P001
PAYROLL TIME CAPTURE
ESTABLISH SESSION DEFAULT VALUES

SCREEN PURPOSE

Agency payroll and timekeepers use the Time Capture module in OSPA to enter employee time and attendance from paper timesheets.

The screens include:
* P001 Payroll Time Capture – Establish Session Default Values
* P003 Time Capture, an update screen to enter the employee's time
* P002 Time Capture, an inquiry only summary of entered time

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

The P001 Payroll Time Capture screen establishes the pay period and agency for which the user will enter time. It governs only the P002 and P003 Payroll Time Capture screens.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P001

SCREEN ELEMENTS

```
 A

P001
                                                                B
                                                    TC20 CUR DEFAULTS
                                    C
                          payroll time capture
                      establish session default values
              D
                                                            E
        agency 99000              timesheet start date 0901XX
                                                                  F
                                   timesheet end date 0930XX
                                 pay period ending date 0930XX  G
                                        batch number 000
                                                            H
```

LEGEND

No.	Description
A	Screen designation. Screen access key sequence, required
B	System message area, protected. See Screen Message Codes below.
C	Screen title, protected
D	Agency number, #####. Determines the agency for which the user will enter time.
E	Must always be the first day of the month for which you will enter time, MMDDYY
F	Generally, the last day of the month, MMDDYY. For separating or transferring employees, it is the last day of employment. For deceased employees, it is the last day worked or date of death.
G	Last day of the month, MMDDYY
H	3-digit, agency assigned number, optional. The B065A Timesheet Audit and Control by Agency Report prints time entered on the P003 Time Capture screen in batch number order.

NOTES

Accepting Defaults – When you access the P001 screen, OSPA will supply a default agency number and default dates for the current pay period. If these are correct, press [PAUSE].

Batch Numbers – If your agency uses different batch numbers, we recommend that you record the batch total for each batch entered. You can use the totals to check your entry.

SCREEN MESSAGE CODES

Code	Message with Code	Description
TC01	INV AGENCY	The agency number entered is not a valid agency.
TC02	INV TS START	The timesheet start date is not numeric or is not the beginning of the pay period.
TC03	INV TS END	Timesheet end date is invalid. Make sure the date is a valid calendar date between the timesheet start date and the pay period ending date, MMDDYY
TC04	INV PAY END	Pay period ending date ≠ the end of the month.
TC05	INV BATCH NO	The batch number entered is invalid.
TC06	MONTHS NOT =	The timesheet start date, timesheet end date, and pay period ending dates must all be in the same month.
TC07	YEARS NOT =	The timesheet start date, timesheet end date, and pay period ending dates must all be in the same year.
TC08	PAY LESS THAN TE	The pay period ending date is earlier than the timesheet end date. The pay period ending date must be ≥ the timesheet end date.
TC09	TE LESS THAN TB	The timesheet end date is earlier than the timesheet start date. Use the first day of month as the timesheet start date. The timesheet end date must be ≥ the timesheet start date.
TC10	SIGN ON AGENCY DIF	The agency number you entered on the P001 is different than the agency number you used to sign-on.
TC11	BAD DATE FORMAT	Dates entered are not numeric
TC20	CUR DEFAULTS	The transaction as entered is the same as the currently existing defaults.
TC21	NO DEFAULTS	No data has been established.
TC90	SECURITY ERROR	An operator is not logged on through "PUIS" or only has display access.
TC91	TRANSACTION COMPLETE	The transaction has come to a normal conclusion.
TC92	OSTMPRD FILE CLOSED	File is closed. Document action being taken, send screen print of error to OSPS, who will fax information to a programmer

See OSPA Reference Manual, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

Timesheet start date, timesheet end date and pay period ending date must be numeric.

Timesheet start date, timesheet end date and pay period ending date must all have the same month and the same year.

Timesheet start date ≤ timesheet end date and pay period ending date.

Timesheet end date ≥ timesheet start date and ≤ pay period ending date.

Pay period ending date = last day of month for the month entered

The month entered is >00 and <13.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

AFFECTED BY

DIRECTLY AFFECTS

P002 and P003 Time Capture Screens – The P001 screen defines the agency number and the payroll period for data entered on the P003 and viewed on the P002 Time Capture screens.

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/24/06	1.0	Original
03/22/10	1.1	Periodic review, appendices to codes