

## Department Time Collection Function (IDTC)

The **Department Time Collection (IDTC)** function is used to select a pay cycle and employee group (“pull a roster”).

The **Time Input Roster (EDHC)** is used to enter or change positive time or adjust vacation and sick leave balances.

Employees appear on the Roster if they have a valid earnings distribution in PPS for the selected **Pay Cycle (month)** and **Pay Schedule (MO or MA)**, and a **Time Reporting Code** of:

- **R** (exception/ fixed) or
- **Z** (positive/ variable).

A preparer can access the Roster for a given employee only if they have OEU access to that distribution. **Alternate access** may be granted at any time during the payroll calendar, and will grant Roster access immediately.

### Step 1: Prepare

1. Consult the [On-line Processing Schedule](#) on the Payroll website to determine the dates that the Roster is available for the current pay cycle.
2. Collect employee time records. Verify the time and that the employees and supervisors approved the timesheet.
3. Arrange employees' time records alphabetically by last name and sort into groups according to how the Roster will be extracted. Options are:
  - **Home Department Code**
  - **Fund Numbers** (only the following combinations can be used):
    - 1.COMplete FAU (L/A/CC/F/PC/S)
    - 2.L/A/F/S
    - 3.L/A/CC
    - 4.L/PC
  - **Cost Center**

## Step 2: Access Roster

1. Log onto the Payroll/Personnel System (PPS).
2. At the **Next Func** field on the Main Menu, type **IDTC** and press **<Enter>** to select the Department Time Collection Criteria screen.
3. Type an **S** in the **Roster** field to select it.
4. In Selection Criteria, enter either a **Home Department Code** or a **Cost Center** or a **Full Accounting Unit**.
5. Type an **S** in the "**C**" (Command) column to select a **Pay Cycle**.
6. Press **<Enter>** to display the current Roster.
  - The page number and total number of pages displays at the top right of the screen.
  - The roster lists employees alphabetically.
  - Each page displays three distribution entries. An employee may have more than one distribution line.
  - **Pay End** date, **Check Date**, **Pay Cycle**, and **Home Department Code** are displayed at the top of the page.
  - Each roster distribution line displays **Employee Name** (1<sup>st</sup> 10 characters), **Employee ID**, **Distribution Number**, **Title Code**, and **Full Accounting Unit** associated with the employee's appointment and distribution line(s).

**Step 3: Enter Data in Roster**

```

PPEDHCO-E1492                Dept. Time Reporting                07/19/04 17:00:35
                               Time Input Roster                UserID: SFTSTJK
Pay End: 07/31/04 Check Date: 07/30/04 Pay Cycle: MO          Page 0001 of 0007
HOME DEPARTMENT CODE: 195167
OK? Emp.Name Emp.ID  Dst  TC L/DPA/CC/Fund/Prog/Sub  Rt/Amt  A/H  WSP
┌ ABRAMS,HAR 023625817 31 2724 2 404941 19900 2 03 1.67 2 3
Reg. Time (POSITIVE) DOS: 4 Total Time: 5 H/:% 6
Overtime/Leave Time  DOS: 7 Time (Hrs): 8 DOS: 9 Time (Hrs): 10
                               DOS: 11 Time (Hrs): 12 DOS: 13 Time (Hrs): 14
┌ BANKAR,ALI 026153759 11 5611 2 444941 23775 2 023.4195 H -
Reg. Time (POSITIVE) DOS: REG Total Time: H/:% H
Overtime/Leave Time  DOS: Time (Hrs): DOS: Time (Hrs):
                               DOS: Time (Hrs): DOS: Time (Hrs):
┌ BELL,NANCY 029834728 31 2724 2 404941 19900 2 03508.33 A -
Reg. Time (POSITIVE) DOS: REG Total Time: H/:% %
Overtime/Leave Time  DOS: Time (Hrs): DOS: Time (Hrs):
                               DOS: Time (Hrs): DOS: Time (Hrs):
Next Func: ID: Name: SSN:
                Pay Cycle: Pay End:

===>
F: 1-Help          3-Return      4-Print      5-Update
F:                8-Forward     9-Jump              12-Exit
    
```

To jump to an employee, tab to the **Name** field and type in the employee's last name and press **<Enter>**. The system will jump to the page with the requested name or employee with the closest name.

## POSITIVE PAY (MA)

### POSITIVE PAY: HOURLY/ VARIABLE

	Field	Description	Enter
1	Rt/Amt	Hourly Rate from distribution.	
2	A/H	Rate Code from appointment.	
3	WSP	Work Study Program Code from distribution.	
4	DOS	DOS Code from distribution.	
5	Total Time	Hours worked during current pay period—blank for positive pay.	Enter hours worked in format n.nn
6	H/%	Hourly/Percent Code from appointment.	

### POSITIVE PAY: BY-AGREEMENT/ VARIABLE

	Field	Description	Enter
1	Rt/Amt	Pay Rate—blank for positive pay.	Enter monthly stipend or by-agreement amount in format n.nn
2	A/H	Rate Code from distribution.	
3	WSP	Work Study Program Code from distribution.	
4	DOS	DOS Code from distribution.	
5	Total Time	“****”	
6	H/%	Hourly/Percent Code from appointment.	

## EXCEPTION PAY (MO or MA)

### EXCEPTION PAY: PERCENTAGE/ FIXED

	Field	Description	Enter
1	Rt/Amt	Pay Rate from distribution.	
2	A/H	Rate Code from appointment.	
3	WSP	Work Study Program Code from distribution.	
4	DOS	DOS Code from distribution.	
5	Total Time	Percent Time from distribution. This will be pro-rated if the distribution does not span the whole pay period.	
6	H/%	Hourly/Percent Code from appointment.	
7,9,11,13	DOS	DOS Code for leave accrual and usage (write-off)	VAC, VLA, SKL, SLA
8, 10, 12, 14	Time (Hrs)	Hours of leave accrued or used	Enter hours in format n.nn

### EXCEPTION PAY: BY-AGREEMENT/ FIXED

	Field	Description	Enter
1	Rt/Amt	Pay Rate from distribution. This will be pro-rated if the distribution does not span the whole pay period.	
2	A/H	Rate Code from appointment.	
3	WSP	Work Study Program Code from distribution.	
4	DOS	DOS Code from distribution.	
5	Total Time	*****	
6	H/%	Hourly/Percent Code from appointment.	

For exception-paid employees who do not require any leave adjustments, you do not need to do anything except verify that they are on the Roster!

#### Step 4: Format Data and Resolve Errors

1. Verify the data on the screen against the source document for each employee.
2. Press **<Enter>** to format the data and perform Range/Value edits.
  - Edit messages are displayed in the system message area at the bottom of the screen.
  - If **<F6-Nxt Msg>** appears in the screen footer, press **<F6>** to see additional edit messages.
3. Resolve any edit messages as necessary. You must correct any Reject edit conditions before you can update the transaction. You may continue the update through a warning message.
  - If you cannot correct the error, press **<F2>** to cancel. Use of **<F2>** will cancel all entries on the page and take you to the first entry in the roster. You will need to return to the page and re-enter time for those roster entries that weren't updated.

If there are no errors, the system displays the message **Input accepted**.

#### Step 5: Update the Roster

1. Press **<F5>** to update the page. You must press **<F5>** at the conclusion of each screen before scrolling forward to enter time for other employees.
  - If the update is successful, the system displays the message **Update process complete**.
  - If time or leave was entered on a roster line, a **Y** will appear in the **OK?** column after update.
2. Press **<F8>** to continue to the next page of the Roster.

**You do not need to press <Enter> or <F5> on any page with no hours or leave entered.**

## Step 6: Review Roster

You may access the roster as many times as necessary until the **Last Day to Enter Time on Roster** as indicated in the [On-line Processing Schedule](#) on the Payroll website.

1. Access the Roster.
2. Verify the **OK?** column for distributions as follows:
  - If a Positive Time employee recorded time for this pay period, there must be a **Y** in the **OK?** column for the employee to be paid.
  - If an Exception Time employee did not have vacation or sick leave write-off, there will not be a **Y** in the **OK?** column. The employee will be paid for the time indicated.
  - If an Exception Time employee did have vacation or sick leave write-off, there will be a **Y** in the **OK?** column.
3. If time is incorrect on a roster entry, type in the correct time. (Do not delete the **Y** indicator.) Press **<Enter>** to format and press **<F5>** to update.
4. If leave time was entered by mistake on a Positive Time person, delete both the **DOS** code and the hours in **Time (Hrs)**. (Do not delete the **Y** indicator.) Press **<Enter>** to format and press **<F5>** to update.
5. To undo an update for a positive roster entry, type an **\*** over the **Y** indicator in the **OK?** column and delete data. Press **<Enter>** to format and press **<F5>** to update. The **Y** confirmation will disappear, and the entry will be ignored for pay processing.
6. Resolve blocked transactions. If a new distribution was added to the Roster to replace the blocked distribution, re-enter the employee's time or leave transactions.

## OPTRS Rosters: Understanding Blocked Transactions

Once the Roster has been created for a specific pay cycle, changes to the appointments and distributions on the Employee Database (EDB) may cause roster transactions to be blocked by the system. If positive time has already been entered on the Roster, this may mean employee will not get paid.

The following scenario goes through the steps below to illustrate how blocked transactions are created:

1. Access Roster.
2. Enter time in the Roster.
3. Make changes to EDB data for two employees.

The nightly refresh runs. Roster data is checked and reconciled against the EDB. When changes occur in the EDB, they are applied nightly to the roster. Differences between the EDB data and the roster become blocked transactions. New roster transactions will appear.

4. Re-access the Roster to review blocked transactions.
5. Re-enter time in the new distributions for the employees whose original distributions were blocked during the nightly refresh and enter time for new distributions added to the Roster from the EDB.

This example focuses on two employees, who are paid on the monthly Roster (**Pay Schedule Code** on the EDB is **MO**):

- James Chin is an Exception Time employee who receives overtime on a regular basis. The **Time Reporting Code** for his appointment is **R**.
- Tracy Collier is a Positive Time employee with an hourly pay rate. The **Time Reporting Code** for his appointment is **Z**.



**Access Roster**

1. Log onto the Payroll/Personnel System (PPS).
2. At the **Next Func** field on the Main Menu, type **IDTC** and press **<Enter>** to select the Department Time Collection Criteria screen.
3. Type **S** in the **Roster** field to select it.
4. In Selection Criteria, type a department number in **Home Department Code** (in the example, department number is **195167**).
5. Type an **S** in the "C" (Command) column to select a **Pay Cycle**. In this scenario, we selected the **MO** pay cycle for August. The **Pay End Date** is **08/31/04**.
6. Press **<Enter>** to display the current Roster.

```

PPIDTC0-I1554          Dept. Time Reporting          08/30/04 11:31:33
                        Time Coll. Selection Criteria      UserID: SFTSTJK

Report Selection (select one):
  Check List: _      Roster: S
Selection Criteria:
  Home Department Code: 195167          Cost Center:
  Full Accounting Unit: _ _ _ _ _

Compute Process (select one):
C Last Day to Enter Time   Pay Date       Pay End       Pay Cycle
S 08/31/04                09/01/04      08/31/04     MO
  07/23/04                07/30/04      07/31/04     MO
  06/29/04                07/01/04      06/30/04     MO
  05/24/04                06/01/04      05/31/04     MO
  05/13/04                05/19/04      05/08/04     B2
  04/29/04                05/05/04      04/24/04     B1
  04/26/04                04/30/04      04/30/04     MO
Next Func:   ID:         Name:         SSN:
              Pay Cycle:  Pay End:

==>
F:  1-Help          3-PrevMenu  4-Print
F:                   9-Jump          12-Exit
  
```

**Roster Display**

- The page number and total number of pages displays at the top right of the screen in each page of the roster.
- The roster lists employees alphabetically.
- Each page displays three distribution entries. An employee may have more than one distribution line.
- **Pay End** date, **Check Date** (from the On-line Processing Schedule), **Pay Cycle**, and **Home Department Code** are displayed at the top of the page.
- Each roster distribution line displays **Employee Name** (1<sup>st</sup> 10 characters), **Employee ID**, and the **Distribution Number**, **Title Code**, and **Full Accounting Unit** associated with the employee's appointment and distribution line.

On Page 2, the Roster distributions for this scenario are displayed for **Pay (Period) End** date of **08/31/04**. (See screen below.)

- James Chin (028849107) has one distribution line (number 14). On the EDB, James has a Rate Code of A, and his time is expressed as a percent of full time. Since he is paid by exception, Total Time defaults to the distribution percent on distribution line 14 of the EDB.
- Tracy Collier (022223077) has one distribution line (number 11). On the EDB, Tracy has a Rate Code of H, and her time is expressed in hours. Since she is paid on a positive time basis, Tracy's time must be entered in the Roster for her to be paid.

PPEDHC0-E1492	Dept. Time Reporting	08/30/04 11:41:39
	Time Input Roster	UserID: SFTSTIK
Pay End: 08/31/04	Check Date: 09/01/04	Pay Cycle: MO
HOME DEPARTMENT CODE: 195167		Page 0002 of 0007
OK? Emp.Name Emp.ID	Dst TC L/DPA/CC/Fund/Prog/Sub	Rt/Amt A/H WSP
CHIN, JAMES 028849107	14 4722 2 414941 09545	1 03163.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: %
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
COLLIER, TR 022223077	11 9613 2 444941 85916	2 015.2000 H
Reg. Time (POSITIVE)	DOS: REG Total Time:	H/%: H
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
CRANSTON, D 023997174	41 2724 2 404941 19900	2 03775.00 A
Reg. Time (POSITIVE)	DOS: REG Total Time:	H/%: %
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
Next Func: ID: Name: SSN:	Pay Cycle: Pay End:	
===>		
F: 1-Help	3-Return	4-Print 5-Update
F: 7-Backward	8-Forward	9-Jump 12-Exit

**Enter Time in Roster**

1. Enter time. The OPTRS Preparer entered the following time on page 2:
  - James Chin worked 2 ½ hours of straight overtime.
  - Tracy Collier worked 34 hours of regular time and 3 hours of straight overtime.
  - Deborah Cranston worked 40% of regular time.
2. Press **<Enter>** to format the data and perform Range/Value edits. If there are no errors, the system displays the message **Input accepted**.
3. Press **<F5>** to update the page.
  - If the update is successful, the message **Update process complete** is displayed.
  - If time was entered on a distribution line, a **Y** will appear in the **OK?** column after update.

```

PPEDHC0-E1492                Dept. Time Reporting                08/30/04 14:55:24
                               Time Input Roster                UserID: SFTSTJK
Pay End: 08/31/04 Check Date: 09/01/04 Pay Cycle: M0          Page 0002 of 0007
HOME DEPARTMENT CODE: 195167
OK? Emp.Name Emp.ID  Dst  TC L/DPA/CC/Fund/Prog/Sub  Rt/Amt A/H WSP
Y CHIN, JAMES 028849107 14 4722 2 414941 09545 1 03163.00 A -
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H/%: %
Overtime/Leave Time DOS: OTS Time (Hrs): 002.50 DOS: Time (Hrs):
DOS: Time (Hrs): DOS: Time (Hrs):
Y COLLIER, TR 022223077 11 9613 2 444941 85916 2 015.2000 H -
Reg. Time (POSITIVE) DOS: REG Total Time: 034.00 H/%: H
Overtime/Leave Time DOS: OTS Time (Hrs): 003.00 DOS: Time (Hrs):
DOS: Time (Hrs): DOS: Time (Hrs):
Y CRANSTON, D 023997174 41 2724 2 404941 19900 2 03775.00 A -
Reg. Time (POSITIVE) DOS: REG Total Time: 0.4000 H/%: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
DOS: Time (Hrs): DOS: Time (Hrs):
Next Func: ID: Name: SSN:
Pay Cycle: Pay End:
U0007 Update process complete

==>
F: 1-Help 3-Return 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit
    
```

**Update EDB and Refresh Roster Data**

1. The next day, several changes were made to the EDB.

For James Chin, the Full Accounting Unit (FAU) was changed to a new funding source effective August 1, 2004.

- Distribution 14 was ended effective July 31, 2004.
- Distribution 15 was added effective August 1, 2004 and ending June 30, 2005.

```

PPEAPP0-E1419          EDB Entry/Update          08/30/04 16:34:27
08/30/04 16:10:59      Appointments/Distributions      Userid: SFTSTJK
ID: 028849107 Name: CHIN, JAMES          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 5                      Pg 01 of 02
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    █        1  2  -  -      071502     063005  - 195167  0
Title 4722 ----- ASSISTANT III          Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
      - 1.00  F 37956.00  A MO R A

Dist  Actions L DPA  CC  Fund Prog  S          FTE Dis %
13    2 436341  60241  1 PED-PROF SER-ADMINISTRA 1.0000
      Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
      070103  063004  2.5  - 3163.00  REG  -  -  -

Dist  Actions L DPA  CC  Fund Prog  S          FTE Dis %
14    2 414941  09545  1 S/M-PEDIATRICS DEPARTME 1.0000
      Pay Begin Pau End Step O/A Rate/Amount DOS PRQ DUC WSP
      070104  073104  2.5  - 3163.00  REG  -  -  -

Next Func:  ID:  Name:  SSN:

===>
F: 1-Help          3-PrevMenu 4-Print 5-Update
F: 8-Forward      9-Jump     12-Exit
    
```

```

PPEAPP0-E1419          EDB Entry/Update          08/30/04 16:35:47
08/30/04 16:10:59      Appointments/Distributions      Userid: SFTSTJK
ID: 028849107 Name: CHIN, JAMES          Emp Stat: A      Pri Pay: MO
      PAF Gen No: 5                      Pg 02 of 02
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    █        1  2  -  -      071502     063005  - 195167  0
Title 4722 ----- ASSISTANT III          Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
      - 1.00  F 37956.00  A MO R A

Dist  Actions L DPA  CC  Fund Prog  S          FTE Dis %
15    2 436341  60241  1 PED-PROF SER-ADMINISTRA 1.0000
      Pau Begin Pau End Step O/A Rate/Amount DOS PRQ DUC WSP
      080104  063005  2.5  - 3163.00  REG  -  -  -

Dist  Actions L DPA  CC  Fund Prog  S          FTE Dis %
      -  -  -  -  -  -  -  -  -  -  -  -
      Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
      -  -  -  -  -  -  -  -  -  -  -

Next Func:  ID:  Name:  SSN:

===>
F: 1-Help          3-PrevMenu 4-Print 5-Update
F: 7-Backward      9-Jump     12-Exit
    
```

For Tracy Collier, her pay rate increase finally came through effective May 1, 2004.

- Distribution 11 was ended effective April 30, 2004.
- Distribution 12 was added effective May 1, 2004 and ending December 31, 2004.

```

PPEAPP0-E1419          EDB Entry/Update          08/30/04 17:00:57
08/30/04 16:50:52    Appointments/Distributions      Userid: SFTSTJK
ID: 022223077 Name: COLLIER, TRACY      Emp Stat: A      Pri Pay: MO
      PAF Gen No: 1                               Pg 01 of 01
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
  10    █          1  3  -    -    040104    123104  -  412351  0
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
9613 STAFF RESEARCH ASSOC I              -  0.20  V   15.5300  H  MO  Z  A

Dist  Actions L DPA  CC  Fund Prog  S                               FTE Dis %
 11    █          2  444941  85916  2  MED RES-PEDIATRICS              0.2000
Pay Begin  Pau End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
 040104    043004  1.0  -    15.2000  REG  -   -   -

Dist  Actions L DPA  CC  Fund Prog  S                               FTE Dis %
 12    █          2  444941  85916  2  MED RES-PEDIATRICS              0.2000
Pau Begin  Pau End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
 050104    123104  2.0  -    15.5300  REG  -   -   -

Next Func:  ID:  Name:  SSN:

===>
F: 1-Help          3-PrevMenu  4-Print    5-Update
F:                9-Jump      12-Exit
    
```

2. During the nightly refresh, the Roster is checked and reconciled against the EDB.

- When changes occur in the EDB, they are applied nightly to the Roster.
- Differences between EDB data and the roster become blocked transactions.

**Re-access Roster to Check for Blocked Transactions**

- If OEU is during the Roster open period, review the Roster for:
  - Blocked transactions (e.g., pay rate changed, FAU changed, distribution deleted)
  - New roster distributions (e.g., new hire, distribution lines added)

Anyone can cause a block if they change your appointment or distribution during the Roster open period. Watch PAN notices closely during this time!! You may wish to review all rosters on the last open day to look for any unexpected blocked transactions.

- Generally, when a transaction is blocked, there is a message displayed at the bottom of the screen that indicates why the transaction is blocked (as shown on the screen below).
  - For James Chin, Distribution 14 was blocked because the distribution was ended effective July 31, 2004.
  - A new distribution was added to the Roster for James Chin based on the new Distribution 15 from the EDB.
  - For Tracy Collier, Distribution 11 was blocked because the distribution was ended effective April 30, 2004.

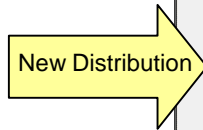
PPEDHC0-E1492 Dept. Time Reporting 08/30/04 17:03:34  
 Time Input Roster UserID: SFTSTJK  
 Pay End: 08/31/04 Check Date: 09/01/04 Pay Cycle: M0 Page 0002 of 0008  
 HOME DEPARTMENT CODE: 195167  
 OK? Emp. Name Emp. ID Dst TC L/DPA/CC/Fund/Prog/Sub Rt/Amt A/H WSP

Y	CHIN, JAMES	028849107	14	4722	2	414941	09545	1	03163.00	A	-
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H%: %											
Overtime/Leave Time DOS: OTS Time (Hrs): 002.50 DOS: Time (Hrs):											
*** BLOCKED *** DOS: Time (Hrs): DOS: Time (Hrs):											
-	CHIN, JAMES	028849107	15	4722	2	436341	60241	1	03163.00	A	-
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H%: %											
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):											
DOS: Time (Hrs): DOS: Time (Hrs):											
Y	COLLIER, TR	022223077	11	9613	2	444941	85916	2	015.2000	H	-
Reg. Time (POSITIVE) DOS: REG Total Time: 034.00 H%: H											
Overtime/Leave Time DOS: OTS Time (Hrs): 003.00 DOS: Time (Hrs):											
*** BLOCKED *** DOS: Time (Hrs): DOS: Time (Hrs):											

Next Func: ID: Name: SSN:  
 Pay Cycle: Pay End:  
**P0168 EDB distribution deleted or ineligible; transaction blocked**

===>  
 F: 1-Help 3-Return 4-Print 5-Update 6-NextMsg  
 F: 7-Backward 8-Forward 9-Jump 12-Exit

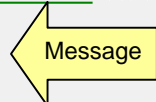
- A new distribution was added to the Roster for Tracy Collier based on the new Distribution 12 from the EDB. **Note:** This new distribution is on the next page.



```

PPEDHC0-E1492                Dept. Time Reporting                08/30/04 17:06:43
                               Time Input Roster                UserID: SFTSTJK
Pay End: 08/31/04 Check Date: 09/01/04 Pay Cycle: M0          Page 0003 of 0008
HOME DEPARTMENT CODE: 195167
OK? Emp.Name Emp.ID  Dist TC L/DPA/CC/Fund/Prog/Sub  Rt/Amt A/H WSP
█ COLLIER,TR 022223077 12  9613 2 444941  85916  2 015.5300 H  _
Reg. Time (POSITIVE) DOS: REG Total Time:  H/=: H
Overtime/Leave Time  DOS:  Time (Hrs):  DOS:  Time (Hrs):
                               DOS:  Time (Hrs):  DOS:  Time (Hrs):
Y CRANSTON,D 023997174 41  2724 2 404941  19900  2 03775.00 A  _
Reg. Time (POSITIVE) DOS: REG Total Time: 0.4000 H/=: %
Overtime/Leave Time  DOS:  Time (Hrs):  DOS:  Time (Hrs):
                               DOS:  Time (Hrs):  DOS:  Time (Hrs):
_ CRANSTON,D 023997174 42  2724 2 404941  19900  2  A  _
Reg. Time (POSITIVE) DOS: BYA Total Time: ***** H/=: %
Overtime/Leave Time  DOS:  Time (Hrs):  DOS:  Time (Hrs):
                               DOS:  Time (Hrs):  DOS:  Time (Hrs):

Next Func:  ID:  Name:  SSN:
Pay Cycle:  Pay End:
P0169 New EDB distribution; enter time if appropriate
===>
F: 1-Help 3-Return 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit
    
```



**Re-enter Time in Roster**

1. Enter time in new distributions. In the example, the OPTRS Preparer re-entered the 2 ½ hours of straight overtime for James Chin's new distribution line (15). Repeat steps 2 and 3 from **Enter Time in Roster**.

```

PPEDHC0-E1492                Dept. Time Reporting                08/30/04 17:09:54
                               Time Input Roster                UserID: SFTSTJK
Pay End: 08/31/04 Check Date: 09/01/04 Pay Cycle: MO          Page 0002 of 0008
HOME DEPARTMENT CODE: 195167
OK? Emp.Name Emp.ID  Dst  TC L/DPA/CC/Fund/Prog/Sub      Rt/Amt A/H WSP
Y CHIN,JAMES 028849107 14  4722 2 414941 09545 1 03163.00 A -
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H/%: %
Overtime/Leave Time  DOS: OTS Time (Hrs): 002.50 DOS:  Time (Hrs):
*** BLOCKED ***      DOS:  Time (Hrs):  Time (Hrs):
Y CHIN,JAMES 028849107 15  4722 2 436341 60241 1 03163.00 A -
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H/%: %
Overtime/Leave Time  DOS: OTS Time (Hrs): 002.50 DOS:  Time (Hrs):
*** BLOCKED ***      DOS:  Time (Hrs):  Time (Hrs):
Y COLLIER,TR 022223077 11  9613 2 444941 85916 2 015.2000 H -
Reg. Time (POSITIVE) DOS: REG Total Time: 034.00 H/%: H
Overtime/Leave Time  DOS: OTS Time (Hrs): 003.00 DOS:  Time (Hrs):
*** BLOCKED ***      DOS:  Time (Hrs):  Time (Hrs):
Next Func:  ID:  Name:  SSN:
Pay Cycle:  Pay End:
U0007 Update process complete

===>
F: 1-Help 3-Return 4-Print 5-Update 6-NextMsg
F: 7-Backward 8-Forward 9-Jump 12-Exit
    
```

2. Press <F8> to go to the next page. In the example, the OPTRS Preparer re-entered the time for Tracy Collier on her new distribution line (12). Repeat steps 2 and 3 from **Enter Time in Roster**.

```

PPEDHC0-E1492                Dept. Time Reporting                08/30/04 17:12:51
                               Time Input Roster                UserID: SFTSTJK
Pay End: 08/31/04 Check Date: 09/01/04 Pay Cycle: MO          Page 0003 of 0008
HOME DEPARTMENT CODE: 195167
OK? Emp.Name Emp.ID  Dst  TC L/DPA/CC/Fund/Prog/Sub      Rt/Amt A/H WSP
Y COLLIER,TR 022223077 12  9613 2 444941 85916 2 015.5300 H -
Reg. Time (POSITIVE) DOS: REG Total Time: 034.00 H/%: H
Overtime/Leave Time  DOS: OTS Time (Hrs): 003.00 DOS:  Time (Hrs):
*** BLOCKED ***      DOS:  Time (Hrs):  Time (Hrs):
Y CRANSTON,D 023997174 41  2724 2 404941 19900 2 03775.00 A -
Reg. Time (POSITIVE) DOS: REG Total Time: 0.4000 H/%: %
Overtime/Leave Time  DOS:  Time (Hrs):  Time (Hrs):
Y CRANSTON,D 023997174 42  2724 2 404941 19900 2 00150.00 A -
Reg. Time (POSITIVE) DOS: BYA Total Time: ***** H/%: %
Overtime/Leave Time  DOS:  Time (Hrs):  Time (Hrs):
Next Func:  ID:  Name:  SSN:
Pay Cycle:  Pay End:
U0007 Update process complete

===>
F: 1-Help 3-Return 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit
    
```



## EDB Data That Affects Roster Distributions

Changes to the following fields may cause a Roster distribution to be blocked. A new Roster distribution will be created, where possible, using the new data.

- **Time Reporting Code** – This code must be Z (Positive Time via on-line) or R (Exception Time via on-line).
- **Pay Schedule Code** – This code is MO (Monthly Roster) or MA (Hourly Roster). If this code is changed, the original roster distribution will be blocked.
- **Rate Code** – This code is H (Hourly), A (Monthly or Biweekly), or B (By-Agreement).
- **Pay Rate** – Pay rate may be hourly, monthly, or by-agreement. If the employee receives an increase or decrease in Pay Rate and the roster entry is impacted, the original roster entry may be blocked.
- **Distribution Begin Date** – This must be within or before the pay period begin date. If a distribution is ended before the pay period begin date, the roster entry will be blocked.
- **Distribution End Date** – This must be within or after the pay period end date. If a distribution is ended before the pay period begin date, the roster entry will be blocked.
- **Full Accounting Unit (FAU)** – If the distribution for an FAU is ended before the pay period begin date, the roster entry will be blocked.
- **Work Study Program Code (WSP)** – This code indicates the type of work-study program associated with a distribution line. If it is changed, the roster distribution will be blocked.

It is strongly recommended that no changes should be made to the EDB on **the Last Day to Enter Time on Roster** (from the On-line Processing Schedule) for employees that are paid from the roster.

In addition, if an employee is on **Leave Without Pay** for all *or part* of the current month, no appointments or distributions will appear on the roster or generate pay. In this case, use the **EDAP (Additional Pay)** function to enter regular pay. See the OPTRS Manual for instructions on using EDAP.

## OPTRS Rosters: Reviewing Payroll

Using OPTRS Rosters in place of paper Time Reporting Worksheets (TRW's) increases efficiency in part by eliminating the need for a second person to review and sign every page. When the preparer presses <F5>, the transaction is considered to be approved.

Campus policy, as recommended by internal audit, does not require two people to do pre-compute payroll review. We do require employee and supervisor signature of time records, PAN review of all OEU actions, and post-compute DOPE review. All of these processes help to ensure timely and accurate pay.

Reviewers have several options for reviewing Roster transactions prior to the compute, if they choose to do so.

1. **Access the OPTRS Rosters.** Reviewers with entry/update access to PPS can follow the same procedures to view the Rosters after the preparer has finished modifying them.
2. **Access the OPTRS Check List.** Reviewers with inquiry only access to PPS can select this option on the IDTC screen. The Check List is a list of all roster transactions for which the OK? field is populated with a Y. It does not display the hours or leave entered for these employees. It also does not include exception paid employees with no leave entered. A possible use would be to confirm that all employees who submitted a time record appear on the Check List (but the hours could not be reconciled in this view).
3. **Use InfoView Reports.** Two reports have been developed to assist in pre-compute payroll review.

### "TRW View" Report

- Use this report to select all active distributions for the current pay period and sort them according to FAU.
- This report assumes all active distributions are appearing on the Roster—it will not if a transaction has been blocked. (However, blocked transactions are caused by changes to the appointments and distributions, and those changes will be reflected in the report.)
- This report shows PPS data from the night before. OEU done that day will not appear on the report.
- **Recommended use:** run the report on the **Last Day to Update EDB To Affect Final Roster** (on payroll calendar). Check for missing or extra employees, incorrect FAU or other codes, etc. Instruct preparer to make any corrections via OEU. The next day is the **Last Day to Input Time on Roster**. Review the Roster to ensure that any incorrect entries are blocked, and that the correct Roster entries now appear. Re-enter any hours or leave write-off on the correct Roster entry, if necessary.

### "TA Roster" Report

- Use this report in place of sending a TRW to a department to verify quarterly graduate student employment, or to reconcile against a Div Data TA Roster.