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.

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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.”


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%.

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.”


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>.