



# **Human Capital Management — Payroll/ Time and Labor**

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## **Participant Guide**

This guide has been developed to assist in helping the new Agency Payroll Specialist learn and apply basic payroll processes.

Revised 09/2010



# About This Program

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The Ohio Administrative Knowledge System (OAKS) is the State of Ohio's human capital information management system. Like many such systems now found in organizations across the world, OAKS helps our human resource units to manage and administer overall employment information processing, employee benefits, and payroll.



**Objectives:** After completing this training module, you will be able to:

- Explain the roles and responsibilities of the Agency Payroll Specialist
- Sign in to OAKS, identify the navigation methods available to access OAKS screens and view a paycheck
- Help an employee to: Enter a Leave Request, Request Permission to Work Overtime/Comp Time, Enter Overtime/Comp Time, Cancel a Request for Leave, View a Request for Leave/Overtime/Comp Time and View Payable Time Detail and View Payable Time Summary
- Coach a Manager to: Approve Requests for Leave (RFLs) and Comp Time/Overtime, Approve Payable Time, Assign Schedules
- Explain the Time Administration process, as well as how this process affects agency Payroll
- Resolve current and past exceptions using the appropriate OAKS screens and reports
- Add and update employee additional pay, earnings codes, general deductions, and garnishments
- Input, update, and stop direct deposits and, using the appropriate OAKS screens, resolve EFT errors
- Update employee federal, state, and local tax data, as well as employee tax distribution information
- Complete a Credit Union or Bargaining Unit Dues deduction



**Purpose:** Getting a correct paycheck to every employee on time is the goal of OAKS Human Capital Management (HCM) Payroll. This OAKS Payroll training program is designed to assist the Department of Administrative Services Human Resource Division's Payroll unit, as well as each Agency Payroll unit across the state of Ohio, meet this goal.

**Process:** Our intent in this training program is to make this learning experience a valuable one as well as one that is fun and engaging:

- We show you how
- You try it on for size
- We discuss it together and coach for clarity
- We talk about big picture issues, as needed
- Small group problem-solving

**Pay-Off:** After completing this training module, you will have:

- **Increased knowledge:** fill the gaps between what you do and don't know about the OAKS HCM Payroll process
- **Increased skill:** give you opportunities in a safe environment to learn and apply what you learn to "real world" scenarios
- **Increased confidence:** in addition to the knowledge and skill gained, you will also feel more comfortable and confident with your Payroll role and responsibilities
- **A network of professionals like you:** you will meet a group of individuals who share your role and responsibilities and will serve as a support network for you in the future.

# Contents

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The Role of Payroll .....	7
Roles and Responsibilities.....	8
Tips and Tools.....	10
The Bi-Weekly Payroll Process.....	11
Other Payroll Tasks .....	12
Navigating OAKS .....	13
Signing In to OAKS.....	14
OAKS Navigation .....	16
Saving Favorites.....	18
Using Search Screens.....	20
Employee Self Service .....	21
Non-Interfacing and Interfacing Agencies .....	22
Viewing a Paycheck .....	23
Entering a Request [for] Leave .....	27
Requesting to Work Overtime/Comp Time .....	33
Reporting Worked Overtime/Comp Time .....	36
Viewing Requests for Leave/Overtime/Comp Time.....	38
Requests for Leave/Overtime/Comp Time: Additional Information .....	41
The Timesheet .....	43
Entering Time on the Timesheet .....	44
Timesheet: Additional Information .....	47
Viewing Payable Time Detail .....	48
Payable Time Status Codes.....	50
Viewing Payable Time Summary .....	51
Troubleshooting.....	52

Manager Self Service.....	53
Approving Requests for Leave (RFLs).....	54
Approving Payable Time .....	59
Guidelines for Approving RFLs and Payable Time .....	64
Assigning Schedules .....	65
Troubleshooting.....	73
Time Administration and Pay Calculation .....	74
What Happens During TA and Pay Calc? .....	75
The Process Monitor .....	77
Key Payroll Processes .....	77
Accessing the Process Monitor .....	78
Interpreting the Process List .....	80
Reviewing Timesheets and Exceptions.....	81
Entering Time into the OAKS Timesheet .....	82
Viewing Payable Time Detail .....	90
Reviewing Exceptions .....	94
Managing Exceptions .....	98
Managing ID OHTLX015.....	99
Managing Exception ID OHTLX006 .....	108
Managing Exception ID OHTLX003 .....	119
Resolving Electronic Funds Transfer Errors .....	130
Definitions .....	131
Accessing the Payroll EFT Errors Screen.....	132
Resolving EFT Errors .....	135
Common EFT Errors.....	135
Updating Direct Deposit Information.....	136
Stopping a Direct Deposit .....	143
Processing EFT Error.....	144
Other Payroll Functions.....	145
Schedules .....	146

Adjustments .....	154
Prior Pay Period Adjustments .....	154
Record Only Adjustments .....	162
Reported Time Audit .....	165
Direct Deposit .....	168
Adding Direct Deposit Information .....	168
Updating Direct Deposit Information .....	175
Stopping a Direct Deposit .....	177
Additional Pay .....	178
Earnings Codes .....	178
Creating Additional Pay .....	180
Taxes .....	193
Updating Employee Tax Information .....	193
Updating Employee Federal Tax Data .....	196
Updating Employee State Tax Data .....	199
Updating Employee Local Tax Data .....	208
Updating Employee Tax Distribution .....	215
Update Payroll Options (Check Address) .....	218
Deductions .....	225
Entering Deductions .....	225
Stopping a Deduction .....	231
Garnishments .....	232
Garnishment Rules .....	233
Viewing a Garnishment on a Paycheck .....	234
Creating Reports in OAKS .....	239
PS Query Reports .....	240
Payroll Reports .....	250
Creating Payroll Reports .....	251
Accessing Payroll Reports .....	258
Payable Status .....	260
Glossary .....	265
Appendix .....	268

# The Role of Payroll



**Purpose:** To outline the roles and responsibilities of Agency Payroll Specialists.

**Process:** Provides an overview of the steps in the weekly payroll process, as well as the other job functions of Agency Payroll Specialists.

**Pay-Off:** After completing this segment, you will be able to:

- Explain your role in payroll
- Define each of your responsibilities in this position
- Identify the steps in the weekly payroll process, as well as your role in each

## Roles and Responsibilities

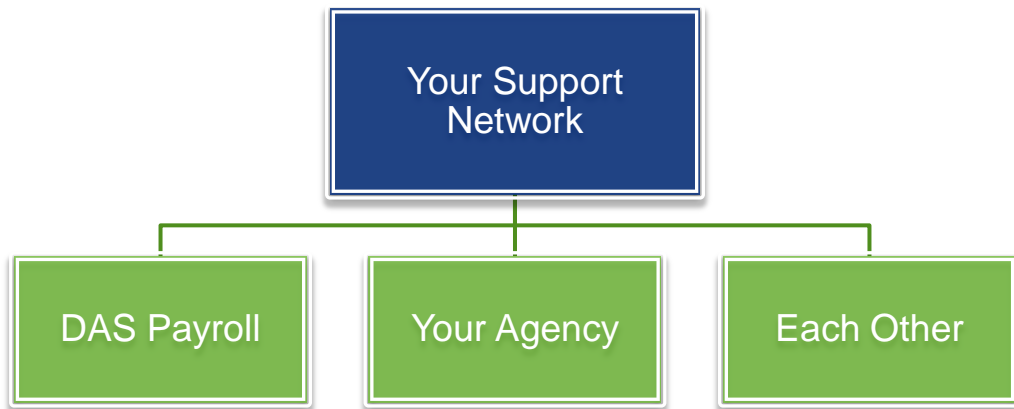
The **Role** of an Agency Payroll Specialist is to **accurately pay State employees** consistently and on a timely basis.

The **Responsibilities** of an Agency Payroll Specialist are to:

- **Monitor:** process payroll in accordance with federal, state, agency and bargaining unit rules, regulations, policies, and procedures.
- **Collaborate:** work with your Human Resource unit to ensure the timely processing of life events and proper leave accruals are managed.
- **Advocate:** act as a representative to your Benefits unit for your coworkers, to ensure correct life events and proper leave accruals are managed.
- **Coach:** prepare Managers and employees to report and approve work and leave time and help them to take responsibility for their part in getting everyone accurately paid.
- **Advise:** inform your agency so that it is properly withholding and reporting tax information.
- **Problem Solve:** respond to employee inquiries regarding payroll by researching, analyzing, and solving payroll problems.
- **Delight:** make your co workers' day in getting them an accurate paycheck.







## Tips and Tools

Use this Participant Guide after you leave here.

Check the Glossary and the Appendix.

Reports are our friends – use them to help you.

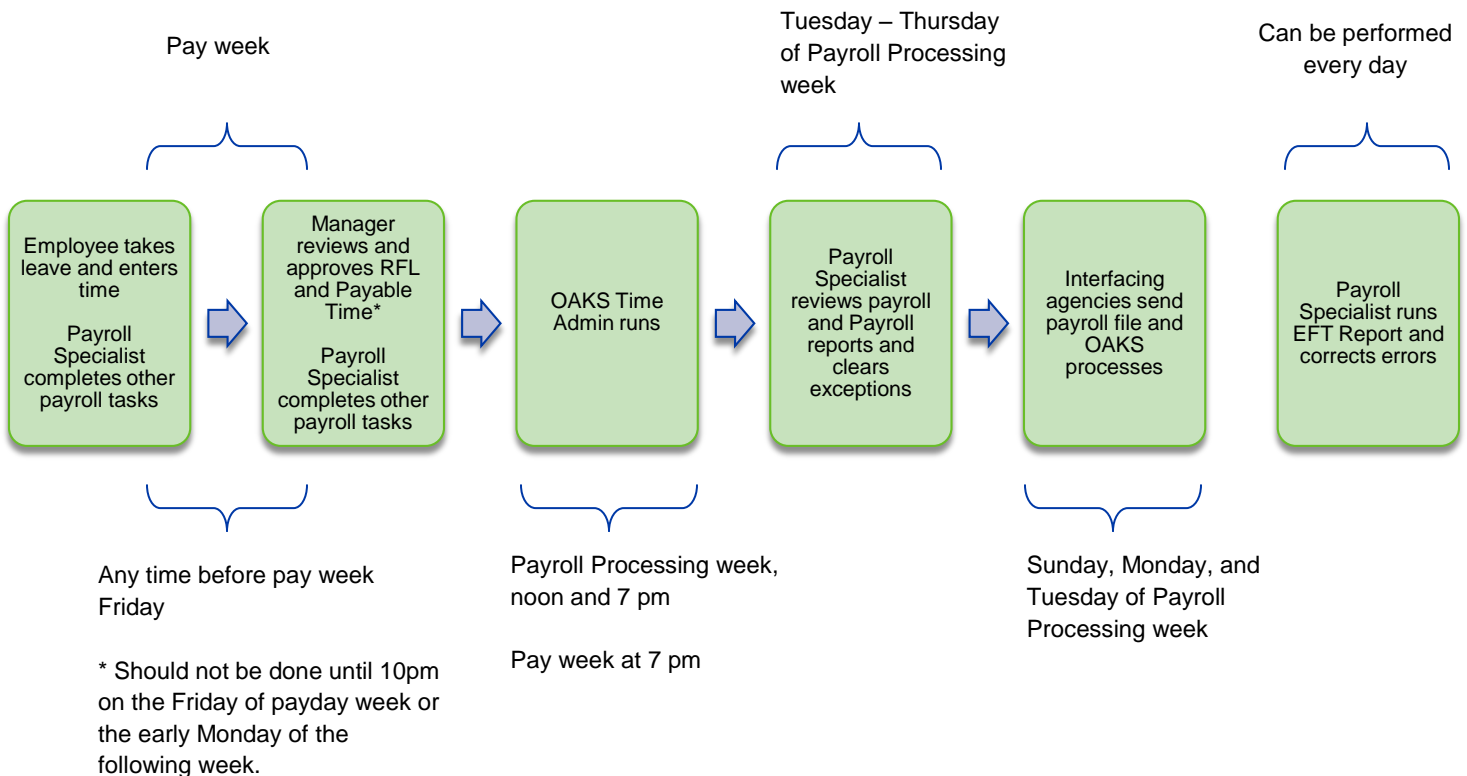
Take time out to find other helpful resources. Save helpful website addresses in your “Favorites.”

Don’t let terms and processes confuse you. When in doubt, check your resources and ask for help.





## The Bi-Weekly Payroll Process



Every other week (non-pay weeks,) payroll processing occurs. This is the process that converts time entered into payable hours, allowing employees to be paid.

During payroll processing week, you are responsible for a number of tasks to ensure the employees in your agency are paid correctly. Tasks for processing week include:

- Reviewing payroll and clearing exceptions
- Correcting any Electronic Funds Transfer (EFT) errors
- Reviewing and correcting payroll errors
- Reviewing payroll reports and correcting any issues
- Completing any payroll tasks not finished on pay week

## Other Payroll Tasks

In addition to the tasks performed during the week of payroll processing, there are a number of other payroll responsibilities that need to be performed in OAKS. These include:

- Coaching employees and Managers/Supervisors
- Adding and updating employee Additional Pay information
- Adding and updating employee Deduction information
- Adding and updating employee Direct Deposit information
- Adding and updating employee Tax information

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*This completes the Role of Payroll segment.*





# Navigating OAKS



**Purpose:** To explain OAKS navigation features and shows how to locate procedures and information in OAKS.

**Process:** Provides an overview of the steps for signing in to OAKS, as well as move throughout the OAKS in order to access screens.

**Pay-Off:** After completing this segment, you will be able to:

- Sign in to OAKS
- Identify available OAKS navigation methods
- Use the search feature to find specific records

## Signing In to OAKS

OAKS is a computer system that the State of Ohio has developed to create one integrated system for all State business processes.

1. Go to <http://hcm.ohio.gov>.



**OAKS**

• Human Capital Management • Self Service •

OAKS Status [Click Here](#)

**Sign in Now**

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

[Sign In](#)

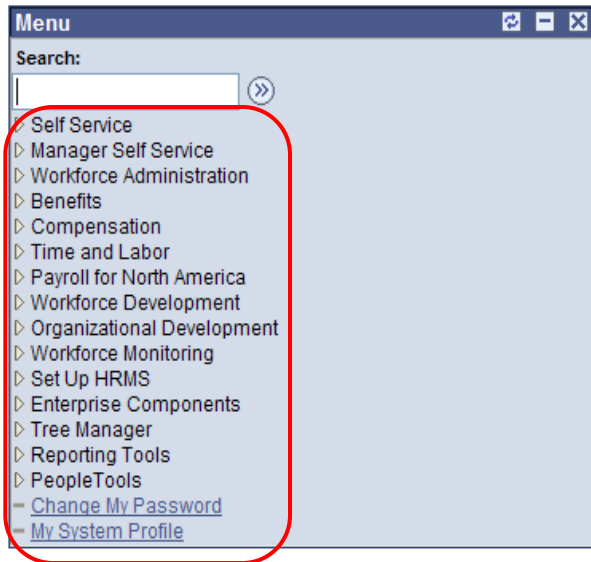
[Forgot your password?](#)

For help signing into HCM or OAKS Self Service and for help using ePay and eBenefits, check the [OAKS Support Kit](#).

2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.
4. Click the [Sign In](#) button.

5. This takes you to the OAKS Home screen. The items visible on your menu screen depend on your job description and your security access level.

OAKS

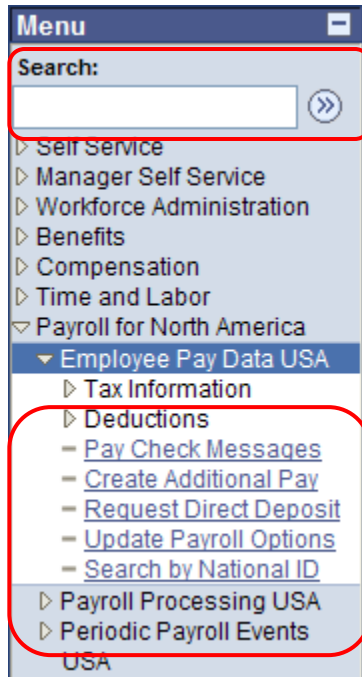


6. To exit OAKS, click the **Sign out** link (  ) found in the upper-right-hand corner of the screen.


# OAKS Navigation

There are different ways to navigate to the available screens on OAKS. When you sign in to OAKS, you see the navigation menu on the left side of the home screen. You can view this menu at all times in OAKS, and it is the starting point for finding anything in OAKS.

There are several ways to find a particular screen in OAKS.



## *Enter the Term in Search*

1. Enter the term in the **Search** field, located on the left navigation menu.
2. Click the  button next to the **Search** field or press the **Enter** key.

## *Click the Left Navigation Menu*

1. Click a link on the left navigation menu to expand it.  
Move your mouse pointer over the links to display a description of that section.
2. Clicking a link with a triangle (▶) expands the link menu with the screens available.



Clicking a link with a dash (–) takes you directly to that screen.

The selected link is highlighted in blue.

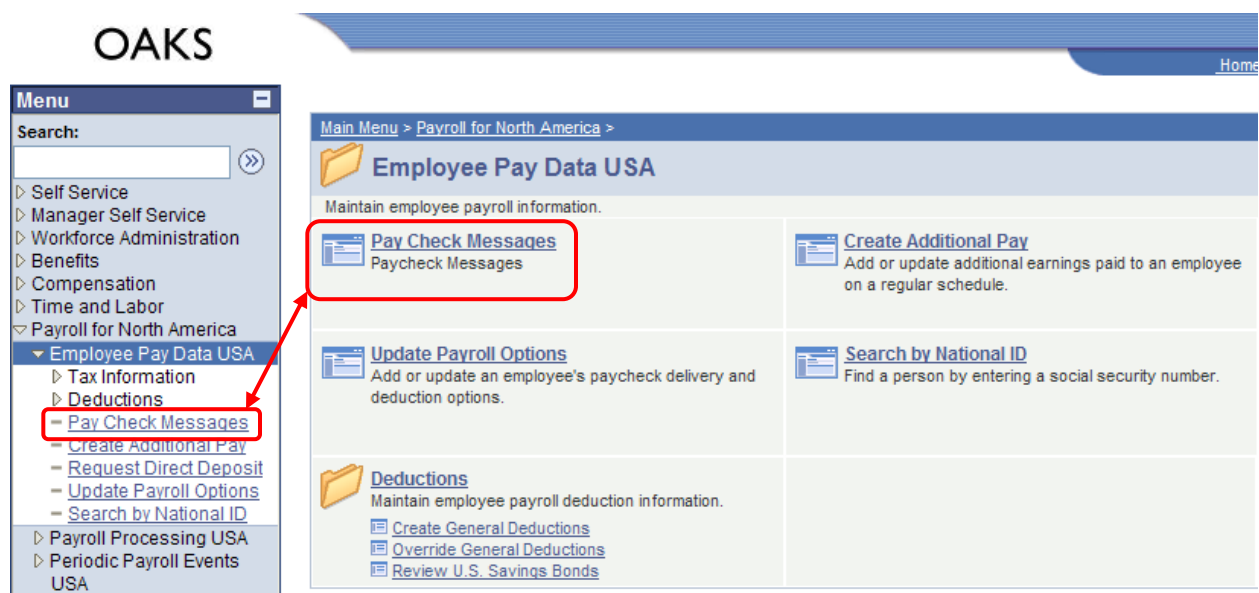


## Click the Right Navigation Links

1. Click a link on the left navigation menu to expand it.
2. Links appear on right side of the screen. These links correspond to links on the menu.

- Clicking a link with a folder icon (  ) expands the link menu with the screens available.
- Clicking a link with a screen icon (  ) takes you directly to that screen.

OAKS



The screenshot displays the OAKS payroll system interface. On the left, a navigation menu is expanded, showing a search bar and a list of categories. The 'Employee Pay Data USA' category is selected, and its sub-items are listed: 'Tax Information', 'Deductions', 'Pay Check Messages', 'Create Additional Pay', 'Request Direct Deposit', 'Update Payroll Options', and 'Search by National ID'. A red box highlights 'Pay Check Messages' in the menu, and a red arrow points to the 'Pay Check Messages' link in the main content area. The main content area shows 'Employee Pay Data USA' with sub-sections: 'Pay Check Messages' (with a screen icon), 'Create Additional Pay' (with a screen icon), 'Update Payroll Options' (with a screen icon), 'Search by National ID' (with a screen icon), and 'Deductions' (with a folder icon). The 'Pay Check Messages' link is highlighted with a red box.

**NOTE:** In this course, we will use the right navigation links to access specific screens.

## Saving Favorites

You can save screens you frequently access to your **My Favorites** menu. This is a great way to quickly reference specific screens you work with on a daily basis.

1. For any screen that you frequently access (in this case, **Approve Leave/Overtime Request**), click the **Add to Favorites** link ( [Add to Favorites](#) ) found in the upper-right-hand corner of the screen.

Home **Add to Favorites** Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Approve Leave/Overtime Request**


### Approve Leave/Overtime Request for Time Reporters

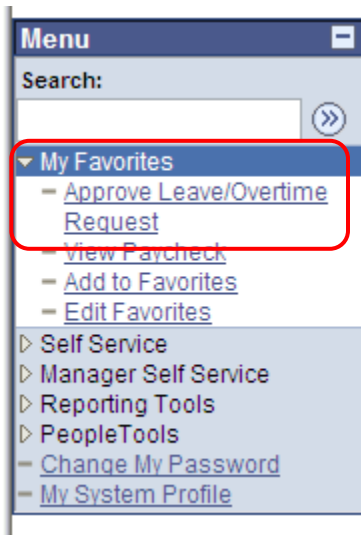
Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

[Get Employees](#)

2. The **Add to Favorites** screen appears. In the **Description** field, enter any description to help identify this link for yourself in the future.



3. Once you have entered a description, click the  button.
4. The link directly to this screen is now available on your left navigation menu, under **My Favorites**.



**NOTE:** Use **Add to Favorites** for those screens you frequently use.

## Using Search Screens

Certain screens in OAKS require you to search for employee records.

1. The options on the advanced search screen let you narrow your search. You may enter values for more than one criteria type.

To search for a specific employee, you can use the **Name** and **Last Name** if you do not know the **EmplID**.

**Find an Existing Value**

<b>EmplID:</b>	begins with	
<b>Empl Rcd Nbr:</b>	=	
<b>Name:</b>	begins with	
<b>Last Name:</b>	begins with	
<b>Second Name:</b>	begins with	
<b>Alternate Character Name:</b>	begins with	
<b>Middle Name:</b>	begins with	

☐ Include History ☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Fields will vary, based on the type of record being searched for.

2. Once you have entered your search criteria click the **Search** button.

**NOTE:** Use some values to limit your search. If you click the search button without any values in the fields, you'll receive a long list of search records.



*This completes the Navigating OAKS segment.*

# Employee Self Service



**Purpose:** To explain the processes and information needed to coach employees on the correct ways to utilize the Employee Self Service module in OAKS.

**Process:** Provides an overview of the steps for viewing paycheck information, entering Leave, and entering Overtime and Comp Time requests.

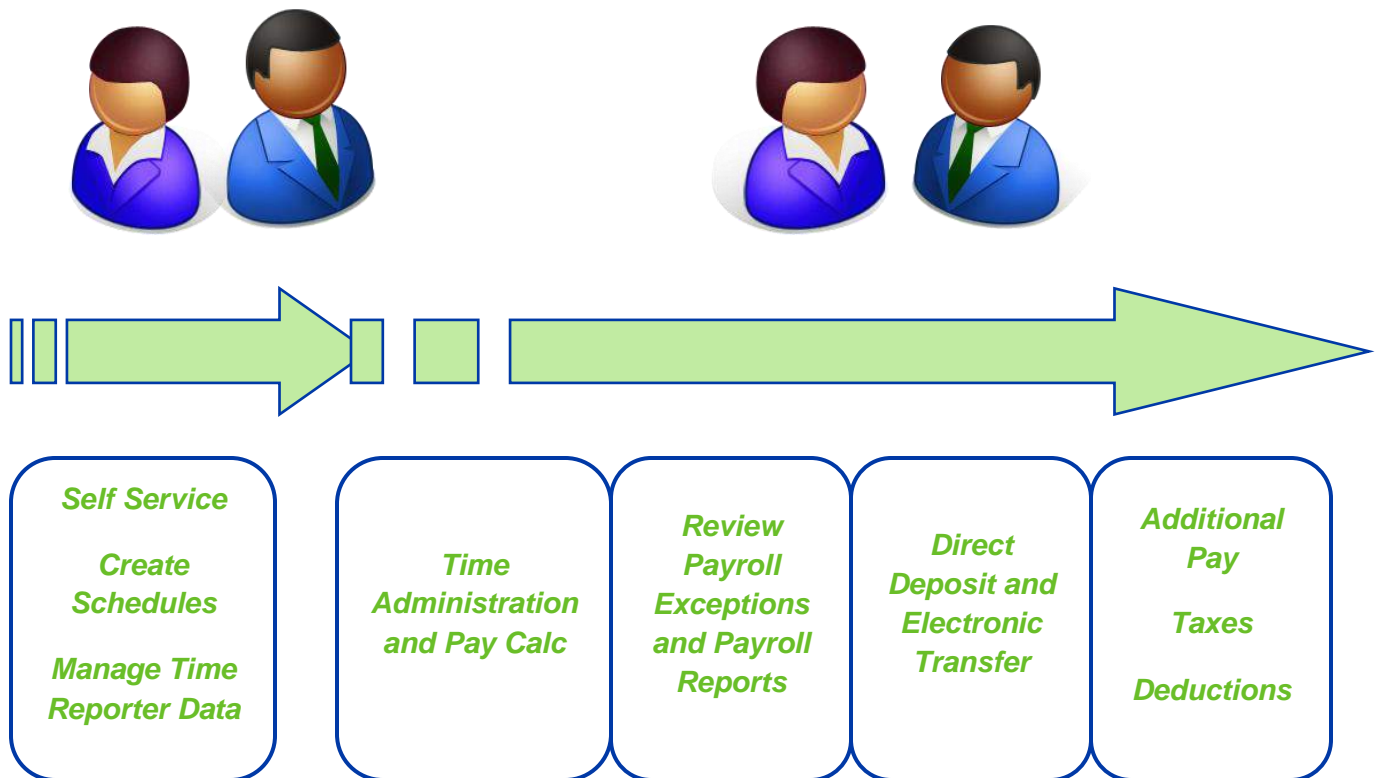
**Pay-Off:** After completing this segment, you will be able to:

- Describe the difference between submitting time in an interfacing agency and a non-interfacing agency
- View a Paycheck
- Enter a Leave Request
- Enter Permission to Work Overtime/Comp Time
- Enter Overtime/Comp Time
- Cancel a Request for Leave
- View a Request for Leave/Overtime/Comp Time
- View Payable Time Detail and Summary
- Enter time associated with combo codes and positive time reporters on the Timesheet
- Coach employees on the correct method for completing each of these tasks

## Non-Interfacing and Interfacing Agencies

In *non-interfacing* agencies, employees use the OAKS Self Service screens or enter their time directly.

In *interfacing* agencies, payroll data is sent electronically to DAS HCM Payroll, where it is downloaded to the payroll system.






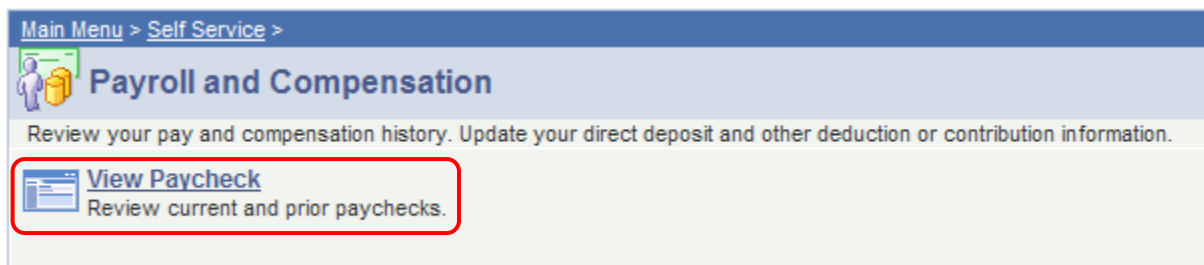
After time is loaded, the Payroll process moves forward the same way for all types of agencies.

For a complete list of agencies and their time reporting methods, refer to *Agency Time Reporting Methods* in the Appendix, on page 271.

## Viewing a Paycheck

One of the most common tasks employees in your Agency perform in OAKS is accessing and viewing their online paycheck in Self Service.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. Your current paycheck displays (next page.)

Address: 633 Park Street  
Columbus, OH 43215

Pay Group: Biweekly Delayed E  
Department: DAS - Administrative Service  
Location: James A Rhodes Office Tow  
Job Title: Clerk 1  
Pay Rate: \$12.94 Hourly  
Barg Unit: 09 In Unit  
Group Life:  
Next Step Date: 10/01/2007  
Cert Status: Permanent  
Business Unit: STATE

Indicates the employee's **Job Title** and hourly **Pay Rate**.

Service: 1 Years 4 Months 29 Days  
Longevity: 1 Years 4 Months 29 Days  
Seniority Credits: 50000  
Institutional Credits:

#### Tax Data

Lists the employee's time working for the State of Ohio.

Lists the total **Gross Earnings**, **Deductions**, and **Net Pay** for this pay period.

OH Addl Amount: \$0.00

#### Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,035.20	905.50	163.04	129.70	742.46
YTD	2,070.40	1,837.18	332.02	233.22	1,505.16

#### Earnings

Description	Hours	Rate	Amount	YTD Amount
Reg Hrs	72.00	12.940000	931.68	1,966.88
Hol Pay L	8.00	12.940000	103.52	103.52
Total:			1,035.20	2,070.40

**Earnings** for this pay period.

Description	Amount	YTD Amount
Fed Withholding	106.17	216.27
Fed MED/EE		29.64
OH Withholding		45.23
OH COLUM Withholding		40.88
Total:	163.04	332.02

Lists the **Employer Paid Benefits** paid in this paycheck.

#### Before-Tax Deductions

Description	Amount	YTD Amount
Health Ins	26.18	26.18
Retirement	103.52	207.04
Total:	129.70	233.22

#### After Tax Deductions

Description	Amount	YTD Amount
Total:		0.00

Lists the **Deductions** made to this paycheck.

#### Employer Paid Benefits

Description	Amount	YTD Amount
Health Ins	147.17	147.17
Retirement	144.93	289.86
* Taxable		
Total:	292.10	437.03

#### Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Amount
Check	1001037	Issue Check	742.46

Lists the **Net Pay** (paycheck amount.)

#### Leave Balances

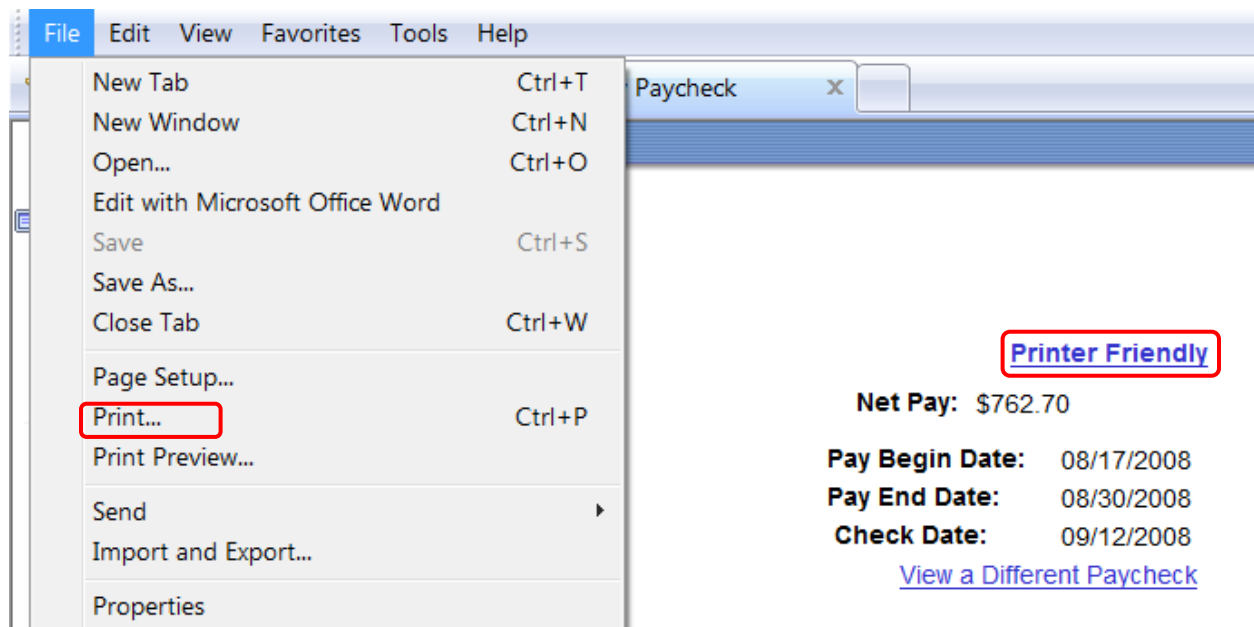
Description	Current Accrual	YTD Amount
Sick	3.10	86.20
Vacation		86.20
Personal		32.00
OLDSK		
240Hr270Ex		
Total YTD Amount:		204.40

**Leave Balances** lists the amounts of sick, vacation, and personal time the employee has accrued.



## Printing Your Paycheck

- To print your paycheck, click the **Printer Friendly** link.
- or -
- On the File menu, click **Print**.



## Viewing a Different Paycheck

1. To view a paycheck from a previous pay period, click **View a Different Paycheck**.

[Printer Friendly](#)

**Net Pay:** \$762.70

**Pay Begin Date:** 08/17/2008

**Pay End Date:** 08/30/2008

**Check Date:** 09/12/2008

[View a Different Paycheck](#)

2. The **View Paycheck** screen appears. To select a paycheck, click the paycheck's **Pay Period End Date** from the paycheck selection list.



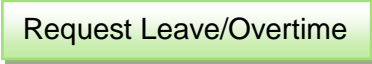
### View Paycheck

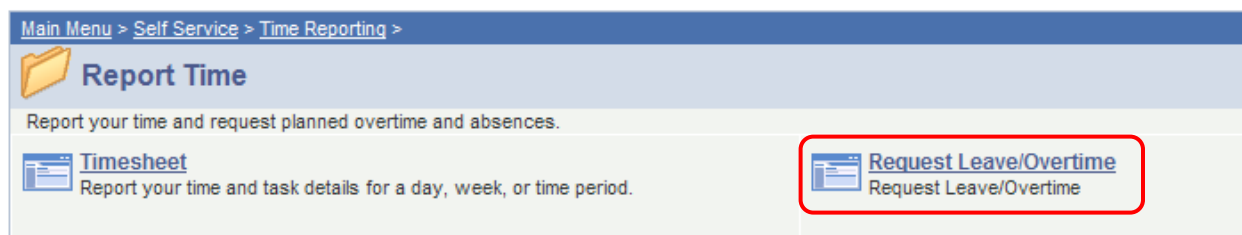
Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
Pay Period End Date	Company	Net Pay
<a href="#">2008-09-13</a>	State of Ohio	\$742.46
<a href="#">2008-08-30</a>	State of Ohio	\$762.70

## Entering a Request [for] Leave

You can enter a request for leave on OAKS Payroll. Surprisingly enough, the process is called Entering a Request for Leave. As in all things in the great State of Ohio organization, acronyms abound, so when you hear “**RFL**,” it means Request for Leave.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. The **Request Leave/Overtime** screen appears.

Select the date you are requesting for leave in the **Date Under Report** field.

A calendar drop-down is also available for date selection.

**Request Leave/Overtime**

Name James Employee0122 EmplID 10000163  
 Job Code State Payroll Specialist 1 Empl Rcd Nbr 0

Start Date 12/25/2009 End Date 12/25/2010 Approval Status Not Approved Refresh

**Leave/Overtime Request**

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
<input type="checkbox"/>							

**Request Working Overtime**

Approved	*Start Date	End Date

Submit

**Leave Balances**

Plan Type	Balance
Sick	
Vacation	418.000000
Personal	40.000000

Calendar drop-down showing January 2010. The date 8 is selected.

5. Next, enter the **Start Time** and the **End Time**.

**NOTE:** Employees must only enter an RFL for what they are scheduled per day (normally 8 hours a day.) If more than that is entered, (such as 9 hours,) they will be paid overtime.

**Request Leave/Overtime**

Name James Employee0122 EmplID 10000163  
 Job Code State Payroll Specialist 1 Empl Rcd Nbr 0

Start Date 12/25/2009  End Date 12/25/2010  Approval Status Not Approved

**Leave/Overtime Request**

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
<input type="checkbox"/>	Not Approved	01/04/2010 <input type="text"/>	8:00AM	4:00PM	VACLV - Vacation Leave Used	8.000000	

6. Select the appropriate code from the **Time Reporting Code** (TRC) drop-down list.
7. Enter the number of hours for that date in the **Quantity** field.
8. You can also add a comment for the requested leave in the **Comments** field.

ADMLV - Administrative Leave  
 ADPLV - Adoption Leave  
 ADSCK - Sick Childbirth Adoption  
 BIRTD - Birth Dad Leave  
 BIRTM - Birth Mom Leave  
 BRVLV - Bereavement Leave  
 CIVLV - Civic Duty Leave  
 CMPCT - Comp Time Court Leave  
 CMPEM - Comp Time Emergency Hours  
 CMPHL - Comp Time Holiday Hours  
 CMPSK - Comp Time in Lieu of Sick Lv  
 CMPTE - Comp Time Earned  
 CMPTU - Comp Time Used  
 CRTLV - Court Leave  
 CRTOT - Court Leave Overtime

## Requesting More than One Day of Leave

9. After you've completed the initial request for leave on the first row, scroll to the end and click the **Add Row (+)** button, to add a new row.

**NOTE:** RFLs must be entered **by day**. You cannot enter a lump sum (such as 32 hours) RFL on one day.

*Quantity	Comments	Approver EmplID	Approval Date

Customize | Find | First 1 of 1 Last

+ -

10. Repeat steps 4 through 8 for each day you are requesting for leave.

Start Date 11/16/2009 31 End Date 11/16/2010 31 Approval Status Not Approved Refresh

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
<input type="checkbox"/>	Not Approved	11/30/2009 31	8:00AM	5:00PM	VACLV - Vacation Leave Used	8.000000	

Request Working Overtime

Approved	*Start Date	End Date	*Quantity	Comments	Approver EmplID	Approval Date

Submit




11. Once all days have been entered, click the **Submit** button.

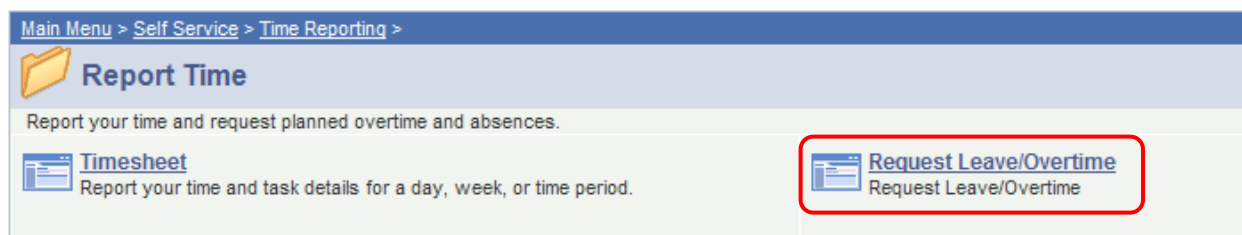
**NOTE:** You must click the **Submit** button.

Requests for Leave will not be saved if you do not click the **Submit** button.

## Cancelling a Request for Leave

If your plans change, or if you make a mistake and need to cancel time, follow these steps:

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



**NOTE:** The employee must cancel his or her own Request for Leave.

4. The **Approval Status** field automatically defaults to **Not Approved**. You want to view a leave that has already been approved. Change the **Approval Status** to **Approved** by selecting it from the drop-down list.

Start Date  End Date  Approval Status  Refresh

5. Click the  button.

The **Timesheet** is automatically populated with regular hours and approved leave request.

Start Date  End Date  Approval Status

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Qua
<input type="checkbox"/>	Approved	11/27/2009	7:30AM	4:30PM	CSDLV - Cost Savings Days	8.0
<input checked="" type="checkbox"/>	Request Canceled	11/27/2009	7:30AM	4:00PM	VACLV - Vacation Leave Used	8.0
<input type="checkbox"/>	Approved	12/24/2009	7:30AM	4:40PM	CSDLV - Cost Savings Days	8.0
<input type="checkbox"/>	Approved	12/24/2009	7:30AM	12:30PM	PRSLV - Personal Leave Used	5.0
<input checked="" type="checkbox"/>	Request Canceled	12/24/2009	12:30PM	4:00PM	VACLV - Vacation Leave Used	3.0

6. In the **Cancel Request** column, select the check boxes on the day(s) you want to cancel, as shown.

**NOTE:** You can only select the **Cancel Request** check box when the time has been approved. Otherwise it is grayed out and not accessible.



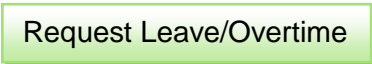
If the request has not been approved, you can delete the request. To do this, click the **Delete Row (-)** button at the right of the screen.

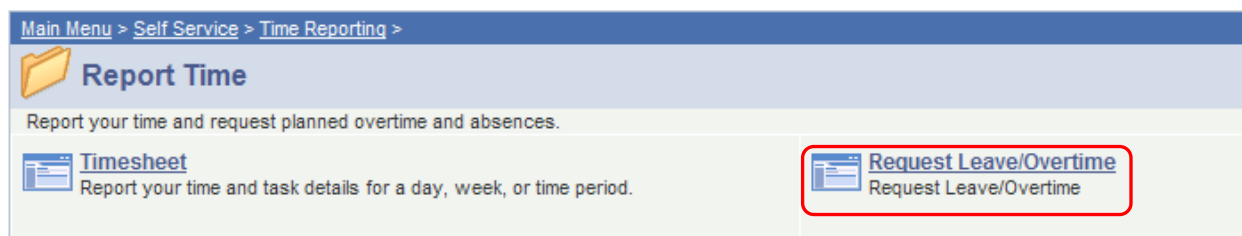
7. Click the  button.



## Requesting to Work Overtime/Comp Time

Employees can request a pre-approval to work overtime (OT) or compensatory time (Comp Time, CT) through OAKS Payroll. The good news is that Requesting to Work OT or Comp Time is much like Requesting Leave. The OT/CT must then be approved and entered in again as OT/CT earned.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. The request for **Request Leave/Overtime** screen appears for both Overtime and Comp Time. Enter the **Start Date** and the **End Date** using the drop-down lists and calendar.

**Request Leave/Overtime**

Name James Employee0122 EmplID 10000163  
 Job Code State Payroll Specialist 1 Empl Rcd Nbr 0

Start Date 12/25/2009 End Date 12/25/2010 Approval Status Not Approved

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity
<input type="checkbox"/>	Not Approved	01/04/2010	8:00AM	4:00PM	VACLV - Vacation Leave Used	8.000000

Request Working Overtime					
Approved	*Start Date	End Date	*Quantity	Comments	Submitted Date
Not Approved	03/01/2010	03/05/2010	8.000000	special project	01/08/10 9:15

**Submit**

5. Enter the number of hours in the **Quantity** field.

6. Enter **Comments** as to the purpose of the requested OT/CT.

**NOTE:** A request to work Overtime is a span of time. It is up to each agency to define that span.

7. Click the **Submit** button.

This screen shows what the Overtime/Comp Time Request looks like once it is entered and approved.

Leave/Overtime Request							
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
<input type="checkbox"/>	Approved	01/04/2010	8:00AM	4:00PM	Vacation Leave Used	8.000000	

Request Working Overtime							
Approved	*Start Date	End Date	*Quantity	Comments	Submitted Date	Approver EmplID	
Approved	03/01/2010	03/05/2010	8.000000	special project	01/08/10 9:15AM	10064708	

## Cancelling a Request for Overtime/Comp Time

- If you have entered a request for Overtime/Comp Time, it has been approved by your Manager, and you do not work, then you do not have to do anything.

The only time OT/CT is earned is **if it is entered as a TRC earned**.

- If you have entered the time worked in error and it has been approved by your Manager, you may cancel the reporting of the OT/CT by selecting the **Cancel Request** check box to the left of the **Approved** field.

Leave/Overtime Request								
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments	Approver EmplID
<input checked="" type="checkbox"/>	Approved	02/01/2010	5:00PM	8:00PM	CMPTE - Comp Time Earned	3.000000	Special Payroll Project	10101245



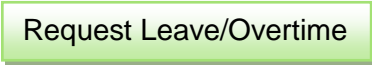
  

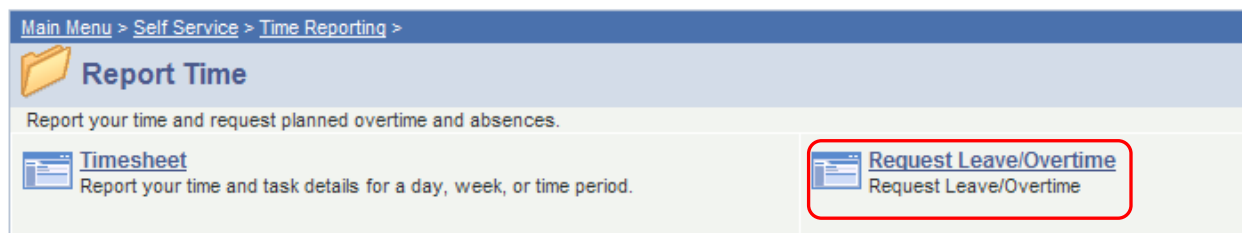
Request Working Overtime							
Approved	*Start Date	End Date	*Quantity	Comments	Approver EmplID	Approval Date	
Approved	02/01/2010	02/05/2010	8.000000	Special Payroll Project	10101245	02/09/2010 2:21PM	

If you do cancel a request, click the  button.

## Reporting Worked Overtime/Comp Time

After the OT/CT is **approved** and **worked**, you must go into OAKS and **enter** the time worked, using the same steps as you would to enter leave time.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. The **Leave/Overtime Request** screen appears.

Enter the **Date Under Report**, (**Start Time** and **End Time** are not required,) **Time Reporting Code**, and **Quantity** of hours worked.

The **Time Reporting Code** should be **Comp Time Earned** or **Overtime**.

Start Date 12/25/2009 End Date 12/25/2010 Approval Status Not Approved

Leave/Overtime Request							
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
<input type="checkbox"/>	Not Approved	03/06/2010			CMPTE - Comp Time Earned	8.000000	payroll processing




  

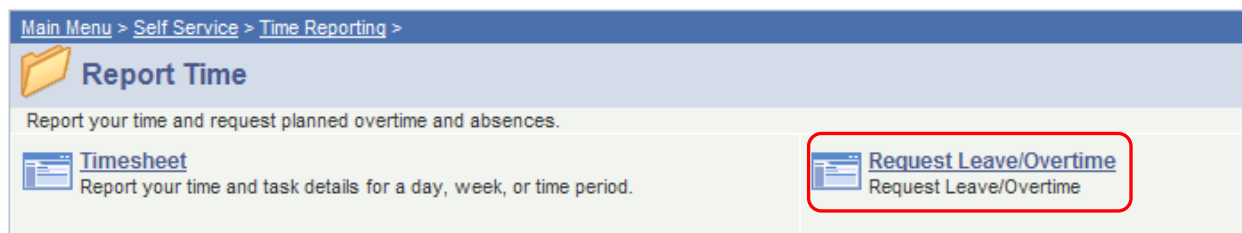
Request Working Overtime							
Approved	*Start Date	End Date	*Quantity	Comments	Submitted Date	Approver EmplID	Approval

5. Click the button.

# Viewing Requests for Leave/Overtime/Comp Time

Follow this process to check **Approved**, **Not Approved**, and **Rejected** Requests for Leave.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. Enter **Start Date** and **End Date** for the periods you wish to view.

**Request Leave/Overtime**

Name James Employee0504 EmplID 10100358  
Job Code Clerk 1 Empl Rcd Nbr 0

Start Date 02/19/2009 End Date 02/19/2010

Approval Status Not Approved Refresh

Approved  
Not Approved  
Rejected  
Request Canceled

Leave/Overtime Request

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code
<input type="checkbox"/>					

Click the white space or leave the **Approval Status** field blank to view all four status types at once.

5. Select the **Approval Status** you wish to view from the drop-down list. Status options include:

- Items that have been **Approved**
- Items that are **Not Approved** (are waiting for approval)
- Items that have been **Rejected** (your Manager has returned the request to you)
- Items where the **Request** [was] **Cancelled** (you have cancelled the request)

6. Click the  button.

The corresponding screen (in this case, *Approvals*) appears.

**Request Leave/Overtime****Name** James Employee0504**EmplID** 10100358**Job Code** Clerk 1**Empl Rcd Nbr** 0**Start** 02/19/2009**End** 02/19/2010**Approval Status** Approved**Refresh****Date****Date****Leave/Overtime Request**

<a href="#">Cancel Request</a>	<a href="#">Approved</a>	<a href="#">*Date Under Report</a>	<a href="#">Start Time</a>	<a href="#">End Time</a>	<a href="#">Time Reporting Code</a>	<a href="#">*Quantity</a>	<a href="#">Comments</a>
<input type="checkbox"/>	Approved	03/06/2009	4:00PM	6:00PM	OVTNR - Overtime Hours	2.000000	JS 3/6/09
<input type="checkbox"/>	Approved	03/24/2009			PRSLV - Personal Leave Used	8.000000	
<input type="checkbox"/>	Approved	03/25/2009			SCKLV - Sick Leave Used	5.000000	
<input type="checkbox"/>	Approved	03/27/2009			VACLV - Vacation Leave Used	8.000000	

**Request Working Overtime**[Customize](#) | [Find](#) | 

<a href="#">Approved</a>	<a href="#">*Start Date</a>	<a href="#">End Date</a>	<a href="#">*Quantity</a>	<a href="#">Comments</a>	<a href="#">Approver EmplID</a>	<a href="#">Approval Date</a>
Approved	03/04/2009	03/06/2009	8.000000	special project	10100028	03/05/2009 3:38PM

**Submit**



# Requests for Leave/Overtime/Comp Time:

## Additional Information

Here is some additional information about Requests for Leave/Overtime/Comp Time:

- The **Start Date** and **End Date** fields at the top of the screen have no use to the employee; these are troubleshooting fields for the Manager or Agency Payroll Specialist.
- Using the Calendar button (📅) is the most efficient means of reporting the date of leave. Many users either type a date in the past or in the future:
  - If in the past, the Manager won't be able to see the RFL for approval.
  - If in the future, the leave will not be posted to the current **Timesheet** for processing, so the Agency Payroll Specialist will need to manually fix it to ensure the employee is not charged multiple times for the same leave.
- Leave should be reported in tenths (1/10) of an hour. A conversion chart is available in the Manager and Employee participant manuals.
- Each day of leave requested or each type of **Time Reporting Code** (TRC) used **MUST** be entered individually on a separate row.
- If **Sick Leave** is used during the same 40 hour week, this time does not count toward active pay status and will affect overtime compensation. Employees **MUST** enter the **Overtime at Straight Hours (OTSTR)** to report overtime worked.
- The **Quantity** field is required; the system does NOT calculate the **Start Time** and **End Time** total.
- Leave Balances are shown at the bottom of the screen. **Vacation** and **Personal** balances are current as of today. **Sick** and **Old Sick Leave** balances are current as of the end of the last pay period. **Comp Time** balances are current as of the last Time Admin process.
- Entering a Request to Work Overtime does not populate the **Timesheet** with the hours worked. A subsequent request for Overtime Worked or Comp Time Earned must be entered and approved in order for an employee to receive hours/compensation.
- When entering comments, the rule of thumb is “too much information” is not appropriate. These are public records and can be requested by anyone at any time.
- Only an employee can use the **Cancel Request** functionality. An Agency Payroll Specialist must intervene if the pay period closes before all entries are made on the **Timesheet**.

- Per contractual language and administrative rules, all leave requests should be approved prior to the event. If entered into the system, the leave request does not have to be approved by the Manager, so that the details can be edited, if necessary.

If the leave request is approved, the **Cancel Request** functionality should be utilized and a subsequent request submitted.

- Deadlines for submission of Reported Hours:
  - Friday noon – for all leave taken in the current pay period
  - Monday noon – for any Overtime Worked or Comp Time Earned over the weekend OR for any leave taken on Friday unexpectedly
  - Monday close of business – any entries on the **Timesheet** to record Flex Time
- The following message is sent to Employees after Time Admin has finished on the Friday of pay week:

Ohio Administrative Knowledge System - Alert Messaging System

Do Not Reply to this E-mail

This is a reminder that all leave requests and reported hours are due for the current pay period by end of day Friday. Overtime worked and any unscheduled leave may still be entered on Monday but should be communicated to your Supervisor. Please click on the link below or log-in to OAKS applications and click on Self Service to report and review your time, request absences and more. After reviewing, please submit the request(s) and reported hours to your Supervisor for approval.

<http://oaks.ohio.gov>

Time and Labor Employee Self Service is structured to automatically load your approved leave/overtime hours, as well as your present 'scheduled' hours on your Timesheet, if applicable. Most employees (or Managers) should only need to access the Timesheet if it requires a correction to his/her approved reported hours.

Important Note: The majority of employees have an assigned work schedule in Time and Labor Employee Self Service. Interns, intermittents, and part-time employees have no schedule, and must manually complete their Timesheets.

## The Timesheet

There are groups of employees who have their schedules set for them in Self Service who rarely, if ever, look at the **Timesheet**. RFLs, Overtime, or Comp Time are reported through the processes we have already covered in this training program. In turn, their **Timesheets** are automatically populated for them. Only employees who report Flex Time or Combo Code overrides should update their **Timesheets**.

Then there are groups of employees who have irregular schedules (e.g. interns, part-time employees) known as positive time reporters or those who have to divide their time into a few or several combo codes or budget codes. This is done to make sure their time is charged against the budget correctly. Combo Codes vary from agency to agency and only appear on those **Timesheets** that are affected by them.

### Timesheet

Chris Monaco      EmplID: 10056587

Job Title: Highway Maintenance Worker 1      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period      Date: 03/18/2007 31 Refresh      << Previous Time Period      Next Time Period >>

Reported Hours: 0.00 Hours      Scheduled Hours: 80.00 Hours

From Sunday 03/18/2007 to Saturday 03/31/2007

Timesheet Overrides

Sun 3/18	Mon 3/19	Tue 3/20	Wed 3/21	Thu 3/22	Fri 3/23	Sat 3/24	Sun 3/25	Mon 3/26	Tue 3/27	Wed 3/28	Thu 3/29	Fri 3/30	Sat 3/31	Total	Time Reporting Code	Taskgroup	Bud Unit
																<span></span> OHCOMBOTS	
																<span></span> OHCOMBOTS	
																<span></span> OHCOMBOTS	



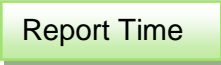
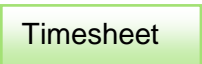
Submit      Apply Schedule

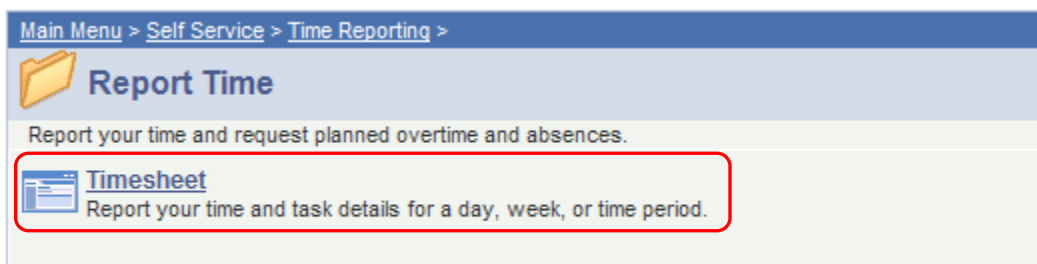
Timesheet Entry

Combo Code Entry

## Entering Time on the Timesheet

Employees with irregular schedules must enter their time for each workday into the **Timesheet** in OAKS.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click  on the right side of the screen.



- The system defaults to the current pay period.
- If this is for a positive time reporter, click and enter the number of hours worked for each work day.

[Click for Instructions](#)

View By:  Date: 11/08/2009  << Previous Time Period Next Time Period >>

Reported Hours: 21.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 11/08/2009 to Saturday 11/21/2009

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	4.00			4.00	5.00					4.00	4.00			21.00	

If it is for an employee who has a schedule, click the  button if no leave has been reported yet.

## Timesheet

James Employee1909

EmplID: 10105102

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:  Date: 01/17/2010  << Previous Time Period Next Time Period >>

Populate Time From:

Reported Hours: 0.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 01/17/2010 to Saturday 01/30/2010

Timesheet																
Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Total	Time Reporting Code	
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				

7. To add an additional TRC, scroll to the right of the screen and click the **Add Row (+)** button.

8. Click the  button.

The system automatically updates the **Total** field.

**NOTE:** Rules-based TRCs (such as holidays) are not seen on the **Timesheet**, only in **Payable Time Detail**.

If the employee has been set up with a schedule, the **Timesheet** always appears blank. Please check the **Payable Time Detail** first.

## Timesheet: Additional Information

Here is some additional information about the **Timesheet**:

- After Requests for Leave or Overtime Worked are approved, the data is automatically incorporated into the **Timesheet**. The system runs a process behind the scenes so this is instantaneous.
- Entries on the **Timesheet** should not be made until Friday afternoon to allow for all Requests for Leave to be approved.

Making entries before approvals are integrated usually requires a manual intervention to the reported hours calculation. Manual entry “tells” the system that the user is overriding the default schedule and will only pay what is reported.




- Employees should be instructed to view **Payable Time Detail** in order to see the hours and current status of payable time. If any employee does not report Leave or Flex Time, the **Timesheet** will ALWAYS appear blank.

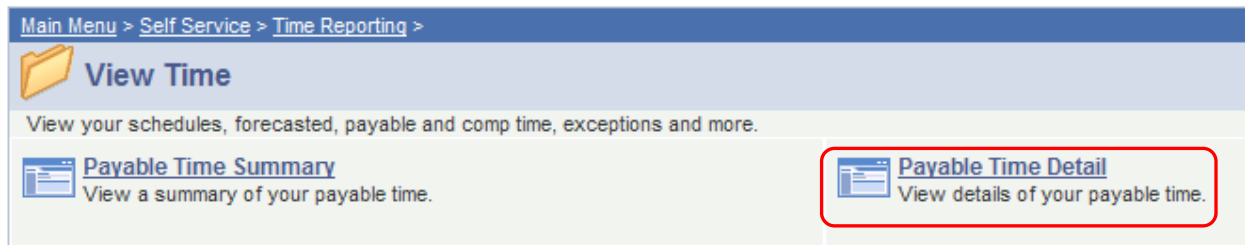
The system is, in fact, reporting the hours behind the scenes to **Payable Time Detail**, including any holiday hours.

---

## Viewing Payable Time Detail

Just as the title implies, on the **Viewing Payable Time Detail** screen you can see your hours by **Time Reporting Code** (TRC,) by task, and/or by combo code (if applicable.) You can also see who (User ID) approved your hours and the current status of your payable time.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.





4. The **Payable Time** details appear.

Payable Time Detail displayed for up to thirty-one days.

Start

12/21/2008

End

01/03/2009

Get Rows

Date

Date

Payable Time

Overview

Time Reporting Elements

Task Reporting Elements

ChartFields

Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup
12/22/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
12/23/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
12/24/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
12/25/2008	Needs Approval	HOLLV	Hours	8.000000		OHCMBLCTSK
12/26/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
12/29/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
12/30/2008	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK

## Payable Time Status Codes

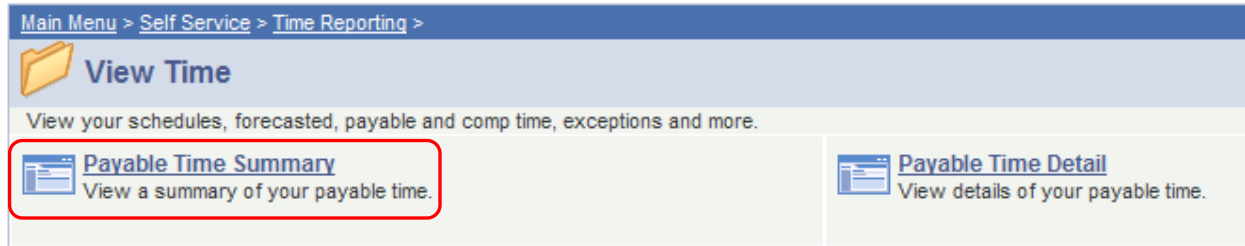
This chart explains the possible **Status** codes for Payable Time during payroll processing:

Status of Payable Time	Description
<b>Estimated</b>	These hours do not require approval from the Manager.
<b>Needs Approval</b>	<p>These hours are waiting for a Manager's approval. Most Managers approve payable hours on the Monday following a payday, so the hours for the current pay period will display Needs Approval status until the Manager has approved the Payable Time.</p> <p>Note: The Needs Approval status relates only to a specific employee's Timesheet and does not relate to Request for Leaves that have already been approved.</p>
<b>Approved – Goes to Payroll</b>	The Manager has approved the payable time hours. Once approved, these hours are submitted to OAKS Payroll.
<b>Closed or No Pay</b>	<p>DAS HCM Payroll Administration has made an entry in the <b>Adjust Paid Time</b> field.</p> <p><b>Note:</b> Make a record-only adjustment in Time and Labor to keep the data in both applications synchronized.</p>
<b>Rejected by Payroll</b>	An error or exception has occurred. This is time that has not been paid.
<b>Taken – Used by Payroll</b>	Hours were submitted to OAKS Payroll and were accepted for the current pay period.
<b>Paid – Labor Distributed</b>	Hours have been completely processed through OAKS.

## Viewing Payable Time Summary

You may also view the **Payable Time Summary** if you like. The **Summary** provides you time by Time Reporting Code for seven (7) days. It is less detailed, but provides the essential information regarding the status of your requested time.

The same steps are used to navigate as **Payable Time Detail**; just click **Payable Time Summary** instead.



# Troubleshooting

The following list contains some common issues and possible resolutions:

Issue	Resolution
I submitted my leave, but it disappeared.	<p>The date is outside the <b>Start</b> and <b>End Date</b> parameters:</p> <ol style="list-style-type: none"> <li>1. Change the <b>Start Date</b> to 01/01/1901 and the <b>End Date</b> to 12/31/9999.</li> <li>2. Click <b>Refresh</b>.</li> <li>3. The unapproved Request for Leave appears. The employee can edit the date to the appropriate time frame.</li> </ol>
The quantity didn't calculate correctly.	The system does NOT calculate the quantity; the employee must do so.
I submitted my overtime request, but it's not showing up on the <b>Timesheet</b> .	<p>It is likely that the employee submitted a <b>Request Working Overtime</b> (second row in blue) and was approved.</p> <p>The employee must now enter either <b>CMPTE</b> or <b>OVTHR</b> in the first row as a request for hours/compensation.</p>
I didn't take all of the leave I was approved for. Can't I just delete it off the <b>Timesheet</b> ?	<p>No. This is what the <b>Cancel Request</b> functionality is for.</p> <p>The employee should change the <b>Approval Status</b> to <b>Cancelled</b> and click the <b>Refresh</b> button. Then the employee can submit a new request.</p>
I took sick leave or comp time, but my balance didn't update upon approval.	These types of leave do not update the balance until after pay processing (leave accruals) are run.
My <b>Timesheet</b> is blank. I'm not getting paid!	<ul style="list-style-type: none"> <li>• If the employee has a schedule, the rules (especially holiday-related) are generated behind the scenes and will be viewable in <b>Payable Time Detail</b>.</li> <li>• If the employee does not have a schedule, they must enter their Reported Hours in order to be paid.</li> </ul>



*This completes the Employee Self Service segment.*

# Manager Self Service



**Purpose:** To explain the processes and information needed to coach Managers and Supervisors on the correct ways to utilize the Manager Self Service module in OAKS.

**Process:** Provides an overview of the steps for reviewing and approving leave requests, overtime, and paid time.

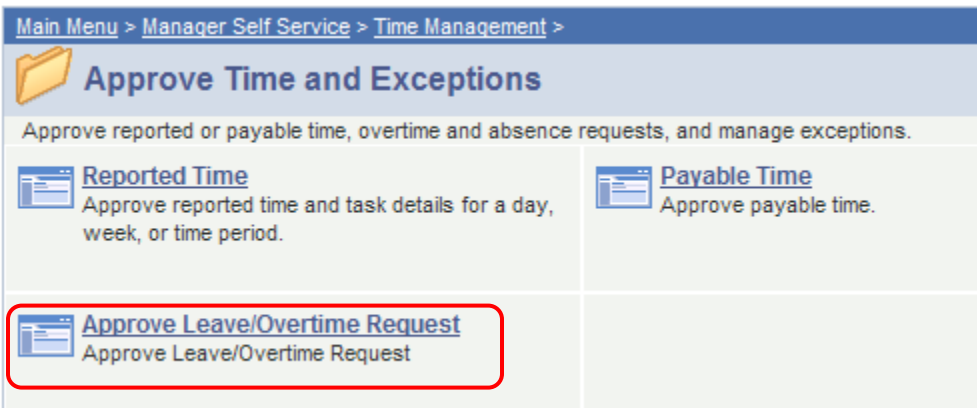
**Pay-Off:** After completing this segment, you will be able to:

- Approve Requests for Leave (RFLs)
- Approve Payable Time
- Set Schedules (for Managers and Supervisors who do so)
- Coach Managers and Supervisors on the correct method for completing each of these tasks

## Approving Requests for Leave (RFLs)

Each RFL submitted by an employee must be approved by his or her Manager in OAKS Employee Self Service/Time and Labor.

1. Click **Manager Self Service** on the left navigation menu.
2. Click **Approve Time and Exceptions** on the right side of the screen.
3. Click **Approve Leave/Overtime Request** on the right side of the screen.



4. Enter the appropriate search information on the **Approve Leave/Overtime Request for Time Reporters** screen.

You search for an employee or employees using search criteria such as their **Last Name** or their **EmplID**, or for groups of employees using their **Group ID** (the last five digits of the Manager's Position Number.)

### Approve Payable Time

## Approve Time for Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Depending on your number of subordinates, click **Get Employees** to display a list of employees who are assigned to the user.

5. Click the 

Get Employees

 button.

**NOTE:** The screen defaults, for the Manager, to the current subordinates listed in Position Management. Only a Payroll Specialist will use steps 4 and 5.

6. The names of the employees appear at the bottom of the screen.

Click the **Name** of the employee whose leave you want to approve.

Employees For George Manager0101					
Find   View All First 1-2 of 2 Last					
Name	Employee ID	Empl Rcd Nbr	Unapproved Submitted Hours	Department	Reports To Position Number
<a href="#">James Employee0102</a>	10100903	0	0.000000	DAS	20000003
<a href="#">Susan Employee0101</a>	10100621	0	2.000000	DAS	20000003

This column shows who in the list has unapproved hours.



7. Click the drop-down list in the **Approved** column.

Name Susan Employee0101 EmplID 10100621  
 Job Code Customer Service Assistant 2 Empl Rcd Nbr 0  
 Start Date 10/30/2009 End Date 10/30/2010 Approval Status Not Approved

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Qu
<input type="checkbox"/>	<input type="text" value="v"/>					
Request W						
Approved	Not Approved		End Date	*Quantity	Comments	Approv
<input type="text" value="v"/>	Rejected					
	Request Cancel					

8. Select the appropriate **Approval** code from the drop-down list.

- In most cases (since the employee has already requested this time off and you have given the go ahead to take the time,) you click **Approved**.
- If the employee has not requested the time off or you do not want to approve it for any reason, you click **Not Approved**.
- If you have questions or concerns about the time and you need further information, you click **Rejected**.

9. Repeat steps 7 and 8 for each request this employee has made.

**NOTE:** Make sure to add a **Comment** before clicking the **Submit** button.

10. Click the  button.



Request Working Overtime

Approved	*Start Date	End Date	*Quantity	Comments	Approver EmplID
<div><div></div><div></div></div>				<div></div>	

Submit

Previous Employee

Next Employee


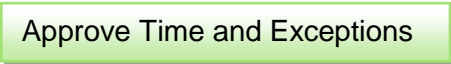
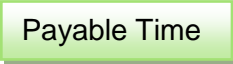
11. Click the  button to move forward or click the  button to move backward, in order to check and approve other employees' Request for Leave time.

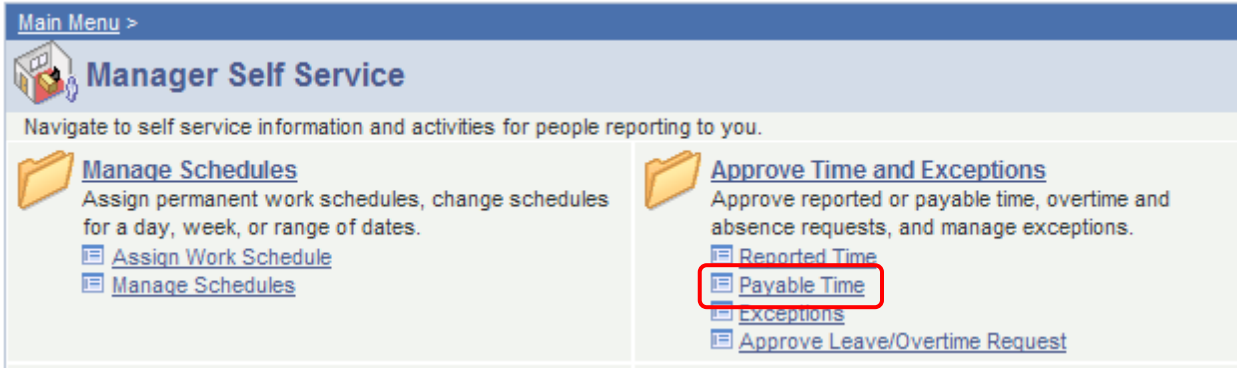
## Approving Payable Time

After all Requests for Leave, Overtime, and Comp Time are approved, Managers/Supervisors must approve Payable Time. This allows for all of the reported hours and leave time to be released to payroll.

The Manager receives a daily reminder to approve payable time until all time is approved for the pay period.

**NOTE:** This refers only to Time and Labor Self Service agencies or for any prior period adjustments that create new payable time to be approved.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



**NOTE:** Immediate Supervisor/Manager and above can approve payable time.

Payroll staff and some other designees can also approve payable time.

4. Enter information in the **Employee Selection Criteria** field you want to search by, or leave all fields blank to display a list of all subordinates.

### Approve Payable Time

### Approve Time for Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Start Date  End Date

No employees were returned for the time period specified.

Get Employees

5. Click the button.

6. Click the name of the employee whose time you want to approve.

Employees For George Manager0501

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department
<input type="checkbox"/>	<a href="#">James Employee0502</a>	10100357	0	12111	Clerk 1	960.000000	DAS

☒ [Select All](#) ☐ [Clear All](#)

Approve

7. Review the **Approve Payable** time for the employee accuracy. Make certain that the time you are approving equals the number of hours the employee actually worked, including leave used and extra hours worked.
8. If the payable time is acceptable, you can select **each check box** individually, or select the **Select All** check box to approve this employee's payable time.

There may be more than one screen of payable time to approve for an employee or employees. Make sure you check here for additional screens.


9. Click the  button to complete this transaction.

**Approval Details** Customize | Find | View 100 | First 1-10 of 120 Last

**Overview** | Time Reporting Elements | Task Reporting Elements | Chartfields


Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	06/23/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	06/24/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	06/25/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	06/26/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	06/27/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	06/30/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	07/01/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	07/02/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	07/03/2008	REGLR	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	07/04/2008	HOLLY	8.000000	Hours	<input type="text"/> 31	<a href="#">Adjust Reported Time</a>	

☒ [Select All](#) ☐ [Clear All](#)



10. When prompted with the message below, click the  button.



11. When prompted by the message below, click the  button.



## Guidelines for Approving RFLs and Payable Time

- Employees **SHOULD** enter their Requests for Leave as soon as possible and preferably by noon on the Friday before payroll processing week.
- Managers **SHOULD NOT** approve Payable Time until close of business, Monday of payroll processing week.
- Managers **SHOULD** approve Requests for Leave no later than before noon on the Monday of the payroll-processing week. Doing so prevents errors and frustration from occurring.
- Deadlines for approval of reported hours are:
  - Friday, close of business – all leave taken in the current pay period
  - Friday, close of business – any entries on the **Timesheet** to record Flex Time
  - Monday noon – any Overtime Worked or Comp Time Earned over the weekend OR for leave taken unexpectedly on Friday
  - Monday close of business – all Payable Time
- The following message is sent to Managers reminding them they have Requests for Leave to approve:

Ohio Administrative Knowledge System – Alert Messaging System

Do Not Reply to this E-mail

A Request for Leave and/or a Request to Work Overtime has been submitted for your approval. Please click on the link below or log-in to OAKS applications and click on Manager Self Service to view the Request. After reviewing, please approve or reject the request. Comments can be sent to the employee if desired.






## Assigning Schedules

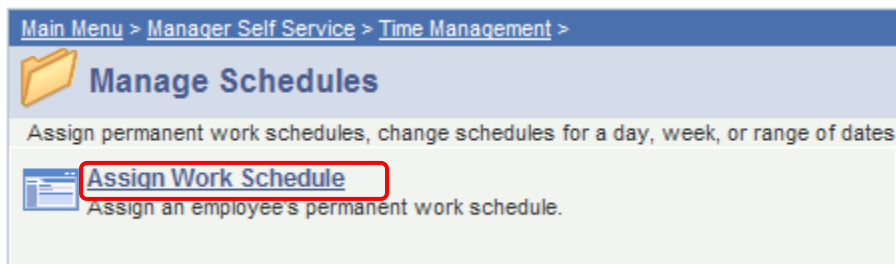
Some agencies use pre-defined schedules in OAKS for employees that may be assigned by the position, or changed or updated as needed. Schedules are assigned in OAKS so that employees only have to report exceptions (e.g. leave) to their normal working hours.

Managers cannot create or edit schedules in the system. Managers can assign existing system schedules to employee, however. If schedules are different, or if they frequently need to be adjusted, then the Manager needs to communicate the change to the Agency Payroll Specialist. Specifically:

- All full time permanent employees are paid based upon an assigned schedule. Schedules are currently assigned at 40 standard hours per week, unless modified by the Agency Payroll Specialist.
- Any changes to the schedule must be done with an **Effective Date of the Sunday at the beginning of a pay period**.

To assign a schedule in OAKS:

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Assign Work Schedule**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:

begins with ▼

Empl Rcd Nbr:

= ▼

Name:

begins with ▼

Last Name:

begins with ▼

Business Unit:

begins with ▼

Department:

begins with ▼

Organizational Relationship:

= ▼


▼

☒ Include History ☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

5. Click the **Add Row (+)** button to the right of the screen.

Assign Work Schedule











James Employee0106

EmplID: 10100340


Job Title: Clerk 1

Empl Rcd Nbr: 0


 [Click for Instructions](#)

Assign Schedules					Customize   Find   View All   		First  1 of 1  Last
Details 							
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description			
04/15/2008 	Select Predefined Schedule 	ALLSCHEDGF 	40STANDARD 	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>		

6. Make certain that the **Effective Date** is the Sunday at the beginning of a pay period.

Click the calendar symbol (  ). The calendar drops down so you can choose the appropriate **Effective Date**.

Assign Schedules Customize | Find | View All | First 1-2 of 2 Last

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
11/30/2009 	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>
04/15/2008		ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>

View history

Save

default changes

Next in List Refresh Update/Display Include History

December 2009

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

**NOTE:** Make sure to enter the **Sunday** of the beginning of the pay period to ensure you see the whole week in the time sheet.

- Click the drop-down arrow under **Assignment Method** and choose **Select Predefined Schedule**.

## Assign Work Schedule

James Employee0106

EmplID: 10100340










Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

Assign Schedules							
Details		Customize   Find   View All   First 1-2 of 2 Last					
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description			
12/07/2009	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	-
	Create Personal Schedule						
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	-
	Use Default Schedule						

8. Click the magnifying glass (  ) next to the **Schedule ID** field.

Assign Schedules						
Details		Customize   Find   View All   				
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
12/07/2009 	Select Predefined Schedule 	ALLSCHEDGF 	40STANDARD 	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>
04/15/2008 	Select Predefined Schedule 	ALLSCHEDGF 	40STANDARD 	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>

9. Under **Search Results**, look under the **Schedule ID** and **Description** you want/need.
10. Click the selected schedule to assign it.

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

View All		First	101-190 of 190	Last
Schedule ID	Description			
<a href="#">40M8TWF9R5</a>	<a href="#">40 HR WK - 8 M 9 T-W/F 5 R</a>			
<a href="#">40M8TWR10F2</a>	<a href="#">40 HR WK - 8 M 10 T-R 2 F</a>			
<a href="#">40M9TWR8F7</a>	<a href="#">40 HR WK - 9 M 8 T-R 7 F</a>			
<a href="#">40MF5TWR10</a>	<a href="#">40 HR WK - 5 M/F 10 T/R</a>			
<a href="#">40MF65TWR9</a>	<a href="#">40 HR WK - 6.5 M/F 9 T-R</a>			
<a href="#">40MF75TW9R7</a>	<a href="#">40 HR WK - 7.5 M/F 9 T W 7 R</a>			
<a href="#">40MF83TR82W7</a>	<a href="#">40 HR WK - 8.3 M/F 8.2 T R 7 W</a>			
<a href="#">40MF8TR825W75</a>	<a href="#">40 HR WK - 8 M/F 8.25 T R W 7.5</a>			
<a href="#">40MR8TW10F4</a>	<a href="#">40 HR WK - 8 M R 10 T-W 4 F</a>			
<a href="#">40MT85W8RF75</a>	<a href="#">40 HR WK - 8.5 M T 8 W 7.5 R F</a>			
<a href="#">40MT95W9R8F4</a>	<a href="#">40 HR WK - 9.5 M T 9 W 8 R 4 F</a>			
<a href="#">40MT9WR7F8</a>	<a href="#">40 HR WK - 9 M T 7 W R 8 F</a>			
<a href="#">40MTR84W88F6</a>	<a href="#">40 HR WK - 8.4 M T R 8.8 W 6 F</a>			
<a href="#">40MTR9W8F5</a>	<a href="#">40 HR WK - 9 M-T/R 8 W 5 F</a>			
<a href="#">40MTRF10</a>	<a href="#">40 HR WK - 10 M-T/R-F</a>			
<a href="#">40MTRF40MTWR</a>	<a href="#">40 MTRF 10 - 40MTWR 10</a>			
<a href="#">40MTRF83W68</a>	<a href="#">40 HR WK - 8.3 M T R F 6.8 W</a>			
<a href="#">40MTRF85W6</a>	<a href="#">40 HR WK - 8.5 M T R F 6 W</a>			

**NOTE:** If you do not see the value in the results, you need to contact your DAS HCM Payroll Specialist to have the schedule created using Customer Relationship Management (CRM.)

11. Click **Show Schedule** to view the assigned schedule.

Assign Schedules						
Details		Customize   Find   View All   First 1-2 of 2 Last				
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
12/07/2009	Select Predefined Schedule	ALLSCHEDGF	40MTRF10	40 HR WK - 10 M-T/R-F	Show Schedule	+ -
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+ -

View history of Schedule Assignments, including default changes

Save

Return to Search

Previous in List

Next in List

Refresh

Update/Display

Include History

12. Review the schedule for accuracy.

### Schedule Calendar

Schedule Group: ALLSCHEDGF

All Schedules Group

Schedule ID: 40MTRF10

40 HR WK - 10 M-T/R-F

Workgroup: OCSEASTEYN

OCSEA Statewide Exception

From Date: 12/07/2009

Load Calendar

Previous Period

Next Period

Schedule Calendar

CustomizeFind

First1-7 of 7Last

Shift Time		Configurable Totals			
Day	Date	Workday ID	Shift ID	Sched Hrs	More
Monday	12/07/2009			10.00	<a href="#">More</a>
Tuesday	12/08/2009			10.00	<a href="#">More</a>
Wednesday	12/09/2009				
Thursday	12/10/2009			10.00	<a href="#">More</a>
Friday	12/11/2009			10.00	<a href="#">More</a>
Saturday	12/12/2009				
Sunday	12/13/2009				



# Troubleshooting

The following list contains some common issues and possible resolutions:

Issue	Resolution
I keep getting emails to approve leave, but don't see anything.	<p>The date is outside the <b>Start</b> and <b>End Date</b> parameters:</p> <ol style="list-style-type: none"> <li>1. Change the <b>Start Date</b> to 01/01/1901 and the <b>End Date</b> to 12/31/9999.</li> <li>2. Click the <b>Refresh</b> button.</li> <li>3. The unapproved Request for Leave appears.</li> </ol> <p>The Manager can contact the employee to edit the date to the appropriate time frame.</p>
I can't see everyone who reports to me.	<p><b>Approve Leave/Overtime Request for Time Reporters</b> screen:</p> <ul style="list-style-type: none"> <li>• The employee has not ever submitted a leave request; only those who have submitted leave show up in default list.</li> </ul> <p><b>Timesheet Summary</b> screen:</p> <ul style="list-style-type: none"> <li>• The <b>Position Management</b> screen needs reviewed.</li> <li>• The <b>Group ID</b> was not entered correctly.</li> <li>• The <b>Get Employees</b> button was not clicked (the Manager used the Enter key.)</li> </ul> <p>For any other screen, the <b>Position Management</b> and <b>Job Data</b> screens should be reviewed to ensure that the <b>Reports To</b> and <b>Effective</b> fields are correct.</p>

*This completes the Manager Self Service segment.*





# Time Administration and Pay Calculation



**Purpose:** To explain what happens during the Time Administration (TA) and Pay Calculation (Pay Calc) processes, as well as how this process affects Agency Payroll Specialists.

**Process:** Provides an overview of the steps that occur during the TA process.

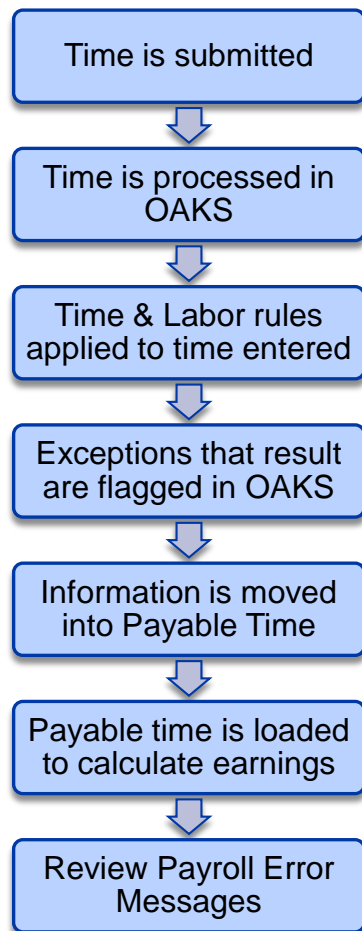
**Pay-Off:** After completing this segment, you will be able to:

- Explain the TA and Pay Calc processes
- Recognize the role TA and Pay Calc play in Payroll processing as a whole
- Access the Process Monitor to determine when TA and Pay Calc is running

## What Happens During TA and Pay Calc?

The Time Administration (TA) and Pay Calc process is the process that converts employees' submitted time into dollar amounts, allowing the employees to be paid.

The steps that occur during the TA process are as follows:



1. Employees enter time into OAKS (non-interfacing agencies) or submit time file from their system (interfacing agencies.)
2. The reported time is processed by the OAKS system.
3. Time and Labor rules (such as contract and Ohio Revised Code laws, etc.) are applied to the submitted time.
4. Any exceptions that result (inconsistencies between the rules & submitted time) are flagged.
5. Time has been converted into payable time.
6. Pay Calc runs to process payable time to calculate earnings.
7. Reviews any errors in employees' taxes, deductions, negative gross, or unprocessed (rejected) payable time.

## When Is Time Administration Run?

Time Administration is scheduled to run several times during Payroll Processing week:

- Monday – Thursday of payroll processing week, at noon and after 7 pm
- Monday – Saturday of pay week, at noon and after 7 pm

**NOTE:** You can request an additional TA process be run on payroll processing week in order to check that all errors are resolved. You can request this process be run on your agency or an individual.

Contact your DAS HCM Payroll Specialist for additional information.

## What Should I Do During Time Administration?

You can make any changes to payroll during the TA process as you normally would — you are not locked out of the system at any time.

Be aware that there is a (small) possibility that TA will be running on the same record that you are. This could cause an item you have changed to still be flagged as an error because the system won't process your change until the next TA is run.

## The Process Monitor

The **Process Monitor** screen lets you search the payroll processes being run on the server.

It can be viewed at any time, but you can use it during payroll processing week to watch the status of key payroll processes.

### Key Payroll Processes

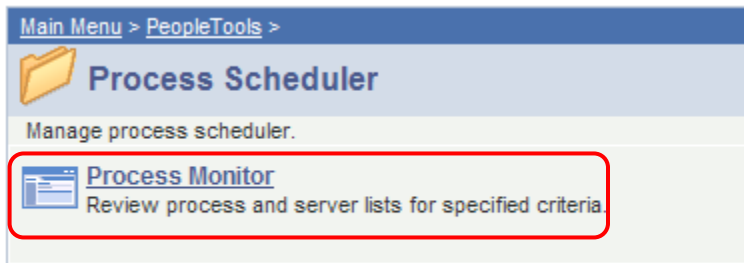
There are many processes you can view on the **Process Monitor**, but the three you will be most concerned with during payroll processing week are:

	Key Process	Appears as...	Information Processed
1	Time Administration	<b>TL_TIMEADMIN</b>	Job that converts the time recorded from <b>Timesheets</b> into payable time.
2	Time & Labor Load	<b>PSPLDTL1</b>	Job that loads the payable time into the pay line to get ready to be calculated.
3	Pay Calc	<b>PSPPYRUN</b>	Job that calculates the paychecks from any payable time, additional pay, deductions, taxes, refunds, etc.  **This calculates the net pay from the gross.

## Accessing the Process Monitor

To access the **Process Monitor** screen, follow these steps:

1. Click **PeopleTools** on the left navigation menu.
2. Click **Process Scheduler** on the right side of the screen.
3. Click **Process Monitor** on the right side of the screen.



4. On the **Process List** screen, the **User ID** field contains your employee ID by default.

Clear your employee ID from the **User ID** field.

**Process List**

**View Process Request For**

User ID:  Type:  Last:  1 Days  **Refresh**

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>							

5. Click the **Refresh** button.

## Interpreting the Process List

Correct interpretation of the information in the **Process List** is essential for avoiding possible errors caused by entering or editing information while a process is running.

- The **Run Status** column indicates the process has completed with the status **Success**.
- If the **Run Status** column indicates the process status is **Initiated**, **Processing**, or **Failed**, wait to enter or edit new information.

**Process List**

View Process Request For

User ID:  Type:  Last:

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	386568		Application Engine	TL_TIMEADMIN	10101082	11/06/2009 7:43:50AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	386567		Application Engine	TL_TIMEADMIN	10101082	11/06/2009 7:43:44AM EST	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	386569		SQR Report	PAY001	10003682	11/06/2009 7:43:59AM EST	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	386565		Application Engine	OHCR38PC	10000865	11/05/2009 8:00:18AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	386564		SQR Report	PAY002	10107369	11/05/2009 7:59:46AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	386566		Application Engine	OHCBRBIL	10000066	11/05/2009 8:00:28AM EST	Success	Posted	<a href="#">Details</a>

- If information is entered or edited in the **Timesheet** while a process has any status other than **Success**, the information may not be saved to the payroll system, so the errors will appear again the next day. This is because the information may not get picked up by the process to generate results until the process successfully runs again.

*This completes the Time Administration segment.*







# Reviewing Timesheets and Exceptions



**Purpose:** To explain *Timesheet* exceptions, what causes them, and how to resolve them.




**Process:** Provides an overview of the tools used to access Payroll exceptions, as well as the steps needed to resolve them.

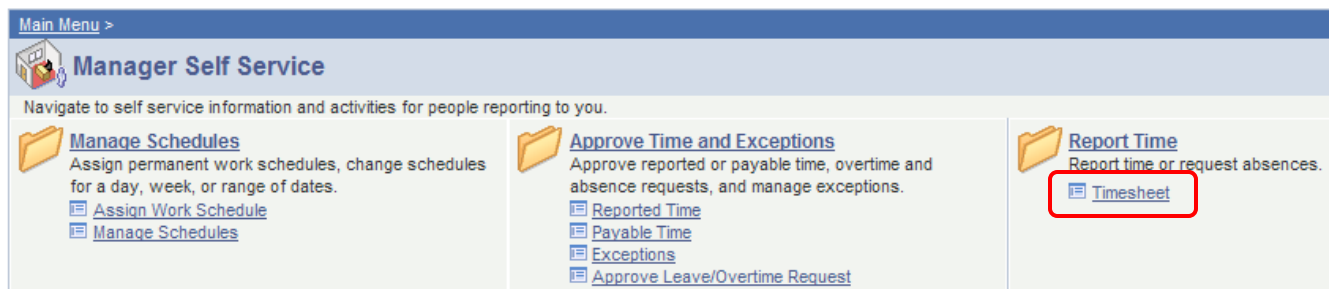
**Pay-Off:** After completing this segment, you will be able to:

- Access employee *Timesheets* to update time
- View current exceptions
- Understand what causes exceptions
- Resolve current and past exceptions

## Entering Time into the OAKS Timesheet

The OAKS **Timesheet** allows you to see time that has been reported and provides the ability to enter and update time for employees.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. In the **Timesheet Summary** Search, enter the employee ID in the **EmplID** field or other search criteria you may want to use.

Report Time

Timesheet Summary

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>


Get Employees

5. Click the  button.

6. Information about the employee(s) appear at the bottom of the screen in the **Employees For** section.

**NOTE:** This defaults to the current pay period.

Click the employee name link to view the details of the time record.

View By:  Date: 12/01/2009   Refresh << Previous Week Next Week >>

Employees For a b, Totals From 11/30/2009 - 12/06/2009

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
<a href="#">James Employee1909</a>	Clerk 1	0.00	0.00	40.00		0.00	0.00	10105102	0	12111

**NOTE:** The view by can be changed to view by day or by week. For instance, if an employee is a new hire, you need to view by day to get to the first date of hire in the **Timesheet**.

You can view by week is to obtain the actual totals breakdown for calculation purposes.

7. Use the **Timesheet** screen to enter time, adjust reported time, and view time.

Click the **Previous Time Period** and **Next Time Period** links to move to the pay period that you need to enter or adjust time for.

### Timesheet

James Employee1909

EmplID: 10105102

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period

Date: 11/22/2009

[Refresh](#)

[<< Previous Time Period](#)

[Next Time Period >>](#)

Reported Hours: 0.00 Hours

Scheduled Hours: 80.00 Hours

From Sunday 11/22/2009 to Saturday 12/05/2009

Timesheet														Overrides	
Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Total	Time Reporting Code

[Submit](#)

[Apply Schedule](#)

[Apply Schedule](#)

8. This employee has a schedule, so click the [Apply Schedule](#) button to update his normal work schedule into the **Timesheet**.

**NOTE:** A positive time reporter is not assigned a schedule and is paid only for the time entered on the **Timesheet**.

If a schedule is not assigned to an employee their time must be entered. All interfacing agencies' employees are positive time reporters and their time is populated through Time Collection Device (TCD) files. Agency Payroll Specialists should not have to enter anything but adjustments.

- When the hours are updated, select the appropriate **Time Reporting Code** (TRC) from the drop-down list.

View By: Time Period Date: 11/22/2009 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 11/22/2009 to Saturday 12/05/2009

**Timesheet** Overrides ...

Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	<div> REGLR - Regular Hours  REGLR - Regular Hours  REPBK - Report Back Hours  ROLLC - Roll Call Hours  RPTPY - Report Back Pay  SCADJ - Schedule Adjustment - Not Pd  SCKBA - Sick Adjustment  SCKCV - Sick Leave December Conversion  SCKLD - Sick Leave Donated  SCKLV - Sick Leave Used  SHFT2 - Shift 2 Hours  SHFT3 - Shift 3 Hours </div>

Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
11/23/2009	Submitted	8.00	REGLR	
11/24/2009	Submitted	8.00	REGLR	

**NOTE:** Leaving the **Timesheet** or the **Time Reporting Code** field blank defaults to **REGLR** (Regular Hours) for non-interfacing agencies.

- Click the Submit button.

- When prompted with the message below, click the OK button to return to the employee's **Timesheet**.

**Timesheet**

**Submit Confirmation**

✓ The Submit was successful.

Reported Time for the Time Period of 2009-11-22 to 2009-12-05 is submitted

OK

12. If you don't see the **Reported Time Status**, click the link to see the details.

From Sunday 11/22/2009 to Saturday 12/05/2009

Timesheet Overrides

Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	

Submit

Use the **Comments** to explain detailed information for audit purposes.

**i** [Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
11/23/2009	Submitted	8.00	REGLR	
11/24/2009	Submitted	8.00	REGLR	
11/25/2009	Submitted	8.00	REGLR	
11/26/2009	Submitted	8.00	REGLR	
11/27/2009	Submitted	8.00	REGLR	
11/30/2009	Submitted	8.00	REGLR	
12/01/2009	Submitted	8.00	REGLR	
12/02/2009	Submitted	8.00	REGLR	
12/03/2009	Submitted	8.00	REGLR	
12/04/2009	Submitted	8.00	REGLR	

13. If the employee has other types of time that must be reported on the **Timesheet**, scroll to the right and click the **Add Row (+)** button.

14. Repeat steps 7-12 to add the hours for the specific date.

## Timesheet Overview

### Timesheet

James Employee1909

10105102

Job

0

Shows the reported hours vs. scheduled.

Defaults to current pay period. Only select the **Date** if looking at an earlier pay period.

Use to select pay period prior or next.

View By: Time Period

Date: 11/08/2009



&lt;&lt; Previous Time Period

Next Time Period &gt;&gt;

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 11/21/2009 is for a prior period.

**Time Reporting Codes (TRC)** are codes that enable an agency to track employee time, e.g. sick, vacation.

Shows hours for the specified day and TRC.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet

Overrides



Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	REGLR - Regular Hours

Submit

Use the scroll bar to view the information below.

The **Taskgroup** field contains a group of employees who have a common set of reporting requirements.

The **Locality** field allows you to report if the employee worked at a different location (used for tax purposes). If left blank, it defaults to the locality on the employee's record. (This option only shows for agencies that selected it at go live.)

The **Business Unit** for the State of Ohio is **STATE**.

The **Task** and **Task 2** fields allows you to select a task for the time reporter. The field is optional and used to generate reports. Task codes associated with hours do not affect the employee's pay.

**NOTE:** The **Taskgroup** field always defaults to the taskgroup associated with the employee. Accept the default value.

Taskgroup	Country	State	Locality	Business Unit	Task	Task 2
OHCMBLCTSI				STATE		



## Timesheet

James Employee1909

EmplID: 10105102

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period

Reported Hours: 80

Reported time on or b

These fields appear when you select the **Overrides** tab on the **Timesheet**.

&lt;&lt; Previous Time Period

Next Time Period &gt;&gt;

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet

Overrides



Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	REGLR - Regular Hours

Use the scroll bar to view the information below.

**Combo Codes** connect reported time, earnings, deduction, or taxes with their associated financial accounts. Only the combo codes available to the time reporter being processed are available to the agency.




Combo Code	Fund Code	Account	Appropriation Line Item	Department	Program Code	Grant/Project	Project	Service Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

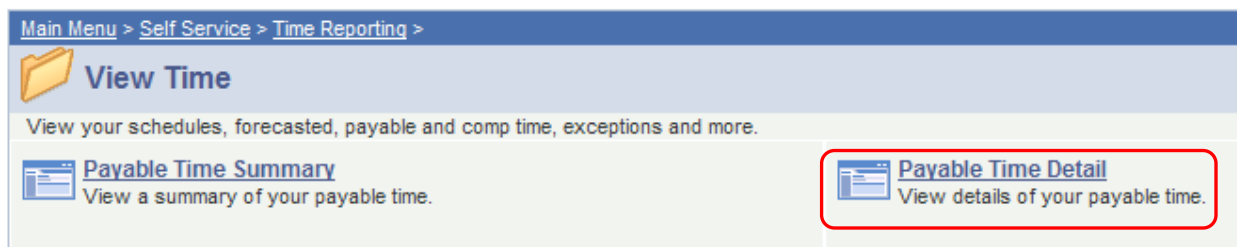
Although the **Combo Code** field is blank, it defaults to the department budget table. If your agency is not using this field, it will not appear.

## Viewing Payable Time Detail

The **Viewing Payable Time Detail** screen details an employee's hours by Time Reporting Code (TRC), by task, and/or by combo code (if applicable.) It also shows who (User ID) approved the hours and the current status of the employee's payable time.

Payable time is created after the Time Administration process is run.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. Enter the appropriate search information on the **Select Employee** screen.

You search for an employee or employees using search criteria such as their **Last Name** or their **EmplID**, or for groups of employees using their **Group ID** (the last five digits of the Manager's Position Number.)

Payable Time Detail

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

5. Click the 

Get Employees

 button.
6. At the bottom of the screen, click the **Employee Name** link you want to view.

Employees For a b								
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description	Location
<a href="#">James Employee1916</a>	10105109	0	12111	Clerk 1	DAS	STATE	Administrative Services	JRST40

- The **Payable Time** details appear. To change the date range shown enter a **Start Date** and **End Date** not to exceed 31 days.

- Click the **Get Rows** button.

Payable Time Detail displayed for up to thirty-one days.

Start Date
01/10/2010
31

End Date
02/10/2010
31

Get Rows

Payable Time

Overview
Time Reporting Elements
Task Reporting Elements
ChartFields

Date	Status	Time Reporting Code	Type	Quantity	User ID	
01/11/2010	Approved - Goes to Payroll	RE	Hours	8.000000	10059839	
01/12/2010	Approved - Goes to Payroll			0.000000	10059839	OHCMBLCTSK
01/13/2010	Approved - Goes to Payroll			0.000000	10059839	OHCMBLCTSK
01/14/2010	Approved - Goes to Payroll			0.000000	10059839	OHCMBLCTSK
01/15/2010	Approved - Goes to Payroll	REGLR	Hours	8.000000	10059839	OHCMBLCTSK
01/18/2010	Approved - Goes to Payroll	HOLLV	Hours	8.000000	10059839	OHCMBLCTSK

Details show the date and time it was approved.

Status shows where the employee's time is in the payable time process

User ID shows the ID of the person who approved the employee's payable time entry. This is generally the Manager.


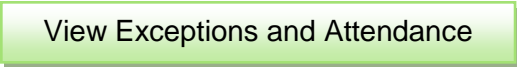

## Payable Time Status Codes

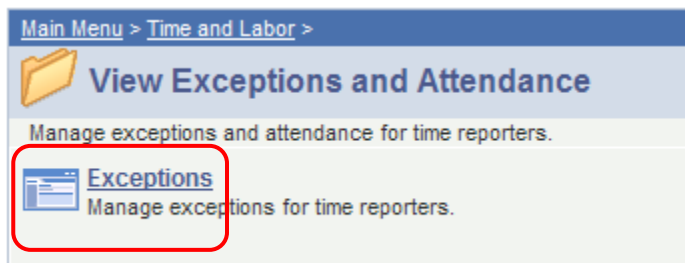
This chart explains the possible **Status** codes for Payable Time during payroll processing:

Status of Payable Time	Description
<b>Estimated</b>	These hours do not require approval from the Manager.
<b>Needs Approval</b>	<p>These hours are waiting for a Manager's approval. Most Managers approve payable hours on the Monday following a payday, so the hours for the current pay period will display <b>Needs Approval</b> status until the Manager has approved the Payable Time.</p> <p><b>Note:</b> The <b>Needs Approval</b> status relates only to a specific employee's <b>Timesheet</b> and does not relate to Request for Leaves that have already been approved.</p>
<b>Approved – Goes to Payroll</b>	The Manager has approved the payable time hours. Once approved, these hours are submitted to OAKS Payroll.
<b>Closed or No Pay</b>	<p>DAS HCM Payroll Administration has made an entry in the <b>Adjust Paid Time</b> field.</p> <p><b>Note:</b> Make a record-only adjustment in Time and Labor to keep the data in both applications synchronized.</p>
<b>Rejected by Payroll</b>	An error or exception has occurred. This is time that has not been paid.
<b>Taken – Used by Payroll</b>	Hours were submitted to OAKS Payroll and were accepted for the current pay period.
<b>Paid – Labor Distributed</b>	Hours have been completely processed through OAKS.

## Reviewing Exceptions

This section takes you through several different examples of how to manage exceptions using OAKS. The first few steps are always the same; what differs is how you manage each of these exceptions in OAKS.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



**NOTE:** Another way to review is to run the PS Query report for exceptions. This can save time, especially for large agencies, so you do not have to toggle back and forth and page through screens on the system. This also provides a hard copy to make notes.

More information about running the PS Query report is available in the [Creating Reports in OAKS](#) section, located on page 239.

- You can enter specific search criteria if you are looking for a specific employee, Department, or leave the fields blank search all employees.

## Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees




- Click the 

Get Employees

 button.


A list of all exceptions for the selected criteria displays. This example shows the results for an employee ID search:

Exceptions

Find |  First  1-3 of 3  Last

Overview

Details



Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	OHTLX015	Invalid Sick Leave Time Taken	11/19/2009	James Employee1903	Clerk 1	High
<input type="checkbox"/>	OHTLX015	Invalid Sick Leave Time Taken	11/20/2009	James Employee1903	Clerk 1	High
<input type="checkbox"/>	TLX00001	Invalid Comp Time TRC/Balance	02/01/2009	James Employee1903	Clerk 1	High

6. The default view when looking at the exceptions that were generated by Time Administration is the **Overview** tab. To see more information about exceptions, click the **Details** tab.



### Details Tab

This tab gives you an idea of where to begin looking for the source of the error.

The **Exception ID** and the **Description** work together to tell you what kind of exception was created when the Time Administration rules were applied to the employee's **Timesheet**.

Exception ID	Description	Date	Name	Source	Last Update Date Time	Exception Data	Exception Description
OHTLX015	Invalid Sick Leave Time Taken	11/19/2009	James Employee1903	Time Administration	12/09/2009 12:04:30PM	Invalid Sick Leave TRC/Sick Leave Time Taken	<a href="#">Exception Description</a>
OHTLX015	Invalid Sick Leave Time Taken	11/20/2009	James Employee1903	Time Administration	12/09/2009 12:04:30PM	Invalid Sick Leave TRC/Sick Leave Time Taken	<a href="#">Exception Description</a>
TLX00001	Invalid Comp Time TRC/Balance	02/01/2009	James Employee1903	Time Administration	12/09/2009 11:42:45AM	Invalid Comp Time TRC, or Time Earned or Taken	<a href="#">Exception Description</a>

The **Date** is the date of the exception on the **Timesheet**.



You should use the scroll bar at the bottom of your browser to view all the data that cannot be seen on your screen.

In addition to the information shown above, the **Details** tab also provides you with this information when you scroll:

EmplID	Empl Rcd Nbr	Job Code	Business Unit	Department	Department Description	Location Code	Position Number	Supervisor ID	Reports To Position Number
10102593	0	12111	STATE	DAS	Administrative Services	JRST40	20002541		20001161
10102593	0	12111	STATE	DAS	Administrative Services	JRST40	20002541		20001161
10102593	0	12111	STATE	DAS	Administrative Services	JRST40	20002541		20001161

The **EmplID** column gives the employee ID for an easier search in OAKS. It can be highlighted, copied, and pasted in fields for searches.

**NOTE:** Do research about the exception and its resolution by reviewing employee job data and benefits records as appropriate.

For a list of the tasks performed by your Agency Benefits Specialist, refer to the **Daily Benefits Checklist** in the Appendix, on page 273.

## Managing Exceptions

All Agency Payroll Specialists must resolve exceptions for an employee's time to become payable time. The exception generated by the Time Administration process must be reviewed and corrected. If exceptions are not properly resolved the employee's pay and leave balances will be incorrect.

**Time is not paid on the day there is an exception for any TRC on that day.**

**NOTE:** Exceptions that remain in the system cause the Time Administration process to take longer to run.

The next sections walk you through the steps for managing several different types of exceptions in OAKS.

The steps listed above in *Reviewing Exceptions* are the same for all exceptions; the only difference is how you resolve them.

---

## Managing ID OHTLX015

### *Invalid Sick Leave Time Taken*

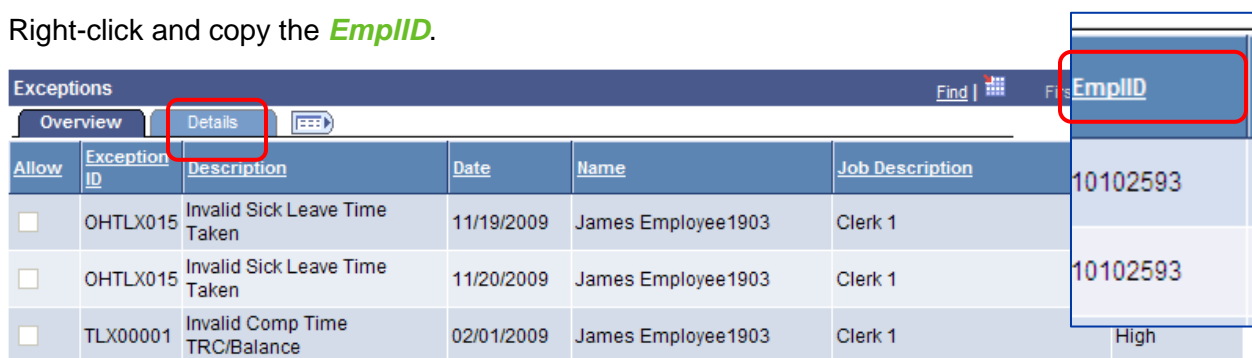
#### Common Causes:

- Employee's sick leave balance is insufficient for the leave hours being submitted.
- Employee is trying to use leave in the period in which it was earned.

#### Possible Solution:

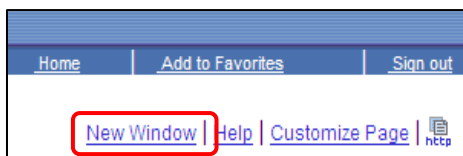
1. From the **Manage Exceptions Search** screen, on the **Details** tab, scroll to the right and highlight the **EmplID**.

Right-click and copy the **EmplID**.



Allow	Exception ID	Description	Date	Name	Job Description	EmplID
<input type="checkbox"/>	OHTLX015	Invalid Sick Leave Time Taken	11/19/2009	James Employee1903	Clerk 1	10102593
<input type="checkbox"/>	OHTLX015	Invalid Sick Leave Time Taken	11/20/2009	James Employee1903	Clerk 1	10102593
<input type="checkbox"/>	TLX00001	Invalid Comp Time TRC/Balance	02/01/2009	James Employee1903	Clerk 1	High

2. Scroll to the left, and at the top of the screen click the **New Window** link.



A new OAKS window opens.

3. Click **Manager Self Service** on the left navigation menu.

4. Click **Timesheet** on the right side of the screen.



**NOTE:** You can always toggle between the two windows using the ALT+TAB keys.

5. Right click in the *EmplID* field of the *Timesheet Summary* screen to paste the employee's ID.

Report Time

---

**Timesheet Summary**

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text" value="10102593"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

6. Click the Get Employees button.

- Enter the date of the exception in the Date field.

**NOTE:** There are a number of different views you can use to adjust the summary, based on your personal preference. We use the Weekly view for this example.


- Click the  button.



View By:  Date:    << Previous Week Next Week >>


Employees For a b, Totals From 11/23/2009 - 11/29/2009										
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
<a href="#">James Employee1903</a>	Clerk 1	0.00	0.00	0.00		0.00	0.00	10102593	0	12111

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Approve Reported Time](#)

**NOTE:** You can only fix problems from the past 90 days. You must work with DAS HCM Payroll to fix anything beyond this time frame.

- When you reach the appropriate week, you will notice a  icon in the **Exception** column.

View By:  Date:    << Previous Week Next Week >>

Employees For a b, Totals From 11/16/2009 - 11/22/2009								
<u>Name</u>	<u>Job Description</u>	<u>Reported Hours</u>	<u>Hours to be Approved</u>	<u>Scheduled Hours</u>	<u>Exception</u>	<u>Approved/Submitted Hours</u>	<u>Denied Hours</u>	<u>Employee ID</u>
<a href="#">James Employee1903</a>	Clerk 1	40.00	0.00	40.00		40.00	0.00	10102593

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Approve Reported Time](#)



- Click the employee's **Name** link to open the **Timesheet**.

11. Upon review of the **Timesheet** it shows that the employee has taken 80 hours of sick leave. If the **Reported Time Status** is not in view, click the **Reported Time Status** link to view the status details.

From Sunday 11/08/2009 to Saturday 11/21/2009														
Timesheet		Overrides		EEE										
Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00

Submit

**i** [Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments	Exception
11/09/2009	Submitted	8.00	SCKLV		
11/10/2009	Submitted	8.00	SCKLV		
11/11/2009	Submitted	8.00	SCKLV		
11/12/2009	Submitted	8.00	SCKLV		
11/13/2009	Submitted	8.00	SCKLV		
11/16/2009	Submitted	8.00	SCKLV		
11/17/2009	Submitted	8.00	SCKLV		
11/18/2009	Submitted	8.00	SCKLV		
11/19/2009	Submitted	8.00	SCKLV		
11/20/2009	Submitted	8.00	SCKLV		

**i** [Reported Hours Summary - click to view](#)

**i** [Balances - click to view](#)

12. To further investigate, click the **Balances** link to display the employee's leave balances.

Date	Status	Total	Time Reporting Code	Comments	Exception
11/09/2009	Submitted	8.00	SCKLV		
11/10/2009	Submitted	8.00	SCKLV		
11/11/2009	Submitted	8.00	SCKLV		
11/12/2009	Submitted	8.00	SCKLV		
11/13/2009	Submitted	8.00	SCKLV		
11/16/2009	Submitted	8.00	SCKLV		
11/17/2009	Submitted	8.00	SCKLV		
11/18/2009	Submitted	8.00	SCKLV		
11/19/2009	Submitted	8.00	SCKLV		
11/20/2009	Submitted	8.00	SCKLV		

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

Plan Type	End balance as of 11/09/2009
Sick	67.100
Vacation	6.100
Personal	37.000
Old Sick Leave Plan	
<a href="#">Comp Time - 240HR270DY</a>	12.000

The employee has exhausted all of his sick leave. At the beginning of the pay period, the employee had **67.1** hours of sick leave. Based on this balance the employee can take 8 full days of sick leave this pay period, and then must use other leave for the remainder of the pay period.



- From the employee's **Timesheet**, remove 8.00 for 11/19 and 11/20 from the sick row. On 11/19, enter the remaining sick leave the employee has, which is **3.1** hours.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	3.10			80.00	SCKLV - Sick Leave Used

Submit

- Scroll to the far right, and click the **Add Row (+)** button.
- In the new row, select another leave type in the **Time Reporting Code** field to make up for the sick leave the employee didn't have.

Since the employee has 6.1 hours of vacation remaining, enter **4.9** hours on 11/19 and **1.2** hours on 11/20.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	3.10			80.00	SCKLV - Sick Leave Used
											4.90	1.20			VACLV - Vacation Leave Used

Submit

16. Scroll to the far right, and click the **Add Row (+)** button.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides [Add]





Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	3.10			80.00	SCKLV - Sick Leave Used
											4.90	1.20			VACLV - Vacation Leave Used
												6.8			PRSSK - Personal Lv Used Lieu of Sick

Submit

17. In the new row, select **Personal Lv Used Lieu of Sick** to make up for the remainder of 8 hours for 11/20. Enter **6.8** hours for 11/20.

18. When all of the hours have been entered, click the **Submit** button.

19. If the **Reported Time Status** is expanded, click the link.

Date	Status	Total	Time Reporting Code	Comments	Exception
11/19/2009	Submitted	8.00	SCKLV		
11/20/2009	Submitted	8.00	SCKLV		

Since you are updating the employee's time to something that is different than first reported, you will want to click the **Comments** balloon to document the changes that you have made.

**NOTE:** Keep in mind, you can view comments in the system. Comments do not appear in any reports and can only be printed if you make a screen capture of the **Comments** field.

20. Another window opens when you click the **Comments** balloon.

Enter a comment for the change you are making.

Place your initials at the end of the comment for future reference and auditing purposes.

Date Under Report: 11/19/2009

Operator Id	DateTime.Created	Source	Comment
1 10059839	12/14/2009 11:44AM	Time Reporting	Insufficient sick leave - Timesheet updated to 12/14/2009 sick leave, then personal leave - BR

Save Cancel

21. Click the **Save** button.

**NOTE:** Before saving, you may want to copy your comment so you can easily paste it where you have made the same change.

22. The **Reported Time Status** updates with the new leave type and comments.

**NOTE:** In many cases, this is just a case of trying to figure out what the balances are and entering them in the **Timesheet** so that the employee gets paid accordingly.

## Managing Exception ID OHTLX006

### *TRC Invalid – Actual Hours*

#### Common Causes:

- Employee is in a paid leave status in job data, but has regular TRCs on the *Timesheet*.

#### Possible Solution:

- From the *Manage Exceptions Search* screen, on the *Details* tab, scroll to the right and highlight the *EmplID*.

Right-click and copy the *EmplID*.



Exceptions						
Find [ ] First [ ]						
Overview Details [ ] [ ]						
Allow	Exception ID	Description	Date	Name	Job Description	EmplID
<input type="checkbox"/>	OHTLX006	TRC Invalid - Actual Hours	11/10/2009	James Employee1904	Clerk 1	10102594
<input type="checkbox"/>	OHTLX006	TRC Invalid - Actual Hours	11/12/2009	James Employee1904	Clerk 1	High
<input type="checkbox"/>	OHTLX006	TRC Invalid - Actual Hours	11/13/2009	James Employee1904	Clerk 1	High

- Scroll to the left, and at the top of the screen, click the *New Window* link.



A new OAKS window opens.

3. Click **Manager Self Service** on the left navigation menu.

4. Click **Timesheet** on the right side of the screen.



5. Right click in the **EmplID** field of the **Timesheet Summary** screen to paste the employee's ID.

Report Time

---

### Timesheet Summary

▼ Employee Selection Criteria

Description	Value	
Group ID	<input type="text"/>	Q
EmplID	<input type="text" value="10102594"/>	Q
Empl Rcd Nbr	<input type="text"/>	Q
Last Name	<input type="text"/>	Q
First Name	<input type="text"/>	Q
Business Unit	<input type="text"/>	Q
Job Code	<input type="text"/>	Q
Department	<input type="text"/>	Q
Supervisor ID	<input type="text"/>	Q
Location Code	<input type="text"/>	Q
Position Number	<input type="text"/>	Q

6. Click the  button.

7. Scroll to the bottom of the screen.

Based on the date of the exception (as seen in Step 1,) this error occurred 11/10/2009 – 11/20/2009.

Click the [Previous Week](#) or [Next Week](#) links until you reach the week of the error.

View By:  Date: 11/27/2009 Refresh

[<< Previous Week](#) [Next Week >>](#)

Employees For a b, Totals From 11/23/2009 - 11/29/2009										
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
<a href="#">James Employee1904</a>	Clerk 1	0.00	0.00	40.00		0.00	0.00	10102594	0	12111

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Approve Reported Time](#)

8. When you reach the appropriate week, you will notice a icon in the **Exception** column.

Employees For a b, Totals From 11/16/2009 - 11/22/2009									
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	
<a href="#">James Employee1904</a>	Clerk 1	40.00	0.00	40.00		40.00	0.00	10102594	

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Approve Reported Time](#)

9. Click the employee's **Name** link to open the **Timesheet**.

10. Upon review of the **Timesheet** for the dates of 11/9/2009 – 11/20/2009, it shows that the employee has 64 regular hours. The **Exception Code (OHTLX006)** indicates that the TRC and the **Job Data Payroll Status** do not match.

### Timesheet

James Employee1904

EmplID: 10102594

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)
View By: Time Period Date: 11/08/2009 [Refresh](#) << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 11/21/2009 is for a prior period.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet														Overrides		Total		Time Reporting Code
Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21					
			8.00													8.00		HOLLV - Holiday Leave
		8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00				64.00		REGLR - Regular Hours
	8.00															8.00		VACLV - Vacation Leave Used

11. If the **Reported Time Status** is not in view, click the **Reported Time Status** link to view the status details.

[Reported Time Status - click to hide](#)

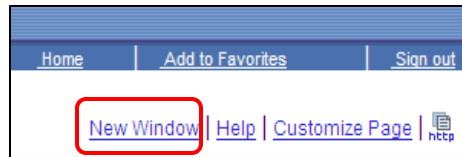
Date	Status	Total	Time Reporting Code	Comments	Exception
11/09/2009	Submitted	8.00	VACLV		
11/10/2009	Submitted	8.00	REGLR		
11/12/2009	Submitted	8.00	REGLR		
11/13/2009	Submitted	8.00	REGLR		
11/16/2009	Submitted	8.00	REGLR		
11/17/2009	Submitted	8.00	REGLR		
11/18/2009	Submitted	8.00	REGLR		
11/19/2009	Submitted	8.00	REGLR		
11/20/2009	Submitted	8.00	REGLR		

When the **Reported Time Status** is expanded, you can see what dates the exceptions occurred.

12. Check the employee's **Job Status** to see what the **Payroll Status** is for the dates in this pay period.



13. Scroll to the left, and at the top of the screen, click the **New Window** link.



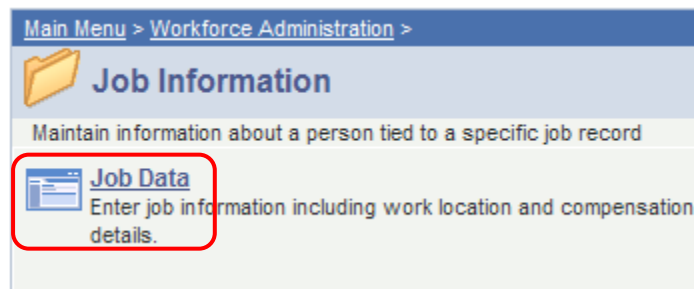
14. Click **Workforce Administration** on the left navigation menu.



15. Click **Job Information** on the right side of the screen.



16. Click **Job Data** on the right side of the screen.



17. Enter the employee's ID into the **EmplID** field.

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

EmplID:	begins with	<input type="text" value="10102594"/>
Empl Rcd Nbr:	=	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Middle Name:	begins with	<input type="text"/>
<input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive		

**Search**

Clear

[Basic Search](#)



[Save Search Criteria](#)

18. Click the **Search** button.

**Search**

19. This shows the employee's **Job Data** screen. Look at the **Payroll Status**, **Effective Date**, and **Action / Reason** to see what may have caused this exception.

James Employee1904 EMP ID: 10102594 Empl Rcd #: 0

Work Location Job Information Job Labor Payroll Salary Plan Compensation Ohio Job

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Leave With Pay

Effective Date: 11/01/2009 Sequence: 0 \*Job Indicator Primary Job

Action / Reason: Payroll Leave Action Pending Disability Pay

Last Start Date: 01/20/2008 Termination Date:

Expected Job End Date

Last Date Worked: 10/31/2009 ☐ Override Last Date Worked Expected Return Date:

These fields show that the employee is on **Leave with Pay** pending disability pay that was effective 11/1/2009. Therefore, the employee is not eligible for Regular Hours.

The employee's **Timesheet** has to be updated with an active leave pay TRC such as **Vacation**, **Personal**, or **Sick Leave**.

20. To enter employee leave (if the employee elects to do so,) you need to open and update the employee's **Timesheet**.

- If you opened a new window to review the **Job Data** screen, then go back to the initial window.
- If you didn't open a new window, follow steps 2-8 to open the employee's **Timesheet**.

### Timesheet

James Employee1904

EmplID: 10102594

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:  Date:   [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 11/21/2009 is for a prior period.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet															
Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
			8.00											8.00	HOLLV - Holiday Leave
		8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00		64.00	REGLR - Regular Hours
	8.00													8.00	VACLV - Vacation Leave Used

21. Since the employee is currently in **Disability Pending** status, the **Vacation Leave Used** on 11/9 did not create an exception. The exceptions are on the **Regular Hours** only.

22. Scroll to the right and click the **Delete Row (-)** button.

23. In order for the employee to receive pay you will need to enter leave while the job data reason is set to **Disability Pending**. You should only do this if the employee requests that leave be used while pending disability.

**NOTE:** For additional information on Disability Job Status, and payment of insurance premiums while on Disability, please see the job aid at [http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA071\\_DAS\\_Disability\\_Process.pdf](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA071_DAS_Disability_Process.pdf).

For information on Disability TRCs, see the job aid at [http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA66\\_TimeReportingCodeConfigData.xls](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA66_TimeReportingCodeConfigData.xls).

24. To see the employee's leave balances click the **Balances** link. You can then update the **Timesheet** using the employee's remaining balances while on **Disability Pending**, as requested by the employee.

This employee requested to use vacation leave and then sick leave.

Since the employee only has **14.1** hours of vacation remaining, you can enter **8** hours on 11/10 and **6.1** hours on 11/12. This uses the remainder of his vacation hours.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
			8.00											8.00	HOLLV - Holiday Leave
		8.00		8.00	8.00			8.00	8.00	8.00	8.00	8.00		64.00	REGLR - Regular Hours
	8.00													8.00	VACLV - Vacation Leave Used

Submit

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

Plan Type	End balance as of 11/08/2009
Sick	83.100
Vacation	14.100
Personal	5.000
Old Sick Leave Plan	
Comp Time - 240HR270DY	12.000

25. Scroll to the right and click the **Add Row (+)** button.

26. In the new row, enter the balance of the remaining leave for 11/12/09 through 11/20/09 as **Sick Leave Taken**.

Submit

27. Once the leave is entered click the button and the **Timesheet** updates as follows:

## Timesheet

James Employee1904

EmplID: 10102594

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: **Time Period** Date: 11/08/2009 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 12/05/2009 is for a prior period.

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet														Overrides			
Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code		
			8.00											8.00	HOLLY - Holiday Leave		
				1.90	8.00			8.00	8.00	8.00	8.00	8.00		49.90	SCKLV - Sick Leave Used		
	8.00	8.00		6.10										22.10	VACLV - Vacation Leave Used		

**NOTE:** Once Time Administration runs, all of the exceptions should be cleared. This exception may still occur for past pay period as a result of a Benefits event that has not yet been resolved.

If this occurs, follow these same steps to investigate the exception. Once the effective date of the **Payroll Status** change is determined, the Agency Payroll Specialist needs to go back to the prior pay periods and adjust **Timesheets** accordingly.

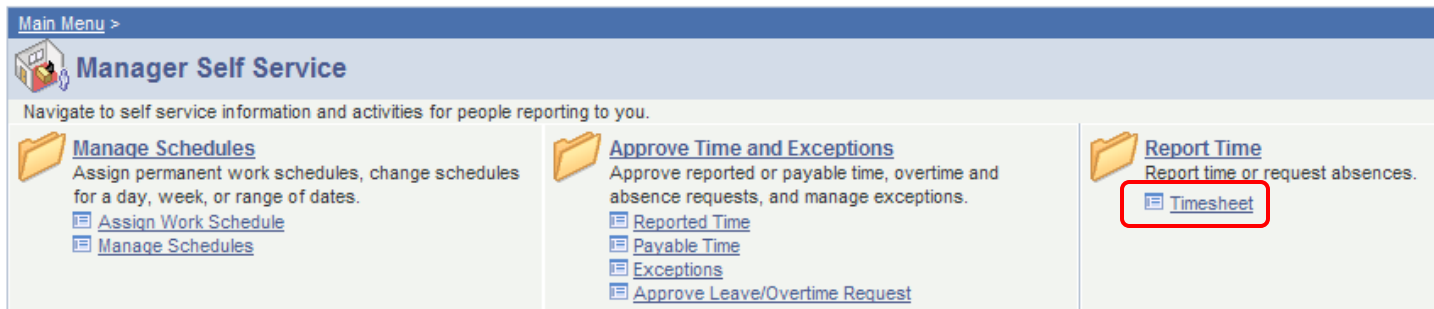


A new OAKS window opens.

3. Click **Manager Self Service** on the left navigation menu.

4. Click **Report Time** on the right side of the screen.

5. Click **Timesheet** on the right side of the screen.





6. Right click in the *EmplID* field of the *Timesheet Summary* screen to paste the employee's ID.

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text" value="10102597"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

7. Click the 


Get Employees

 button.

8. Scroll to the bottom of the screen.

Based on the date of the exception (as seen in Step 1,) this error occurred during the Pay Period with 10/26/2009.

Click the **Previous Week** or **Next Week** links until you reach the week of the error.

9. When you reach the appropriate week, you will notice a  icon in the **Exception** column.

View By:  Date: 11/02/2009  Refresh

[<< Previous Week](#) [Next Week >>](#)

Employees For a b, Totals From 11/02/2009 - 11/08/2009										
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
<a href="#">James Employee1904</a>	Clerk 1	40.00	0.00	40.00		40.00	0.00	10102594	0	12111

10. Click the employee **Name** link to open the **Timesheet** screen for the week selected.

11. Reviewing the **Timesheet** shows that the employee reported a Disability TRC. The **Exception Code** (OHTLX003) indicates that the TRC and the **Job Data Payroll Status** do not match.

James Employee1907 EmplID: 10102597  
Job Title: Clerk 1 Empl Rcd Nbr: 0

 [Click for Instructions](#)

View By:  Date: 10/25/2009  Refresh

[<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 12/05/2009 is for a prior period.

From Sunday 10/25/2009 to Saturday 11/07/2009

[Timesheet](#) [Overrides](#) [Help](#)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	DISBY - Disability B Supplemented





















[Submit](#)

 [Reported Time Status - click to hide](#)

- If the **Reported Time Status** is not in view, click the **Reported Time Status** link to view the status details.

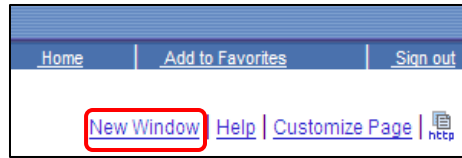
The **Reported Time Status** shows the dates on which the **Exceptions** occurred:

 [Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments	Exception
10/26/2009	Submitted	8.00	DISBY		
10/27/2009	Submitted	8.00	DISBY		
10/28/2009	Submitted	8.00	DISBY		
10/29/2009	Submitted	8.00	DISBY		
10/30/2009	Submitted	8.00	DISBY		
11/02/2009	Submitted	8.00	DISBY		
11/03/2009	Submitted	8.00	DISBY		
11/04/2009	Submitted	8.00	DISBY		
11/05/2009	Submitted	8.00	DISBY		
11/06/2009	Submitted	8.00	DISBY		

- Check the employee's **Job Status** to see what the **Payroll Status** is for the dates in this pay period.

14. Scroll to the left, and at the top of the screen, click **New Window**.



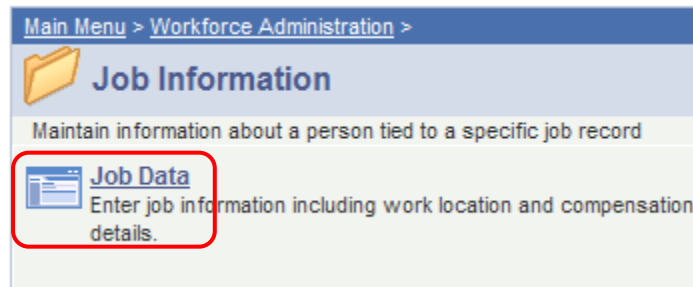
15. Click **Workforce Administration** on the left navigation menu.



16. Click **Job Information** on the right side of the screen.



17. Click **Job Data** on the right side of the screen.



18. Enter the employee's ID into the **EmplID** field, then click the  button.

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

EmplID:	begins with ▼	10102597
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	
<input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive		

[Basic Search](#)[Save Search Criteria](#)

19. This displays the employee's job data screen. Look at the **Payroll Status**, **Effective Date** and **Action/Reason** fields to see what may have caused this exception:

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Ohio Job
James Employee1907		EMP	ID: 10102597	Empl Rcd #: 0		
<div> <div>Work Location</div> <div>Find First 1 of 1 Last</div> </div>						
HR Status: Active		Payroll Status: Active				
*Effective Date: 01/20/2008		Sequence: 0		*Job Indicator: Primary Job		
Action / Reason: Hire		Permanent				
Current						
Last Start Date: 01/20/2008		Termination Date:				
Expected Job End Date						
Position Number: 20002545		Clerk 1		Position Entry Date: 01/20/2008		
Override Position Data		<input type="checkbox"/> Position Management Record				
Regulatory Region: USA		United States				
Company: OH		State of Ohio				
Business Unit: STATE		State of Ohio Shared				
Department: DAS		Administrative Services		Department Entry Date: 01/20/2008		
Location: JRST40		James A Rhodes Office Tower 40				
Establishment ID: STATE		State of Ohio				
Date Created:						02/21/2009
<div> <div>Job Data</div> <div> <a href="#">Employment Data</a> <a href="#">Earnings Distribution</a> <a href="#">Benefits Program Participation</a> </div> </div>						

These fields show that the employee has been in active status since 1/20/2008. Since the employee is in active pay status, a Disability TRC cannot be used.

The employee's **Timesheet** has to be updated with an active pay TRC such as **Vacation, Personal, or Sick Leave**.

20. To enter employee leave (if the employee elects to do so,) you need to open and update the employee's **Timesheet**.

- If you opened a new window to review the **Job Data** screen, then to go back to the initial window.
- If you didn't open a new window, follow steps 2-8 to open the employee's **Timesheet**.

From Sunday 10/25/2009 to Saturday 11/07/2009

Timesheet Overrides (EE)

Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	DISBY - Disability B Supplemented

Submit

21. Select the **Time Reporting Code** drop-down list and select **VACLV** since the employee has requested to use vacation while his disability is pending approval.

22. If the **Reported Time Status** isn't expanded, click the link.

Since you are updating the employee's time to something that is different than first reported, you want to use the **Comments** balloon to document the changes that you have made.

 [Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments	Exception
10/26/2009	Submitted	8.00	DISBY		

23. Another window opens when you click the **Comments** balloon.

Enter a comment for the change that you are making.

**Comments**

James Employee1907      EmplID: 10102597  
 Job Title: Clerk 1      Empl Rcd Nbr: 0  
 Date Under Report: 10/26/2009

Operator Id	DateTime Created	Source	Comment
1 10059839	12/09/2009 3:17PM	Time Reporting	Employee disability not approved yet. Leave entered per employee's request - BR

Place your initials at the end of the comment for future reference and auditing purposes.

Save Cancel

24. Click the **Save** button.

**NOTE:** Before saving, you may want to copy your comment so you can easily paste it where you have made the same change.



25. This takes you to the employee's **Timesheet**, where you can review the changes. **Time is not paid on the day there is an exception for any TRC on that day.**

### Timesheet

James Employee1907

EmplID: 10102597

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)
View By: Time Period Date: 10/25/2009 [Refresh](#) << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or before 12/05/2009 is for a prior period.

From Sunday 10/25/2009 to Saturday 11/07/2009

Timesheet Overrides														Total	Time Reporting Code
Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7		
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	VACLV - Vacation Leave Used

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/26/2009	Submitted	8.00	VACLV	
10/27/2009	Submitted	8.00	VACLV	
10/28/2009	Submitted	8.00	VACLV	
10/29/2009	Submitted	8.00	VACLV	
10/30/2009	Submitted	8.00	VACLV	
11/02/2009	Submitted	8.00	VACLV	
11/03/2009	Submitted	8.00	VACLV	
11/04/2009	Submitted	8.00	VACLV	
11/05/2009	Submitted	8.00	VACLV	

Submit

Once the review is completed, click the [Submit](#) button.

**NOTE:** For additional information on Disability TRCs, Job Status, and payment of insurance premiums while on Disability, please see the job aid at [http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA071\\_DAS\\_Disability\\_Process.pdf](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA071_DAS_Disability_Process.pdf).



*This completes the Reviewing Payroll and Exceptions segment.*



# Resolving Electronic Funds Transfer Errors



**Purpose:** To show how to resolve electronic funds transfer (EFT) errors

**Process:** Provides an overview of the information and tools needed to review and correct EFT errors.

**Pay-Off:** After completing this segment, you will be able to:

- Define Direct Deposit (DD) and Electronic Fund Transfer (EFT)
- Use the Payroll EFT Errors Screen to identify EFT errors
- Resolve EFT errors

## Definitions

**Direct Deposit (DD)** is the deposit of payroll funds directly into the employee's bank account. It is the State of Ohio's policy that all employees receive an electronic, rather than paper, check.

**Electronic Funds Transfer (EFT)** is a transfer of funds done through an electronic transmission rather than a paper based transaction, such as a check.




**NOTE:** When completing a Direct Deposit, you will submit the Direct Deposit form (ADM 4280) located at <http://das.ohio.gov/LinkClick.aspx?fileticket=XqVQC0lpjiw%3d&tabid=216>.

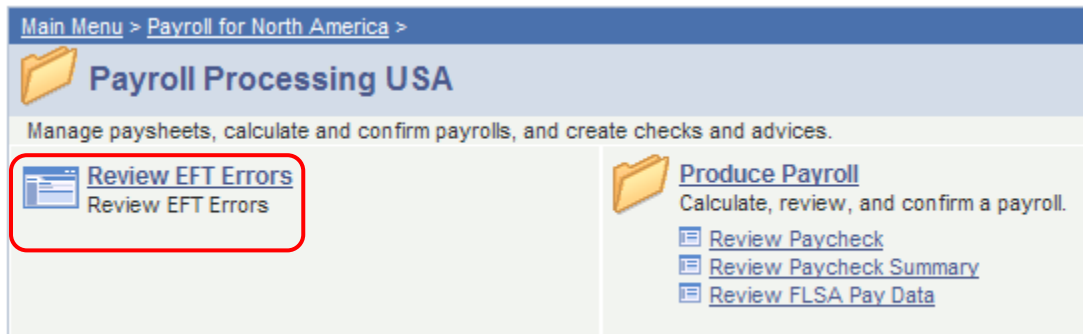


## Accessing the Payroll EFT Errors Screen

OAKS receives a file from the designated bank on a daily basis that includes direct deposit prenotification submissions that have failed to pass their validation. This file is loaded into OAKS to allow for agency review and correction.

You should review these errors frequently, on a **weekly** basis to better ensure employee direct deposits are processed accurately. To review these errors, access the **Payroll EFT Errors** screen:

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



**NOTE:** This should be run during Wednesday of pay processing week and the Monday and Tuesday of pay week.

4. Locate the records with errors as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**

EmplID:

begins with

Empl Rcd Nbr:

=

Name:

begins with

Last Name:

begins with

Second Name:

begins with

Alternate Character Name:

begins with

Middle Name:

begins with


☐ Include History

☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

**NOTE:** You can search for all EFT errors for your entire agency by leaving all the fields blank.

5. The search returns a list of EFT errors.

From the *Search Results*, click an error item or select the appropriate employee for review.

#### Search Results

View All		First 1 of 1 Last					
EmplID	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name	Company
10092145	John Smith	SMITH	(blank)	SMITH	(blank)	(blank)	OH

6. The **Payroll EFT Errors** screen appears.

The **Description** column indicates the exact reason why the direct deposit has failed validation at the bank. In most cases, it gives you both the incorrect and correct information.

Department JSC205100 Date of Return

Payroll EFT Errors									
Customize   Find   View All									
Department	Date of Return	EmplID	Name	Description	Bank ID	Account Number	EFT Error Processed	Updated By	
1 JSC205100	01/05/0009	10092145	<a href="#">John Smith</a>	ACCOUNT NUMBER WAS: 12345000 SHOULD BE: 12345	012000043	12345000	<input type="checkbox"/>		

7. Navigate to the employee's **Request Direct Deposit** screen to fix the EFT error.

To go directly to the employee's direct deposit screen, click the employee's name on the **Payroll EFT Errors**

## Resolving EFT Errors

EFT errors must be resolved during payroll processing week to ensure the employee's deposit goes into their account.

**NOTE:** As long as the error is not fixed, the employee's EFT is rejected by the bank. The bank also applies a penalty to each error not corrected.

### Common EFT Errors

The changes you make to the employee's direct deposit record depend on the type of EFT error.

The most common EFT errors and their resolutions are:

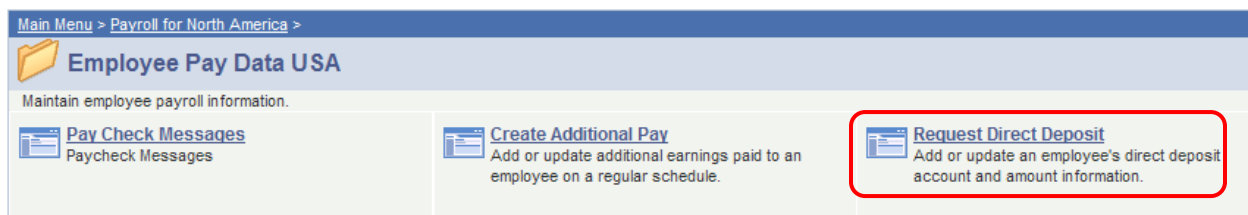
Code	Error	Resolution
C01	Incorrect Account Number	Update <b>Account#</b> field on employee's direct deposit record.
C02	Incorrect Routing Number	Update <b>Bank ID</b> field on employee's direct deposit record.

For a complete list of EFT errors, refer to *EFT Error Codes* in the Appendix, on page 275.

## Updating Direct Deposit Information

EFT errors are resolved on the employee's direct deposit record:

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Request Direct Deposit** on the right side of the screen.





4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.
5. Click the **Add Row (+)** button.

The screenshot shows the 'Deposit Information' screen. At the top, there are fields for 'Effective Date' (09/01/2009) and 'Status' (Active). Below this is the 'Distribution Information' section, which includes 'Your Bank Information' with fields for 'Country Code' (USA) and 'Bank ID' (122000218). On the right side of the screen, there are two buttons: a top button with a plus sign (+) and a bottom button with a minus sign (-). The top button is highlighted with a red box, and a callout box points to it with the text: 'Make sure to use the top **Add Row** button. Don't use this one! Employees can only have one active direct deposit account.' The bottom button is also highlighted with a red box and a red circle with a slash through it.

This generates a new row, although the fields are populated with the same information as the old row.

**NOTE:** When updating existing employee direct deposit information, make the changes on a new row. An error message is generated if you attempt to edit an existing row.

6. Enter the **Effective Date**.

**NOTE:** The **Effective Date** should ALWAYS be the Sunday at the beginning of the current pay period.

7. The **Status** should be updated to **Active**.

Make sure the **Status** is **Active**. The only way an employee's Direct Deposit occurs is if the status is **Active**.

The screenshot shows two sections of a payroll system interface. The top section, 'Deposit Information', has a search bar and navigation controls. Below it, the 'Effective Date' is set to 09/01/2009, the 'Status' is set to 'Active', and the 'Suppress DDP Advice Print' checkbox is checked. The bottom section, 'Distribution Information', has a search bar and navigation controls. Below it, the 'Your Bank Information' section shows 'Country Code' as 'United States' and 'Bank ID' as an empty field. There is an 'Add New Bank' button.

8. The **Suppress DDP Advice Print** check box should be selected.

**NOTE:** State policy requires all employees receive an electronic rather than a paper pay stub. If the employee wishes to receive a paper pay stub, this request must be in writing. The ePay Notification form is located at: <http://www.das.ohio.gov/LinkClick.aspx?fileticket=D8TG6XFCTW8%3d&tabid=216>.

9. Enter the employee's **Bank ID** (9-digit routing number from account.)

The **Bank Name** and **Address** automatically appear.

The screenshot shows a web form titled "Distribution Information". At the top right, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". The form is divided into two main sections: "Your Bank Information" and "Distribution".

**Your Bank Information**

Country Code: USA United States Add New Bank

Bank ID: 122000218

Bank Name: West America Bank

Address: 1300 Ynacio Valley Road  
Walnut Creek  
CA 94596

☐ International ACH Bank ☐ Prenotification Required

**Distribution**

Account#:

\*Account Type:

\*Deposit Type:

% Net Pay:

\*Priority:

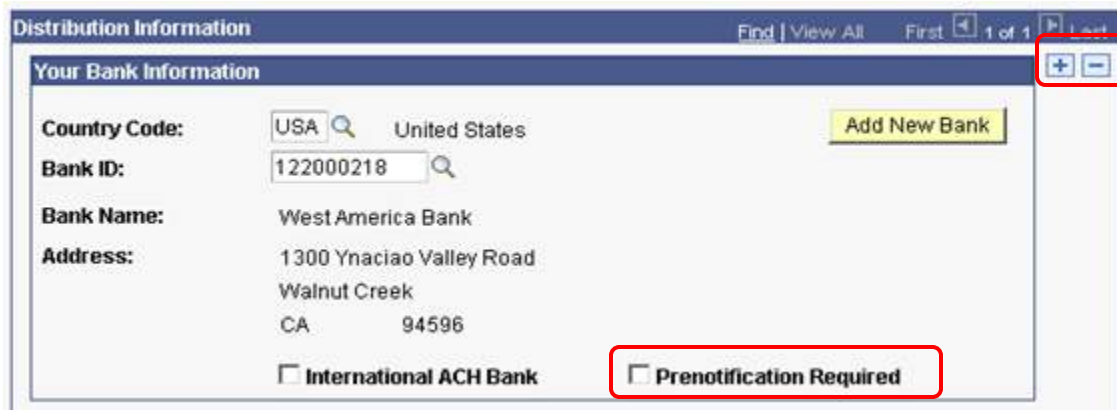
Prenote Date:

Prenotification Status: Not Submtd

Amount:

10. The **Prenotification Required** check box **should not** be selected.

This check box is selected by default. This check box is dormant (cannot be deselected.) In order to deselect it, you need to add, then delete a **Distribution Information** row.



The screenshot shows a web application window titled "Distribution Information". It contains a section titled "Your Bank Information" with the following fields: "Country Code" (USA), "Bank ID" (122000218), "Bank Name" (West America Bank), and "Address" (1300 Ynacio Valley Road, Walnut Creek, CA 94596). There is an "Add New Bank" button. At the bottom, there are two checkboxes: "International ACH Bank" and "Prenotification Required". The "Prenotification Required" checkbox is checked. A red box highlights the "+" and "-" buttons in the top right corner of the "Your Bank Information" section. Another red box highlights the "Prenotification Required" checkbox.

- Click the **Add Distribution Row (+)** button.
- Click the **Delete Distribution Row (-)** button.
- Click the **Prenotification Required** check box to deselect it.

**NOTE:** A prenotification is no longer required for direct deposit. Deselecting the **Prenotification Required** check box provides the employee with a direct deposit for his or her first check.

11. Enter the **Account#**.
12. The **Account Type** should be updated to either **Checking** or **Savings** based on what the employee has chosen.
13. The **Deposit Type** should always be **Balance**. This option deposits the balance of the employee's pay into the **Account Type** chosen.

**NOTE:** There can only be direct deposit into one account.

**Distribution**

Account#: 224673232

\*Account Type: Checking

\*Deposit Type: Balance

Prenote Date:

Prenotification Status: Not Submtd

% Net Pay:

\*Priority:

Amount:

This data was last updated by

Data last updated on

Save Return to Search Notify Refresh Update/Di

14. Click the **Save** button.

The **Prenotification Status** field displays the prenotification status of the direct deposit.

The screenshot shows a 'Distribution' form with the following fields: Account# (224673232), \*Account Type (Checking), \*Deposit Type (Balance), % Net Pay, \*Priority, Prenote Date, Prenotification Status (Submitted), Amount, This data was last updated by, and Data last updated on. A red box highlights the 'Prenotification Status: Submitted' field, and another red box highlights the 'This data was last updated by' and 'Data last updated on' fields at the bottom.

When the information is saved, the **This data was last update by** & **Data last updated on** should be populated with **Online User** and the current date.

**NOTE:** Once the Create Direct Deposit Transmittal File program is run, the **Prenotification Status** changes to **Submitted**. The direct deposit will go into effect when the status changes from **Submitted** to **Completed** (this goes into effect immediately.)

## Stopping a Direct Deposit

Some EFT errors require the current Direct Deposit information to be stopped.

1. Locate the employee's record as outlined in [Using Search Screens](#), on page 20.
2. Click the **Add Row (+)** button.
3. Make the **Effective Date** today's date, so the change is immediate.
4. Change the employee's current direct deposit **Status Inactive**.

The screenshot shows two overlapping windows. The top window, titled 'Deposit Information', has a search bar with 'Find | View All' and pagination 'First 2 of 2 Last'. It contains a red-bordered box around the 'Effective Date' field (09/21/2009) and the '\*Status:' dropdown menu (Inactive). To the right is a checkbox for 'Suppress DDP Advice Print' and a red-bordered box around the '+ -' button. The bottom window, titled 'Distribution Information', has a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. It contains a section titled 'Your Bank Information' with fields for 'Country Code' (USA) and 'Bank ID' (122000218), both with search icons. An 'Add New Bank' button is to the right of these fields. A '+ -' button is also visible to the right of the 'Your Bank Information' section.

5. Click the  button.

## Processing EFT Error

1. When you have updated the Direct Deposit record, return to the record on the Payroll EFT Errors screen.

Department JSC205100 Date of Return

Payroll EFT Errors								
Customize   Find   View All								
Department	Date of Return	EmplID	Name	Description	Bank ID	Account Number	EFT Error Processed	Updated By
1 JSC205100	01/05/0009	10092145	<a href="#">John Smith</a>	ACCOUNT NUMBER WAS: 12345000 SHOULD BE: 12345	012000043	12345000	<input checked="" type="checkbox"/>	

2. Click the **EFT Error Processed** check box on the record when the issue has been resolved.

*This completes the Resolving Electronic Funds Transfer Errors segment.*







## Other Payroll Functions



**Purpose:** To explain the payroll functions that are completed outside payroll processing week.

**Process:** Provides an overview of the information needed to update employee payroll information, including additional pay, tax, and deduction information.

**Pay-Off:** After completing this segment, you will be able to:

- Assign a pre-defined schedule to an employee
- Make adjustments to an employee's Timesheet
- Add, update, and stop direct deposits in OAKS
- Enter additional pay requests
- Understand when additional pay should and should not be used
- Update employee federal, state, and local tax data
- Update employee tax distribution
- Update payroll options (address on paycheck)
- Complete a Credit Union, Bargaining Unit Dues, or combined charitable deduction from an employee's paycheck
- Identify garnishment information and view it on an employee's paycheck

# Schedules


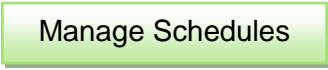



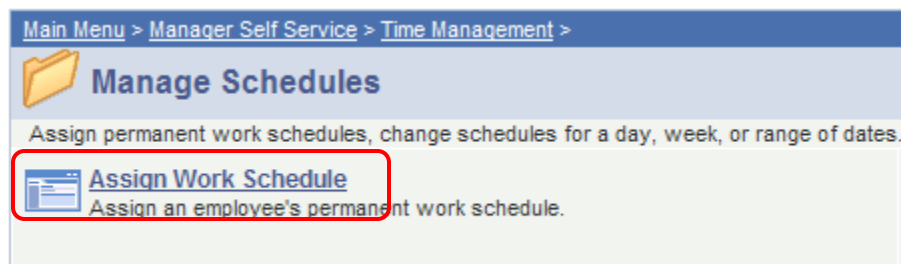
Some agencies use pre-defined schedules in OAKS for employees that may be assigned by the position, or changed or updated as needed. Schedules are assigned in OAKS so that employees only have to report exceptions (e.g. leave) to their normal working hours.

Some agencies may decide that Managers can assign existing system schedules to employees while other agencies determine that only the Agency Payroll Specialist should assign schedules to employees based on input from the Manager. If the agency needs to apply a schedule to an employee that does not currently exist then the Agency Payroll Specialist should contact their DAS HCM Payroll Specialist.

- All full time permanent employees are paid based upon an assigned schedule. Schedules are currently assigned at 40 standard hours per week, unless modified by the Agency Payroll Specialist.
- Any changes to the schedule must be done with an **Effective Date of the Sunday at the beginning of a pay period**.

To assign a schedule in OAKS:

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.




4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Assign Work Schedule**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:	begins with	
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Business Unit:	begins with	
Department:	begins with	
Organizational Relationship:	=	

☒ Include History   ☐ Case Sensitive

**Search**   **Clear**   [Basic Search](#)    [Save Search Criteria](#)

- Click the **Add Row (+)** button to the right of the screen.

## Assign Work Schedule

James Employee0106

EmplID: 10100340


Job Title: Clerk 1

Empl Rcd Nbr: 0


[Click for Instructions](#)

Assign Schedules						
Details		Customize   Find   View All   First 1 of 1 Last				
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	<b>+</b>

6. Make certain that the **Effective Date** is the Sunday at the beginning of a pay period.

Click the calendar symbol (  ). The calendar drops down so you can choose the appropriate **Effective Date**.

Assign Schedules Customize | Find | View All | First 1-2 of 2 Last

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
11/30/2009 	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>
04/15/2008		ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>

View history

Save

default changes

Next in List Refresh Update/Display Include History

December 2009

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

**NOTE:** Make sure to enter the **Sunday** of the beginning of the pay period to ensure you see the whole week in the time sheet.

- Click the drop-down arrow under **Assignment Method** and choose **Select Predefined Schedule**.

## Assign Work Schedule

James Employee0106

EmplID: 10100340










Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

Assign Schedules							
Details		Customize   Find   View All   First 1-2 of 2 Last					
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description			
12/07/2009	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	-
	Create Personal Schedule						
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	-
	Use Default Schedule						

8. Click the magnifying glass (  ) next to the **Schedule ID** field.

Assign Schedules						
Details		Customize   Find   View All   				
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
12/07/2009 	Select Predefined Schedule 	ALLSCHEDGF 	40STANDARD 	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>
04/15/2008 	Select Predefined Schedule 	ALLSCHEDGF 	40STANDARD 	40 HOUR STANDARD SCHEDULE	<a href="#">Show Schedule</a>	<a href="#">+</a> <a href="#">-</a>

9. Under **Search Results**, look under the **Schedule ID** and **Description** you want/need.
10. Click the selected schedule to assign it.

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

View All		First	101-190 of 190	Last
Schedule ID	Description			
<a href="#">40M8TWF9R5</a>	<a href="#">40 HR WK - 8 M 9 T-W/F 5 R</a>			
<a href="#">40M8TWR10F2</a>	<a href="#">40 HR WK - 8 M 10 T-R 2 F</a>			
<a href="#">40M9TWR8F7</a>	<a href="#">40 HR WK - 9 M 8 T-R 7 F</a>			
<a href="#">40MF5TWR10</a>	<a href="#">40 HR WK - 5 M/F 10 T/R</a>			
<a href="#">40MF65TWR9</a>	<a href="#">40 HR WK - 6.5 M/F 9 T-R</a>			
<a href="#">40MF75TW9R7</a>	<a href="#">40 HR WK - 7.5 M/F 9 T W 7 R</a>			
<a href="#">40MF83TR82W7</a>	<a href="#">40 HR WK - 8.3 M/F 8.2 T R 7 W</a>			
<a href="#">40MF8TR825W75</a>	<a href="#">40 HR WK - 8 M/F 8.25 T R W 7.5</a>			
<a href="#">40MR8TW10F4</a>	<a href="#">40 HR WK - 8 M R 10 T-W 4 F</a>			
<a href="#">40MT85W8RF75</a>	<a href="#">40 HR WK - 8.5 M T 8 W 7.5 R F</a>			
<a href="#">40MT95W9R8F4</a>	<a href="#">40 HR WK - 9.5 M T 9 W 8 R 4 F</a>			
<a href="#">40MT9WR7F8</a>	<a href="#">40 HR WK - 9 M T 7 W R 8 F</a>			
<a href="#">40MTR84W88F6</a>	<a href="#">40 HR WK - 8.4 M T R 8.8 W 6 F</a>			
<a href="#">40MTR9W8F5</a>	<a href="#">40 HR WK - 9 M-T/R 8 W 5 F</a>			
<a href="#">40MTRF10</a>	<a href="#">40 HR WK - 10 M-T/R-F</a>			
<a href="#">40MTRF40MTWR</a>	<a href="#">40 MTRF 10 - 40MTWR 10</a>			
<a href="#">40MTRF83W68</a>	<a href="#">40 HR WK - 8.3 M T R F 6.8 W</a>			
<a href="#">40MTRF85W6</a>	<a href="#">40 HR WK - 8.5 M T R F 6 W</a>			

**NOTE:** If you do not see the value in the results, you need to contact your DAS HCM Payroll Specialist to have the schedule created using the Customer Relationship Management (CRM.)

11. Click **Show Schedule** to view the assigned schedule.

Assign Schedules						
Details		Customize   Find   View All   First 1-2 of 2 Last				
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
12/07/2009	Select Predefined Schedule	ALLSCHEDGF	40MTRF10	40 HR WK - 10 M-T/R-F	Show Schedule	+ -
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+ -

► View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh

Update/Display Include History



12. Review the schedule for accuracy.

### Schedule Calendar

Schedule Group:  All Schedules Group  
 Schedule ID:  40 HR WK - 10 M-T/R-F  
 Workgroup: OCSEASTEYN OCSEA Statewide Exception  
 From Date:

Schedule Calendar					
Shift Time		Configurable Totals			
Day	Date	Workday ID	Shift ID	Sched Hrs	More
Monday	12/07/2009			10.00	<a href="#">More</a>
Tuesday	12/08/2009			10.00	<a href="#">More</a>
Wednesday	12/09/2009				
Thursday	12/10/2009			10.00	<a href="#">More</a>
Friday	12/11/2009			10.00	<a href="#">More</a>
Saturday	12/12/2009				
Sunday	12/13/2009				

*This completes the Schedules segment.*





# Adjustments

Agency Payroll Specialists are able to make different types of adjustments to employees' **Timesheets** to process into payroll.

## Prior Pay Period Adjustments

Agency Payroll Specialists are able to update an employee's **Timesheet** for prior pay periods (up to 90 days.) These prior pay period adjustments are processed during the current pay period. The difference in pay and/or leave balances will be passed onto payroll.


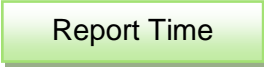
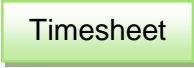
The Agency Payroll Specialist must adjust prior pay periods using the OAKS **Timesheet** for the period in which the change occurred.

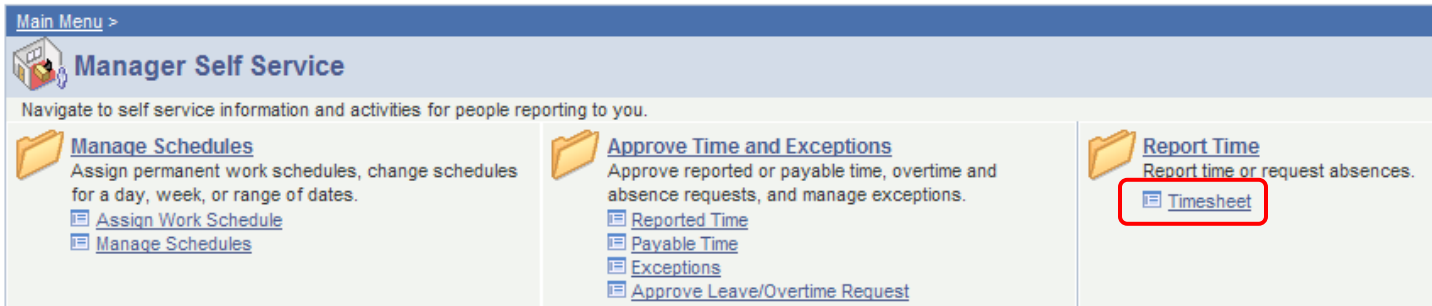
**NOTE:** Interfacing agencies have the option of reporting prior period adjustments through the interface or within OAKS.

After 90 days, contact DAS HCM Payroll for any adjustments to the **Timesheet**.

### Scenario

The employee has recognized that on 11/12/09 he actually took 8 hours of vacation; however, his Timesheet in OAKS shows that he was paid for regular hours. He notified his Manager who, in turn, notified the Agency Payroll Specialist. This occurred in a previous pay period. The Agency Payroll Specialist must update OAKS accordingly, so the Timesheet reflects the hours worked and the employee's leave balances are updated accurately.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. In the **Timesheet Summary** Search, enter the employee ID in the **EmplID** field or other search criteria you may want to use.

## Report Time

### Timesheet Summary

▼ Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Position Number	<input type="text"/>

[Get Employees](#)

5. Click the [Get Employees](#) button.

6. Information about the employee(s) in your group appears at the bottom of the screen in the **Employees For** section.

Click the employee name link to view the details of the time record.

View By:  Date:   << Previous Week Next Week >>

Employees For a b, Totals From 11/30/2009 - 12/06/2009

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
<a href="#">James Employee1909</a>	Clerk 1	0.00	0.00	40.00		0.00	0.00	10105102	0	12111

7. Use the **Timesheet** screen to enter time, adjust reported time, and view time.

Click the **Previous Time Period** and **Next Time Period** links to move to the pay period that you need to enter or adjust time for.

### Timesheet

James Employee1909

EmplID: 10105102

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period

Date: 11/22/2009

[Refresh](#)

[<< Previous Time Period](#)

[Next Time Period >>](#)

Reported Hours: 0.00 Hours

Scheduled Hours: 80.00 Hours

From Sunday 11/22/2009 to Saturday 12/05/2009

[Timesheet](#) [Overrides](#) [Add Row](#)

Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Total	Time Reporting Code

[Submit](#)

[Apply Schedule](#)

8. Using the **Previous Time Period** link, navigate to the pay period that includes 11/12/09.

Job Title: Clerk 1

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period

Date: 11/08/2009

[Refresh](#)

[<< Previous Time Period](#)

[Next Time Period >>](#)

Reported Hours: 80.00 Hours

Scheduled Hours: 80.00 Hours

From Sunday 11/08/2009 to Saturday 11/21/2009

[Timesheet](#) [Overrides](#) [Add Row](#)

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	REGLR - Regular Hours

[Submit](#)

9. Scroll to the far right, and click the **Add Row (+)** button.

10. In the new row, select another leave type in the **Time Reporting Code** field to reflect the employee's actual time worked. In this example **8.00** is entered on **11/12** and **VACLV – Vacation Leave Used** is selected from the **Time Reporting Code**.

Job Title: Clerk 1 Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 11/08/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	REGLR - Regular Hours
				8.00											VACLV - Vacation Leave Used

Submit

11. Highlight the **8.0** hours in the **REGLR-Regular Hours** on **11/12** and click delete or enter **0.00**.

Job Title: Clerk 1 Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 11/08/2009 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours


From Sunday 11/08/2009 to Saturday 11/21/2009

Timesheet Overrides

Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00		8.00			8.00	8.00	8.00	8.00	8.00		80.00	REGLR - Regular Hours
				8.00											VACLV - Vacation Leave Used

Submit

12. Click the  button.

13. When prompted with the message below, click the  button to return to the employee's **Timesheet**.

**Timesheet**  
**Submit Confirmation**

 The Submit was successful.  
Reported Time for the Time Period of 2009-11-22 to 2009-12-05 is submitted



14. If you don't see the **Reported Time Status**, click the link to see the details. You will want to enter **Comments** on the date that you made changes to the employee's **Timesheet**.



15. Another window opens when you click the **Comments** balloon.

Enter a comment for the change you are making.

### Comments

James Employee1909

EmplID: 10105102

Job Title: Clerk 1

Empl Rcd Nbr: 0

Date Under Report: 11/12/2009

Customize   Find   View All   First 1 of 1 Last				
Operator Id	DateTime Created	Source	Comment	
1 10059839	01/08/2010 1:33PM	Time Reporting	Employee's vacation leave was not entered. This is a prior pay period adjustment. - BK	

Save

Cancel


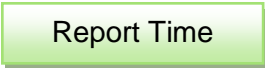
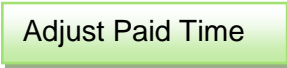
Save

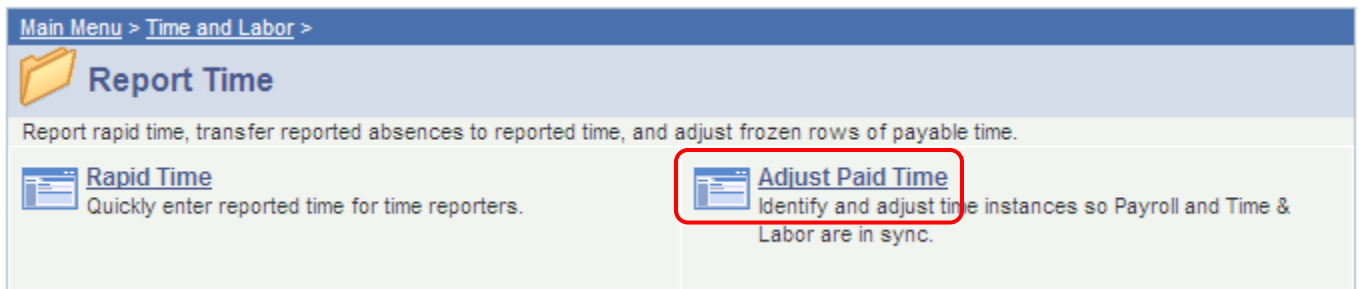
16. Click the button.

## Record Only Adjustments

Agency Payroll Specialists can use record only adjustments to make an adjustment on an employee's **Timesheet** so that it matches their pay sheet in payroll.

There may be times when an employee's time was not accurately reported on the **Timesheet**, but DAS HCM Payroll made the adjustment directly to the employee's payroll record. **A record only adjustment will ensure that an employee's Timesheet and payroll record are synchronized, which is important for audit reasons.**

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. In the EmplID field enter the employee's ID whose *Timesheet* you need to make adjustments to.

### Adjust Paid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**

EmplID:

Empl Rcd Nbr:

Display Name:

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

5. Using the *Start* and *End Dates*, select the date range you need to make adjustments to. This cannot be greater than 30 days.

### Adjust Paid Time

James Employee0104 EmplID: 10102594

Job Title: Correction Officer Empl Rcd Nbr: 0

Enter a date range up to thirty-one days.

Start Date   End Date  

6. Click the  button to get the reported hours worked for the employee for the date range.

7. Locate the row for the date you need to change.

Payable Time Details							
Overview		Time Reporting Elements	Task Reporting Elements	ChartFields	Customize   Find		
	*Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Accounting Date	
1	01/17/2010	Paid - Labor Distributed	REGLR - Regular Hours	8.000000	Hours		
2	01/17/2010	Paid - Labor Distributed	ROLLC - Roll Call Hours	0.500000	Hours		
3	01/18/2010	Paid - Labor Distributed	HOLLV - Holiday Leave	8.000000	Hours		

8. Correct the hours in the **Quantity** field and select the appropriate **Time Reporting Code** from the drop-down list.

Payable Time Details							
Overview		Time Reporting Elements	Task Reporting Elements	ChartFields	Customize   Find		
	*Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Accounting Date	
1	01/17/2010	Paid - Labor Distributed	VACLV - Vacation Leave Used	8.000000	Hours		
2	01/17/2010	Paid - Labor Distributed	ROLLC - Roll Call Hours	0.500000	Hours		
3	01/18/2010	Paid - Labor Distributed	HOLLV - Holiday Leave	8.000000	Hours		

9. If an additional row is needed because only a portion of the day needs to be changed click the **Add Row (+)** button.
10. Enter the date, quantity, and select the **Time Reporting Code** for the additional entry.

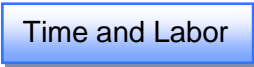


11. Click the  button to adjust the time in OAKS.

*This completes the Adjustments segment.*



# Reported Time Audit

The reported time audit provides a way to look at historical data and see what changes have occurred to the time originally reported. The main screen displays reported time that is current and a **History** link if changes were made to the originally reported time. If no changes were made, then this link is unavailable. The **History** screen allows you to view the original time reported and any other changes that happened prior to the final reported time.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



4. The **Reported Time Audit** search screen appears. The search screen maintains your search records for you and allows you to save the search criteria.

### Reported Time Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:

Empl Rcd Nbr:

Name:

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1 of 1 Last

EmplID	Empl Rcd Nbr	Name
10103705	0	James Employee4503

5. Once you have entered your search criteria click the **Search** button.
6. The **Reported Time Audit** sheet for the employee appears.

### Reported Time Audit

James Employee4503

EmplID: 10103705

Job Title: Clerk 1

Empl Rcd Nbr: 0

Start Date:

End Date:

**Get Rows**

Time Information							
Find <input type="button" value="B1"/> First 1 of 1 Last							
Overview		Time Reporting Elements					
Date Under Report	Time Reporting Code	Punch Type	Punch Date and Time	Quantity	Reported Status	Status	Taskgroup
				0.000000		<a href="#">History</a>	

7. Enter the **Start** and **End Date** for the timeframe you are looking at and then click the **Get Rows** button.

8. The current reported time for the employee appears with **History** links.

James Employee4503

EmplID: 10103705

Job Title: Clerk 1

Empl Rcd Nbr: 0

Start Date: 03/22/2010

End Date: 04/30/2010

Get Rows

Time Information								
Find   First 1-7 of 7 Last								
Overview	Time Reporting Elements	Task Reporting Elements	ChartFields					
Date Under Report	Time Reporting Code	Punch Type	Punch Date and Time	Quantity	Reported Status		Status	Taskgroup
03/22/2010	SCKLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/23/2010	SCKLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/24/2010	SCKLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/25/2010	SCKLV	Elapsed	01/01/1990 12:00AM	3.100000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/25/2010	VACLV	Elapsed	01/01/1990 12:00AM	4.900000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/26/2010	SCKLV	Elapsed	01/01/1990 12:00AM	0.000000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK
03/26/2010	VACLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	<a href="#">History</a>	Current	OHCMBLCTSK

9. Click the **History** link of the date you want to review.

### Reported Time Audit

#### History

James Employee4503

EmplID: 10103705

Job Title: Clerk 1

Empl Rcd Nbr: 0

Reported Time History							
Find							
Overview	Time Reporting Elements	Task Reporting Elements	ChartFields				
Audit Action	Audit User ID	Audit Date and Time Stamp	Date Under Report	Time Reporting Code	Quantity	Reported Status	Taskgroup
Add	10101121	04/16/2010 4:06:12.000000PM	03/26/2010	VACLV	8.000000	Submitted	OHCMBLCTSK

10. The **History** screen shows the action that occurred, who completed the action and the date and time the action occurred.

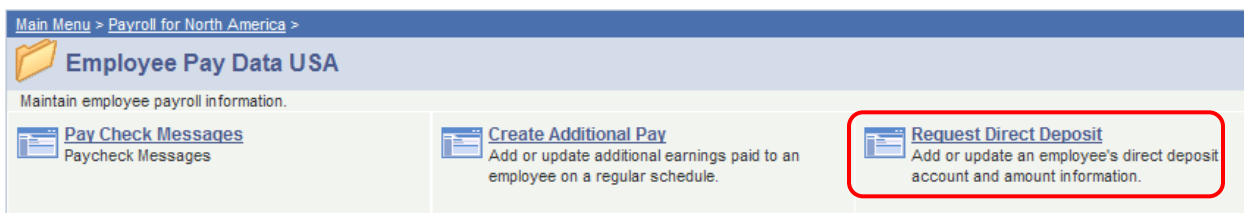
# Direct Deposit

All state employees must have their pay direct deposited into one bank account. The Agency Payroll Specialist must enter the direct deposit information into OAKS by noon Thursday of payroll processing week to ensure the employee receives their pay at the financial institution.



## Adding Direct Deposit Information

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Request Direct Deposit** on the right side of the screen.



**NOTE:** If entering information for an employee who is rehired within 42 days, the EFT information populates automatically from the last active EFT record.

You need to validate the banking information is still accurate on the employee's Direct Deposit form and change, if needed.




4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**

EmplID:	begins with ▼	
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	

☐ Include History   ☐ Case Sensitive

**Search**   **Clear**   [Basic Search](#)    [Save Search Criteria](#)

This takes you to the **Direct Deposit** screen for the employee that you searched for. If there is already information in this screen, then the employee already has a direct deposit on file. Go to the *Update Direct Deposit* section on page 175 before continuing.

5. Enter the **Effective Date**.

**NOTE:** The **Effective Date** should ALWAYS be the Sunday at the beginning of the current pay period.

6. The **Status** should be updated to **Active**.

Make sure the **Status** is **Active**. The only way an employee's Direct Deposit occurs is if the status is **Active**.

The screenshot displays a web interface for setting up direct deposit. The 'Deposit Information' section at the top contains three fields: 'Effective Date' with the value '09/01/2009', 'Status' with a dropdown menu set to 'Active', and a checked checkbox for 'Suppress DDP Advice Print'. Below this is the 'Distribution Information' section, which includes a sub-section for 'Your Bank Information' with fields for 'Country Code' (set to 'United States') and 'Bank ID'. An 'Add New Bank' button is also visible.

7. The **Suppress DDP Advice Print** check box should be selected.

**NOTE:** If the employee wishes to receive a paper statement, this request must be in writing. The ePay opt out form is located at:  
<http://das.ohio.gov/hrd/Policy/ePayForm.pdf>.

8. Enter the employee's **Bank ID** (9-digit routing number from account.)

The **Bank Name** and **Address** automatically appear.

The screenshot shows a web form titled "Distribution Information" with a search bar at the top right. The form is divided into two main sections: "Your Bank Information" and "Distribution".

**Your Bank Information:**

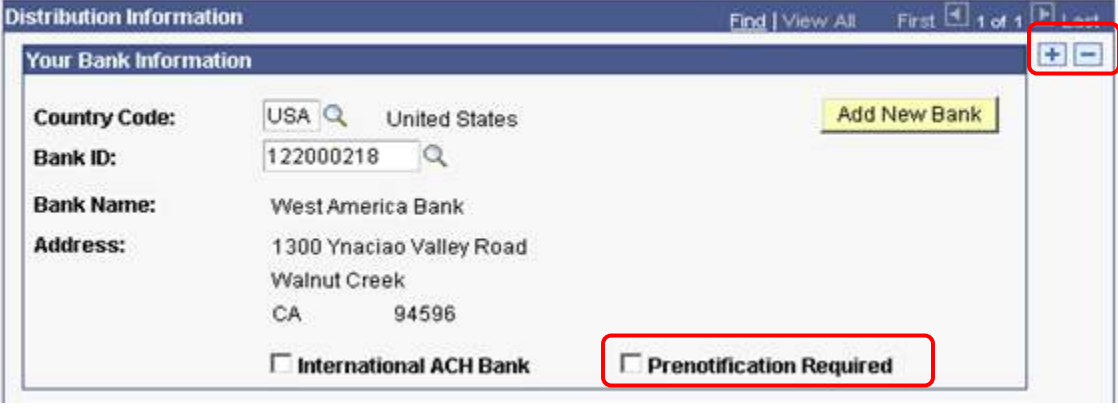
- Country Code:** USA (with a search icon) United States
- Bank ID:** 122000218 (with a search icon)
- Bank Name:** West America Bank
- Address:** 1300 Ynacio Valley Road, Walnut Creek, CA 94596
- ☐ International ACH Bank
- ☐ Prenotification Required
- Add New Bank** (button)

**Distribution:**

- Account#:** [text input]
- \*Account Type:** [dropdown menu]
- \*Deposit Type:** [dropdown menu]
- % Net Pay:** [text input]
- \*Priority:** [text input]
- Prenote Date:** [text input]
- Prenotification Status:** Not Submtd
- Amount:** [text input]

A red rectangular box highlights the "Bank ID", "Bank Name", and "Address" fields in the "Your Bank Information" section.

9. The **Prenotification Required** check box is selected by default. In order to deselect it, you need to add, then delete, a **Distribution Information** row.



The screenshot shows a window titled "Distribution Information" with a toolbar at the top containing "Find | View All", "First", "1 of 1", and "Next" buttons. Below the toolbar is a section titled "Your Bank Information" with the following fields: "Country Code:" with a dropdown set to "USA" and a search icon, "Bank ID:" with a text box containing "122000218" and a search icon, "Bank Name:" with the text "West America Bank", and "Address:" with the text "1300 Ynacio Valley Road", "Walnut Creek", "CA", "94596". To the right of these fields is a yellow button labeled "Add New Bank". At the bottom of the form are two checkboxes: "☐ International ACH Bank" and "☒ Prenotification Required". The "+" and "-" buttons in the toolbar are highlighted with a red box, and the "Prenotification Required" checkbox is also highlighted with a red box.

- Click the **Add Distribution Row (+)** button.
- Click the **Delete Distribution Row (-)** button.
- Click the **Prenotification Required** check box to deselect it.

**NOTE:** A prenotification is no longer required for direct deposit. Deselecting the **Prenotification Required** check box provides the employee with a direct deposit for his or her first check.

10. Enter the **Account#**.
11. The **Account Type** should be updated to either **Checking** or **Savings** based on what the employee has elected.
12. The **Deposit Type** should always be **Balance**. This option deposits the balance of the employee's pay into the **Account Type** chosen.

**NOTE:** There can only be direct deposit into one account.

**Distribution**

Account#:	224673232	Prenote Date:	
*Account Type:	Checking	Prenotification Status:	Not Submtd
*Deposit Type:	Balance	Amount:	
% Net Pay:			
*Priority:			

This data was last updated by \_\_\_\_\_ Data last updated on \_\_\_\_\_

**Save** **Return to Search** **Notify** **Refresh** **Update/Di**

13. Click the **Save** button.

The **Prenotification Status** field displays the prenotification status of the direct deposit.

The screenshot shows a 'Distribution' form with the following fields and values:

Distribution	
Account#:	224673232
*Account Type:	Checking
*Deposit Type:	Balance
% Net Pay:	
*Priority:	
Prenote Date:	
Prenotification Status:	Submitted
Amount:	
This data was last updated by	
Data last updated on	

When the information is saved, the **This data was last update by** & **Data last updated on** should be populated with **Online User** and the current date.

**NOTE:** Once the Create Direct Deposit Transmittal File program is run, the **Prenotification Status** changes to **Submitted**. The direct deposit goes into effect when the status changes from **Submitted** to **Completed** (this goes into effect immediately.)

## Updating Direct Deposit Information

Employees may already have direct deposit information in OAKS, but have requested a change.

1. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**NOTE:** When updating existing employee direct deposit information, make the changes on a new row. You will get an error message if you attempt to change the existing row.

2. Click the **Add Row (+)** button.

Deposit Information

Find | View All First 1 of 1 Last

\*Effective Date: 09/01/2009 \*Status: Active

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID: 122000218

Advice Print

Make sure to use the top **Add Row** button. Don't use this one! Employees can only have one active direct deposit account.

This generates a new row, although the fields are populated with the same information as the old row.

**NOTE:** If entering information for an employee who is rehired within 42 days, the EFT information populates automatically from the last active EFT record.

You need to validate the banking information is still accurate on the employee's Direct Deposit form and change, if needed.

3. Enter the *Effective Date*.

**NOTE:** The *Effective Date* should ALWAYS be the Sunday at the beginning of the current pay period.

The screenshot shows two overlapping windows. The top window, 'Deposit Information', has fields for 'Effective Date' (09/21/2009) and 'Status' (Active). The bottom window, 'Distribution Information', shows 'Your Bank Information' for West America Bank. A red box highlights the '-' button in the 'Delete Distribution Row' column.

Country Code	Bank ID	Bank Name	Address	International ACH Bank	Prenotification Required
USA	122000218	West America Bank	1300 Ynacio Valley Road Walnut Creek CA 94596	<input type="checkbox"/>	<input type="checkbox"/>

You must click the *Delete Distribution Row* (-) button in order to deselect the *Prenotification Required* check box.

4. Follow steps 5 - 13 in *Adding Direct Deposit*, on page 168, for updating each of the fields with the new information.
5. Click the  button.

**NOTE:** This update takes effect immediately.



## Stopping a Direct Deposit

You may have to stop current direct deposit information in OAKS. An employee requests a stop if they lose a check book, or have to close the account.

1. Locate the employee's record as outlined in *Using Search Screens*, on page 20.
2. Click the **Add Row (+)** button.
3. Make the **Effective Date** today's date, so the change is immediate.
4. Change the employee's current direct deposit **Status** to **Inactive**.

The screenshot shows the 'Deposit Information' screen in the OAKS system. The 'Effective Date' is set to 09/21/2009 and the 'Status' is set to Inactive. The 'Add Row (+)' button is highlighted with a red box. Below, the 'Distribution Information' section shows 'Your Bank Information' with 'Country Code' USA and 'Bank ID' 122000218.

5. Click the **Save** button.

*This completes the Direct Deposit segment.*



# Additional Pay

Some employees have additional earnings on top of their regular pay. There are only certain types of additional pays that should be entered into OAKS. If additional pay is used for payment of leave-related items, the employee's leave balances will not be calculated correctly.



## Earnings Codes

When adding Additional Pay, you must select the proper **Earnings Code** which identifies the type additional pay to create.

What earnings codes should you use? There are only 26 earnings codes that agencies should ever have to use when entering additional pay, even though there are over 200 options present.

### Look Up Earnings Code

Earnings Code:

Description:

[Basic Lookup](#)

### Search Results

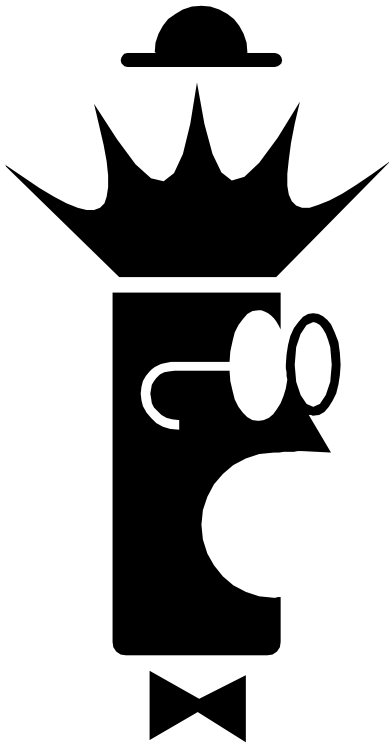
[View All](#)

The most common earnings codes to use when entering additional pay are:

- **RPR** – Retro Pay w Retirement
- **RWR** – Retro Pay without Retirement
- **TWL** – Temporary Work Level

**NOTE:** Additional earnings codes that are intended to be issued through the **Additional Pay** screen are located at [http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA66\\_TimeReportingCodeConfigData.xls](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA66_TimeReportingCodeConfigData.xls).

Don't see the earnings code you intended to use? **PLEASE** contact your DAS HCM Payroll Specialist before using it. Not doing so could cause additional errors in HCM that often take weeks to completely fix.



0000	Additional Pay - Base Pay
0001	Additional Pay - Base Pay
0002	Additional Pay - Base Pay
0003	Additional Pay - Base Pay
0004	Additional Pay - Base Pay
0005	Additional Pay - Base Pay
0006	Additional Pay - Base Pay
0007	Additional Pay - Base Pay
0008	Additional Pay - Base Pay
0009	Additional Pay - Base Pay
0010	Additional Pay - Base Pay
0011	Additional Pay - Base Pay
0012	Additional Pay - Base Pay
0013	Additional Pay - Base Pay
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0037	Additional Pay - Base Pay
0038	Additional Pay - Base Pay
0039	Additional Pay - Base Pay
0040	Additional Pay - Base Pay
0041	Additional Pay - Base Pay
0042	Additional Pay - Base Pay
0043	Additional Pay - Base Pay
0044	Additional Pay - Base Pay
0045	Additional Pay - Base Pay
0046	Additional Pay - Base Pay
0047	Additional Pay - Base Pay
0048	Additional Pay - Base Pay
0049	Additional Pay - Base Pay
0050	Additional Pay - Base Pay
0051	Additional Pay - Base Pay
0052	Additional Pay - Base Pay
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0058	Additional Pay - Base Pay
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0060	Additional Pay - Base Pay
0061	Additional Pay - Base Pay
0062	Additional Pay - Base Pay
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0067	Additional Pay - Base Pay
0068	Additional Pay - Base Pay
0069	Additional Pay - Base Pay
0070	Additional Pay - Base Pay
0071	Additional Pay - Base Pay
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0073	Additional Pay - Base Pay
0074	Additional Pay - Base Pay
0075	Additional Pay - Base Pay
0076	Additional Pay - Base Pay
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0079	Additional Pay - Base Pay
0080	Additional Pay - Base Pay
0081	Additional Pay - Base Pay
0082	Additional Pay - Base Pay
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0086	Additional Pay - Base Pay
0087	Additional Pay - Base Pay
0088	Additional Pay - Base Pay
0089	Additional Pay - Base Pay
0090	Additional Pay - Base Pay
0091	Additional Pay - Base Pay
0092	Additional Pay - Base Pay
0093	Additional Pay - Base Pay
0094	Additional Pay - Base Pay
0095	Additional Pay - Base Pay
0096	Additional Pay - Base Pay
0097	Additional Pay - Base Pay
0098	Additional Pay - Base Pay
0099	Additional Pay - Base Pay
0100	Additional Pay - Base Pay

200 Options?! It's a good thing I don't have to worry about using ALL of them!

## Creating Additional Pay

Use these steps to correctly enter additional pay requests using the **Additional Pay** screen.

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Create Additional Pay** on the right side of the screen.



**NOTE:** All Additional Pays should be entered on Pay Day Friday to guarantee payment on the upcoming paycheck. Anything entered on Monday or Tuesday of Pay Processing week doesn't guarantee payment and will require that you closely watch for it to post to additional pay and notify your DAS Payroll Specialist if it doesn't post so that they can enter it into the payline.

4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**

EmplID:	begins with ▼	
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	

☐ Include History   ☐ Case Sensitive

**Search**   **Clear**   [Basic Search](#)    [Save Search Criteria](#)

This takes you to the **Additional Pay** screen. There are three relevant rows on this screen:

The screenshot shows the 'Additional Pay' screen for 'James Employee0'. The screen has a header bar with 'Additional Pay' and a search bar. Below the header, there are three main sections: 'Additional Pay', 'Effective Date', and 'Payment Details'. Each section is highlighted with a red box and a callout bubble explaining its purpose.

- Additional Pay**: The **Additional Pay** row, where an earnings code is selected. The field shows '\*Earnings Code: TWL'.
- Effective Date**: The **Effective Date** row, where the effective date for the Earnings Code is selected. The field shows 'Effective Date: 11/09/2009'.
- Payment Details**: The **Payment Details** row, where more details about the additional pay are entered. The field shows '\*Addl Seq #: 1', 'End Date: 07/01/2010', 'Rate Code: Not Specif', 'Earnings: ', 'Goal Amount: ', 'Sep Chk #: ', 'Pay ☒ OK to Pay', and 'Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth'.

At the bottom of the screen, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

5. Click the **Add Row (+)** button, located in the upper right hand corner.

**Additional Pay**

James Employee0104      EMP      ID: 10100339      Empl Rcd #: 0

**Additional Pay**      Find | View All      First 1 of 1 Last

\*Earnings Code: TWL Temporary Work Level

**+** **-**

6. Enter the appropriate **Earnings Code** to identify the type of additional pay.

To view the list of **Earnings Codes** click the magnifying glass (🔍).

**Additional Pay**      Find | View All      First 2 of 2 Last

\*Earnings Code:  🔍

**Effective Date**      Find | View All      First 1 of 1 Last

Effective Date:  📅

**+** **-**

## Look Up Earnings Code

Earnings Code: begins with

Description: begins with

**Look Up** **Clear** **Cancel** [Basic Lookup](#)

## Search Results

<b>View All</b>	First 1-100 of 251 Last
Earnings Code	Description
<a href="#">ADF</a>	<a href="#">Adoption Flat Amount</a>
<a href="#">ADM</a>	<a href="#">Administrative Leave</a>

7. Click the **View All** link to see the entire list, or enter search criteria to narrow your selection.

8. Click the **Earnings Code** to choose it.

Earnings Code	Description
<a href="#">RBH</a>	<a href="#">Report Back Pay</a>
<a href="#">RBV</a>	<a href="#">Report Back from Vacation</a>
<a href="#">RCP</a>	<a href="#">Roll Call Pay</a>
<a href="#">RDP</a>	<a href="#">Radio Dispatcher Prem</a>
<a href="#">REG</a>	<a href="#">Regular Pay</a>
<a href="#">RPR</a>	<a href="#">Retro Pay w Retirement</a>
<a href="#">RTP</a>	<a href="#">Retirement Paid</a>
<a href="#">RWR</a>	<a href="#">Retro without Retirement</a>

The **Earnings Code** field now contains the desired information.

Additional Pay Find | View All First 2 of 2 Last

\*Earnings Code:   Retro Pay w Retirement + -

Effective Date Find | View All First 1 of 1 Last

Effective Date:   + -



9. Change the **Effective Date** field to the Sunday at the beginning of the pay period. Make sure the date matches the **Effective Date** used on the **Job Data** screen.

The screenshot shows the 'Additional Pay' form. The 'Earnings Code' is 'RPR' with the description 'Retro Pay w Retirement'. The 'Effective Date' field is highlighted with a red box and contains the date '03/14/2010'. Below it, the 'Payment Details' section is visible, showing an empty '\*Addl Seq #' field and an empty 'End Date' field.

10. Enter a valid value in the **Addl Seq#** field.

Every additional pay entry that you set up requires an **Additional Sequence Number**. OAKS uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data that you set up.

The screenshot shows the 'Payment Details' section of the form. The '\*Addl Seq #' field is highlighted with a red box and contains the value '1'. Other fields include 'End Date', 'Rate Code', 'Reason' (set to 'Not Specif'), 'Earnings', 'Hours', and 'Hourly Rate'.

\*\*\*This number is almost always 1.\*\*\*

**NOTE:** In order to have an **Addl Seq#** greater than one, the **Earnings Code** and **Effective Date** must be the same for this specific additional pay.

11. Indicate when the Additional Pay stops. In order to end an Additional Pay, you must use the **End Date** field and the **Goal Amount** field. The system uses both fields to determine the end date, by prioritizing the data between the two.

If you do not use both fields, the Additional Pay continues paying forever.

### *The End Date Field*

Use the **End Date** field to stop paying the additional earnings code once this date is reached. The **End Date** should be the first day of the following pay period.

The screenshot shows the 'Payment Details' form. The 'End Date' field is highlighted with a red box and contains the date '03/28/2010'. A green callout bubble points to the 'End Date' field with the text: 'All Additional Pay must be entered Pay Period by Pay Period regardless of the length (see Note for exceptions.)'.

### *The Goal Amount Field*

Use the **Goal Amount** field to stop paying the additional amount once the goal amount is reached.

The screenshot shows the 'Payment Details' form. The 'Goal Amount' field is highlighted with a red box and contains the value '\$25.00'.

**NOTE:** On-going additional pay (i.e., Uniform Allowance) do not need end dates, but you must check these frequently to ensure that the employees that are receiving this benefit are entitled to it. The only way to stop on-going Additional pay is to contact DAS Payroll Specialist.

12. Enter an **End Date** that is the first date of the **following** pay period.

Payment Details Find | View All First 1 of 1 Last

\*Addl Seq #: 1 End Date: 03/28/2010

Rate Code: Reason: Not Specif

Earnings: Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth

Leave the **Reason** field at the default value of **Not Specif**.

13. In the **Earnings** field, enter the flat amount of the additional pay to be paid to the employee.

Payment Details Find | View All First 1 of 1 Last

\*Addl Seq #: 1 End Date: 03/28/2010

Rate Code: Reason: Not Specif

Earnings: \$25.00 Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☐ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

**DO NOT** use the **Hours** and **Hourly Rate** fields.

Payment Details Find | View All First 1 of 1 Last

\*Addl Seq #: 1 End Date: 03/28/2010

Rate Code: Reason: Not Specif

Earnings: \$25.00 Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☐ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

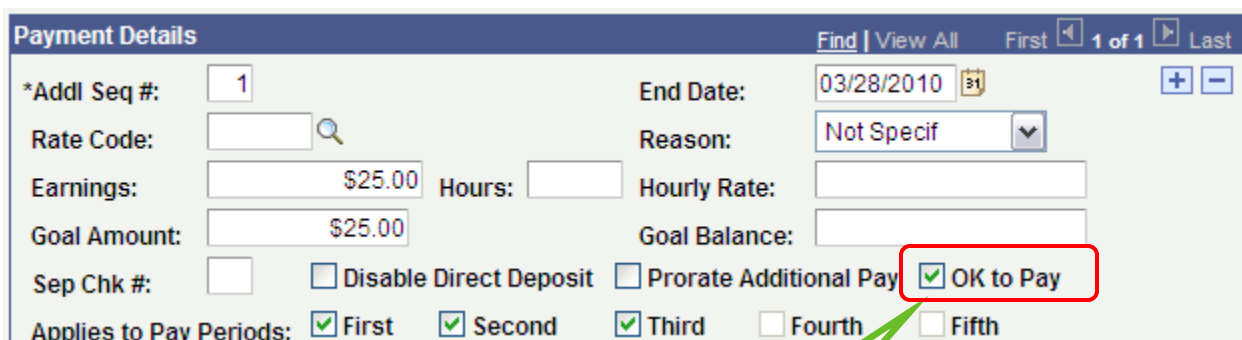
14. Enter the **Goal Amount** to stop paying the additional amount once the goal amount is reached.

Payment Details		Find   View All		First 1 of 1 Last	
*Addl Seq #:	1	End Date:	03/28/2010		
Rate Code:		Reason:	Not Specif		
Earnings:	\$25.00	Hours:		Hourly Rate:	
Goal Amount:	\$25.00	Goal Balance:			
Sep Chk #:		<input type="checkbox"/> Disable Direct Deposit	<input type="checkbox"/> Prorate Additional Pay	<input type="checkbox"/> OK to Pay	
Applies to Pay Periods:		<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Second	<input checked="" type="checkbox"/> Third	<input type="checkbox"/> Fourth <input type="checkbox"/> Fifth

**NOTE:** In order to end an Additional Pay, you must use the **End Date** field and the **Goal Amount** field. If you do not use both fields, the Additional Pay continues paying forever.

15. Ensure the **OK to Pay** check box is selected.

Selecting **OK to Pay** indicates that the additional pay is approved for payment. If this option is not selected, the employee does not receive this additional pay.



The screenshot shows the 'Payment Details' form with the following fields and values:

- \*Addl Seq #: 1
- Rate Code: (empty)
- Earnings: \$25.00
- Goal Amount: \$25.00
- Sep Chk #: (empty)
- End Date: 03/28/2010
- Reason: Not Specif
- Hours: (empty)
- Hourly Rate: (empty)
- Goal Balance: (empty)
- Disable Direct Deposit: ☐
- Prorate Additional Pay: ☐
- OK to Pay: ☒**
- Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

If you save the record without selecting the **OK to Pay** check box, you must contact your DAS HCM Payroll Specialist to fix it.

16. The **Applies to Pay Periods** check boxes indicate the pay periods to which the additional pay should be applied. The **First**, **Second**, and **Third** options are selected by default.

The State has a maximum of three pay periods per month, so the **Fourth** and **Fifth** options aren't used. Selecting them has no effect.

The screenshot shows the 'Additional Pay' form. At the top, the 'Earnings Code' is 'RPR' and the description is 'Retro Pay w Retirement'. The 'Effective Date' is '03/14/2010'. The 'Payment Details' section includes fields for '\*Addl Seq #' (1), 'Rate Code', 'Earnings' (\$25.00), 'Goal Amount' (\$25.00), 'Sep Chk #' (with a 'Dis' checkbox), 'End Date' (03/27/10), 'Reason', 'Hours', and 'Hourly Rate'. The 'Applies to Pay Periods' section has checkboxes for 'First', 'Second', 'Third', 'Fourth', and 'Fifth', with 'First' checked. A red box highlights the 'Applies to Pay Periods' section. A green callout box points to the 'Goal Amount' field with the text: 'You can refer to the **Goal Balance** field to determine how much of the employee's Additional Pay has already been deducted. **NEVER** enter anything in this field. The total is system-generated.'

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: RPR Retro Pay w Retirement

**Effective Date** Find | View All First 1 of 1 Last

Effective Date: 03/14/2010

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq #: 1 End Date: 03/28/2010

Rate Code: Reason: Not Specif

Earnings: \$25.00 Hours: Hourly Rate:

Goal Amount: \$25.00 Goal Balance:

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☒ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History

17. Click the  button.

**NOTE:** The only way to stop an Additional Pay is to ensure that the **End Date** and **Goal Amount** are entered by pay period. If you need to stop an additional pay you **MUST** contact your DAS Payroll Specialist.

*This completes the Additional Pay segment.*









# Taxes

This segment explains the information and tools needed to update tax information, including distribution information, for employees in OAKS.



## Updating Employee Tax Information

OAKS uses this information to calculate the tax withholdings for the employee.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click  on the right side of the screen.




**NOTE:** No tax changes should be made without a W-4, IT-4, or Address Change/Determination of Municipal Tax Liability Form submitted by the employee. Otherwise you could be involved in an audit.

5. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**

<b>EmplID:</b>	begins with	
<b>Empl Rcd Nbr:</b>	=	
<b>Name:</b>	begins with	
<b>Last Name:</b>	begins with	
<b>Second Name:</b>	begins with	
<b>Alternate Character Name:</b>	begins with	
<b>Middle Name:</b>	begins with	

☐ Include History   ☐ Case Sensitive

**Search**   **Clear**   [Basic Search](#)    [Save Search Criteria](#)

6. The employee's **Tax Information** record appears. This screen has three main tabs:

James Smith      Person ID: 10100004

**Federal Tax Data**    State Tax Data    Local Tax Data

Effective Date: 11/23/2009      This data was last updated by on

☒ Exempt from FUT    ☐ Use Total Wage for Multi-State    ☐ Always create W2 for NQDC Rptg

**Special Tax Withholding Status**

☒ None

☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax

☐ Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; Tax Treaty/NR Data

W-4 Processing Status: ☐ None    ☐ Notification Sent    ☐ New W-4 Received

## Updating Employee Federal Tax Data

1. Click the **Add Row (+)** button, located in the upper right hand corner. This creates a new row.

If this is a new hire, no new row needs to be added.

2. On the **Federal Tax Data** tab, enter the **Effective Date**, which corresponds to the Sunday at the beginning of the current pay period.

The screenshot displays the 'Federal Tax Data' tab for an employee named James Smith (Person ID: 10100004). The form includes a 'Company:' field and an 'Effective Date' field set to 11/23/2009. Below this, there are checkboxes for 'Exempt from FUT' (checked), 'Use Total Wage for Multi-State', and 'Always create W2 for NQDC Rptg'. A section titled 'Special Tax Withholding Status' contains several radio button options: 'None' (selected), 'Do Not Maintain Taxable Gross and Do Not Withhold Tax', 'Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below', and 'Non-Resident Alien; Tax Treaty/NR Data'. At the bottom, there is a 'W-4 Processing Status' section with radio buttons for 'None', 'Notification Sent', and 'New W-4 Received'. A red box highlights the 'Effective Date' field, and another red box highlights the 'Add Row (+)' button in the top right corner.

**NOTE:** Steps 1 and 2 must be completed on this tab, even if updates are to be made on the **State** or **Local Tax Data** tabs.

3. Complete the *Federal Withholding Status* section.

<input type="radio"/> Non-Resident Alien; Tax Treaty/NR Data		
W-4 Processing Status: <input type="radio"/> None <input type="radio"/> Notification Sent <input type="radio"/> New W-4 Received		
<b>Federal Withholding Status</b>		
Tax Marital Status: <input type="radio"/> Single <input checked="" type="radio"/> Married		Withholding Allowances: <input type="text" value="0"/>
<input type="checkbox"/> Check here and select Single status if married but withholding at single rate.		
<b>Flagged for IRS</b>		
<input type="checkbox"/> W4 Flagged for Transmission		

**NOTE:** If an employee is exempt from Federal withholding, or has a withholding allowance above **9**, the Agency Payroll Specialist must contact DAS HCM Payroll.


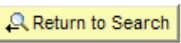

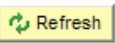
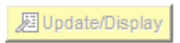

4. Complete the **FWT Additional Amount** section.

Flagged for IRS	
<input type="checkbox"/> W4 Flagged for Transmission	
FWT Additional Amount	
Amount: <input type="text"/>	Percentage: <input type="text"/>

**NOTE:** Do not enter or change any information on the rest of the sections of the **Federal Tax Data** tab, unless specifically instructed to.

5. Scroll to the bottom of the screen and click the  button.

*Form W9 Recd:	No	W9 In Effect Date:	<input type="text"/>
Taxpayer ID Number:	<input type="text"/>	NRA Withholding Rule:	Subject to Rule
Allowable Earnings Codes		Find   View All	First 1 of 1 Last
Income Code (for 1042-S):	Max Earnings Eligible Per Year:	Tax Rate (after form):	Tax Rate (before form):

[Federal Tax Data](#) | [State Tax Data](#) | [Local Tax Data](#)

Click the **Save** button before changing screens, tabs, or closing the OAKS application.

**NOTE:** Do not click the **Save** button if you are also updating State or Local tax information.

## Updating Employee State Tax Data

1. Click the **Add Row** (+) button, located in the upper right hand corner. This creates a new row.

Federal Tax Data | State Tax Data | Local Tax Data

James Smith | Person ID: 10100004

Company:

Effective Date | Find | View All | First | 1 of 1 | Last

\*Effective Date: 11/23/2009 | This data was last updated by on | + | -

☒ Exempt from FUT | ☐ Use Total Wage for Multi-State | ☐ Always create W2 for NQDC Rptg

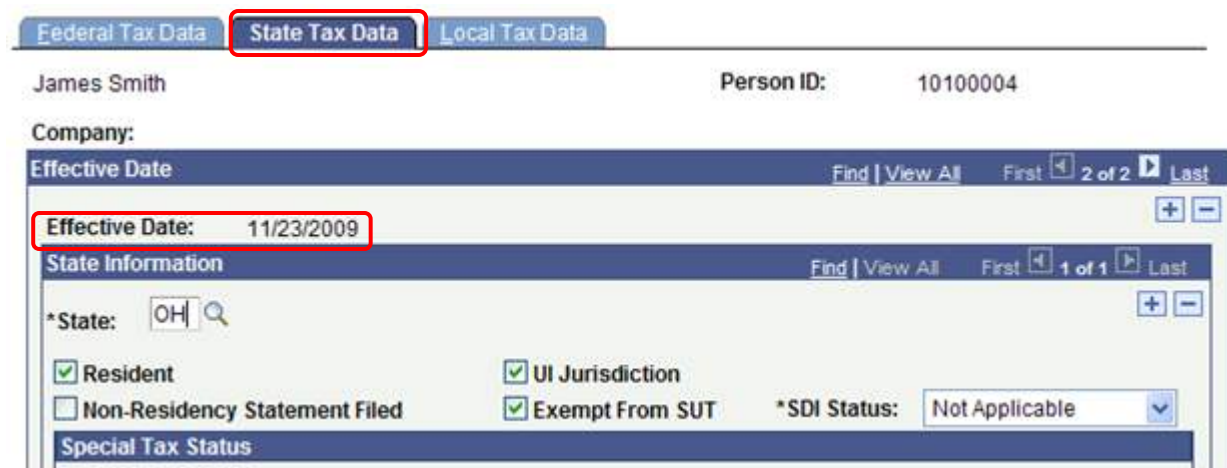
Special Tax Withholding Status

☒ None  
☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax  
☐ Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below  
☐ Non-Resident Alien; Tax Treaty/NR Data

W-4 Processing Status: ☐ None | ☐ Notification Sent | ☐ New W-4 Received

2. On the **Federal Tax Data** tab, enter the **Effective Date**, which corresponds to the Sunday at the beginning of the current pay period.

3. Click the **State Tax Data** tab.



The screenshot shows the 'State Tax Data' tab selected. At the top, there are three tabs: 'Federal Tax Data', 'State Tax Data' (highlighted with a red box), and 'Local Tax Data'. Below the tabs, the employee's name 'James Smith' and 'Person ID: 10100004' are displayed. The 'Effective Date' field is highlighted with a red box and contains the date '11/23/2009'. Below this is the 'State Information' section, which includes a dropdown for '\*State:' set to 'OH'. There are several checkboxes: 'Resident' (checked), 'Non-Residency Statement Filed' (unchecked), 'UI Jurisdiction' (checked), and 'Exempt From SUT' (checked). The '\*SDI Status:' is set to 'Not Applicable'. The 'Special Tax Status' section is partially visible at the bottom.

4. Verify that the **Effective Date** is the correct one. If it is not, you have to return to the **Federal Tax Data** tab and correct it there.

**NOTE:** For out-of-state taxes, refer to the following section, *Updating Employee Local Tax Data*, on page 208.



5. On the **State Tax Data** tab, the most common field that should be changed is the entry for **Withholding Allowances**.

Effective Date: 11/23/2009

**State Information** Find | View All First 1 of 1 Last

\*State: OH

☒ Resident ☒ UI Jurisdiction  
☐ Non-Residency Statement Filed ☒ Exempt From SUT \*SDI Status: Not Applicable

**Special Tax Status**

☒ None  
☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax  
☐ Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below  
☐ Non-Resident Alien; Fed Rules

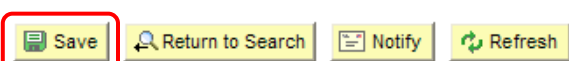
**State Withholding Elements**

\*SWT Marital/Tax Status: Description:

**Withholding Allowances:** 0

Additional Amount:

6. Scroll to the bottom of the screen, and click the  button.



[Federal Tax Data](#) | [State Tax Data](#) | [Local Tax Data](#)

Click the **Save** button before changing screens, tabs, or closing the OAKS application.

**NOTE:** Do not click the **Save** button if you are also updating Federal or Local tax information.

### *When The Employee Lives Out of State*

1. Click the **Add Row (+)** button, located in the upper right hand corner. This creates a new row.

The screenshot shows the 'Federal Tax Data' tab for employee James Smith (Person ID: 10100004). The 'Effective Date' is set to 11/23/2009. The 'Add Row (+)' button is highlighted in the upper right corner. Below the date, there are checkboxes for 'Exempt from FUT', 'Use Total Wage for Multi-State', and 'Always create W2 for NQDC Rptg'. The 'Special Tax Withholding Status' section includes radio buttons for 'None', 'Do Not Maintain Taxable Gross and Do Not Withhold Tax', 'Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below', and 'Non-Resident Alien; Tax Treaty/NR Data'. The 'W-4 Processing Status' section includes radio buttons for 'None', 'Notification Sent', and 'New W-4 Received'.

2. On the **Federal Tax Data** tab, enter the **Effective Date**, which corresponds to the Sunday at the beginning of the current pay period.

3. Click the **State Tax Data** tab.
4. Verify that the **Effective Date** is the correct one. If it is not, you have to return to the **Federal Tax Data** tab and correct it there.

Federal Tax Data | **State Tax Data** | Local Tax Data

James Smith Person ID: 10100004

Company:

Effective Date Find | View All First 1 of 1 Last

**Effective Date: 11/23/2009**

State Information Find | View All First 1 of 1 Last

5. Enter **OH** in the **State** field of the **State Information** row.
6. Make sure the **Resident** check box is **not** selected, and the **Non-Residency Statement Filed**, **UI Jurisdiction**, and **Exempt From SUT** check boxes are selected.

State Information

Find | View All First 1 of 1 Last

\*State: OH

☐ Resident ☒ UI Jurisdiction

☒ Non-Residency Statement Filed ☒ Exempt From SUT

\*SDI Status: Not Applicable

7. In the **Special Tax Status** section:
  - If paying Ohio tax, select the **None** radio button.
  - If **not** paying Ohio tax, select the **Maintain Taxable Gross** radio button.

Special Tax Status

☐ None

☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax

☒ Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; Fed Rules

State Withholding Elements


\*SWT Marital/Tax Status: Description:

Withholding Allowances: 0

8. The **State Withholding Elements** section is utilized by entering any amounts the employee wants withheld.

9. Click the **Save** button.

10. Click the **Add Row (+)** button to create a new **State Information** row for the resident state.

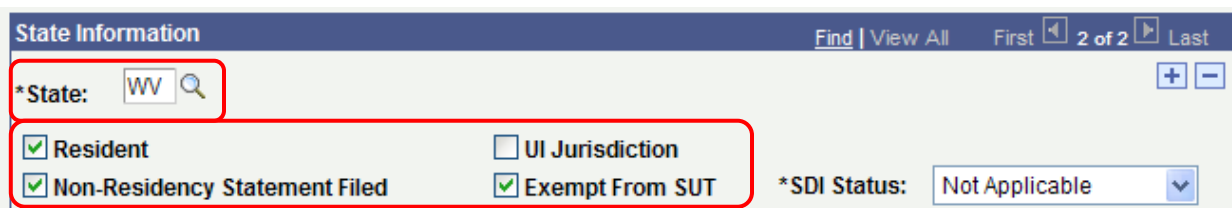


The screenshot shows the 'State Information' form. At the top, there's a header bar with 'Find | View All' and 'First 1 of 1 Last'. Below this, the '\*State:' field contains 'OH' with a search icon. To the right of the field, there are two buttons: a blue '+' button and a blue '-' button. The '+' button is highlighted with a red rectangular box.

11. In the new **State Information** row, enter the resident state in the **State** field.

12. The **Resident**, **Non-Residency Statement Filed**, and **Exempt From SUT** check boxes need to be selected.

The **UI Jurisdiction** check box is **not** selected.



The screenshot shows the 'State Information' form with two rows. The first row has '\*State:' set to 'WV'. The second row has four check boxes: 'Resident' (checked), 'Non-Residency Statement Filed' (checked), 'UI Jurisdiction' (unchecked), and 'Exempt From SUT' (checked). The 'SDI Status' dropdown is set to 'Not Applicable'. A red rectangular box highlights the first three check boxes and the 'State' field of the second row.

13. In the **Special Tax Status** section, the **Maintain Taxable Gross** radio button must be selected.

The screenshot shows two sections of a payroll system interface. The top section, titled "Special Tax Status", contains four radio button options: "None", "Do Not Maintain Taxable Gross and Do Not Withhold Tax", "Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below" (which is selected and highlighted with a red rectangle), and "Non-Resident Alien; Fed Rules". The bottom section, titled "State Withholding Elements", contains two fields: "\*SWT Marital/Tax Status:" with a dropdown menu and a magnifying glass icon, and "Withholding Allowances:" with a text input field containing the number "0". A "Description:" label is positioned to the right of the first field, and a text input field is to its right.

**NOTE:** We **do not** withhold taxes for neighboring states.

14. Click the  button.

## Updating Employee Local Tax Data

1. Click the **Add Row** (+) button, located in the upper right hand corner. This creates a new row.

The screenshot shows the 'Local Tax Data' tab for employee James Smith (Person ID: 10100004). The 'Effective Date' field is set to 11/23/2009. The 'Add Row' (+) button is in the top right corner. Below the date field, there are checkboxes for 'Exempt from FUT' (checked), 'Use Total Wage for Multi-State', and 'Always create W2 for NQDC Rptg'. The 'Special Tax Withholding Status' section has radio button options: 'None' (selected), 'Do Not Maintain Taxable Gross and Do Not Withhold Tax', 'Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below', and 'Non-Resident Alien; Tax Treaty/NR Data'. At the bottom, there is a 'W-4 Processing Status' section with radio button options: 'None', 'Notification Sent', and 'New W-4 Received'.

2. On the **Federal Tax Data** tab, enter the **Effective Date**, which corresponds to the Sunday at the beginning of the current pay period.



3. Click the **Local Tax Data** tab.
4. Verify that the **Effective Date** is the correct one. If it is not, you have to return to the **Federal Tax Data** tab and correct it there.

James Smith      Person ID: 10100004

Company:

Effective Date      Find | View All      First 2 of 2 Last

Effective Date: 11/23/2009

States      Find | View All      First 1 of 1 Last

State:

5. Verify the employee's residence locality.
  - If the employee's residence locality is the **same** as their work locality, follow the steps on page 210.
  - If the employee's residence locality is **different** from their work locality, follow the steps on page 212.

*When The Employee's Residence Locality Is The Same As Their Work Locality*

1. Enter the **Locality** according to the employee's W-4 form.

The screenshot shows a payroll system interface with the following fields and controls:

- Company:** (Label)
- Effective Date:** 11/23/2009 (Text field)
- States:** (Section header)
- State:** (Text field)
- Locality:** (Section header)
- \*Locality:** 18000 (Text field with a search icon)
- ☒ **Resident** (Checkbox, highlighted with a red box)
- Other Work Locality:** (Text field with a search icon)
- Special Tax Status:** (Text field)

Navigation controls (Find, View All, First, Last, 2 of 2, 1 of 1) are visible for the Effective Date, States, and Locality sections.

2. Click the **Resident** check box if the employee's residence and work locality are the **same**; otherwise leave blank and follow the instructions in the *When The Employee's Residence Locality Is Different From Their Work Locality* section, on page 212.

3. Verify that the **Local Withholding Allowances** field has the same value as shown on the **State Tax Data** tab.

**NOTE:** When adding a work locality, refer to the following section, *Updating Employee Tax Distribution*, on page 215.

Local Withholding Status	
LWT Marital/Tax Status: <input type="checkbox"/>	Local Withholding Allowances: <input type="text" value="0"/>
Local Additional Amount	
Additional Withholding Amount: <input type="text"/>	Percentage: <input type="text"/>

Save	Return to Search	Notify	Refresh
------	------------------	--------	---------

Update/Display	Include
----------------	---------

[Federal Tax Data](#) | [State Tax Data](#) | [Local Tax Data](#)

Click the **Save** button before changing screens, tabs, or closing the OAKS application.

4. Scroll to the bottom of the screen and click the  button.

**NOTE:** Do not click the **Save** button if you are also updating Federal or State tax information.

### *When The Employee's Residence Locality Is Different From Their Work Locality*

1. Click the **Add Row (+)** button, located in the upper right hand corner of the **Locality** section. This creates a new **Locality** row.

Federal Tax Data | State Tax Data | **Local Tax Data**

James Smith | Person ID: 10100004

Company:

Effective Date: 11/23/2009

States

State:

Locality

\*Locality: 18000

☐ Resident

Other Work Locality:

**NOTE:** When entering localities, there might be cases that have entries for Work, Residence and School District. A **separate** locality record must be added for each one (Step 1.)

2. Enter the **Locality** according to the employee's Address Change/Determination of Municipal Tax Liability form.
3. Verify that the **Resident** check box is not selected.

Locality

\*Locality: 18000 COLUMBUS

☐ Resident Other Work Locality:

\*\*If you are entering a different **Locality** for a *School District*, the **Resident** check box is selected.

Locality

\*Locality: 2503 COLUMBUS CSD

☒ Resident Other Work Locality:

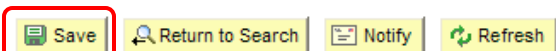
Every employee that is an Ohio resident must have a school district entered. School district **Locality** codes are 4 digits. Never post any local additional amount for a school district.

**NOTE:** The school district exemption must match the State exemption or an error occurs.

**NOTE:** When adding a work locality, refer to the following section, *Updating Employee Tax Distribution*, on page 215.

4. Verify that the **Local Withholding Allowances** field has the same value as shown on the **State Tax Data** tab.

The screenshot shows two sections of a form. The top section, titled "Local Withholding Status", contains a "LWT Marital/Tax Status:" field with a dropdown menu and a "Local Withholding Allowances:" field with a text input containing the value "0". The bottom section, titled "Local Additional Amount", contains an "Additional Withholding Amount:" field and a "Percentage:" field. The "Local Withholding Allowances:" field is highlighted with a red rectangular box.



[Federal Tax Data](#) | [State Tax Data](#) | [Local Tax Data](#)





Click the **Save** button before changing screens, tabs, or closing the OAKS application.

**NOTE:** If this is not completed, taxes **are not** withheld correctly.

5. Scroll to the bottom of the screen and click the  button.

# Updating Employee Tax Distribution

Some employees may work in multiple localities, or may move to another locality during the course of their work. If the employee moves or works in multiple localities, their taxes are required to be distributed between these localities. Tax distribution is used only for work locations, not residency.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click  on the right side of the screen.



**NOTE:** The Agency Payroll Specialist only needs to perform this function with a new employee or when an employee moves from one location to another. If not correctly updated, this causes a payroll error and stops the check from being produced.


5. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Update Tax Distribution**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:	begins with ▼	10100004
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	

☐ Include History   ☐ Case Sensitive

**Search**   **Clear**   [Basic Search](#)    [Save Search Criteria](#)



6. Click the **Add Row (+)** button, located in the upper right hand corner of the **Locality** section. This creates a new locality row.

**Employee Tax Distribution**

James Smith97      EMP      ID: 10100614      Empl Rcd #: 0

**Tax Distribution**      Find | View All      First 1 of 1 Last

\*Effective Date: 11/23/2009      Country: USA      ☐ Insert Pre-filled Tax Location

**States/Localities**      Customize | Find | View All      First 1 of 1 Last

*State	Locality	Distribution %
OH	18000 COLUMBUS	100.000

Save      Return to Search      Notify      Refresh      Update/Display      Include Hist

7. **Effective Date** must be the Sunday at the beginning of the current pay period. (It must match the date on the **Local Tax Data** tab.)

8. Scroll to the bottom of the screen and click the **Save** button.



*This completes the Taxes segment.*

# Update Payroll Options (Check Address)



The **Update Payroll Options** field is used by the Check Print program to indicate the address printed under the employee's name on his or her check stub. The system has been designed to default to the employee's home address.





On the rare occasions when an employee wants a mailing address or another address on the paycheck make the designation using the following steps:

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Update Payroll Options** on the right side of the screen.

Main Menu > Payroll for North America >

## Employee Pay Data USA

Maintain employee payroll information.

 <b>Pay Check Messages</b> Paycheck Messages	 <b>Create Additional Pay</b> Add or update additional earnings paid to an employee on a regular schedule.
 <b>Update Payroll Options</b> Add or update an employee's paycheck delivery and deduction options.	 <b>Search by National ID</b> Find a person by entering a social security number.

4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**


EmplID:	begins with ▾	<input type="text"/>
Empl Rcd Nbr:	= ▾	<input type="text"/>
Name:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Second Name:	begins with ▾	<input type="text"/>
Alternate Character Name:	begins with ▾	<input type="text"/>
Middle Name:	begins with ▾	<input type="text"/>

☐ Include History   ☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

The **Payroll Options 1** tab has the employee's **Home Address** selected by default.

Payroll Options 1

Payroll Options 2

James Employee0104

ID: 10100339

Company: OH

Paycheck Delivery Option

☒ Company Distribution

☐ Postal Service

Distribution Mail Option

☒ Home Address

☐ Mailing Address

☐ Check Address

[Update Check Address](#)

Employee's Current Address

Country:

USA

United States

Address:

960 Park Street

Columbus, OH 43215

## Mailing Address

To print the employee's mailing address on the paycheck:

1. Select the **Mailing Address** radio button.
2. Verify the mailing address is correct.

**Distribution Mail Option**

☐ Home Address    ☒ **Mailing Address**    ☐ Check Address    [Update Check Address](#)

**Employee's Current Address**

Country: USA United States

Address: 123 Main Street  
Columbus, OH 43215

**Save**    [Return to Search](#)    [Notify](#)    [Refresh](#)    [Update/Display](#)    [Include History](#)

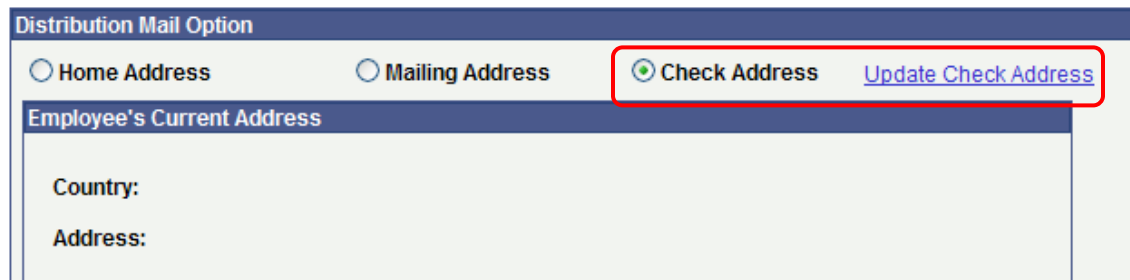
3. If the address is correct, click the **Save** button.

**NOTE:** If the address is not correct, navigate to the employee's **Biographical Details** record at Workforce Administration ⇒ Personal Information ⇒ Modify a Person ⇒ Biographical Details to update the mailing address.

## Check Address

To print another address on the employee's paycheck:

1. Select the **Check Address** radio button.
2. Click the **Update Check Address** link.



The screenshot shows a web form titled "Distribution Mail Option". It contains three radio buttons: "Home Address", "Mailing Address", and "Check Address". The "Check Address" radio button is selected and highlighted with a red box. To the right of the "Check Address" radio button is a blue link labeled "Update Check Address", which is also highlighted with a red box. Below the radio buttons is a section titled "Employee's Current Address" with two input fields labeled "Country:" and "Address:".

3. In the **Current and Future Addresses** section that appears, change the **Effective Date** to the date at the beginning of the indicated pay period (the pay period when the employee wants this address on his or her checks.)
4. Enter **USA** in the **Country** field.

The screenshot shows a web interface for updating payroll options. At the top, there's a 'Distribution Mail Option' header with three radio buttons: 'Home Address', 'Mailing Address', and 'Check Address' (which is selected). To the right of these buttons is a link 'Update Check Address'. Below this is a section titled 'Update Employee's Check Addr'. Inside this section is a sub-section titled 'Current and Future Addresses'. This sub-section contains a table with one row. The first column is '\*Effective Date:' with a text input containing '07/18/2010' and a calendar icon. The second column is '\*Status:' with a dropdown menu showing 'Active'. The third column is 'Country:' with a text input containing 'USA' and a magnifying glass icon. Below the table is an 'Address:' label and an 'Edit Address' link. The 'Effective Date' and 'Country' fields are highlighted with a red box, and the 'Edit Address' link is also highlighted with a red box.

5. Click the **Edit Address** link.

6. On the **Edit Address** screen, enter the new address.


**Edit Address**


Country: United States [Change Country](#)

Address 1: 1614 Oak Mill Run

Address 2:

Address 3:

City: Columbus State: OH  Ohio Postal: 43215






County: 

**OK** Cancel

7. Click the **OK** button.

The **Country** field can be blank. It is not required on the **Edit Address** screen.

8. On the **Payroll Options 1** tab, click the **Save** button.

**Save**  Return to Search  Notify  Refresh  Update/Display  Include History

[Payroll Options 1](#) | [Payroll Options 2](#)

*This completes the Update Payroll Options segment.*





# Deductions

OAKS allows for general deductions that are not related to benefits to be taken from an employee's paycheck. These general deductions are entered into OAKS by the Agency Payroll Specialist at this time.



## Entering Deductions

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Create General Deductions** on the right side of the screen.




4. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

**Find an Existing Value**

EmplID:	begins with ▼	<input type="text"/>
Empl Rcd Nbr:	= ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>

☐ Include History   ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

5. Click the magnifying glass (  ) located to the right of **Deduction Code**.

Or enter the **Deduction Code** if you know it.



The screenshot shows a web application interface for "General Deduction Data". At the top, it displays "James Employee0122" and "Person ID: 10100347". Below this, it shows "Company: OH" and "State of Ohio". The main section is titled "General Deduction" and contains a search bar labeled "\*Deduction Code:" with a magnifying glass icon to its right, which is highlighted by a red square. Below the search bar is a section titled "Deduction Details" with fields for "\*Effective Date:", "\*Deduction Calculation Routine:", and "Take on all Paygroups" (checked). There is also a dropdown menu for "Employee Record Number".

6. A list of **Deduction Codes** and **Descriptions** appears to the left of the screen.

Click the appropriate **Description**.



**NOTE:** Agency Payroll Specialists may add Credit Union, Bargaining Unit dues, or combination charitable deductions.

## Look Up Deduction Code

To find codes easier, click **Description** to alphabetize the list.

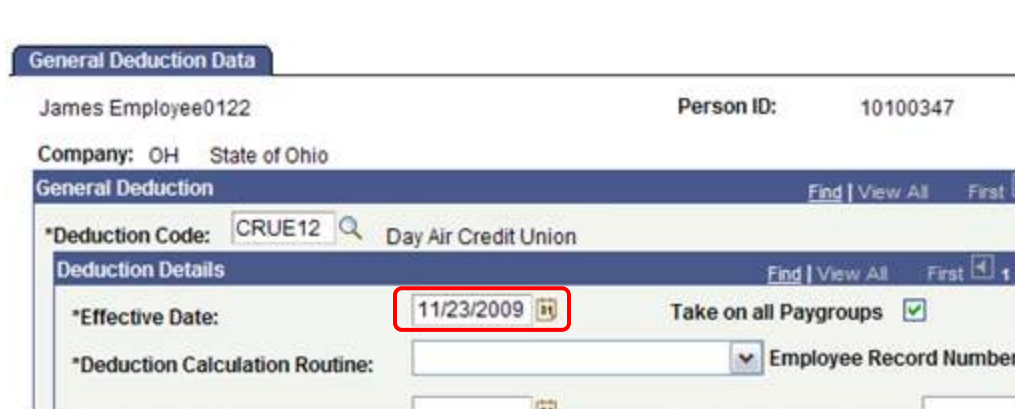
Deduction Code:     [Basic Lookup](#)

### Search Results

<a href="#">View All</a>	First	 1-100 of 101  <a href="#">Last</a>
<a href="#">Deduction Code</a>	<a href="#">Description</a>	
<a href="#">CAFE10</a>	<a href="#">Employee Cafeteria</a>	
<a href="#">CAFE74</a>	<a href="#">Cafeteria - Ohio Veterans Home</a>	
<a href="#">CAFE75</a>	<a href="#">Housing - Ohio Veterans Home</a>	
<a href="#">CCRK01</a>	<a href="#">Consumer Credit Columbus</a>	
<a href="#">CCRK13</a>	<a href="#">Consumer Credit Cincinnati</a>	
<a href="#">CPPA05</a>	<a href="#">Computer Purchase Loan AOS</a>	
<a href="#">CRUE01</a>	<a href="#">Tappan Credit Union</a>	
<a href="#">CRUE04</a>	<a href="#">Kemba Cincinnati Credit Union</a>	
<a href="#">CRUE06</a>	<a href="#">Columbus St Fed Credit Union</a>	
<a href="#">CRUE08</a>	<a href="#">Delco Triangle Credit Union</a>	
<a href="#">CRUE10</a>	<a href="#">Member One Credit Union</a>	
<a href="#">CRUE12</a>	<a href="#">Day Air Credit Union</a>	
<a href="#">CRUE13</a>	<a href="#">Empire Affiliates Credit Union</a>	
<a href="#">CRUE15</a>	<a href="#">ODJFS Federal Credit Union</a>	

7. The Employee's Name appears at the top of the **General Deduction Data** screen.

Make certain the **Effective Date** starts at the Sunday at the beginning of a pay period.



General Deduction Data

James Employee0122 Person ID: 10100347

Company: OH State of Ohio

General Deduction Find | View All First

\*Deduction Code: CRUE12 Day Air Credit Union

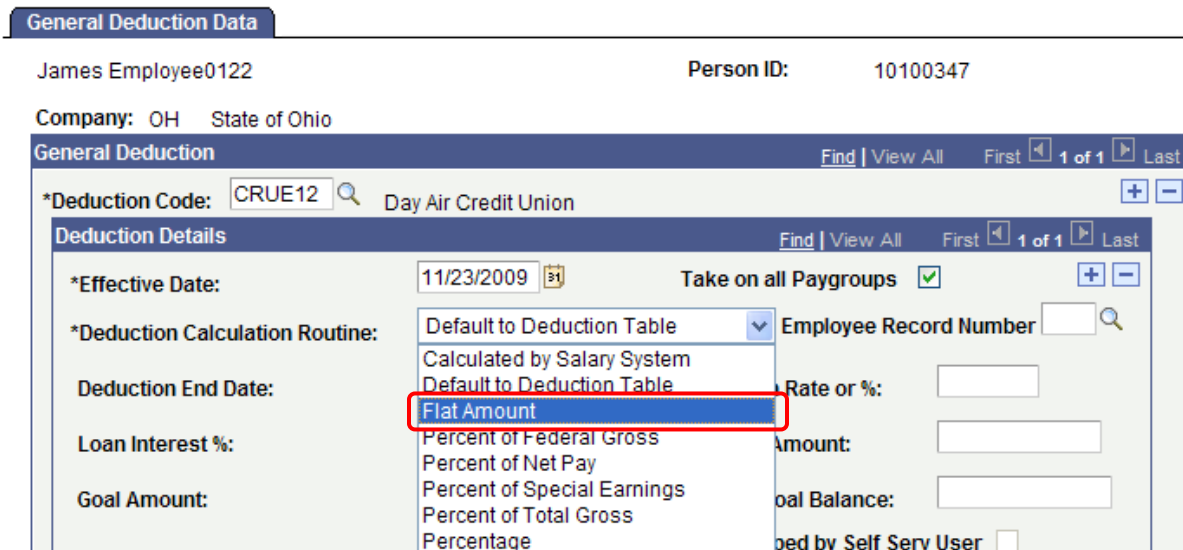
Deduction Details Find | View All First 1 of 1

\*Effective Date: 11/23/2009 Take on all Paygroups ☒

\*Deduction Calculation Routine: Employee Record Number

8. Click the **Deduction Calculation Routine** drop-down list.

9. Select an option from the drop-down list.



General Deduction Data

James Employee0122 Person ID: 10100347

Company: OH State of Ohio

General Deduction Find | View All First 1 of 1 Last

\*Deduction Code: CRUE12 Day Air Credit Union

Deduction Details Find | View All First 1 of 1 Last

\*Effective Date: 11/23/2009 Take on all Paygroups ☒

\*Deduction Calculation Routine: Default to Deduction Table Employee Record Number

Deduction End Date: Flat Amount

Loan Interest %: Percent of Federal Gross

Goal Amount: Percent of Net Pay

Percent of Special Earnings

Percent of Total Gross

Percentage

Rate or %:

Amount:

Goal Balance:

ded by Self Serv User ☐

10. Enter the dollar amount that the employee wishes to have deducted from each check in the **Flat/Addl Amount** field, if it is a deduction that requires a flat amount.

The screenshot shows a web form for entering deduction information. The form is divided into two main sections. The top section contains four input fields: 'Loan Interest %:', 'Flat/Addl Amount:', 'Goal Amount:', and 'Current Goal Balance:'. The 'Flat/Addl Amount:' field is highlighted with a red rectangular box. Below these fields is a checkbox labeled 'Ded. stopped by Self Serv User'. The bottom section contains two text fields: 'This data was last updated by' and 'Data last updated on', both of which are highlighted with red rectangular boxes. A green callout bubble points to these two fields. At the bottom of the form, there are five buttons: 'Save', 'Return to Search', 'Refresh', 'Update/Display', and 'Include'.

When the information is saved, the **This data was last update by** & **Data last updated on** should be populated with **Online User** and the current date.

11. Click the  button to complete the deduction.

**NOTE:** Agency Payroll Specialists add Credit Union, Bargaining Unit dues, or combined charitable deductions.

All other deductions are entered by DAS HCM Payroll or can come through a vendor interface file, such as FBMC.

**NOTE:** When adding a new deduction, you may get an error message. Review all information to verify it is entered correctly and continue clicking **OK** until the error stops appearing.

## Stopping a Deduction

You may have to stop a general deduction in OAKS. This should only be done when an employee leaves the agency or makes the request to stop deductions.

1. Locate the employee's record as outlined in *Using Search Screens*, on page 20.
2. Click the **Add Row (+)** button on the **Deduction Details** row.

3. Make the **Effective Date** the last day of the pay period you take the last deduction.
4. Make the **Deduction End Date** the same date as the **Effective Date**.

5. Remove all information from remaining fields, including **Flat/Addl Amount**, **Goal Amount**, **Current Goal Balance**, etc.
6. Click the **Save** button.

## Garnishments

This section contains Garnishment Processing guidelines. Garnishments are received at your agency, and should be forwarded to this address:

The Department of Administrative Services:  
Human Resource Division: Payroll  
30 E Broad, 28<sup>th</sup> Floor  
Columbus, Ohio 43215

These garnishments are processed by DAS HCM Payroll only:

### *Child or Spousal Support Court Order*

These are formal orders from the court system ordering the State of Ohio and your agency to garnish or withhold an employee's wages directly from that employee's paycheck.

When your agency receives a Child and/or Spousal Support Order (or "Writ,") please follow these simple rules:

1. ***Do not open, make copies of, retain or forward the order to the employee.***
2. Forward the unopened document(s) directly to DAS HCM Payroll for processing.
3. DAS HCM Payroll processes the Garnishment Order.
4. An envelope (containing a copy of the garnishment along with a request for a hearing) is returned to you/ your agency and is to be given directly to the employee.
5. On each pay period following the employee's receipt of the garnishment, an Interim Report is sent to you and your agency. ***This report is confidential, is not to be opened, and is to be given directly to the employee.***

### *Notice of Bankruptcy*

1. ***Do not open, make copies of, retain or forward the order to the employee.***
2. When your agency receives a "Notice of Bankruptcy," send the *unopened document* directly to DAS HCM Payroll for processing.
3. No further action is required by you or your agency.

### *IRS Tax Levy or Payroll Deduction Agreement (IRS FORM 2159)*

1. ***Do not open, make copies of, retain or forward the order to the employee.***
2. Forward the *unopened document* to DAS HCM Payroll for processing.
3. DAS HCM Payroll forwards the information to the employee's home address, as it appears in the OAKS system.
4. No further action is required by you or your agency.



### *Federal Student Loan Garnishments, Wage Assignments*

1. ***Do not open, make copies of, retain or forward the order to the employee.***
2. Forward the *unopened document* to DAS HCM Payroll for processing.
3. No further action is required by the agency.

---





## Garnishment Rules

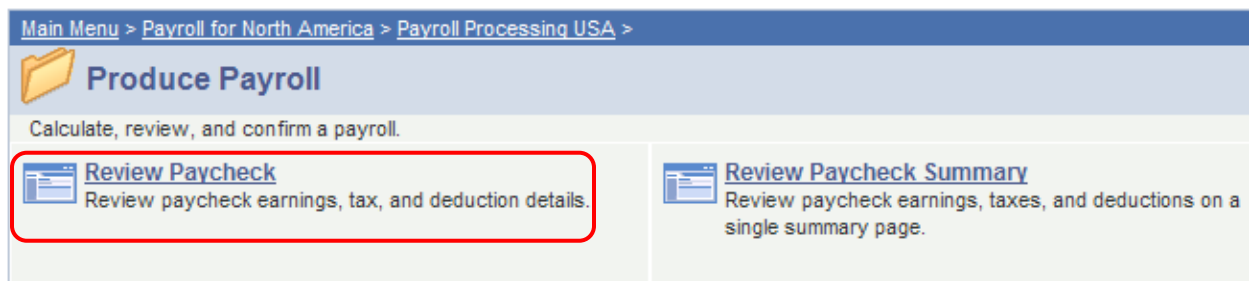
Even if DAS HCM Payroll processes garnishments, an employee may ask how these deductions are calculated. Much of this depends on the type of garnishment. Here are some general rules of thumb:

- Disposable Earnings are calculated by taking Gross Pay (minus) Taxes (minus) Employees portion of PERS (minus) Cost Saving Days deductions.
- Court Ordered Garnishments or Writs will take 25% of an employee's disposable earnings.
- Child Support /Spousal Support Court orders can take up to 65% of disposable earnings. The exact percentage is based on the amount of the order and whether the employee is behind in support or is supporting another family. Although court orders stipulate a monthly amount, Child Support deductions are made on a bi-weekly basis.
- Chapter 13 Bankruptcy deductions are pre-set amounts and are agreed on by the parties involved. This amount can take the entire paycheck. Chapter 7 Bankruptcy does not have a deduction.
- IRS Tax Levies can take everything but \$359.62. This amount varies based on the number of dependents the employee has. An employee can contact the IRS and come to an agreement with them on a different deduction amount. This is considered to be an IRS Post Levy (this amount is found under the general deductions.)
- Federal Student Loan deductions are 15% of disposable earnings.

**NOTE:** For additional questions, refer to the Payroll site at <http://www.das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollProcessing/tabid/373/Default.aspx>.

## Viewing a Garnishment on a Paycheck

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click  on the right side of the screen.



5. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

### Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Company:

begins with

Pay Group:

begins with

Pay Period End Date:

=

Off Cycle ?

Page #:

=

Line #:

=

Separate Check #:

=

Paycheck Number:

=

EmplID:

begins with

Name:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

5. From the search results, select the paycheck you want to review.

### Search Results

View All										First
Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Separate Check #	Form Identification	Paycheck Number	EmplID	
OH	BDE	09/13/2008	N	341	7	0	OHCHK	1003076	10103470	
OH	BDE	09/13/2008	N	342	1	0	OHCHK	1003077	10103471	

6. When the paycheck opens, there are three main tabs:

The screenshot shows a web interface for payroll deductions. At the top, there are three tabs: "Paycheck Earnings", "Paycheck Taxes", and "Paycheck Deductions". Below the tabs, there is a header section with employee information: "EmpID: 1103471", "Name: Employee 5735, James", and "Company: OH". The main content area is divided into two sections. The left section contains fields for "Paycheck Status: Confirmed", "Paycheck Option: Check", "Issue Date: 09/26/2008", and "Paycheck Number: 1003077". Below these are checkboxes for "Off Cycle", "Reprint", "Adjustment", "Corrected", and "Cashed". The right section contains a summary table:

Earnings:	1,071.20
Taxes:	176.45
Deductions:	107.12
Net Pay:	787.63

Below the summary table, there is a section for "Earnings" with a "Find | View All" link and a "First 1 of 2 Last" pagination. The "Earnings" section contains fields for "Begin Date: 08/31/2008", "End Date: 09/06/2008", "Addl Line #: 2", and "Reason: Not Specified". At the bottom, there are fields for "Employment Record Number: 0" and "Benefit Record Number: 0", along with a link for "Additional Data".

7. Click the **Paycheck Deductions** tab.

The screenshot shows the same web interface as before, but with the "Paycheck Deductions" tab highlighted by a red box. The employee information and the "Paycheck Earnings" section are visible, but the "Paycheck Taxes" and "Paycheck Deductions" sections are not shown.

5. There are four areas of information on the *Paycheck Deductions* tab:

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

EmplID: 10103471 Name: Employee5735 James  
 Company: 0 Date: 09/13/2008 Page: 342 Line: 1 Separate Check:

**Paycheck Information**

Paycheck Status: Confirmed Paycheck Option: Check  
 Issue Date: 09/26/2008 Paycheck Number: 1003077  
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

**Paycheck Totals**

Earnings:	1,071.20
Taxes:	176.45
Deductions:	107.12
Net Pay:	787.63

**Deductions**

Deduction Details 1 | Deductions | 3 | Customize | Find | View All | First 1-3 of 3 Last

Deduction Code	Description	Class	Amount	Calculated Base
DSBLTY	Disability Insurance	Nontaxable	8.57	2,321.00
RETIRE	Retirement	Before-Tax	107.12	1,071.20
RETIRE	Retirement	Nontaxable	149.97	1,071.20

**Garnishments**

**Net Pay Distribution**

Check/Advice Number	Account Type	Bank ID	Account Number	Amount

**Net Pay Distribution**

6. Click the arrow directly in front of *Garnishments*. This opens the garnishment portion of the paycheck.

**Garnishments**

**Net Pay Distribution**

Check/Advice Number	Account Type

The top line of the window displays the **Priority** and **Type** of garnishment.

▼ Garnishments Find | View All First 1 of 1 Last

Garnishment Priority:	ID:	Garnishment Type:
Vendor:		AP Status:
Garnishment Law Source:		Garnishment Rule ID:
Garn Disposable Earnings Amt:		<b>Priority</b>
Less Exemption:	0.00	<b>Type</b>
Less Other Garnishments:		1 Child Support
Maximum Deduction:		2 Chapter 13
Garn Deduction Limited Amount:		3 IRS Tax Levy
Deducted Garnishment Amount:		4 Fed Student Loan
Company Fee:		5 Writ/Court
Payee Fee:		6 Chapter 7
<b>Total Deducted:</b>		<input type="checkbox"/> Adjusted Due To Included Fee

The bottom line of the window is the **Total [amount] Deducted** from the current paycheck.

*This completes the Deductions segment.*





# Creating Reports in OAKS



**Purpose:** To explain the processes and information needed to run reports in OAKS.

**Process:** Provides an overview of the steps for running specific reports in OAKS and use this information during the payroll process.




**Pay-Off:** After completing this segment, you will be able to:

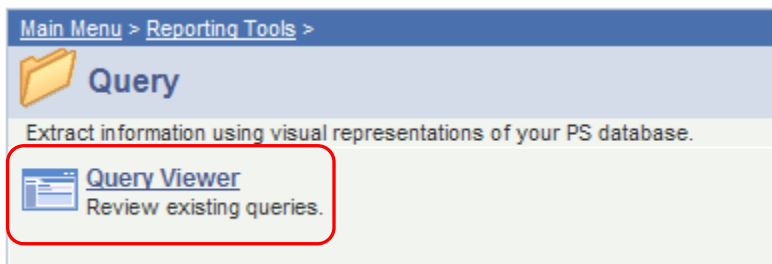
- Generate PS Query Reports
- Access Payroll Reports
- View the Payable Status Report

## PS Query Reports

PS Query reports let you search the existing queries on the PS Database. They can be run at any time.

**NOTE:** Contact your security administrator if you do not have access to this screen.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



**NOTE:** If you have a suggestion for a type of query you would like created, contact the DAS HCM Payroll Manager.



4. On the **Query Viewer** screen, enter a query name (or the beginning of a query name. )

**NOTE:** If you do not know the specific query name, you can enter the % (wildcard symbol) in the search field.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:   begins with

[Advanced Search](#)

5. Click the  button.

6. The search returns the query results. You want to export this information as an Excel spreadsheet.

Click the **Excel** link in that query's record.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with OH\_TL\_NO\_PAY

[Search](#) [Advanced Search](#)

### Search Results

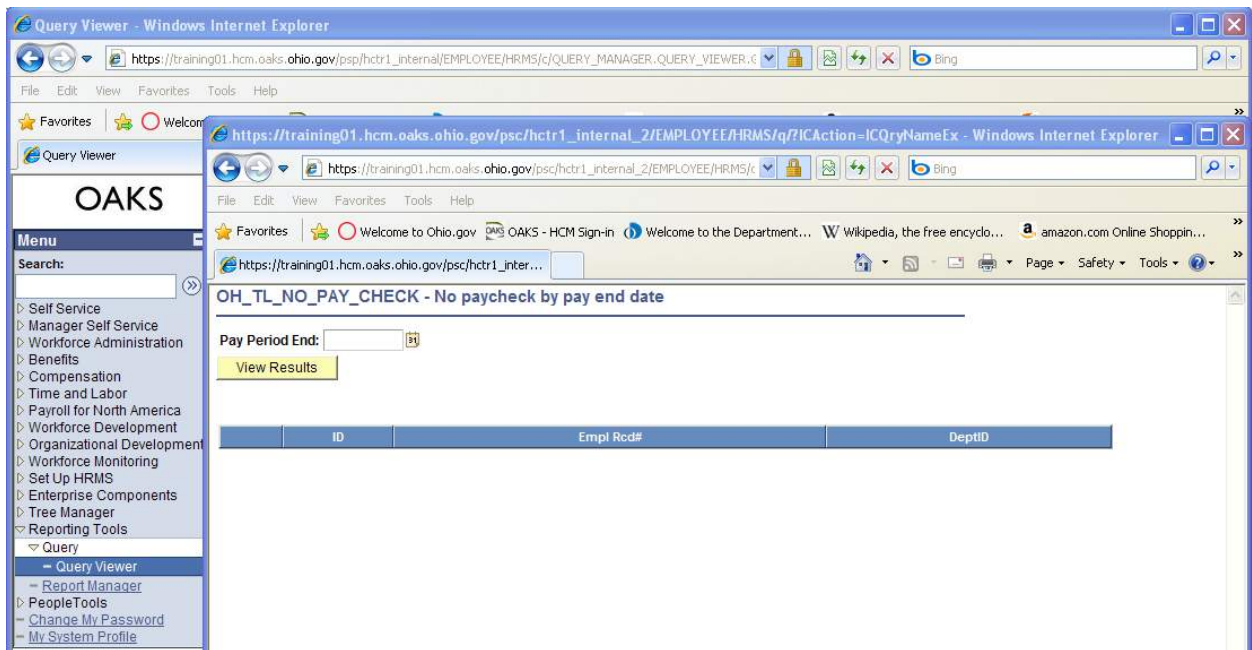
\*Folder View: -- All Folders --

Query		Customize   Find		First 1 of 1 Last			
Query Name	Description	Owner	Folder	Run HTML	Run to Excel	Schedule	Add to Favorites
OH_TL_NO_PAY_CHECK	No paycheck by pay end date	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

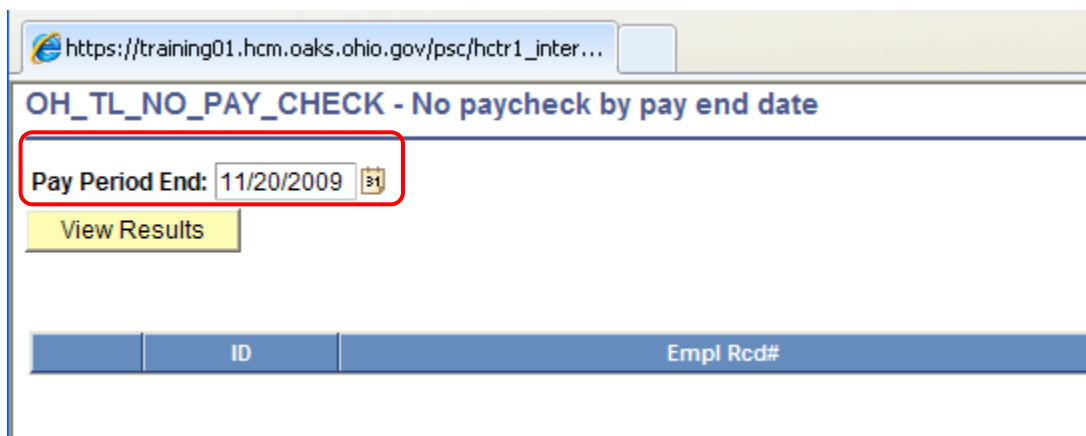
If you open the query in HTML format instead of Excel, you cannot sort or filter the data.

Click **Add to Favorites** to save the report to your Favorites. This shows a list of reports you commonly use when entering the **Query Viewer**, so you can skip the Search option.

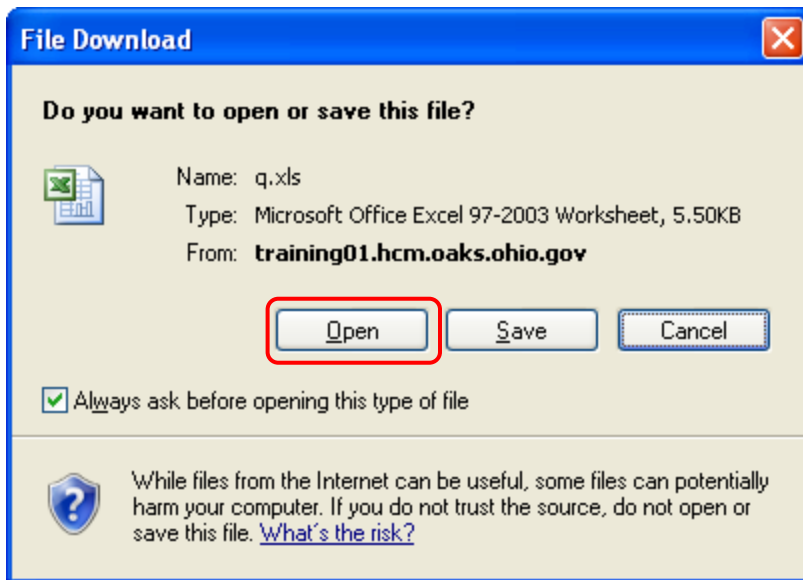
A new window opens.




7. Enter the **Pay Period End** date to view. Click the calendar icon (  ) to select the date.



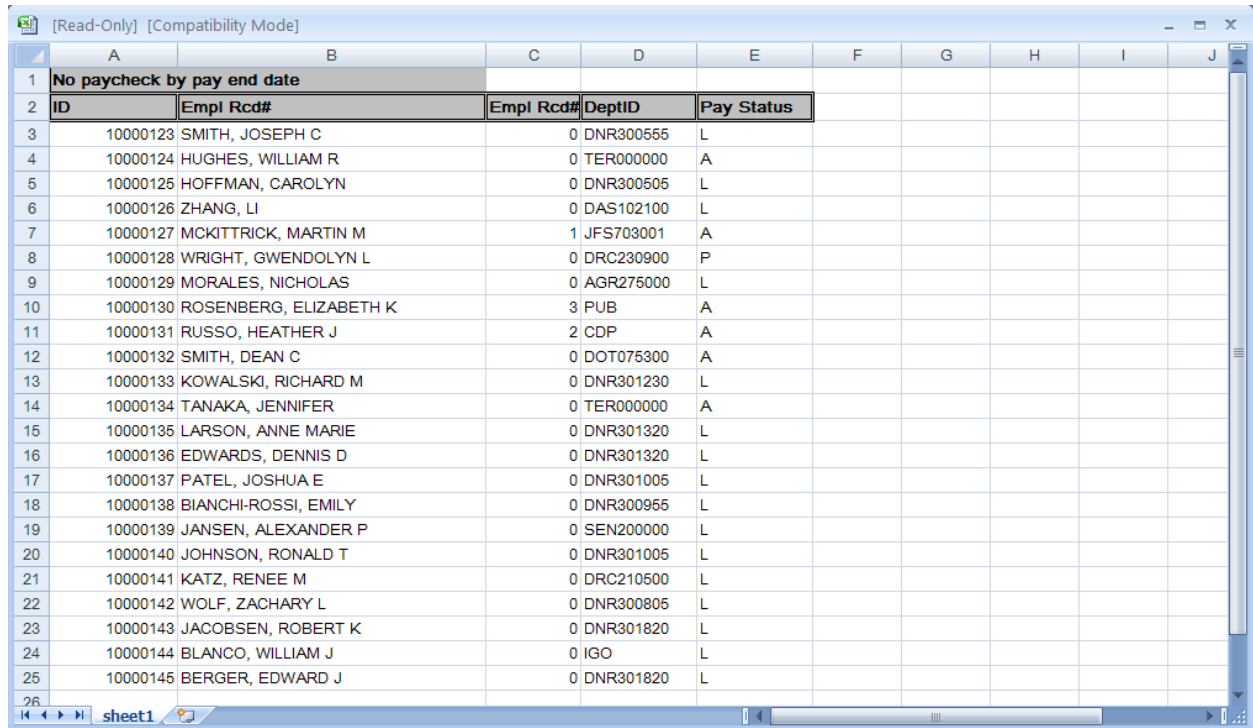
8. Click the  button.



9. Click the  button on the dialog box that appears.

**NOTE:** Be aware that pop-up blockers may need to be adjusted. Otherwise, the spreadsheets may not open.

The query opens in Excel spreadsheet format. It can be sorted and edited. It can be saved to a local folder to access later.



	A	B	C	D	E	F	G	H	I	J
1	No paycheck by pay end date									
2	ID	Empl Rcd#	Empl Rcd#	DeptID	Pay Status					
3	10000123	SMITH, JOSEPH C		0 DNR300555	L					
4	10000124	HUGHES, WILLIAM R		0 TER000000	A					
5	10000125	HOFFMAN, CAROLYN		0 DNR300505	L					
6	10000126	ZHANG, LI		0 DAS102100	L					
7	10000127	MCKITTRICK, MARTIN M		1 JFS703001	A					
8	10000128	WRIGHT, GWENDOLYN L		0 DRC230900	P					
9	10000129	MORALES, NICHOLAS		0 AGR275000	L					
10	10000130	ROSENBERG, ELIZABETH K		3 PUB	A					
11	10000131	RUSSO, HEATHER J		2 CDP	A					
12	10000132	SMITH, DEAN C		0 DOT075300	A					
13	10000133	KOWALSKI, RICHARD M		0 DNR301230	L					
14	10000134	TANAKA, JENNIFER		0 TER000000	A					
15	10000135	LARSON, ANNE MARIE		0 DNR301320	L					
16	10000136	EDWARDS, DENNIS D		0 DNR301320	L					
17	10000137	PATEL, JOSHUA E		0 DNR301005	L					
18	10000138	BIANCHI-ROSSI, EMILY		0 DNR300955	L					
19	10000139	JANSEN, ALEXANDER P		0 SEN200000	L					
20	10000140	JOHNSON, RONALD T		0 DNR301005	L					
21	10000141	KATZ, RENEE M		0 DRC210500	L					
22	10000142	WOLF, ZACHARY L		0 DNR300805	L					
23	10000143	JACOBSEN, ROBERT K		0 DNR301820	L					
24	10000144	BLANCO, WILLIAM J		0 IGO	L					
25	10000145	BERGER, EDWARD J		0 DNR301820	L					
26										

**NOTE:** If you are unable to retrieve data or access a specific report or query in OAKS, contact your DAS HCM Payroll Specialist.

## Payroll Queries

Query Name	When to Run	Description	Why You Use It
OH_PYQ11_EMPL_PAYCHECK_INFO	M, T, W, Th — Processing Week M — Pay Week	Lists all employee paycheck gross total to net total (sorted alphabetically.)	Review paychecks to make sure it matches your employee roster and that no active employee is missing a paycheck.
SAME QUERY STRING AS #1- ALPHA	M, T, W, Th — Processing Week M — Pay Week	Lists all employee paychecks from low to high net (sorted by net, then alphabetically.)	Review paycheck amounts, sorted from low to high net, to spot any unusual paycheck amounts.
OH_ZERO_PAYCHECK	M, T, W, Th — Processing Week M — Pay Week	Lists all employee paycheck gross total (sorted alphabetically.)	Shows any employees generating a gross paycheck, with a net of zero.
OH_PYQ31_EXTRACT_ADD_PAY	M, T, W, Th — Processing Week	Lists all instances of additional pay with an effective date in that pay period.	Review instances of additional pay for that pay period to ensure it is being accurately paid and there are no errors.
OH_PYQ31_EXTRACT_ADD_PAY_NO_ED	M, T, W, Th — Processing Week	Lists all instances of additional pay with no end date specified.	Review instances of additional pay that have no end date so that end parameters can be set. Otherwise, additional pay will be paid indefinitely.
OH_TLQ09_UNRESOLVD_EXCPT	T, W, Th — Processing Week	Lists all unresolved exceptions (run in the morning & then again after time admin in the afternoon.)	Review <b>Timesheets</b> that are processing errors. Errors must be resolved to ensure the employee is paid, as well as preventing the system from being bogged down.

Query Name	When to Run	Description	Why You Use It
OH_PYQ01_NO_PAY	T, W, Th — Processing Week	Lists all records with an empty Timesheet.	Review employees who have nothing entered on their <i>Timesheets</i> .
OH_TL_NO_PAY_CHECK	T, W, Th — Processing Week  M — Pay Week	Lists all employees with no paycheck for that pay period.	Review active employees who are not receiving a paycheck, in case there is an error.
OH_PAY_MESSAGES	T, W, Th — Processing Week	Lists all payroll errors for that pay period.	Review any errors being produced on an employee's paycheck to ensure he or she is paid.
OH_BN_RTR2	T, W, Th — Processing Week	Lists all employees with no Retirement Report.	Review any employees with no retirement plan enrollment or retirement designation on the job data, so no retirement deduction is made from their paychecks.  If not resolved, this can cause back payments penalties to the retirement system.
OH_PYQ02_FT_LESS_THAN_80HRS	T, W, Th — Processing Week	Lists all records with less than 80 hours recorded for the pay period.	Review any full-time employees not being paid for 80 hours that pay period, so you can look for anything missing on their <i>Timesheets</i> .
OH_3000_PAYCHECK	T, W, Th — Processing Week	Lists all paychecks over with a gross total over \$3000.	Review employees with gross total of \$3000 or more. You can review for anyone not normally paid that amount to make sure there is no overpayment.

Query Name	When to Run	Description	Why You Use It
OH_PYQ34_GREATER_THAN_80_HRS	T, W, Th — Processing Week	Lists all records with more than 80 hours recorded for the pay period.	Review employees being paid for more than 80 hours that pay period to ensure time is correct, and no double time was entered.
OH_TL_TMSHT_NO_RFL	T, W, Th — Processing Week  *T & L Agencies only	Lists all <i>Timesheets</i> with NO approved Requests for Leave.	Review any changes made to the <i>Timesheet</i> with Managers to make sure they are correct.
OH_TL_TIME_APP_NOT_ONTIME	T, W, Th — Processing Week  *T & L Agencies only	Lists all instances where time is approved for a Request for Leave, but the RFL is not listed on <i>Timesheet</i> .	Review any changes made to the <i>Timesheet</i> with Managers to make sure they are correct.
OH_TL_TIME_CHGD_AFT_APP_RQ	T, W, Th — Processing Week  *T & L Agencies only	Lists all instances where the time on <i>Timesheet</i> changed after a Request for Leave was approved.	Review any changes made to the <i>Timesheet</i> with Managers to make sure they are correct.
OH_TL_UNAPP_PAYABLE_TIME	T, W, Th — Processing Week  *T & L Agencies only	Lists all instances where there is payable time that needs approved.	Review to see what time still needs to be approved.
OH_TL_UNAPP_LV	T, W, Th — Processing Week  *T & L Agencies only	Lists all instances of unapproved leave requests.	Review to see what time still needs to be approved.
OH_TL_TRMD_EE	T, Th — Processing Week	Lists retired/terminated employee with time entered on or after a terminated job data row.	Review to verify if the employee is owed the time prior to the terminated row.  If there is time entered after the terminated row, it is not paid and can cause issues in the system.



Query Name	When to Run	Description	Why You Use It
OH_TL_HOL_DBLE_PAY	T, Th — Processing Week	Lists employees receiving REGULAR pay and HOLIDAY pay on the same day.	Review any employees getting double paid for regular and holiday time.
OH_BNQ06_VACATION_LEAVE	M — Processing Week  Th, F — Pay Week	Ineligible vacation request  Note: This is being revised for use before the end of probation; right now it is for anyone who uses Vacation Leave before the end of one year of service.	Review any employees paid Vacation Leave before probation ends. This time needs to be removed.
OH_PYQ05_SICK_AND_OT_EARNINGS	Any day during Processing Week	Lists employees who have earned OT/CT in the same week as an inactive leave status was used, (e.g., sick, CSDLV and HECSD.)	Review any employees earning overtime/comp time earned the same week as inactive leave (cost savings days, sick.)  OT/CT earned the same week as inactive leave cannot be given time and a half. The OT/CT is paid at straight time, matched hour for hour with the inactive leave.  For example, if an employee earned 8 hours overtime and took 4 hours sick, the overtime would be paid as 4 hours straight time, 4 hours overtime.

**NOTE:** This list changes periodically. Updates can be found in the *HRD Weekly*, or on the DAS HCM Payroll website at <http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollProcessing/tabid/373/Default.aspx>.

## Payroll Reports

There are three Payroll reports available to assist you with the reconciliation of your payroll with that period. These reports are available during the week of Payroll Processing.

**Payroll Register** — Lists the name, Employee ID, and Department ID of all employees receiving a paycheck in that period. Provides detailed information about earnings, taxes, deductions, and gross to net calculations.

**Payroll Summary** — Summarizes department information for the pay period, including paycheck amounts, earnings amounts, deductions, and taxes.

**Deduction Register** — Reports the amount of money deducted from each employee's paycheck for this pay period, including general deductions, garnishments, and benefits.



## Creating Payroll Reports

Follow these steps to create these reports for the current pay period:

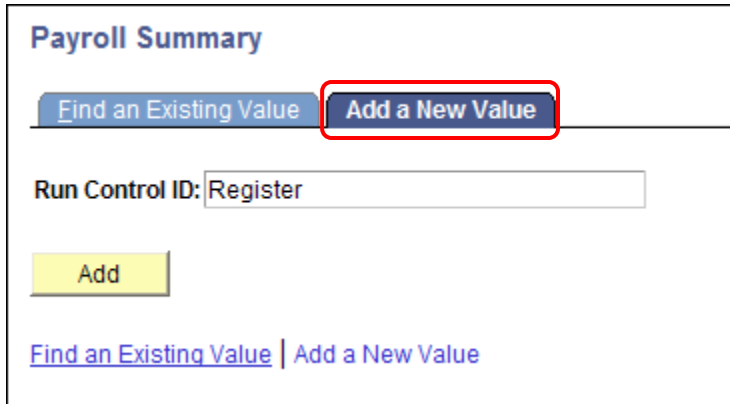
1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click the name of the report you are running on the right side of the screen.



**NOTE:** These reports should be run every day during payroll processing week in order to see changes made from day to day. They should also always be run Thursday, at close of business, for auditing purposes.

If the report is run on the Monday of pay week, any changes made during payroll processing Friday will not appear on the report.

5. On the report screen (e.g. the *Payroll Register* screen,) click the *Add a New Value* tab.
6. Enter the *Run Control ID*.



The screenshot shows a web interface titled "Payroll Summary". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is highlighted with a red rectangular box. Below the tabs, there is a text input field labeled "Run Control ID:" containing the text "Register". Below the input field is a yellow button labeled "Add". At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value", separated by a vertical bar.

7. Click the  button.

**NOTE:** You only have to set up a run ID once. Once you create a run ID, it is saved.

You can utilize this run ID to run any reports by clicking the *Search* button. Then you select the run ID, from the list of existing run IDs.

This takes you to the *Run Control* screen, containing the information saved from last time you utilized the run ID. Change the criteria for the current report.

8. On the **Run Control** screen, enter the **SetID**. This is always **OHALL**.

9. Enter the **Department** for which you want to run the report.

Select the **Include Child Depts** check box to run the report for all departments.

The screenshot shows the 'Payroll Register' screen. At the top, there is a 'Run Control ID' field with the value 'register'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Process Request Parameter(s)' section, which contains a red-bordered box with the following fields: 'SetID' (OHALL), 'Department' (DOT), and a checked 'Include Child Depts' checkbox. Below this box are two sections: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' section has a 'Pay Run ID' field with the value '09-BCR-22'. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process', 'Page #', and 'Thru'. At the bottom of the 'Process Request Parameter(s)' section is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom of the screen are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

10. Enter the pay period in the **Pay Run ID** field.

11. Click the **Run** button.

The screenshot shows a close-up of the 'Run' button, which is highlighted with a red border. To the left of the button are links for 'Report Manager' and 'Process Monitor'.

12. The report appears on the **Process Scheduler Request** screen.

Select the check box in the **Select** column next to the report name.

**Process Scheduler Request**

User ID: 10100109 Run Control ID: register

Server Name:  Run Date:

Recurrence:  Run Time:  [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Payroll Register	PAY002	SQR Report	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

13. Click the [OK](#) button.

14. You return to the **Run Control** screen.

Click the **Process Monitor** link.

**Payroll Register**

Run Control ID: register

[Report Manager](#) [Process Monitor](#) [Run](#)

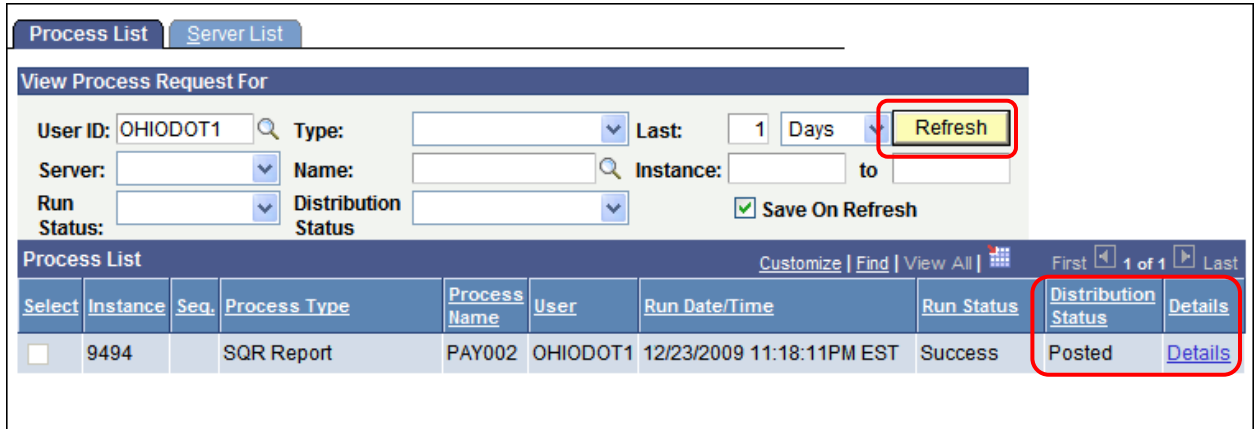
Process Instance: 9484

Process Request Parameter(s)

Take note of the **Process Instance** number to help you conduct future searches.

15. The **Process Scheduler List** screen displays the **Distribution Status** of the process.

Click the  button to check status updates.



The screenshot shows the 'Process Scheduler List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: 'User ID' (OHIODOT1), 'Type' (dropdown), 'Last' (1 Days), 'Server' (dropdown), 'Name' (text), 'Instance' (text), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). A 'Refresh' button is highlighted with a red box. Below the filters is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 9494, Process Type SQR Report, Process Name PAY002, User OHIODOT1, Run Date/Time 12/23/2009 11:18:11PM EST, Run Status Success, Distribution Status Posted, and a Details link. The 'Details' link is highlighted with a red box.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9494		SQR Report	PAY002	OHIODOT1	12/23/2009 11:18:11PM EST	Success	Posted	<a href="#">Details</a>

16. When the **Distribution Status** is **Posted**, click the **Details** link to view the report.

17. On the *Process Details* screen, click the *View Log/Trace* link.

Process Detail	
<b>Process</b>	
Instance: 19898	Type: SQR Report
Name: PAY002	Description: Payroll Register
Run Status: Success	Distribution Status: Posted
<b>Run</b>	<b>Update Process</b>
Run Control ID: 07-BWD-04	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
<b>Date/Time</b>	<b>Actions</b>
Request Created On: 12/23/2009 11:21:54 EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/23/2009 11:21:54 EST	<a href="#">Message Log</a>
Began Process At: 12/23/2009 11:21:54 EST	Batch Timings
Ended Process At: 12/23/2009 11:21:54 EST	<a href="#">View Log/Trace</a>



18. On the **View Log/Trace** screen, click the report **Name** link. This allows you to view your report as a PDF file, which can be saved to your computer.

**View Log/Trace**

**Report**

**Report ID:** 1232      **Process Instance:** 9494      [Message Log](#)  
**Name:** PAY002      **Process Type:** SQR Report  
**Run Status:** Success

**Payroll Register**

**Distribution Details**

**Distribution Node:** hcint      **Expiration Date:** 1/31/2010

**File List**



<a href="#">Name</a>	<a href="#">File Size (bytes)</a>	<a href="#">Datetime Created</a>
<a href="#">PAY002_9494.PDF</a>	3,526,428	12/23/2009 11:21:54.000000PM EST
<a href="#">Trace File</a>	4,170	12/23/2009 11:21:54.000000PM EST
<a href="#">Message Log</a>	1,593	12/23/2009 11:21:54.000000PM EST

**Distribute To**

<a href="#">Distribution ID Type</a>	<a href="#">*Distribution ID</a>
User	OHIODOT1

## Accessing Payroll Reports

You can access payroll reports for existing pay periods by following these steps:

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.



3. Click the **Administration** tab.

The screenshot shows the 'Administration' tab selected in the top navigation bar. Below it is a 'View Reports For' section with filters for User ID, Type, Last, Status, Folder, and Instance. The main area is a 'Report List' table with columns: Instance, Description, Request Date/Time, Format, Status, and Details. Three reports are listed: PAY018\_DYS, PAY002\_DYS, and PAY001\_DYS. Annotations point to these reports: 'Payroll Summary' for PAY018\_DYS, 'Payroll Register' for PAY002\_DYS, and 'Deduction Register' for PAY001\_DYS. A callout box explains that the last three letters of the report ID are the agency acronym. Below the table are 'Select All', 'Deselect All', and 'Delete' buttons, and a 'Save' button at the bottom.

Instance	Description	Request Date/Time	Format	Status	Details
7843 15689	PAY018_DYS	12/27/2009 9:19:21AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
15689	PAY002_DYS	12/27/2009 9:19:21AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
462	PAY001_DYS	12/26/2009 7:16:12	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Annotations:

- Payroll Summary** (points to PAY018\_DYS)
- Payroll Register** (points to PAY002\_DYS)
- Deduction Register** (points to PAY001\_DYS)

Callout: The last three letters are your agency acronym.

Buttons: ☒ Select All, ☐ Deselect All, [Delete](#), [Save](#)

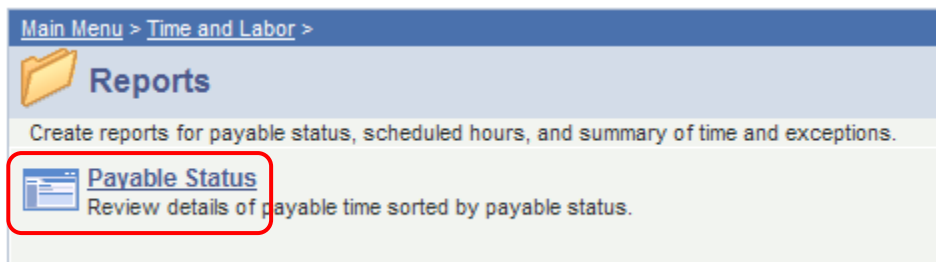
4. Click the report link to view the report as a PDF file:

- **PAY002** — Payroll Register
- **PAY018** — Payroll Summary
- **PAY001** — Deduction Register

## Payable Status

Viewing the Payable Status report shows you **Payable Time Detail**, specifically what is rejected, taken, estimated, not approved, etc. You can use this report to go through and fix the time so it is paid properly.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.



- On the **Payable Status** screen, click the **Search** button to display the list of control IDs.

### Payable Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID:    [Basic Search](#) [Save Search Criteria](#)

☐ Case Sensitive

- On the **Run Control Parameters** screen, select the **SetID**, **Department**, **Dates**, and **Statuses** you want to view.

### Payable Status

Run Control ID:  [Report Manager](#) [Process Monitor](#)

Language:

**Run Control Parameters**

SetID:  Department:  ☒ Include Child Depts

Description:

From Date:  Thru Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Estimated	<input type="checkbox"/> Rejected
<input type="checkbox"/> Closed	<input type="checkbox"/> Needs Approval	<input type="checkbox"/> Sent to Payroll
<input type="checkbox"/> Diluted	<input type="checkbox"/> Paid	<input checked="" type="checkbox"/> Taken by Payroll
<input type="checkbox"/> On-line Estimate Only	<input type="checkbox"/> Ignore	<input type="checkbox"/> No Pay

- Click the **Run** button.

7. On the **Process Scheduler Request** screen, select the check box next to the process you wish to run.

### Process Scheduler Request

User ID: \_\_\_\_\_ Run Control ID: \_\_\_\_\_

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payable Status Report	TL001	SQR Report	Web	PDF	<a href="#">Distribution</a>

8. Click the  button to run the report.

9. The Payable Status Report runs according to the parameters you set.




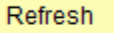
Report ID: TL001					
Department: DPS ( DPS290512 DS Post 12 Springfield )					
For the period : 01/17/2010 through 01/30/2010 , Payable status(es) selected : 'RP'					
Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Time Rptg Code
DELL,DEBBIE L	10010000	0	01/25/2010	Rejected	RECLR
DELL,DEBBIE L	10010000	0	01/26/2010	Rejected	RECLR
DELL,DEBBIE L	10010000	0	01/27/2010	Rejected	RECLR
DELL,DEBBIE L	10010000	0	01/28/2010	Rejected	RECLR
DELL,DEBBIE L	10010000	0	01/29/2010	Rejected	RECLR
Rejected Payable Time Rows:					5



10. On the **Process List**, click the **Process Name** link to run the report.



**Process List**


---

**View Process Request For**

User ID:   Type:   Last:  Days  

Server:   Name:   Instance:  to

Run   Distribution   ☒ Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) 

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status
<input type="checkbox"/>	786667		PSJob	<a href="#">OHBT001</a>	10044405	11/03/2009 3:09:55PM EST	Processing

11. On the **Payable Time** screen, use the information in the **Status** column to research the cause of the error and determine the appropriate action to correct it.

Payable Time						
Overview Time Reporting Elements Task Reporting Elements ChartFields						
Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup
10/26/2009	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
10/27/2009	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK
10/28/2009	Needs Approval	REGLR	Hours	8.000000		OHCMBLCTSK

**NOTE:** Correct interpretation of the information in the **Status** column is essential for rapid and appropriate solution to the error.

*This completes the Creating Reports in OAKS segment.*





# Glossary

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<b>Additional Pay</b>	Menu option used to pay certain earnings to an employee that cannot be paid through a Timesheet.
<b>Adjust Paid Time/Record Only</b>	Process where you identify and adjust time instances, so Payroll and Time & Labor are in sync.
<b>Approve Time</b>	Process in Manager Self Service where Managers reviews and approves employee requests for leave. This process is only done in <b>non-interfacing</b> agencies.
<b>Assigned DAS Specialist</b>	DAS specialists that are assigned to each agency to assist with any payroll issues.
<b>Batch Schedule</b>	Schedule of when all processes are run.
<b>Customer Relationship Management (CRM)</b>	All aspects of interaction a company has with its customer. This includes electronic approaches to customer, including help desk software, email organizers, and Web-based software applications, such as the Self Service module in OAKS.
<b>Deduction</b>	Amount withheld by the State of Ohio from the employee's earnings. It can include income tax, social security, group insurance or union dues, etc.
<b>Direct Deposit</b>	The deposit of payroll funds directly into the employee's bank account.
<b>Earnings Codes</b>	Codes used on a paycheck to verify the type of pay.
<b>EFT Error Report</b>	Report that lists errors found in direct deposit information that block an EFT transaction from completing.
<b>Electronic Funds Transfer (EFT)</b>	A transfer of funds done through an electronic transmission rather than a paper-based transaction, such as a check.
<b>Employee ID (EmplID)</b>	An eight-digit number assigned by OAKS to uniquely identify each employee of the State of Ohio.

<b>Employee Self Service</b>	OAKS module where an employee can request leave and overtime, view a paycheck, and update certain benefits.
<b>Enterprise Learning Management (ELM)</b>	A learning management system that is an internet-based system that allows the State of Ohio to deliver and track courses and content to learners from a variety of sources.
<b>Exceptions</b>	Errors on a Timesheet that must be fixed before a paycheck will be issued.
<b>HCM Human Resources</b>	Department in DAS that handles Payroll, Benefits, Position Management, and Human Resources.
<b>Interfacing</b>	Agencies that send their payroll files with time reporting codes from their agency timekeeping system into OAKS.
<b>Manager Self Service</b>	OAKS module where a Manager/Supervisor can review and approve leave requests, overtime, and paid time.
<b>Non-Interfacing</b>	Agencies that enter their time reporting codes through the OAKS system.
<b>Ohio Administrative Knowledge System (OAKS)</b>	The State of Ohio's human capital information management system. It helps our human resource units to manage and administer overall employment information processing, employee benefits, and payroll.
<b>Pay Confirm</b>	Operation run to close and finalize payroll.
<b>Payroll Error Message</b>	Error flagged when there is a discrepancy between the time & labor rules and the time reported.
<b>Payroll Period Reports</b>	Also referred to as the EFT Error screen. Used to see the list of EFT errors flagged for your agency during this pay period. Run this report from the Employee Pay Data USA module in OAKS.
<b>Payroll Process USA</b>	OAKS module where you can manage paysheets, calculate and confirm payrolls, and create checks.
<b>Payroll Specialist</b>	<p>The Agency Payroll Specialist handles payroll processing and customer service for agency employees.</p> <p>The DAS HCM Payroll Specialist handles payroll processing and customer service for the agency payroll.</p>

<b>Process Messages</b>	A report that shows the errors on payroll. You review this to determine the errors that need to be cleaned up.
<b>Process Monitor</b>	Screen in OAKS that lets you monitor key payroll processes being run on the server .
<b>Processing Time</b>	Amount of time it takes to finish a payroll job in the system.
<b>Produce Payroll</b>	Process where you calculate, review, and confirm a payroll.
<b>Report Time</b>	Process in Employee Self Service where an employee reports his or her time and requests planned overtime and other leaves.
<b>Resolution of Exceptions</b>	Process where you run a query to view the exceptions, then clears them out of the system so employees will be paid.
<b>Review Paycheck</b>	Process where you review paycheck earnings, taxes, and deductions details.
<b>Review Paycheck Summary</b>	A summary screen that reviews earnings, taxes, and deductions from a paycheck.
<b>Schedule</b>	Hours in the system that reporting the time expected for an employee to work each week.
<b>Tax Combination</b>	Combo codes are attached to each position in order to appropriately distribute funds.
<b>Taxes</b>	Withholdings from an employee's taxable gross pay for local, school district, state, and federal level (where applicable.)
<b>Time and Labor</b>	OAKS module where you can report, manage and approve time, create schedules, and produce payable time for the payroll system.
<b>Time Reporting Codes</b>	List of codes used in a Timesheet.
<b>View Time</b>	Process in OAKS where you can view your paycheck, as well as your leave balance. This is accessed through OAKS in Self Service ⇒ Payroll and Compensation ⇒ View Time.

# Appendix



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Payroll Resources .....	269
DAS State Payroll Website .....	269
Payroll Letters .....	270
Agency Time Reporting Methods .....	271
Daily Benefits Checklist.....	273
EFT Error Codes.....	275
HCM Job Aids on OAKS .....	277
Payroll Downloadable Forms .....	279
Authorization for Direct Deposit of Pay Form (ADM 4280) .....	280
Computation of Payment For Adoption/Childbirth Leave Form .....	281
Request for Cancellation of Direct Deposit of Pay Form (ADM 4286) .....	282
Address Change/Determination of Municipal Tax Liability Form (ADM 4058) .....	283
ePay Notification .....	284
Pay Rate Tables.....	285
Security Roles/Responsibilities Matrix.....	286
Time & Labor Employee Self Service Availability and Activity Schedule .....	288

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# Payroll Resources

The following resources can assist you each payroll period.

## DAS State Payroll Website

<http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollIProcessing/tabid/373/Default.aspx>.

**NOTE:** Save these website addresses to your browser **Favorites**.

The screenshot shows the DAS State Payroll website interface. The header includes the Ohio.gov logo and navigation links: Home, for Business/Public, for State Agencies, for State Employees, Divisions, and Contact Us. The main content area is titled 'State Payroll Processing' and includes a breadcrumb trail: 'Department of Administrative Services Human Resources' > 'Human Resources » HCM and Agency HR Support » State Payroll Processing'. A callout points to the 'State Payroll Processing' link in the breadcrumb, stating: 'The State Payroll Processing site is part of the HR Support section of the DAS Human Resources site.' Another callout points to the 'Access Payroll Queries here.' link, stating: 'Access Payroll Queries here.' A third callout points to the 'List of Payroll Specialists' link, stating: 'Lists the DAS HCM Payroll Specialists and support team.' A fourth callout points to the 'Click here for the list of Payroll Queries for Agency Payroll Specialists' link, stating: 'Click here for the list of Payroll Queries for Agency Payroll Specialists'. A fifth callout points to the 'Access Payroll letters and Pay Rates here.' link, stating: 'Access Payroll letters and Pay Rates here.' A sixth callout points to the 'Access Payroll Forms here.' link, stating: 'Access Payroll Forms here.' The right sidebar contains sections for 'General Contact', 'Services', 'Hot Links', and 'Forms'. The 'General Contact' section lists HCM Customer Support contact information. The 'Services' section lists links for State Payroll Processing, HCM Benefits, HCM Customer Service, Agency HR Support, HCM Position Management, and Personnel Records. The 'Hot Links' section lists links for The Weekly, State Payroll Letters, and Pay Rate Tables. The 'Forms' section lists links for Payroll Forms, Benefits Forms, and HR Support Forms. The bottom of the page includes a link to 'W-2 Templates for Reprints' and a list of years from 2000 to 2006.

Department of Administrative Services [Human Resources](#)

[Human Resources » HCM and Agency HR Support » State Payroll Processing](#)

[State Payroll Processing](#)

Access Payroll Queries here.

The HCM Payroll Attachment Team is responsible for processing the State of Ohio payroll. We provide support for state agencies to help ensure that state employees are paid regularly and accurately. We work with financial institutions to ensure that paychecks are properly deposited into employee checking accounts.

The DAS HCM Payroll Specialists and support team.

Click here for the list of [Payroll Queries](#) for Agency Payroll Specialists

[State Payroll Processing Team](#)

Janet Wampler	State Payroll Manager	614.728.4101
Jacqueline Masters	Payroll Attachment Supervisor	614.466.5783
Tonie Rose	Payroll Support Supervisor	614.466.2831
Twila Allison	Payroll Specialist-support	614.466.9325
vacant	Payroll Specialist-support	
Paul Lebica	Payroll Specialist-support	
Joseph Scales	Payroll Specialist-support	
Dan Santry	Payroll Specialist-support	
Sally Wood	Payroll Specialist-attachment	614.728.7447
Shelley Joyce	Payroll Specialist-attachment	
Diana Cline	Payroll Specialist-attachment	

Access Payroll letters and Pay Rates here.

Access Payroll Forms here.

**General Contact**

HCM Customer Support  
30 East Broad Street, 28 Floor  
Columbus, Ohio 43215  
614.466.8857  
800.409.1205  
[DASHRDHCMOaksSupport@das.state.oh.us](mailto:DASHRDHCMOaksSupport@das.state.oh.us)  
[Driving Directions](#)

**Services**

- [State Payroll Processing](#)
- [HCM Benefits](#)
- [HCM Customer Service](#)
- [Agency HR Support](#)
- [HCM Position Management](#)
- [Personnel Records](#)

**Hot Links**

- [The Weekly](#)
- [State Payroll Letters](#)
- [Pay Rate Tables](#)

**Forms**

- [Payroll Forms](#)
- [Benefits Forms](#)
- [HR Support Forms](#)

W-2 Templates for Reprints: [2000](#) [2001](#) [2002](#) [2003](#) [2004](#) [2005](#) [2006](#)

## Payroll Letters

Payroll letters are available on the Payroll website:

<http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollLetters/tabid/372/Default.aspx>

Click the Payroll Letter based on the coordinated topic in which you are interested.

**Human Resources » HCM and Agency HR Support » State Payroll Letters**

### State Payroll Letters

**Please note:** Payroll Letters are now published in Adobe Acrobat (PDF) form

Payroll Letter 941	December Leave Conversion 2009	Supersedes Payroll Letter 930
Payroll Letter 940	Fringe Payroll Costs, Fiscal Year 2010	Supersedes Payroll Letter 929
Payroll Letter 939	Workers Compensation Rates for Fiscal Year 2010	Supersedes Payroll Letter 913
Payroll Letter 938	Health Care Rates and Deduction Schedule for the Benefit Period July 1, 2009 thru June 2010	Supersedes Payroll Letter 926
Payroll Letter 937	FY 2009 Fringe Payroll Costs - Rate Holiday Update	ACTIVE
Payroll Letter 936	Updated Federal Withholding Tax for Wages Paid in 2009	Supersedes Payroll Letter 933
Payroll Letter 935	FY 2009 Fringe Payroll Costs - Rate Holiday	Active
Payroll Letter 934	2009 School District Income Tax	Supersedes Payroll Letter 918
Payroll Letter 933	Federal Withholding Taxes for Wages Paid in 2009	Supersedes Payroll Letter 919
Payroll Letter 932	State Withholding Taxes for 2009	Supersedes Payroll Letter 920
Payroll Letter 931	Payroll Schedule 2012(Under Review)	
Payroll Letter 930	Sick and Paid Time 2008	

**NOTE:** Press the Control (Ctrl) and F keys in order to search the payroll letters.

## Agency Time Reporting Methods

Below is a list of state agencies and their respective time reporting categories:

Agency	Description	Current Time Entry Method
<b>ADA</b>	Alcohol and Drug Addiction Services	eSelf Service Time and Labor
<b>ADJ</b>	Adjutant General	Paper Forms
<b>AFC</b>	Cultural Facilities Commission	TCD
<b>AGE</b>	Dept of Aging	eSelf Service Time and Labor
<b>AGO</b>	Attorney General	TCD
<b>AGR</b>	Dept of Agriculture	eSelf Service Time and Labor
<b>ART</b>	Ohio Arts Council	eSelf Service Time and Labor
<b>AUD</b>	Auditor of State	TCD
<b>BOR</b>	Board of Regents	eSelf Service Time and Labor
<b>BTA</b>	Board of Tax Appeals	eSelf Service Time and Labor
<b>BWC</b>	Bureau of Workers' Compensation	TCD
<b>CIV</b>	Civil Rights Commission	eSelf Service Time and Labor
<b>CLA</b>	Court of Claims	Paper Forms
<b>COM</b>	Dept of Commerce	TCD
<b>CSA</b>	Central Services Agency	eSelf Service Time and Labor
<b>CSR</b>	Capitol Square Review and Adv Bd	Paper Forms
<b>DAS</b>	Administrative Services	eSelf Service Time and Labor
<b>DAS</b>	Administrative Services	Kronos
<b>DEV</b>	Dept of Development	eSelf Service Time and Labor
<b>DMH</b>	Mental Health	Kronos
<b>DMR</b>	Mental Retardation and Dev Disabilities	Kronos
<b>DNR</b>	Dept of Natural Resources	Paper Forms
<b>DOH</b>	Dept of Health	eSelf Service Time and Labor
<b>DOT</b>	Dept of Transportation	TCD
<b>DPS</b>	Dept of Public Safety	TCD
<b>DRC</b>	Rehabilitation and Corrections	Kronos
<b>DYS</b>	Youth Services	Kronos
<b>EDU</b>	Education	TCD
<b>ELC</b>	Elections Commission	
<b>EPA</b>	Environmental Protection Agency	TCD
<b>ERB</b>	Employment Relations Board	eSelf Service Time and Labor
<b>ETC</b>	e-Tech	eSelf Service Time and Labor
<b>ETH</b>	Ethics Commission	eSelf Service Time and Labor
<b>EXP</b>	Ohio Expositions Commission	Paper Forms
<b>GOV</b>	Office of the Governor	eSelf Service Time and Labor



Agency	Description	Current Time Entry Method
<b>HFA</b>	Ohio Housing Finance Agcy	eSelf Service Time and Labor
<b>IGO</b>	Ofc of Inspector General	eSelf Service Time and Labor
<b>INS</b>	Insurance	Paper Forms
<b>JCO</b>	Judicial Conference of Ohio	Paper Forms
<b>JCR</b>	Joint Comm on Agcy Rule Review	Paper Forms
<b>JFS</b>	Job and Family Services	TCD
<b>JLE</b>	Legislative Inspector General	Paper Forms
<b>JSC</b>	Supreme Court/District Court of Appeals	Paper Forms
<b>LIB</b>	Library Board	TCD
<b>LOT</b>	Lottery Commission	TCD
<b>LRS</b>	Legal Rights Service	eSelf Service Time and Labor
<b>LSC</b>	Legislative Service Commission	Paper Forms
<b>MED</b>	Medical Board	Kronos
<b>NUR</b>	Board of Nursing	eSelf Service Time and Labor
<b>OBM</b>	Office of Budget and Management	eSelf Service Time and Labor
<b>OCC</b>	Office of Consumers' Counsel	eSelf Service Time and Labor
<b>OIC</b>	Industrial Commission	Paper Forms
<b>OSB</b>	Ohio School For The Blind	eSelf Service Time and Labor
<b>OSD</b>	Ohio School For The Deaf	eSelf Service Time and Labor
<b>OVH</b>	Veteran's Home	Kronos
<b>PBR</b>	Personnel Board of Review	eSelf Service Time and Labor
<b>PRX</b>	Board of Pharmacy	eSelf Service Time and Labor
<b>PUB</b>	Public Defender Commission	eSelf Service Time and Labor
<b>PUC</b>	Public Utilities Commission	Paper Forms
<b>PWC</b>	Public Works Commission	eSelf Service Time and Labor
<b>RAC</b>	Racing Commission	Paper Forms
<b>REP</b>	House of Representatives	TCD
<b>RSC</b>	Rehab Services Commission	eSelf Service Time and Labor
<b>SEN</b>	Senate	
<b>SFC</b>	School Facilities Commission	eSelf Service Time and Labor
<b>SOA</b>	So Ohio Agri/Comm Development	eSelf Service Time and Labor
<b>SOS</b>	Secretary of State	eSelf Service Time and Labor
<b>TAX</b>	Dept of Taxation	eSelf Service Time and Labor
<b>TOS</b>	Treasurer of State	Paper Forms
<b>TTA</b>	Tuition Trust Authority	eSelf Service Time and Labor
<b>UST</b>	Petroleum Undrgrnd Storage Tank	eSelf Service Time and Labor



## Daily Benefits Checklist

The following is a checklist of the actions performed on a daily basis by Agency Benefits Specialists:

- ☐ 1. **Review & Resolve Processing Messages** (See Appendix F: Processing Error Messages of the Benefits Daily Work Process Manual for troubleshooting tips.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Review Processing Results ⇒ Processing Messages
- ☐ 2. **Enter Manual Events** (See Section I: Enter Manual Events of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Events ⇒ Review BAS Activity
- ☐ 3. **Add Benefits/Dependent Data** (See Section II: Participant Enrollment-Entering Elections of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Employee Dependent Information ⇒ Update Dependent/Beneficiary
- ☐ 4. **Enter/Correct Elections** (See Section II: Page 9, Enter Employee Elections of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Participant Enrollment > Perform Election Entry
- ☐ 5. **eBenefits Self Service – Validate Proof** (See Section III: eBenefits Self Service of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Events ⇒ Ohio Manage Proof
- ☐ 6. **Review Self Service e-mail Notifications** (See Section III: eBenefits Self Service of the Benefits Daily Work Process Manual.)
- ☐ 7. **Generate & Reprint Enrollment Statements** (Section IV: Printing of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Participant Enrollment
- ☐ 8. **Finalize Events** (See Section VI: Closing/Voiding Events of the Benefits Daily Work Process Manual.)  
**Navigation:** Manage Automated Enrollment ⇒ Update Processing Controls

- ☐ 9. **Generate/Reprint Confirmation Statements** (Section IV: Printing of the Benefits Daily Work Process Manual.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Participant Enrollment
  - ☐ 10. **Manage Out of Sequence Events** (Section V: Managing Event Processing Sequence.)  
**Navigation:** Benefits ⇒ Manage Automated Enrollment ⇒ Events ⇒ Update Processing Controls
  - ☐ 11. **Review BAS Activity - END OF EVERY DAY** (Section VII: End of the Day of the Benefits Daily Work Process Manual.)
  - ☐ 12. **Troubleshooting Tips** (Section VIII: Troubleshooting of the Benefits Daily Work Process Manual.)
  - ☐ 13. **Events & Descriptions** (Appendix D: Events and Descriptions of the Benefits Daily Work Process Manual.)
  - ☐ 14. **Process Status & Descriptions** (Appendix E: Process Status and Descriptions of the Benefits Daily Work Manual.)
  - ☐ 15. **Running Benefits Queries** (See Section IX: Benefits Queries of the Benefits Daily Work Process Manual.)
-

## EFT Error Codes

Below is a list of possible EFT error codes and their descriptions:

Code	Description
R01	Insufficient Funds
R02	Account Closed
R03	No Account/Unable to Locate Account
R04	Invalid Account Number
R05	Unauthorized Debit to Consumer Account
R06	Returned per ODFIs Request
R07	Authorization Revoked by Customer
R08	Payment Stopped or Stop Payment on Item
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch sold to another DFI
R13	RDFI not qualified to participate
R14	Representment payee deceased or unable to continue in that capacity
R15	Beneficiary of account holder deceased
R16	Account Frozen
R17	File record edit criteria
R18	Improper effective entry date
R19	Amount field error
R20	Non-Transaction Account
R21	Invalid company identification
R22	Invalid individual ID number
R23	Credit entry refused by receiver
R24	Duplicate entry
R25	Addenda error
R26	Mandatory field error
R27	Trace number error
R28	Routing number check digit error
R29	Corporate customer advises not authorized
R30	RDFI not participant in check truncation program
R31	Permissible return entry
R32	RDFI non-settlement
R33	Return of XCK entry
R34	Limited participation DFI
R35	Return of improper debit entry
R36	Return of improper credit entry
R38	Stop Payment on Source Document
R40	Return of ENR entry by Federal Government Agency (ENR Only)
R41	Invalid transaction code (ENR Only)
R42	Routing number/check digit error (ENR only)
R43	Invalid DFI account number (ENR only)
R44	Invalid individual ID number (ENR only)
R45	Invalid individual name/company name (ENR only)

Code	Description
R46	Invalid representative payee indicator (ENR only)
R47	Duplicate enrollment
R50	State Law Affecting RCK Acceptance
R51	Item is Ineligible, Notice Not Provided, Signature not genuine
R52	Stop Payment on Item
R61	Misrouted return
R62	Incorrect trace number
R63	Incorrect dollar amount
R64	Incorrect individual identification
R65	Incorrect transaction code
R66	Incorrect company identification
R67	Duplicate return
R68	Untimely Return
R69	Multiple Errors
R70	Permissible return entry not accepted
R71	Misrouted dishonored return
R72	Untimely dishonored return
R73	Timely original return
R74	Corrected return
R80	Cross-Border Payment Coding Error
R81	Non-Participant in Cross-Border Program
R82	Invalid Foreign Receiving DFI Identification
R83	Foreign Receiving DFI Unable to Settle
C01	Incorrect DFI Account Number
C02	Incorrect Transit/Routing Number
C03	Incorrect Transit/Routing Number and Incorrect DFI Account Number
C04	Incorrect Individual Name
C05	Incorrect Transaction Code
C06	Incorrect DFI Account Number and Incorrect Transaction Code
C07	Incorrect Transit/Routing Number, Incorrect DFI Account Number, and Incorrect Transaction Code
C08	Reserved
C09	Incorrect Individual Identification Number
C10	Incorrect Company Name
C11	Incorrect Company Identification
C12	Incorrect Company Name and Company Identification
C13	Addenda Format Error
C61	Misrouted Notification of Change
C62	Incorrect Trace Number
C63	Incorrect Company Identification Number
C64	Incorrect Individual Identification Number
C65	Incorrectly Formatted Corrected Data
C66	Incorrect Discretionary Data
C67	Routing Number Not From Original Entry Detail Record
C68	DFI Account Number Not From Original Entry Detail Record
C69	Incorrect Transaction Code

## HCM Job Aids on OAKS

The OAKS resource site has a number of job aids you can use to help you with different functions in OAKS. Check this page regularly for updates and new job aids.

[http://www.oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/index.asp](http://www.oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp)

You can search the list of job aids by module or key word. Open the job aid by clicking the link in the **File Type** column.

**OAKS Training Online**

**HCM Job Aids**

All of the OAKS HCM job aids are linked below. Check this page regularly for updates and new job aids.

Search this list to find a particular job aid. [Click for help with sort, filter, or search.](#) To display all Ascend or Descend for any column.

Maintained by the OAKS, DAS, or OBM Training team.

**Search All HCM Job Aids**

Key Words

-Select ID-	-Module-	-Title-	File Type	Description	-Updated-	Key Words <input type="button" value="Search"/>
HCMJA047	PY	TWL Additional Pay	<a href="#">Word</a>	Shows screen shots illustrating the TWL additional pay.	12/2/2009	revision in progress
HCMJA081	HR	Action/Reason Codes	<a href="#">Excel</a>	The list links the legacy PA codes with the OAKS action reason codes. Comments show when	11/10/2009	revision in progress

## Useful Job Aids

Some job aids you may find particularly useful include:

Code	Name	Description
HCMJA051	Viewing Balances	Lists the various pages in OAKS where you can view balances, including navigation to each.
HCMJA066	Time Reporting Codes Configuration Data	Lists information for TRCs/earnings codes.
HCMJA071	Disability Process	Step-by-step procedures on processing a disability, including information on Disability TRCs, Job Status, and payment of insurance premiums while on disability.
HCMJA079	Workers Compensation	Shows how to process payroll for an employee who out on Workers' Compensation including BU/Non-BU employees, paying benefits, and making leave adjustments.
HCMJA088	Time Admin Exceptions Cheat Sheet	Lists common Time Admin exceptions during payroll processing. Suggests common causes and resolution options for each exception type.
HCMJA118	Exception ID and Description	Lists possible exception IDs and descriptions of each.
HCMJA119	Hiring Process	Step-by-step, beginning-to-end hiring process, including: position information, entering a new employee, taxes, time & labor, payroll, and benefits.
HCMJA127	Payment of Insurance through Additional Pay	List of steps for paying insurance through Additional Pay.
HCMJA202	Benefits Daily Checklist	Daily checklist used by Agency Benefits Specialists.

## Payroll Downloadable Forms

Payroll forms are available at the following website:

<http://das.ohio.gov/Divisions/HumanResources/HRDDownloadableForms/tabid/216/Default.aspx>

Click, type, or cut and paste this address and click the form you need.

**HRD Downloadable Forms**

**Payroll Administration Forms**

**Adoption/Childbirth Leave Calculation Worksheet**  
This form should be used to calculate the amount of basic and supplemental payments for employees who elect to take adoption/childbirth leave.

**Authorization for Direct Deposit (ADM 4280)**  
This form enables employees to have their earnings deposited directly into their checking or savings accounts.

**Cancellation of Direct Deposit (ADM 4286)**  
This form must be completed in order to cancel the direct deposit of your earnings. This authorizes the State of Ohio to cancel your Authorization for Direct Deposit..

**Cancellation of an EFT Check**  
This form may be used to cancel the earnings for an employee and/or reimburse the manual pay account for the manual check.

**Change of Address (ADM 4058)**  
This form is to be completed by an employee who has had a change of address. Upon receipt of this form, personnel officers should pull the employee's old address form and replace it with the updated form.

**Customer Information Request (CIR)**  
This form may be completed by agencies to request information from the DAS/HRD Office of Payroll Administration. It may also be used by agencies to request changes to their OAKS setup after go live (i.e. schedules, tasks, time approvals, etc.).

**Disability Retirement Supplement Worksheet**  
This worksheet may be used to calculate the amount of supplemental payments for which a disability retired employee may be eligible.

*Authorization for Direct Deposit of Pay Form (ADM 4280)*

<http://das.ohio.gov/LinkClick.aspx?fileticket=XgVQC0lpjiw%3d&tabid=216>

State of Ohio Dept. of Administrative Services		<b>AUTHORIZATION FOR DIRECT DEPOSIT OF PAY</b>											
Employee Name _____ Social Security Number _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>													
I AUTHORIZE THE STATE OF OHIO TO DEPOSIT MY PAYROLL CHECK INTO MY ACCOUNT IN THE FINANCIAL INSTITUTION NAMED BELOW BY AUTOMATIC TRANSFER. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I SUBMIT A NEW FORM OR FORMS (SEE REVERSE SIDE).													
NAME OF FINANCIAL INSTITUTION								City		State		Transit Routing No.	
1 <input type="checkbox"/> SAVINGS ACCOUNT OR 2 <input type="checkbox"/> CHECKING ACCOUNT		ACCOUNT NUMBER											
<b>USE FORM ADM-4286 TO DISCONTINUE DIRECT DEPOSIT</b> ADM 4280 (REV. 4/2000)						Employee Signature _____			Date _____				
						Agency _____			Payroll Number <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span>				

State of Ohio Dept. of Administrative Services		<b>AUTHORIZATION FOR DIRECT DEPOSIT OF PAY</b>											
Employee Name _____ Social Security Number _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>													
I AUTHORIZE THE STATE OF OHIO TO DEPOSIT MY PAYROLL CHECK INTO MY ACCOUNT IN THE FINANCIAL INSTITUTION NAMED BELOW BY AUTOMATIC TRANSFER. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I SUBMIT A NEW FORM OR FORMS (SEE REVERSE SIDE).													
NAME OF FINANCIAL INSTITUTION								City		State		Transit Routing No.	
1 <input type="checkbox"/> SAVINGS ACCOUNT		ACCOUNT											



*Computation of Payment For Adoption/Childbirth Leave Form*

<http://das.ohio.gov/LinkClick.aspx?fileticket=Bga1g6TMkhE%3d&tabid=216>

<b>COMPUTATION OF PAYMENT FOR ADOPTION/CHILDBIRTH LEAVE</b>			
Pay Period			
Employee's Name _____	Dist	C/O _____	Cost Center _____
Employee ID Number _____		Bargaining Unit _____	
Date of Birth/Adoption _____		Waiting Period _____	
First Day of Benefit _____		Last Day of Benefit _____	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Birthmom/dad (1=yes 2=no) <input style="width: 50px;" type="text"/></p> <p>Supplement (1=yes 2=no) <input style="width: 50px;" type="text"/></p> </div> <div style="width: 50%;"> <p>Partial Supplement <input style="width: 50px;" type="text"/> (1=yes 2=no)</p> </div> </div>			
<p><b>A. Basic Payment</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1. Adoption/Childbirth Eligible Hours</p> <p>2. Rate</p> <p>3. Gross (A1*A2)</p> <p>4. 70% Hours (A1*70%)</p> <p>5. 70% Gross Amount (A2*A4)</p> </div> <div style="width: 35%;"> <input style="width: 80px;" type="text"/>  <input style="width: 80px;" type="text"/>  <input style="width: 80px;" type="text"/>  <input style="width: 80px;" type="text"/>  <input style="width: 80px;" type="text"/> </div> </div>			
<p><b>B. Health Insurance Premium (Childbirth only)</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1. Employee's Monthly Premium</p> <p>2. Insurance (B1*12/2080*A1)</p> </div> <div style="width: 35%;"> <input style="width: 80px;" type="text"/>  <input style="width: 80px;" type="text"/> </div> </div>			
<p><b>C. Total Adoption/Childbirth Leave Payment</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div style="width: 35%;"> <input style="width: 80px;" type="text"/> </div> </div>			
<b>COMPUTATION OF SUPPLEMENTAL PAYMENT (if applicable)</b>			

*Request for Cancellation of Direct Deposit of Pay Form (ADM 4286)*

<http://das.ohio.gov/LinkClick.aspx?fileticket=t%2bNSAa%2ftH8%3d&tabid=216>

State of Ohio Dept. of Administrative Services		<b>REQUEST FOR CANCELLATION OF DIRECT DEPOSIT OF PAY</b>	
Employee Name _____		Social Security Number _____	
Last	First	Middle Initial	
I REQUEST THE STATE CANCEL DIRECT DEPOSIT OF MY PAYROLL CHECK TO THE FINANCIAL INSTITUTION AND ACCOUNT LISTED BELOW			
FINANCIAL INSTITUTION			
1 <input type="checkbox"/> SAVINGS ACCOUNT OR 2 <input type="checkbox"/> CHECKING ACCOUNT	ACCOUNT NUMBER	City	State      Transit Routing No.
		Employee Signature _____	
		Date _____	
ADM 4286 (Rev. 4/2000)		Agency _____	
		Payroll Number	

## Address Change/Determination of Municipal Tax Liability Form (ADM 4058)

<http://das.ohio.gov/LinkClick.aspx?fileticket=LvQ4HB7Xcw8%3d&tabid=216>

ADDRESS CHANGE/DETERMINATION OF MUNICIPAL TAX LIABILITY		
		Check if address is new <input type="checkbox"/>
EMPLID	Name	Effective Date of change
<p><b><u>HOME address:</u></b></p> <p>Street Address _____</p> <p>City, State, Zip _____</p> <p>County _____</p> <p>School District _____</p> <p><b>Municipal (city) limits</b> of residence (if you do not reside inside any city limits, please write "N/A") If more than one tax locality, please enter both localities and the percentage(%) for each.</p> <p><b><u>MAILING address:</u></b></p> <p>Street Address _____</p> <p>City, State, Zip _____</p> <p>County _____</p> <p><b>Municipal (city) limits</b> of residence (if you do not reside inside any city limits, please write "N/A") If more than one tax locality, please enter both localities and the percentage(%) for each.</p>		
<p><b><u>EMPLOYMENT address:</u></b></p> <p>Street Address _____</p> <p>City, State, Zip _____</p> <p>County _____</p> <p><b>Municipal (city) limits</b> (if your office location is not inside any city limits, please write "N/A") If more than one tax locality, please enter both localities and the percentage(%) for each.</p> <p><b><u>EMPLOYMENT address (if more than one work location):</u></b></p> <p>Street Address _____</p> <p>City, State, Zip _____</p> <p>County _____</p> <p><b>Municipal (city) limits</b> (if your office location is not inside any city limits, please write "N/A") If more than one tax locality, please enter both localities and the percentage(%) for each. *The state of Ohio is responsible to deduct city taxes for the city of employment.</p>		
Employee signature _____		Date _____

*ePay Notification*

<http://das.ohio.gov/LinkClick.aspx?fileticket=D8TG6XFCTW8%3d&tabid=216>

STATE OF OHIO <b>ePAY NOTIFICATION</b> (Please print or type)			
Employee's Name (First, Middle, Last):		Social Security Number:	
Department:	Institution/Division:	Unit:	
Work Address: <small>(Street, City, State, Zip Code)</small>		County: _____	
Home Address: <small>(Street, City, State, Zip Code)</small>		County: _____	
Email Address: _____			
<p>By signing below, I certify that I:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accept electronic receipt of my pay stub information. I understand that, by accepting electronic receipt of my pay stub information, a paper payroll earning statement will not be issued to me, and I will instead receive my pay stub information via the Internet.</li> <li><input type="checkbox"/> Decline electronic receipt of my pay stub information. I understand that, by declining electronic receipt of my pay stub information, I will not be able to access my pay stub information via the Internet and instead will be issued a paper payroll earning statement.</li> </ul> <p>I further understand that this certification will remain in effect until I submit a new ePay Notification form.</p> <p>Employee's Signature: _____ Date: _____</p>			
For Agency Use ONLY:			
Date Received: _____		NOTE: _____	

## *Pay Rate Tables*

<http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/PayRateTables/tabid/390/Default.aspx>

A screenshot of a web browser displaying the 'Pay Rate Tables' page. The browser's address bar shows the URL 'http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/PayRateTables/tabid/390/Default.aspx'. The page title is 'Pay Rate Tables'. The breadcrumb navigation shows 'Human Resources » HCM and Agency HR Support » Pay Rate Tables'. The main heading is 'Pay Rate Tables'. Below this, a text block states 'The following Pay Rate Tables are available online:'. A bulleted list follows, detailing various pay rate tables for Exempt Employees (Schedule E1 and E2) and OCSEA Employees, effective from July 2000 to July 2008. The list includes: Exempt Employees (Schedule E1) effective July, 2000 through 2008; Exempt Employees (Schedule E1 Step 7) effective July, 2005 through 2008; Exempt Employees (Schedule E2) effective July, 2000 through 2008; and OCSEA Employees effective July, 2000.

Pay Rate Tables

Human Resources » HCM and Agency HR Support » Pay Rate Tables

Pay Rate Tables

The following Pay Rate Tables are available online:

- Exempt Employees (Schedule E1) effective July, 2000
- Exempt Employees (Schedule E1) effective July, 2001
- Exempt Employees (Schedule E1) effective July, 2002
- Exempt Employees (Schedule E1) effective July, 2005
- Exempt Employees (Schedule E1) effective July, 2006
- Exempt Employees (Schedule E1) effective July, 2007
- Exempt Employees (Schedule E1) effective July, 2008
- Exempt Employees (Schedule E1 Step 7) effective July, 2005
- Exempt Employees (Schedule E1 Step 7) effective July, 2006
- Exempt Employees (Schedule E1 Step 7) effective July, 2007
- Exempt Employees (Schedule E1 Step 7) effective July, 2008
- Exempt Employees (Schedule E2) effective July, 2000
- Exempt Employees (Schedule E2) effective July, 2001
- Exempt Employees (Schedule E2) effective July, 2002
- Exempt Employees (Schedule E2) effective July, 2005
- Exempt Employees (Schedule E2) effective July, 2006
- Exempt Employees (Schedule E2) effective July, 2007
- Exempt Employees (Schedule E2) effective July, 2008
- OCSEA Employees effective July, 2000

## Security Roles/Responsibilities Matrix

OAKS Role	AKA	Access To	Responsibility
Time Reporter OH_TL_SS_EE	Employee	<ul style="list-style-type: none"> <li>Request for Leave (RFL)</li> <li>Request OT</li> <li>Timesheet</li> </ul>	<ul style="list-style-type: none"> <li>Access, enter and submit an RFL</li> <li>Review past RFL's</li> <li>Request to work OT for current period</li> <li>Review past OT requests</li> <li>Enter time for current and future pay periods</li> <li>Review prior pay period's <b>Timesheets</b></li> <li>Reverse Prior Approved Leave</li> <li>Review current leave balances</li> <li>View payable time detail</li> <li>View payable time summary</li> </ul>
Manager OH_TL_SS_MGR	Supervisor or Primary Approver	All supervised employees: <ul style="list-style-type: none"> <li>Approve RFL's, Requests for OT</li> <li>Approve Payable Time</li> <li>View and edit <b>Timesheets</b></li> <li>Query Viewer for T&amp;L Queries</li> </ul>	All listed above, plus: <ul style="list-style-type: none"> <li>Approve/disapprove/reject RFL's, requests for OT</li> <li>Approve/disapprove Payable Time for direct reports</li> <li>Manage exception(s) through Timesheet</li> <li>The Manager can <b>NOT</b> enter or change data on an employee's approved RFL</li> </ul>

OAKS Role	AKA	Access To	Responsibility
Agency Timekeeper Self Service, View Only  OH_TL_SS_TIMEKEEPER_VW	Agency designee assisting in time processing (e.g., super timekeeper)	All agency employees: <ul style="list-style-type: none"> <li>View <b>Timesheets</b></li> <li>View Unapproved RFL's</li> <li>View Unapproved Requests for OT</li> <li>Query Viewer for T&amp;L Queries</li> </ul>	<ul style="list-style-type: none"> <li>This role is for VIEW ONLY for ALL agency employees</li> <li>This role <b>CANNOT</b> be combined with any T&amp;L role besides Employee</li> </ul>
Agency Timekeeper Specialist  OH_TLAGY_TIMEKEEPER_SPECIALIST	Agency Payroll Officer	All agency employees: <ul style="list-style-type: none"> <li>Manage exceptions through <b>Timesheets</b></li> <li>Approve/Disapprove Payable Time</li> <li>Create prior pay period adjustments</li> <li>Approve/Disapprove RFL's, Requests for OT</li> </ul>	Same as Manager, plus <ul style="list-style-type: none"> <li>Create prior pay period adjustments</li> <li>Approve/disapprove/reject <b>ALL Agency</b> RFL's, requests for OT (must have OH_TL_SS_MGR in addition to OH_TLAGY_TIMEKEEPER_SPECIALIST role)</li> <li>Approve/disapprove Payable Time for the agency</li> </ul>

## Time & Labor Employee Self Service Availability and Activity Schedule

### *Payroll Processing Week*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Time & Labor Availability	Unavailable	3am – 7pm  Time Admin runs noon and after 7pm	3am – 7pm  Time Admin runs noon and after 7pm	3am – 7pm  Time Admin runs noon and after 7pm	3am – 7pm  Time Admin runs noon and after 7pm	Unavailable due to payroll processing	Unavailable due to payroll processing
Employees		Enter Request for Leave and/or Overtime/ Comp time	Enter Request for Leave and/or OT/CT <u>Locked out from submitting RFL &amp; Timesheet for closed Pay Period</u>	Enter Request for Leave and/or OT/CT <u>Locked out from submitting RFL &amp; Timesheet for closed Pay Period</u>	Enter Request for Leave and/or OT/CT <u>Locked out from submitting RFL &amp; Timesheet for closed Pay Period</u>		
Managers		Approve RFL for current pay period <u>Approve payable time for previous pay period</u>	Approve RFL for current pay period <u>Approve payable time for previous pay period</u>	Approve RFL for current pay period <u>Approve payable time for previous pay period</u>	Approve RFL for current pay period <u>Approve payable time for previous pay period</u>		
EPay Availability	Unavailable	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Unavailable	Unavailable



*Pay Week*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>Time &amp; Labor Availability</b>	Unavailable due to payroll processing	3am – 7pm Time Admin runs noon and after 7pm	3am – 7pm Time Admin runs noon and after 7pm	3am – 7pm Time Admin runs noon and after 7pm	3am – 7pm Time Admin runs noon and after 7pm	3am – 7pm Time Admin runs noon and after 7pm	3am – 7pm Time Admin runs noon and after 7pm
<b>Employees</b>		Enter Request for Leave and/or Overtime/ Comp time	Enter Request for Leave and/or Overtime/ Comp time	Enter Request for Leave and/or Overtime/ Comp time	Enter Request for Leave and/or OT/CT <u>Review Payable Time Detail for current Pay Period</u>	Enter Request for Leave and/or OT/CT <u>Review Payable Time Detail for current Pay Period</u>	
<b>Managers</b>		<u>Approve RFL for current pay period</u>	<u>Approve RFL for current pay period</u>	<u>Approve RFL for current pay period</u>	<u>Approve RFL for current pay period</u>	<u>Approve RFL for current pay period</u>	<u>Approve RFL for current pay period</u>
<b>EPay Availability</b>	Unavailable	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 4pm –6 pm