

# P005 PAYROLL TIME CAPTURE – EMPLOYEE ENTRY MENU

## SCREEN PURPOSE

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The On-line Daily Time module in OSPA gives employees the ability to enter their time directly into OSPA, rather than completing a paper timesheet. Their supervisors can also approve their time on-line.

The screens, which are employee, agency, concurrent job and month specific, include:

- P005 Payroll Time Capture -- Employee Entry Menu
- P004 Time Capture
- P006 Payroll Time Capture – Supervisor Entry Menu
- P007 Payroll Time Capture – Entered Pay Types by Day – Summary
- PSEC OSPS – Time Entry Security Table
- P009

The P005 Payroll Time Capture -- Employee Entry Menu is the first screen employees use to enter their time. By verifying the employee's SSN and PIN entered on the P005, OSPA controls access to the P004 Time Capture screen where employees enter their detailed hours. The P005 also summarizes the data entered on the P004, including hours entered per day, total hours entered for the month and total hours of leave taken.

## ALSO KNOWN AS

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P005

## PREREQUISITES, IF ANY

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**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.

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

## SCREEN ACCESS KEY SEQUENCE

You do not need to log on to CICS to access the P005:

- On the DAS mainframe menu, type E23, press [ENTER]
- Press [PAUSE] to clear the screen.
- Type P005 and press [ENTER].

## SCREEN ELEMENTS

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P005
PAYROLL TIME CAPTURE - EMPLOYEE ENTRY MENU
>PRESS CLEAR KEY IF DONE
SSN/EMPLOYEE ID 999999999 PIN (ADD/CHG) VERIFY
AGENCY/CCJ 99000 1 PAY PERIOD MONTH 04 / XX
TIMESHEET DAY 05 PAGE 01
*** DAILY ENTRY TOTALS ***
01 02 03 04 05 06 07 08 09 10
10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00
11 12 13 14 15 16 17 18 19 20
10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00
21 22 23 24 25 26 27 28 29 30
10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00
31 REGLR OTHER LWOP FORCAST
160.00 160.00
VA 16.00 RG 145.00 SL 7.00
  
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## LEGEND

No.	Description
A	Screen designation, protected.
B	Screen title, protected
C	System messages, protected. See Screen Message Codes below.
D	Employee's SSN (#####) or Employee ID (OR#####). Required part of the screen access key sequence for the P004 Time Capture screen.

No.	Description
E	Four-digit Personal Identification Number (PIN), #####. Employee assigned. Required part of the screen access key sequence for the P004 Time Capture screen. See Notes, PIN below.
F	To establish a PIN for the first time or to change an existing PIN, #####. See Notes, PIN below.
G	When establishing or changing a PIN, type the new PIN a second time [in both (ADD/CHG) and in VERIFY]. See Notes, PIN below.
H	Employee's PERS AGY from the P030 Job Status Data screen, #####. Required part of the screen access key sequence for the P004 Time Capture screen.
I	Employee's concurrent job number from the P030 Job Status Data screen. Optional part of the screen access key sequence for the P004 Time Capture screen. Will default to 1.  If the employee has more than one concurrent job, the employee will change the CCJ to enter the time worked for each job separately.
J	Month for which you want to enter time, ##. OSPA will default to the current calendar month.
K	Calendar year of pay period month, ##. OSPA will default to the current calendar year.  Generally, you will only change the year when entering the last days of December at the beginning of January.
L	Day of the month for which you want to enter time, ##. OSPA will default to the current day in the current month. See Notes, TIMESHEET DAY below.
M	OSPA will default to 01. Functionality for additional pages or screens is not available for this screen.
N	Total number of HOURS entered on the P004 Time Capture screen for each day within the pay period.
O	Summary of the time entered for the month on the P004 Time Capture screen: REGLR = Regular hours OTHER = Includes overtime, compensatory time accrued, differentials LWOP = Leave without pay FORCAST = the OSPA forecast for this employee for the month  See Notes below.
P	Summary of the REGLR hours by leave type from the P004 Time Capture screen

## **NOTES**

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**Concurrent Jobs** – Employees who have more than one concurrent job must maintain separate time records for each concurrent job. There will be a separate set of P005 and P004 screens for each concurrent job.

**Exception reporting** – FLSA exempt employees are not required to keep detailed records of their time worked. They only need to enter any paid leave or unpaid absence from work to ensure the accuracy of the leave accrual records and their pay.

An agency can also elect to apply exception reporting to all salaried employees. OSPA determines the employees who will have forecasted time by the setting on the PPDB PBAP Agency Table – Payroll (PAYROLL REPORT OPTIONS E, E = FLSA exempt only, S = all salaried employees). See the OSPA Reference Manual, Screen Descriptions, PBAP.

Employees who have exception reporting only need to record variances to the forecast on the P004 screen. They do not need to enter or verify time on the other days of the month. If they have any LWOP, they should enter their leave prior to run 1 to prevent an overpayment. Otherwise, they will be paid from payroll run 1 based upon the forecast. Then, after run 1 and before run 2, they will enter any leave taken by selecting and entering leave for the applicable TIMESHEET DAYS.

For employees using exception reporting, agency payroll will need to watch for employees who fall into a LWOP status to prevent overpayments.

**Hourly employees** – For hourly employees (WAGE BASIS CD = H on the P030 screen), OSPA does not forecast time. They are paid on the lag, rather than anticipatory, basis; which means they are paid for actual hours worked. They 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.

**Locking** – After the employee has entered his/her time and prior to payroll run 2 final, an approving manager will review and approve or lock the employee's time on the P006 Payroll Time Capture – Supervisor Entry Menu screen. Once locked, the employee cannot change time for the pay period. Managers who approve time, agency payroll and OSPS staff may unlock time, if it needs to be changed.

Supervisors can unlock time up to the close of business on the day OSPA processes run 2 final for the month. Agency payroll can unlock and correct time for the prior three months.

**LWOP** -- The total for the month of the HOURS for LWOP codes (LV TY = U, TIM SHT = Y, and REG PY = N on the PTB2 Payroll Benefit Package Table screen) entered in the TYPE field on the P004 Time Capture screen.

**OTHER** -- The total for the month of the HOURS for other pay codes (LV TP = N, TIM SHT = Y, and REG PY = N on the PTB2 screen) entered in the TYPE field on the P004 Time Capture screen.

**P004 Time Capture Screen** – To access the P004 screen from the P005 screen:

- Type SSN/EMPLOYEE ID, PIN, and AGENCY
- Make sure the PAY PERIOD MONTH and TIMESHEET DAY are correct
- Press [ENTER]

**PIN** – The employee selects his or her own four-digit Personal Identification Number. With the employee’s SSN, the PIN becomes a unique identifier that serves as an electronic signature.

The PIN does not display on any screen and the employee should not share it with anyone. The PIN will follow the employee through any transfers during a work career.

**To establish a new PIN:**

- Leave the PIN field blank
- Type the PIN you wish to use in both the (ADD/CHG) and VERIFY fields

**To change an existing PIN:**

- Type the current PIN in the PIN field
- Type the new PIN in both the (ADD/CHG) and VERIFY fields

An employee should change his/her PIN whenever s/he believes it has been compromised.

**Forgotten PIN:** OSPS can “scrub” the PIN (erase the PIN so that that field is blank) on the P009 screen if an employee forgets his/her PIN or is unable to enter his/her own time. Once OSPS has scrubbed the PIN, the employee will establish a new PIN.

**REGLR** -- The total for the month of the HOURS for regular pay codes (REG PY = Y on the PTB2 screen) entered in the TYPE field on the P004 Time Capture screen.

**TIMESHEET DAY** – You can designate the date for which you will enter time in three ways:

- Change the TIMESHEET DAY or
- Type X on the line to left of the date in the \*\*\* DAILY ENTRY TOTALS \*\*\* or
- With your PC mouse, click on the date on the \*\*\* DAILY ENTRY TOTALS \*\*\*

## **SCREEN MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	ADD/CHG PIN NOT VERIFIED	Several Causes: Original pin not entered; add/change pin did not match
	ENTER AGENCY NUMBER	Agency number was not entered
	ENTERED DAY INVALID	Invalid timesheet day entered
	ENTERED MONTH INVALID	Month entered is not correct
	INVALID CCJ	Valid job was not entered
	INVALID PAGE	Access not permitted to screen
	INVALID PIN ENTRY	Valid pin was not entered

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	LOCK-MSG	Timesheet is locked. Time cannot be modified
	NO DEFAULT TIME FOUND	No time found for information entered
	NO VALID SSN SECURITY	You entered an SSN or EID that does not have a current record on the P030 or the PSEC, or you entered an incorrect SSN or EID and AGENCY combination, or you entered a CCJ that does not exist on the P030.
	OSPS NOT AVAILABLE	System Database Down
	OSXRFEID FILE ERROR	Employee ID file is not available or located. Document action being taken, make a screen print of the error and fax to OSPS who will fax to a programmer
	P005 TIME LOCKED	You attempted to access the P005 for a pay period where the approving manager has already locked the time on the P006.
	PRESS CLEAR KEY IF DONE	Message appears when returning from P004 screen
	XRF1 EMPLOYEE ID N	You entered the EID as part of the screen access key sequence. The EID is not yet on the crosswalk table in OSPA. Call up the employee's record on the P030, using the SSN. Press F10.
TC34	NO JOB STATUS	The employee does not have a current record on the P030 Job Status Data for the time period entered.

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

## ***OSPA REASONABILITY EDITS***

SSN is numeric, >000000000 and <999999999, and present on a current P030 screen record

AGENCY is numeric, >00000, and a valid agency number

CCJ is numeric, >0, <10 and a current record is present on the P030 screen for the employee

PIN is numeric, >0000, and matches the PIN on the Person Segment for SSN entered

If PIN is blank, (ADD/CHG) and VERIFY are numeric and >0000, and Person Segment does not have an existing PIN

TIMESHEET DAY is numeric, >00 and is a valid date for the PAY PERIOD MONTH

PAY PERIOD MONTH is numeric, >00 and <13, = current month or the prior two months

The year associated with PAY PERIOD MONTH = current year. If year = prior year, PAY PERIOD MONTH = 12.

VERIFY TIME? on the P006 ≠ L or X

TIMESHEET CD on the P030 screen = N

Employee is on the PSEC screen for this agency

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## **SUPPORTING DOCUMENTATION**

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OAM 45.07.00 Time Record Approval establishes that:

- 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 PIN on the P005 screen and the supervisor's PIN on the P006 screen verify the accuracy of the time the employee entered on the P004 screen;
- Any changes made to the time must be done in consultation with the supervisor and employee;
- Even if the employee does not enter time, the state is required to pay the employee every 35 days.

The P005 Payroll Time Capture – Employee Entry Menu screen and P004 Time Capture screen were designed to meet the 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.

OSPA maintains time records for the current and three prior months. The ETV7ALP and ETV7RDC Employee Monthly Timesheet for Pay Period Ending MM/DD/YYYY report can meet the FLSA retention requirements.

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## **OSPA SCREEN INTERACTIONS**

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For additional information, see the OSPA Reference Manual, Screen Descriptions and Introduction, Introduction to Payroll.

### **AFFECTED BY**

**Forecast** – For FLSA exempt (and, potentially, salaried employees), OSPA will forecast the hours the employees are expected to work when they access the P004 screen. OSPA uses the employee's percent of full-time and work schedule to forecast the employee's hours for the pay period. It will use the forecasted hours to edit the hours entered for the month.

OSPA also forecasts employees' time during preliminary run 1. If they have not entered time prior to final run 1, OSPA will use the forecast to generate the payment for them. If the employee has only entered leave hours for the month, OSPA will use the employee's work schedule and forecast the time worked for the "untouched" (have not been accessed) days of the month. If the employee has entered time for the entire month prior to forecast, OSPA will not overwrite the hours entered.

**P003 Time Capture** – If agency payroll tries to save time entered on the P003 Time Capture screen for an employee on ODT, the staff member will receive a blank screen and the message "P005 SSN FLAGGED FOR DAILY TM CAPT USE P005". Press [ENTER] and OSPA will display the P005 screen.

**P004 Time Capture** – The P005 screen summarizes the time entered on the P004 screen for the pay period.

**P020 Work Schedule Data** – Each employee must have a current work schedule on the P020 Work Schedule Data screen. OSPA will use the work schedule to forecast the employee’s time and to edit the time entered.

**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 screen for each concurrent job.

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

**DIRECTLY AFFECTS**

**P004 Time Capture** – To access the P004 screen, the employee must first enter SSN/Employe ID, PIN, AGENCY, CCJ, PAY PERIOD MONTH and TIMESHEET DAY on the P005.

**INDIRECTLY AFFECTS**

**P007 Payroll Time Capture – Entered Pay Types by Day – Summary** -- an inquiry only screen, the P007 screen displays the time entered on the P004 Time Capture screen by day and pay code.

**CATEGORY / SCREEN CLASSIFICATION**

Time Capture Module, On-line Daily Time, Update

**REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
06/16/06	1.0	Original
01/15/08	1.1	Add TC34 screen message
04/12/11	1.2	WR#3751, edit on P003 for employees with ODT; WR#3657, ETV7RDC / ALP designation; appendices to codes; periodic review