

# TIME CAPTURE, ENTERING EMPLOYEE TIME

## PURPOSE

This guide describes the generic steps for entering an employee's monthly time and attendance from a paper timesheet onto the OSPA Time Capture screens.

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

- Form #AD1743, the short form timesheet, includes the more commonly used pay and leave types
- Form #AD1744, the long form timesheet, does not include any pay or leave types and contains 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

## PREREQUISITES

**P020 Work Schedule Data** – The employee must have a current work schedule on the P020 Work Schedule Data screen. OSPA will use this schedule to forecast time for FLSA exempt employees and salaried employees, if applicable (see Notes, Forecast and Exceptions, Work Schedule Changes).

**P030 Job Status Data** – 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 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.

## ENTRIES

### FULL-TIME OR PART-TIME SALARIED EMPLOYEES

Action	More
1. In the upper left corner of any screen, type P001.	
<pre>P001</pre>	
2. Press [ENTER].	
<pre>P001                                      TC20 CUR DEFAULTS                                      payroll time capture                                      establish session default values agency #####      timesheet start date 020107                   timesheet end date 021507                   pay period ending date 022807                   batch number 000</pre>	<p>See the OSPA Reference Manual, Screen Descriptions, P001</p>
<p>3. Enter the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Agency:</b> your agency number, #####</li> <li>▪ <b>Timesheet start date:</b> first day of the month for which you will enter time, MMDDYY</li> <li>▪ <b>Timesheet end date:</b> for the regular payroll cycle, the last day of the month, MMDDYY</li> <li>▪ <b>Pay period ending date:</b> the last day of the month, MMDDYY</li> </ul>	<p>See the OSPA Reference Manual, Recommended Practices, Deceased Employees, Separating Employees, and Transferring Employees</p> <p>Batch number is an optional field. See Notes, P001 Field.</p>
<pre>P001                                      TC20 CUR DEFAULTS                                      payroll time capture                                      establish session default values agency #####      timesheet start date 020107                   timesheet end date 022807                   pay period ending date 022807                   batch number 000</pre>	

Action	More
<p>4. Press [ENTER]. OSPA will display a blank screen with the message "TC91 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, 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>	
<pre>p003 OR#####</pre>	
<p>6. Press [ENTER]. OSPA will display the record requested.</p>	
<pre>P003 OR##### ,1,01 ##### NAME LASTNAME, FI eid OR##### total reg 160.00 lwop .00 other .00 f/t hours 160.00 wcd days 19 LN TYPE HOURS WORK CHARGE          OVERRIDE      ERR * SESSION DEFAULTS * 1 RG  152.00 2 HO   8.00 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 TIME CAPTURE BTCH 000 TC82 FORECASTED HR AGENCY ##### t/s 020107/022807 period end 022807 *job change data* LABOR COST/PCT 071100100000 100.00 j/c 070106/999999 CREW POS 0000804 APP P CL AB C0104 06 WS AA7 BASIS S O/T YN forecast 160.0 f/t hours 160.0 max hours 160.0 LV ACCR 2 P/T 100.00 ADJUST BASE 2426.00 equiv rate 14.00 hol O ben CN cont N</pre>	

Action	More
<p>7. Before you begin entering time, notice the following:</p> <ul style="list-style-type: none"> <li>▪ 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, P003 Split Screen below.</li> <li>▪ Forecast – for employees with forecasted time, does forecast on the P003 = REG HRS + LWOP on the timesheet?</li> </ul>	
<pre> P003  OR##### ,1,01 #####          TIME CAPTURE BTCH 000       NAME LASTNAME, FI eid OR#####          TC82 FORECASTED HR       total reg 160.00 lwop   .00 other   .00 f/t hours 160.00 wcd days 19       LN TYPE HOURS WORK CHARGE          OVERRIDE          ERR * SESSION DEFAULTS *       1 RG  152.00       2 HO   8.00       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           AGENCY          #####           t/s            020107/022807           period end    022807           *job change data*           LABOR COST/PCT           071100100000  100.00           j/c            070106/999999           CREW          POS 0000804           APP P CL AB  C0104 06           WS AA7 BASIS S O/T YN           forecast      160.0           f/t hours     160.0           max hours     160.0           LV ACCR 2 P/T 100.00           ADJUST BASE   2426.00           equiv rate    14.00           hol O ben CN cont N           </pre>	<p>OSPA has forecasted the employee’s time, based upon WS AA7 and P/T 100.00.</p> <p>t/s, period end = the dates entered on the P001.</p> <p>The employee’s current leave balances display at the bottom of the screen.</p>
<p>8. If the P003 screen displays the message “TC82 FORECASTED HR” and the hours displayed reflect what the employee actually worked, press [ENTER].</p>	<p>See Notes, Forecast below</p>

Action	More
<pre> P003  OR#####1,01 #####          TIME CAPTURE BTCH 000       NAME LASTNAME, FI eid OR#####          TC82 FORECASTED HR       total reg 160.00 lwop .00 other .00 f/t hours 160.00 wcd days 19 LN TYPE HOURS WORK CHARGE          OVERRIDE          ERR * SESSION DEFAULTS * 1  RG  152.00 2  HO   8.00 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           j/c      070106/999999           CREW    POS 0000804           APP P CL AB C0104 06           WS AA7 BASIS S O/T YN           forecast 160.0           f/t hours 160.0           max hours 160.0           LV ACCR 2 P/T 100.00           ADJUST BASE 2426.00           equiv rate 14.00           hol O ben CN cont N </pre>	
<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"> <li>▪ Press [TAB] to move from field to field.</li> <li>▪ Depending upon the mapping for your keyboard, you may be able to press [CTRL] + [ENTER] to move to the next line.</li> <li>▪ 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.</li> <li>▪ If necessary, enter any <b>WORK CHARGE</b> or <b>OVERRIDE</b> codes. See Notes, P003 Fields, OVERRIDE below.</li> <li>▪ Continue to enter <b>TYPE, HOURS, WORK CHARGE, OVERRIDE</b> codes for each additional line on the time sheet.</li> <li>▪ 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. <b>Total reg, lwop and other must balance to the hours entered on each screen.</b></li> </ul>	<p>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, P003 Fields below.</p>

Action	More
<pre> P003 OR#####1,01 #####          TIME CAPTURE BTCH 000 NAME LASTNAME FIR eid OR#####          TC83 ENTERED TIME total reg 152.00 lwop 8.00 other 20.00 f/t hours 160.00 wcd days 19 LN TYPE HOURS WORK CHARGE          OVERRIDE          ERR * SESSION DEFAULTS * 1 RG 73.00          AGENCY          ##### 2 HO 8.00          t/s 020107/022807 3 rg 15.00 gnt6154007          period end 022807 4 rg 24.00 pjt2452902          *job change data* 5 rg 12.00 gap6154007,2452902          LABOR COST/PCT 6 rg 4.00          074220100000          071100100000 100.00 7 sl 8.00 8 sde 20.00 9 lo2 8.00 10 11 j/c 070106/999999 12 CREW POS 0000804 13 APP P CL AB C0104 06 14 WS AA7 BASIS S O/T YN 15 forecast 160.0 16 f/t hours 160.0 17 max hours 160.0 18 LV ACCR 2 P/T 100.00 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 </pre>	<p>RG, HO, SL = total reg.</p> <p>Total reg + lwop = forecast</p> <p>SDE = other</p> <p>Gnt = grant number and phase, pjt = project number and phase, gap = both grant and project.</p> <p>See Notes, P003 Fields below and the OSPA Reference Manual, Screen Descriptions, P003.</p>
<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"> <li>▪ Total of REG HRS on the timesheet = <b>total reg</b> on the P003 screen</li> <li>▪ Total LWOP on the timesheet = <b>lwop</b> on the P003 screen</li> <li>▪ Total MISC HRS on the timesheet = <b>other</b> on the P003 screen</li> <li>▪ Total of REG HRS and LWOP on the timesheet ± 32 hrs of the <b>f/t hours</b> on the P003 screen</li> <li>▪ The leave hours that the employee has reported do not exceed the available balances listed at the bottom of the screen</li> </ul>	

Action	More
<p>11. Press [ENTER] to save your entries. OSPA will perform the following edits:</p> <ul style="list-style-type: none"> <li>▪ Whether the employee is on the PSEC OSPS Time Entry Security Table screen, which gives the employee access to On-line Daily Time (ODT)</li> <li>▪ On the P003 screen, the <b>TYPE</b> and <b>HOURS</b> entered balance to total <b>reg</b>, <b>lwop</b> and <b>other</b>.</li> <li>▪ The <b>TYPES</b> entered are included in the employee's benefit package.</li> <li>▪ The employee is eligible to take the leave <b>TYPES</b> entered; for example, the employee has worked beyond the <b>WAIT</b> period on the PTB1 Payroll Benefit Table screen.</li> <li>▪ If the employee has claimed overtime hours, the employee is overtime eligible (O-T CD = Y on the P030 screen).</li> </ul>	<p>See Notes and Troubleshooting below for additional information.</p>
<p>12. If the entries pass the edits and:</p> <ul style="list-style-type: none"> <li>▪ The employee has a "split screen," OSPA will display the next screen for the employee. See Exceptions, P003 Split Screen below.</li> <li>▪ 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.</li> <li>▪ You entered an Employee ID or SSN. Type the next Employee ID or SSN you wish to record and press [ENTER].</li> </ul>	

## 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 **total reg**, **lwop** and **other**. See Notes, P003 Fields below.

## NOTES

**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 P003 screen for each concurrent

job. Change the CCJ number in the P003 inquiry [P003 OR##### ##### # (CCJ)] to access each one. See the OSPA Reference Manual, Screen Descriptions, P003.

**FLSA Exempt / Salaried Employees** – FLSA exempt employees do not have any legal requirements to keep detailed records of their time worked. Unless agency business practices require detailed time records, exempt employees only need to do exception reporting – they only enter paid or unpaid leave on their timesheets. The leave entries will ensure that the leave accrual records remain accurate and that the employee is not overpaid, if there is LWOP.

Your agency can also elect to apply exception reporting to all salaried employees (E = S on the PBAP – Agency Table – Payroll screen, see the OSPA Reference Manual, Screen Descriptions, PBAP).

**Forecast** – For FLSA exempt (and, potentially, salaried employees), OSPA will forecast the hours they would normally work in the month. OSPA performs the forecast when:

- Timesheets print
- Anyone accesses the employee's record on the P003 screen
- Preliminary run 1 processes

OSPA uses the forecasted hours to edit the hours you enter on the P003 screen.

If you have not entered an employee's time prior to final run 1, OSPA will use the forecast from the preliminary run to pay the employee.

If you have entered time 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.

**Hours Worked Less Than Forecasted for Salaried Employees** – 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.

**Hours Worked Over Forecast for Salaried Employees** – Employees may work more hours than OSPA forecasts.

Full-time employees who are overtime eligible and FLSA non-exempt (O-T/FLSA CD = Y/N on the P030 Job Status Data screen) should record their additional time as overtime (OT) or accrued compensatory time (CTA).

Full-time employees who are represented non-management service, overtime eligible and FLSA exempt (O-T/FLSA CD = Y/E or Y/X on the P030 screen) should record their overtime as straight time accrued (STA).

Part-time and/or job-share employees who work more than their regular scheduled hours should

- Record their additional time as unscheduled straight time (UST) until the total number of hours = the full-time equivalent for the month for the employee's work schedule
- Record any hours above the full-time equivalent as OT or CTA

FLSA non-exempt or eligible FLSA exempt employees who are called into work outside their regular work schedules in a week they took a furlough day, should enter their time they worked that is >32 and <41 hours as FST Straight Time with LA. (NOTE: collective bargaining agreements may have other daily overtime provisions.)

**Leave** – LARS and OSPA maintain leave balances. Leave balances display at the bottom of the P003 screen. These are real-time calculations. They will show the amount of leave you have entered and the impact on balances.

Accrued leave (furlough obligation, personal business, sick leave, vacation leave, straight time accrued and accrued compensatory time) will generally have a positive balance. With the exception of comp time accrued and furlough obligation, OSPA will not let you enter more accrued leave taken than the employee's current 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 OSPA Reference Manual, Screen Descriptions, P003 or Codes, 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 Payroll Benefit Package Table screen for each pay type.

Employees cannot use personal business, sick, and vacation leave in the same month that it accrues.

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

Each run consists of a preliminary and a final run. The preliminary run produces exception reports. Agency payroll use 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://www.das.state.or.us/DAS/SCD/OSPS/processtools.shtml> , includes payroll deadlines. Your agency may establish an earlier deadline.

## **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

**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. OSPA uses the following formula to calculate pay for the salaried employee:

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

**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 Payroll Benefit Package Table 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 they match the forecasted hours.

NOTE: furlough obligation (LA) is included in total reg, rather than lwop.

**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 Payroll Benefit Package Table screen) and ensure that their total is the value that you have entered in the **other** field.

**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 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 OSPA Reference Manual, Screen Descriptions, P003.

**total reg** – Regular time includes pay types that do not affect the salaried employee's normal pay (REG PY = Y on the PTB2 Payroll Benefit Package Table screen), such as 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.

**TYPE** – The employee's benefit package code in OSPA determines the pay types that the employee may use. The PTB2 Payroll Benefit Package Table 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
FST	Straight time when employee works >32 but <41 hours in a week where there is a furlough day			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		
LA	Furlough obligation	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	
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, \$1.35 / hr., 24-hr institutions			X
SDE	Shift differential			X
SL	Paid sick leave	X		
STA	Overtime hours for represented non-management service, FLSA exempt employees. Accrued at straight time			X
UST	Unscheduled straight time, part-time employees	X		
VA	Paid vacation leave	X		

Pay Type	Description	total reg	lwop	other
VF	Management and Executive Service employees with an excess vacation leave account because of furlough obligations in the 2007-09 biennium	X		

For a full list of codes see the Reference Manual, Codes, 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.

**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

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 brings in coding to either the **WORK CHARGE** (for a grant and/or project) or the **OVERRIDE** field (PCA and/or index). See the OSPA Reference Manual, Screen Descriptions, PCHG.
- You can also enter comments in the field. There is space for a total of 20 characters.

**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.

Some union contracts require that employees receive shift differentials in full hour increments. Round anything more than 30 minutes to 1 hour, round anything less than 30 minutes to zero.

Part-time employees working less than 32 hours per month are not eligible for shift differential. Temporary employees are never eligible.

If the shift differential is an hourly rate applied to hours worked, record the hours worked for the day on one line. On a separate line, with a shift differential pay type, enter the hours subject to shift differential.

## EXCEPTIONS

**P003 Split Screen** – If agency human resources enters 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 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.

## **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 **total reg**, **lwop** and **other**, OSPA will recalculate the values when you press [ENTER].

**Error Codes** – For an alphanumeric list of screen message codes for the P001 and P003 screens, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, 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 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 Payroll Benefit Package Table 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 OSPA Reference Manual, Screen Descriptions, P001 and P003.

## ***SUPPORTING DOCUMENTATION***

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The timesheet formats meet the Fair Labor Standards Act (FLSA) requirements for maintaining a record of actual hours worked for employees who are eligible for overtime and not exempt from FLSA.

## ***INTERACTIONS***

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See the OSPA Reference Manual, Screen Descriptions for additional information about these screens.

## **AFFECTED BY**

**P020 Work Schedule Data** – Each employee must have a current work schedule on the P020 Work Schedule Data screen. For FLSA exempt and 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. OSPA enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. You may view them on the PTB1 and PTB2 Payroll Benefit Package Table 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 up to three months. OSPA updates it after each final payroll run.

**P191 Register Summary** -- Shows the pay registers for an employee for the last three pay periods 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 three pay periods.

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

## RESOURCES

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### AUTHORITY / REFERENCES

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 Job Status Data 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 Revised Statutes (ORS), <http://www.leg.state.or.us/ors/>

- 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), [http://www.oregon.gov/DAS/SCD/SARS/oam\\_toc.shtml](http://www.oregon.gov/DAS/SCD/SARS/oam_toc.shtml)

- 45.07.00.PO Time Record Approval states the expectation that:
  - State employees will report their time accurately and timely;
  - Supervisors will review reported timed 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, <http://www.oregon.gov/DAS/HR/rules.shtml>

- 20.005.20 Fair Labor Standards Act
- Division 60 Employee Leave

Collective Bargaining Agreements, <http://www.oregon.gov/DAS/HR/CBAs.shtml>

### FORMS

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### REPORTS

See the OSPA Reference Manual, Report Descriptions 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

## **ATTACHMENTS**

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## **REVISION HISTORY**

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<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
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