

ON-LINE DAILY TIME, APPROVING TIME

PURPOSE

This guide describes the generic steps for locking (approving) and unlocking an employee's time in On-line Daily Time (ODT).

Employees use the P005 Payroll Time Capture -- Employee Entry Menu and P004 Time Capture screens to enter their time directly into OSPA. They do not complete paper timesheets. Their supervisors approve (lock) employees' time on-line with the P006 Payroll Time Capture – Supervisor Entry Menu screen.

PREREQUISITES

P004 Time Capture – Each employee using ODT will enter time and attendance on the P004 screen. See the OSPA Reference Manual, Entry Guides, On-line Daily Time, Entering Time.

P005 Payroll Time Capture -- Employee Entry Menu – Both supervisors and employees establish a PIN on the P005 screen. The PIN gives them access to the ODT screens. With the employee's SSN, it becomes an electronic signature and attests to the accuracy of the time and leave entered. See the OSPA Reference Manual, Entry Guides, On-line Daily Time, PIN.

P020 Work Schedule Data – The employee must have a current work schedule on the P020 Work Schedule Data screen to enter time in ODT.

P030 Job Status Data – The employee must have a current record in the PPDB before entering time. The payroll related information from the PPDB displays on the P030 Job Status Data screen in OSPA.

PSEC Time Entry Security Table – Agency payroll give the employee access to ODT on the PSEC screen. See the OSPA Reference Manual, Screen Descriptions, PSEC.

ENTRIES

This section includes instructions on the following:

- Approve time
- Unlock time

Action	More
<p>4. The cursor will be in the upper left corner of the screen. Type P006, your SSN or Employee ID, agency, RDC (P006,OR#####,#####,#####).</p>	<p>If you enter SSN, do not enter the hyphens.</p> <p>See Notes, P006 Fields, RDC below.</p>
<p>p006 OR#####,#####,#####</p>	<p>During this step, OSPA will verify that you are on the PSEC as an approving manager.</p>
<p>5. Press [ENTER]. OSPA will display the P006 screen.</p>	
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID _____ AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? _ SUPV RDC ##### SUPV PIN </pre>	<p>PAY PERIOD MONTH will default to the current month and year.</p> <p>The cursor will be in the SUPV PIN field.</p>
<p>6a. If you wish to review time for all of the employees with the same RDC:</p> <ul style="list-style-type: none"> ▪ Confirm that the RDC and SUPV RDC are the same and that the AGY, RDC and SUPV RDC are yours. ▪ PAY PERIOD MONTH will default to the current month. Change to the prior month – MM / YY. ▪ Type your SUPV PIN. ▪ Press [ENTER]. OSPA will display the time for the employee with the lowest SSN within the RDC. <p>6b. If you wish to review time for a specific employee:</p> <ul style="list-style-type: none"> ▪ Type the employee's SSN or EMPLOYEE ID. ▪ Confirm that the AGY/CCJ/RDC and SUPV RDC are correct. ▪ PAY PERIOD MONTH will default to the current month. Change to the prior month – MM / YY. ▪ Type the SUPV PIN. ▪ Press [ENTER]. OSPA will display that employee's time record. 	<p>See Notes, PIN and P006 Fields, RDC below.</p> <p>If an employee has more than one job with the agency (concurrent jobs, CCJ), there will be a separate time record for each job. See Notes, Concurrent Jobs below.</p>

Action	More
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? DAY/01 DAY/09 DAY/19 HO 8.00 LO 8.00 RG 8.00 HP 8.00 DAY/10 DAY/22 DAY/02 RG 8.00 RG 8.00 RG 5.00 DAY/11 DAY/23 SL 3.00 RG 8.00 RG 8.00 DAY/03 DAY/12 DAY/24 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 RG 8.00 RG 8.00 RG 8.00 STA 4.00 DAY/17 DAY/29 DAY/08 RG 8.00 RG 8.00 RG 8.00 DAY/18 DAY/30 SDE 8.00 RG 8.00 RG 8.00 SUPV RDC ##### SUPV PIN HO 8.00 HP 8.00 RG 157.00 SL 3.00 STA 4.00 SDE 8.00 LO 8.00 CREW ##### POS 0321109 WS AA7 Y080917 BASIS S REG 168.00 O/T NE OTH 20.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	<p>Left side = pay types entered for each day. Right side = summary. See Notes, P006 Fields, Partial Hours Worked, and Pay Types below.</p> <p>Notice Y080917 in the lower right corner. Y = the employee's time is unlocked. The YYMMDD = the date the employee last updated time.</p>

7. The cursor will be in the VERIFY TIME? field. Review the time displayed and type one of the following in VERIFY TIME?
 - B to bypass this employee's time
 - L to lock or approve this employee's time

<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? 1 DAY/01 DAY/09 DAY/19 HO 8.00 LO 8.00 RG 8.00 HP 8.00 DAY/10 DAY/22 DAY/02 RG 8.00 RG 8.00 RG 5.00 DAY/11 DAY/23 SL 3.00 RG 8.00 RG 8.00 DAY/03 DAY/12 DAY/24 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 RG 8.00 RG 8.00 RG 8.00 STA 4.00 DAY/17 DAY/29 DAY/08 RG 8.00 RG 8.00 RG 8.00 DAY/18 DAY/30 SDE 8.00 RG 8.00 RG 8.00 SUPV RDC ##### SUPV PIN HO 8.00 HP 8.00 RG 157.00 SL 3.00 STA 4.00 SDE 8.00 LO 8.00 CREW ##### POS 0321109 WS AA7 Y080917 BASIS S REG 168.00 O/T NE OTH 20.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	
--	--

8. Press [ENTER]. If you approved the time, watch for the message "OR##### LOCKED."

Action	More
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME END OF SSN SECURITY TBL AGY/CCJ/RDC ##### 1 ##### OR##### LOCKED PAY PERIOD MONTH 09 / 08 VERIFY TIME? SUPV RDC ##### SUPV PIN DAY/01 DAY/09 DAY/19 HO 8.00 HO 8.00 LO 8.00 RG 8.00 HP 8.00 HP 8.00 DAY/10 DAY/22 RG 157.00 DAY/02 RG 8.00 RG 8.00 SL 3.00 RG 5.00 DAY/11 DAY/23 STA 4.00 SL 3.00 RG 8.00 RG 8.00 SDE 8.00 DAY/03 DAY/12 DAY/24 LO 8.00 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 CREW ##### RG 8.00 RG 8.00 RG 8.00 POS 0321109 STA 4.00 DAY/17 DAY/29 WS AA7 L DAY/08 RG 8.00 RG 8.00 BASIS S REG 168.00 RG 8.00 DAY/18 DAY/30 O/T NE OTH 20.00 SDE 8.00 RG 8.00 RG 8.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	
<p>9a. If you allowed OSPA to default to the employee with the same RDC and lowest SSN, OSPA will display the next employee with the same RDC. When you reach the end of the group of employees, OSPA will display the message "OSPS NOT AVAILABLE."</p> <p>9b. If you entered a specific SSN or Employee ID, type a new SSN or ID to view another employee's time.</p>	
<p>10. When you are finished approving time, press [PAUSE] to clear the screen.</p>	
<p>11. On the clear screen, in the upper left corner, type off.</p>	
<pre>off</pre>	
<p>12. Press [ENTER]. OSPA will return to the mainframe menu.</p>	

Action	More
<pre> Department of Administrative Services Oregon State Data Center TSC Help Desk SDC ServiceDesk 503 378-2135 503 373-1000 7am - 11pm 11pm - 7am E1 - ROSCOE E24 - SFMSTRN E31 - CICSTSRI E8 - SWITCH E25 - SFMSACPT H2 - GCICS E15 - PEBBCICS E26 - SFMSTEST H3 - DHR TSO E18 - CICSSPR E27 - CASPOOL L3 - AIRS PROD E19 - TSO E28 - SFMSUNIT L6 - AIRS TEST E21 - DASCICST D28 - OSPSTRNG M2 - PPDS E23 - DASCICSP E29 - DASACPT T8 - ODOT-MENU E30 - SFMSOPRD THIS MENU IS SUBJECT TO CHANGE Your IP Address: ###.###.###.## Netname: AA##A### </pre>	
<p>13. Terminate your mainframe session. Because agencies have different ways of accessing the DAS mainframe, your process may vary. Contact your agency's IT staff.</p>	

UNLOCK TIME

Once a supervisor has approved or locked an employee's time, the employee cannot access the record.

If the employee needs to change the time, the employee's manager or agency payroll can unlock the record until final run 2 of the pay period. After that, work with your agency's payroll office to correct the employee's time.

Action	More
<p>1. To access the P006 Payroll Time Capture – Supervisor Entry Menu screen, start on the DAS mainframe menu. The blinking cursor will be below the menu. At the cursor's default location, type E23.</p>	<p>Agencies have different ways of accessing the DAS mainframe. Contact your agency's IT staff.</p>

Action	More
<p>p006 OR##### ,##### ,#####</p>	<p>During this step, OSPA will verify that you are on the PSEC with supervisor status.</p>
<p>5. Press [ENTER]. OSPA will display the P006 screen.</p> <pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID _____ AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? - SUPV RDC ##### SUPV PIN </pre>	<p>PAY PERIOD MONTH will default to the current month and year.</p> <p>The cursor will be in the SUPV PIN field.</p>
<p>6. To retrieve the time you wish to unlock:</p> <ul style="list-style-type: none"> ▪ Type the employee's SSN or EMPLOYEE ID. ▪ Confirm that the AGY/CCJ/RDC and SUPV RDC are correct. ▪ PAY PERIOD MONTH will default to the current month. Change to the prior month – MM / YY. ▪ Type your SUPV PIN. ▪ Press [ENTER]. OSPA will display that employee's time record. 	<p>See Notes, P006 Fields, RDC and PIN below</p>
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? - SUPV RDC ##### SUPV PIN DAY/01 DAY/09 DAY/19 HO 8.00 LO 8.00 RG 8.00 HO 8.00 HP 8.00 DAY/10 DAY/22 HP 8.00 RG 8.00 RG 8.00 RG 8.00 RG 157.00 SL 3.00 DAY/11 DAY/23 SL 3.00 RG 5.00 RG 8.00 RG 8.00 STA 4.00 DAY/02 DAY/12 DAY/24 SDE 8.00 SL 3.00 RG 8.00 RG 8.00 LO 8.00 RG 8.00 DAY/03 DAY/13 RG 8.00 RG 8.00 DAY/04 DAY/14 RG 8.00 DAY/03 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/04 DAY/16 DAY/26 CREW ##### RG 8.00 DAY/06 DAY/27 POS 0321109 STA 4.00 DAY/17 DAY/28 WS AA7 L080917 DAY/05 DAY/18 DAY/29 BASIS S REG 168.00 RG 8.00 DAY/07 DAY/30 O/T NE OTH 20.00 SDE 8.00 RG 8.00 RG 8.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	<p>Notice L080917 – the L = the time is locked. YYMMDD = date employee last updated time.</p>
<p>7. The cursor will be in the VERIFY TIME? field. Make sure that you have the correct time record and type u in VERIFY TIME? Press [ENTER].</p>	

Action	More
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? u SUPV RDC 1406 SUPV PIN DAY/01 DAY/09 DAY/19 HO 8.00 HO 8.00 LO 8.00 RG 8.00 HP 8.00 HP 8.00 DAY/10 DAY/22 RG 157.00 DAY/02 RG 8.00 RG 8.00 SL 3.00 RG 5.00 DAY/11 DAY/23 STA 4.00 SL 3.00 RG 8.00 RG 8.00 SDE 8.00 DAY/03 DAY/12 DAY/24 LO 8.00 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 CREW 1406 RG 8.00 RG 8.00 RG 8.00 POS 0321109 STA 4.00 DAY/17 DAY/29 WS AA7 L080917 DAY/08 RG 8.00 RG 8.00 BASIS S REG 168.00 RG 8.00 DAY/18 DAY/30 O/T NE OTH 20.00 SDE 8.00 RG 8.00 RG 8.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	

8. Again, type u in VERIFY TIME? and press [ENTER].

<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? u SUPV RDC ##### SUPV PIN DAY/01 DAY/09 DAY/19 HO 8.00 HO 8.00 LO 8.00 RG 8.00 HP 8.00 HP 8.00 DAY/10 DAY/22 RG 157.00 DAY/02 RG 8.00 RG 8.00 SL 3.00 RG 5.00 DAY/11 DAY/23 STA 4.00 SL 3.00 RG 8.00 RG 8.00 SDE 8.00 DAY/03 DAY/12 DAY/24 LO 8.00 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 CREW #### RG 8.00 RG 8.00 RG 8.00 POS 0321109 STA 4.00 DAY/17 DAY/29 WS AA7 L080917 DAY/08 RG 8.00 RG 8.00 BASIS S REG 168.00 RG 8.00 DAY/18 DAY/30 O/T NE OTH 20.00 SDE 8.00 RG 8.00 RG 8.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	
---	--

Action	More
<pre> P006 PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU SSN/EMPLOYEE ID OR##### LASTNAME, FIRSTNAME AGY/CCJ/RDC ##### 1 ##### PAY PERIOD MONTH 09 / 08 VERIFY TIME? SUPV RDC ##### SUPV PIN DAY/01 DAY/09 DAY/19 HO 8.00 LO 8.00 RG 8.00 HP 8.00 DAY/10 DAY/22 DAY/02 RG 8.00 RG 8.00 RG 5.00 DAY/11 DAY/23 SL 3.00 RG 8.00 RG 8.00 DAY/03 DAY/12 DAY/24 RG 8.00 RG 8.00 RG 8.00 DAY/04 DAY/15 DAY/25 RG 8.00 RG 8.00 RG 8.00 DAY/05 DAY/16 DAY/26 RG 8.00 RG 8.00 RG 8.00 STA 4.00 DAY/17 DAY/29 DAY/08 RG 8.00 RG 8.00 RG 8.00 DAY/18 DAY/30 SDE 8.00 RG 8.00 RG 8.00 CREW ##### POS 0321109 WS AA7 Y080917 BASIS S REG 168.00 O/T NE OTH 20.00 HOL O LWP 8.00 BEN CO FOR 176.00 </pre>	<p>L080917 changes to Y080917. Y = the employee may enter or change time.</p>
<p>9. When you are finished, press [PAUSE] to clear the screen.</p>	
<p>10. On the clear screen, in the upper left corner, type off.</p> <pre>off</pre>	
<p>11. Press [ENTER]. OSPA will return to the mainframe menu.</p>	

Action	More
<pre> Department of Administrative Services Oregon State Data Center TSC Help Desk SDC ServiceDesk 503 378-2135 503 373-1000 7am - 11pm 11pm - 7am E1 - ROSCOE E24 - SFMSTRN E31 - CICSTSRI E8 - SWITCH E25 - SFMSACPT H2 - GCICS E15 - PEBBCICS E26 - SFMSTEST H3 - DHR TSO E18 - CICSSPR E27 - CASPOOL L3 - AIRS PROD E19 - TSO E28 - SFMSUNIT L6 - AIRS TEST E21 - DASCICST D28 - OSPSTRNG M2 - PPDS E23 - DASCICSP E29 - DASACPT T8 - ODOT-MENU E30 - SFMSOPRD THIS MENU IS SUBJECT TO CHANGE Your IP Address: ###.###.###.## Netname: AA##A### </pre>	
<p>12. Terminate your mainframe session. Because agencies have different ways of accessing the DAS mainframe, your process may vary. Contact your agency's IT staff.</p>	

NOTES

Concurrent Jobs – Employees who have more than one job in the agency (concurrent jobs) must record their time separately for each job. There will be separate P005 and P004 screens for each concurrent job.

When you retrieve a record for an employee, OSPA will default to CCJ #1. To view the time records for the additional concurrent job(s):

- Enter the employee's SSN / EMPLOYEE ID, AGY and RDC
- Change the CCJ to 2
- Press [ENTER]

Hourly employees –OSPA does not forecast time for hourly employees. They receive pay on the lag basis for actual hours worked. Typically, they enter the actual time they have worked prior to the agency cut-off for payroll run 1 (see payroll runs below). Then, after the end of the month and prior to run 2, they enter the rest of their hours for the month. Wait and lock their time after they have entered their time for the full month.

Leave – The employee's benefit package determines when s/he is eligible to use accrued leave. Employees who are new to state service and still on trial service cannot use personal business or vacation leave while they are on trial service. Employees can not use more accrued leave than they have or use leave in the same month that it accrues (with the exception of accrued compensatory time, which the employee may use in the same month s/he accrues it).

P006 FIELDS

This section includes a selected list of fields to use in reviewing the employee's time. For a complete list of the fields, see the OSPA Reference Manual, Screen Descriptions, P006.

FOR – For FLSA exempt (and, potentially, salaried employees), OSPA will use the employee's work schedule code on the P020 Work Schedule Data screen and the PT-FT CD / PCT on the P030 Job Status Data screen to forecast the employee's hours for the month. When the employee enters time, s/he can accept the forecast or change it, depending upon the actual hours worked.

When salaried employees work less than the forecast and have employment for the entire month, they must record the additional hours as leave.

Full-time employees who:

- Work more than the forecast
- Are overtime eligible (O-T = Y on the P030 screen)
- Are FLSA non-exempt (FLSA CD = N on the P030 screen)

Should record their additional time as overtime (OT) or accrued compensatory time (CTA)

Full-time employees who:

- Work more than the forecast
- Are overtime eligible (O-T = Y on the P030 screen)
- Are FLSA exempt (FLSA CD = Y or X on the P030 screen)

Should record their overtime as straight time accrued (STA)

Part-time and/or job-share employees who work more than their regular schedule:

- Should record their additional time as unscheduled straight time (UST) until the total number of hours recorded equal the full-time equivalent for the employee's work schedule
- They should record any time that exceeds the full-time equivalent as OT or CTA

See the OSPA Reference Manual, Introduction, Introduction to Payroll.

LWP – There will be a number in this field if the employee has entered LWOP on the P004 screen. For salaried employees, REG + LWP = FOR

OTH – There will be a number in this field if the employee has entered "other" time, such as overtime, compensatory time accrued, differentials or premium pay. See Notes, Pay Types below.

RDC – Each employee on ODT will have an RDC on the PSEC OSPS – Time Entry Security Table screen.

You will have security to approve time for employees who have the same RDC as you. OSPA will edit the employee's RDC against the SUPV RDC you enter on the P006 screen.

Approving managers may have more than one RDC on the PSEC screen. If you are a back-up approver for a second RDC, re-log on to the P006 screen with the different SUPV RDC.

REG – Regular time includes pay types that do not affect the employee’s normal pay, such as time worked, excluding overtime, and any paid leave. For salaried employees, REG + LWP = FOR.

Partial Hours Worked – When the employee works less than or more than a full hour, s/he will enter the hours with up to two digits to the right of the decimal. Following is an equivalency chart for portions of an hour worked:

Minutes	Equivalent
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Equivalent
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00

Pay Types – The employee’s benefit package determines the pay types s/he may enter on the P004 screen.

Here are some of the most commonly used pay types and the P006 screen total field (REG, LWP, and OTH) that will include the hours:

Pay Type	Description	REG	LWP	OTH
BLD	Back-up lead worker differential			X
CTA	Compensatory time accrued			X
CTH	Compensatory time for holiday worked			X
CTL	Compensatory time taken	X		
CTS	Compensatory time accrued as straight time			X
GL	Governor's leave	X		
HO	Paid holiday leave	X		
HP	Holiday premium for holiday worked			X
JD	Paid leave for Jury Duty	X		
LE	LWOP, education		X	
LF	LWOP, suspension, disciplinary		X	
LG	LWOP, on-the-job injury		X	
LO	LWOP other		X	
LO2	LWOP, OFLA and FMLA		X	
LS	LWOP, sick		X	
LU	LWOP, unexcused		X	
LV	LWOP, vacation		X	
LX	LWOP, Military		X	
OT	Overtime worked			X
PB	Personal business	X		
PR	Pre-retirement leave	X		
RG	Regular hours worked	X		
SDA	Shift differential, \$1.35 / hr., 24-hr institutions			X
SDE	Shift differential, for hours worked other than day shift			X
SL	Paid sick leave	X		
STA	Straight time accrued, non-management service represented FLSA exempt employees			X
UST	Unscheduled straight time, part-time employees	X		
VA	Paid vacation leave	X		
VF	Management and Executive Service employees with an excess vacation leave account because of furlough obligations in the 2007-09 biennium	X		

See the OSPA Reference Manual, Codes, Pay and Leave Codes for a current list.

Payroll Runs -- OSPA processes payroll twice each month – run 1 and run 2. Run 1, an anticipatory run, normally occurs between the 23rd and the 28th of the month for payment on the 1st of the following month. Run 2, a clean up or perfecting run, normally processes around the 10th of the following month for payment on the 15th of that month.

Each run consists of a preliminary and a final run. The preliminary run produces exception reports, which agency payroll uses to identify and correct errors prior to the final run. The preliminary run does not post to the OSPA databases or produce payments or reports (other than exception reports).

The final run:

- Produces reports and payments
- Posts to the OSPA databases
- Posts labor costs to R*STARS
- Interfaces data to several other computer systems / applications, see the OSPA Reference Manual, Introduction, Introduction to OSPA, Interfaces

The OSPS Processing Calendar, <http://www.das.state.or.us/DAS/SCD/OSPS/processtools.shtml>, includes payroll run deadlines. Your agency may establish earlier deadlines.

PIN – When you log on to ODT for the first time, you establish a four-digit Personal Identification Number (PIN). This number, combined with your SSN, serves as an electronic signature to attest to the accuracy of the time and leave you have entered or approved.

The PIN does not display on any screen. **DO NOT SHARE IT WITH ANYONE.** As long on you are on ODT and do not change it, your PIN will remain the same, even if you change jobs.

For directions on establishing a PIN, changing a PIN, and what to do if you forget your PIN, see the OSPA Reference Manual, Entry Guides, On-line Daily Time, PIN.

Return to First Employee – When you have reached the last employee in your group (screen message = END OF SSN SECURITY TBL) and wish to return to an earlier employee:

- In **VERIFY TIME?** type B
- Space bar through the first character in the **SSN/EMPLOYEE ID** field
- Press [ENTER]
- OSPA will display the employee with the lowest SSN in your group
- If you wish to view / approve time for an employee subsequent to the first employee, continue to bypass until you reach the applicable employee

If you know the employee's SSN or Employee ID, you can enter it in the **SSN/EMPLOYEE ID** field and press [ENTER] to go directly to that employee.

Shift Differential – Represented employees with salary range 22 or below receive a shift differential for each hour or major portion of an hour worked between 6:00 pm and 6:00 am Monday through Friday, and all hours on Saturday and Sunday.

If the shift differential is an hourly rate applied to hours worked, the hours worked will display as RG hours. The shift differential will display on a separate line as SD hours. The RG hours will be included in the REG total. The SD hours will be included in the OTH total.

Undaily – An employee who has SUPV: S on the PSEC OSPS – Time Entry Security Table screen and the same RDC as the employee may remove an employee from On-line Daily Time.

Use the following steps:

- Ensure that the employee has time entered for the last applicable pay period
- Access the P006
- Type X in VERIFY TIME and press [ENTER]
- Type X in VERIFY TIME and press [ENTER]
- Access the PSEC OSPS – Time Entry Security Table screen
- Delete the employee from the PSEC screen. See the OSPA Reference Manual, Screen Descriptions, PSEC.

If the employee is separating from the agency and will no longer be recording time, you can simply delete the employee from the PSEC screen.

TROUBLESHOOTING

SCREEN MESSAGE CODES

Following are some of the screen messages you may encounter on the P006 screen. See the OSPA Reference Manual, Codes, Screen Message Codes for an alphanumeric list.

Code	Message with Code	Description
	AGENCY INVALID FOR ENTRY	Agency number not valid
	AGENCY/RDC INVALID	The approving manager has not signed on with the same agency and RDC number as the employee.
	END OF SSN GROUP	Last SSN has been retrieved for supervisor RDC
	ENTER AGENCY NUMBER	Agency number must be entered
	ENTERED MO/YR INVALID	MO/YR entered is invalid
	NO TIME EXISTS	The PAY PERIOD MONTH \neq the current or prior three pay periods. OSPA only retains the time for the current and prior three months.
	NO VALID SSN SECURITY	When the approving manager signed on to the P006, s/he did not enter SSN or EID, agency, and RDC. OSPA requires all three elements to validate the manager and employees for which s/he can approve time.
	ORIGINAL PIN NOT ENTERED	The PIN entered on the P006 is not the same PIN the manager established on the P005.
	OSPS NOT AVAILABLE	OSPA has displayed the last employee included in the designated RDC.
	PERSON WAS NOT FOUND	Manager attempted to approve time for the last employee in the RDC. There are employees with the same RDC on the PSEC that do not have a current job segment on the P030.
	*SUPV LEVEL NOT VALID	Manager attempted to approve time for the last employee in the RDC. There are employees with the same RDC on the PSEC that do not have a current job segment on the P030.
	SUPV SSN = ENT SSN	This indicates that the PSEC entries are not correct - i.e. the employee is set up to lock their own time.
	*VERIFY SUPV LVL INVALID	Value in the SUPV field on the PSEC is not high enough to review the time for the designated employee
	XRF1 EMPLOYEE ID N	You entered the Employee ID as part of the screen access key sequence. The ID is not yet on the crosswalk table in OSPA. Contact your agency's payroll office.

OSPA REASONABILITY EDITS

The SSN must be numeric, >000000000, <999999999, and on a current job segment on the P030 Job Status Data screen

The agency must be numeric, >00000, and a valid agency number

The employee's AGY and RDC must be the same as the SUPV RDC and agency number used to sign-on to the P006 Payroll Time Capture – Supervisor Entry Menu screen

The approving manager must have established a PIN on the P005 Payroll Time Capture – Employee Entry Menu screen and the PIN entered must match the existing PIN

The approving manager must have a value in the SUPV field on the PSEC OSPS – Time Entry Security Table screen > the value in the SUPV field for the employee

SUPPORTING DOCUMENTATION

Intentionally left blank

INTERACTIONS

For more information, see the OSPA Reference Manual, Screen Descriptions.

AFFECTED BY

P004 Time Capture – Employees on ODT enter their daily time on the P004 screen. The P006 screen summarizes this time.

P005 Payroll Time Capture – Employee Entry Menu – You must establish a PIN on the P005 screen to have access to approve time on the P006 screen. In addition, employees gain access to the P004 screen through the P005 screen.

P020 Work Schedule Data – Each employee must have a current work schedule on the P020 Work Schedule Data screen. For FLSA exempt and salaried employees, OSPA will use the work schedule to forecast the employee's time and to edit the time entered.

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 screen 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. OSPS enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. Agency payroll may view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

PSEC OSPS -- Time Entry Security Table – A staff member must be on the PSEC screen to have access to the P005, P004 and P006 screens.

DIRECTLY AFFECTS

P004 Time Capture and P005 Payroll Time Capture – Employee Entry Menu – Once a manager has locked time on the P006 screen, the employee cannot access that month on the P005 or P004 screen.

INDIRECTLY AFFECTS

Intentionally left blank

RESOURCES

AUTHORITY / REFERENCES

U.S. Fair Labor Standards Act (FLSA), <http://www.dol.gov/whd/flsa/index.htm>
ORS 652.120 Establishing Regular Payday; Pay Intervals..., <http://www.leg.state.or.us/ors/652.html>
OAM 45.07.00.PO Time Record Approval,
<http://oregon.gov/DAS/SCD/SARS/policies/oam/45.07.00.PO.pdf>

FORMS

Intentionally left blank

REPORTS

See the OSPA Reference Manual, Report Descriptions for additional information.

ETV7ALP and ETV7RDC Employee Monthly Timesheets
ETV8L List of Daily Timesheets with a Supervisor Lock
ETV8N List of Daily Timesheets without a Supervisor Lock
E421-260-1 SSN Security Table Entries by RDC/Supervisor

ATTACHMENTS

Intentionally left blank

REVISION HISTORY

Date	Rev. No.	Modification
03/07/07	1.0	Original
02/28/08	1.1	Clarify “undaily,” add VERIFY SUPV LVL INVALID message
03/04/08	1.2	Correct SUPV LEVEL NOT VALID message
03/25/08	1.3	Clarify / correct “undaily”
09/09/08	1.4	WR #3308, summary fields added to P006
07/07/09	1.5	Add FLSA CD X, resource links
04/12/11	1.6	WR#3657, ETV7 changed to ETV7ALP and ETV7RDC; appendices to codes; update FLSA web link
03/20/12	1.7	Delete personal information