

P003 TIME CAPTURE

SCREEN PURPOSE

Agency payroll and timekeepers use the Time Capture module in OSPA to enter employee time into OSPA 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 the employee's time entered on the P003 screen

Agency payroll or timekeepers use the P003 Time Capture screen to enter time. The screen summarizes an employee's time for a pay period by pay type and work charge code. It is employee, agency, concurrent job, job segment and pay period specific.

ALSO KNOWN AS

P003

PREREQUISITES, IF ANY

P001 Payroll Time Capture – Establish Session Default Values – The P001 screen defines the agency and pay period for which you will enter time on the P003 screen.

P020 Work Schedule Data – Each employee must have a current work schedule on the P020 Work Schedule Data screen.

P030 Job Status Data – The employee must have a current record in the PPDB. The information will interface to OSPA and display on the P030 Job Status Data screen.

Timesheets – Employees are responsible for accurately completing and signing timesheets. Supervisors are responsible for reviewing and approving employee timesheets. (OAM 45.07.00.PO)

SCREEN ACCESS KEY SEQUENCE

REQUIRED FIELDS

P003 TS#, or
P003 SSN (#####) or
P003 Employee ID (OR#####)

TS# = timesheet number. If you start with the lowest timesheet in your batch, OSPA will display time records in timesheet number order, advancing to the next timesheet each time you press [ENTER]. You may omit the leading zeroes in the number.

SSN = social security number, #####. Do not enter the hyphens. Enter any leading zeroes.

Employee ID = employee identification number, OR#####

OPTIONAL FIELDS

CCJ# = concurrent job number, #, 1-9. The time record is concurrent job specific. If you do not enter a CCJ, OSPA will default to concurrent job #1. If the employee has more than one concurrent job, you will need to change the CCJ to enter the time for each job on a separate screen.

Screen # = If the employee has more than 18 pay type and work charge combinations, you will change the cont: N to Y on the P003 screen to access additional screen(s). If you want to return to the additional screen(s) later, change the screen number, ##.

SCREEN ELEMENTS

A P003 **B** OR##### **C**,1,01 **D** ##### **E**
G Name LASTNAME, FI eid OR0128142 **H**
 Total Reg 174.00 LWOP 2.00 Other 15.00 F/T hours 176.00 WBF days 21 **N**
 LN Type Hours Work Charge **K** **L** Override **M** Err * Session Defaults *
 1 RG 166.00 **J** 134420000000 **I** Agency **P** ##### **O**
 2 HO 8.00 131800002397 T/S 0701YY/0731YY
 3 LO 2.00 Period End 0731YY
 4 SDE 13.00 GNT420000000 x 133456789012 x **I** *Job Change Data* **Q**
 5 OT 2.00 Labor Cost/PCT
 6 134420000000 100.00
 7 **R** **S**
 8 **T**
 9
 10 J/C 120111/999999 **U**
 11 **V** CREW 1406 POS 0313322 **W**
 12 APP P CL OA C1339 09
 13 **X** WS AA7 BASIS S O/T YN **Z**
 14 Forecast 176.00
 15 Hrs HO 8.0 F/T 176.00
 16 Max Hours 176.00
 17 **CC** LV ACCR 5 P/T 100.00 **BB**
 18 Adjust Base 5524.00 **DD**
 GL 8.00-LA 64.00 PB 7.00 SL 162.81 VA 160.53 **EE** Equiv Rate 31.87 **DD**
 Hol O Ben CO Cont N **GG**

LEGEND

No.	Description
A	Screen designation, part of the screen access key sequence, required
B	Employee's SSN (#####), Employee ID (OR#####) or TS#. Part of the screen access key sequence. Required.
C	Concurrent job # (1-9). Part of the screen access key sequence. Optional. OSPA will default to 1. If the employee has more than one concurrent job, you will need to enter the time for each concurrent job on a separate screen.
D	Screen # (##), indicates multiple screens. This occurs when the employee has more pay types and work charge codes than will fit on one screen.
E	Agency number, #####, from the P030 Job Status Data screen. Protected.

No.	Description
F	Agency assigned batch number entered on the P001 Payroll Time Capture -- Establish Session Default Values screen. Protected.
G	Employee's name – last name, first name middle initial. Up to 12 characters. Defaults from the P030 Job Status Data screen. Protected.
H	SSN (#####) or Employee ID (OR#####). Defaults from the P030 Job Status Data screen. If you access the record with the employee's SSN, OSPA will display the SSN; if you access the record with the Employee ID, it will display the ID. Protected.
I	<p>Application message area that applies to the entire screen. Protected.</p> <p>ERR: 4-character, alphanumeric code for a screen message that applies to the specific LN. Protected.</p> <p>See Screen Message Codes Section below.</p>
J	<p>Total number of HOURS for regular pay codes (REG PY on the PTB2 screen = Y) entered in the TYPE field. When you press [ENTER] to save the time entered, OSPA compares the value in this field to the regular pay code HOURS entered. If they do not match, you will receive an error message.</p> <p>For FLSA exempt (and potentially salaried, see Notes Section below) employees, OSPA initially calculates a value based upon the forecast hours. Only change the hours if the employee was not employed the full month or had LWOP. If the employee had LWOP, reduce the amount in this field by the total LWOP hours.</p> <p>For hourly employees, OSPA does not calculate a value for this field. You must enter it.</p>
K	Must total the HOURS entered with LWOP pay codes in the TYPE field (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2 screen)
L	Must total the HOURS entered with "other" pay codes in the TYPE field (LV TP = A or N, TIM SHT = Y, and REG PY = N on the PTB2 screen). This category includes overtime, compensatory time accrued, and differentials.
M	<p>OSPA calculated for salaried employees, the hours a person working full-time with the employee's work schedule would work for the pay period. In extremely rare occasions, you may change f/t hours to match total reg + lwop.</p> <p>For hourly employees, OSPA does not calculate a value for this field. You must enter it.</p>
N	Number of days to report for workers' benefit fund assessment. As of 1/1/95, OSPA uses hours worked to calculate WBF and ignores this field.
O	Agency number entered on the P001 payroll time capture -- establish session default values screen. Protected.

No.	Description
P	Timesheet start date and timesheet end date from the P001 payroll time capture -- establish session default values screen. Protected.
Q	Pay period ending date from the P001 payroll time capture -- establish session default values screen. Protected.
R	<p>Used to override or augment the LABOR COST/PCT from the P030 Job Status Data screen. There are two fields.</p> <p>The first field has 20 alpha-numeric characters: PJT = project number, format = PJTprjct#ph GNT = grant, format = GNTgrant#ph GAP = both project and grant number, format = GAPgrant#ph,prjct#ph 4-digit CODE brings in coding from the PCHG table to either the WORK CHARGE (for a grant and/or project) or the OVERRIDE field (PCA and/or index) Comments = you can also enter additional comments in this field to help create an audit trail. If you do not enter any of the codes above (PJT, etc.), OSPA does not edit for valid values.</p> <p>The second field has one alpha character. With an X in this field, OSPA will not verify the numbers on the project / grant table. This field is not visible on the screen; [TAB] to find it.</p>
S	<p>Used to override the LABOR COST/PCT from the P030 Job Status Data screen by entering different biennium, PCA and index numbers. There are 2 fields.</p> <p>The first field has 12 numeric characters. Generally, the first 2 represent the biennium, the next 5 are PCA and the last 5 are index.</p> <p>The second field has one alpha character. With an X in this field, OSPA will not verify the numbers on the PCA / index table. This field is not visible on the screen; [TAB] to find it.</p> <p>Entering PRO in the override tells OSPA to prorate the time to the LABOR COST codes on the P030 screen and any WORK CHARGE / OVERRIDE codes entered on the P003 screen</p>
T	<p>LABOR COST: FUND SPLITS LABOR COSTING from the P030 Job Status Data screen, #####. Generally, the first two numbers = the biennium; the next five numbers = PCA; the last five numbers = index. Protected.</p> <p>PCT: LABOR COSTING PCT from the P030 Job Status Data screen, ###.##. The designated percent of the employee's labor costs to allocate to this particular FUND SPLITS LABOR COSTING. Protected.</p> <p>The employee may have up to four lines of LABOR COSTING on the P030 screen. OSPA will split the costs associated with the time and leave entered on the P003 screen among the listed codes, based upon the designated percent (PCT), unless you enter overrides.</p>

No.	Description
U	<p>JOB STAT START/STOP on the P030 Job Status Data screen. Protected.</p> <p>The current record will have a STOP date of 999999. If the start date is after the beginning of the pay period, there will be at least one other P003 screen for the pay period or the employee may be new to your agency. If the end date is < the end of the pay period, there may be at least one other P003 screen or the employee may have left the agency. See Notes below, Split Screens /Job Changes section.</p>
V	<p>CREW = CREW UNIT from the P030 Job Status Data screen. It defines the employee's work unit. Protected.</p> <p>POS = POS from the P030 Job Status Data screen. It is a unique position number within the agency. Protected.</p>
W	<p>APP = APPOINTMENT TYPE from the P030 Job Status Data screen. Protected. Possible values include:</p> <ul style="list-style-type: none"> A = academic year L = limited duration P = permanent S = seasonal T = temporary <p>CL = EMP REPR (representation code) / CLS (classification) / STEP from the P030 Job Status Data screen. Protected.</p>
X	<p>LN – enter a separate line for each different pay code and for any WORK CHARGE or OVERRIDE entries. Protected.</p> <p>TYPE – pay code from the PTB2 Payroll Benefit Package Table screen for the employee's benefit package.</p> <p>HOURS – hours to be charged to this pay type and labor cost numbers (either the defaults listed under LABOR COST / PCT or additional ones entered in the WORK CHARGE or OVERRIDE fields), ###.##. Enter parts of an hour as a decimal (15 minutes = .25). If you enter more than two digits to the right of the decimal, OSPA does not round; it simply drops the additional digits.</p>

No.	Description
Y	<p>WS = WS (work schedule code) from the P020 Work Schedule Data screen. Protected.</p> <p>BASIS = WAGE BASIS CD from the P030 Job Status Data screen. Protected. Possible values include: D = daily H = hourly P = partial salary (part-time salaried) S = salaried U = undefined</p> <p>OT = O-T/FLSA CD from the P030 Job Status Data screen. O-T: Y = eligible for overtime. FLSA CD may be E = exempt N = non-exempt X = Legislative Branch, exempt under ORS 240.200</p> <p>Protected.</p>
Z	<p>Number of hours an employee with this work schedule, PT/FT CD/PCT, concurrent job, and job segment will normally work during this pay period. Protected.</p>
AA	<p>Hrs HO – Maximum number of holiday hours available to a full-time employee for the month</p> <p>F/T = Number of hours a full-time employee with this work schedule will work during the pay period. Protected.</p>
BB	<p>Maximum number of hours an employee with this job status, full-time percent, work schedule and job segment might work during this pay period. Protected.</p>
CC	<p>LV ACCR = LEAVE ACCRUAL SVC CD from the P030 Job Status Data screen. Based upon the recognized service date, it determines the employee's accrual rate for vacation leave. Protected.</p> <p>P/T = percent of full-time from the P030 Job Status Data screen for this employee. Protected.</p>
DD	<p>ADJUSTED BASE from the P030 Job Status Data screen. It is the employee's monthly base pay rate + any fixed differentials entered in the PPDB. OSPA uses it to calculate the hourly rate. Protected.</p>
EE	<p>EQUIVALENT RATE from the P030 Job Status Data screen. It is the ADJUSTED BASE ÷ annualized number of hours per month, based upon the employee's STANDARD HRS PER DAY on the P030 screen. Protected. See Notes below, Equiv rate section.</p>

No.	Description
FF	<p>Employee's leave balances, calculated real-time, based upon the leave entered since the last accrual update. Protected.</p> <p>Generally, a negative number indicates leave taken for leave types that do not accrue. They will only display after the employee has used that leave type.</p> <p>NOTE: these balances will not reflect entries made on the P050 Gross Pay Adjustments on File screen since the last leave accrual.</p>
GG	<p>Hol = HOLIDAY PKG CD from the P030 Job Status Data screen. OSPA uses the code during the forecast to determine the date the employee will receive pay for a holiday. Protected.</p> <p>Ben = BENEFIT PKG CD from the P030 Job Status Data screen. Derived from the employee's representation code, it determines the pay codes the employee may use. Protected.</p> <p>Cont – change the N to Y if you need more than 18 lines to enter the employee's time. When you press [ENTER], OSPA will display a new screen. The total reg, lwop and other must balance to the HOURS entered on each screen. OSPA will not allow you to add another screen until you have entered time on all 18 lines of the first screen.</p>

NOTES

Concurrent Jobs – Employees who have more than one concurrent job must maintain a separate timesheet for each job. If the concurrent job is present in the application when timesheets print, OSPA will print a timesheet for each CCJ. There will be a separate P003 screen for each CCJ.

Correcting Errors – You can correct errors in two ways:

- Type new information over existing entries
- Type DEL over TYPE and erase the HOURS on the line you wish to delete
- If you erase the values in total reg, lwop and other, OSPA will recalculate the values when you press [ENTER]

Equiv rate – On the P030 Job Status Data screen, the employee's EQUIVALENT RATE = ADJUSTED BASE ÷ annualized number of hours per month. OSPA bases the annualized number of hours per month on the employee's STANDARD HRS PER DAY. Currently, most employees have STANDARD HRS PER DAY: 8, resulting in an average number of hours per month of 173.33.

The STANDARD HRS PER DAY and the annualized hours per month may include the following:

- 10.600/DAY = 229.67 HOURS PER MONTH
- 8.500/DAY = 184.17 HOURS PER MONTH
- 8.000/DAY = 173.33 HOURS PER MONTH
- 7.500/DAY = 162.50 HOURS PER MONTH

Exception reporting – The state does not have the same legal requirements for detailed time records for unrepresented, FLSA Exempt employees. They only need to record variances to the forecast

on their timesheets, for example, any paid leave or unpaid absence from work. They will be paid from payroll run 1 based upon the forecast. After run 1 and before run 2, enter any leave taken.

An agency can also elect to apply exception reporting to all salaried employees. OSPA determines the employees who will have forecasted time from the PAYROLL REPORT OPTIONS E field on the PBAP (PPDB) Agency Table – Payroll screen (see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PBAP). Possible values include:

- Blank = forecast time for non-exempt salaried
- E = forecast time for exempt salaried only
- S = forecast time for all salaried

Watch for employees who have exception reporting and LWOP. If the LWOP is not entered in OSPA before final run 1, the application will use the forecast to calculate pay and overpay the employee.

Hourly employees – For hourly employees (P030 screen WAGE BASIS CD = h), OSPA does not forecast time. You will need to enter total reg, lwop, other and f/t hours, as well as the time and leave.

Hours Less Than Forecasted for FLSA Exempt and Salaried Employees – When FLSA exempt and potentially salaried employees work less than the forecast and are employed for the entire month, the additional hours must be recorded with an available leave type.

Split Screens / Job Changes – If a job status change occurs during the pay period, there will be additional P003 screen(s) or “split screens” for the pay period. Check the J/C start and end dates and the forecast; OSPA will only forecast the hours that apply to a specific job segment. When you press [ENTER] to save your entry, OSPA will display the time capture screen for the next job segment.

Enter only the time within the start / end dates on each split screen. If there is more than one screen and you enter all of the time for the month on one screen, OSPA will generate a fatal error message (1150 P/PD OUT OF BALANCE) on the E120-052A Payroll Exception report. If you do not correct it, OSPA will not pay the employee.

The total reg, lwop, other and HOURS must balance for each separate screen.

WORK CHARGE / OVERRIDE – Under normal circumstances, you can only make one entry per pay type. Data in the WORK CHARGE or OVERRIDE fields allows you to make multiple entries with the same pay type.

SCREEN MESSAGE CODES

Code	Message with Code	Description
TC30	INV TS NUMBER	The timesheet number entered is not valid for this agency.
TC31	SSN INV	The social security number entered is not valid.
TC32	CC JOB # INV	The concurrent job number is not valid for this person.
TC33	INV SCREEN NO	The screen number entered with the transaction key is not valid.

Code	Message with Code	Description
TC34	NO JOB STATUS	The employee does not have a current record on the P030 Job Status Data screen for the time period entered on the P001 screen.
TC35	INV W/S	Invalid work schedule.
TC36	NO TIMESHEET	There is no timesheet record for this employee during the period in question.
TC37	NO VAL BEN RC	The benefit package code in the employee record is not valid.
TC38	CONT = Y OR N	The "CONT" field is a flag to the program, and is used to determine when to proceed with a new screen and when to conclude processing for this employee. Y=Yes proceed to a new screen. N=No do not proceed to the next screen; conclude processing for this employee.
TC39	REG = ###.##	The total of the HOURS entered for regular time (REG PY = Y on the PTB2) is not equal to the number in the total reg field.
TC40	LWOP = ###.##	The total of the HOURS entered for LWOP (LV TP = U, TIM SHT = Y, and REG PY = N on the PTB2 screen) does not equal the value in the lwop field.
TC41	OTHER = ###.##	The total of the HOURS entered for other hours (LV TP = A or N, TIM SHT = Y, and REG PY = N on the PTB2 screen) does not equal the value in the other field.
TC43	POST ERROR 1	The total of regular hours and other hours for the timesheet exceeds the maximum forecasted regular hours by more than 32 hours (error does not apply when forecasted regular hours equal 0).
TC44	POST ERROR 2	The total of regular hours and "lwop" hours exceeds the full-time regular actual hours.
TC45	>MAX REG, >MAX SHIFT, >MAX O/T	HOURS entered for the TYPE exceed the maximum allowed (MAX USE on the PTB1 Payroll Benefit Table screen).
TC47	___ >MAX	The hours entered exceed the MAX USE on the PTB1 Payroll Benefit Package Table screen.
TC50		The pay type entered is not a timesheet pay type (TIM SHT = N on the PTB2 screen).
TC51		No TYPE was entered with HOURS. Enter a pay type or delete the line.
TC52		TYPE entered is not part of the employee's benefit package (not present on the PTB2 screen).
TC53		The pay type must be used by an overtime eligible employee. This employee is not eligible for overtime.
TC54		Hours invalid. Data entered may be non-numeric or may exceed the OSPA defined limits
TC55		The project code is not valid.
TC56		The project code in the override is not valid.

Code	Message with Code	Description
TC57		The cost center code is not valid.
TC58		The cost center override is invalid.
TC59	AGENCY NOT ON PERSONNEL FILE	The Personnel Agency entered is not on the Personnel System Agency File.
TC60	INELIGIBLE FOR LEAVE	The leave TYPE entered is not included in the employee's benefit package (listed on the PTB2 screen).
TC61		Temporary employee not eligible for this pay or leave type.
TC62		Leave used exceeds the leave available or the maximum that may be used (MAX USE on the PTB1 screen).
TC63		Leave HOURS entered exceed the maximum that may be used in the month (MAX USE on the PTB1 screen).
TC64	ATTEMPTED TO ENTER LEAVE WHILE EMPLOYEE IS ON LWOP STATUS	Leave cannot be entered when employee is on LWOP status
TC65		Accrued leave balance is less than the amount of leave entered.
TC67	WORK CHARGE CODE IS REQUIRED	If agency equals 63500, a 'PJT' or 'PTJ' work charge code must exist
TC75		Grant Number is invalid
TC80	CONTINUE SCRNR	Normal continuation of previous transaction processing.
TC81	NO DTL TIME	There are no detail time records present for this employee.
TC82	FORECASTED HR	The detail hours displayed are the results of the OSPA forecast and have not been changed from the forecast.
TC83	ENTERED TIME	The detail hours shown are currently on the file. Time has been entered by the agency or by the forecast. If the hours are correct, press [ENTER].
TC84	T/S BEG-END INVALID	Timesheet begin or end date not numeric
TC85	LNS<18	You changed cont to Y and pressed [ENTER] without entering time and leave on all 18 lines of the P003 screen.
TC90	SECURITY ERROR	The operator is not logged on through "PUIS" or has display only access.
TC91	TRANSACTION COMPLETE	The transaction has come to a normal conclusion.
TC93	DATA BASE NOT AVAILABLE	The employee database is temporarily removed from service. Wait and retry the transaction later.
TC94	CALL ERROR	An error occurred during forecasting for this employee. Call OSPS and ask them to contact a programmer.
TC95	INVALID DEFAULTS	The data entered through the P001 transaction screen does not match the attempted transaction. The month entered on P001 screen dictates the month accessed on the P003 screen.
TC96	XXXXXX FILE IS CLOSED	The X's in the message will be replaced with the name of the file which is closed. Call OSPS if you receive this message

Code	Message with Code	Description
	P005 SSN FLAGGED FOR DAILY TM CAPT USE P005	The employee has security on the PSEC screen to enter time through On-line Daily Time. Press [ENTER] to access the P005 Payroll Time Capture – Employee Entry Menu.
	TRANSACTION DIFFICULTY - PLEASE CALL EXEC ACCOUNTING AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken and screen-print error. Fax them to OSPS who will give the screen-print to a programmer
	XRF1 EMPLOYEE ID N	You entered the EID as part of the screen access key sequence. The Employee ID is not yet on the crosswalk table in OSPA. Call up the employee's record on the P030 screen, using the SSN. Press [F10].

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes for a list of codes.

OSPA REASONABILITY EDITS

Timesheet number is numeric, ≠ spaces and > 000000

HOURS are numeric and > 000.00.

TYPE is present on the PTB2 screen for the employee's benefit package (BENEFIT PKG CD on the P030 screen)

TIM SHT = Y on the PTB2 screen for the TYPE entered

The employee must have O-T: Y on the P030 Job Status Data screen to use overtime pay codes (O/T ELG = Y on the PTB2 Payroll Benefit Package Table screen)

If employee's APPOINTMENT TYP CD = T on the P030 screen and the TYPE has LV TYP = A or P on the PTB2 screen, the ATE must = Y on the PTB1 screen.

The employee must have accrued leave totaling the amount of sick leave, vacation leave, personal business or accrued compensatory time claimed on the P003 screen

The employee may not use accrued sick or vacation leave in the month in which is accrues

An employee may accrue CTA Compensatory Time Accrued (multiplied by 1.5) and use it as CTL Compensatory Time Taken in the same pay period

Normally, there may be only one entry for each TYPE. OSPA allows duplicate TYPE's if the WORK CHARGE or OVERRIDE fields contain different values.

If LOA BEG DATE ≠ blank and the LOA END DATE = blank on the P030 screen and:

- The LOA CD is for a paid leave of absence, the TYPE must have a pay code with LV TYPE P, U or W on the PTB2 screen
- The LOA CD is for an unpaid leave of absence, the TYPE must have a pay code with LV TYPE U on the PTB2 screen

If TYPE entered on the P003 screen has LV TYPE = A on the PTB2 screen, CUR ACCRUAL BALANCE on the P430 screen must be \geq HOURS entered on the P003 screen

For the TYPE entered on the P003 screen, the pay period ending date on the P003 screen minus the employee's RECOG SVC DT on the P030 screen \geq WAIT on the PTB1 screen

If TYPE = HO, hours entered for the month \leq forecast for HO

If value in WORK CHARGE begins with GNT and X field is blank, value must be present on SFMS Grant File

If value in WORK CHARGE begins with PJT and X field is blank, value must be present on SFMS Project File

If value in WORK CHARGE begins with GAP and X field is blank, value must be present on SFMS Grant File and SFMS Project File

If OVERRIDE is not blank and X field is blank, values must = 00000 or be present on the SFMS PCA File and SFMS Index File

Employee must have a work schedule on the P020 screen with a START DATE \leq the pay period ending date and an END DATE \geq the pay period ending date

Total reg = total HOURS for TYPE's where RG PY = Y on the PTB2 screen

Lwop = total HOURS for TYPE's where LV TP = U on the PTB2 screen

Other = total HOURS for TYPE's where RG PY = N, LV TP = A or N and TIM SHT = Y on the PTB2 screen

Total reg + lwop = total HOURS for TYPE's where RG PY = Y or LV TP = U on the PTB2 Payroll Benefit Package Table screen

For split screens, total reg + lwop + other must equal the hours entered on that screen

If OT = B or N on the PTB2 screen for the TYPE entered, HOURS must be \leq 225; unless BENEFIT PKG CD on the P030 screen = FF, FP, KF, or MO, then HOURS must be \leq 275

If OT = O on the PTB2 screen for the TYPE entered, HOURS must be \leq 225

If OT = D or P on the PTB2 screen for the TYPE entered, HOURS must be \leq 600

If TYPE = CTA, HOURS may not be $>$ 80, unless employee is from agency 10000, 29100, 60300 or 62900

SUPPORTING DOCUMENTATION

All hours for which an employee receives compensation must be accounted for.

Signed and approved employee timesheets -- Timesheets meet the U.S. Fair Labor Standards Act (FLSA) requirements for maintaining a record of actual hours worked for employees who are eligible for overtime and not exempt from FLSA.

The TIMESHEET CD on the P030 Job Status Data screen determines if the employee will receive a paper timesheet, and, if so, what type of timesheet. The timesheet formats include:

- Short form (8.5 x 11")
- Long form (8.5 x 14), which provides additional room for work charge codes

Publishing and Distribution prints the timesheets on plain bond paper and distributes them to agencies before the end of the prior month. Agencies are responsible for distributing timesheets to employees by the first working day of each month. Agencies may require that the employee turn in one copy with a combination of actual hours and estimates prior to preliminary run 1. The employee then submits a second copy with actual hours for the whole month prior to preliminary run 2.

Timesheets will not reflect job status changes processed after final payroll run 1 for the prior month.

Employees must complete a separate timesheet for each concurrent job.

Agency payroll offices will need blank timesheets for the following situations:

- New hires that were not yet in the PPDB when timesheets printed
- Mid-month job changes that were not scheduled when timesheets printed

Under OAM 45.07.00 Time Record Approval:

- State employees are expected to give accurate and timely reporting of time
- Supervisors are expected to review all time reported for accuracy and appropriateness
- The employee's and the supervisor's signatures on the timesheet verify the accuracy of the time entered
- Any changes made to the time must be done in consultation with the supervisor and employee
- Even if the employee does not submit a timesheet, the state is required to pay the employee every 35 days.

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

OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides for additional information.

AFFECTED BY

Forecast – For FLSA exempt (and, potentially, salaried) employees, OSPA will forecast the hours the employees are expected to work when you access the P003 screen. OSPA uses the employee's full or part-time status and percent on the P030 screen and the employee's work schedule on the P020 screen to forecast time. It will use the forecasted hours to edit the hours you enter.

OSPA also forecasts the employee's time during preliminary run 1. If you have not entered time for the employee prior to final run 1, OSPA will use the forecast to generate the payment for the employee. If you have entered the employee's time prior to final run 1, OSPA will not forecast time for that employee.

For employees with TIMESHEET CD: 1 or 2 on the P030 screen, OSPA prints the forecast on the employee's printed timesheet.

P001 Payroll Time Capture -- Establish Session Default Values – establishes the agency and pay period for the time entered on the P003 Time Capture screen and the time viewed on the P002 Time Capture screen.

P020 Work Schedule Data – Before you can enter time for an employee, that employee must have a current work schedule on the P020 screen. OSPA uses the work schedule to forecast time for FLSA exempt and salaried employees and to perform edits against the time entered.

If you change the employee's work schedule after the employee's time has been entered for the applicable pay period, delete the employee's time and re-enter it. When you re-enter the time, OSPA will forecast and edit the time against the new work schedule.

P030 Job Status Data – Before you can enter time for an employee, a staff member must enter job status information and employee demographics in the PPDB. The P030 screen displays job status information from the PPDB, including the employee's salary status, full-time/part-time status and percent, up to four labor cost codes, the employee's benefit package and eligibility for overtime.

If agency personnel enter job changes in the PPDB, there will be separate job segments on the P030 screen and separate or split P003 Time Capture screens for each job segment that changes an employee's pay or leave eligibility, such as changes in salary, part-time / full-time status or percent, or a new job number. The P032 Job Status Display screen lists job segments for an employee.

The TIMESHEET CD on the P030 screen determines whether the employee will receive a timesheet; and, if so, what type of timesheet.

Agency Human Resources may enter a leave of absence (LOA) code in the PPDB if the employee will be off work for an extended period. If the P030 screen has an LOA CD with a BEG DT and no END date or an END date in a future pay period:

- If the LOA CD is a paid leave of absence, you may only enter pay codes where LV TP = P, U or W on the PTB2 screen
- If the LOA CD is an unpaid leave of absence, you may only enter pay codes where the LV TP = U on the PTB2 screen

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. You may view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

PCHG Work Charge Entry Table – The PCHG screen allows agency staff members to store frequently used work charge / labor cost coding. They assign a unique 4-digit, alphanumeric code to each entry and use this code to retrieve the full coding on the P003 screen. This provides the opportunity to save keystrokes and ensure consistency and accuracy.

DIRECTLY AFFECTS

P002 Time Capture – an inquiry only screen that displays the time entered on the P003 screen

P430 and P435 Employee Leave Data – The P430 screen summarizes the employee's leave balances. The P435 screen displays the entries made to the employee's leave after the last leave accrual. Leave entered on the P003 Time Capture screen immediately updates both the P430 and P435 screens.

INDIRECTLY AFFECTS

P090 YTD Wages, Taxes, and Retirement – summarizes the employee's earnings, taxes and retirement contributions for a designated tax year. OSPA updates it after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – summarizes the employee's earnings, taxes and retirement contributions for a designated tax year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff screen. These screens reflect changes made since the last final payroll run.

P190 Payroll Register Data – displays the employee's net pay amount for up to three months. OSPA updates it after each final payroll run.

P191 Register Summary -- Shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.

P192 Register Listing -- Displays the payroll register detail for a designated employee, pay period and payroll run. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The screen displays data from an on-line calculation. It reflects entries made since the last final payroll run.

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, Update

REVISION HISTORY

Date	Rev. No.	Modification
06/05/06	1.0	Original
10/06/06	1.1	Add TC51 and TC65 to message codes
10/31/06	1.2	Clarify GAP entry for field R
11/02/07	1.3	WR# 3147, add edit for maximum holiday hours
05/29/08	1.4	WR# 2884, P191 & P192; WR# 3305, add cont: Y edit
08/19/08	1.5	WR# 3147, add Hrs HO field
07/01/09	1.6	Add X FLSA CD
02/08/10	1.7	Clarify TC47
04/12/11	1.8	WR# 3751, access to P005 if employee on ODT; clarify LOA code on the P030 screen; limit on CTA hours entered
07/0/12	1.9	Leave balance does not reflect P050 entries; employee can use CTA in the month earned; correct TC44 from other to LWOP; WR# 3808, bond paper timesheets, additional digit for work schedule codes
04/24/15	2.0	WR# 4099 Removed furlough language
09/29/15	2.1	Moved PRO reference from Work Charge field to Override field