

TIMESHEET ENTRY

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INTRODUCTION

There are four options for entering employee time and attendance in OSPA:

- The employee can complete a paper timesheet. An agency timekeeper or payroll staff member will then enter the time on the P003 Time Capture screen.
- The employee can enter his / her own time through On-line Daily Time (ODT).
- The employee can enter his/her own time through ePayroll
- The employee enters time in an agency time capture program. The time goes into OSPA through a batch process.

The agency determines the method for each employee and enters it in the PPDB. The code displays in the TIMESHEET CD field on the P030 Job Status Data screen in OSPA. See Entering Time below, Timesheets section and the Statewide Payroll Reference Manual, OSPA Related Documents, Screen Guides, P030.

Of these options, this document describes the generic steps for entering an employee's monthly time and attendance from a paper timesheet.

There are two printed paper timesheets, which may print with or without forecasted hours:

- The short (8.5" x 11.0") timesheet
- The long (8.5" x 14.0") timesheet that has extra space for labor costing

Agency timekeepers or payroll use the OSPA time capture screens to enter summary time from the timesheets. The screens include:

- P001 Session Default Values to establish the agency and pay period
- P003 Time Capture Screen to enter employee time and attendance
- P002 Time Capture Screen to view data entered on the P003 screen

ENTERING TIME

The generic steps for entering an employee's monthly time and attendance from a paper timesheet follow.

TIMESHEETS

Blank Timesheets – Your agency's payroll office will have spare, blank timesheets for the following:

- New hires who were not yet in the PPDB when timesheets printed
- Employees who had mid-month job changes that were not in the PPDB when timesheets printed

Timesheet Format -- The agency determines the method the employee will use to record time. It displays in the TIMESHEET CD field on the P030 screen. Possible values include:

- N = no printed timesheet
- 1 = long form with forecast
- 2 = short form with forecast
- 3 = long form without forecast
- 4 = short form without forecast
- 5 = pre-formatted tape for batch time capture
- 6 = printed list of timesheet numbers assigned to individual employees

Timesheet Production –Publishing and Distribution, Enterprise Goods and Services, Department of Administrative Services, prints the paper timesheets and distributes them to agency payroll offices after each run 1 final.

PREREQUISITES

P020 Work Schedule Data Screen – The employee must have a current work schedule on the P020 Work Schedule Data screen. OSPA will use this schedule to forecast and edit time for salaried employees (see Forecast section below and Exceptions in this section below).

P030 Job Status Data Screen – The agency personnel office must enter the employee in the PPDB before the agency payroll office can enter information in OSPA. The information from the PPDB will interface to OSPA and display on the P030 Job Status Data screen.

Agency Human Resources should enter personnel actions into the PPDB as soon as possible to ensure OSPA contains the correct and current information.

- The printed timesheets will not reflect changes made in the PPDB after final run 1 of the prior month
- New employees entered in the PPDB between preliminary and final payroll runs will not receive a payment in that run

EXCEPTIONS

Concurrent Jobs – Employees who have more than one job in the agency (concurrent jobs) must record their time separately for each job. There will be a separate timesheet and P003 screen for each concurrent job. Change the CCJ number in the P003 inquiry [P003 OR##### ##### # (CCJ)] to access each screen. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P003.

P003 Split Screen – If agency Human Resources staff enter a job status change in the PPDB during the month, there will be a second time capture screen. If they enter a job change before timesheets print, the employee will have two timesheets with separate timesheet numbers. If the t/s and j/c dates on the P003 screen do not reflect a full month and the employee worked the full month, there is likely a second P003 screen.

Do not enter more hours than the forecast on each screen. If you enter the time for the full month on one screen, OSPA will identify a “fatal” error (1150 P/PD OUT OF BALANCE) and the employee will not receive a payment.

When you have finished entering time for the first screen, press [ENTER] and OSPA will display the next split screen. If personnel entered the job change after timesheets printed, access the time record with the employee’s SSN or Employee ID, rather than the timesheet number.

Work Schedule Changes – OSPA forecasts and edits the employee’s hours with the work schedule code on the P020 Work Schedule Data screen. If an employee’s work schedule changes during the month, make the change on the P020 screen prior to entering the employee’s time. If you have already entered time, delete the time, enter the work schedule, and then re-enter the time – this allows OSPA to reforecast the employee’s time based upon the new work schedule (see Forecast section below).

SALARIED EMPLOYEES, FULL-TIME OR PART-TIME

Salaried employees have WAGE BASIS CD: S (full-time salaried) or P (part-time salaried) on the P030 screen. They receive a set dollar amount per month based upon an annual salary, even though the hours worked vary from month to month.

When salaried employees work less than the forecast and work for the agency the entire month, they should record the remaining hours with an available leave type. If they work more than the forecasted hours, see Overtime section below.

Action	More
<p>1. In the upper left corner of any screen, type P001.</p> <div data-bbox="123 472 1214 556" style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> <p>P001</p> </div>	
<p>2. Press [ENTER].</p> <div data-bbox="123 756 1214 1260" style="border: 1px solid black; background-color: #f0f0f0; padding: 10px;"> <pre> P001 TC20 CUR DEFAULTS payroll time capture establish session default values agency ##### timesheet start date MMDDYY timesheet end date MMDDYY pay period ending date MMDDYY batch number 000 </pre> </div>	<p>See the Statewide Payroll Reference Manual, OSPA Related Documents, Screen Guides, P001</p>
<p>3. Enter the following:</p> <ul style="list-style-type: none"> ▪ Agency: your agency number, ##### ▪ Timesheet start date: first day of the month for which you will enter time, MMDDYY ▪ Timesheet end date: for the regular payroll cycle, the last day of the month, MMDDYY ▪ Pay period ending date: the last day of the month, MMDDYY 	<p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Deceased Employees, Separating Employees, and Transferring Employees</p> <p>Batch number is an optional field. See Time Capture Screens below, P001 Field section.</p>

Action	More
<pre> P001 TC20 CUR DEFAULTS payroll time capture establish session default values agency ##### timesheet start date 060116 timesheet end date 063016 pay period ending date 063016 batch number 000 </pre>	
<p>4. Press [ENTER]. OSPA will display a blank screen with the message “TC91 TRANSACTION COMPLETE.” If you receive other messages, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes or Screen Guides, P001.</p>	
<pre> P001 TC91 TRANSACTION COMPLETE </pre>	
<p>5. In the upper left corner of any screen, type P003 followed by a timesheet number, SSN or Employee ID. If you enter the lowest timesheet number, OSPA will automatically advance through the timesheets for your agency.</p>	

Action	More
p003 OR#####	

6. Press [ENTER]. OSPA will display the record requested.

```

P003  OR##### ,1,01 #####                TIME CAPTURE BTCH 000
      NAME LASTNAME, FI eid OR#####                TC82 FORECASTED HR
      total reg 168.00  lwop   .00  other   .00  f/t hours 168.00  wcd days 19
LN TYPE HOURS WORK CHARGE          OVERRIDE      ERR * SESSION DEFAULTS *
 1 RG  168.00
 2
 3
 4
 5
 6
 7
 8
 9
10
11
12
13
14
15
16
17
18
      GL  8.00-LO  1.50 PB  16.00 SL  21.93 VA  24.94
                                     equiv rate      14.00
                                     hol O ben CN cont  N
  AGENCY          #####
  t/s      060116/063016
  period end    063016
  *job change data*
  LABOR COST/PCT
 131100100000  100.00
  j/c      070111/999999
  CREW     POS 0000804
  APP P CL AB C0104 06
  WS AA7 BASIS S O/T YN
  forecast      168.00
  f/t hours     168.00
  max hours     168.00
  LV ACCR 2 P/T 100.00
  ADJUST BASE  2426.00
  
```

Action	More
<p>7. Before you begin entering time, notice the following:</p> <ul style="list-style-type: none"> ▪ j/c dates – if the end date is not 999999 or the last day of the month for which you are entering time, there has been a change in the employee’s job status and either the employee has separated from the agency or you will enter time on split screens. See Exceptions in this section above, P003 Split Screen. ▪ Forecast – for employees with forecasted time, does forecast on the P003 = REG HRS + LWOP on the timesheet? 	
<pre> P003 OR##### ,1,01 ##### TIME CAPTURE BTCH 000 NAME LASTNAME, FI eid OR##### TC82 FORECASTED HR total reg 168.00 lwop .00 other .00 f/t hours 168.00 wcd days 19 LN TYPE HOURS WORK CHARGE OVERRIDE ERR * SESSION DEFAULTS * 1 RG 168.00 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 GL 8.00-LO 1.50 PB 16.00 SL 21.93 VA 24.94 </pre>	<p>OSPA has forecasted the employee’s time, based upon WS AA7 and P/T 100.00 (full-time).</p> <p>t/s, period end = the dates entered on the P001 screen.</p> <p>j/c = the JOB STAT START/STOP on the P030 screen for this job segment.</p> <p>The employee’s current leave balances display at the bottom of the screen. NOTE: these balances do not reflect entries made on the P050 Gross Pay Adjustments on File screen since the last leave accrual.</p>

Action	More
8. If the P003 screen displays the message "TC82 FORECASTED HR" and the hours displayed reflect what the employee actually worked, press [ENTER].	See Forecast section below

```

P003  OR##### ,1,01 #####                TIME CAPTURE BTCH 000
NAME LASTNAME, FI eid OR#####                TC82 FORECASTED HR
total reg 168.00  lwop    .00  other    .00  f/t hours 168.00  wcd days 19
LN TYPE HOURS WORK CHARGE          OVERRIDE      ERR  * SESSION DEFAULTS *
1  RG  168.00
2
3
4      *job change data*
5      LABOR COST/PCT
6      131100100000  100.00
7
8
9
10     j/c      070111/999999
11     CREW      POS 0000804
12     APP P CL AB  C0104 06
13     WS AA7 BASIS S O/T YN
14     forecast      168.00
15     f/t hours      168.00
16     max hours      168.00
17     LV ACCR 2 P/T 100.00
18     ADJUST BASE  2426.00
GL  8.00-LO  1.50 PB  16.00 SL  21.93 VA  24.94  equiv rate      14.00
hol O ben CN cont  N
  
```

Action	More
<p>9. If there are forecasted hours and the timesheet shows a change from the forecast or there are no forecasted hours:</p> <ul style="list-style-type: none"> ▪ Press [TAB] to move from field to field. ▪ Depending upon the mapping for your keyboard, you may be able to press [CTRL] + [ENTER] to move to the next line. ▪ The cursor will be in the TYPE field on line 1. If necessary, change the TYPE from the forecast. If the type is one the employee used but the HOURS are different, change the hours. ▪ If necessary, enter any WORK CHARGE or OVERRIDE codes. See Time Capture Screens below, P003 Fields section. ▪ Continue to enter TYPE, HOURS, WORK CHARGE, OVERRIDE codes for each additional line on the time sheet. ▪ If the timesheet has more than 18 TYPE / WORK CHARGE / OVERRIDE combinations, change the cont N to Y and press [ENTER]. OSPA will not allow you to move to a new screen until you have entered 18 lines of time and leave on the first screen. The amounts entered in the Total reg, lwop and other fields must balance to the hours entered on each separate screen. 	<p>NOTE: The HOURS field = 6 characters, ###.##. If you enter 3 digits to the right of the decimal, OSPA does not round; it just drops off the last digit.</p> <p>See Notes below, Fields on Time Capture Screens, P003 Fields section.</p>

Action										More
P003 OR#####,1,01 #####										RG, HO, SL = total reg.
TIME CAPTURE BTCH 000										Total reg + lwop = forecast
NAME LASTNAME FIR eid OR#####										SDE = other
TC83 ENTERED TIME										Gnt = grant number and phase, pjt = project number and phase, gap = both grant and project.
total reg 160.00 lwop 8.00 other 20.00 f/t hours 168.00 wcd days 19										See Time Capture Screens below, P003 Fields section, and the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P003.
LN	TYPE	HOURS	WORK	CHARGE	OVERRIDE	ERR	* SESSION DEFAULTS *			
1	RG	81.00					AGENCY	#####		
2	HO	8.00					t/s	060116/063016		
3	rg	15.00		gnt6154007			period end	063016		
4	rg	24.00		pjt2452902			*job change data*			
5	rg	12.00		gap6154007,2452902			LABOR COST/PCT			
6	rg	4.00			074220100000		131100100000	100.00		
7	sl	8.00								
8	sde	20.00								
9	lo2	8.00								
10							j/c	070111/999999		
11							CREW	POS 0000804		
12							APP P CL AB	C0104 06		
13							WS AA7 BASIS S O/T YN			
14							forecast	168.00		
15							f/t hours	168.00		
16							max hours	168.00		
17							LV ACCR 2 P/T	100.00		
18							ADJUST BASE	2426.00		
GL	8.00-LO		1.50 PB	16.00 SL	21.93 VA	24.94	equiv rate	14.00		
							hol O ben CN cont	N		

Action	More
<p>10. When you are finished entering the TYPE and HOURS from the timesheet, compare the following between the P003 screen and timesheet:</p> <ul style="list-style-type: none"> ▪ Total of REG HRS on the timesheet = total reg on the P003 screen ▪ Total LWOP on the timesheet = lwop on the P003 screen ▪ Total MISC HRS on the timesheet = other on the P003 screen ▪ Total of REG HRS and LWOP on the timesheet ± 32 hrs of the f/t hours on the P003 screen ▪ The leave hours that the employee has reported do not exceed the available balances listed at the bottom of the screen or on the P430 Employee Leave Data screen 	<p>NOTE: The leave balances at the bottom of the screen do not reflect any entries made on the P050 Gross Pay Adjustments on File screen since the last leave accrual.</p> <p>Employees may use compensatory time in the month they accrue it. To determine the available balance, multiple the CTA hours by 1.5.</p> <p>For months with mandatory furlough obligation, new employees may take LA before they have an accrued balance.</p>
<p>11. Press [ENTER] to save your entries. OSPA will perform the following edits:</p> <ul style="list-style-type: none"> ▪ Whether the employee is on the PSEC OSPS Time Entry Security Table screen, which gives the employee access to On-line Daily Time (ODT) ▪ On the P003 screen, the TYPE and HOURS entered balance to the amounts entered in total reg, lwop and other fields. ▪ The TYPES entered are included in the employee’s benefit package. ▪ The employee is eligible to take the leave TYPES entered; for example, the employee has worked beyond the WAIT period on the PTB1 Benefit Package Tbl screen. ▪ If the employee has claimed overtime hours, the employee is overtime eligible (O-T CD = Y on the P030 screen). 	<p>See Background Information below, Help / Troubleshooting section for additional information</p> <p>NOTE: You cannot use the P003 screen to enter time for an employee who is on the PSEC OSPS Time Entry Security screen. When you press [ENTER] to save the time you have entered on the P003 screen, OSPA will display a blank screen with the message “P005 SSN FLAGGED FOR DAILY TM CAPT USE P005.” If you press [ENTER] again, OSPA will display the P005 screen.</p>

Action	More
<p>12. If the entries pass the edits and:</p> <ul style="list-style-type: none"> ▪ The employee has a “split screen” -- OSPA will display the next screen for the employee. See Exceptions above in this section, P003 Split Screen. ▪ You entered a timesheet number -- OSPA will display the next timesheet for your agency. When you complete the last timesheet, OSPA will give the message TC91 TRANSACTION COMPLETE. ▪ You entered an Employee ID or SSN -- Type the Employee ID or SSN for the next person for whom you wish to record time and press [ENTER]. 	

HOURLY EMPLOYEES

Hourly employees receive pay on the lag, rather than the anticipatory, basis; which means they receive pay for actual hours worked.

The entry is the same as described above, except:

- OSPA will not forecast TYPE and HOURS
- You will need to enter amounts in the **total reg**, **lwop** and **other** fields. See Time Capture Screens below, P003 Fields section.

FLSA EXEMPT EMPLOYEES

FLSA exempt employees are not legally required to keep detailed records of their time worked. Your agency may have a business practice for exempt employees to enter all of their time and leave. If you do not, they only report any paid leave or unpaid absence from work. This will ensure the leave accrual records and their pay are accurate.

NOTE: If employees with exception reporting (forecasted time) have any LWOP, they should enter their leave prior to run 1 to prevent an overpayment. Otherwise, they will be paid from payroll run 1 based upon the forecast. For employees using exception reporting, agency payroll staff members will need to watch for employees who fall into a LWOP status to prevent overpayments.

FORECAST

OSPA uses the forecast for the following:

- To ensure that the state complies with ORS 652.120

- To allow FLSA exempt and possibly salaried employees to do exception reporting
- To perform edits on the time entered on the P003 screen

An agency can elect to apply the forecast and exception reporting to all salaried employees (in addition to FLSA Exempt employees). The PAYROLL REPORT OPTIONS E field on PPDB PBAP Agency Table – Payroll screen determines the employees who will have forecasted time. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PBAP. Possible values on the PBAP include:

- blank = FLSA non-exempt employees only
- E = FLSA exempt only
- S = all salaried employees

For salaried and FLSA exempt employees, OSPA uses the employee’s work schedule code on the P020 screen and the PT-FT CD/PCT on the P030 screen to forecast the employee’s time. It performs the forecast when:

- Printing timesheets for employees with TIMESHEET CD 1 or 2 on the P030 screen
- Anyone accesses the employee’s record on the P003 screen
- Preliminary run 1 processes

For employees that have forecasted time, OSPA will use the forecast from the preliminary run to pay the employee if payroll does not enter time prior to final run 1.

CAUTION: If you have entered time on the P003 screen prior to the forecast, OSPA will not overwrite the hours entered. If you have not entered a full month, the employee will only receive pay for the hours entered.

OSPA does not forecast time for hourly employees. They are generally paid on the 1st and 15th of each month for actual hours worked (lag basis)

HOLIDAY

Holidays start at 12:01 am and end at midnight on the day recognized as the holiday. Eligible, full-time employees may claim up to 8 hours of holiday leave for a holiday. For part-time employees, holiday hours are pro-rated with the following formula:

$$\frac{\text{Total hrs worked + paid leave (excluding the holiday)}}{\text{Forecast for a full-time employee with this work schedule (excluding the holiday)}} \times 8 \text{ hrs}$$

For example,

- A given month had one holiday

- The forecast for a full-time employee with AA7 work schedule (8 hours, Monday thru Friday) was 184 hours for the month
- A .50 FTE employee worked 88 hrs and received paid holiday leave for the one holiday

$$\begin{array}{rcl}
 88 \text{ hours worked} & = & 88 \times 8 \text{ hrs} = 4 \text{ hr. HO} \\
 \hline
 184 \text{ FTE forecasted hours} - 8 \text{ hrs HO} & = & 176
 \end{array}$$

There are several holiday pay codes in OSPA (see the Statewide Payroll Reference Manual, OSPA Related Documents, Code Lists, Pay and Leave Codes). They address differing provisions in specific collective bargaining agreements. Before selecting a code, consult the applicable CBA and agency business practices. Some frequently occurring situations include:

Situation	Solution
<ul style="list-style-type: none"> • Holiday fell on the employee’s regularly scheduled day to work and the employee took the day off 	<ul style="list-style-type: none"> • HO Holiday Leave up to 8 hrs
<ul style="list-style-type: none"> • Employee normally works more than 8 hours in a day, the holiday fell on the employee’s regularly scheduled day to work and the employee took the day off 	<ul style="list-style-type: none"> • HO Holiday Leave up to 8 hrs • VA, PB, CTL for remainder of scheduled time
<ul style="list-style-type: none"> • Holiday fell on employee’s regularly scheduled day off 	<ul style="list-style-type: none"> • STS Compensatory Straight Time up to 8 hrs
<ul style="list-style-type: none"> • Permanent employee worked on the holiday 	<ul style="list-style-type: none"> • HO Holiday Leave up to 8 hrs • FLSA Non-Exempt: HP Holiday Premium Pay (1.5) or CTH Compensatory Time Holiday (1.5), up to the same number of hours as HO • FLSA Exempt: HPI Holiday Premium Incl (1.5) or STH Straight Time Holiday (1.5), up to the same number of hours as HO

Situation	Solution
<ul style="list-style-type: none"> Temporary employee who was not eligible for holiday pay worked on the holiday 	<ul style="list-style-type: none"> If the employee is represented by SEIU, record the hours worked with HP Holiday Premium Pay (1.5) If the employee is unrepresented, record the hours worked as RG Regular Hours
<ul style="list-style-type: none"> Permanent employee normally works more than 8 hours in a day and worked on the holiday 	<ul style="list-style-type: none"> HO Holiday Leave up to 8 hrs FLSA Non-Exempt: HP Holiday Premium Pay (1.5) or CTH Compensatory Time Holiday (1.5) up to the same number of hours as HO FLSA Exempt: HPI Holiday Premium Incl (1.5) or STH Straight Time Holiday (1.5), up to the same number of hours as HO All Employees: HPI Holiday Premium Incl for hours worked > than 8 hrs
<ul style="list-style-type: none"> Employee was on LWOP for the entire month 	<ul style="list-style-type: none"> LWOP rather than HO Holiday Leave
<ul style="list-style-type: none"> Temporary employees 	<ul style="list-style-type: none"> Generally, the temporary benefit packages do not include HO, it is an unpaid day off for temps

LEAVE

LARS and OSPA maintain leave balances. Leave balances display at the bottom of the P003 screen. These are real-time calculations. They reflect entries made and saved on the P003 and P435 Employee Leave Data screens since the last leave accrual. They do not reflect entries made on the P050 Gross Pay Adjustments on File screen since the last leave accrual.

Accrued leave (personal business, sick leave, temporary sick leave, vacation leave, straight time accrued and accrued compensatory time) will generally have a positive balance. With the exception of comp time accrued, OSPA will not let you enter more accrued leave taken than the employee's displayed balance. If you enter more leave than displayed at the bottom of the screen, you will receive an error message, such as TC62 (See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P003 or Code Lists, Screen Message Codes).

For other leave balances, LARS and OSPA show the number of hours used as a negative balance.

The employee's benefit package determines when the employee is eligible to use accrued leave. Employees who are new to state service and still on trial service cannot use personal business or vacation leave while they are on trial service. See WAIT on the PTB2 Benefit Package Codes screen for each pay type.

Employees can use comp time in the same pay period they accrue it.. Employees cannot use personal business, sick or vacation leave in the same month that it accrues.

LEAVE WITHOUT PAY (LWOP)

LWOP must be pre-approved. It may occur for a variety of circumstances, including:

- Federal or Oregon Family and Medical Leave (FMLA / OFLA)
- Injured workers (SAIF / CBIW)
- Military leave

Many of these circumstances are covered by federal or state law, statewide HR policies, and/or bargaining agreements. See the protected leaves above in the Statewide Payroll Reference Manual, Payroll Processes Using OSPA.

Enter the total of all of the hours entered with a LWOP pay type in the lwop field on the P003 screen (see Time Capture Screens below, P003 Fields section). NOTE: the furlough obligation (LA) is an exception; include the LA hours in total reg field.

OVERTIME

If an employee worked more than the f/t hours on the P003 screen, follow the guidelines below:

Situation	Solution
<ul style="list-style-type: none"> Full-time employee, overtime eligible, FLSA non-exempt (P030 O-T/FLSA CD = Y/N) 	<ul style="list-style-type: none"> OT Overtime or CTA Compensatory Time Accrued
<ul style="list-style-type: none"> Full-time employee, overtime eligible, FLSA exempt (P030 O-T/FLSA CD = Y/E or Y/X) 	<ul style="list-style-type: none"> STA Straight Time Accrued
<ul style="list-style-type: none"> Part-time or job share employee, overtime eligible 	<ul style="list-style-type: none"> UST Unscheduled Straight Time until total number of hours = full-time equivalent for the employee's work schedule OT Overtime or CTA Compensatory Time Accrued for time > full-time equivalent
<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

The employee's benefit package will determine if SL and LWOP are included when calculating time worked for overtime.

Include the total of the OT, CTA, STA, FST and UST hours in the other field on the P003 screen.

PAYROLL RUNS

OSPA processes payroll twice each month – run 1 and run 2. Run 1, an anticipatory run, normally occurs between the 23rd and the 28th of the month for payment on the 1st of the following month. Run 2, a clean-up or perfecting run, normally processes around the 10th of the following month for payment on approximately the 15th of that month.

Each run consists of a preliminary and a final run. The preliminary run produces exception reports. Agency payroll uses them to identify and make any necessary entries prior to the final run. The preliminary run does not post to the OSPA databases or produce payments or reports (other than exception reports).

The final run:

- Produces reports and payments
- Posts to the OSPA databases
- Posts labor costs to R*STARS

- Interfaces data to several other computer systems / applications

The OSPS Processing Calendar, <http://oregon.gov/DAS/Financial/Payroll/Pages/ospscalendars.aspx> includes payroll deadlines. Your agency may establish an earlier deadline.

SHIFT DIFFERENTIAL

Represented employees with salary range 22 or below receive a shift differential for each hour or major portion of an hour worked between 6:00 pm and 6:00 am Monday through Friday, and all hours on Saturday and Sunday.

If the shift differential is an hourly rate applied to hours worked, record the hours worked on one line with a regular pay type. Enter the shift differential code on a separate line with the number of the hours subject to shift differential. Include the total for the differential hours in the other field on the P003 screen.

Some union contracts (SEIU, for example) require that the state pay shift differential in full hour increments. Round 30 minutes or more to one hour, round anything less than 30 minutes to zero.

Employees working less than 32 hours per month are not eligible for shift differential. \

Under Senate bill 454, Mandatory Sick Leave, and OAR 839_007, shift differential is considered part of an employee's regular salary for sick leave use. Employees who would normally receive a differential for working a specific shift will receive their shift differential when sick leave (SL or TS) is used.

TEMPORARY EMPLOYEES

Temporary employees are frequently hourly employees. For hourly employees, OSPA does not forecast time. They generally receive pay on the 1st and 15th of each month for actual hours worked (lag basis).

For temporary employees, regular hours worked in excess of 40 hours in a workweek are eligible for overtime.

Depending upon the benefit package, temporary employees may not be eligible for accrued leave, differentials, holiday pay or Governor's leave.

TIME CAPTURE SCREENS

P001 FIELDS

batch number – The batch number is an optional three-digit field. If you enter a batch number, the B065A Timesheet Audit and Control by Agency report prints in batch number and then employee name order.

P003 FIELDS

total reg – Regular time includes pay types that do not affect the salaried employee’s normal pay (REG PY = Y on the PTB2 Benefit Package Codes screen). It includes time worked, excluding overtime, and any paid leave. The value in total reg should equal the REG HRS column on the timesheet.

If OSPA forecasts the employee’s time, it initially calculates a value for total reg based upon the forecasted hours. Unless the employee has LWOP, or did not work a full month, you will not change the value in this field. If OSPA has forecasted the employee’s time and the employee had LWOP, reduce the amount in this field by the total lwop hours.

For hourly employees, OSPA does not provide a value; you will need to enter a value in this field.

When you press [ENTER] to save the time entered, OSPA compares the value in the total reg field to the regular pay code HOURS entered. If they do not match, you will receive an error message.

lwop – This field will default to .00. If you have entered a leave without pay code in the TYPE field, change this field to the total number of LWOP hours (LV TP = U on the PTB2 screen) you entered. It should equal the LWOP total on the timesheet. When you save the time, OSPA will perform two edits. It will add all of the LWOP hours to ensure they total the value in the **lwop** field. It will also add the **lwop** and **total reg** hours to ensure that they match the forecasted hours.

other – This field will default to .00. If the employee has overtime, compensatory time accrued, differentials, premium pay, etc., enter the total of these hours in the **other** field. This should total the MISC HRS on the timesheet. When you save your entry, OSPA will add all of the “other” hours (LV TP = N or A and REG PY = N on the PTB2 screen) and ensure that their total is the value that you have entered in the **other** field.

f/t hours –OSPA will populate the f/t hours field when you access the P003 screen and during preliminary run 1. This is the number of hours a person working full-time with the employee’s schedule would work for the pay period. Normally, do not change the f/t hours. If total reg + lwop varies from f/t hours within the range of ±32 hours, you may change the f/t hours to equal total reg + lwop.

NOTE: The f/t hours field affects salaried employees’ pay. OSPA uses the following formula to calculate pay for the salaried employee:

$$f/t \text{ hours} \quad \times \quad \text{Salary} \quad = \quad \text{Gross pay}$$

TYPE – The employee’s BENEFIT PKG CD on the P030 screen determines the pay types that the employee may use. The PTB2 screen displays the pay types available for each benefit package.

Here are some of the most commonly used pay types and the P003 total field (**total reg, lwop or other**) that will include the hours:

Pay Type	Description	total reg	lwop	other
BLD	Back-up lead worker differential			X
CD	Career development	X		
CTA	Compensatory time accrued			X
CTH	Compensatory time for holiday worked			X
CTL	Compensatory time taken	X		
CTS	Compensatory time accrued as straight time			X
GL	Governor’s leave	X		
HO	Paid holiday leave	X		
HP	Holiday premium for holiday worked			X
JD	Paid leave for Jury Duty	X		
LE	LWOP, education		X	
LF	LWOP, suspension, disciplinary			
LG	LWOP, on-the-job injury		X	
LO	LWOP other		X	
LO2	LWOP, OFLA and FMLA		X	
LS	LWOP, sick		X	
LU	LWOP, unexcused		X	

Pay Type	Description	total reg	lwop	other
LV	LWOP, vacation		X	
LX	LWOP, Military		X	
OT	Overtime worked			X
PB	Personal business	X		
PR	Pre-retirement leave	X		
RG	Regular hours worked	X		
SDA	Shift differential, night hours worked, 24-hr institutions			X
SDE	Shift differential, hours worked other than day shift			X
SL	Paid sick leave	X		
STA	Overtime hours for represented non-management service, FLSA exempt employees. Accrued at straight time			X
STS	Straight time accrued for holiday falling on a regular scheduled day off			X
UST	Unscheduled straight time, part-time employees	X		
VA	Paid vacation leave	X		

For a full list of codes, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes.

OSPA will only allow one entry for each TYPE, unless there are different values entered in the WORK CHARGE and/or OVERRIDE fields.

HOURS – When an employee works less than or more than a full hour, the employee records the hours with up to two digits to the right of the decimal.

Following is an equivalency chart for portions of an hour worked:

Minutes	Equivalent
1	0.02
2	0.03

Minutes	Equivalent
31	0.52
32	0.53

Minutes	Equivalent
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Equivalent
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00

WORK CHARGE – If the employee will charge time to a project and/or grant that is not included in the employee’s normal LABOR COSTING on the P030 screen, you can enter the project and/or grant number and phase in the **WORK CHARGE** field next to those hours. To indicate that the numbers are a project

and/or grant, enter three alpha characters before the grant and/or project number and phase. The characters include:

- PJT = project number and phase, format = PJTprjct#ph
- GNT = grant number and phase, format = GNTgrant#ph
- GAP = both project and grant number, format = GAPgrant#ph,prjct#ph

NOTE: There is a second one-digit field to the right of the **WORK CHARGE** field. If you enter an x in this field, OSPA will not validate the grant or project numbers entered in the **WORK CHARGE** field against the grant/project tables. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P003.

There are three additional options for the **WORK CHARGE** field:

- PRO tells OSPA to prorate the time to the **LABOR COST** codes on the P030 screen and any **WORK CHARGE / OVERRIDE** codes entered on the P003 screen
- 4-digit **CODE** from the PCHG screen brings in coding to either the **WORK CHARGE** (for a grant and/or project) or the **OVERRIDE** field (PCA and/or index). See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PCHG.
- You can also enter comments in the field. There is space for a total of 20 characters.

OVERRIDE – When your agency’s personnel office sets up the employee’s record in the PPDB, they will enter up to four work charge codes that, for most agencies, consist of a biennium, PCA and index. When OSPA interfaces payroll expense data to R*STARS, it will distribute the employee’s payroll costs to the work charge codes entered in the PPDB. If the employee is to charge specific hours to a different PCA / index, you can enter that information in the **OVERRIDE** field on the P003 screen.

- **NOTE:** For agencies that enter financial information in R*STARS at a summary level, these numbers may not be biennium, PCA and index.
- There is a second one-digit field to the right of the **OVERRIDE** field. If you enter an x in this field, OSPA will not validate the numbers entered in the **OVERRIDE** field against the PCA/index tables. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P003.

BACKGROUND

AUTHORITY / REFERENCES

U.S. Department of Labor, Wage and Hour Division web site: <http://www.dol.gov/>

U.S. Fair Labor Standards Act (FLSA), <http://www.dol.gov/whd/flsa/index.htm> – requires that the state maintain the following records for employees who are not FLSA exempt (FLSA CD = N on the P030 screen):

- Time and day of week when employee’s workweek begins
- Hours worked each day
- Total hours worked each workweek

The FLSA does not require the same detailed time records for FLSA Exempt employees (FLSA CD = E or X on the P030 screen). They only need to record exceptions to their schedule.

Oregon Bureau of Labor and Industries web site: <http://www.boli.state.or.us/>

Oregon Revised Statutes (ORS), www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

- Chapter 292 Salaries and Expenses of State Officers and Employees
- 652.120 Establishing Regular Payday; Pay Intervals..., requires that the state:
 - Pay employees at least every 35 days
 - Pay the employee even if the employee has not submitted a timesheet

Oregon Accounting Manual (OAM), www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx

- 45.07.00.PO Time Record Approval states the expectation that:
 - State employees will report their time accurately and timely
 - Supervisors will review reported time for accuracy and appropriateness
 - The employee’s and the supervisor’s signatures on the timesheet verify the accuracy of the time entered
 - Payroll will consult with the supervisor and employee before making any changes to the employee's time
- 45.45.00 PO Separation of Duties

State HR Policy, www.oregon.gov/DAS/Pages/policieshr.aspx

- 20.005.20 Fair Labor Standards Act
- Division 60 Employee Leave

Collective Bargaining Agreements, <http://oregon.gov/DAS/HR/Pages/LRU.aspx>

OSPS Processing Calendar: <http://oregon.gov/DAS/Financial/Payroll/Pages/ospscalendars.aspx>

FORMS / SUPPORTING DOCUMENTATION

The timesheet formats meet the FLSA requirements for maintaining a record of the actual hours worked for FLSA non-exempt employees. FLSA requires a retention period of three years for timesheets. OAR 166-300-0035(3) Employee Time Records sets a retention period of four years.

HELP / TROUBLESHOOTING

Correcting Errors – You can correct errors in two ways:

- Type new information over existing entries
- Type DEL over TYPE and erase (space through) the HOURS on the line you wish to delete
- If you erase the values in the **total reg**, **lwop** and **other** fields, OSPA will recalculate the values when you press [ENTER].

Error Codes – For a list of screen message codes for the P001 and P003 screens, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes or Screen Guides, P001 and P003.

Reasonability Edits – Following are some of the reasonability edits for the P003 screen:

- You cannot use the P003 screen to enter time for an employee who is on the PSEC OSPS Time Entry Security screen. The PSEC screen gives the employee access to the On-line Daily Time (ODT) screens.

When you press [ENTER] to save the time you have entered on the P003 screen, OSPA will display a blank screen with the message “P005 SSN FLAGGED FOR DAILY TM CAPT USE P005.” If you press [ENTER] again, OSPA will display the P005 screen.
- The employee must have accrued leave totaling the amount of sick leave, vacation leave or personal business claimed on the P003 screen.
- A new employee may have a negative LA furlough obligation prior to the first leave accrual after the employee’s start date
- The employee may not use accrued sick or vacation leave in the month in which it accrues
- An employee may use CTL Compensatory Time Taken in the same month the employee reports CTA Compensatory Time Accrued
- Normally, there may be only one entry for each TYPE. OSPA allows duplicate TYPEs if the **WORK CHARGE** or **OVERRIDE** fields contain different values.
- OSPA looks at LOA BEG DT/CD/END on the P030 screen. If the END date is blank or in a future month:

- And the LOA CD is a paid leave of absence, the employee may only use pay codes where the LV TP on the PTB2 screen is P, U or W
- And the LOA CD is an unpaid leave of absence, the employee may only use pay codes where the LV TP on the PTB2 screen is U
- Some pay codes have programmed limits on the number of HOURS that you can enter on the P003 screen.
 - Except for employees in agencies 10000, 29100, 60300 and 62900, you may not enter more than 80 hours of CTA on the P003 screen
- An employee, who is in his/her first job with the state and still on trial service, may not use vacation leave or personal business.
- **Total reg** = total **HOURS** for **TYPEs** where RG PY = Y on the PTB2 screen
- **Lwop** = total **HOURS** for **TYPEs** where LV TP = U on the PTB2 screen
- **Other** = total **HOURS** for **TYPEs** where RG PY = N, LV TP = N or A, and TIM SHT = Y on the PTB2 screen

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P001 and P003.

REPORTS

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides for information about these reports.

B005CC, B055RG Employee Time Exception

E120-42A, E120-052A, E122-042A, E122-046A, E122-056A Payroll Exception

XREF43, XREF44, XREF45, XREF46, XREF46D Payroll Register

B065A, B065C Timesheet Audit and Control

B030-020 Timesheet Forecast Control

SCREENS

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

Affected By

P020 Work Schedule Data – Each employee must have a current work schedule on the P020 screen. For salaried employees, OSPA will use the work schedule to forecast the employee’s time and to edit the entered time.

P030 Job Status Data – Before you can enter time for an employee, a staff member must enter job status information and employee demographics in the PPDB. The P030 screen displays job status information from the PPDB, including the employee’s salary status, full-time/part-time status and percent, up to four labor cost codes, the employee’s benefit package, timesheet code and eligibility for overtime.

Payroll Benefit Package Table – The Payroll Benefit Package Table determines the pay codes available to an employee with a specific benefit package. It also defines business rules and controls for each pay code. OSPS enters data through the ADB1 and ADB2 screens. Agency payroll may view them on the PTB1 and PTB2 screens.

PCHG Work Charge Entry Table – The PCHG screen allows agency staff members to store frequently used work charge / labor cost coding. They assign a unique 4-digit, alphanumeric code to each entry and use this code to retrieve the full coding on the P003 screen. This saves keystrokes and ensures consistency and accuracy.

Directly Affects

P002 Time Capture -- an inquiry only screen, the P002 screen displays the entries made on the P003 screen.

P430 and P435 Employee Leave Data – An inquiry only screen, the P430 screen provides a summary of the employee’s leave balances. The P435 screen displays the entries made to the employee’s leave after the last leave accrual. Leave saved on the P003 Time Capture screen immediately updates both the P430 and P435 screens.

Indirectly Affects

P090 YTD Wages, Taxes, and Retirement – summarizes the employee’s earnings, taxes and retirement contributions for a designated tax year. OSPA updates it after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – summarizes the employee’s earnings, taxes and retirement contributions for a designated tax year. The display on this screen is the result of an on-line calculation from the P370 Calculation of Current Payoff screen. It reflects entries made since the last final payroll run.

P190 Payroll Register Data – displays the employee’s net pay amount for the current tax year. OSPA updates it after each final payroll run.

P191 Register Summary -- Shows the pay registers for an employee for the current tax year in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.

P192 Register Listing -- Displays the payroll register detail for a designated employee, pay period and payroll run. OSPA updates the screen after each final payroll run and maintains the data for the current tax year.

P370 Calculation of Current Payoff – an on-line calculation that displays the results of entries made since the last payroll run.

REVISION HISTORY

Date	Rev. No.	Modification
03/08/07	1.0	Original
11/02/07	1.1	WR# 3147, add edit for maximum holiday hours
05/29/08	1.2	WR# 2884, P191 & P192; WR# 3305, add cont: Y edit
07/08/09	1.3	Add X FLSA CD, resource links
01/15/10	1.4	LA, appendices to codes
04/15/11	1.5	WR#3751, edits when employee uses ODT; 80 hour limit for CTA
07/05/12	1.6	WR#3808, plain paper timesheets, end TS form numbers, additional digit on work schedule codes; can use CT in month accrued; P003 leave balances to do not reflect P050 adjustments; change guide name from Time Capture, Entering Time; changes to DAS web addresses
10/05/12	2.0	Entry guide to payroll process; clarify SDE partial hours; clarify holiday worked for temporary employee; WR change PTB1 and PTB2 screen titles
05/12/16	2.1	Updated web links Removed references to furlough leave Updated information on shift differential when sick leave (SL or TS) is used Removed language stating temps do not receive shift differential. This is based on representation and salary range

ATTACHMENTS

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