

P007 PAYROLL TIME CAPTURE – ENTERED PAY TYPES BY DAY -- SUMMARY

SCREEN PURPOSE

The On-line Daily Time module in OSPA gives employees the ability to enter their time and attendance directly into OSPA, rather than completing a paper timesheet. Their supervisors can also approve their time on-line. Each employee's unique SSN / Employee ID and PIN serve as an electronic signature.

The screens 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 P007 Payroll Time Capture – Entered Pay Types by Day – Summary, an inquiry only screen, displays the time entered on the P004 Time Capture screen. OSPA maintains time records for the current and three prior months.

ALSO KNOWN AS

P7

PREREQUISITES, IF ANY

OSPA must have calculated the forecast during preliminary run 1, or the employee must have time entered on the P003 or P004 Time Capture screens.

SCREEN ACCESS KEY SEQUENCE

You do not need to log onto CICS to access the P007 screen:

- a. On the DAS mainframe menu, type E23 and press [ENTER].
- b. Press [PAUSE] to clear the screen.
- c. Type P007 and press [ENTER].
- d. On the P007, fill in the SSN/EMPLOYEE ID, AGENCY/CCJ, and PAY PERIOD MONTH and press [ENTER].

SSN: social security number (#####) of the employee for whom you want to view time. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or EMPLOYEE ID is required.

EMPLOYEE ID: OR##### of the employee for whom you want to view time. Either the SSN or EMPLOYEE ID is required.

AGENCY = OSPA agency number (#####). Required.

CCJ = concurrent job number (#, 1-9). Optional. The records on this screen are concurrent job specific. If you do not enter a number, OSPA will default to 1.

PAY PERIOD MONTH: MM / YY. Optional. OSPA will default to the current pay period. You may inquire for the current and three prior months.

SCREEN ELEMENTS

P007	(A)	(B)	PAYROLL TIME CAPTURE - ENTERED PAY TYPES BY DAY - SUMMARY	
			SSN/EMPLOYEE ID 999999999	(C)
			AGENCY/CCJ 99000 1	(E)
	(D)		PAY PERIOD MONTH 04 / XX	
DAY/04	DAY/14	DAY/27		F {
RG 10.00	RG 10.00	RG 10.00		
DAY/05	SDE .75	DAY/28		
RG 10.00	DAY/18	RG 10.00		RG 158.00
DAY/06	RG 10.00	SDE 8.50		OT 2.00
RG 10.00	DAY/19			SDE 13.00
DAY/07	RG 10.00			LO 2.00
RG 10.00	DAY/20			G {
DAY/08	RG 10.00			
OT 2.00	DAY/21			
DAY/11	RG 10.00			
RG 10.00	DAY/25			
DAY/12	RG 8.00			
RG 10.00	LO 2.00			
DAY/13	DAY/26			
RG 10.00	RG 10.00			
	SDE 3.75			
				H {
				REG 158.00
				OTH 15.00
				LWP 2.00
				FOR 168.00

LEGEND

No.	Description
A	Screen designation. To access this screen, type P007 on a blank screen.
B	Screen title, protected.

No.	Description
C	Employee's SSN (#####) or ID (OR#####). Required.
D	Employee's agency number, #####. Required.
E	CCJ: Employee's concurrent job number, # (1-9). Optional, OSPA will default to 1. There will be a separate screen for each CCJ. PAY PERIOD MONTH: MM/YY. Optional. OSPA will default to the current pay period. You may view time entered for the current and three prior months.
F	Total number of hours for the month for each pay type the employee entered.
G	Days of the month for which time has been entered for the employee, summarized by total number of HOURS (##.##) for each TYPE entered.
H	REGLR, OTHER, LWOP, and FORCAST from the P005 Payroll Time Capture – Employee Entry Menu screen

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 P007 screen for each concurrent job.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	AGENCY INVALID FOR ENTRY	Agency number is invalid
	END OF SSN SECURITY TBL	End of table has been reached
	ENTER AGENCY NUMBER	Agency number must be entered
	ENTERED MO/YR INVALID	MO/YR entered is invalid
	INVALID SUPERVISOR LVL	Operator is not set up to be a supervisor locking time
	NO DEFAULT TIME FOUND	No time found for entered information
	OSPS NOT AVAILABLE	OSPS not available to access. Document action being taken, screen print error and fax to PSS to give to a programmer
	OSXRFEID FILE ERROR	Employee ID file is not available or located
	XRF1 EMPLOYEE ID NOT FOUND	Employee ID not found on table

For a list of OSPA screen message codes see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

For additional information about these screens, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides

AFFECTED BY

Forecast – For salaried employees, OSPA will display the forecast of the hours the employees should have worked after preliminary run 1. OSPA uses the employee’s full or part-time status and percent and the employee’s work schedule to make the forecast. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, OSPA Introduction.

P004 Time Capture – For On-line Daily Time, the P004 Time Capture screen gives the employee the functionality to enter time and attendance for a specific day. The P007 screen summarizes the time entered on the P004 by day and TYPE.

DIRECTLY AFFECTS

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INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, Inquiry Only

REVISION HISTORY

Date	Rev. No.	Modification
05/24/06	1.0	Original
07/17/08	1.1	WR# 3308, add F and H fields added

Date	Rev. No.	Modification
09/07/12	1.2	Periodic review; appendix to code list; OSPS to PSS