P006

Payroll Time Capture – Supervisor Entry Menu

SCREEN PURPOSE

Employees use the On-line Daily Time module in OSPA 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 pay period 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

Managers use the P006 Payroll Time Capture – Supervisor Entry Menu to approve or lock employees' time entered through ODT. The manager's SSN and PIN serve as an electronic signature.

ALSO KNOWN AS

PREREQUISITES, IF ANY

P004 Time Capture – The employee must have entered time on the P004 Time Capture or OSPA must have performed the forecast during preliminary run 1 for the applicable pay period.

P005 Payroll Time Capture – Employee Entry Menu – The approving manager must have established a PIN on the P005.

PSEC OSPS -- Time Entry Security Table – Agency payroll staff must have entered the approving manager on the PSEC.

SCREEN ACCESS KEY SEQUENCE

Step 1 of 3

You do not need to log onto CICS to access the P006. This first step is for OSPA to verify that you are on the PSEC screen as an approving manager. To begin the log-on:
   a. On the DAS mainframe menu, type E23 and press [ENTER].
   b. Type P006, SSN or Employee ID, Agency, SUPV RDC (P006,#########,#####,########).
   c. Press [ENTER].

SSN = the approving manager's social security number (#########). Do not enter the hyphens. Enter any leading zeroes. Either the SSN or Employee ID is required.

Employee ID = the approving manager's employee identification number (OR#######). Either the SSN or Employee ID is required. If you enter your Employee ID, OSPA will crosswalk it to your SSN.

AGENCY = the approving manager's OSPA agency number (#####). Required.

SUPV RDC = DIST number (up to eight alphanumeric characters) from the PSEC OSPS -- Time Entry Security Table for the approving manager. Required.

Step 2 of 3

Once you complete Step 1, OSPA will display the top portion of the P006 with the cursor in the SUPV PIN field.

If you wish to review time for all of the employees with the same RDC:
   a. Confirm that the AGY/CCJ/RDC, PAY PERIOD MONTH, and SUPV RDC are correct.
   b. Enter the SUPV PIN.
   c. Press [ENTER]. OSPA will display the time for the employee with the same RDC and the lowest SSN.

You can also retrieve a record for a specific employee:
   a. Enter the employee's SSN or EMPLOYEE ID.
   b. Confirm that the AGY/CCJ/RDC, PAY PERIOD MONTH, and SUPV RDC are correct.
   c. Enter the SUPV PIN.
   d. Press [ENTER].

SSN = in this step, this is the employee's social security number (#########) for whom you will review time. Either the SSN or Employee ID is required if you wish to

retrieve a specific time record. If left blank, it will default to the first SSN with the designated RDC.

EMPLOYEE ID = in this step, this is the Employee ID (OR#######) for the employee for whom you will review time. Either the SSN or Employee ID is required if you wish to retrieve a specific time record. If left blank, it will default to the first SSN with the designated RDC.

AGY = the employee's OSPA agency number (#####). It will default to the agency number entered in Step 1.

RDC = the employee's DIST number from the PSEC OSPS -- Time Entry Security Table. It will default to the SUPV RDC entered in Step 1.

SUPV RDC = the manager's DIST number from the PSEC OSPS – Time Enter Security Table. It will default to the SUPV RDC entered in Step 1.

SUPV PIN = the approving manager's four-digit personal identification number established on the P005 Payroll Time Capture – Employee Entry Menu. Required. Combined with the manager's SSN entered in Step 1, the SUPV PIN serves as the manager's electronic signature.

Step 3 of 3

OSPA will display the time entered for the employee. You are now ready to review and verify (approve) the employee's time.

If you allowed OSPA to default to the employee with the same RDC and lowest SSN:
   a.   Enter the appropriate value in VERIFY TIME?
   b.   Press [ENTER].
   c.   OSPA will display the next employee with the same RDC.

For additional information, see Entry Guides, ODT, Approving Time.

SCREEN ELEMENTS

Ⓐ   Ⓑ   Ⓒ   Ⓓ

Step 1 of 3

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P006 999999999 99000 999
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Step 2 of 3

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P006              Ⓔ

         PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU

   SSN/EMPLOYEE ID   ___Ⓕ  Ⓖ  Ⓗ
      AGY/CCJ/RDC  99000 1   999   Ⓘ
Ⓙ─PAY PERIOD MONTH 04 / XX
      VERIFY TIME?       _              SUPV RDC _____   SUPV PIN
              Ⓚ                                  Ⓛ                    Ⓜ
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Step 3 of 3

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P006

         PAYROLL TIME CAPTURE - SUPERVISOR ENTRY MENU

   SSN/EMPLOYEE ID  999999999 EMPLOYEE, TAYLOR
      AGY/CCJ/RDC  99000 1   999
    PAY PERIOD MONTH 04 / XX
      VERIFY TIME?       _              SUPV RDC 999      SUPV PIN
    DAY/04    DAY/14    DAY/27 Ⓝ                            ⎡RG  158.00
  RG 10.00  RG 10.00  RG 10.00                         Ⓞ  ⎢OT    2.00
    DAY/05    SDE  .75    DAY/28                           ⎢SDE  13.00
  RG 10.00    DAY/18  RG 10.00 Ⓟ                           ⎣LO    2.00
    DAY/06  RG 10.00  SDE 8.50
  RG 10.00    DAY/19
    DAY/07  RG 10.00
  RG 10.00    DAY/20
    DAY/08  RG 10.00
  OT  2.00    DAY/21
    DAY/11  RG 10.00                         Ⓠ─── CREW 999      Ⓡ Ⓢ
  RG 10.00    DAY/25                         Ⓣ─POS 3599903
    DAY/12  RG  8.00                         Ⓤ─── WS AA7      YXX0519
  RG 10.00    LO  2.00                       Ⓥ─ BASIS S      ⎡REG 158.00
    DAY/13    DAY/26                         Ⓦ─── O/T YN     ⎢OTH  15.00
  RG 10.00  RG 10.00                        Ⓨ─HOL O    Ⓧ    ⎢LWP   2.00
            SDE 3.75                         Ⓩ─── BEN CO     ⎣FOR 160.00
```

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required. Entered on a blank screen.
B	Approving manager's SSN (#########) or Employee ID (OR#######). Part of the screen access key sequence, required. Entered on a blank screen.
C	Approving manager's PERS AGY from the P030 Job Status Data, #####. Part of the screen access key sequence, required. Entered on a blank screen.
D	Approving manager's RDC (DIST from the PSEC OSPS – Time Entry Security Table). Part of the screen access key sequence, required. Entered on a blank screen.
E	Screen title. Protected.
F	SSN (#########) or Employee ID (OR#######) for employee for whom you want to approve time. You may enter a specific SSN or Employee ID or allow OSPA to display time for each employee with the designated RDC in ascending SSN order.
G	Employee's PERS AGY from the P030 Job Status Data, #####. Required to retrieve the employee's time. Will default from the data the approving manager entered to access the screen.
H	Employee's concurrent job number, #, 1-9. OSPA will default to 1 or you may enter a CCJ. Required to retrieve the employee's time entered for a specific concurrent job.
I	Employee's RDC (DIST from the PSEC OSPS – Time Entry Security Table). Required to retrieve the employee's time. Will default from the data the approving manager entered to access the screen. Must be the same as the SUPV RDC.
J	Pay period to be reviewed, MM/YY. OSPA will default to the current month. Required to retrieve the employee's time.

No.	Description
K	Values include: B = bypass L = lock U = unlock X = undaily, used to remove an employee from ODT. See Notes, Undaily.
L	Supervisor's RDC from the DIST field on the PSEC OSPS – Time Entry Security Table. Will default from the data the approving manager entered to access the screen. Must be the same as the employee's RDC.
M	Four-digit Personal Identification Number (PIN), ####, established by the approving manager on the P005 Payroll Time Capture – Employee Entry Menu. See Notes, SUPV PIN.
N	Day of the month where the employee has entered time.
O	Summary of pay types entered for the month.
P	Hours for each pay type entered for a given day.
Q	CREW-UNIT from the P030 Job Status Data. Protected. Will be blank for separated employees.
R	L= time has been locked (verified) Y = time can still be entered for the pay period
S	The last date the employee accessed the ODT screens for this pay period, YYMMDD. If the date is blank, the employee has not verified / entered time for the pay period.
T	POS from the P030 Job Status Data. Protected. Will be blank for separated employees.
U	WS (work schedule code) from the P020 Work Schedule Data. Protected.

No.	Description
V	WAGE BASIS CD from the P030 Job Status Data. Will be blank for separated employees. Possible values include: D = daily H = hourly P = partial salary (part-time salaried) S = salaried U = undefined
W	O-T/FLSA CD from the P030 Job Status Data. Protected. Will be blank for separated employees. O-T: Y = eligible for overtime FLSA CD may be: E = exempt N = non-exempt X = Legislative Branch, exempt under ORS 240.200
X	Summary of the time the employee entered for the month from the P005 Payroll Time Capture – Employee Entry Menu: REG = Regular hours OTH = other, includes overtime, compensatory time accrued, differentials, etc. LWP = LWOP FOR = the OSPA forecast for this employee for the month See Notes.
Y	HOLIDAY PKG CD from the P030 Job Status Data. OSPA uses the code during the forecast to determine the date the employee will receive pay for a holiday. Protected. Will be blank for separated employees.
Z	BENEFIT PKG CD from the P030 Job Status Data. Determined by the employee's representation code. It determines the pay codes the employee may use to record time. Protected. Will be blank for separated employees.

NOTES

Concurrent Jobs – Employees who have more than one concurrent job must maintain separate time records for each concurrent job. There will be a separate P006 for each job.

For -- Number of hours this employee would normally work during the month, based upon the employee's work schedule from the P020 and PT/FT CD/PCT from the P030.

Locking – Once locked, the employee cannot access or change the time for the pay period. Managers who approve time, agency payroll staff members, and OSPS may unlock time, if the employee needs to change it.

Supervisors can unlock time up to the close of business on the day OSPA processes run 2 final for the month. Agency payroll staff members may unlock time and set a corrective for three prior months.

See Entry Guides, ODT, Approving Time.

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

OTH -- 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) entered in the TYPE field on the P004 Time Capture. Examples include overtime, compensatory time accrued, and differentials.

RDC – Managers may have the authority to approve time for employees in more than one RDC. There will be a separate record on the PSEC OSPS -- Time Entry Security Table for each RDC. The manager will change the SUPV RDC to approve time for each group of employees.

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

Return to First Employee – When you have reached the last employee in your group (screen message = END OF SSN SECURITY TBL) and wish to return to an earlier employee:
- In VERIFY TIME? type B
- Space bar through the first character in the SSN/EMPLOYEE ID field
- Press [ENTER]
- OSPA will display the employee with the lowest SSN in your group.
- If you wish to view / approve time for an employee subsequent to the first employee, continue to bypass until OSPA displays the applicable employee.

SUPV PIN – The manager's four-digit Personal Identification Number and SSN serve as a unique electronic signature. The manager selects his or her own PIN; it does not display on any screen; and, the manager should not share it with anyone.

To establish a new PIN: On the P005 Payroll Time Capture – Employee Entry Menus, leave the PIN field blank, type the PIN you wish to use in both the (ADD/CHG) and VERIFY fields, and press [ENTER].

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, and press [ENTER]. A manager 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 if a manager forgets his/her PIN. After OSPS scrubs the PIN, the manager will establish a new PIN.

See Entry Guides, ODT, PIN.

Undaily – An employee who has SUPV: S on the PSEC OSPS – Time Entry Security Table and the same RDC as the employee may remove an employee from On-line Daily Time with the following steps:
- Ensure that the employee has time entered for the current pay period
- Access the P006
- Type X in VERIFY TIME and press [ENTER]
- Type X in VERIFY TIME and press [ENTER]
- Access the PSEC OSPS – Time Entry Security Table
- Delete the employee from the PSEC

See Screen Descriptions, PSEC.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	AGENCY INVALID FOR ENTRY	Agency number not valid
	AGENCY/RDC INVALID	The approving manager has not signed on with the same agency and RDC number as the employee.
	END OF SSN GROUP	Last SSN has been retrieved for supervisor RDC
	END OF SSN SECURITY TBL	End of security table reached
	ENTER AGENCY NUMBER	Agency number must be entered
	ENTERED MO/YR INVALID	MO/YR entered is invalid
	INVALID SUPERVISOR LVL	Level entered is invalid
	NO DEFAULT TIME FOUND	No time found for entered information
	NO TIME EXISTS	The PAY PERIOD MONTH ≠ the current or prior three pay periods. OSPA only retains the time for the current and prior three months.

Code	Message with Code	Description
	NO VALID SSN SECURITY	When the approving manager signed on to the P006, s/he did not enter SSN or EID, agency, and RDC. OSPA requires all three elements to validate the manager and employees for which s/he can approve time.
	ORIGINAL PIN NOT ENTERED	The PIN entered on the P006 is not the same PIN the manager established on the P005.
	OSPS NOT AVAILABLE	OSPA has displayed the last employee included in the designated RDC.
	OSPS SYSTEM PROBLEM - CALL PROGRAMMING	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	OSXRFEID FILE ERROR	Employee ID file is not available or located. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	PERSON WAS NOT FOUND	Manager attempted to approve time for the last employee in the RDC. There are employees with the same RDC on the PSEC that do not have a current job segment on the P030.
	*SUPV LEVEL NOT VALID	Manager attempted to approve time for the last employee in the RDC. There are employees with the same RDC on the PSEC that do not have a current job segment on the P030.
	SUPV SSN = ENT SSN	This indicates that the PSEC entries are not correct - i.e. the employee is set up to lock their own time.
	*VERIFY SUPV LVL INVALID	Value in the SUPV field on the PSEC is not high enough to review the time for the designated employee
	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.

For a complete alphabetical listing of OSPA screen message codes see Appendix E.

OSPA REASONABILITY EDITS

The SSN must be numeric, >000000000, <999999999, and on a current job segment on the P030.

The agency must be numeric, >00000, and a valid agency number.

The employee's AGY and RDC must be the same as the SUPV RDC and agency number used to sign-on to the P006 Payroll Time Capture – Supervisor Entry Menu.

The approving manager must have established a PIN on the P005 Payroll Time Capture – Employee Entry Menu and the PIN entered must match the existing PIN.

The approving manager must have a value in the SUPV field on the PSEC OSPS –
Time Entry Security Table > the value in the SUPV field for the employee.

SUPPORTING DOCUMENTATION

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 and the supervisor's PIN on the P006 verify the accuracy of the time the employee entered on the P004;
- 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;
- Agency administration must ensure that appropriate back-ups have been designated to approve employee time when a supervisor is absent from work.

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

OSPA SCREEN INTERACTIONS

Affected By

P004 Time Capture – The employee uses the P004 Time Capture to enter time for each day. The P006 summarizes the time entered on the P004 by day and TYPE.

PSEC OSPS -- Time Entry Security Table – Agency payroll staff must have entered the approving manager on the PSEC.

Directly Affects

P004 Time Capture and **P005 Payroll Time Capture – Employee Entry Menu** – Once the employee's time is locked on the P006, the employee may not access or change the time unless the manager or agency payroll office unlocks the time record.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, On-line Daily Time, Update

REVISION HISTORY

Date	Rev. No.	Modification
06/12/06	1.0	Original
11/20/06	1.1	Add "Return to New Employee" in Notes
02/27/08	1.2	Clarify "Undaily" process, add Verify Supv Lvl Invalid screen message
03/04/08	1.3	Correct SUPV LEVEL NOT VALID message
07/18/08	1.4	WR #3308, add fields Q, T thru W, Y, Z
09/05/08	1.5	P030 data clarified for separated employees
09/29/08	1.6	PERSON WAS NOT FOUND message
07/02/09	1.7	Add FLSA CD X