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