

P004

Time Capture

SCREEN PURPOSE

Employees use the On-line Daily Time module in OSPA to enter their time directly into the application, rather than completing a paper timesheet. Their supervisors can also approve their time on-line.

The screens, which are employee, agency, concurrent job, and pay period specific, include:

- P005 Payroll Time Capture -- Employee Entry Menu
- P004 Time Capture
- P006 Payroll Time Capture – Supervisor Entry Menu
- P007 Payroll Time Capture – Entered Pay Types by Day – Summary
- PSEC OSPS – Time Entry Security Table
- P009

Employees use the P004 Time Capture to enter their time on a daily basis. The screen summarizes the employee's time by pay type and work charge code for a given day.

ALSO KNOWN AS

PREREQUISITES, IF ANY

P005 Payroll Time Capture – Employee Entry Menu – The employee must establish a PIN on the P005 prior to entering time on the P004. The P005 also provides access to the P004; the employee cannot go directly to the P004.

P020 Work Schedule Data – Each employee must have a current work schedule on the P020 Work Schedule Data. OSPA uses the work schedule to forecast the time for salaried and FLSA exempt employees and to perform edits for the time entered.

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.

SCREEN ACCESS KEY SEQUENCE

The employee will access the P004 through the P005 Payroll Time Capture – Employee Entry Menu. The employee cannot go directly to the P004.

To access the P005:

- a. On the DAS mainframe menu, type E23, press [ENTER]
- b. Press [PAUSE] to clear the screen.
- c. Type P005 and press [ENTER].

On the P005:

- a. Enter values in the following fields:
 - o SSN/EMPLOYEE ID
 - o PIN
 - o AGENCY
 - o CCJ
 - o PAY PERIOD MONTH
 - o TIME SHEET DAY
- b. Press [ENTER].

SSN: social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or EMPLOYEE ID is required.

EMPLOYEE ID: OR#####. Either the SSN or EMPLOYEE ID is required.

PIN: employee assigned personal identification number that, combined with the SSN, serves as the employee's electronic signature, #####. Required.

AGENCY: OSPA agency number, #####. Required.

CCJ: concurrent job number, #, 1-9. Optional. The records on the P005 and P004 are concurrent job specific. If you do not enter a number, OSPA will default to 1.

PAY PERIOD MONTH: MM / YY. Optional. OSPA will default to the current calendar month. OSPA maintains time records for the current and three prior months. Employees may only access unlocked records.

TIME SHEET DAY: day of the month for which the employee will enter time on the P004. Optional. Initially, OSPA will default to the current date. When you press [ENTER] on the P004, OSPA will return to the P005 and advance to the next day. See Notes, TIMESHEET DAY on the P005.

SCREEN ELEMENTS

(A) P004	(B) 999999999,1,01	(C) 99000	(D)	(E)	(I)	(F) Batch # 000	(G) PROD
(H) Name EMPLOYEE, TA eid 999999999	(K) 8.00	(L) LWOP 0.00	(M) Other .00	F/T Hours 168.00	WCD days 01	(J) TC83 ENTERED TIME	(O)
LN Type Hours Work Charge	Override		Err	(N) Session Defaults *			
1 VA 8.00	GNT420000000	X 123456789012 X		Agency 99000	(P)		
2	(R)	(S)	(T)	T/S 0404XX/0404XX	(Q)		
3				Period End 0430XX	(V)		
4							
5							
6							
7							
8							
9							
10							
11				(W) CREW 999 POS 3599903	(X)		
12				(Y) WS BA7 BASIS S O/T YN			
13				(Z) Forecast 8.0			
14				(AA) Hrs HO 8.0 F/T 184.0	(BB)		
15				(CC) Max Hours 8.0			
16							
17							
18							
GL	8.00-MP	2.00-PB	2.75 SL 122.80 VA	74.11	(DD)	(EE) Hol O Ben CO	(FF)

Legend

No.	Description
A	Screen designation. Protected.
B	SSN or Employee ID from the P005 Payroll Time Capture – Employee Entry Menu. Protected.
C	CCJ from the P005 Payroll Time Capture – Employee Entry Menu. Protected.
D	PAGE from the P005 Payroll Time Capture – Employee Entry Menu. Not used on this screen. Protected.
E	AGENCY from the P005 Payroll Time Capture – Employee Entry Menu. Protected.

No.	Description
F	Not used on this screen.
G	<p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> ▪ FORS = Special region for Department of Forestry and OSPS training ▪ PEBB = Special region for PEBB.benefits interface testing ▪ PROD = Production region ▪ STST = Special region for programmers to test application changes ▪ TEST = Special region for OSPS to test application changes
H	Employee's name from the P030 Job Status Data. Protected.
I	EMPLOYEE ID from the P030 Job Status Data. Protected.
J	Application message area that applies to the entire screen. Protected. See Screen Message Codes.
K	<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 most salaried employees (see Notes, Exception Reporting), 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>
L	Must total the HOURS entered with LWOP pay codes (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2) in the TYPE field
M	Must total 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.

No.	Description
N	<p>OSPA calculated for FLSA exempt and most salaried employees. . A person working full-time with the employee’s work schedule would work these hours 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>
O	<p>Number of days to report for workers’ compensation tax. As of 1/1/95, OSPA calculates the Workers Benefit Fund Assessment with hours worked and ignores this field.</p>
P	<p>Employee’s PERS AGENCY from the P030 Job Status Data, #####. Protected.</p>
Q	<p>Timesheet start / end dates. For ODT, both dates will be the TIMESHEET DAY from the P005. Protected.</p>
R	<p>LN – enter a separate line for each different pay code and WORK CHARGE or OVERRIDE combination. Protected.</p> <p>TYPE – pay code from the PTB2 Payroll Benefit Package Table for the employee’s benefit package. See Appendix B.</p> <p>HOURS – hours for this pay or leave type and labor cost numbers, ###.##. 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>

No.	Description
S	<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 alphanumeric characters for entering specific codes and grant and/or project numbers:</p> <ul style="list-style-type: none"> ▪ 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 P004 ▪ 4-digit CODE to bring in coding from the PCHG table for either the WORK CHARGE (for a grant and/or project) or the OVERRIDE field (PCA and/or index) <p>The second field has one alpha character. With an X in this field, OSPA will not verify the numbers against the project / grant table. This field is not visible on the screen; [TAB] to find it.</p>
T	<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 against the PCA / index table. This field is not visible on the screen; [TAB] to find it.</p>
U	<p>4-character, alphanumeric code for an application message that applies to the specific LN. Protected. See Screen Message Codes.</p>
V	<p>OSPA calculated, based upon the PAY PERIOD MONTH from the P005 Payroll Time Capture – Employee Entry Menu. Protected.</p>
W	<p>CREW-UNIT from the P030 Job Status Data. Protected.</p>
X	<p>POS from the P030 Job Status Data. Protected.</p>

No.	Description
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. Possible values include:</p> <ul style="list-style-type: none"> ▪ D = daily ▪ H = hourly ▪ P = partial salary (part-time salaried) ▪ S = salaried ▪ U = undefined <p>OT = O-T/FLSA CD from the P030 Job Status Data. If O-T = Y, the employee is eligible for overtime. Possible values for the FLSA CD include:</p> <ul style="list-style-type: none"> ▪ E = exempt ▪ N = non-exempt) ▪ X = Legislative Branch, exempt under ORS 240.200
Z	<p>Number of hours this employee would normally work on this day. Based upon the employee's work schedule on the P020 Work Schedule Data and PT/FT CD/PCT on the P030 Job Status Data. Protected.</p>
AA	<p>Maximum number of holiday hours available for a full-time employee for the month</p>
BB	<p>Number of hours a full-time employee with this work schedule would normally work during the pay period. Protected.</p>
CC	<p>Maximum number of hours an employee with this job status, full-time percent, work schedule, and job segment would normally work on this day. Protected.</p>
DD	<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>
EE	<p>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>

No.	Description
FF	BENEFIT PKG CD from the P030 Job Status Data. Determined by the employee's representation code. It determines the pay codes the employee may use to record time. Protected. See Appendix H.

NOTES

Concurrent Jobs – Employees who have more than one concurrent job must maintain separate time records for each concurrent job. There will be a separate P005 and P004 for each concurrent job. Change the CCJ field on the P005 to access each one.

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].

Exception reporting – FLSA exempt employees are not legally required to keep detailed records of their time worked. They only need to enter any paid leave or unpaid absence from work to ensure the accuracy of the leave accrual records and their pay.

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 PPDB PBAP Agency Table – Payroll (PAYROLL REPORT OPTIONS E, E = FLSA exempt only, S = all salaried employees). See Screen Description, PBAP.

Employees who have exception reporting only need to record variances to the forecast on the P004. They do not need to enter or verify time on the other days of the month. If they have any LWOP, they should enter their leave prior to run 1 to prevent an overpayment. Otherwise, they will be paid from payroll run 1 based upon the forecast. Then, after run 1 and before run 2, they will enter any leave taken by selecting and entering leave for the applicable TIMESHEET DAYS.

For employees using exception reporting, the agency payroll staff members will need to watch for employees who fall into a LWOP status to prevent overpayments.

Hourly employees –OSPA does not forecast time for hourly employees. They receive pay on the lag, rather than anticipatory, basis, which means they receive pay for actual hours worked. They will need to enter total reg, lwop, other, and f/t hours, as well as the time and leave.

Hours Less Than Forecasted for Salaried Employees – When salaried employees work less than the forecast and have employment for the entire month, they must record the additional hours with an available leave type.

Locking – Prior to payroll run 2 final, an approving manager will review and approve or lock the employee’s time on the P006 Payroll Time Capture – Supervisor Entry Menu. Once locked, the employee cannot access or change the time for the pay period.

Managers who approve time, agency payroll staff members, and OSPS may unlock time, if it needs to be changed. Approving managers can unlock time up to the close of business on the day OSPA processes run 2 final for the month.

Saving Time Entered – When you have completed entering the time for the specific day, press [ENTER]. OSPA will return to the P005 Payroll Time Capture – Employee Entry Menu. The TIMESHEET DAY will default to the next day. Press [ENTER] to return to the P004 to enter the next day’s time.

TIMESHEET DAY on the P005 – You can designate the date for which you will enter time in three ways:

- Change the TIMESHEET DAY
- Type X on the line to left of the date in the *** DAILY ENTRY TOTALS ***
- With your PC mouse, click on the date on the *** DAILY ENTRY TOTALS ***

SCREEN MESSAGE CODES

Code	Message with Code	Description
TC35	INV W/S	Invalid work schedule.
TC37	NO VAL BEN RC	The benefit package code in the employee record is not valid.
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 exceed the maximum forecasted regular hours by more than 32 hours (error does not apply when forecasted regular hours = 0).

OSPA Reference Manual

Screens

P004

Code	Message with Code	Description
TC44	POST ERROR 2	The total of regular hours and LWOP hours exceeds the full-time regular actual hours.
TC45	EXC MAX HRS	Time entered exceeds the maximum hours for this field.
TC47	____ > MAX	The hours entered exceed the maximum allowed for overtime pay types (e.g. CT > MAX)
TC50		The pay type entered is not a timesheet pay type (TIM SHT = N on the PTB2).
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.
TC60	INELIGIBLE FOR LEAVE	The 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
TC67	WORK CHARGE CODE IS REQUIRED	If agency equals 63500, a 'PJT' or 'PTJ' work charge code must exist
TC75		Grant Number is invalid
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 employee or by the forecast. If the hours are correct, press [ENTER].
TC90	SECURITY ERROR	Access not permitted to screen or data
TC91	TRANSACTION COMPLETE	The transaction has come to a normal conclusion.

Code	Message with Code	Description
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	You tried to access the P004 without going through the P005.
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, make a screen print of the error, and fax to OSPS who will fax it to a programmer.

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

OSPA REASONABILITY EDITS

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).

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 P004.

The employee may not use accrued sick or vacation leave in the month in which it 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, TYPE must have LV TYPE U or P on the PTB2.

If TYPE entered on the P004 has LV TYPE = A on the PTB2, CUR ACCRUAL BALANCE on the P430 must be ≥ HOURS entered on the P004.

If the TYPE entered on the P004 has WAIT >00 on the PTB1, the number of months between the employee's RECOG SVC DT on the P030 and the current pay period ending date must be ≥ 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.

Total HOURS with TYPES having OT = B or N on the PTB2 must be ≤ 24.

Total HOURS with TYPES having OT = O on the PTB2 must be ≤ 20.

Total HOURS with TYPES having OT = D or P on the PTB2 must be ≤ 72.

The time may not be changed after it is locked (VERIFY TIME?: L) on the P006 Payroll Time Capture – Supervisor Entry Menu.

Locked time may be unlocked (VERIFY TIME?: U) on the P006 Payroll Time Capture – Supervisor Entry Menu until final run 2 for the affected pay period.

SUPPORTING DOCUMENTATION

OAM 45.07.00 Time Record Approval – In summary, the OAM establishes that:

- State employees are expected to give accurate and timely reporting of time and attendance
- Supervisors are expected to review all time reported for accuracy and appropriateness;
- The employee and supervisor's SSN and PIN serve as an electronic signature to verify the timesheet's accuracy;
- Even if employees do not submit a timesheet, the state is required to pay them every 35 days.

The P005 Payroll Time Capture – Employee Entry Menu and P004 Time Capture meet the Fair Labor Standards Act (FLSA) requirements for maintaining a record of actual hours worked.

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

OSPA SCREEN INTERACTIONS

Affected By

Forecast – For FLSA exempt (and most salaried employees), OSPA will forecast the hours the employees would normally work when they access the P004. 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 forecast the employee's time. It will use the forecasted hours to edit the hours entered for the month.

OSPA also forecasts employees' time during preliminary run 1. If they have not entered time prior to final run 1, OSPA will use the forecast to generate the payment for them. If the employee has only entered leave hours for the month, OSPA will use the employee's work schedule and forecast the time worked for the "untouched" (have not been accessed) days of the month. If the employee has entered time for the entire month prior to forecast, OSPA will not overwrite the hours entered.

P005 Payroll Time Capture – Employee Entry Menu – The P005 provides access to the P004 – the employee cannot go directly to the P004.

P006 Payroll Time Capture – Supervisor Entry Menu – The supervisor approves the employee's time and attendance on the P006. The employee does not have access to the P004 for that pay period after the supervisor has locked the time.

P020 Work Schedule Data – Before an employee can enter time, that employee must have a current work schedule on the P020. OSPA uses the work schedule to forecast time for FLSA exempt, and potentially, salaried employees and to perform edits against the time entered. If agency payroll changes the employee's work schedule after the employee has entered time, the employee must delete and re-enter the time.

P030 Job Status Data – Before an employee can enter time, a staff member must enter job status information and employee demographics in the PPDB. The P030 displays job status information from the PPDB.

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. OSPA 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 P004. This provides the opportunity to save keystrokes and ensure consistency and accuracy.

PSEC Time Entry Security Table – Agency payroll staff must enter the employee on the PSEC to give the employee access to the P004.

Directly Affects

P005 Payroll Time Capture – Employee Entry Menu – The P005 summarizes the time entered on the P004 for the pay period.

P006 Payroll Time Capture – Supervisor Entry Menu – The P006 summarizes the time entered on the P004 for the pay period. The supervisor approves the employee's time on the P006.

P007 Time Capture – Entered Pay Types by Day -- Summary – The P007 is an inquiry only screen that summarizes the time entered on the P004 Time Capture for a pay period.

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 since the last leave accrual. Leave entered on the P004 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 tax year. OSPA updates the P090 after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – summarizes the employee’s earnings, taxes and retirement contributions for a designated tax year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff.

P190 Payroll Register Data – displays the employee’s net pay 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 – an on-line calculation that summarizes entries made since the last final payroll run.

CATEGORY / SCREEN CLASSIFICATION

Time capture module, On-line Daily Time, Update

REVISION HISTORY

Date	Rev. No.	Modification
06/16/06	1.0	Original
10/31/06	1.1	Clarify GAP entry in field R
11/02/07	1.2	WR# 3147, add edit for maximum holiday hours
07/17/08	1.3	WR# 3308, add G, W, X, AA, EE, and FF fields
07/01/09	1.4	Add X FLSA CD