

P009

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 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 OSPA – Time Entry Security Table
- P009

The P009 is employee specific. It gives Payroll System Support (PSS) staff members the ability to “scrub” the PIN for an employee who has access to the On-line Daily Time module to either enter or approve time. Agency payroll requests a scrub when an employee has forgotten his/her PIN or is unable to enter his/her own time.

ALSO KNOWN AS

P9

PREREQUISITES, IF ANY

An agency payroll office staff member requests a PIN scrub for any agency staff member who uses On-line Daily Time by calling or sending an e-mail to the OSPA Help Desk.

SCREEN ACCESS KEY SEQUENCE

The PSS staff member must be logged-in with department ALL. Then, press [PAUSE] to create a blank screen.

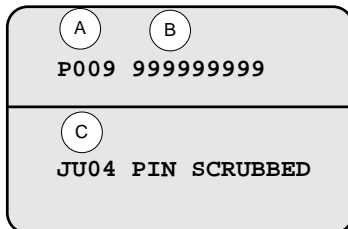
To scrub the PIN from the blank screen, type P009, SSN or Employee ID (P009,OR#####)

When you press [ENTER], OSPA will perform the action. If it is successful, you will receive the message JU04 PIN SCRUBBED.

SSN: social security number (#####) of the person for which you are scrubbing the PIN. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or Employee ID is required.

Employee ID: OR##### of the person for whom you are scrubbing the PIN. Either the SSN or Employee ID is required.

SCREEN ELEMENTS



LEGEND

No.	Description
A	Screen designation. Enter from a blank screen to perform the action.
B	The employee's SSN (#####) or Employee ID (OR#####) whose PIN will be scrubbed. Required on the blank screen.
C	When OSPA successfully scrubs the PIN, this message will display. If you receive other messages, see Screen Message Codes section below.

NOTES

PIN – The employee selects his or her own four-digit Personal Identification Number. OSPA attaches this number to the employee’s SSN / Employee ID to form a unique identifier for 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: On the P005 Payroll Time Capture – Employee Entry Menu screen, leave the PIN field blank, type the PIN you wish to use in both the (ADD/CHG) and VERIFY fields, and press [ENTER]. After PSS has scrubbed a PIN on the P009 screen, the employee or agency payroll will establish a new PIN on the P005 screen.

To change an existing PIN: On the P005 Payroll Time Capture – Employee Entry Menu screen, type the current PIN in the PIN field, type the new PIN in both the (ADD/CHG) and VERIFY fields and press [ENTER]. An employee should change his/her PIN whenever s/he believes it has been compromised.

SCREEN MESSAGE CODES

Code	Message with Code	Description
JU01	PARAMETERS INVALID	Message appears when SSN/OR is not entered with P009 command or the SSN/OR number is not valid
JU02	SIGN ON AGENCY MUST = ALL AGENCY	Agency sign on must equal "All"
JU03	SSN IS NOT ON PAYROLL SYSTEM	SSN entered was not located
JU04	PIN SCRUBBED	Pin successfully scrubbed
JU90	SECURITY ERROR	Access not permitted to screen
JU91	DATA BASE NOT AVAILABLE	Database is not available for update. 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. Document action being taken, screen print error and fax to PSS to give to a programmer
	TRANSACTION DIFFICULTY - PLEASE CALL CENTRAL PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database is not available for update. Document action being taken, screen print error and fax to PSS to give to a programmer

Code	Message with Code	Description
	XRF1 EMPLOYEE ID NOT FOUND	Employee ID entered was not located in 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

Intentionally left blank

SUPPORTING DOCUMENTATION

Intentionally left blank

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

Intentionally left blank

DIRECTLY AFFECTS

P005 Payroll Time Capture – Employee Entry Menu – An employee who enters time through On-line Daily Time establishes a PIN on the P005 screen. After OSPS scrubs a PIN, the employee will need to establish a new PIN on the P005 screen.

P006 Payroll Time Capture – Supervisor Entry Menu – A manager must establish a PIN on the P005 Payroll Time Capture – Employee Entry Menu screen prior to approving time on the P006 screen. After OSPS scrubs a PIN, the manager will need to establish a new PIN on the P005 screen.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, On-line Daily Time, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/24/06	1.0	Original
09/07/12	1.1	Periodic review; appendix to code list; OSPS to PSS