

PCHG

OSPS – Work Charge Entry Table

SCREEN PURPOSE

The PCHG OSPS – Work Charge Entry Table is a coding reduction tool available to agencies for entering frequently used work charge codes on the time capture and P050 Gross Pay Adjustments screens. In addition to saving keystrokes, this tool also ensures consistency and accuracy.

ALSO KNOWN AS

PCHG

PREREQUISITES, IF ANY

Agency payroll staff members have access to enter their own codes on this screen.

SCREEN ACCESS KEY SEQUENCE

PCHG agency (PCHG #####)

The agency number (#####) is optional. If you have signed on to OSPA with an agency number (rather than all), OSPA will limit the display to codes for your agency.

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No.	Description
G	The agency to which the coding applies, #####.
H	<p>Labor costing numbers that OSPA will enter in place of the CODE on the P003, P004, or P050.</p> <p>Formats include: ##### = 2-digit biennium 5-digit PCA 5-digit index GNT#####/## = grant and phase number PJT#####/## = project and phase number GAP#####/##,#####/## = grant and phase, project and phase</p>
I	<p>Code that tells the system whether to display the WORK CHARGE in the WORK CHARGE or OVERRIDE fields on the P003 and P004.</p> <p>Possible values include: C = grant and/or project, display in the WORK CHARGE field F = biennium, PCA, and index, display in the OVERRIDE field</p>
J	24 alphanumeric characters that describe the purpose / use of the CODE

NOTES

Adding New WORK CHARGE Codes – If you are entering a new PCA, index, grant, or project number, you must wait until the next day after it is entered in SFMA to enter it in OSPA.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	END OF DISPLAY DATA	End of data reached
	HIGHLIGHTED DATA INVALID	Check data highlighted for error. For example, attempting to add a work charge entry for agency 6000: message will appear with the agency number highlighted.
	HIGHLIGHTED DATA INVALID 19,	Record to be added exists in database and was not added
	NO DATA AVAILABLE	No additional data is available to display
	**OPERATION SUCCESSFUL - RECORD(S) CHANGED/ADDED/DELETED AS ENTERED	Records add to table as changed, added or deleted

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Code	Message with Code	Description
	OSPS SYSTEM NOT ALLOWED AT THIS TIME	Database is closed. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	**PRESS ENTER FOR NEXT RECORD ON FILE	Press enter key for next record
	**TO ADD RECORD: FILL PARAMETERS, PRESS ENTER	Fill in parameters and press enter to add record
	EXAS FILE NOT OPEN	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	READ QUEUE ERROR	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	RECIVE LENGTH ERROR	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	SFMS FILE NOT OPEN	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	TC96 FILE CLOSED	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	TRANSACTION DIFFICULTY -- PLEASE CALL CENTRAL PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	UNABLE TO COMPLETE REQUEST	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	USER NOT PERMITTED ACCESS	Access not permitted to screen
	WORK CHARGE NOT FOUND	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	WORK CHARGE NOT OPEN	Database error. Document action being taken, screen print error and fax to OSPS to fax to a programmer

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

OSPA REASONABILITY EDITS

The grant, project, PCA, and index, if entered, must exist in SFMA.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

P003 Time Capture – The P003 provides the functionality for agency payroll staff members or timekeepers to enter an employee’s time and attendance from a paper timesheet. Unless overridden, OSPA charges the employee’s paid time and leave to the LABOR COSTING / PCT on the P030 Job Status Data. You can enter the CODE from the PCHG screen in the WORK CHARGE field and OSPA will override the LABOR COSTING / PCT with the coding from the PCHG.

P004 Time Capture – The P004 provides the functionality for an employee to enter his/her own time and attendance in OSPA. Unless overridden, OSPA charges the employee’s paid time and leave to the LABOR COSTING / PCT on the P030 Job Status Data. As with the P003, the employee can enter the CODE from the PCHG screen in the WORK CHARGE field and OSPA will override the LABOR COSTING / PCT with the coding from the PCHG.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

REVISION HISTORY

Date	Rev. No.	Modification
07/27/06	1.0	Original