OPTRS TIME ROSTER TRANSACTIONS

The Check List, Time Input Roster, and Leave Roster are all accessed using the Department Time Collection option on the main menu (IDTC).

The Check List shows pre-listed employees eligible for current time reporting.

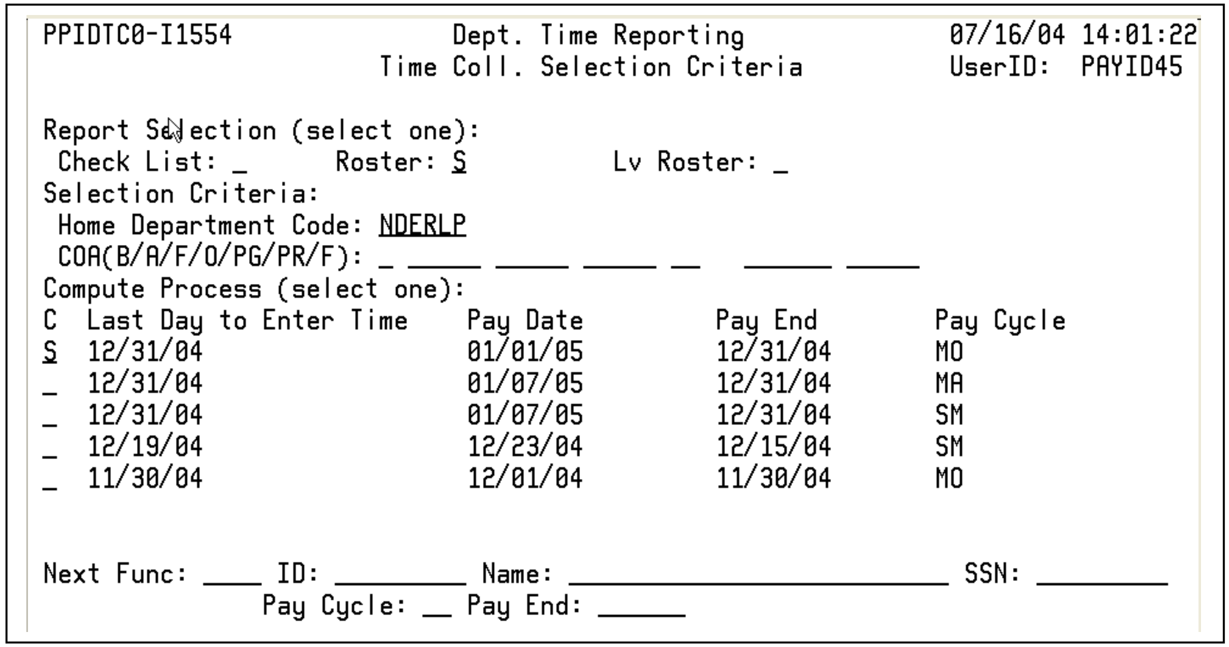
The Time Input Roster is used to enter or change positive time or confirm/update by agreement amounts.

The Leave Roster is used to report sick leave, vacation, and comp time usage and accrual, in hours, for all employees with a valid leave plan code. **B1 (biweekly)**

Step 1. Preparation

Off-System

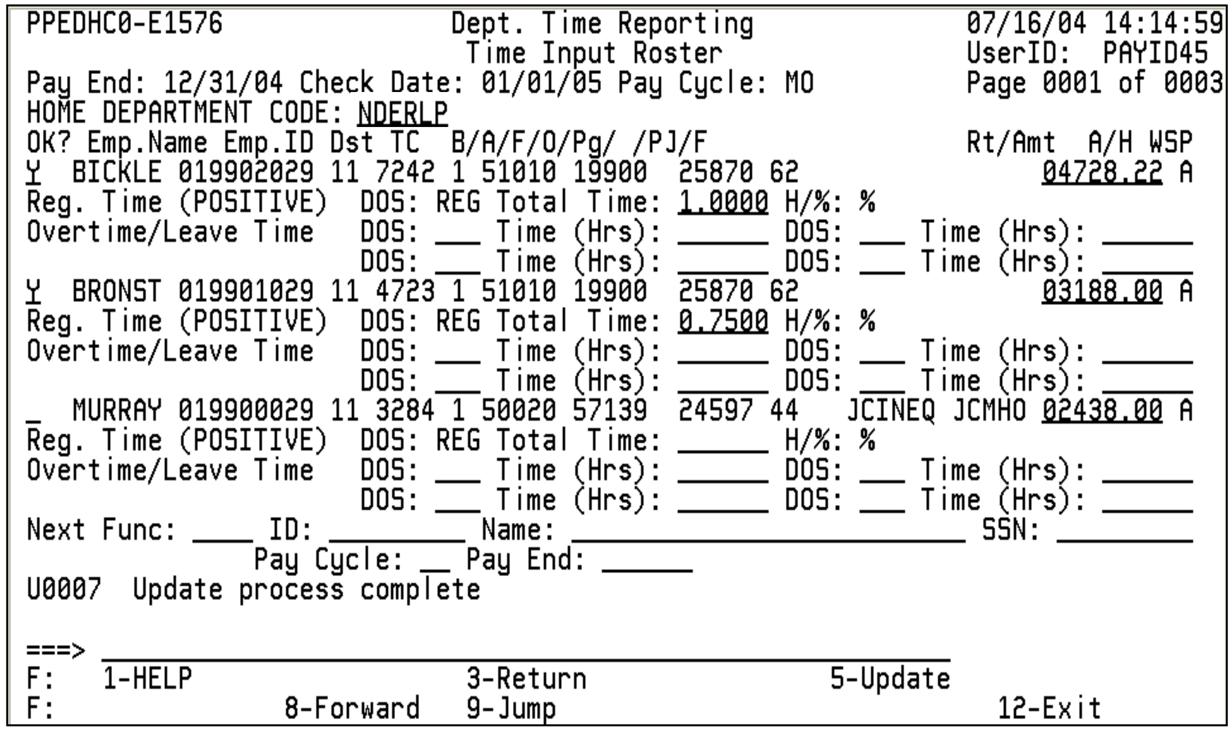
1. Determine the pay cycle (MO, B1, B2).
2. Consult the departmental calendar for internal deadlines and the current OPTRS Time Reporting Schedule to determine the data entry window.
3. Collect time records from employees, verify the time, and secure necessary approvals.
    - Determine if employees are eligible for overtime pay, shift differential, or any other type of pay.



```
PPIDTC0-I1554              Dept. Time Reporting              07/16/04 14:01:22
                      Time Coll. Selection Criteria          UserID:  PAYID45

Report Selection (select one):
 Check List: _       Roster: S          Lv Roster: _
Selection Criteria:
 Home Department Code: NDERLP
 COA(B/A/F/O/PG/PR/F): _ _____ _____ _____ __   ______ _____
Compute Process (select one):
C  Last Day to Enter Time    Pay Date          Pay End        Pay Cycle
S  12/31/04                  01/01/05          12/31/04       MO
_  12/31/04                  01/07/05          12/31/04       MA
_  12/31/04                  01/07/05          12/31/04       SM
_  12/19/04                  12/23/04          12/15/04       SM
_  11/30/04                  12/01/04          11/30/04       MO


Next Func: ____ ID: _________ Name: __________________________ SSN: _________
               Pay Cycle: __ Pay End: ______
```



```
PPEDHC0-E1576                 Dept. Time Reporting                07/16/04 14:14:59
                               Time Input Roster                  UserID:  PAYID45
Pay End: 12/31/04 Check Date: 01/01/05 Pay Cycle: MO              Page 0001 of 0003
HOME DEPARTMENT CODE: NDERLP
OK? Emp.Name Emp.ID Dst TC  B/A/F/O/Pg/ /PJ/F                     Rt/Amt  A/H WSP
Y  BICKLE 019902029 11 7242 1 51010 19900  25870 62                  04728.22 A
Reg. Time (POSITIVE)  DOS: REG Total Time: 1.0000 H/%: %
Overtime/Leave Time   DOS: ___ Time (Hrs): ______ DOS: ___ Time (Hrs): ______
                      DOS: ___ Time (Hrs): ______ DOS: ___ Time (Hrs): ______
Y  BRONST 019901029 11 4723 1 51010 19900  25870 62                  03188.00 A
Reg. Time (POSITIVE)  DOS: REG Total Time: 0.7500 H/%: %
Overtime/Leave Time   DOS: ___ Time (Hrs): ______ DOS: ___ Time (Hrs): ______
                      DOS: ___ Time (Hrs): ______ DOS: ___ Time (Hrs): ______
_  MURRAY 019900029 11 3284 1 50020 57139  24597 44    JCINEQ JCMHO 02438.00 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: ______
U0007  Update process complete

===> ________________________________________________________
F:   1-HELP                  3-Return                 5-Update
F:              8-Forward    9-Jump                              12-Exit
```

4. Choose a selection criterion of Home Department Code or Chartstring, based on how you want to group employees for time reporting.

5. Arrange employees' time records alphabetically by last name.

On-System

Displaying the Check List

1. Log onto the PPS System.

2. At the **Next Func** field on the Online Applications Main Menu, type "IDTC" and press <Enter> to display the Time Collection Selection Criteria screen.

3. Type "S" in the **Check List** field.

4. In the **Selection Criteria** area, type a Home Department Code, chartstring, or partial chartstring:

   - Org
   - Fund/Org
   - Org/Flex
   - Business Unit/BFS Account/ Fund/Org/Program
   - Business Unit/BFS Account/ Fund/Org/Program/Project/Flex

5. In the **Compute Process** section, type "S" in the **Command** column next to the appropriate pay cycle.

6. Press <Enter> to display the Check List.

Validating the Check List

7. Compare the Check List with the source documents to make sure all employees with timesheets appear on the roster.

8. Reconcile or justify any missing or extra employees on the list. An employee may not appear if:
   - Employee was changed to a different chartstring.
   - Employee is shared with another department who is the home unit. (Bring the roster for these employees up by chartstring)
   - Time reporting code not set to "Z."

9. Press <F3-PrevMenu> to return.

Step 2. Data Entry

Entering or Confirming Data on the Roster

1. At the IDTC screen, delete the "S" from the **Check List** field if necessary.

2. Tab to the **Roster** field and type "S."

3. Make sure the **Selection Criteria** section reflects the correct home department code or chartstring.

4. Type "S" in the **Command ("C")** column of the **Compute Process** section to select a pay cycle.

5. Press <Enter> to display the Roster.

6. Enter data in the appropriate fields.

Step 3. Review the Data

1. Review all data for accuracy and consistency.

2. Press <Enter> to format and validate the data. **Double-check decimal point placement.** Note: On the MO Roster, 1.0 represents 100%.

   Edit messages appear at the bottom of the screen. Press <F6-Nxt Msg> to see additional edit messages, if applicable.

3. Resolve any edits as necessary. **Note:** You must resolve any Reject edit conditions before continuing.

Step 4. Update the Transaction Holding File

1. Press <F5 Update>. **Note:** You must press <F5 Update> before scrolling between pages with <F7> or <F8>.

2. "Update Process Complete" will appear in the message area.

   The **OK?** field should show "Y" for all time records reported. To pay a by agreement employee whose pre-filled rate is correct, type a "Y" in the **OK?** field, then press <F5 Update>.

   - To continue to the next Roster page, press <F8 Forward>.
   - To return to the IDTC screen, press <F3 Return>.
   - To exit PPS, press <F12 Exit>.

Step 5. Changing Updated Data

Note: You may access the roster as many times as necessary until 5:00 pm on the final deadline date for the pay cycle.

1. To change data or add new data, see Steps 2 through 4 above.

2. **To delete the "Y" indicator in the OK? field**, type "*" over "Y" and press <Enter>. Press <F5 Update>.

TIMEROST/12-2006