

eTime Admin Tips, tricks and reminders

Moving from timesheets to eTime

- ❖ Human resources will need to change the timesheet code in PPDB to N before close of payroll run 1.
 - If implementing eTime in April, PPDB would need to be updated before close of March run 1 on March 26th.
- ❖ Groups can be set up in eTime for the current month **AFTER** close of payroll the prior month.
 - Groups who will start using eTime with April's timesheet can be activated in eTime after close of March payroll run 2 on April 10th.
 - If you activate groups prior to close of final run 2, you will no longer have access to the P003 screen for timesheet entry.
- ❖ To make corrections in OSPS to a pay period prior to the start of eTime,
 - Remove entries in the PSEC screen
 - Tab to agency Number
 - Type DEL and space twice
 - Hit enter
 - Change the P001 date to the correct pay period
 - Update P003 screen
- ❖ Work Schedule changes that occur in a week that crosses months must be updated in the P020 screen
 - The work schedule must be valid and match what the employee is doing to prevent any out of balance issues
 - Timesheet cannot be in approved status when making work schedule changes

PSEC Screen

- ❖ PSEC screen blocks access to the P003 screen.
- ❖ PSEC is updated from eTime nightly
 - If you add an employee to eTime it will add them to PSEC
 - If you remove an employee from eTime it will remove them from PSEC
- ❖ Corrections to months prior to eTime require deleting employee from PSEC
 - As long as they are still active in eTime it will re-add to PSEC overnight
- ❖ Add new or transferring employees to PSEC screen if added to PPDB the day of Prelim Run 1

Common Errors

- ❖ TC34: "Employee does not have job status data for the pay period."
 - Employee was not active or employed during the pay period.
- ❖ TC35: "Work schedule is not valid for this employee."
 - Employee's work schedule is incorrect.
- ❖ TC48: "Employee not employed on selected date."
 - Employee's start date is after the date selected in the month. If the manager selects a date after the employees start date on the timesheet, error message will no longer appear.
- ❖ TC52: "Pay code not valid for employee benefit package."
 - The pay code being used is not allowed for the employee's benefit package.
- ❖ TC55: "Project code in the override is not valid."
 - The Override code is not a valid code on SFMA.
- ❖ TC60: "Leave pay code not valid for employee benefit package."
 - The leave pay code being used is not allowed for the employee's benefit package.
- ❖ TC64: "Leave pay code used not allowed while employee on leave w/o pay status."
 - Employee who is on LWOP status in PPDB is not allowed to use paid leave codes.
- ❖ TC76: "Time for this month was entered via an administrative process and is not available for viewing."
 - System is set for P003 entry for this particular pay period. Verify employee is set up for eTime use, or,
 - If there was any change to the system, such as a new hire, wage increase, new position, within the past month.

Need to access the ePayroll website? Click here

<http://www.oregon.gov/das/Financial/Payroll/Pages/epaymain.aspx>