REG PY on the PTB2 = Y) entered in the TYPE field. When you press [ENTER] to save the time entered, OSPA compares the value in this field to the regular pay code HOURS entered. If they do not match, you will receive an error message.</p> <p>For FLSA exempt (and potentially salaried, see Notes) employees, OSPA initially calculates a value based upon the forecast hours. You will not need to change it unless the employee has LWOP. If the employee has LWOP, reduce the amount in this field by the total LWOP hours.</p> <p>For hourly employees, OSPA does not calculate a value for this field. You must enter it.</p>
K	Must total the HOURS entered with LWOP pay codes in the TYPE field (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2)
L	Must total the HOURS entered with "other" pay codes in the TYPE field (LV TP = N, TIM SHT = Y, and REG PY = N on the PTB2). This category includes overtime, compensatory time accrued, and differentials.

No.	Description
M	<p>OSPA calculated for salaried employees, the hours a person working full-time with the employee's work schedule would work for the pay period. In extremely rare occasions, you may change f/t hours to match total reg + lwop.</p> <p>For hourly employees, OSPA does not calculate a value for this field. You must enter it.</p>
N	<p>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.</p>
O	<p>Agency number entered on the P001 payroll time capture -- establish session default values. Protected.</p>
P	<p>Timesheet start date and timesheet end date from the P001 payroll time capture -- establish session default values. Protected.</p>
Q	<p>Pay period ending date from the P001 payroll time capture -- establish session default values. Protected.</p>
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 = project number, format = PJTprjct#ph GNT = grant, format = GNTgrant#ph GAP = both project and grant number, format = GAPgrant#ph,prjct#ph 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 4-digit CODE brings in coding from the PCHG table to either the WORK CHARGE (for a grant and/or project) or the OVERRIDE field (PCA and/or index)</p> <p>The second field has one alpha character. With an X in this field, OSPA will not verify the numbers on the project / grant table. This field is not visible on the screen; [TAB] to find it.</p>

No.	Description
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 will not verify the numbers on the PCA / index table. This field is not visible on the screen; [TAB] to find it.</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: LABOR COSTING 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 you enter overrides.</p>
U	<p>JOB STAT START/STOP on the P030 Job Status Data. Protected.</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 P003 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 P003 or the employee may have left the agency. See Notes, Split Screens /Job Changes.</p>
V	<p>CREW = CREW UNIT from the P030 Job Status Data. It defines the employee's work unit. Protected.</p> <p>POS = POS from the P030 Job Status Data. It is a unique position number within the agency. Protected.</p>

No.	Description
W	<p>APP = APPOINTMENT TYPE from the P030 Job Status Data. Protected. Possible values include: A = academic year L = limited duration P = permanent S = seasonal T = temporary</p> <p>CL = EMP REPR (representation code) / CLS (classification) / STEP from the P030 Job Status Data. Protected.</p>
X	<p>LN – enter a separate line for each different pay code and for any WORK CHARGE or OVERRIDE entries. Protected.</p> <p>TYPE – pay code from the PTB2 Payroll Benefit Package Table for the employee’s benefit package.</p> <p>HOURS – hours to be 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), ###.##. Enter parts of an hour as a decimal (15 minutes = .25). If you enter more than two digits to the right of the decimal, OSPA does not round; it simply drops the additional digits.</p>
Y	<p>WS = WS (work schedule code) from the P020 Work Schedule Data. Protected.</p> <p>BASIS = WAGE BASIS CD from the P030 Job Status Data. Protected. 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. O-T: Y = eligible for overtime. FLSA CD may be E = exempt N = non-exempt X = Legislative Branch, exempt under ORS 240.200 Protected.</p>

No.	Description
Z	Number of hours an employee with this work schedule, PT/FT CD/PCT, concurrent job, and job segment will normally work during this pay period. Protected.
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 will work during the pay period. Protected.</p>
BB	Maximum number of hours an employee with this job status, full-time percent, work schedule, and job segment might work during this pay period. Protected.
CC	<p>LV ACCR = LEAVE ACCRUAL SVC CD from the P030 Job Status Data. Based upon the recognized service date, it determines the employee's vacation leave accrual rate. Protected.</p> <p>P/T = percent of full-time from the P030 Job Status Data for this employee. Protected. .</p>
DD	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. Protected.
EE	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. Protected. See Notes, Equiv rate.
FF	<p>Employee's leave balances, calculated real-time, based upon the leave entered since the last accrual update. Protected.</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>

No.	Description
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. Protected.</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. Protected.</p> <p>Cont – change the N to Y if you need more than 18 lines to enter the employee's time. When you press [ENTER], OSPA will display a new screen. The total reg, lwop and other must balance to the HOURS entered on each screen. OSPA will not allow you to add another screen until you have entered time on all 18 lines of the first screen.</p>

NOTES

Concurrent Jobs – Employees who have more than one concurrent job must maintain a separate timesheet for each job. If the concurrent job is present in the application when timesheets print, OSPA will print a timesheet for each CCJ. There will be a separate P003 for each CCJ.

Correcting Errors – You can correct errors in two ways:

- Type new information over existing entries
- Type DEL over TYPE and erase the HOURS on the line you wish to delete
- If you erase the values in total reg, lwop, and other, OSPA will recalculate the values when you press [ENTER].

Equiv rate – On the P030 Job Status Data, the employee's EQUIVALENT RATE = ADJUSTED BASE ÷ 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 STANDARD HRS PER DAY: 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

Exception reporting – The state does not have the same legal requirements for detailed time records for unrepresented, FLSA Exempt employees. They only need to record variances to the forecast on their timesheets, for example, any paid leave or unpaid absence from work. They will be paid from payroll run 1 based upon the forecast. After run 1 and before run 2, enter any leave taken.

An agency can also elect to apply exception reporting to all salaried employees. OSPA determines the employees who will have forecasted time by the setting on the PBAP (PPDB) Agency Table – Payroll (PAYROLL REPORT OPTIONS E, E = FLSA exempt only, S = all salaried employees). See Screen Descriptions, PBAP.

Watch for employees who have exception reporting and LWOP. If the LWOP is not entered in OSPA before final run 1, the application will use the forecast to calculate pay and overpay the employee.

Hourly employees – For hourly employees (P030 WAGE BASIS CD = h), OSPA does not forecast time. You will need to enter total reg, lwop, other, and f/t hours, as well as the time and leave.

Hours Less Than Forecasted for FLSA Exempt and Salaried Employees – When FLSA exempt and potentially salaried employees work less than the forecast and are employed for the entire month, the additional hours must be recorded with an available leave type.

Split Screens / Job Changes – If a job status change occurs during the pay period, there will be additional P003 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. When you press [ENTER] to save your entry, OSPA will display the time capture screen for the next job segment.

Enter only the time within the start / end dates on each split screen. If there is more than one screen and you enter all of the time for the month on one screen, OSPA will generate a fatal error message (1150 P/PD OUT OF BALANCE) on the E120-052A Payroll Exception report. If you do not correct it, OSPA will not pay the employee.

The total reg, lwop, other, and HOURS must balance for each separate screen.

WORK CHARGE / OVERRIDE – Under normal circumstances, you can only make one entry per pay type. Data in the WORK CHARGE or OVERRIDE fields allows you to make multiple entries with the same pay type.

SCREEN MESSAGE CODES

Code	Message with Code	Description
TC30	INV TS NUMBER	The timesheet number entered is not valid for this agency.
TC31	SSN INV	The social security number entered is not valid.
TC32	CC JOB # INV	The concurrent job number is not valid for this person.
TC33	INV SCREEN NO	The screen number entered with the transaction key is not valid.
TC34	NO JOB STATUS	The employee does not have a current record on the P030 Job Status Data for the time period entered on the P001.
TC35	INV W/S	Invalid work schedule.
TC36	NO TIMESHEET	There is no timesheet record for this employee during the period in question.
TC37	NO VAL BEN RC	The benefit package code in the employee record is not valid.
TC38	CONT = Y OR N	The "CONT" field is a flag to the program, and is used to determine when to proceed with a new screen and when to conclude processing for this employee. Y=Yes proceed to a new screen. N=No do not proceed to the next screen; conclude processing for this employee.
TC39	REG = ###.##	The total of the HOURS entered for regular time (REG PY = Y on the PTB2) is not equal to the number in the total reg field.
TC40	LWOP = ###.##	The total of the HOURS entered for LWOP (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2) does not equal the value in the lwop field.
TC41	OTHER = ###.##	The total of the HOURS entered for other hours (LV TP = N, TIM SHT = Y, and REG PY = N on the PTB2) does not equal the value in the other field.
TC43	POST ERROR 1	The total of regular hours and other hours for the timesheet exceeds the maximum forecasted regular hours by more than 32 hours (error does not apply when forecasted regular hours equal 0).
TC44	POST ERROR 2	The total of regular hours and "OTHER" hours exceeds the full-time regular actual hours.
TC45	>MAX REG, >MAX SHIFT, >MAX O/T	HOURS entered for the TYPE exceed the maximum allowed (MAX USE on the PTB1 Payroll Benefit Table).
TC47	___ >MAX	The hours entered exceed the maximum allowed for overtime pay types (e.g. CT > MAX).

OSPA Reference Manual

Screens

P003

Code	Message with Code	Description
TC50		The pay type entered is not a timesheet pay type (TIM SHT = N on the PTB2).
TC51		No TYPE was entered with HOURS. Enter a pay type or delete the line.
TC52		TYPE entered is not part of the employee's benefit package (not present on the PTB2).
TC53		The pay type must be used by an overtime eligible employee. This employee is not eligible for overtime.
TC54		Hours invalid. Data entered may be non-numeric or may exceed the OSPA defined limits
TC55		The project code is not valid.
TC56		The project code in the override is not valid.
TC57		The cost center code is not valid.
TC58		The cost center override is invalid.
TC59	AGENCY NOT ON PERSONNEL FILE	The Personnel Agency entered is not on the Personnel System Agency File.
TC60	INELIGIBLE FOR LEAVE	The leave TYPE entered is not included in the employee's benefit package (listed on the PTB2).
TC61		Temporary employee not eligible for this pay or leave type.
TC62		Leave used exceeds the leave available or the maximum that may be used (MAX USE on the PTB1).
TC63		Leave HOURS entered exceed the maximum that may be used in the month (MAX USE on the PTB1).
TC64	ATTEMPTED TO ENTER LEAVE WHILE EMPLOYEE IS ON LWOP STATUS	Leave cannot be entered when employee is on LWOP status
TC65		Accrued leave balance is less than the amount of leave entered.
TC67	WORK CHARGE CODE IS REQUIRED	If agency equals 63500, a 'PJT' or 'PTJ' work charge code must exist
TC75		Grant Number is invalid
TC80	CONTINUE SCRIN	Normal continuation of previous transaction processing.
TC81	NO DTL TIME	There are no detail time records present for this employee.
TC82	FORECASTED HR	The detail hours displayed are the results of the OSPA forecast and have not been changed from the forecast.
TC83	ENTERED TIME	The detail hours shown are currently on the file. Time has been entered by the agency or by the forecast. If the hours are correct, press [ENTER].
TC84	T/S BEG-END INVALID	Timesheet begin or end date not numeric

Code	Message with Code	Description
TC85	LNS<18	You changed cont to Y and pressed [ENTER] without entering time and leave on all 18 lines of the P003.
TC90	SECURITY ERROR	The operator is not logged on through "PUIS" or has display only access.
TC91	TRANSACTION COMPLETE	The transaction has come to a normal conclusion.
TC93	DATA BASE NOT AVAILABLE	The employee database is temporarily removed from service. Wait and retry the transaction later.
TC94	CALL ERROR	An error occurred during forecasting for this employee. Call OSPS and ask them to contact a programmer.
TC95	INVALID DEFAULTS	The data entered through the P001 transaction screen does not match the attempted transaction. The month entered on P001 dictates the month accessed on P003.
TC96	XXXXXX FILE IS CLOSED	The X's in the message will be replaced with the name of the file which is closed. Call OSPS if you receive this message
	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 and screen print error. Fax them 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 messages see Appendix E.

OSPA REASONABILITY EDITS

Timesheet number is numeric, ≠ spaces, and > 000000

HOURS are numeric and > 000.00.

TYPE is present on the PTB2 for the employee's benefit package (BENEFIT PKG CD on the P030).

TIM SHT = Y on the PTB2 for the TYPE entered.

The employee must have O-T: Y on the P030 Job Status Data to use overtime pay codes (O/T ELG = Y on the PTB2 Payroll Benefit Package Table).

If employee's APPOINTMENT TYP CD = T on the P030 and the TYPE has LV TYP = A or P on the PTB2, the ATE must = Y on the PTB1.

The employee must have accrued leave totaling the amount of sick leave, vacation leave, personal business, or accrued compensatory time claimed on the P003.

The employee may not use accrued sick or vacation leave in the month in which is accrues.

Normally, there may be only one entry for each TYPE. OSPA allows duplicate TYPE's if the WORK CHARGE or OVERRIDE fields contain different values.

If LOA BEG DATE ≠ blank and the LOA END DATE = blank on the P030, TYPE must have LV TYPE U or P on the PTB2.

If TYPE entered on the P003 has LV TYPE = A on the PTB2, CUR ACCRUAL BALANCE on the P430 must be ≥ HOURS entered on the P003.

For the TYPE entered on the P003, the pay period ending date on the P003 minus the employee's RECOG SVC DT on the P030 ≥ WAIT on the PTB1.

If TYPE = HO, hours entered for the month ≤ forecast for HO.

If value in WORK CHARGE begins with GNT and X field is blank, value must be present on SFMS Grant File.

If value in WORK CHARGE begins with PJT and X field is blank, value must be present on SFMS Project File.

If value in WORK CHARGE begins with GAP and X field is blank, value must be present on SFMS Grant File and SFMS Project File.

If OVERRIDE is not blank and X field is blank, values must = 00000 or be present on the SFMS PCA File and SFMS Index File.

Employee must have a work schedule on the P020 with a START DATE ≤ the pay period ending date and an END DATE ≥ the pay period ending date.

Total reg = total HOURS for TYPE's where RG PY = Y on the PTB2

Lwop = total HOURS for TYPE's where LV TP = U on the PTB2

Other = total HOURS for TYPE's where RG PY = N, LV TP = N, and TIM SHT = Y on the PTB2

Total reg + lwop = total HOURS for TYPE's where RG PY = Y or LV TP = U on the PTB2 Payroll Benefit Table.

For split screens, total reg + lwop + other must equal the hours entered on that screen.

If OT = B or N on the PTB2 for the TYPE entered, HOURS must be ≤ 225 ; unless BENEFIT PKG CD on the P030 = FF, FP, KF, or MO, then HOURS must be ≤ 275 .

If OT = O on the PTB2 for the TYPE entered, HOURS must be ≤ 225 .

If OT = D or P on the PTB2 for the TYPE entered, HOURS must be ≤ 600 .

SUPPORTING DOCUMENTATION

All hours for which an employee receives compensation must be accounted for.

Signed and approved employee timesheets -- Timesheets meet the Fair Labor Standards Act (FLSA) requirements for maintaining a record of actual hours worked for employees who are eligible for overtime and not exempt from FLSA.

The TIMESHEET CD on the P030 Job Status Data determines if the employee will receive a paper timesheet, and, if so, what type of timesheet. The timesheet formats include:

- Short form #AD1743, which reflects the most commonly used pay codes
- Long form #AD1744, which provides additional room for work charge codes

Publishing and Distribution prints the timesheets on three-part NCR paper and distributes them to agencies before the end of the prior month. Agencies are responsible for distributing timesheets to employees by the first working day of each month. Agencies may require that the employee turn in one copy with a combination of actual hours and estimates prior to preliminary run 1. The employee then submits a second copy with actual hours for the whole month prior to preliminary run 2.

Timesheets will not reflect job status changes processed after final payroll run 1 for the prior month.

Employees must complete a separate timesheet for each concurrent job.

Agency payroll offices will need blank timesheets for the following situations:

- New hires that were not yet in the PPDB when timesheets printed
- Mid-month job changes that were not scheduled when timesheets printed

Under OAM 45.07.00 Time Record Approval:

- State employees are expected to give accurate and timely reporting of time;
- Supervisors are expected to review all time reported for accuracy and appropriateness;
- The employee's and the supervisor's signatures on the timesheet verify the accuracy of the time entered;

- Any changes made to the time must be done in consultation with the supervisor and employee;
- Even if the employee does not submit a timesheet, the state is required to pay the employee every 35 days.

OSPA maintains time records for the current and three prior months.

OSPA SCREEN INTERACTIONS

Affected By

Forecast – For FLSA exempt (and, potentially, salaried) employees, OSPA will forecast the hours the employees are expected to work when you access the P003. OSPA uses the employee's full or part-time status and percent on the P030 and the employee's work schedule on the P020 to make the forecast. It will use the forecasted hours to edit the hours you enter.

OSPA also forecasts the employee's time during preliminary run 1. If you have not entered time for the employee prior to final run 1, OSPA will use the forecast to generate the payment for the employee. If you have entered the employee's time prior to final run 1, OSPA will not forecast time for that employee.

P001 Payroll Time Capture -- Establish Session Default Values – establishes the agency and pay period for the time entered on the P003 Time Capture.

P020 Work Schedule Data – Before you can enter time for an employee, that employee must have a current work schedule on the P020. OSPA uses the work schedule to forecast time for FLSA exempt and salaried employees and to perform edits against the time entered.

If you change the employee's work schedule after the employee's time has been entered for the applicable pay period, you must delete the employee's time and re-enter it. When you re-enter the time, OSPA will forecast and edit the time against the new work schedule.

P030 Job Status Data – Before you can enter time for an employee, a staff member must enter job status information and employee demographics in the PPDB. The P030 displays job status information from the PPDB, including the employee's salary status, full-time/part-time status and percent, up to four labor cost codes, the employee's benefit package, and eligibility for overtime.

If agency personnel enter job changes in the PPDB, there will be separate job segments on the P030 and separate or split P003 Time Capture screens for each job segment that changes an employee's pay or leave eligibility, such as changes in

salary, part-time / full-time status or percent, or a new job number. The P032 Job Status Display lists job segments for an employee.

The TIMESHEET CD on the P030 determines whether the employee will receive a timesheet; and, if so, what type of timesheet.

Payroll Benefit Package Table – The Payroll Benefit Package Table determines the pay codes available to an employee with a specific benefit package. It also defines business rules and controls associated with each pay code. OSPS enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. You may view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

PCHG Work Charge Entry Table – The PCHG allows agency staff members to store frequently used work charge / labor cost coding. They assign a unique 4-digit, alphanumeric code to each entry and use this code to retrieve the full coding on the P003. This provides the opportunity to save keystrokes and ensure consistency and accuracy.

Directly Affects

P002 Time Capture – an inquiry only screen that displays the time entered on the P003

P430 and P435 Employee Leave Data – The P430 summarizes the employee's leave balances. The P435 displays the entries made to the employee's leave after the last leave accrual. Leave entered on the P003 Time Capture immediately updates both the P430 and P435.

Indirectly Affects

P090 YTD Wages, Taxes, and Retirement – summarizes the employee's earnings, taxes and retirement contributions for a designated calendar year. OSPA updates it after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – summarizes the employee's earnings, taxes and retirement contributions for a designated calendar year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff. These screens reflect changes made since the last final payroll run.

P190 Payroll Register Data – displays net pay amount for up to three months. OSPA updates it after each final payroll run.

P191 Register Summary -- Shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.

P192 Register Listing -- Displays the payroll register detail for a designated employee, pay period and payroll run. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The screen displays data from an on-line calculation. It reflects entries made since the last final payroll run.

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, Update

REVISION HISTORY

Date	Rev. No.	Modification
06/05/06	1.0	Original
10/06/06	1.1	Add TC51 and TC65 to message codes
10/31/06	1.2	Clarify GAP entry for field R
11/02/07	1.3	WR# 3147, add edit for maximum holiday hours
05/29/08	1.4	WR# 2884, P191 & P192; WR# 3305, add cont: Y edit
08/19/08	1.5	WR# 3147, add Hrs HO field
07/01/09	1.6	Add X FLSA CD