

P031

Job Status Display

SCREEN PURPOSE

OSPS uses the P031 Job Status Display to maintain job segments and resolve data interface issues between PPDB and OSPA. The screen is only available to OSPS staff members.

OSPS will only make changes to the current and prior job records.

ALSO KNOWN AS

PREREQUISITES, IF ANY

OSPS makes changes after a request from an agency staff member, either via telephone or e-mail.

SCREEN ACCESS KEY SEQUENCE

To access the P031, you must sign-on with agency ALL.

P031,SSN or EID,agency,CCJ,date (P031 ##### # MMDDYY)

SSN = social security number (#####). Do not enter the hyphens. Enter any leading zeroes. Either the SSN or EID is required.

EID = employee identification number (OR#####). Either the SSN or EID is required.

Agency = OSPA agency number (#####). Required, because you must sign-on as agency all to access the P031.

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.

Date = 999999 (current record) or last STOP date for agency number, will default when you perform the inquiry.

SCREEN ELEMENTS

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    (A)      (B)      (C)      (D)      (E)      (F)
P031      999999999 99000 1 999999          JOB STATUS DISPLAY
    (G) EMPLOYEE, TAYLOR                      (H) JD09 LAST PAGE (K)
    (I) CC JOB : 1                            (J) START/STOP DATES: 0223XX / 999999 RECOG SVC DATE: 0223XX
    (L) PERS AGY: 99000                       (M) POSITION: 3599903   (N) DFC: 0   (O) SC: 0

    ADDITIONAL JOB STATUS INFO:
    CONC  --JOB STATUS---  PERSONNEL
    JOB    START    STOP    AGENCY    REPR/CLASS    POSITION    RECOG    DBL FIL    SEP
           SVC DT    CODE          CODE          REPR/CLASS    POSITION    SVC DT    CODE          CODE
    1     1201XX    1203XX    99000    OA C4152    2999321    0223XX    0           Y
    1     0223XX    999999    99000    OA C4152    3599903    0223XX    0           0
    (P)      (Q)      (R)      (S)      (T)      (U)      (V)      (W)      (X)      (Y)
  
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Legend

No.	Description
A	Screen number of active screen. Part of the screen access key sequence. Required.
B	Employee's SSN, #####, or EID, OR#####. Part of the screen access key sequence. Required.
C	Agency number, #####, part of the screen access key sequence. Because you must sign on with agency ALL, you must designate the employee's agency.
D	Concurrent job number, #, 1-9, part of the screen access key sequence. If you do not enter a value, OSPA will default to 1.
E	Ending date of current job (MMDDYY). If there is a current segment for this concurrent job, OSPA will default to 999999. If there is not, it will default to the last job segment.
F	Screen name of active screen. Protected.
G	Name of employee associated with the requested SSN or EID. Protected.
H	Screen messages, if any. Protected. See Screen Message Codes.
I	Concurrent job number #, 1-9.

OSPA Reference Manual

OSPA Screens

P031

No.	Description
J	<p>START (DATE): The beginning date of the topmost job segment</p> <p>STOP DATE: The date through which the segment is effective. All 9s in the stop date indicate no end date has been established (ongoing).</p>
K	Recognized service date. The date the employee started state service adjusted for applicable breaks in service, MMDDYY. Used by OSPA to determine when the leave accrual service code will change.
L	PERS AGY from the P030 Job Status Data, #####, part of the screen access key sequence.
M	The position number within the agency.
N	The code indicating if the current position is or was double-filled. See DBL FIL CODE for possible values.
O	<p>Separation code. Indicates if employee is currently active or has separated from the position.</p> <p>Possible values include: Y = separated from position 0 = not separated.</p>
P	Concurrent job number for each of the job segments listed, #, 1-9. Protected.
Q	The beginning date for this job segment, MMDDYY. Protected.
R	The ending date of this job segment, MMDDYY. All 9s means no end date has been established (ongoing). Protected.
S	The number of the agency for which this employee works or worked. Protected.
T	The employee's representation code. Protected.
U	The employee's class number. Protected.
V	The position number within the agency. Protected.
W	Recognized service date. The date the employee started state service adjusted for applicable breaks in service, MMDDYY. Used by OSPA to determine when the leave accrual service code will change.

No.	Description
X	<p>Double fill code. For employees who are or were double filling a position, PPDB interfaces a code to identify the reason for the double fill.</p> <p>Possible values include: B = employee occupies the base position E = position establishment is pending the PICS update J = job share, not >1.0 FTE L = to cover an employee on leave M = approved and/or directed by Budget and Management (BAM), DAS, to address budget issues P = may not be > 1.0 FTE T = short-term transition of employees into pending vacant positions for training X = exempt from ORS 240 0 = not a double fill</p>
Y	<p>Separation code. Indicates if employee is currently active or has separated from the position.</p> <p>Possible values include: Y = separated from position 0 = not separated.</p>

NOTES

Examples of how OSPS uses the P031 include:

- Change the SEP CODE from 0 to Y
- Employee entered time on On-line Daily Time for dates after the employee's separation date. Changing the STOP date will allow the employee to delete the extra time.
- Correct the START and STOP dates for different job segments
- When changes were made to the wrong concurrent job, OSPS can move the changes to the appropriate concurrent job.
- Delete a record in OSPA when a record is deleted in PPDB and the delete does not interface to OSPA

SCREEN MESSAGE CODES

Code	Message with Code	Description
JU01	PARAMETERS INVALID	Message received when entering P031 without entering information to be located
JU02	SIGN ON AGENCY MUST = PARM AGENCY	Agency does not match log-in
JU03	SSN IS NOT ON PAYROLL SYSTEM	SSN not found
JU04	JOB STATUS IS NOT PRESENT	Job status not present
JU05	JOB STATUS DELETED	Access not permitted to screen
JU06	JOB STATUS ADDED	Job status added
JU07	JOB STATUS CHANGED	Jobs status change accepted
JU08	PRESS PF8 FOR NEXT PAGE	Press the PF8 key for next page of records
JU09	LAST PAGE	Last page of record reached
JU20	FIELDS MODIFIED	A field was modified and the ? was not changed to A, C, or D
JU21	TRANSACTION MUST BE C OR D	Function can only be a C or D
JU23	INVALID CONCURRENT JOB NUMBER	Concurrent job number must be numeric
JU24	INVALID START DATE	Start date entered invalid
JU25	INVALID STOP DATE	Stop date entered invalid
JU26	START DATE CANNOT BE > STOP DATE	Start date cannot be greater than stop date
JU27	INVALID RECOG SERVICE DATE	Recognized service date is invalid
JU30	GROSS PAY ADJUSTMENTS EXIST	Gross pay adjustment exists in system, record not updated
JU31	LEAVE BALANCE EXISTS	Leave balance exists in system, record not updated
JU32	DETAIL TIME EXISTS	Detail time exists, record not updated
JU33	DATES OVERLAP EXISTING JOB STATUS	Start/Stop dates overlap existing job status dates
JU90	SECURITY ERROR	Access not permitted to this screen
JU91	DATA BASE NOT AVAILABLE	Database is not available, record not updated. OSPS will document action being taken, screen print error and fax to programmer

Code	Message with Code	Description
JU92	HISTORY FILE CLOSED	History file closed, record not updated. OSPA will document action being taken, screen print error and fax to programmer
	TRANSACTION DIFFICULTY - PLEASE CALL CENTRAL PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. OSPA will document action being taken, screen print error and fax to programmer

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

P030 Job Status Data – The P032 summarizes the job segments for each concurrent job for the employee. You can find additional information for each segment on the P030 Job Status Data. Inquire on the P030 by the STOP date on the P032.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Data maintenance, update, OSPA only

REVISION HISTORY

Date	Rev. No.	Modification
08/04/06	1.0	Original