PSEC
OSPS -- TIME ENTRY SECURITY TABLE

SCREEN PURPOSE

Employees use the On-line Daily Time module in OSPA to enter their own time and attendance 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

Agency payroll uses the PSEC OSPS – Time Entry Security Table to give employees access to ODT. Agency payroll staff members who have TIME update authority in OSPA will have update access to the PSEC for their agency.

ALSO KNOWN AS

PREREQUISITES, IF ANY

P030 Job Status Data Screen – The employee must have a current record in the Position and
   Personnel Data Base (PPDB). The information will interface to OSPA and display on the P030 Job
   Status Data screen.

SCREEN ACCESS KEY SEQUENCE

If logged on with ALL: PSEC, Agency (PSEC,#####)
If logged on with an agency number: PSEC Employee ID or SSN (PSEC,OR#######;
PSEC,#########)

Agency = OSPA agency number (#####). If you have logged on with an agency number, the agency
   number is optional; OSPA will default to that agency number and display all of the employees for
   that agency. If you have logged on with ALL, the agency number is required.

SSN = a specific employee's social security number (#########). Do not enter the hyphens. Enter any leading zeroes. If you have logged on with an agency number, you can inquire for a specific employee by entering the SSN or Employee ID.

Employee ID = a specific employee's identification number (OR#######). If you have logged on with an agency number, you can inquire for a specific employee by entering the SSN or Employee ID. If you enter the Employee ID, OSPA will crosswalk to the SSN.

SCREEN ELEMENTS

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 A                                               B

 PSEC                                  C   OSPS - TIME ENTRY SECURITY TABLE
                  D                         99000 -  DISPLAYED AGENCY
 **END OF DISPLAY DATA**    G      H     I      J            K
E  ADD NEW ENTRIES:       _
       F      SSN           AGENCY CCJ  DIST   SUPV        NAME
            999999999       99000  1                   EMPLOYEE, TAYLOR
            999999999       99000  1    9230           EMPLOYEE, TAYLOR
            999999999       99000  1    9238    1      EMPLOYEE, TAYLOR
            999012345       99000  1                   DRUDGE, FRANKIE C
            999012345       99000  1    9259           DRUDGE, FRANKIE C
            999123456       99000  1                   WORKER, KELLY
            999123456       99000  1    9201           WORKER, KELLY
            999123456       99000  1    9210    1      WORKER, KELLY
            999234567       99000  1                   JOBHOLDER, TERRY
            999234567       99000  1    9200           JOBHOLDER, TERRY
            999234567       99000  1    9245    1      JOBHOLDER, TERRY
            999345678       99000  1    9408           HIRELING, PAT
            999456789       99000  1                   LABORER, ROBIN
            999456789       99000  1    9290           LABORER, ROBIN

            _____       _____  _    _____   _      _____
            _____       _____  _    _____   _      _____
            _____       _____  _    _____   _      _____
            _____       _____  _    _____   _      _____
```

LEGEND

No.	Description
A	**Screen designation**. Part of the screen access key sequence, required. **Agency number** (#####). If you have logged on with an agency number, the agency number is optional. OSPA will display the employees from your agency that are on the PSEC table in SSN order. **Employee SSN or Employee ID** (######### or OR#######). If you have logged on with an agency number, you can retrieve a specific employee's record(s) by including an SSN or Employee ID when you access the screen.
B	Screen title. Protected.
C	Agency number used for the inquiry. Protected.
D	Application messages. Protected. See Screen Message Codes below.
E	To add employees to the table, type 'A" in this field and press [ENTER]. OSPA will display a blank screen for entry. For additional options, see notes.
F	Employee's SSN, #########. When adding a new employee (see E), this field will be blank. It is a required field. You can enter either the employee's SSN or Employee ID (OR#######). The PSEC will display the SSN.
G	Employee's PERS AGY from the P030 Job Status Data screen, #####. When adding a new employee, this field is required.
H	Employee's concurrent job number from the P030 Job Status Data screen, #. When adding a new employee, this field is required.
I	For use in Online daily time, the code to designate work units. The agency assigns up to eight alphanumeric characters. To lock the employee's time, the supervisor must have the same DIST as the employee(s. For use in eTime, eTime code will be reflected once a group is made active in eTime.

No.	Description
J	Supervisory levels for approving time entered. When adding a new employee, this field is optional.
	Possible values include:
	• 1 thru 5 = supervisory levels, defines a hierarchy for approval of time and attendance. For a large agency, level 5 is likely to be the agency director.
	• M = master, available to OSPS staff. It allows OSPS staff to supersede any entry made in ODT and to assign S authority to agency payroll.
	• S = agency payroll staff members with access to maintain the PSEC for their agency. They also have access to supersede any entry made at the agency level.
K	Employee's name from the P030 Job Status Data screen. Protected.

NOTES

Change Employee Information – To change existing information for an employee, simply type over the existing data and press [ENTER].

Delete an Employee – To delete an employee from the table, type del over the first three digits of the AGENCY for the employee you wish to delete, erase the last two digits, and press [ENTER].

To correct a prior months' time for an employee who is currently on eTime but was previously entered on the P003 Payroll Time Capture Screen, delete the employee from this screen.

If the employee will subsequently have time entered on the P003 Time Capture, first "undaily" the employee on the P006 Payroll Time Capture – Supervisor Entry Menu. (See Screen Descriptions, P006.)

Supervisors who will Approve Time – To approve an employee's time on the P006 Payroll Time Capture – Supervisor Entry Menu, the supervisor must have the same DIST as the employee and a value in the SUPV field. If the supervisor has the authority to approve time for more than one work unit, the supervisor will have a different entry on the PSEC for each DIST code. OAM 45.07.00 Time Record Approval requires that agencies ensure appropriate back-ups for all supervisors.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	****AN ERROR HAS OCCURRED IN THE FOLLOWING PARAGRAPH: (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
	HIGHLIGHTED DATA INVALID: CCJ NOT NUMERIC	CCJ is not a numeric entry
	HIGHLIGHTED DATA INVALID: DUPLICATE RECORD	Record exists in table
	HIGHLIGHTED DATA INVALID: INVALID AGENCY	Agency entered is not valid in system
	HIGHLIGHTED DATA INVALID: INVALID SSN/EID	SSN/EID entered is not valid in system
	HIGHLIGHTED DATA INVALID: NOT AUTHORIZED FOR UPDATE	User not authorized to update this record
	HIGHLIGHTED DATA INVALID: RDC MUST BE PROVIDED	RDC not provided
	INQUIRY ONLY PERMITTED	User is not authorized to update records
	OPERATION SUCCESSFUL - RECORD(S) CHANGED/ADDED/DELETED AS ENTERED	Entry was added, deleted or changed as entered
	PRESS ENTER FOR NEXT RECORD ON FILE	Message appears to inform user to press enter for next record
	TO ADD SECTBL RECORD: FILL PARAMETERS, PRESS ENTER	Message appears when a user places A in Add New Entries Field

See Appendix E for an alphabetical list of OSPA message codes.

OSPA REASONABILITY EDITS

To approve an employee's time on the P006 Payroll Time Capture – Supervisor Entry Menu, the supervisor must have the same DIST as the employee.

A supervisor who will approve time must have a number (1 thru 5) in the SUPV field.

To approve time for another supervisor, the approving supervisor must have a number > the number in the SUPV of the supervisor's time to be approved.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

AFFECTED BY

P030 Job Status Data – The employee must have a current record in the PPDB. The information will interface to OSPA and display on the P030 Job Status Data screen.

DIRECTLY AFFECTS

The employee must be on the PSEC screen to have access to the following screens:
- P004 Time Capture
- P005 Payroll Time Capture – Employee Entry Menu
- P006 Payroll Time Capture – Supervisor Entry Menu.
- eTime

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

Time Capture Module, On-line Daily Time, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/08/06	1.0	Original
5/17/06	1.1	Screen modification -- entry with EID added
02/28/08	1.2	Clarification of screen access
03/25/08	1.3	Clarify deleting an employee on the PSEC
09/10/09	1.4	Periodic review
4/24/2015	1.5	Added eTime language