

On-line Daily Time, PIN

Purpose

The purpose of this entry guide is to describe the generic steps required to establish or change a Personal Identification Number (PIN) or to have it scrubbed if you have forgotten your PIN.

You must establish a PIN before you can enter your time or approve an employee's time in the On-line Daily Time (ODT) module.

You select your own four-digit PIN, which, with your SSN, serves as an electronic signature. When you enter your PIN, you are attesting that the time you are entering or approving is correct.

DO NOT SHARE YOUR PIN WITH ANYONE! The PIN does not display on any screen and you should not share it with anyone. Maintaining your PIN's secrecy protects OSPA from unauthorized access and protects you. If you believe that someone else knows your PIN, change it immediately.

Prerequisites

P020 Work Schedule Data – The agency payroll office must enter a current work schedule for you on the P020 Work Schedule Data before you can enter time in ODT.

P030 Job Status Data – The agency personnel office must enter you in the PPDB before the agency payroll office or you can enter information in OSPA. The information from the PPDB will interface to OSPA and display on the P030 Job Status Data screen.

PSEC Time Entry Security Table – Agency payroll staff must enter you on the PSEC before you will have access to the P005.

Entries

This section includes instructions for the following:

- Establish a PIN for the first time
- Change an Existing PIN
- Forgotten PIN

Action	More
<p>4. The cursor will be in the upper left corner of the screen. Type P005.</p>	
<p>P005</p>	
<p>5. Press [ENTER]. OSPA will display the P005.</p>	
<pre> P005 PAYROLL TIME CAPTURE - EMPLOYEE ENTRY MENU SSN/EMPLOYEE ID _____ PIN (ADD/CHG) VERIFY AGENCY/CCJ _____ 1 PAY PERIOD MONTH MM / YY TIMESHEET DAY 05 PAGE 01 _ 01 _ 02 _ 03 _ 04 _ 05 _ 06 _ 07 _ 08 _ 09 _ 10 _ 11 _ 12 _ 13 _ 14 _ 15 _ 16 _ 17 _ 18 _ 19 _ 20 _ 21 _ 22 _ 23 _ 24 _ 25 _ 26 _ 27 _ 28 _ 29 _ 30 _ 31 </pre>	
<p>6. The very first time you are on the P005, enter values in the following fields. Use [TAB] to move to each field.</p> <ul style="list-style-type: none"> ▪ SSN/EMPLOYEE ID: your social security number, ##### or employee identification number, OR##### ▪ ADD/CHG: four numbers that you will easily remember for your PIN, ####. Your entry will not display on the screen. ▪ VERIFY: retype the same four-digit number, ####. Your entry will not display on the screen. ▪ AGENCY: your agency number, ##### 	<p>Do not enter the hyphens in the SSN.</p> <p>You will use this PIN each time you log on to ODT, until you decide to change it. It will follow you from one job to another.</p>

Action	More
<pre> P005 PAYROLL TIME CAPTURE - EMPLOYEE ENTRY MENU SSN/EMPLOYEE ID OR##### PIN (ADD/CHG) #### VERIFY #### AGENCY/CCJ ##### 1 PAY PERIOD MONTH MM / YY TIMESHEET DAY 01 PAGE 01 _ 01 _ 02 _ 03 _ 04 _ 05 _ 06 _ 07 _ 08 _ 09 _ 10 _ 11 _ 12 _ 13 _ 14 _ 15 _ 16 _ 17 _ 18 _ 19 _ 20 _ 21 _ 22 _ 23 _ 24 _ 25 _ 26 _ 27 _ 28 _ 29 _ 30 _ 31 </pre>	

7. If you do not wish to enter your time, skip this step. If you wish to enter your time at the same time, also enter the following:
- **PAY PERIOD MONTH:** The month and year for which you want to enter time, MM / YY. OSPA will default to the current calendar month and year. If you are entering time after the month has ended, you will need to change the MM.
 - **TIME SHEET DAY:** day of the month for which you will be entering time. OSPA will default to the current date. You can start with 01 and allow OSPA to advance through the days of the month or enter a specific day to enter time.

Generally, you will only change the year when entering the last days of December at the beginning of January.

<pre> P005 PAYROLL TIME CAPTURE - EMPLOYEE ENTRY MENU SSN/EMPLOYEE ID OR##### PIN (ADD/CHG) #### VERIFY #### AGENCY/CCJ ##### 1 PAY PERIOD MONTH 09 / 08 TIMESHEET DAY 01 PAGE 01 _ 01 _ 02 _ 03 _ 04 _ 05 _ 06 _ 07 _ 08 _ 09 _ 10 _ 11 _ 12 _ 13 _ 14 _ 15 _ 16 _ 17 _ 18 _ 19 _ 20 _ 21 _ 22 _ 23 _ 24 _ 25 _ 26 _ 27 _ 28 _ 29 _ 30 _ 31 </pre>	
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Action	More
<p>8. Press [ENTER]. If there are no errors, OSPA will display the P004 Time Capture for the day you entered or allowed to default. Watch for messages in the upper right corner of the screen.</p>	<p>See Troubleshooting below if you receive error message(s).</p>
<pre style="font-family: monospace; border: 1px solid black; padding: 5px;"> P004 #####,1,01 ##### Batch # 000 PROD Name LASTNAME, FI SSN ##### TC82 FORECASTED HR Total Reg 8.00 LWOP .00 Other .00 F/T hours 176.00 WCD days 00 LN Type Hours Work Charge Override Err * Session Defaults * 1 HO 8.00 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 FL 16.00-GL 8.00-IT 2.25-PB 23.25 SL 172.56 VA 14.53 Period End 093008 CREW #### POS ##### WS AA7 BASIS S O/T YN Forecast 8.0 Hrs HO 8.0 F/T 176.0 Max Hours 8.0 Hol O Ben CO </pre>	
<p>9. If you do not plan to enter time now, press [PAUSE]. OSPA will display a blank screen.</p> <p style="padding-left: 40px;">If you wish to continue entering time, stop here and see Entry Guides, On-line Daily Time, Entering Time.</p>	
<p>10. If you are not entering time, type off.</p>	
<pre style="font-family: monospace; border: 1px solid black; padding: 5px;"> 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 E29 - DASACPT M2 - PPDS E23 - DASCICSP E30 - SFMSOPRD T8 - ODOT-MENU THIS MENU IS SUBJECT TO CHANGE Your IP Address: ###.###.###.## Netname: AA##A### </pre>	

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.

CHANGE AN EXISTING PIN

OSPA does not require that you change your PIN periodically. Change your PIN whenever you suspect it might have been compromised.

Action	More
<p>1. To access the P005 Payroll Time Capture – Employee Entry Menu, start on the DAS mainframe menu. The blinking cursor will be below the menu. At its default location, type E23.</p>	<p>Agencies have different ways of accessing the DAS mainframe. Contact your agency's payroll or IT staff.</p>

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2. Press [ENTER].

<pre> WELCOME TO DASCICSP 10:39:01 *****\ *****\ *****\ *****\ (R) *****\ *****\ *****\ *****\ **\ \ \ \ \ **\ **\ \ \ \ \ **\ \ \ \ \ **\ \ \ \ \ **\ \ \ **\ **\ \ \ **\ \ \ **\ \ \ **\ **\ **\ *****\ **\ **\ **\ *****\ **\ **\ **\ \ \ \ \ **\ **\ **\ **\ **\ **\ **\ **\ **\ *****\ *****\ *****\ *****\ *****\ \ *****\ \ *****\ \ *****\ </pre>

3. Press [PAUSE] to clear the screen.

<pre> </pre>

4. The cursor will be in the upper left corner of the screen. Type P005.

<p>P005</p>

5. Press [ENTER]. OSPA will display the P005.

Action	More
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<p>6. On the P005, enter values in the following fields. Use [TAB] to move to each field.</p> <ul style="list-style-type: none"> ▪ SSN/EMPLOYEE ID: your social security number, ##### or employee identification number, OR##### ▪ PIN: enter your current PIN, ####. Your entry will not display on the screen. ▪ ADD/CHG: enter four numbers that will be your new PIN, ####. Your entry will not display on the screen. ▪ VERIFY: retype the same four-digit number that will be your new PIN, ####. Your entry will not display on the screen. ▪ AGENCY: your agency number, ##### 	<p>Do not enter the hyphens in the SSN.</p>

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<p>8. Press [ENTER]. If there are no errors, OSPA will display the P004 Time Capture for the day you entered or allowed to default. Watch for messages in the upper right corner of the screen.</p>	<p>See Troubleshooting below if you receive error message(s).</p>
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<p>9. If you do not plan to enter time now, press [PAUSE]. OSPA will display a blank screen.</p> <p style="padding-left: 40px;">If you wish to continue entering time, stop here and see Entry Guides, On-line Daily Time, Entering Time.</p>	
<p>10. If you are not entering time, type off.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 2px; margin-top: 5px;">off</div>	
<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 E29 - DASACPT M2 - PPDS E23 - DASCICSP E30 - SFMSOPRD T8 - ODOT-MENU THIS MENU IS SUBJECT TO CHANGE Your IP Address: ###.###.###.## Netname: AA##A### </pre>	

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.

FORGOTTEN PIN

If you forget your PIN, OSPS can “scrub” or erase it so that you can enter a new PIN. Payroll staff members may also request a scrub for an employee who is unable to enter his/her own time.

Action	More
1. If you forget your PIN, contact your agency payroll office.	
2. Your agency payroll office will contact OSPS by phone or e-mail and ask them to scrub your PIN.	
3. OSPS scrubs the PIN on the P009 and notifies the agency payroll office that it has been done.	
4. Your agency's payroll office will notify you that you can establish a new PIN.	
5. Once you are notified, establish a new PIN – just as you did when you used ODT for the first time. See Establish a PIN for the First Time above.	

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 a separate P005 and P004 for each concurrent job. Change the CCJ field on the P005 to access each one.

Troubleshooting

Some possible error messages include:

Code	Message with Code	Description
	ADD/CHG PIN NOT VERIFIED	Several Causes: Original pin not entered; add/change pin did not match verify
	ENTER AGENCY NUMBER	Agency number was not entered
	INVALID PIN ENTRY	Valid pin was not entered
	NO VALID SSN SECURITY	You entered an SSN or EID that does not have a current record in OSPA, your agency payroll office has not yet set up security for you for ODT, or you entered an incorrect SSN or EID and AGENCY combination.
	XRF1 EMPLOYEE ID N	You entered your EID (OR#####). The EID is not yet on the crosswalk table in OSPA. Either enter your SSN instead or contact your agency payroll office.

Following are some of the reasonability edits for the PIN:

- PIN is numeric, >0000, and matches the PIN previously established.
- If PIN is blank, (ADD/CHG) and VERIFY are numeric and >0000, and there is not an existing PIN.

Supporting Documentation

Interactions

AFFECTED BY

P030 Job Status Data – The employee must have a current record on the P030 Job Status Data screen. There will be a separate P005 and P030 for each concurrent job.

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PSEC OSPS -- Time Entry Security Table – Agency payroll staff must enter the employee on the PSEC to give the employee access to the P005.

DIRECTLY AFFECTS

P004 Time Capture – To access the P004, the employee must first establish a PIN on the P005.

INDIRECTLY AFFECTS

Resources

AUTHORITY / REFERENCES

FORMS

REPORTS

Attachments

Revision History

Date	Rev. No.	Modification
03/07/07	1.0	Original
09/08/08	1.1	WR#3308, new fields from P030 added to P004