Ohio DAS
Human Resources Division

Human Capital Management — Payroll/ Time and Labor

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

Ohio Administrative Knowledge System
HCM
Human Capital Management

About This Program

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

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.

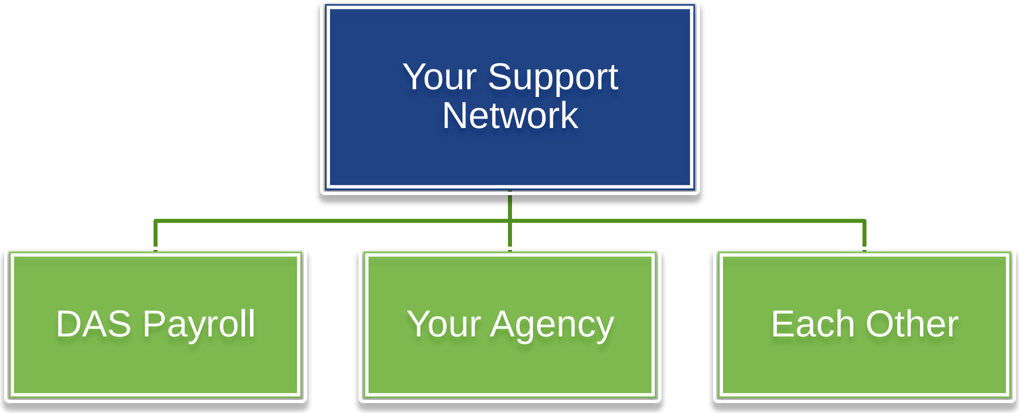
- ***Advocate:*** act as a representative to your Benefits unit for your coworkers, to ensure correct life events and proper leave accruals are managed.

- ***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.


Your Support Network
DAS Payroll
Your Agency
Each Other

Tips and Tools

Use this Participant Guide after you leave here.

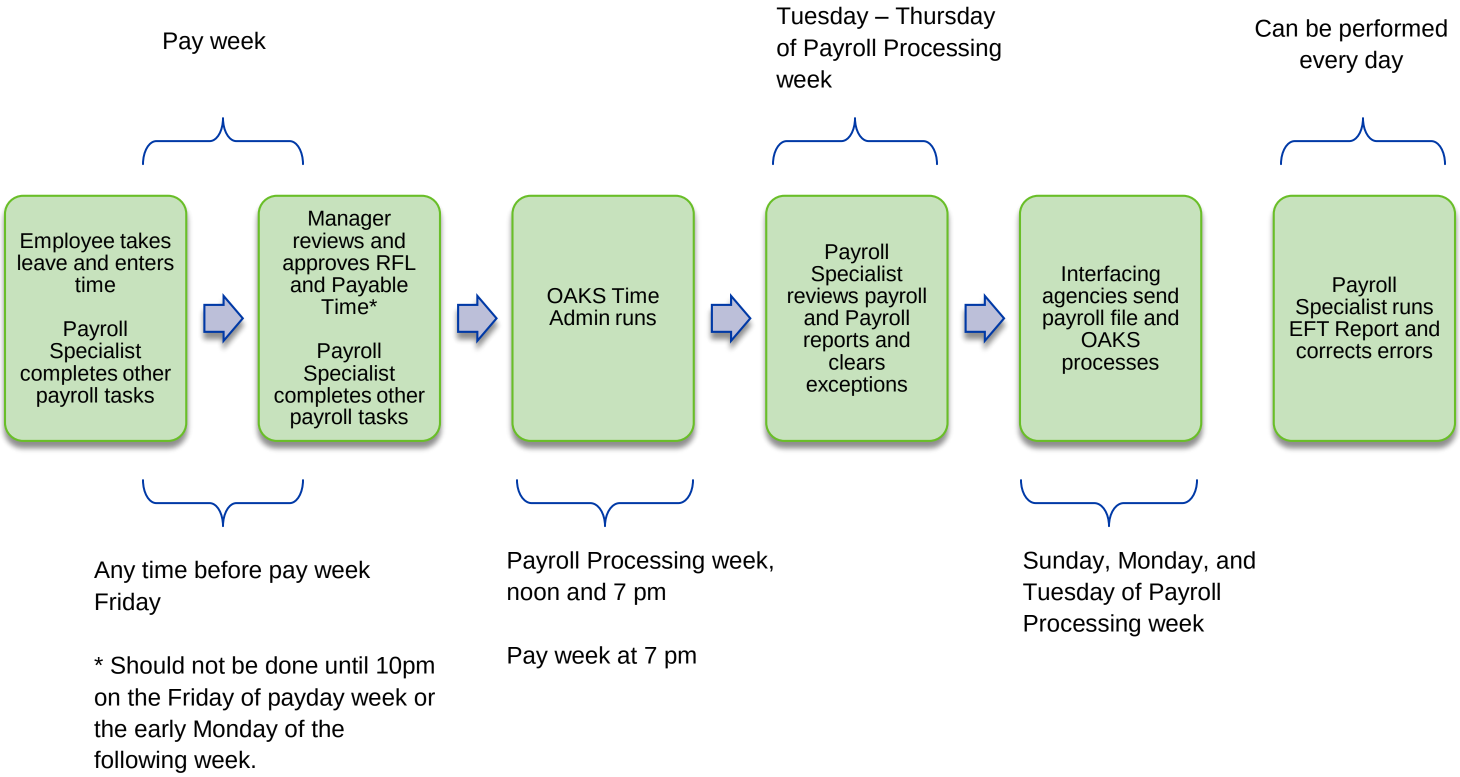
Check the Glossary and the Appendix.

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

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

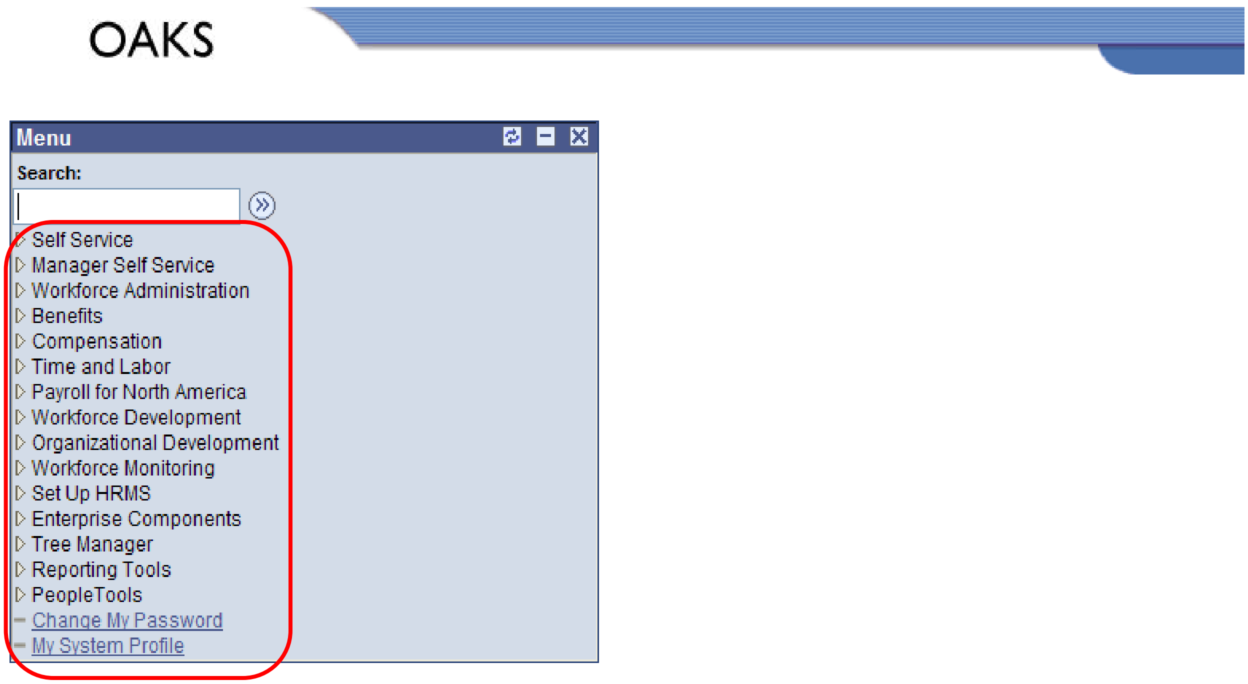
Signing In to OAKS

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.

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.



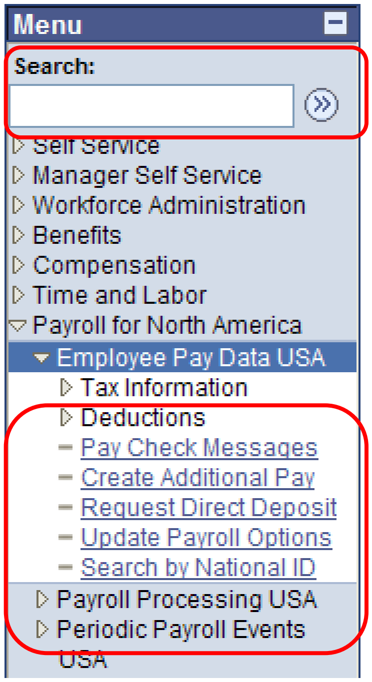
6. To exit OAKS, click the ***Sign out*** link (

) 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.

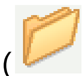
   Clicking a link with a dash (−) takes you directly to that screen.

   The selected link is highlighted in blue.

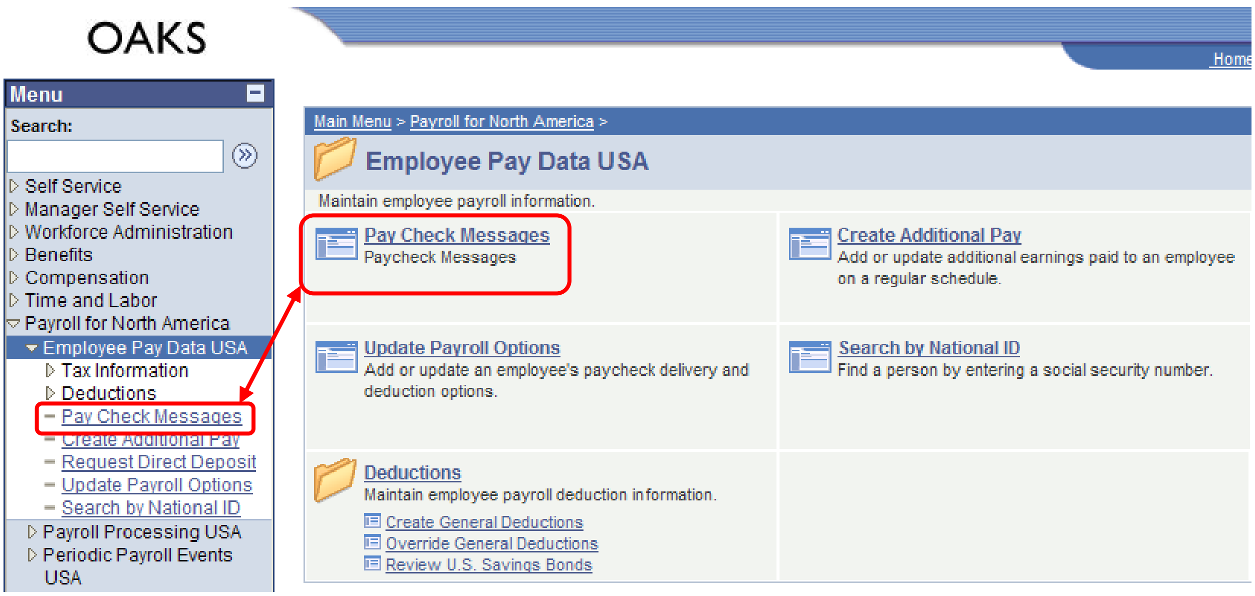
Click the Right Navigation Links

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.



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

Saving Favorites

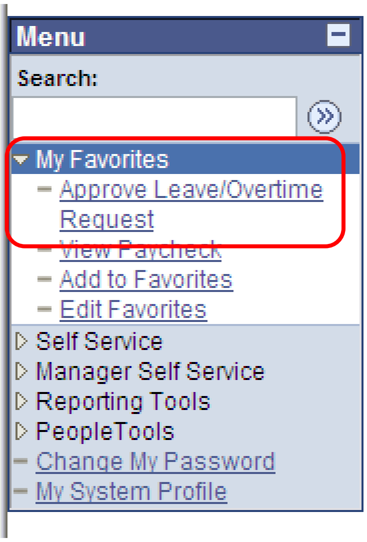
You can save screens you frequently access to your ***My Favorites*** menu. This is a great way to quickly reference specific screens you work with on a daily basis.

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.

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***.

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.

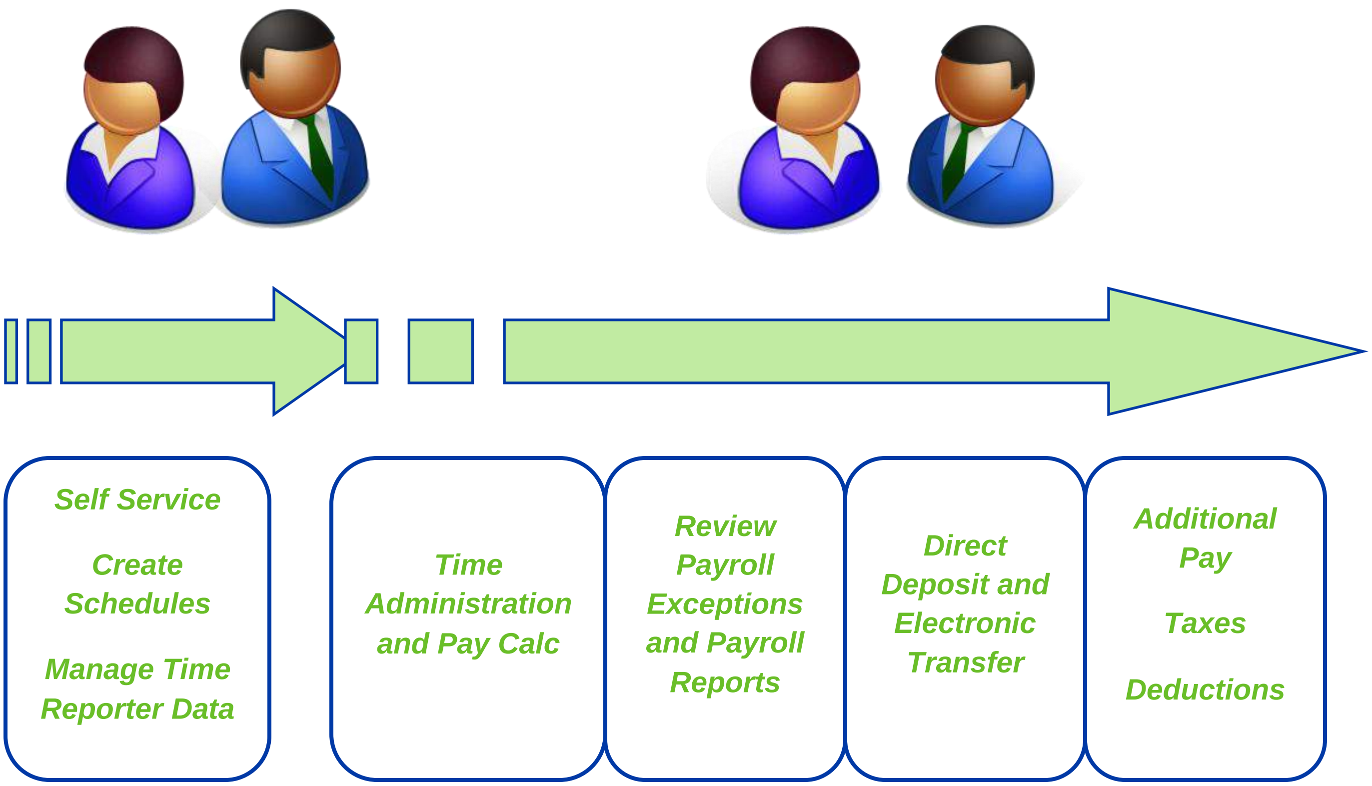
Pay-Off: After completing this segment, you will be able to:

- 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.



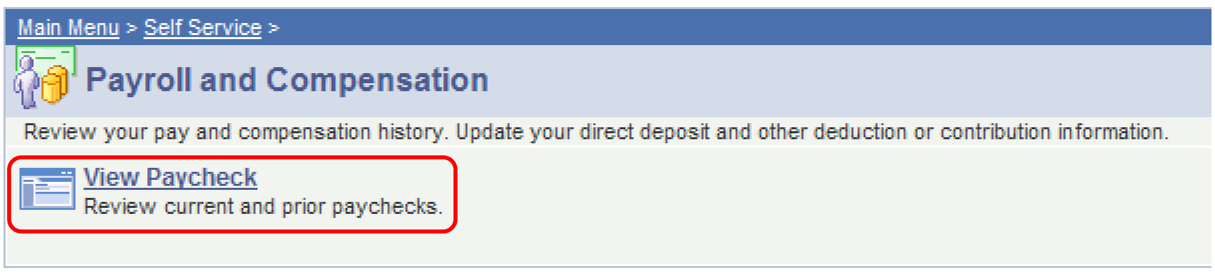
After time is loaded, the Payroll process moves forward the same way for all types of agencies.

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 **Self Service** on the left navigation menu.
2. Click **Payroll and Compensation** on the right side of the screen.
3. Click **View Paycheck** on the right side of the screen.



4. Your current paycheck displays (next page.)

Address: 633 Park Street
Columbus, OH 43215

Service:	1 Years	4 Months	29 Days
Longevity:	1 Years	4 Months	29 Days
Seniority Credits:	0000		
Institutional Credits:			

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: **Cert Status:** Permanent
Next Step Date: 10/01/2007 **Business Unit:** STATE

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

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

Tax Data

Fed Addl Amount: $0.00 **OH Addl Amount:** $0.00

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

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.

Taxes

Description	Amount	YTD Amount
Fed Withholdng	106.17	216.27
Fed MED/EE		29.64
OH Withhol		45.23
OH COLUM Withholdng		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

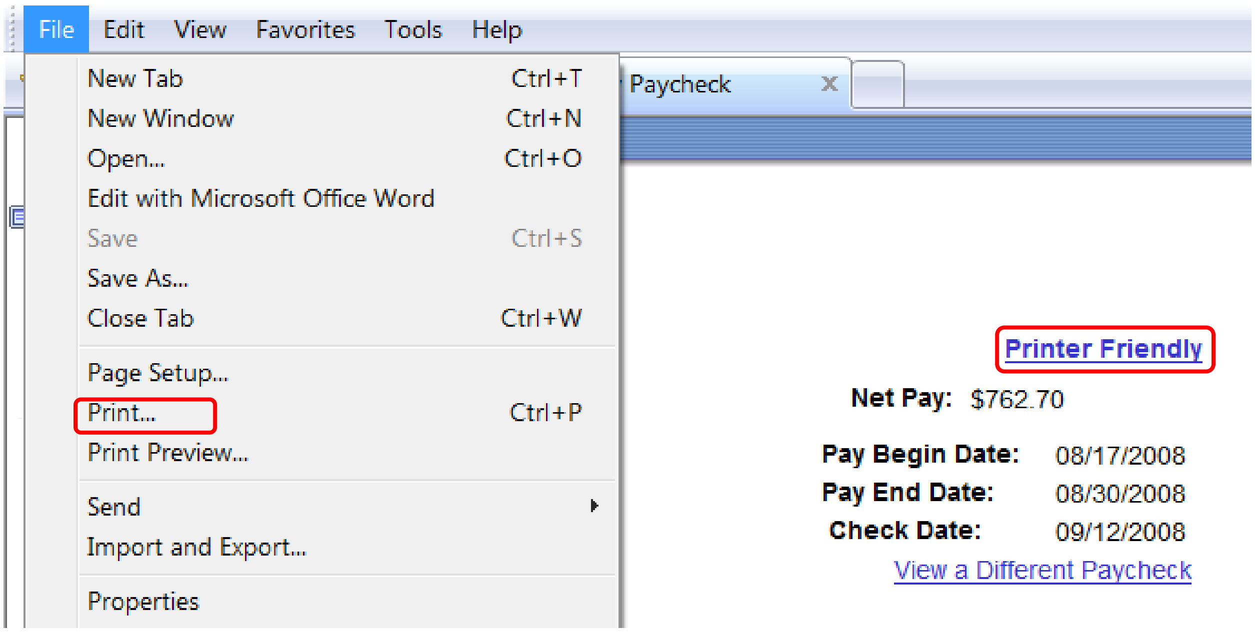
Leave Balances lists the amounts of sick, vacation, and personal time the employee has accrued.

Printing Your Paycheck

- To print your paycheck, click the ***Printer Friendly*** link.

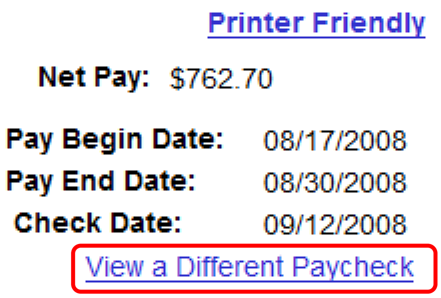
  - or –

- 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***.



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
2008-09-13	State of Ohio	$742.46
2008-08-30	State of Ohio	$762.70

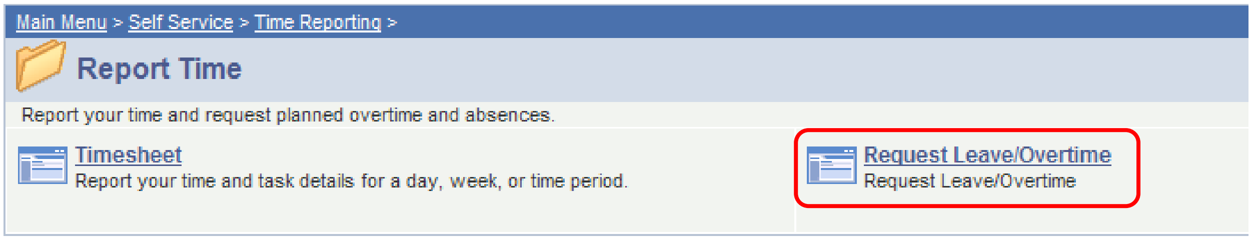
Entering a Request [for] Leave

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 Self Service on the left navigation menu.

2. Click Time Reporting on the right side of the screen.

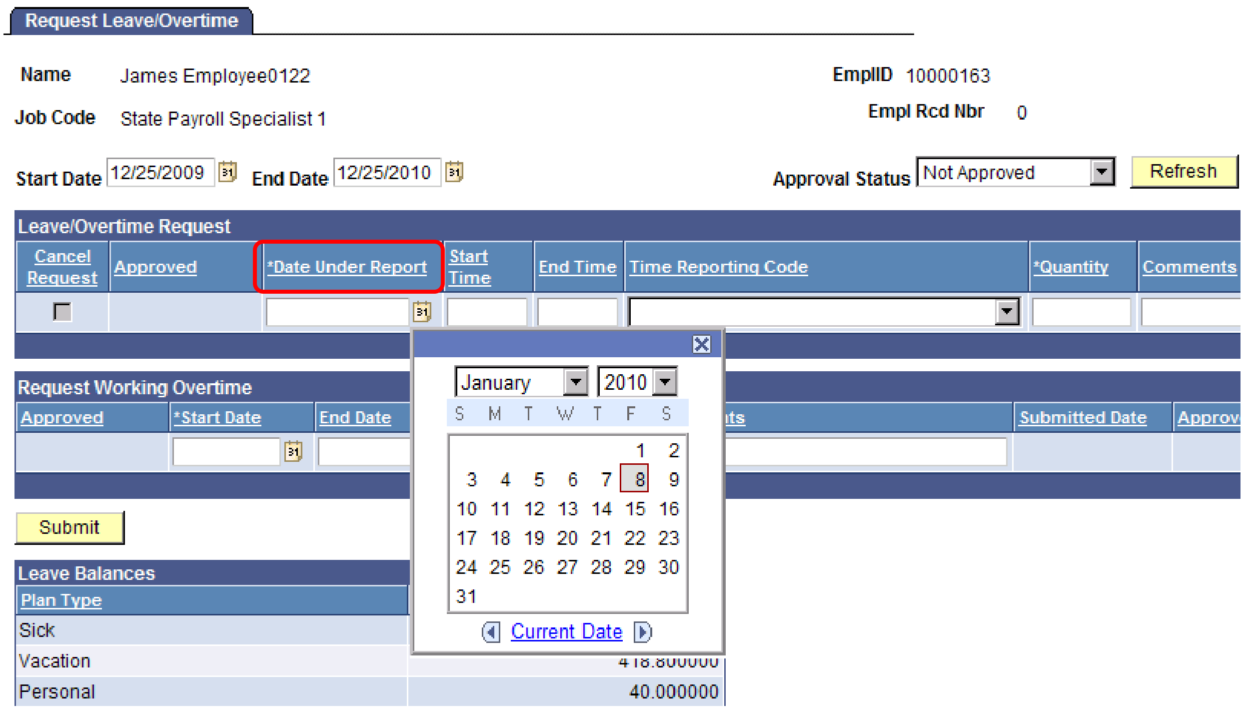
3. Click Request Leave/Overtime on the right side of the screen.



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

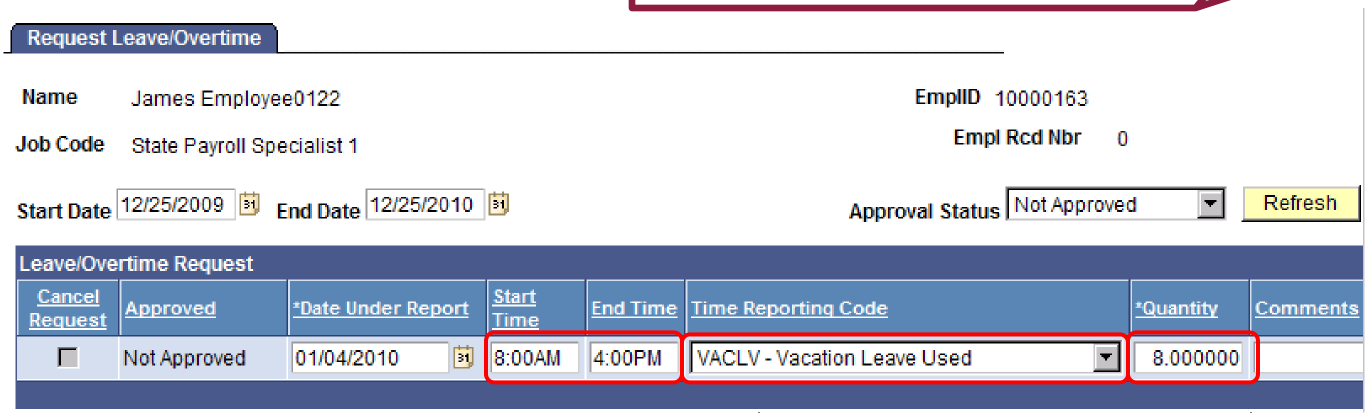
   Select the date you are requesting for leave in the ***Date Under Report*** field.

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



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

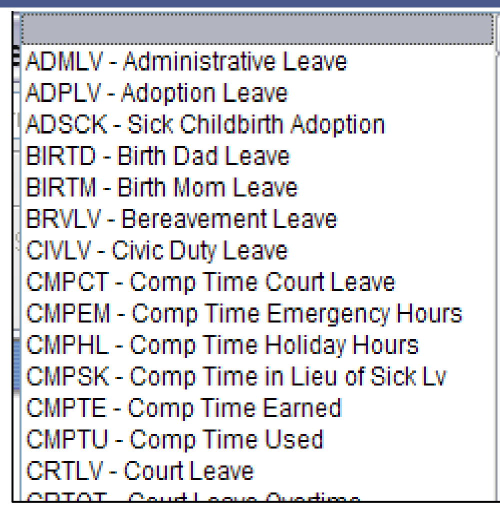
> **NOTE**: Employees must only enter an RFL for what they are scheduled per day (normally 8 hours a day.) If more than that is entered, (such as 9 hours,) they will be paid overtime.



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.

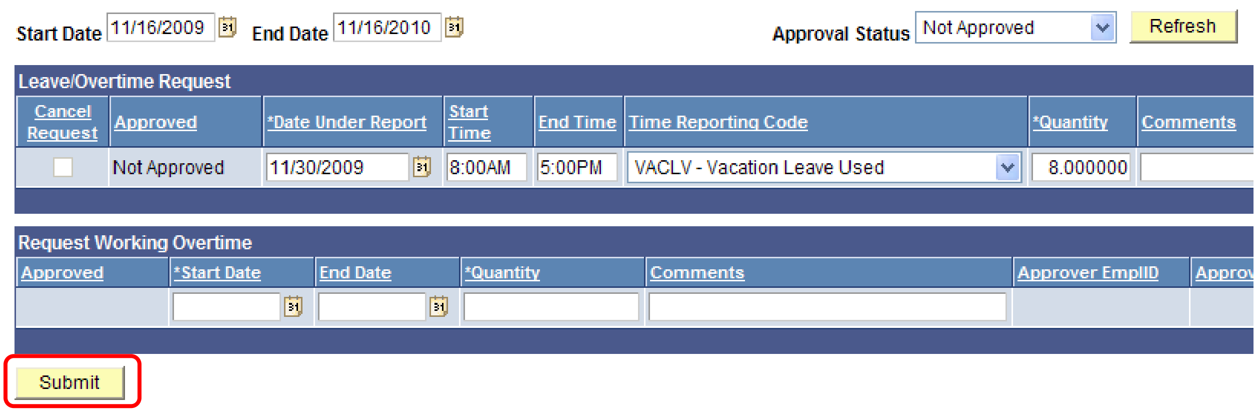


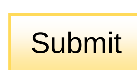
Requesting More than One Day of Leave

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.

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



11. Once all days have been entered, click the 

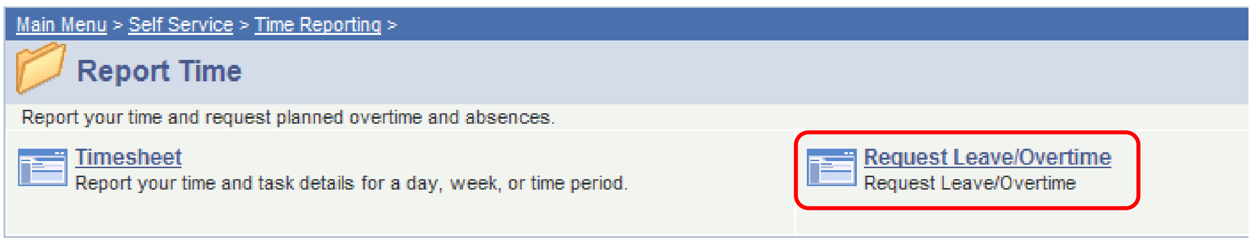
button.

> **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

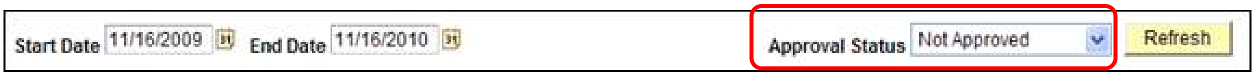
If your plans change, or if you make a mistake and need to cancel time, follow these steps:

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



5. Click the Refresh button.

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

Start Date 11/27/2009 End Date 11/27/2010 Approval Status Approved

Leave/Overtime Request

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Qua
☐	Approved	11/27/2009	7:30AM	4:30PM	CSDLV - Cost Savings Days	8.
☑	Request Canceled	11/27/2009	7:30AM	4:00PM	VACLV - Vacation Leave Used	8.
☐	Approved	12/24/2009	7:30AM	4:40PM	CSDLV - Cost Savings Days	8.
☐	Approved	12/24/2009	7:30AM	12:30PM	PRSLV - Personal Leave Used	5.
☑	Request Canceled	12/24/2009	12:30PM	4:00PM	VACLV - Vacation Leave Used	3.

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

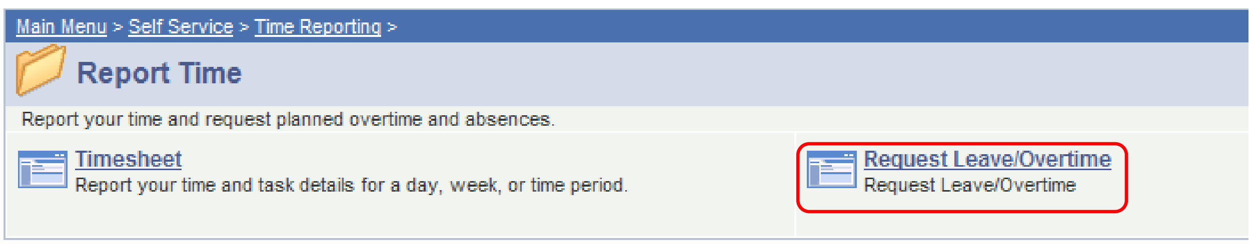
> **NOTE**: You can only select the ***Cancel Request*** check box when the time has been approved. Otherwise it is grayed out and not accessible.
>
> If the request has not been approved, you can delete the request. To do this, click the ***Delete Row*** (**-**) button at the right of the screen.

7. Click the Submit button.

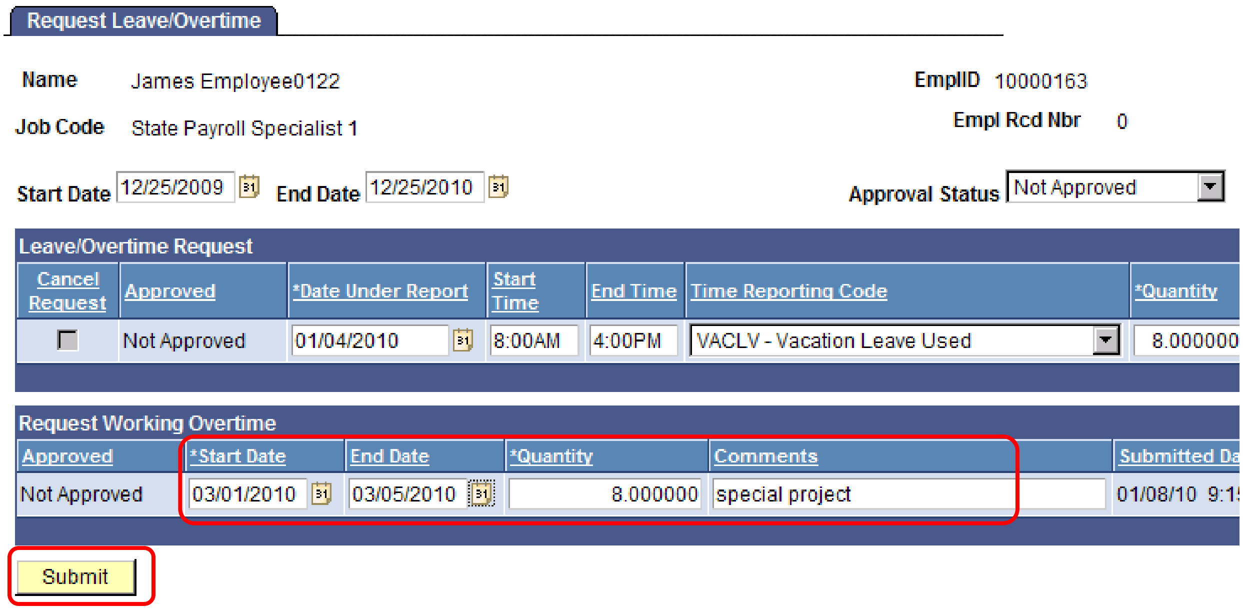
Requesting to Work Overtime/Comp Time

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 **Self Service** on the left navigation menu.
2. Click **Time Reporting** on the right side of the screen.
3. Click **Request Leave/Overtime** 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
	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 Da
Not Approved	03/01/2010	03/05/2010	8.000000	special project	01/08/10 9:1

Submit

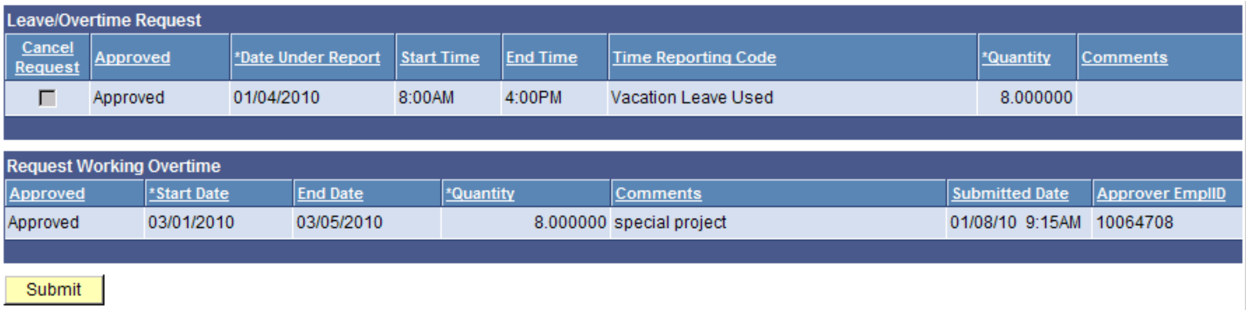
5. Enter the number of hours in the ***Quantity*** field.

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

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

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
☐	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

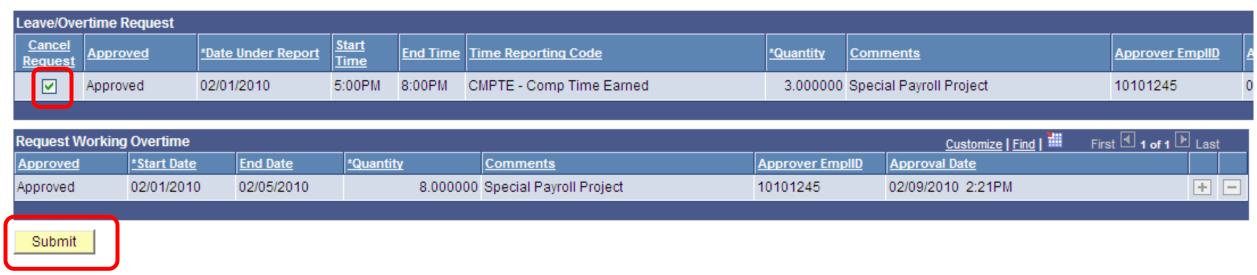
Submit

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 **<u>if it is entered as a TRC earned</u>**.

- 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	A
☑	Approved	02/01/2010	5:00PM	8:00PM	CMPTE - Comp Time Earned	3.000000	Special Payroll Project	10101245	0

Request Working Overtime — Customize | Find | First 1 of 1 Last

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

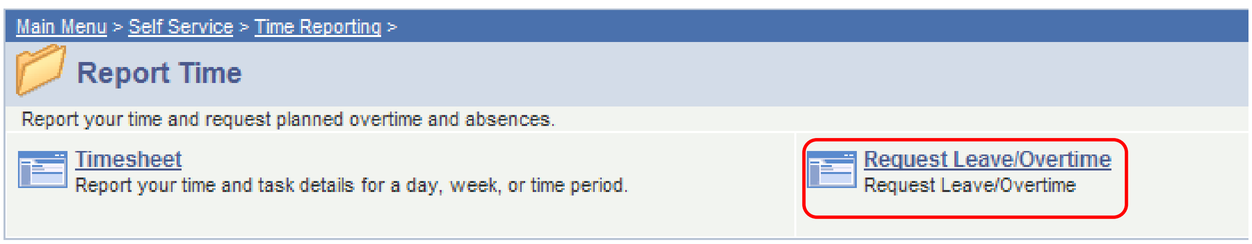
Submit

If you do cancel a request, click the Submit 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.

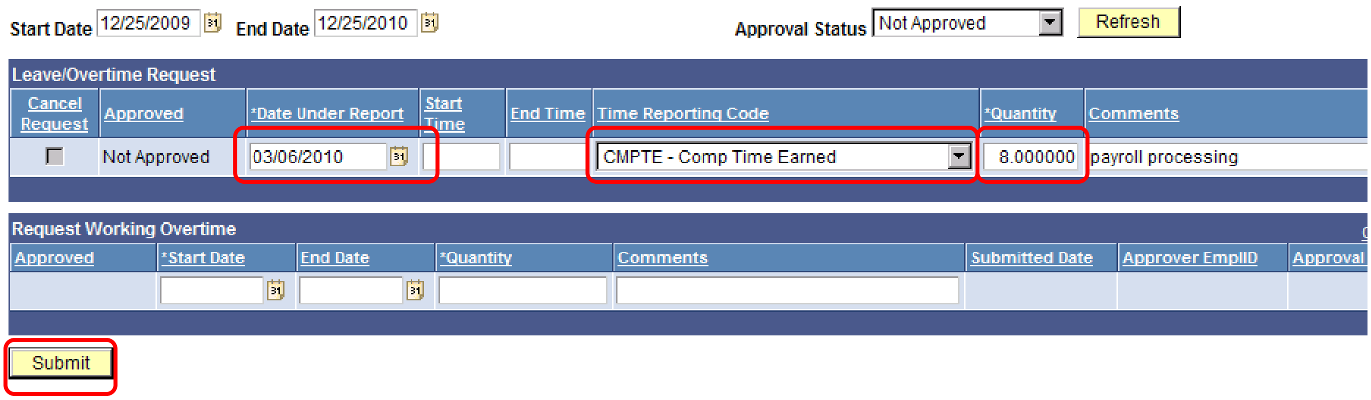
1. Click **Self Service** on the left navigation menu.
2. Click **Time Reporting** on the right side of the screen.
3. Click **Request Leave/Overtime** on the right side of the screen.



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**.

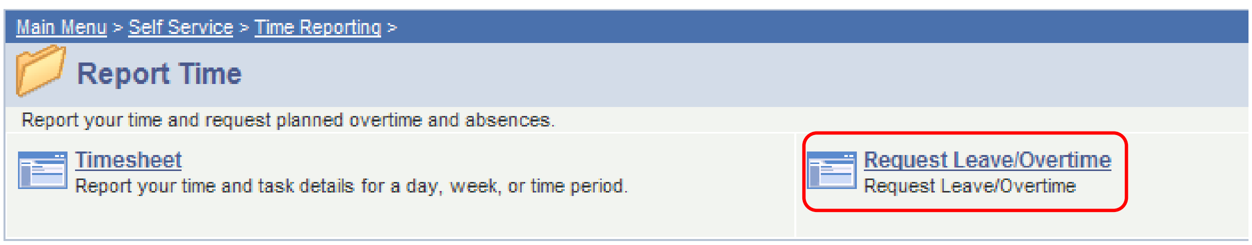


5. Click the Submit button.

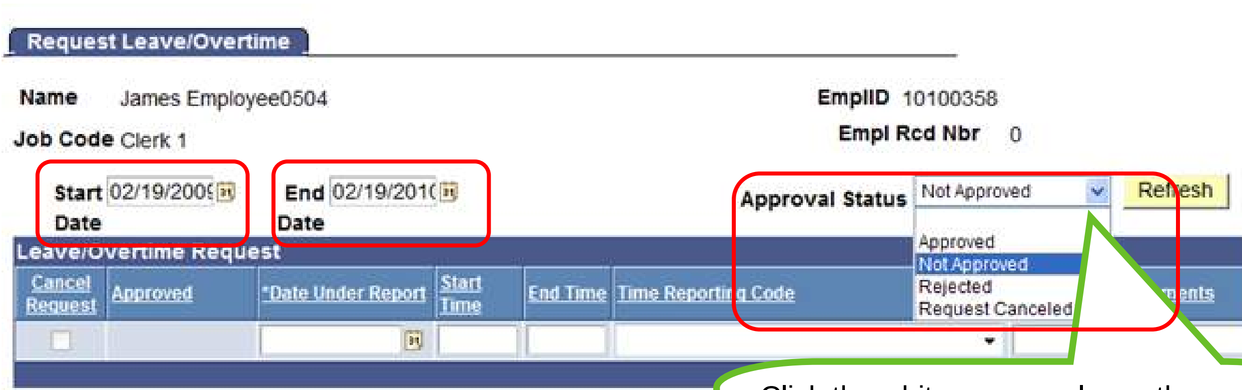
Viewing Requests for Leave/Overtime/Comp Time

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

1. Click Self Service on the left navigation menu.
2. Click Time Reporting on the right side of the screen.
3. Click Request Leave/Overtime on the right side of the screen.



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



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 Refresh 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 Date 02/19/2009 **End Date** 02/19/2010 **Approval Status** Approved Refresh

Leave/Overtime Request

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity	Comments
☐	Approved	03/06/2009	4:00PM	6:00PM	OVTHR - Overtime Hours	2.000000	JS 3/6/09
☐	Approved	03/24/2009			PRSLV - Personal Leave Used	8.000000	
☐	Approved	03/25/2009			SCKLV - Sick Leave Used	5.000000	
☐	Approved	03/27/2009			VACLV - Vacation Leave Used	8.000000	

Request Working Overtime Customize | Find |

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

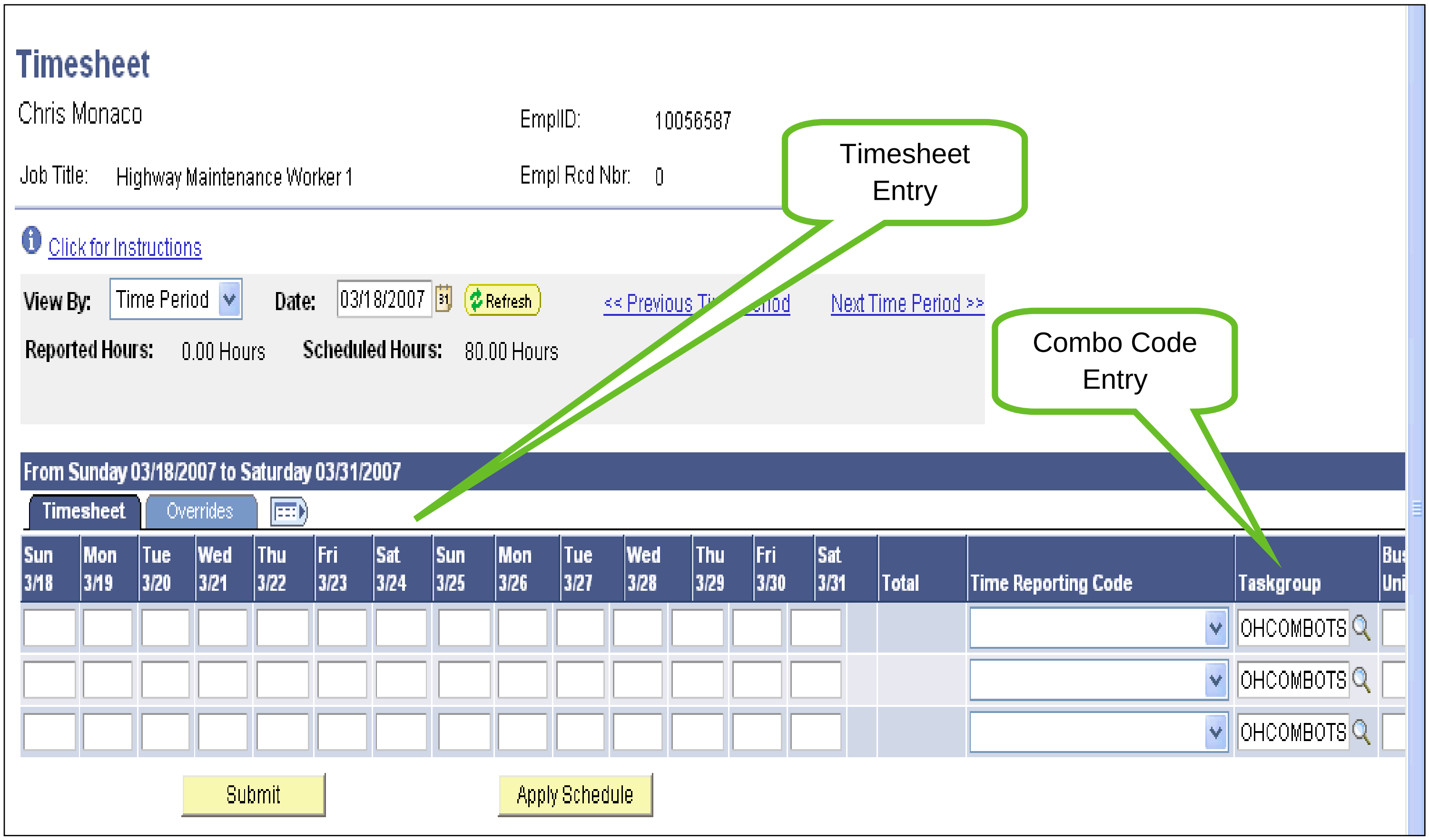
- The following message is sent to Employees after Time Admin has finished on the Friday of pay week:

```
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***.

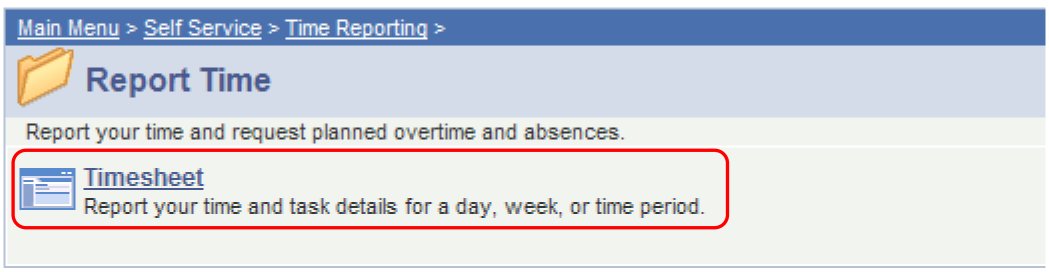
Then there are groups of employees who have irregular schedules (e.g. interns, part-time employees) known as positive time reporters or those who have to divide their time into a few or several combo codes or budget codes. This is done to make sure their time is charged against the budget correctly.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



Entering Time on the Timesheet

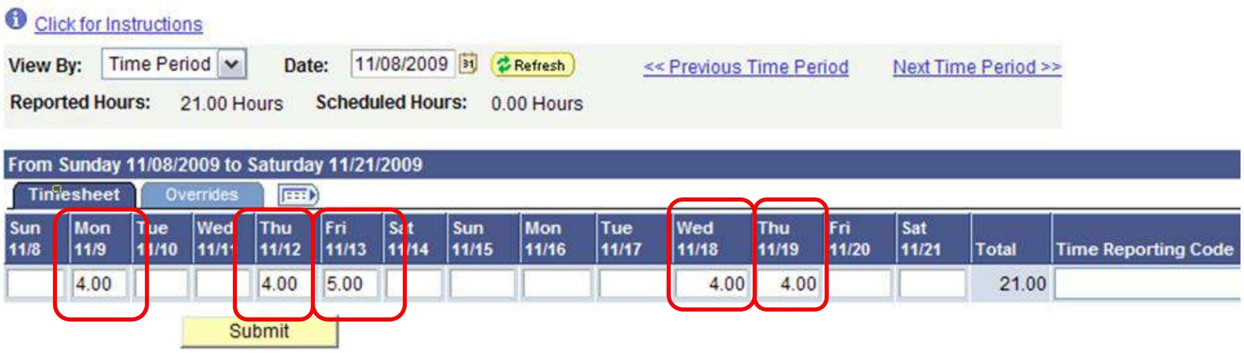
Employees with irregular schedules must enter their time for each workday into the ***Timesheet*** in OAKS.

1. Click **Self Service** on the left navigation menu.
2. Click **Time Reporting** on the right side of the screen.
3. Click **Report Time** on the right side of the screen.
4. Click **Timesheet** on the right side of the screen.



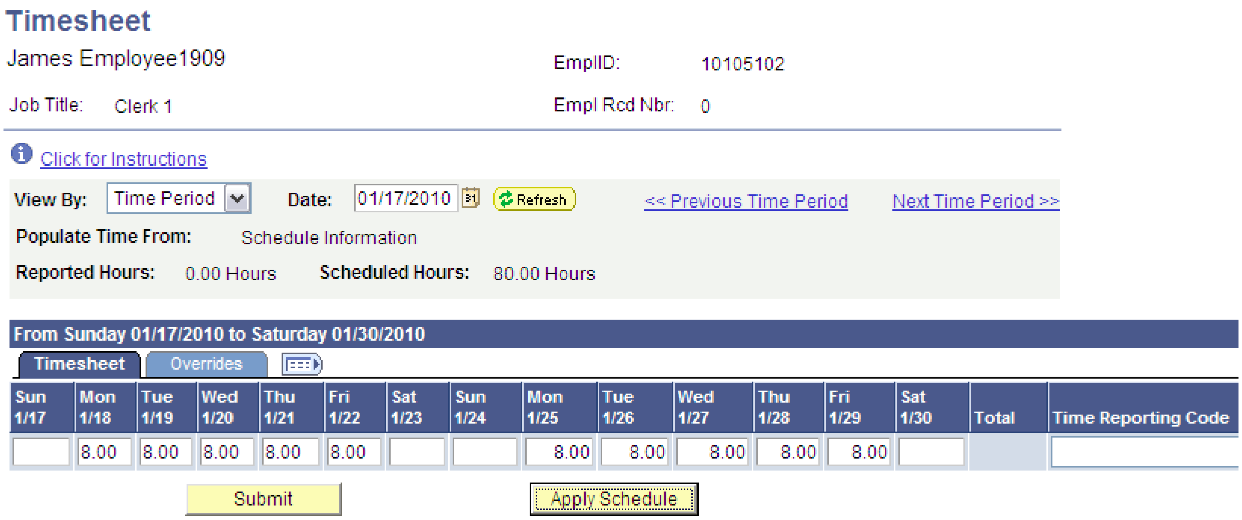
5. The system defaults to the current pay period.

6. If this is for a positive time reporter, click and enter the number of hours worked for each work day.



If it is for an employee who has a schedule, click the 

button if no leave has been reported yet.



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

8. Click the **Submit** 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.

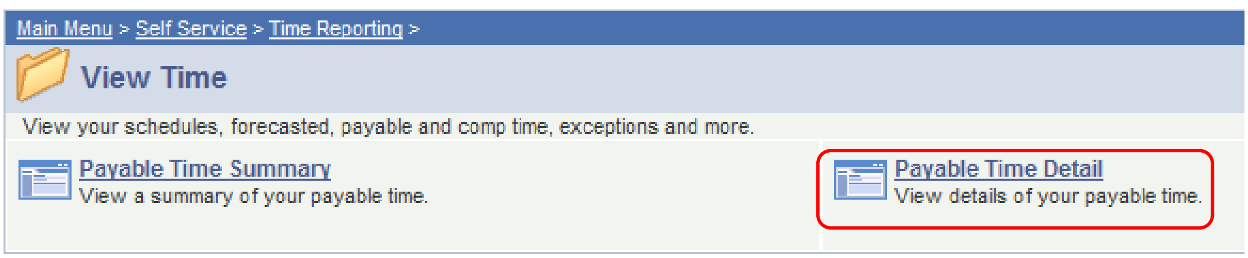
- Employees should be instructed to view ***Payable Time Detail*** in order to see the hours and current status of payable time. If any employee does not report Leave or Flex Time, the ***Timesheet*** will ALWAYS appear blank.

  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 **Self Service** on the left navigation menu.
2. Click **View Time** on the right side of the screen.
3. Click **Payable Time Detail** on the right side of the screen.



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

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

Start Date 12/21/2008 **End Date** 01/03/2009 Get Rows

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

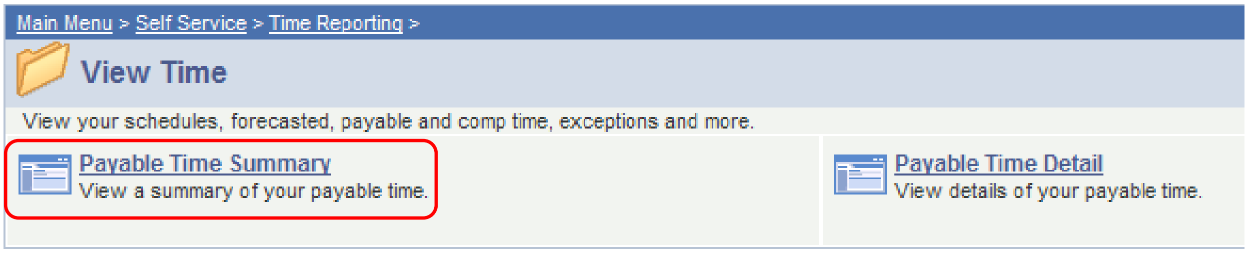
This chart explains the possible ***Status*** codes for Payable Time during payroll processing:

Status of Payable Time	Description
Estimated	These hours do not require approval from the Manager.
Needs Approval	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. 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.
Approved – Goes to Payroll	The Manager has approved the payable time hours. Once approved, these hours are submitted to OAKS Payroll.
Closed or No Pay	DAS HCM Payroll Administration has made an entry in the ***Adjust Paid Time*** field. **Note**: Make a record-only adjustment in Time and Labor to keep the data in both applications synchronized.
Rejected by Payroll	An error or exception has occurred. This is time that has not been paid.
Taken – Used by Payroll	Hours were submitted to OAKS Payroll and were accepted for the current pay period.
Paid – Labor Distributed	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.	The date is outside the ***Start*** and ***End Date*** parameters: 1. Change the ***Start Date*** to 01/01/1901 and the ***End Date*** to 12/31/9999. 2. Click ***Refresh***. 3. The unapproved Request for Leave appears. The employee can edit the date to the appropriate time frame.
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 ***Timesheet***.	It is likely that the employee submitted a ***Request Working Overtime*** (second row in blue) and was approved. The employee must now enter either **CMPTE** or **OVTHR** in the first row as a request for hours/compensation.
I didn't take all of the leave I was approved for. Can't I just delete it off the ***Timesheet***?	No. This is what the ***Cancel Request*** functionality is for. The employee should change the ***Approval Status*** to **Cancelled** and click the ***Refresh*** button. Then the employee can submit a new request.
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 ***Timesheet*** is blank. I'm not getting paid!	• If the employee has a schedule, the rules (especially holiday-related) are generated behind the scenes and will be viewable in ***Payable Time Detail***. • If the employee does not have a schedule, they must enter their Reported Hours in order to be paid.

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.

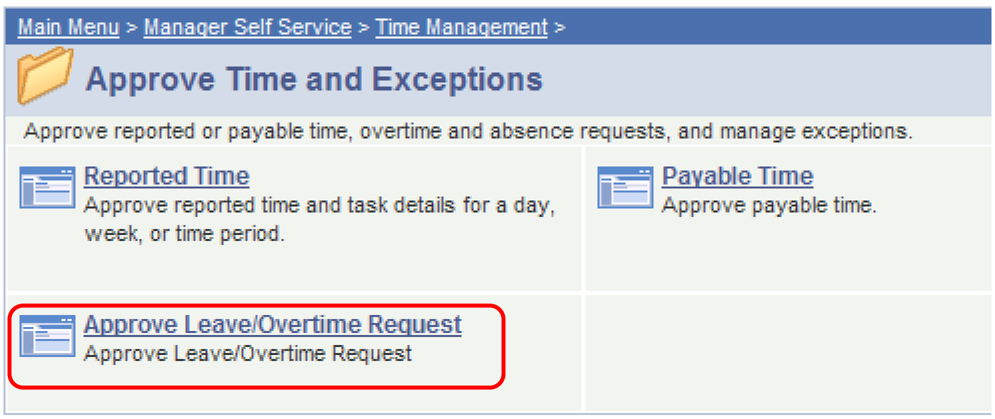
Pay-Off: After completing this segment, you will be able to:

- 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)

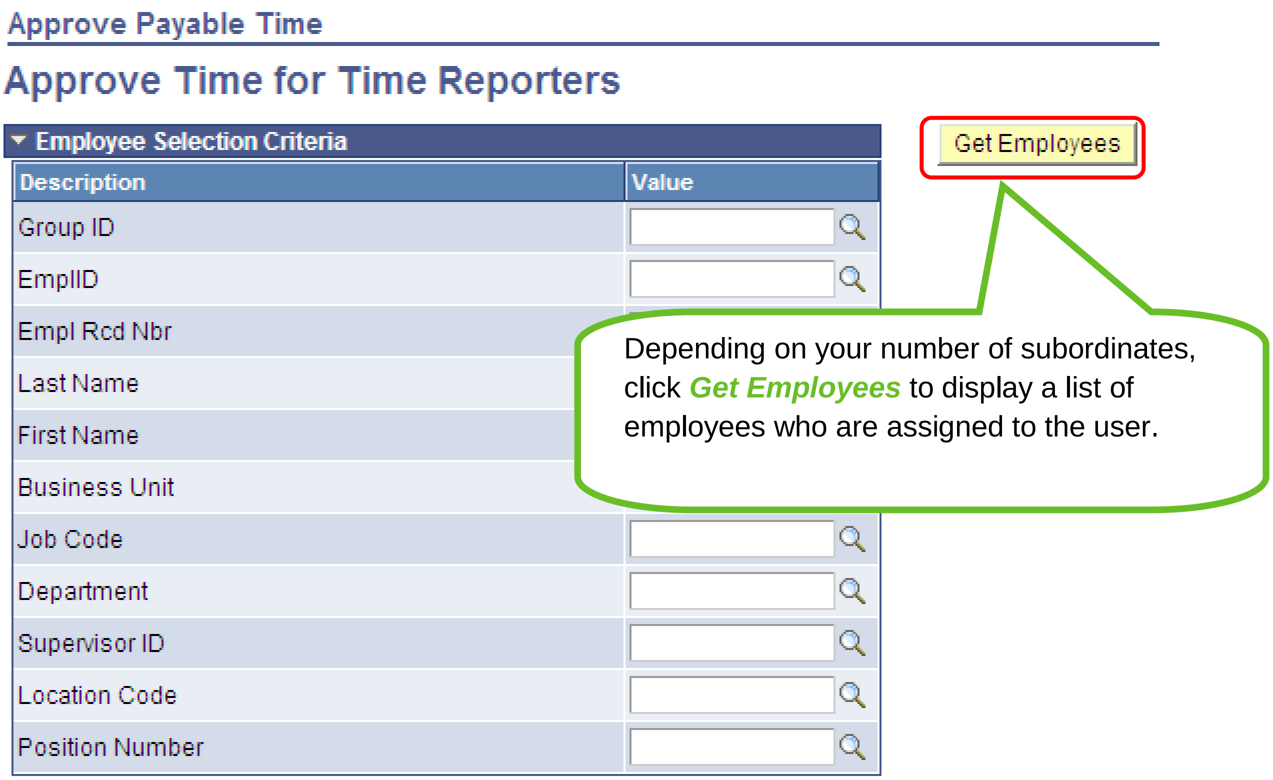
Each RFL submitted by an employee must be approved by his or her Manager in OAKS Employee Self Service/Time and Labor.

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.)



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
James Employee0102	10100903	0	0.000000	DAS	20000003
Susan Employee0101	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.

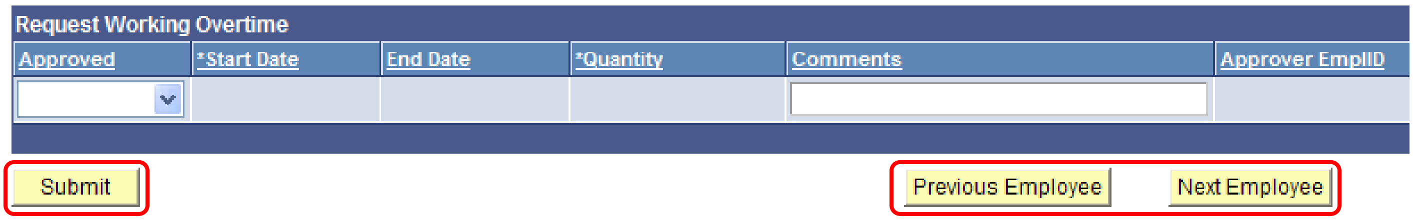
8. Select the appropriate ***Approval*** code from the drop-down list.

- 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 Submit button.



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

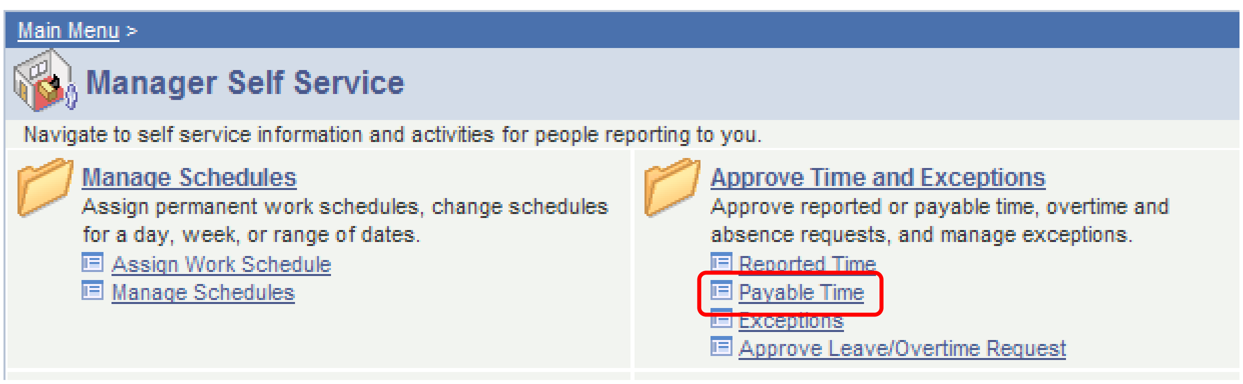
Approving Payable Time

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.

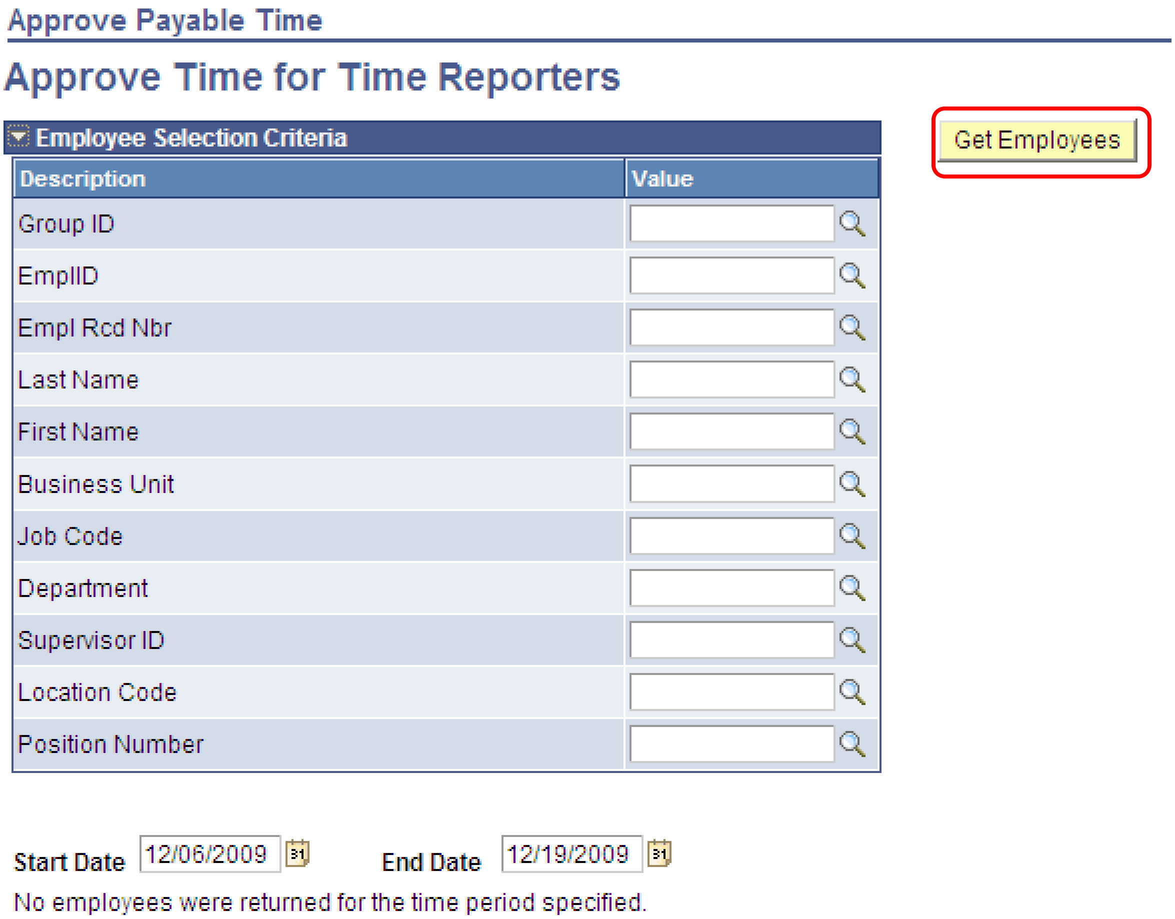
> **NOTE**: This refers only to Time and Labor Self Service agencies or for any prior period adjustments that create new payable time to be approved.

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

Get Employees

Description	Value
Group ID	
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	
Location Code	
Position Number	

Start Date 12/06/2009 End Date 12/19/2009

No employees were returned for the time period specified.

5. Click the Get Employees 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
☐	James Employee0502	10100357	0	12111	Clerk 1	960.000000	DAS

Select All   Clear All

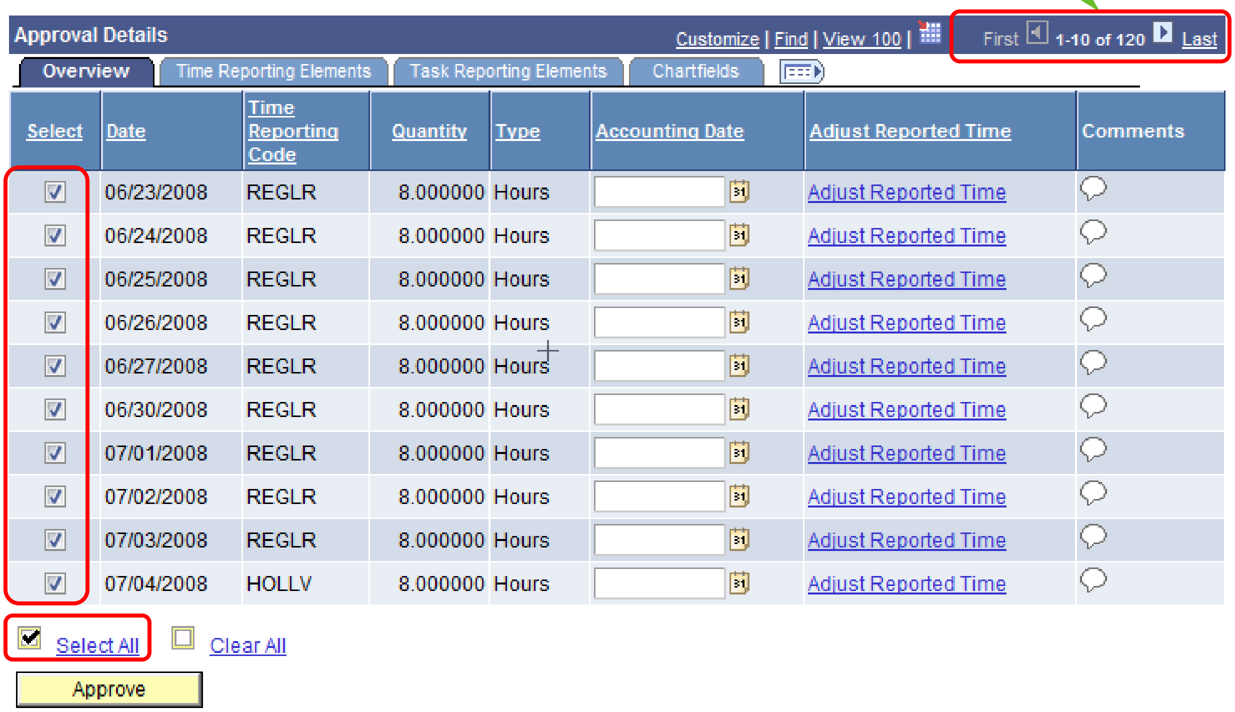
Approve

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 Approve 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

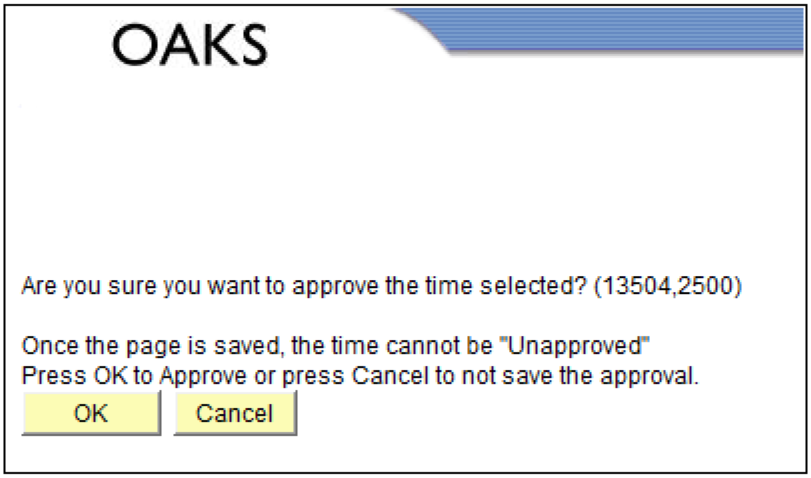
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
☑	06/23/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	06/24/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	06/25/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	06/26/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	06/27/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	06/30/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	07/01/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	07/02/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	07/03/2008	REGLR	8.000000	Hours		Adjust Reported Time	
☑	07/04/2008	HOLLV	8.000000	Hours		Adjust Reported Time	

☑ Select All ☐ Clear All

Approve

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

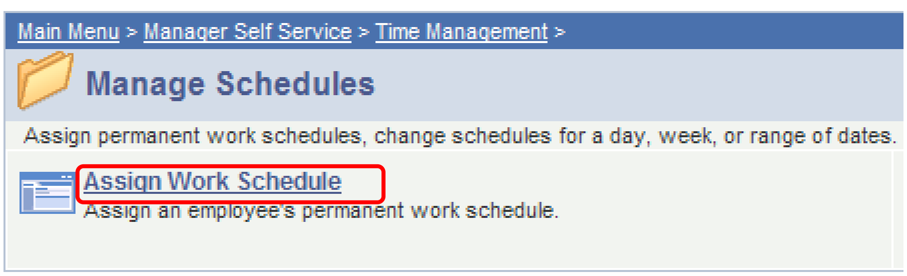
Some agencies use pre-defined schedules in OAKS for employees that may be assigned by the position, or changed or updated as needed. Schedules are assigned in OAKS so that employees only have to report exceptions (e.g. leave) to their normal working hours.

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:

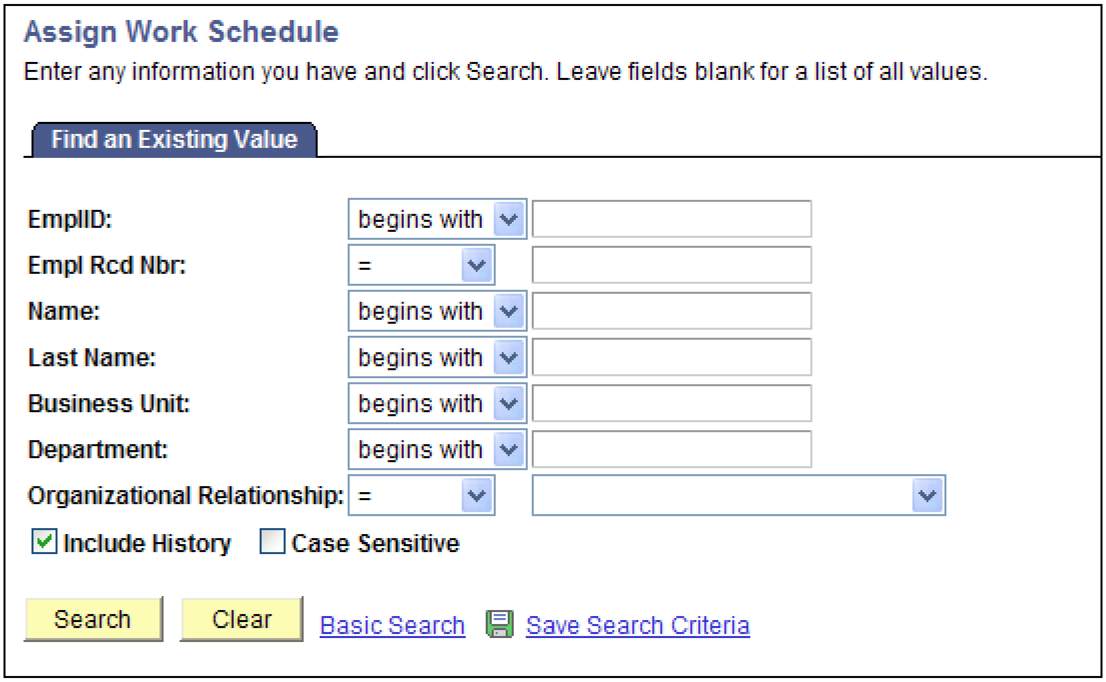
- All full time permanent employees are paid based upon an assigned schedule. Schedules are currently assigned at 40 standard hours per week, unless modified by the Agency Payroll Specialist.
- Any changes to the schedule must be done with an ***Effective Date*** **<u>of the Sunday at the beginning of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

To assign a schedule in OAKS:

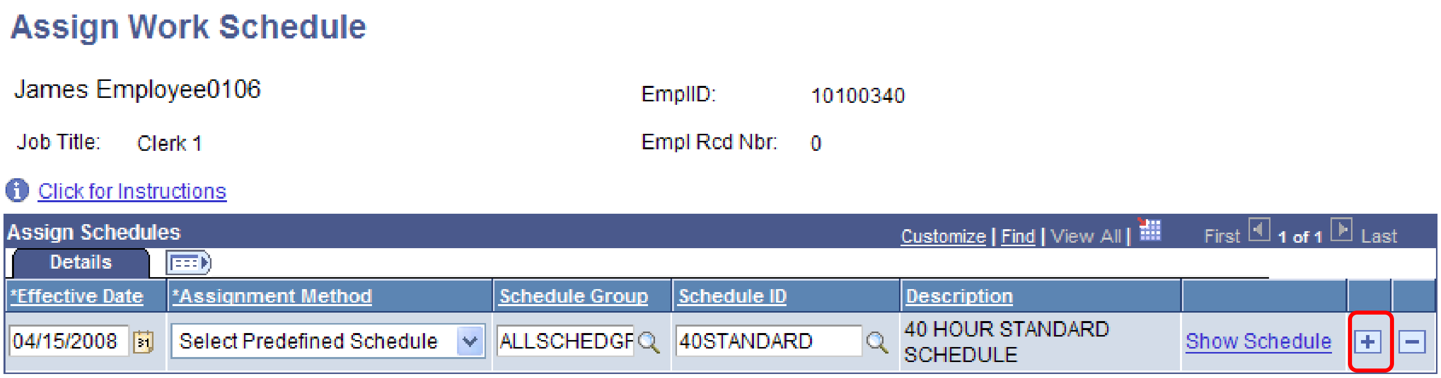
1. Click Manager Self Service on the left navigation menu.
2. Click Manage Schedules on the right side of the screen.
3. Click Assign Work Schedule on the right side of the screen.



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

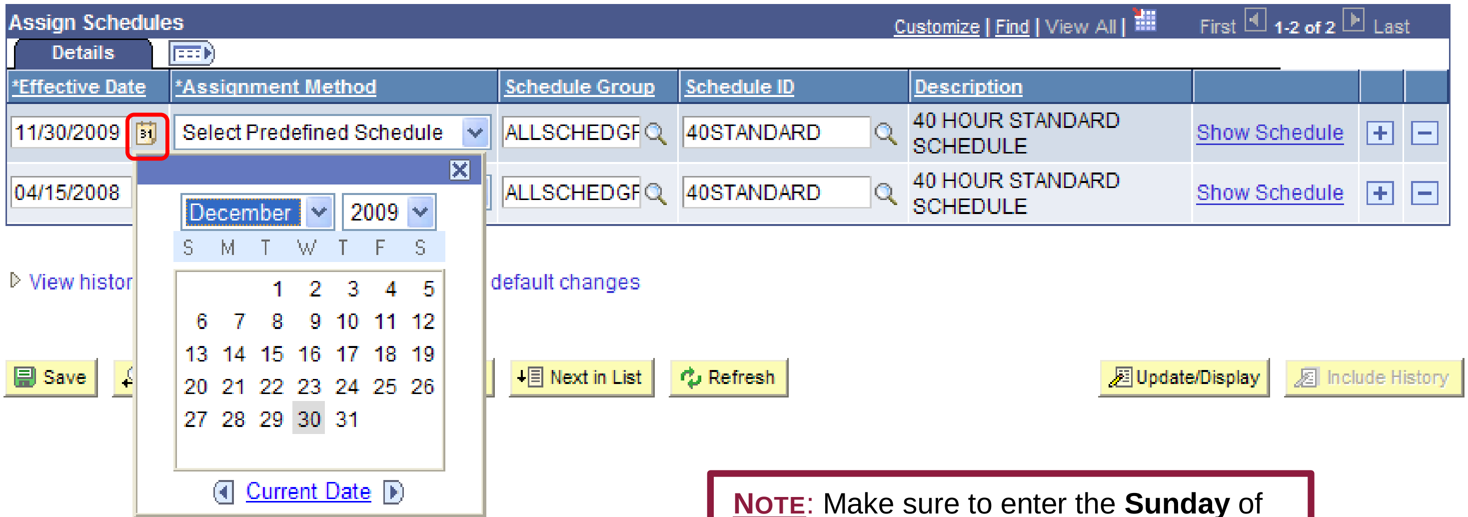


5. Click the ***Add Row*** (**+**) button to the right of the screen.



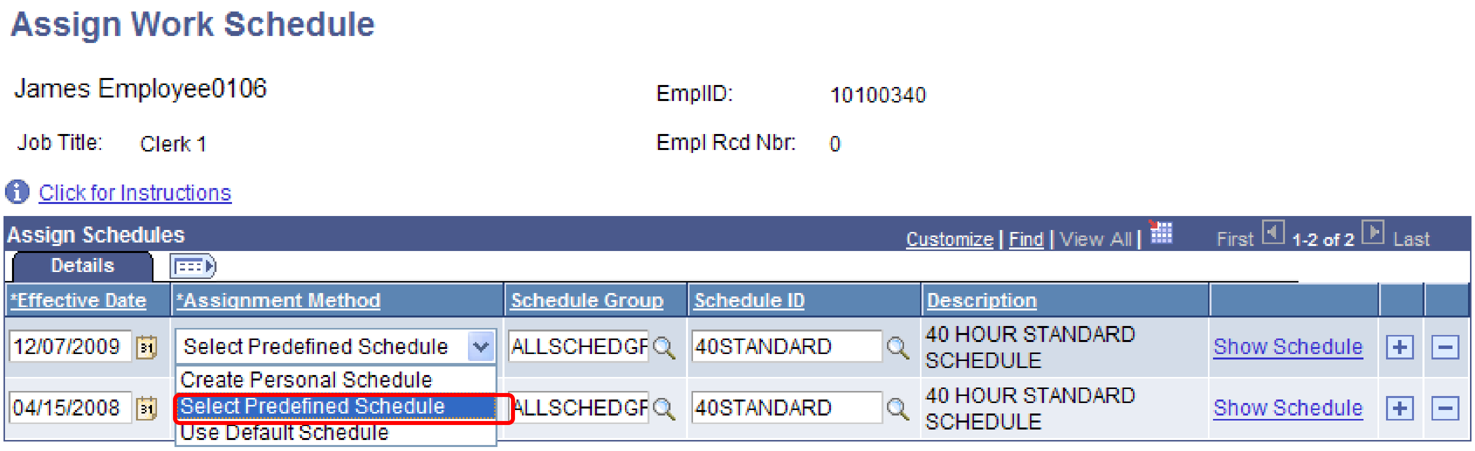
6. Make certain that the ***Effective Date*** is the Sunday at the beginning of a pay period.

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

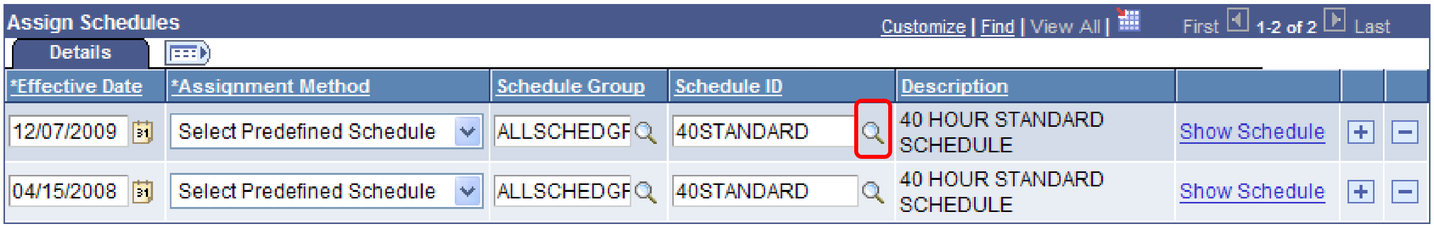


NOTE: Make sure to enter the **Sunday** of the beginning of the pay period to ensure you see the whole week in the time sheet.

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

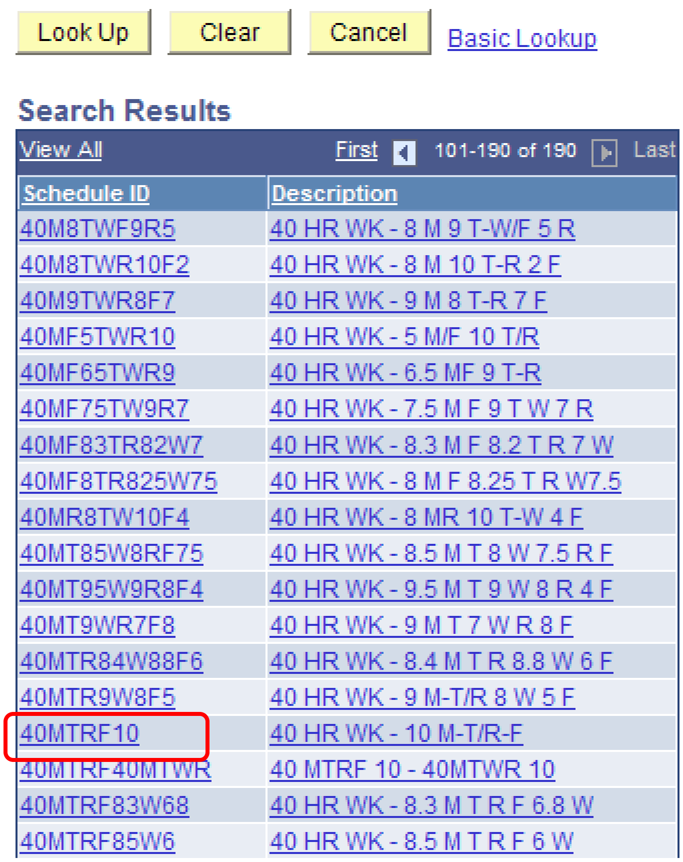


8. Click the magnifying glass ( ) next to the ***Schedule ID*** field.



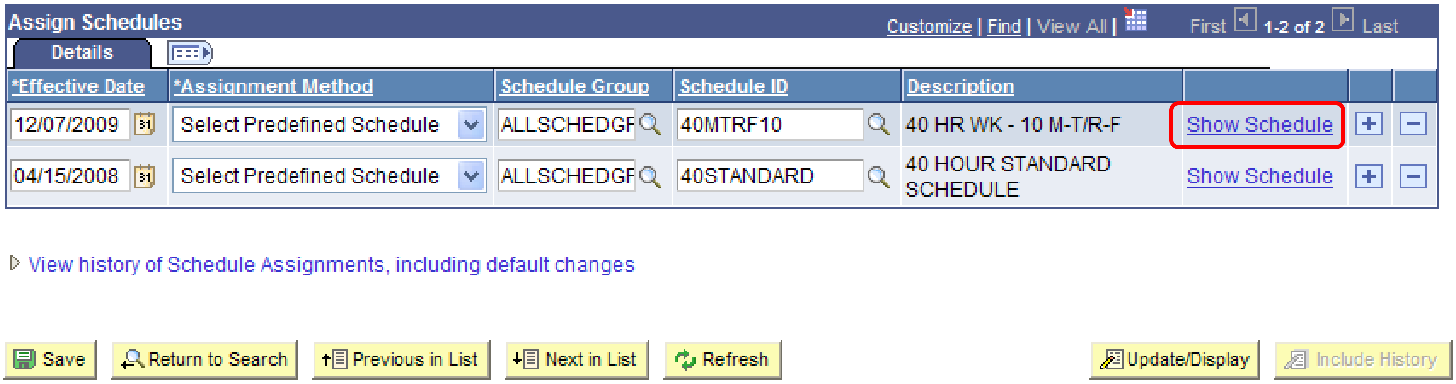
9. Under ***Search Results***, look under the ***Schedule ID*** and ***Description*** you want/need.

10. Click the selected schedule to assign it.

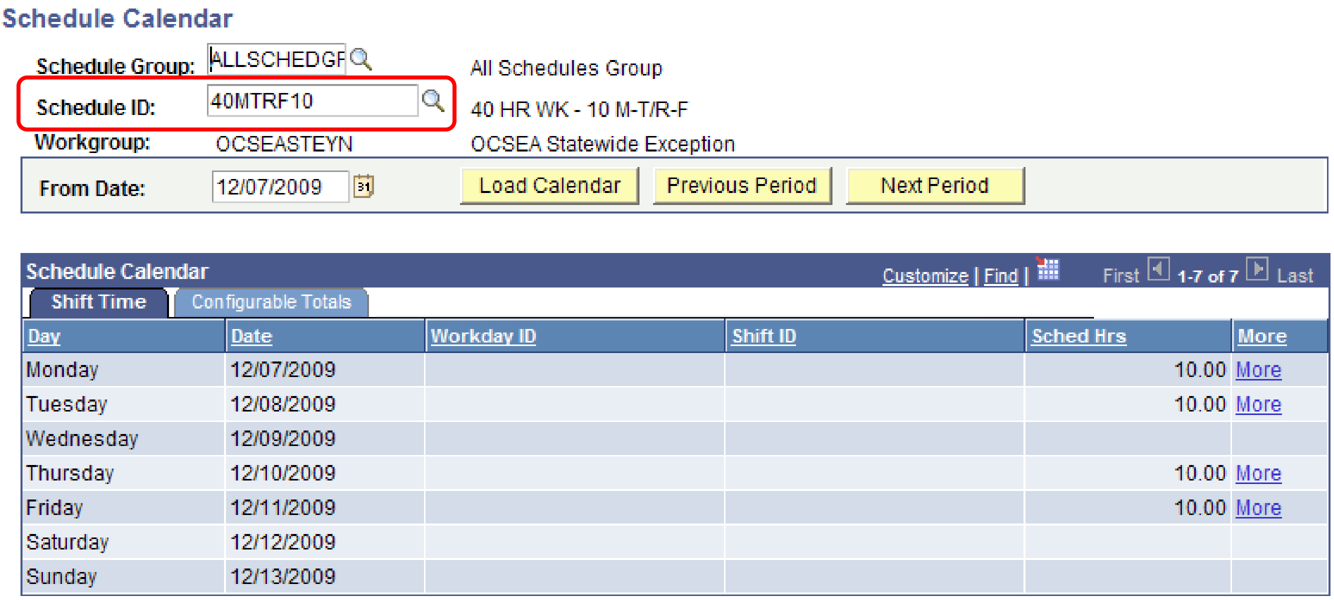


NOTE: If you do not see the value in the results, you need to contact your DAS HCM Payroll Specialist to have the schedule created using Customer Relationship Management (CRM.)

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



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 Customize | Find | First 1-7 of 7 Last

Shift Time | Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	More
Monday	12/07/2009			10.00	More
Tuesday	12/08/2009			10.00	More
Wednesday	12/09/2009				
Thursday	12/10/2009			10.00	More
Friday	12/11/2009			10.00	More
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.	The date is outside the ***Start*** and ***End Date*** parameters: 1. Change the ***Start Date*** to 01/01/1901 and the ***End Date*** to 12/31/9999. 2. Click the ***Refresh*** button. 3. The unapproved Request for Leave appears. The Manager can contact the employee to edit the date to the appropriate time frame.
I can't see everyone who reports to me.	***Approve Leave/Overtime Request for Time Reporters*** screen: • The employee has not ever submitted a leave request; only those who have submitted leave show up in default list. ***Timesheet Summary*** screen: • The ***Position Management*** screen needs reviewed. • The ***Group ID*** was not entered correctly. • The ***Get Employees*** button was not clicked (the Manager used the Enter key.) For any other screen, the ***Position Management*** and ***Job Data*** screens should be reviewed to ensure that the ***Reports To*** and ***Effective*** fields are correct.

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.

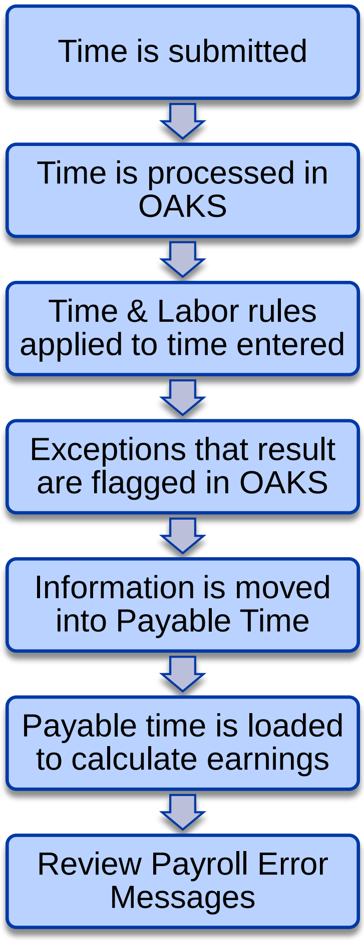
Pay-Off: After completing this segment, you will be able to:

- 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

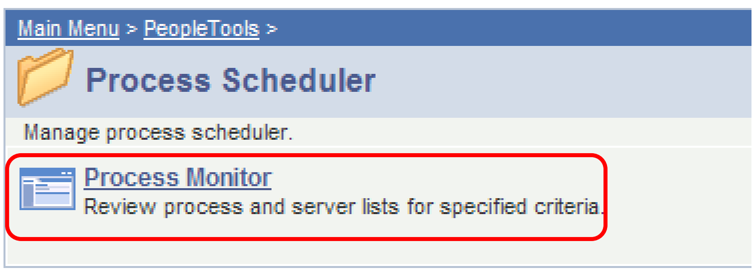
There are many processes you can view on the ***Process Monitor***, but the three you will be most concerned with during payroll processing week are:

	Key Process	Appears as…	Information Processed
1	Time Administration	**TL_TIMEADMIN**	Job that converts the time recorded from ***Timesheets*** into payable time.
2	Time & Labor Load	**PSPLDTL1**	Job that loads the payable time into the pay line to get ready to be calculated.
3	Pay Calc	**PSPPYRUN**	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

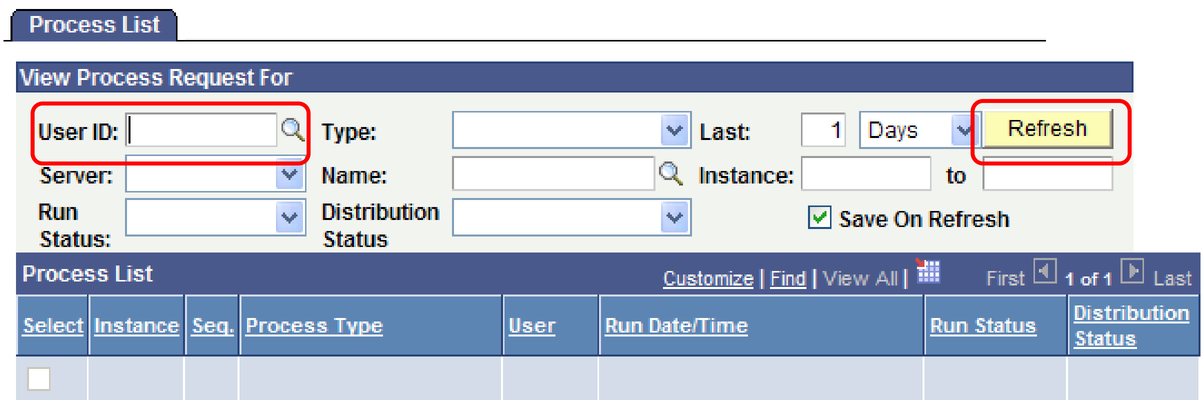
To access the ***Process Monitor*** screen, follow these steps:

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.



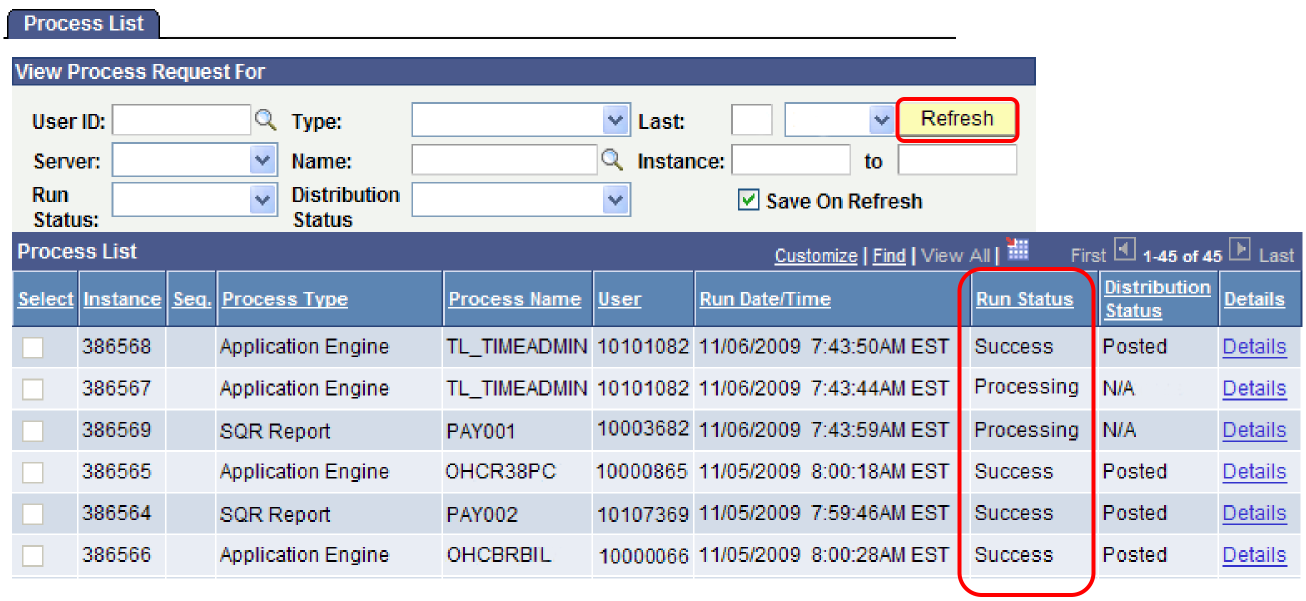
5. Click the  button.

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.



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

- 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.

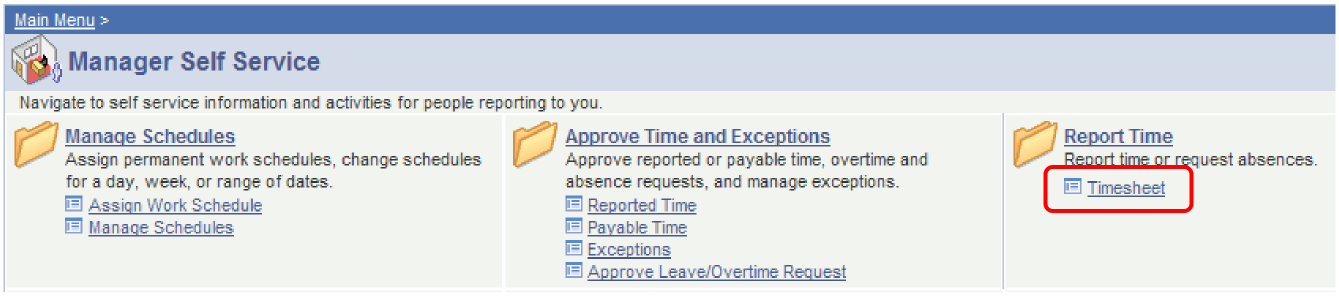
Pay-Off: After completing this segment, you will be able to:

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

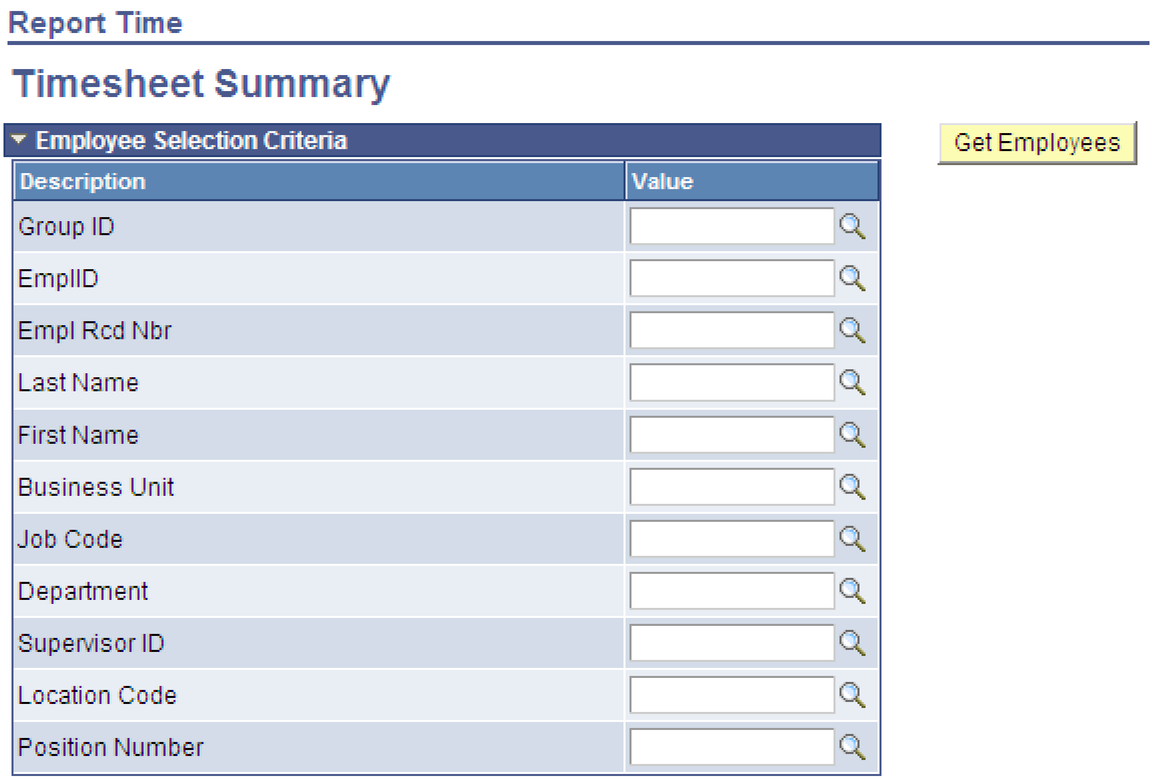
Entering Time into the OAKS Timesheet

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 **Manager Self Service** on the left navigation menu.
2. Click **Report Time** on the right side of the screen.
3. Click **Timesheet** 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.



5. Click the Get Employees 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: Week Date: 12/01/2009 Refresh << Previous Week Next Week >>

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

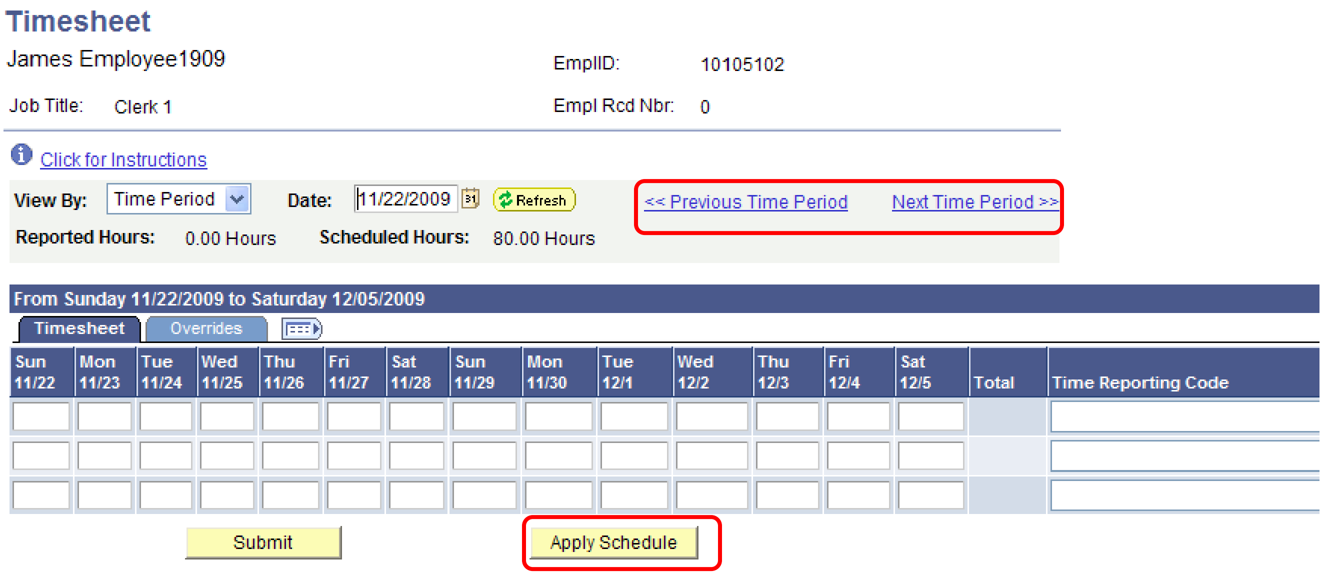
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
James Employee1909	Clerk 1	0.00	0.00	40.00		0.00	0.00	10105102	0	12111

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.

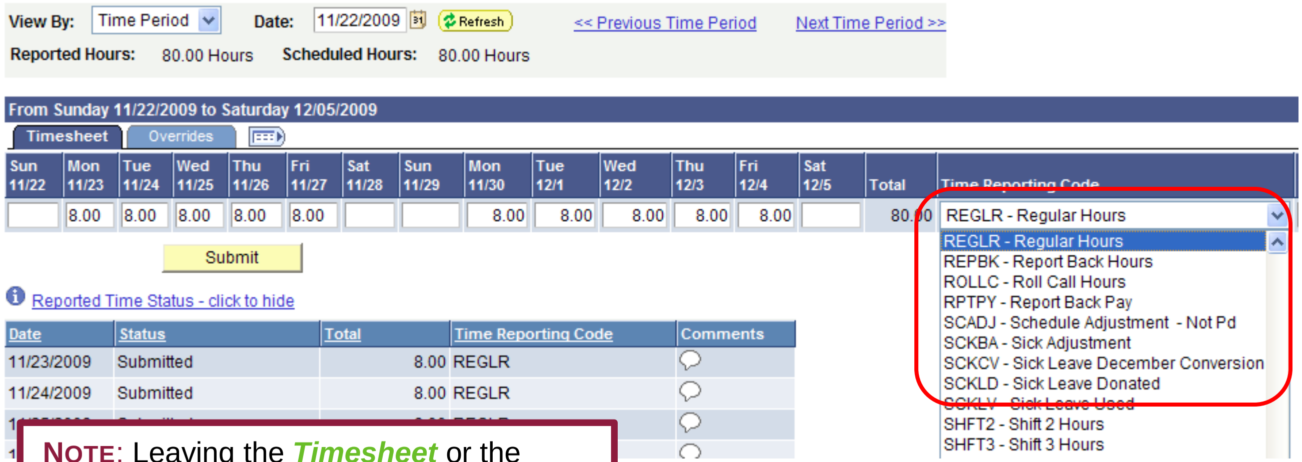
   Click the ***Previous Time Period*** and ***Next Time Period*** links to move to the pay period that you need to enter or adjust time for.



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.

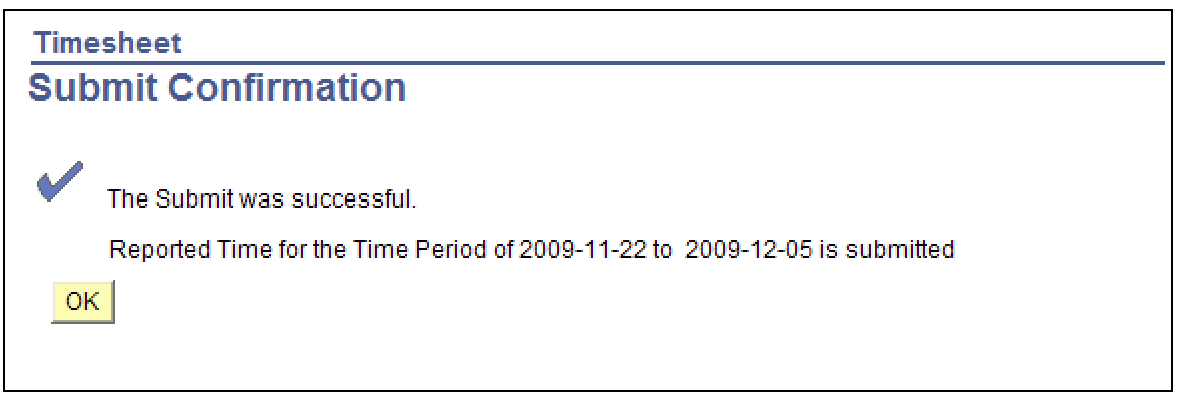
9. When the hours are updated, select the appropriate ***Time Reporting Code*** (TRC) from the drop-down list.



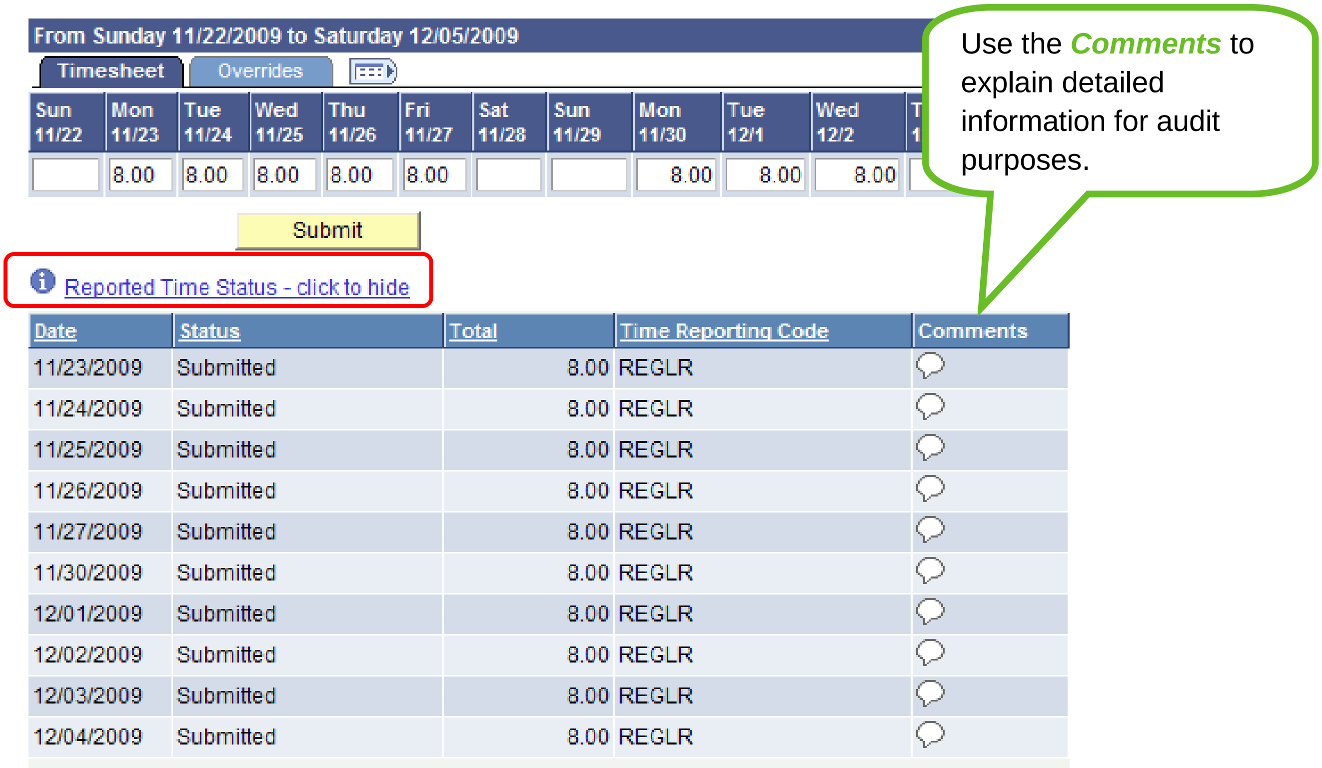
NOTE: Leaving the ***Timesheet*** or the ***Time Reporting Code*** field blank defaults to **REGLR** (Regular Hours) for non-interfacing agencies.

10. Click the Submit button.

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



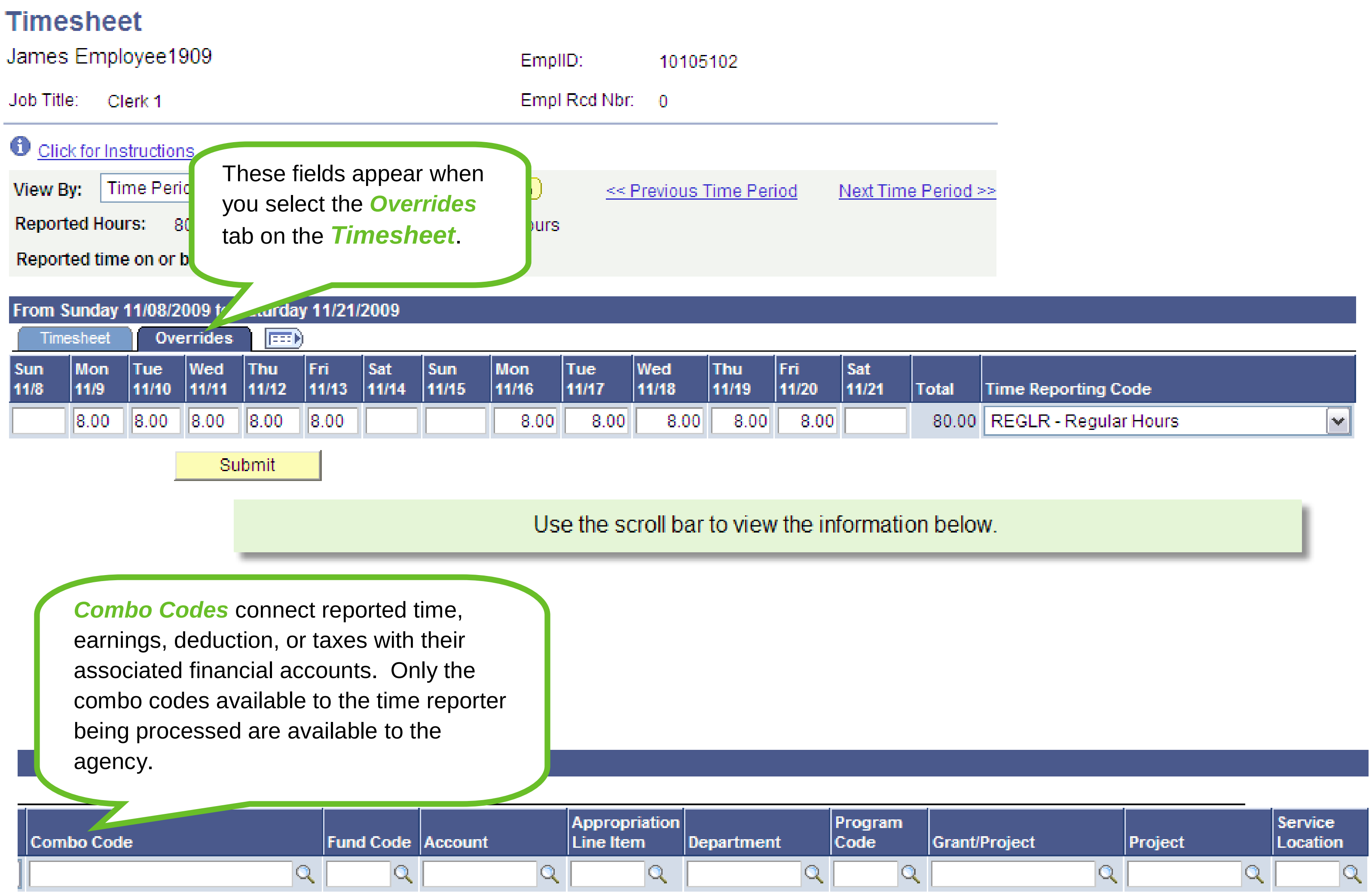
12. If you don't see the ***Reported Time Status***, click the link to see the details.



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



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

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.

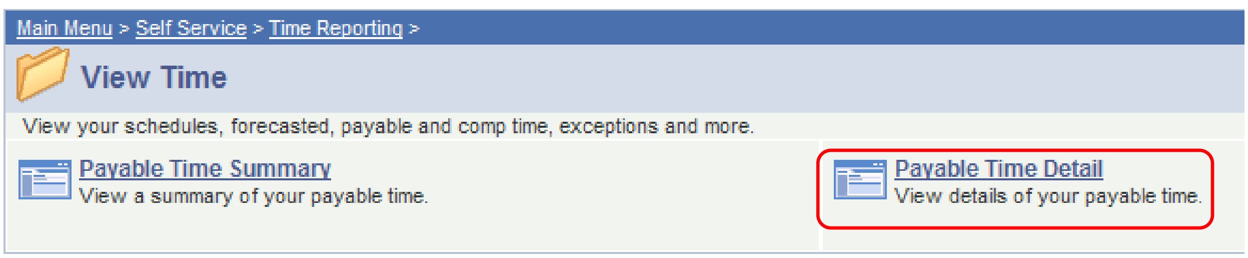
Although the ***Combo Code*** field is blank, it defaults to the department budget table. If your agency is not using this field, it will not appear.

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.

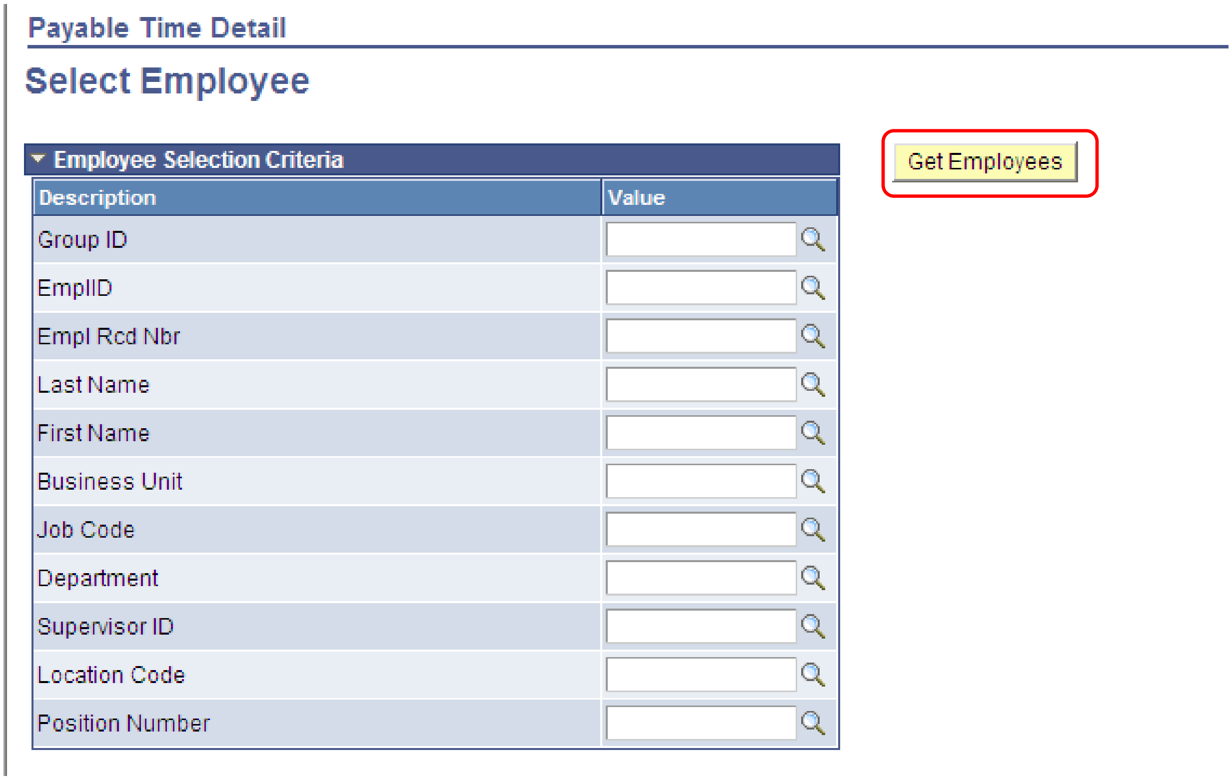
Payable time is created after the Time Administration process is run.

1. Click **Manager Self Service** on the left navigation menu.
2. Click **View Time** on the right side of the screen.
3. Click **Payable Time Detail** 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.)



5. Click the Get Employees button.

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

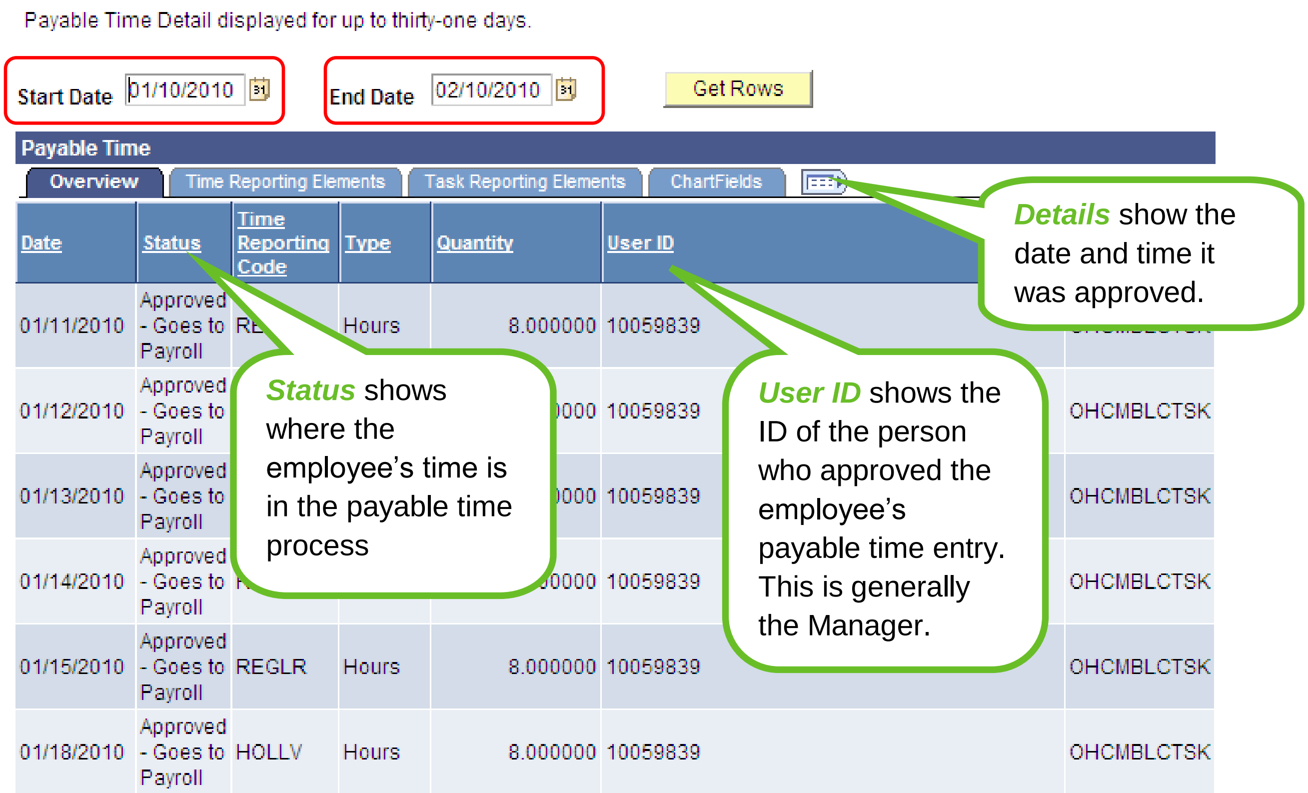
Employees For a b

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description	Location
James Employee1916	10105109	0	12111	Clerk 1	DAS	STATE	Administrative Services	JRST40

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

8. Click the 

button.



Payable Time Status Codes

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

Status of Payable Time	Description
Estimated	These hours do not require approval from the Manager.
Needs Approval	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. **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.
Approved – Goes to Payroll	The Manager has approved the payable time hours. Once approved, these hours are submitted to OAKS Payroll.
Closed or No Pay	DAS HCM Payroll Administration has made an entry in the ***Adjust Paid Time*** field. **Note:** Make a record-only adjustment in Time and Labor to keep the data in both applications synchronized.
Rejected by Payroll	An error or exception has occurred. This is time that has not been paid.
Taken – Used by Payroll	Hours were submitted to OAKS Payroll and were accepted for the current pay period.
Paid – Labor Distributed	Hours have been completely processed through OAKS.

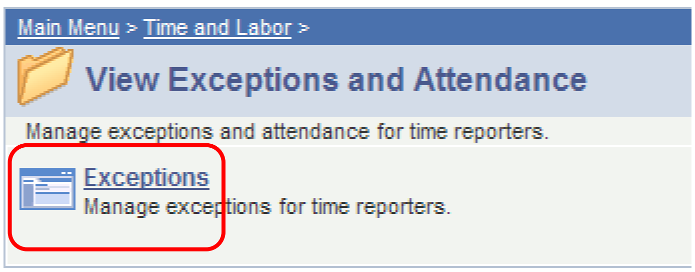
Reviewing Exceptions

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 **Time and Labor** on the left navigation menu.

2. Click **View Exceptions and Attendance** on the right side of the screen.

3. Click **Exceptions** on the right side of the screen.



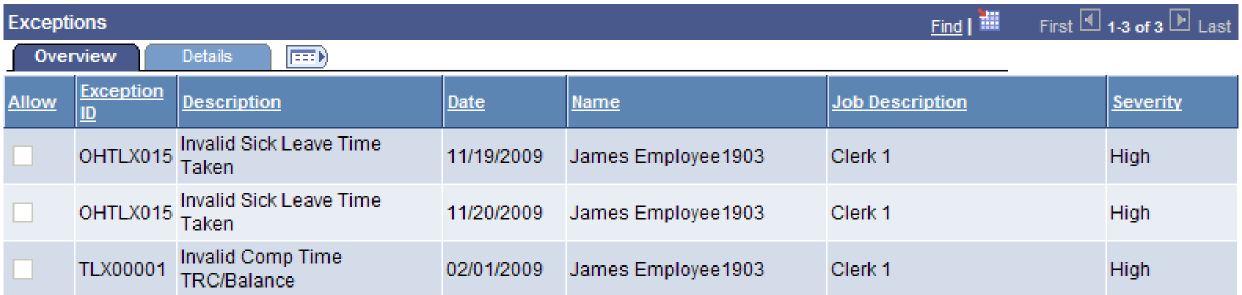
NOTE: Another way to review is to run the PS Query report for exceptions. This can save time, especially for large agencies, so you do not have to toggle back and forth and page through screens on the system. This also provides a hard copy to make notes.

More information about running the PS Query report is available in the ***Creating Reports in OAKS*** section, located on page 239.

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

5. 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:



Allow	Exception ID	Description	Date	Name	Job Description	Severity
	OHTLX015	Invalid Sick Leave Time Taken	11/19/2009	James Employee1903	Clerk 1	High
	OHTLX015	Invalid Sick Leave Time Taken	11/20/2009	James Employee1903	Clerk 1	High
	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	Exception Description
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	Exception Description
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	Exception Description

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.

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

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

The next sections walks 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

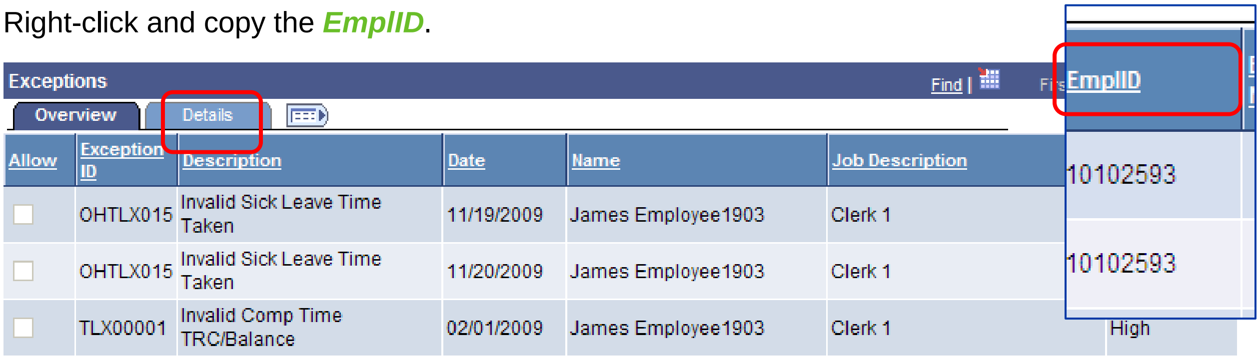
Common Causes:

- 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***.



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

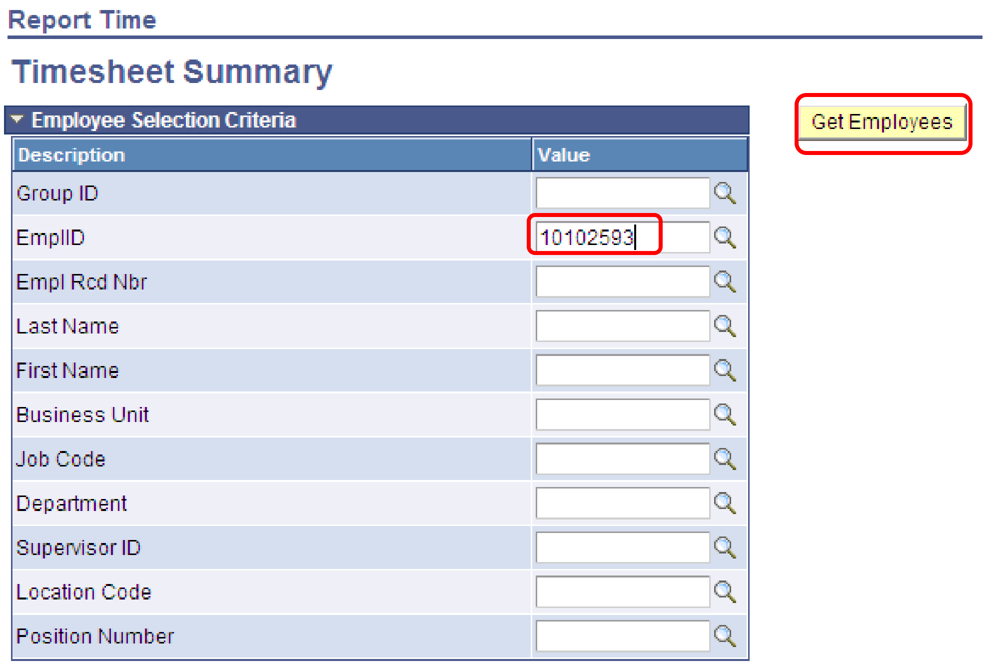
A new OAKS window opens.

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.



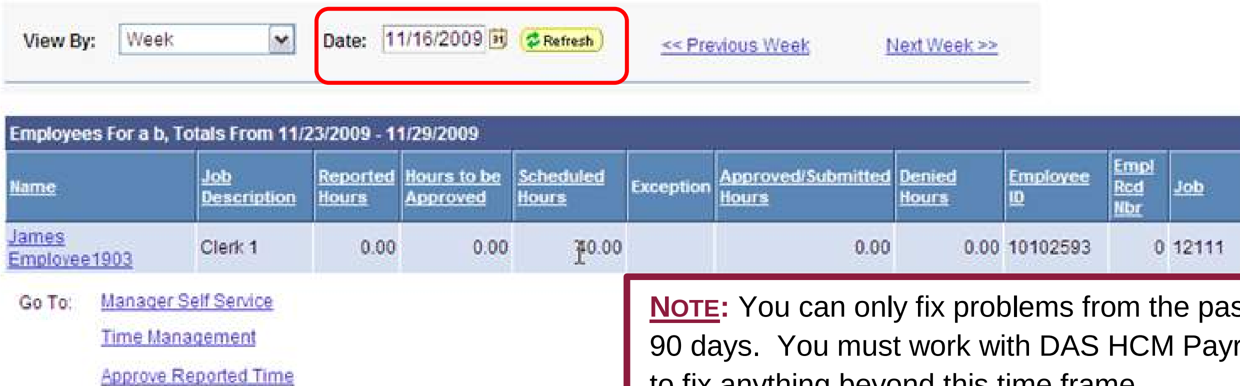
6. Click the 

button.

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

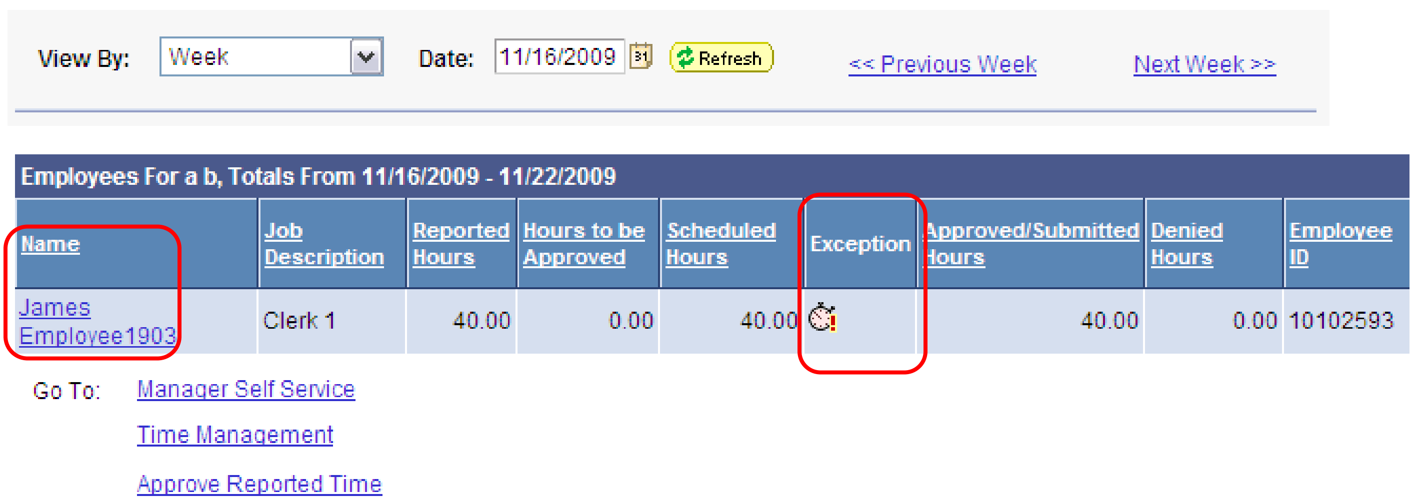
8. Click the Refresh button.

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.



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.

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



10. 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

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

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		

Reported Hours Summary - click to view

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		

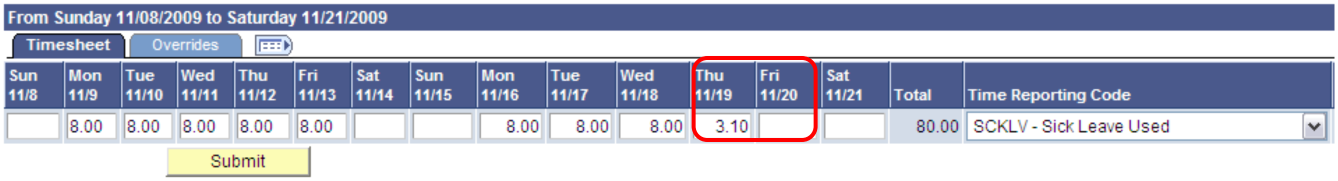
Reported Hours Summary - click to view

Balances - click to hide

Plan Type	End balance as of 11/08/2009
Sick	67.100
Vacation	6.100
Personal	37.000
Old Sick Leave Plan	
Comp Time - 240HR270DY	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.

13. 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

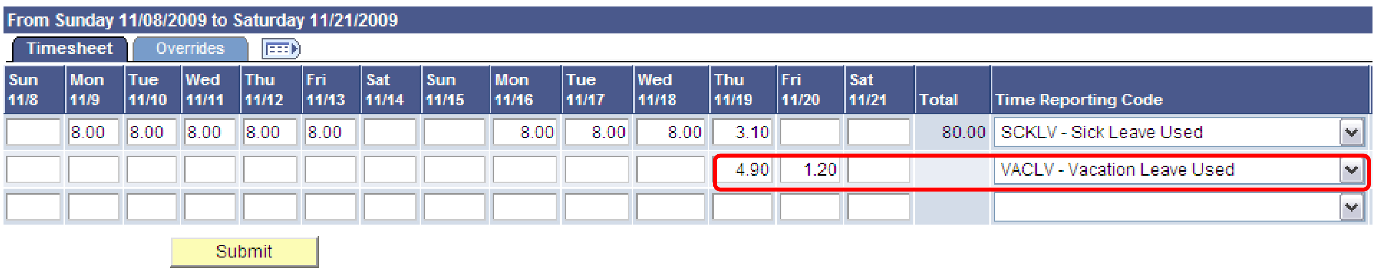
Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	3.10			80.00	SCKLV - Sick Leave Used

Submit

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

15. 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.



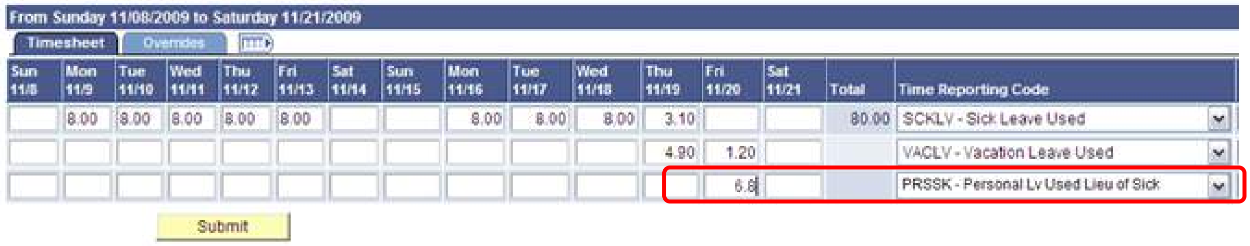
From Sunday 11/08/2009 to Saturday 11/21/2009

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

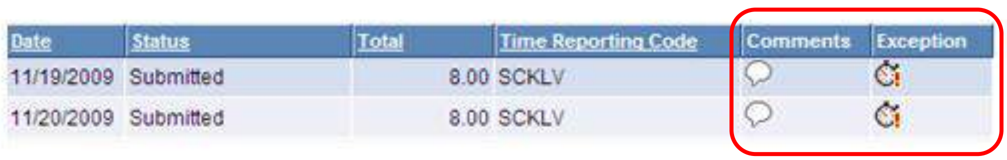
16. Scroll to the far right, and click the ***Add Row*** (**+**) button.



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.



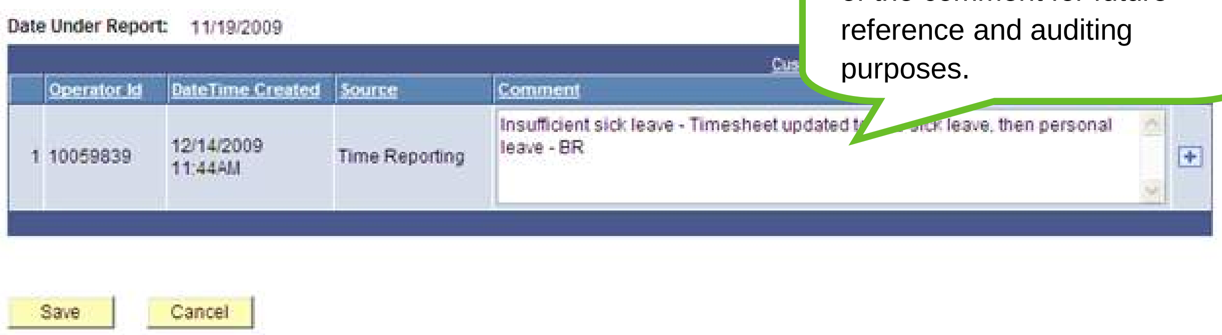
Since you are updating the employee's time to something that is different than first reported, you will want to click the ***Comments*** balloon to document the changes that you have made.

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.



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:

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***.

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.

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

6. Click the 

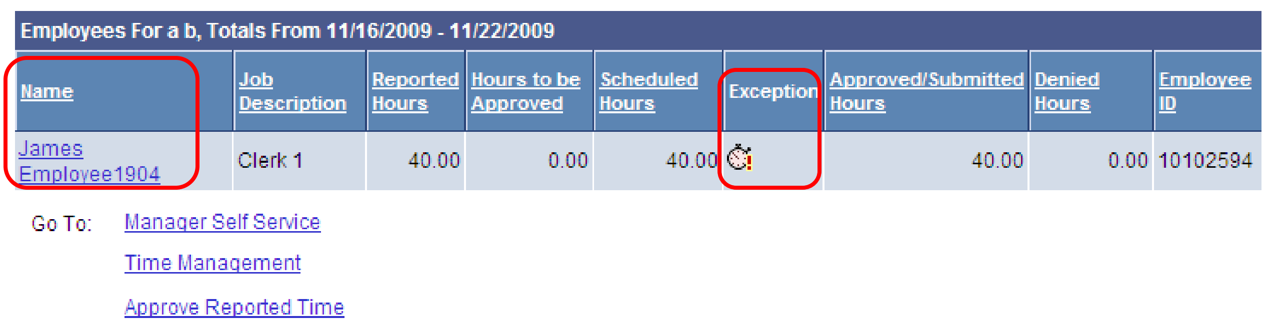
button.

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.

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



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

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

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

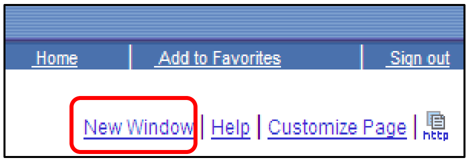
Reported Time Status - click to hide

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.

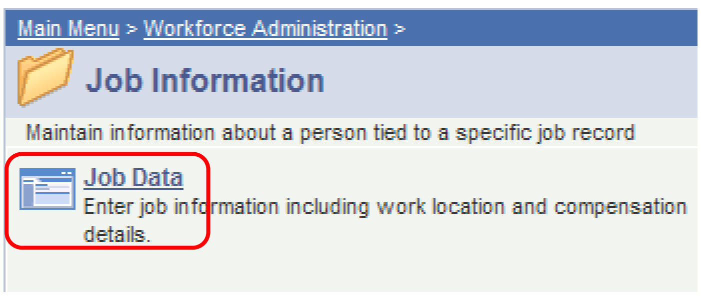
13. Scroll to the left, and at the top of the screen, click the ***New Window*** link.



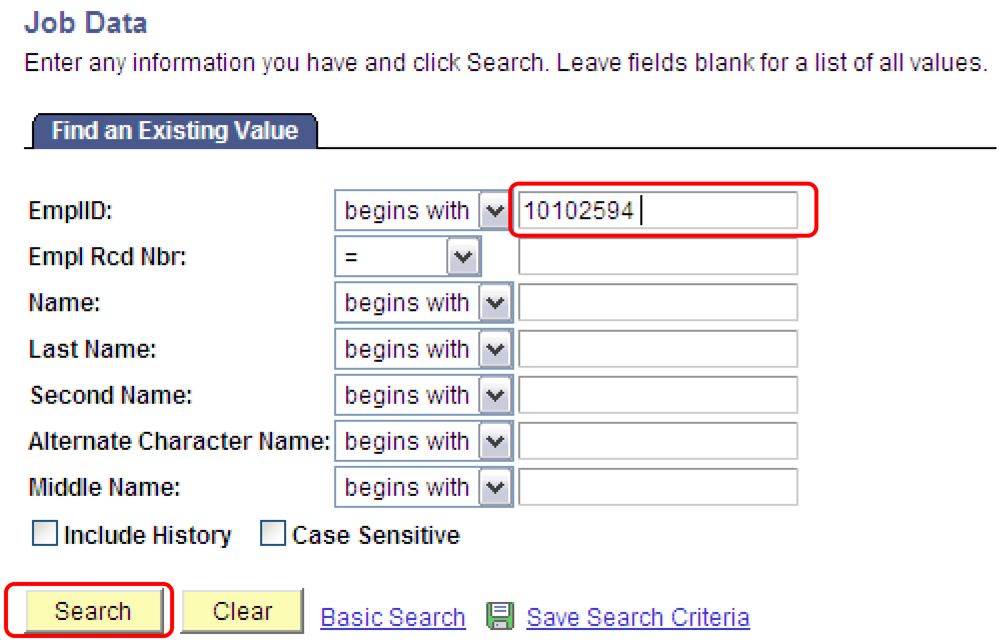
14. Click **Workforce Administration** on the left navigation menu.

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

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



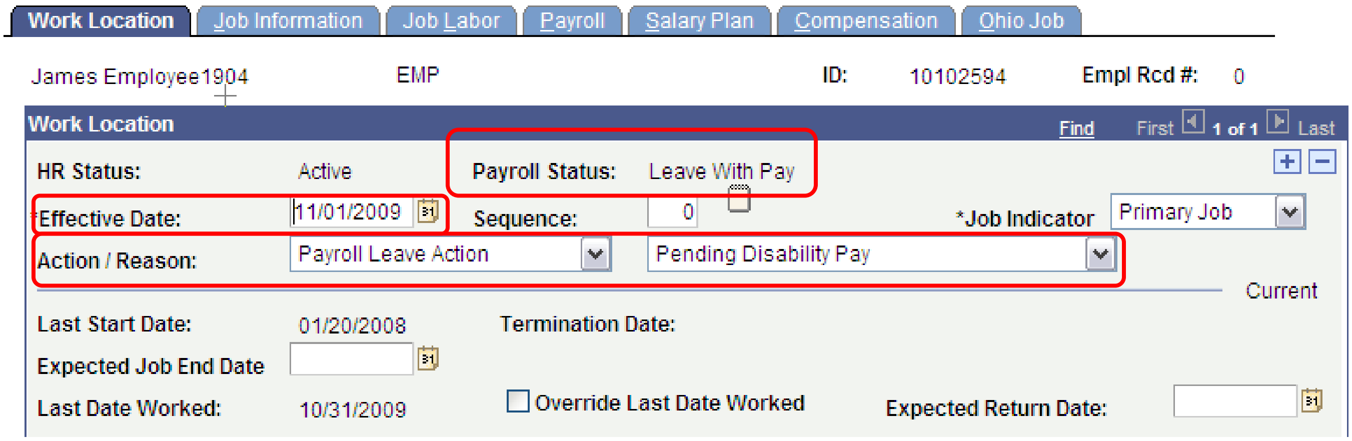
17. Enter the employee's ID into the ***EmplID*** field.



18. Click the 

button.

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.

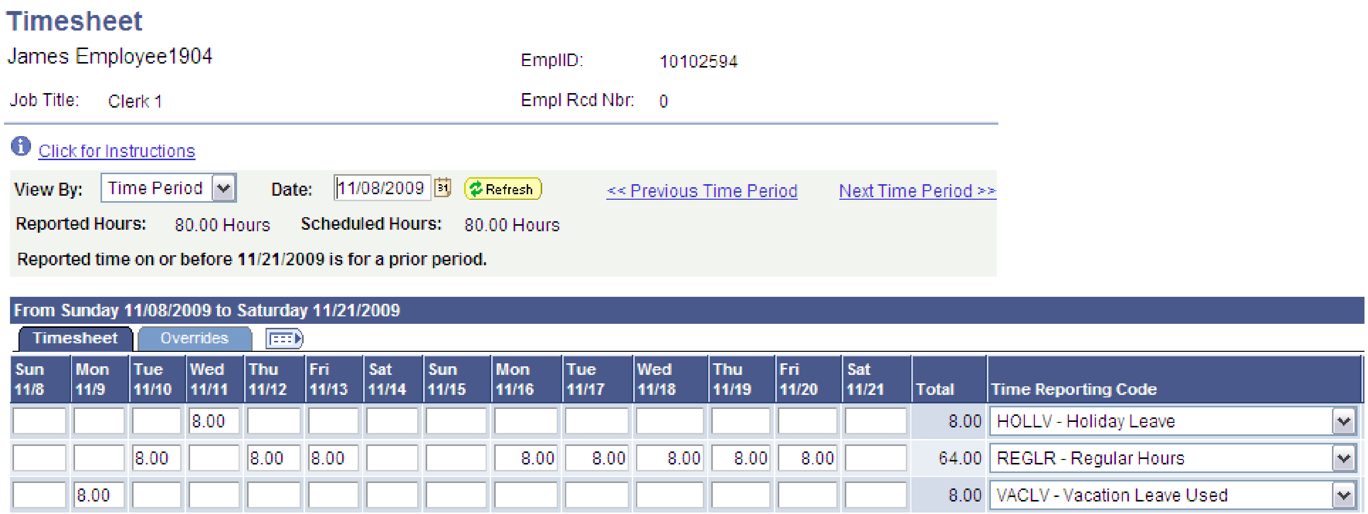


These fields show that the employee is on **Leave with Pay** pending disability pay that was effective 11/1/2009. Therefore, the employee is not eligible for Regular Hours.

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***.



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**.
>
> For information on Disability TRCs, see the job aid at **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

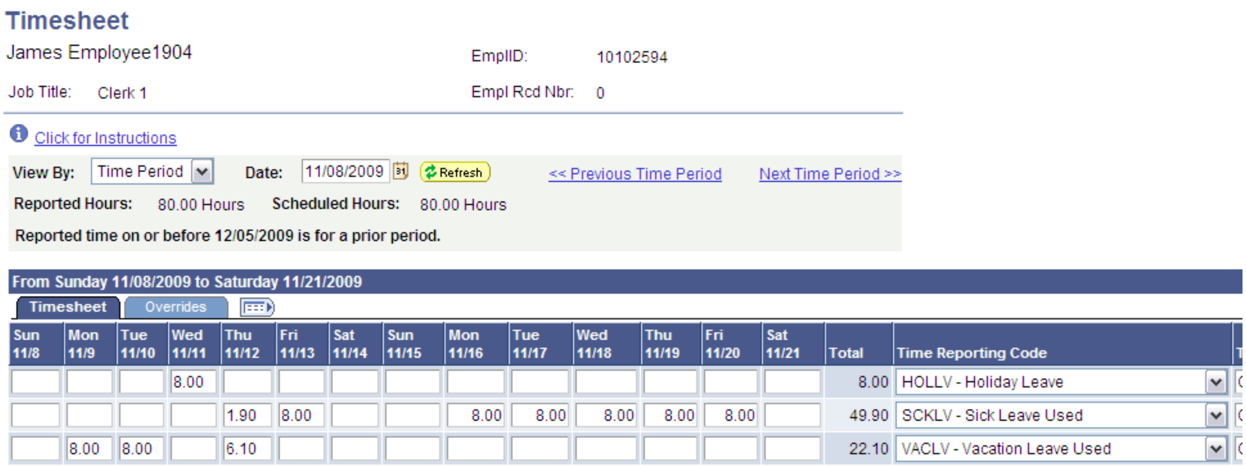
Balances - click to hide

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**.

27. Once the leave is entered click the Submit 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	HOLLV - 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.

Managing Exception ID OHTLX003

TRC Invalid for Action / Reason

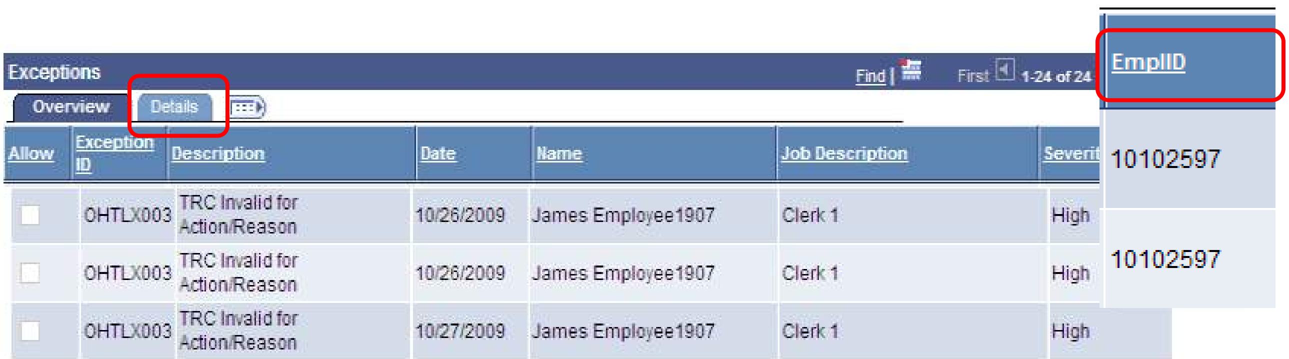
Common Causes:

- Employee's current ***Job Status*** (on the ***Job Data*** screen) doesn't allow for this TRC to be submitted.
- Employee is in active status, but submitted an invalid leave type, such as Disability or Adoption-Childbirth.

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***.



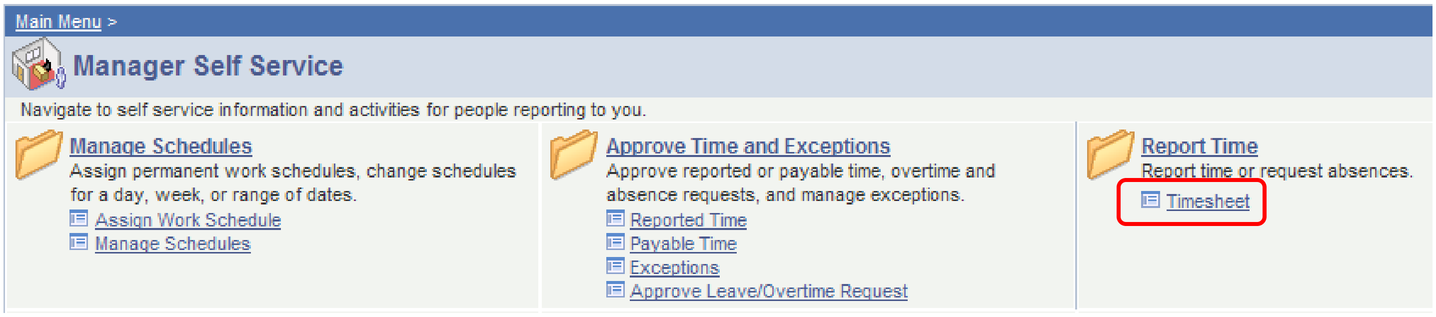
2. Scroll to the left, and at the top of the screen, click the ***New Window*** link.

A new OAKS window opens.

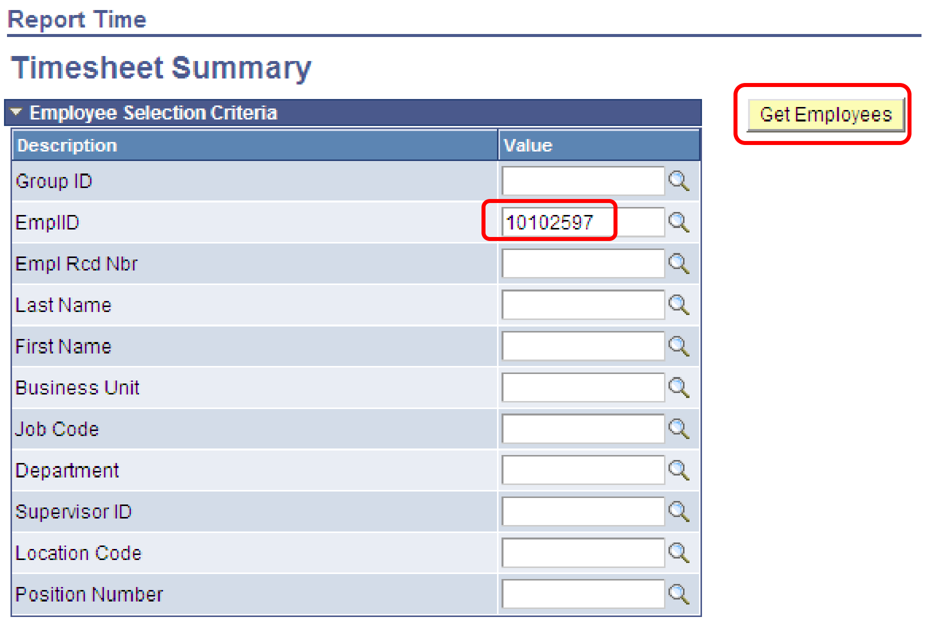
3. Click **Manager Self Service** on the left navigation menu.

4. Click **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.



7. Click the 

button.

8. Scroll to the bottom of the screen.

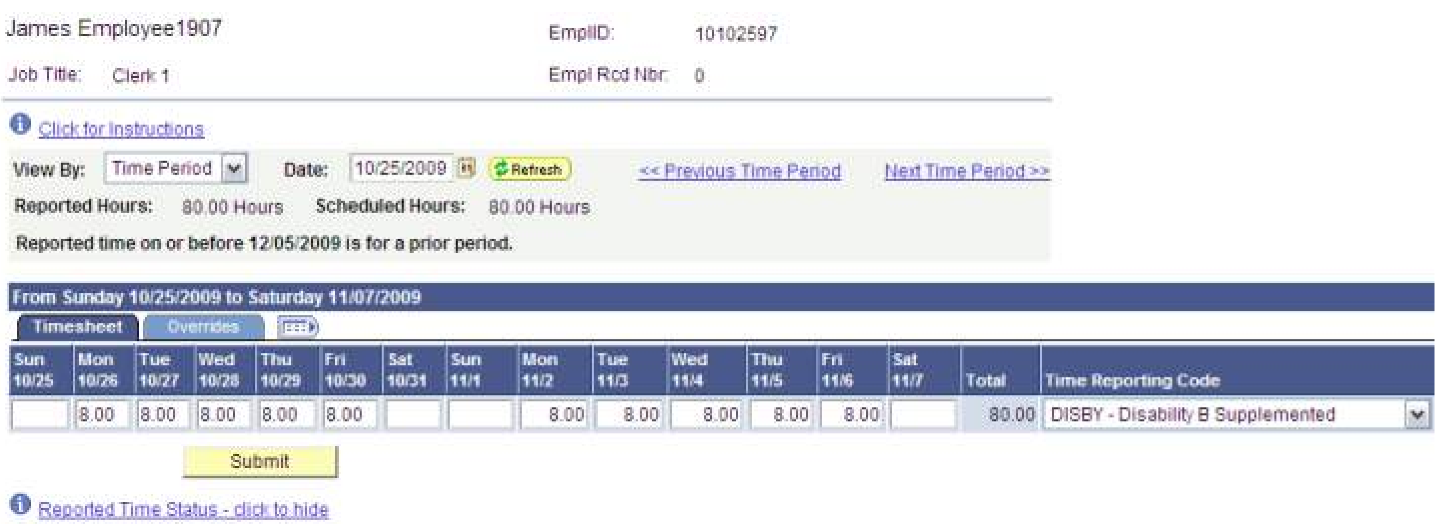
   Based on the date of the exception (as seen in Step 1,) this error occurred during the Pay Period with 10/26/2009.

   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.

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.



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

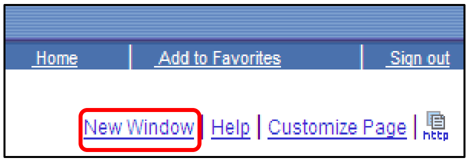
    The ***Reported Time Status*** shows the dates on which the ***Exceptions*** occurred:

    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		

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

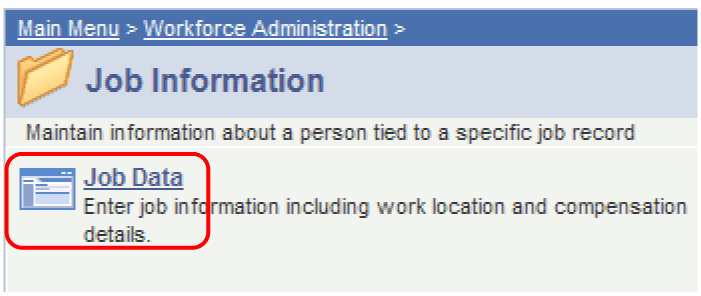
14. Scroll to the left, and at the top of the screen, click ***New Window***.



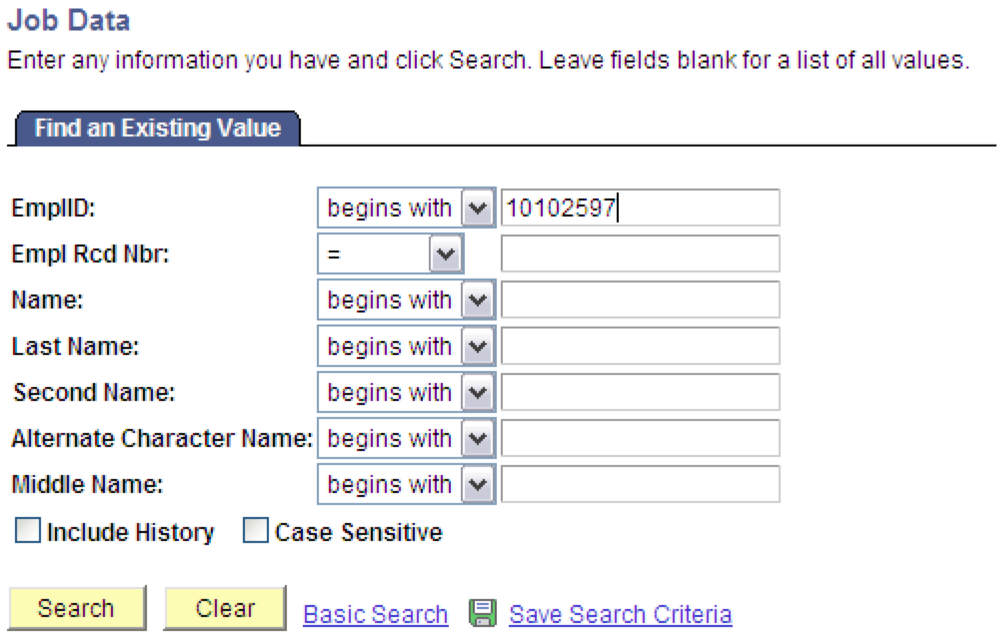
15. Click **Workforce Administration** on the left navigation menu.

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

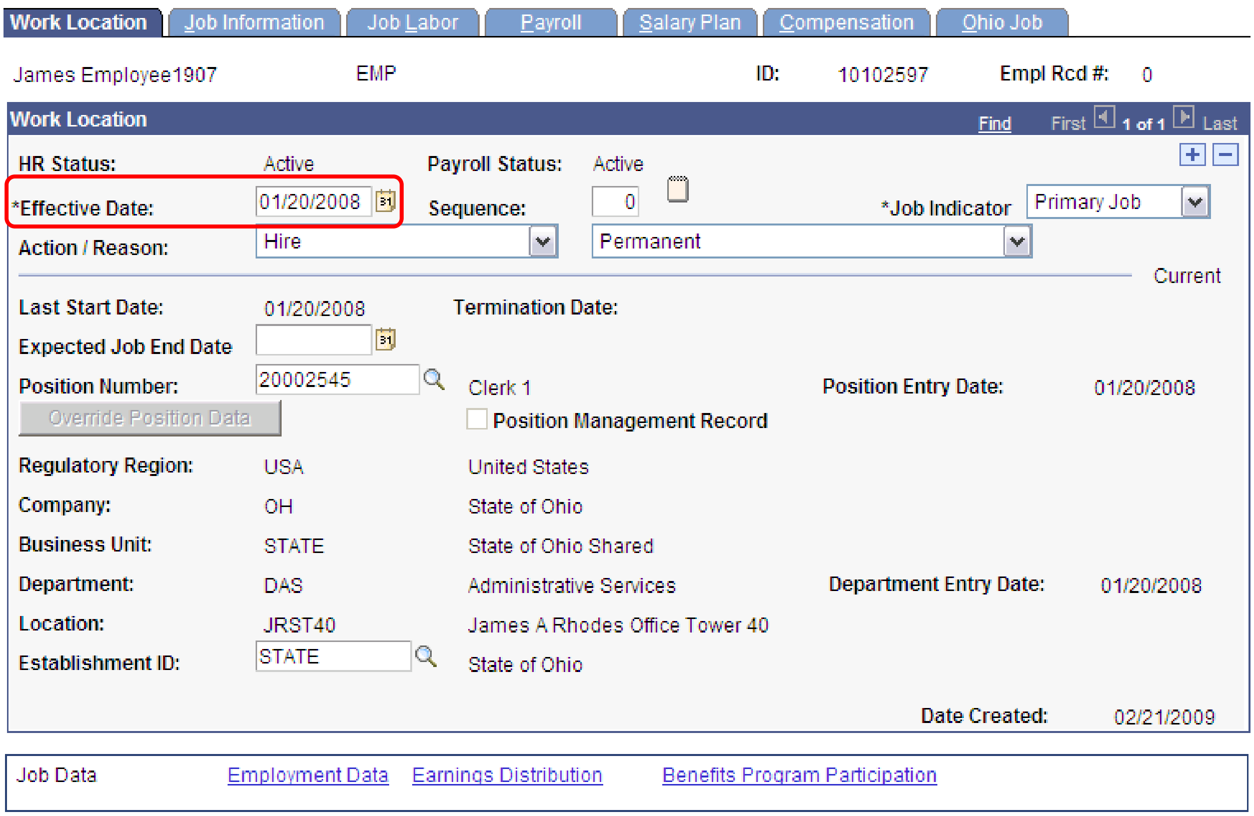
17. Click **Job Data** on the right side of the screen.



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



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:



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

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.

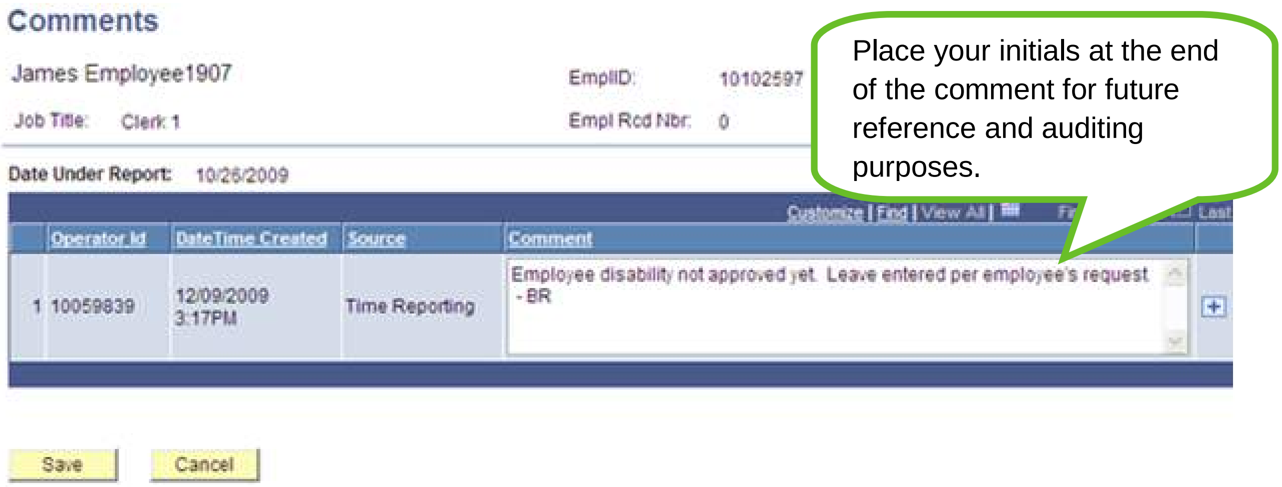
    Since you are updating the employee's time to something that is different than first reported, you want to use the ***Comments*** balloon to document the changes that you have made.

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.



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

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	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	

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**.

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=XgVQC0Ipjiw%3d&tabid=216**.

Accessing the Payroll EFT Errors Screen

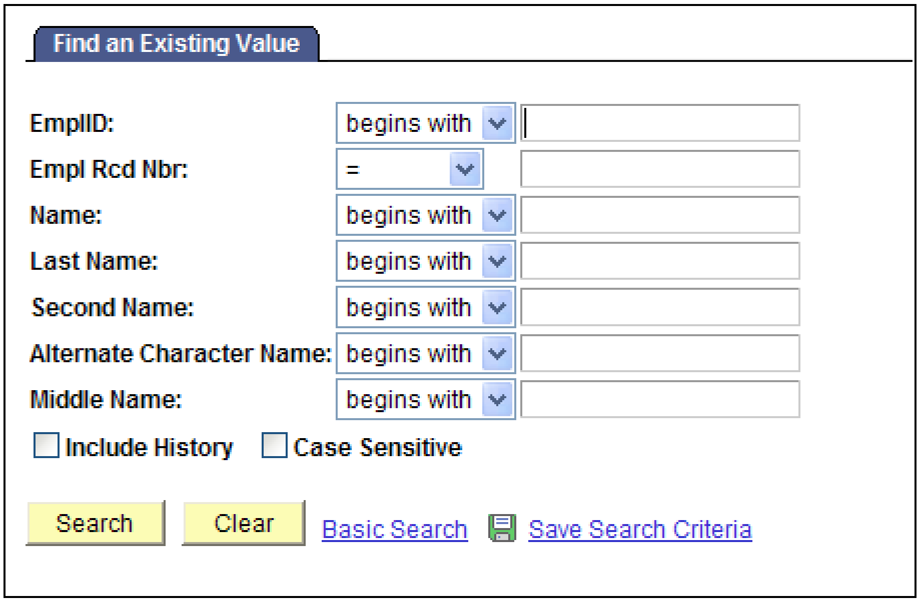
OAKS receives a file from the designated bank on a daily basis that includes direct deposit prenotification submissions that have failed to pass their validation. This file is loaded into OAKS to allow for agency review and correction.

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 **Payroll for North America** on the left navigation menu.
2. Click **Payroll Processing USA** on the right side of the screen.
3. Click **Review EFT Errors** 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.

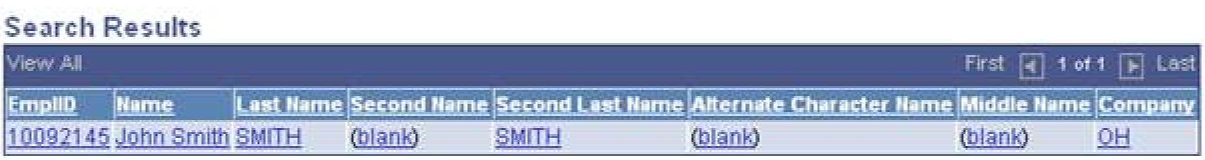
4. Locate the records with errors as outlined in ***Using Search Screens***, on page 20.



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.



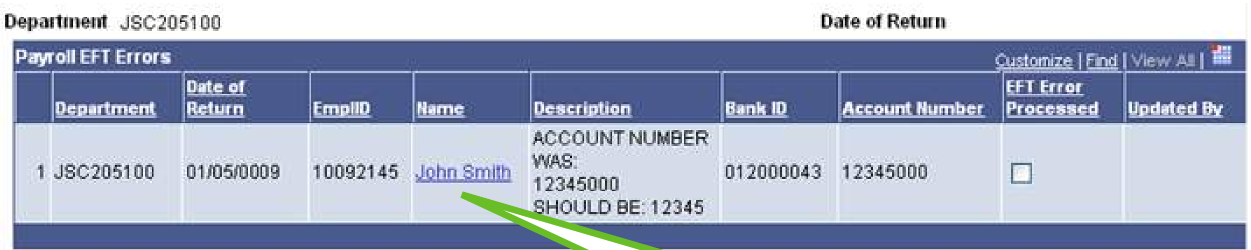
Search Results

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	John Smith	ACCOUNT NUMBER WAS: 12345000 SHOULD BE: 12345	012000043	12345000	☐	

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

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

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:

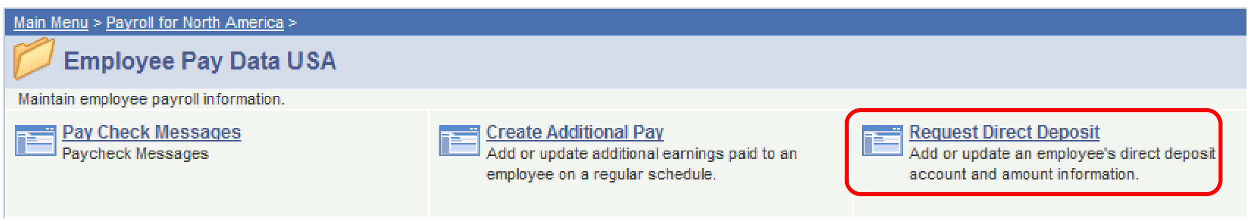
Code	Error	Resolution
C01	**Incorrect Account Number**	Update ***Account#*** field on employee's direct deposit record.
C02	**Incorrect Routing Number**	Update ***Bank ID*** field on employee's direct deposit record.

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

Updating Direct Deposit Information

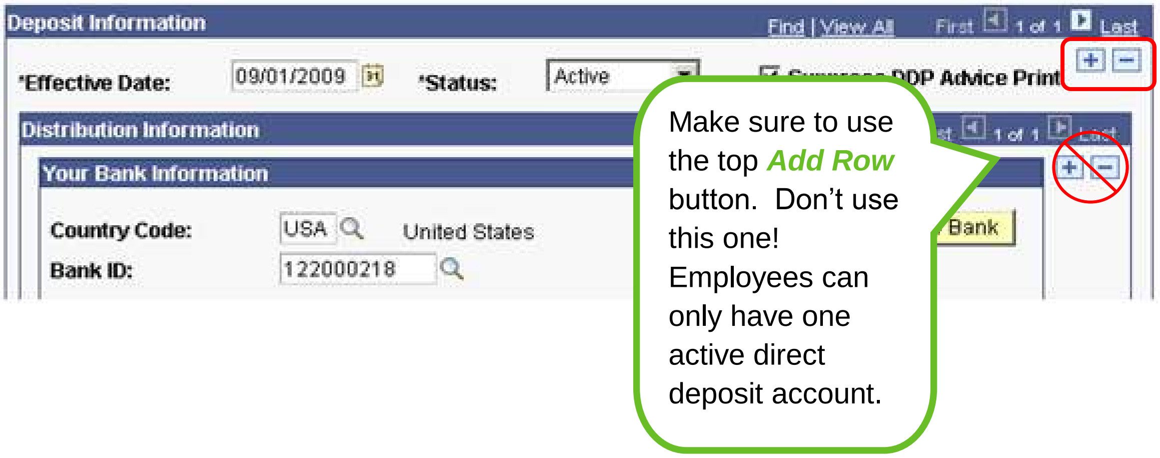
EFT errors are resolved on the employee's direct deposit record:

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.



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**.

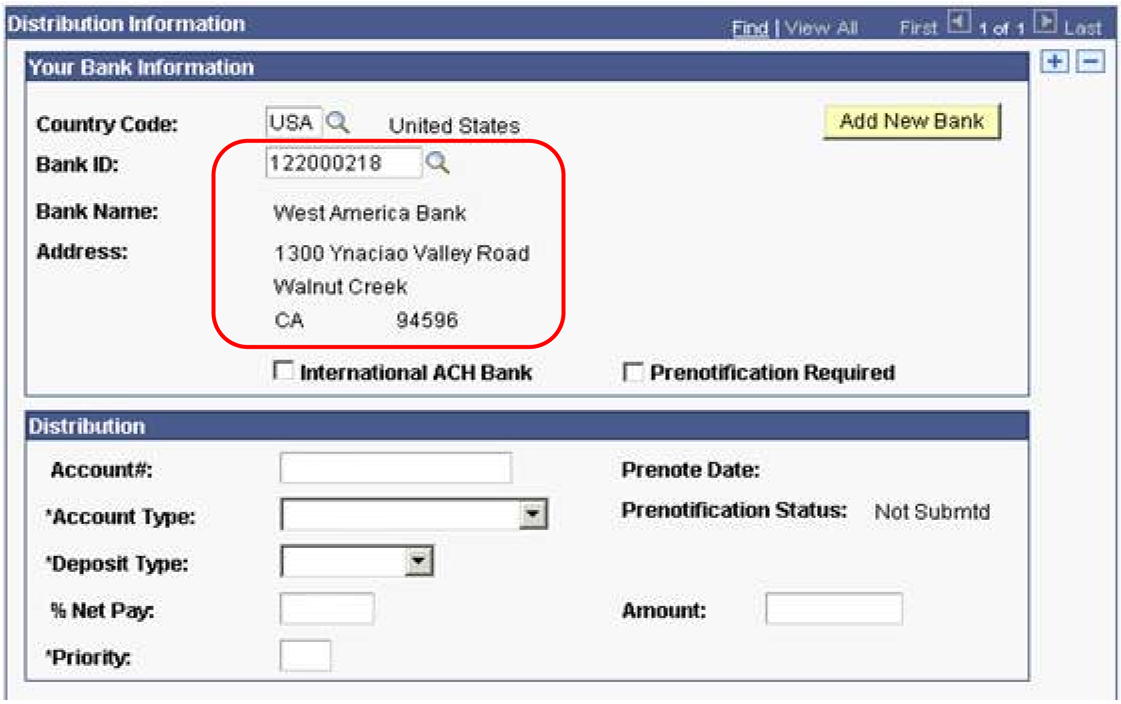
> Make sure the ***Status*** is **Active**. The only way an employee's Direct Deposit occurs is if the status is **Active**.

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.

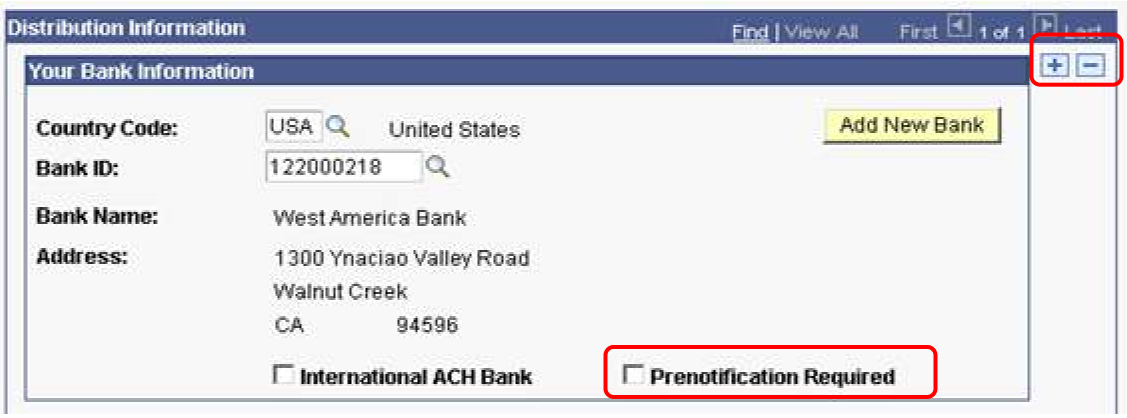
9. Enter the employee's ***Bank ID*** (9-digit routing number from account.)

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



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.



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

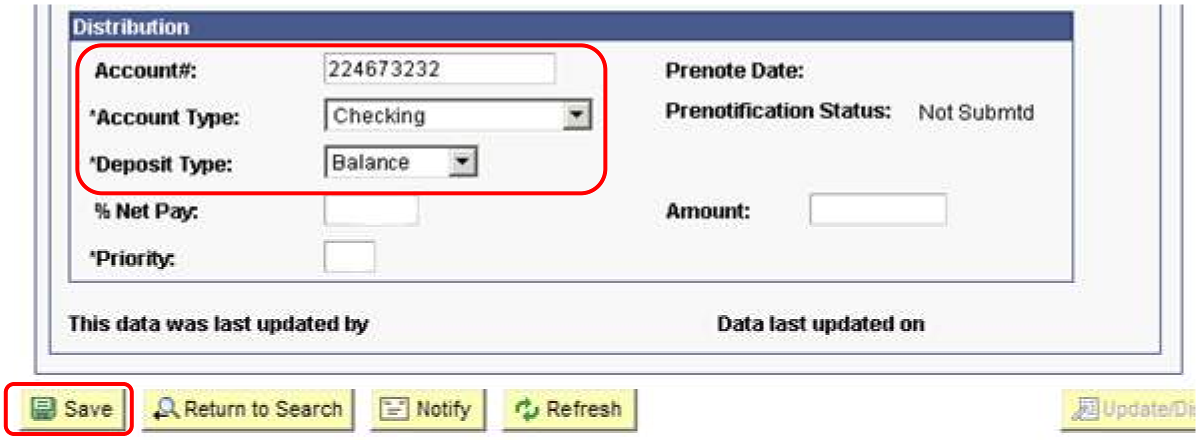
> **NOTE**: A prenotification is no longer required for direct deposit. Deselecting the ***Prenotification Required*** check box provides the employee with a direct deposit for his or her first check.

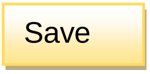
11. Enter the ***Account#***.

12. The ***Account Type*** should be updated to either **Checking** or **Savings** based on what the employee has chosen.

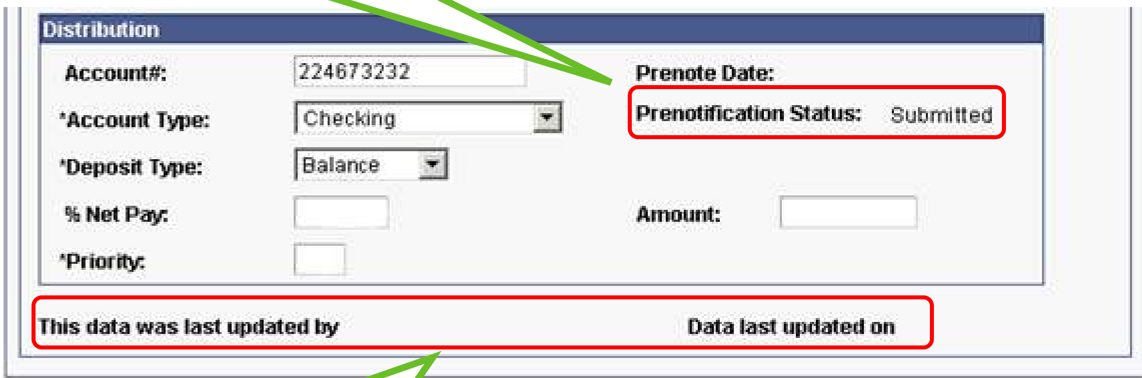
13. The ***Deposit Type*** should always be **Balance**. This option deposits the balance of the employee's pay into the ***Account Type*** chosen.

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



14. Click the  button.

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



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**.

5. Click the Save 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	John Smith	ACCOUNT NUMBER WAS: 12345000 SHOULD BE: 12345	012000043	12345000	☑	

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

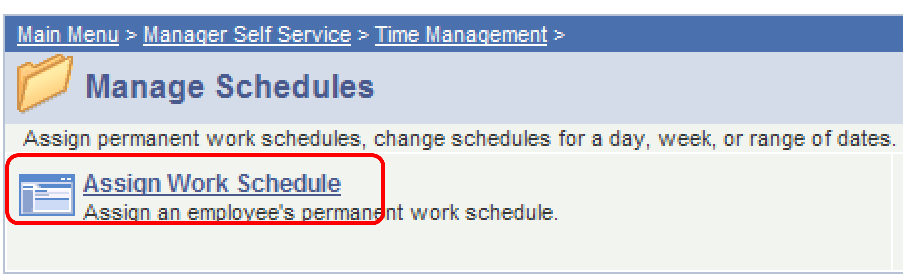
Some agencies use pre-defined schedules in OAKS for employees that may be assigned by the position, or changed or updated as needed. Schedules are assigned in OAKS so that employees only have to report exceptions (e.g. leave) to their normal working hours.

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.

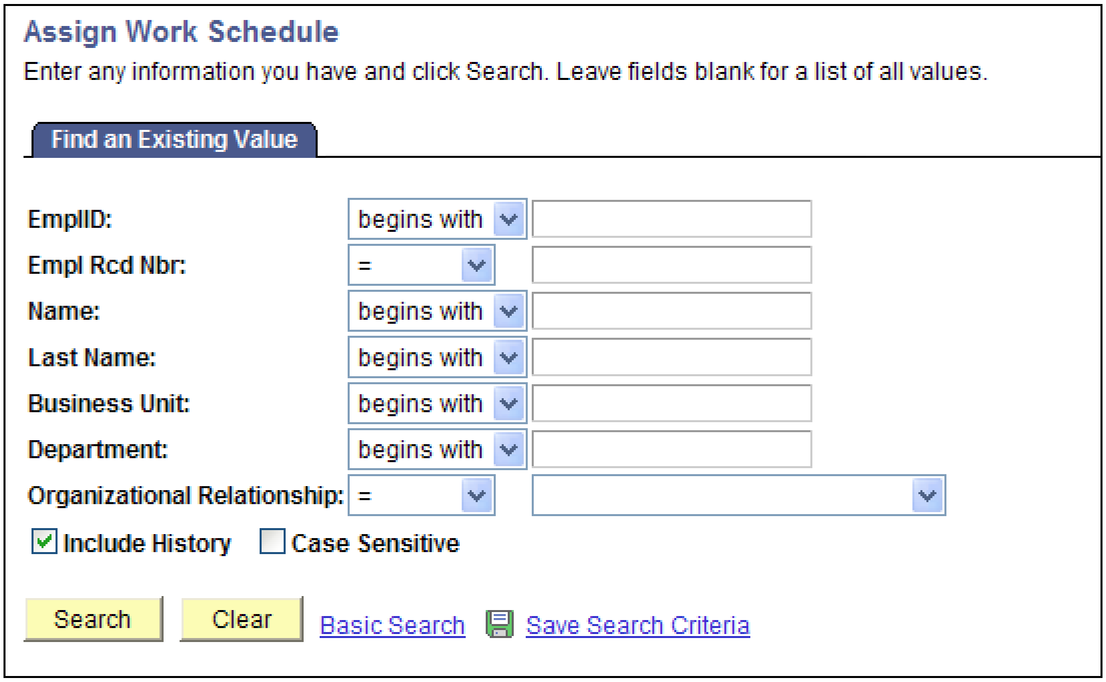
- All full time permanent employees are paid based upon an assigned schedule. Schedules are currently assigned at 40 standard hours per week, unless modified by the Agency Payroll Specialist.
- Any changes to the schedule must be done with an ***Effective Date*** **of the Sunday at the beginning of a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

To assign a schedule in OAKS:

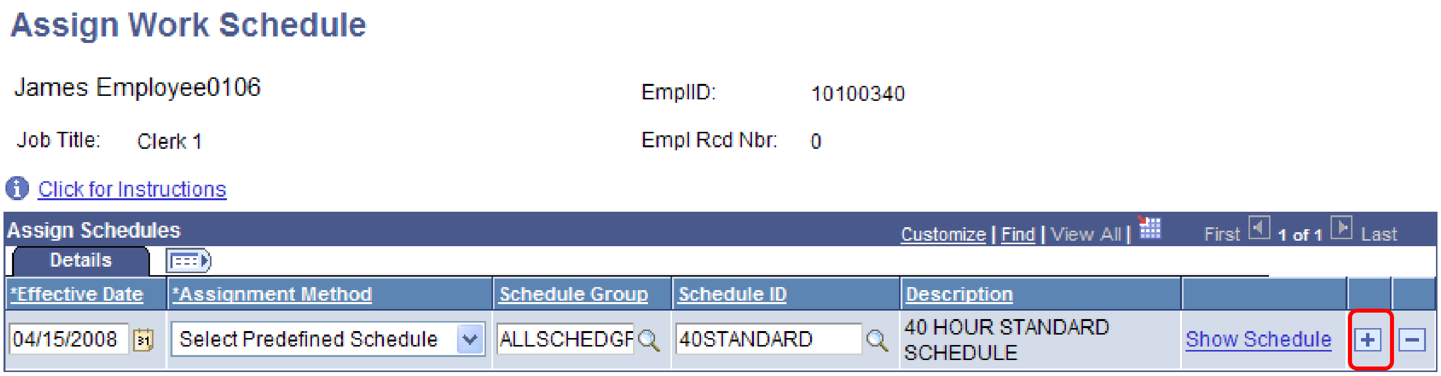
1. Click **Manager Self Service** on the left navigation menu.
2. Click **Manage Schedules** on the right side of the screen.
3. Click **Assign Work Schedule** on the right side of the screen.



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

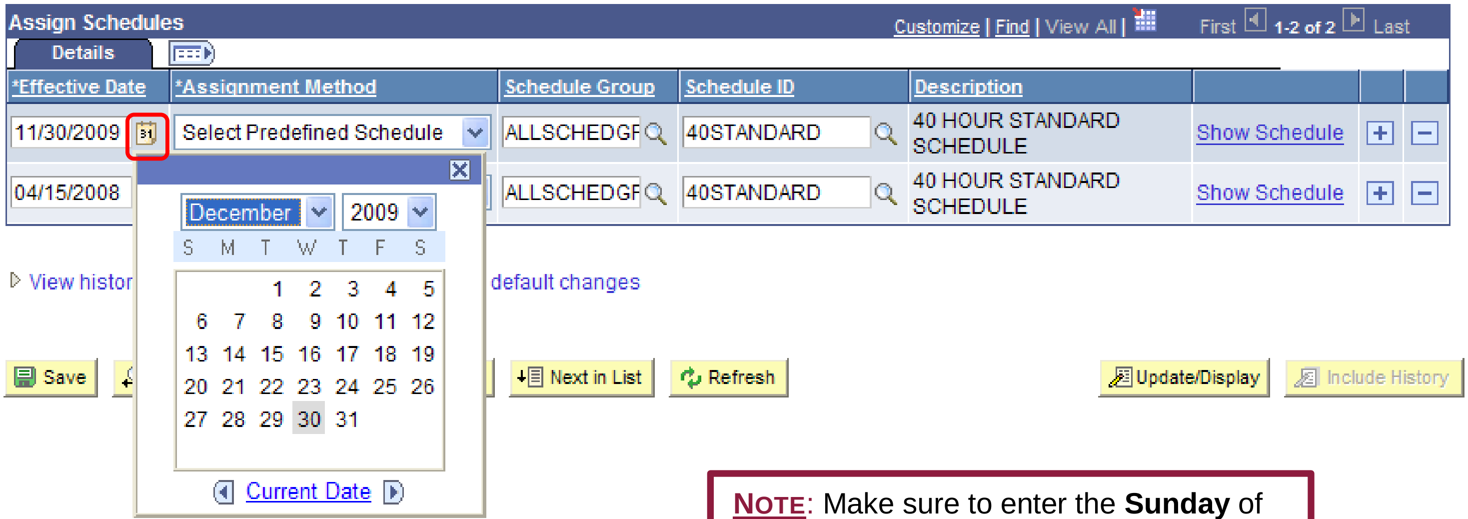


5. Click the ***Add Row*** (**+**) button to the right of the screen.



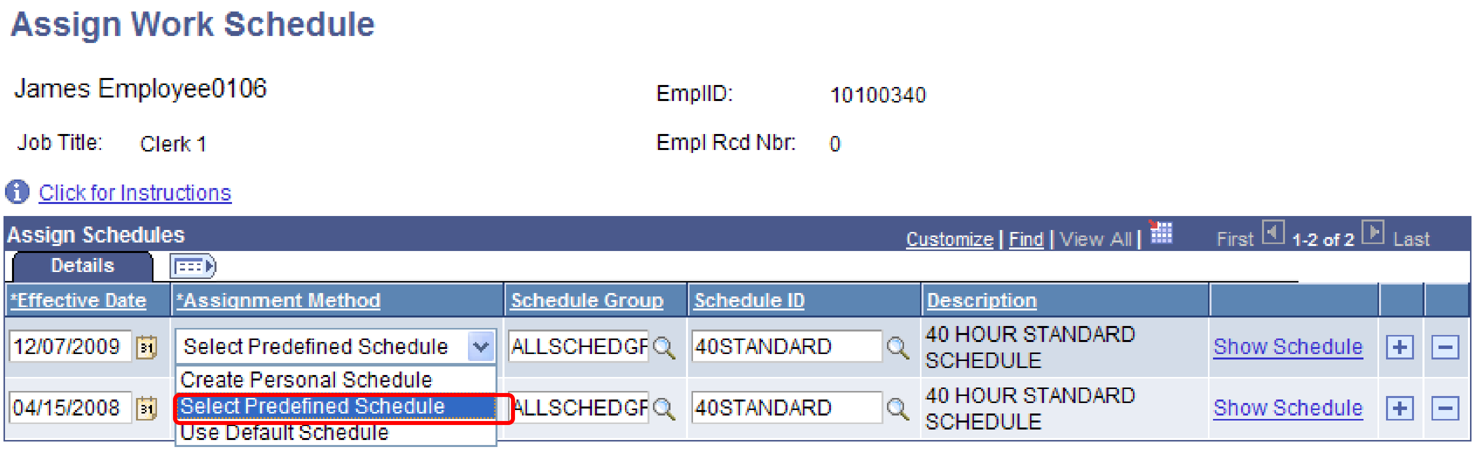
6. Make certain that the ***Effective Date*** is the Sunday at the beginning of a pay period.

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

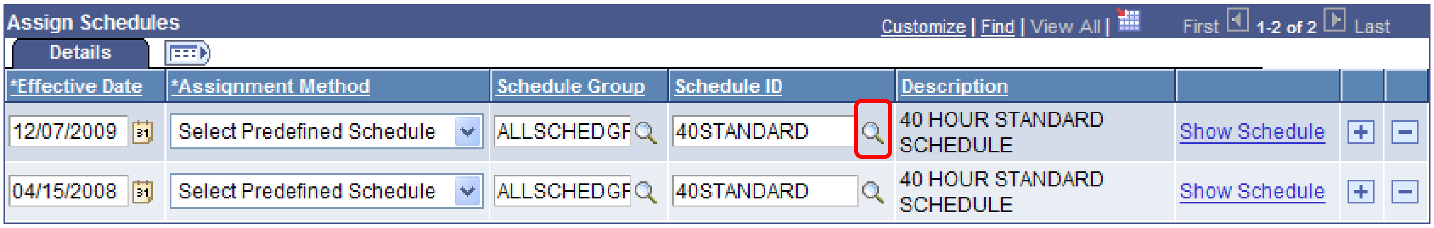


NOTE: Make sure to enter the **Sunday** of the beginning of the pay period to ensure you see the whole week in the time sheet.

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



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



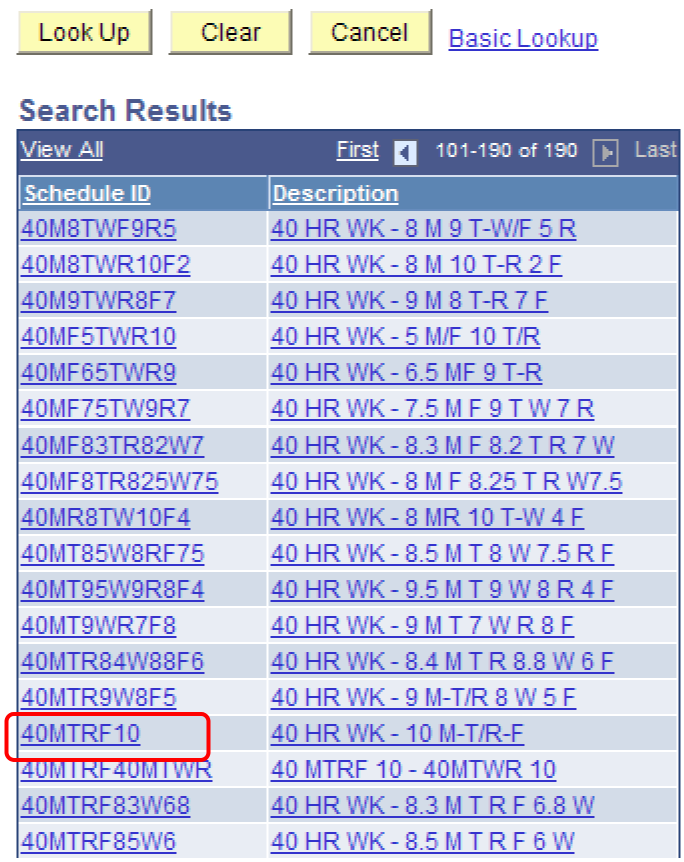
Assign Schedules — Customize | Find | View All | First 1-2 of 2 Last

Details

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description			
12/07/2009	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	−
04/15/2008	Select Predefined Schedule	ALLSCHEDGF	40STANDARD	40 HOUR STANDARD SCHEDULE	Show Schedule	+	−

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

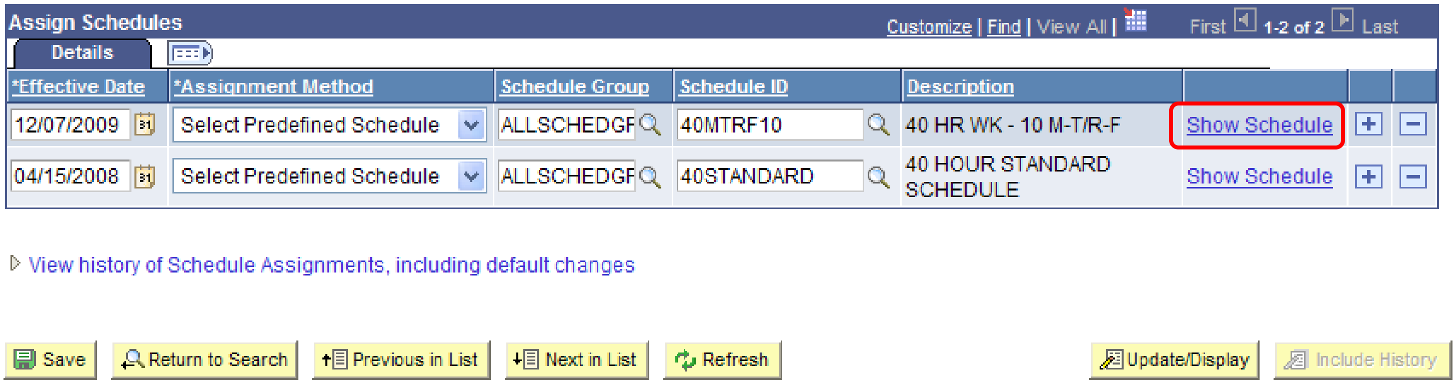
Search Results

View All First 101-190 of 190 Last

Schedule ID	Description
40M8TWF9R5	40 HR WK - 8 M 9 T-W/F 5 R
40M8TWR10F2	40 HR WK - 8 M 10 T-R 2 F
40M9TWR8F7	40 HR WK - 9 M 8 T-R 7 F
40MF5TWR10	40 HR WK - 5 M/F 10 T/R
40MF65TWR9	40 HR WK - 6.5 MF 9 T-R
40MF75TW9R7	40 HR WK - 7.5 M F 9 T W 7 R
40MF83TR82W7	40 HR WK - 8.3 M F 8.2 T R 7 W
40MF8TR825W75	40 HR WK - 8 M F 8.25 T R W7.5
40MR8TW10F4	40 HR WK - 8 MR 10 T-W 4 F
40MT85W8RF75	40 HR WK - 8.5 M T 8 W 7.5 R F
40MT95W9R8F4	40 HR WK - 9.5 M T 9 W 8 R 4 F
40MT9WR7F8	40 HR WK - 9 M T 7 W R 8 F
40MTR84W88F6	40 HR WK - 8.4 M T R 8.8 W 6 F
40MTR9W8F5	40 HR WK - 9 M-T/R 8 W 5 F
40MTRF10	40 HR WK - 10 M-T/R-F
40MTRF40MTWR	40 MTRF 10 - 40MTWR 10
40MTRF83W68	40 HR WK - 8.3 M T R F 6.8 W
40MTRF85W6	40 HR WK - 8.5 M T R F 6 W

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.



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 Customize | Find | First 1-7 of 7 Last

Shift Time | Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	More
Monday	12/07/2009			10.00	More
Tuesday	12/08/2009			10.00	More
Wednesday	12/09/2009				
Thursday	12/10/2009			10.00	More
Friday	12/11/2009			10.00	More
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.

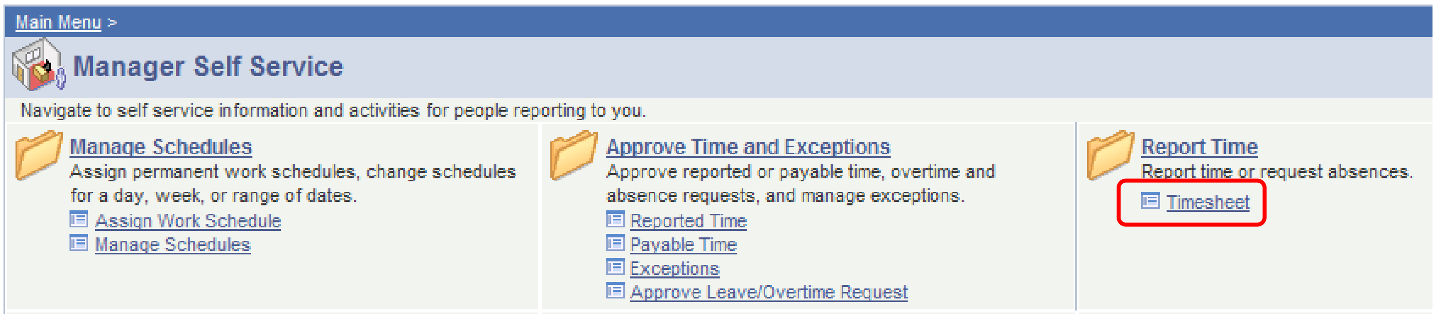
NOTE: Interfacing agencies have the option of reporting prior period adjustments through the interface or within OAKS.

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

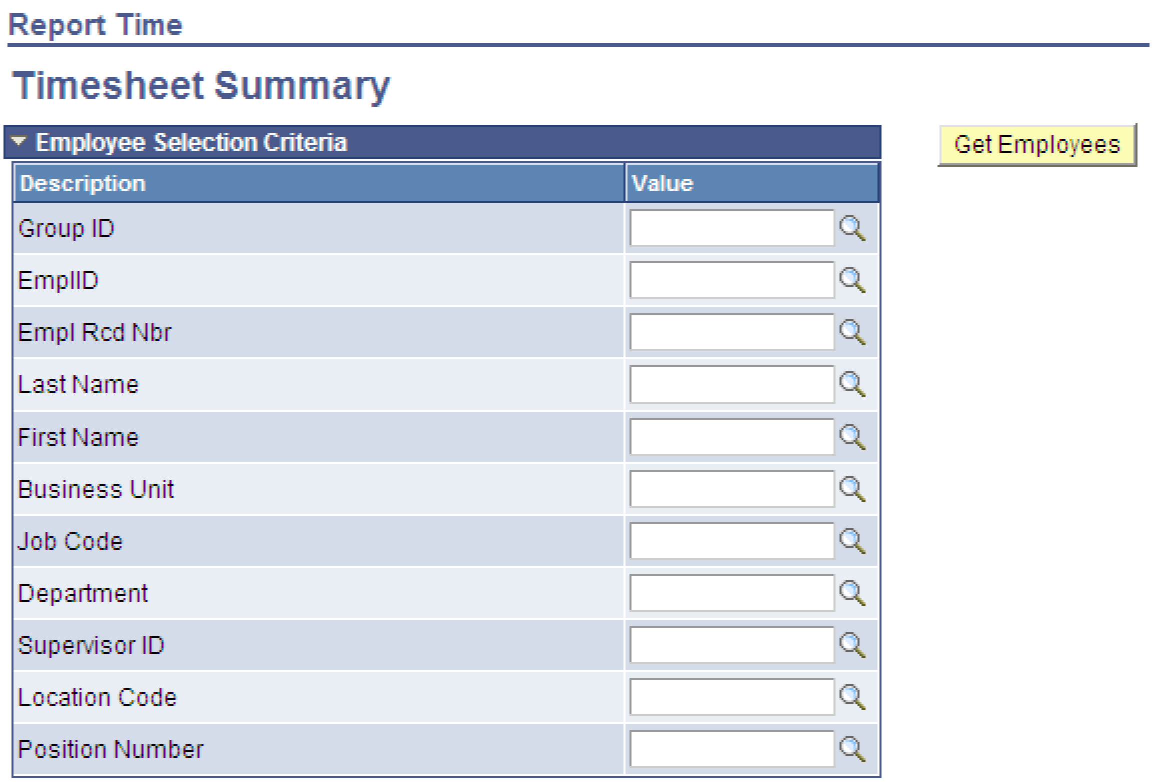
Scenario

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 **Manager Self Service** on the left navigation menu.
2. Click **Report Time** on the right side of the screen.
3. Click **Timesheet** 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.

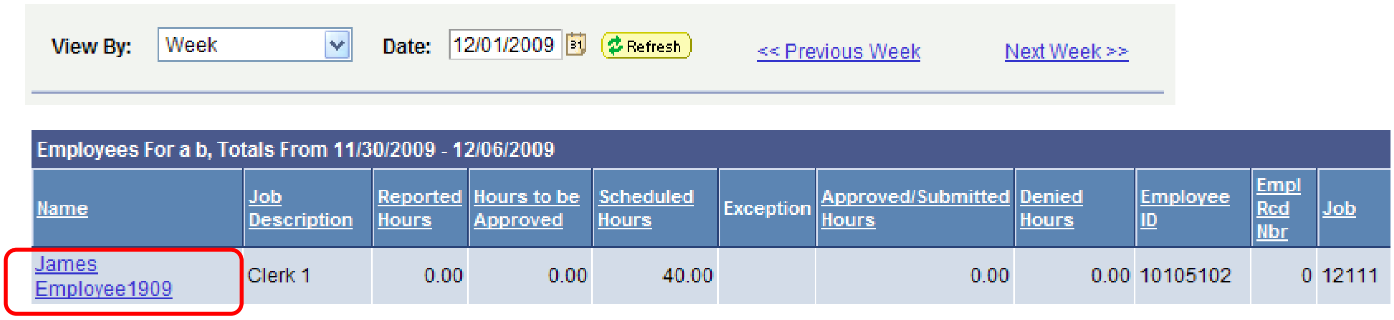


5. Click the 

button.

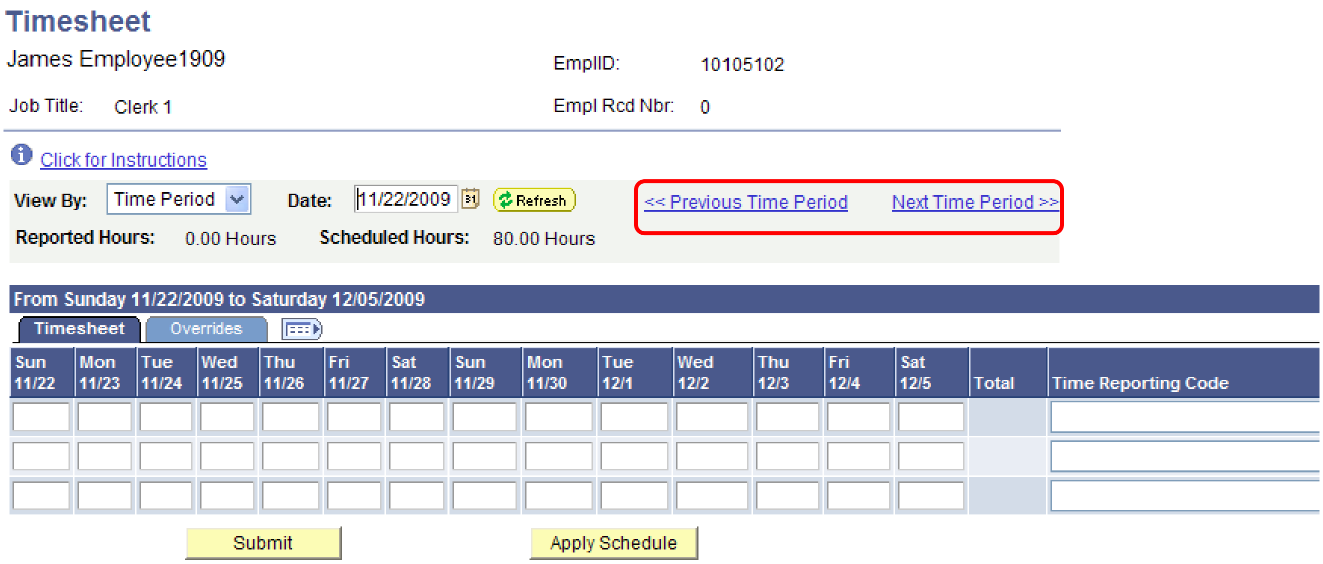
6. Information about the employee(s) in your group appears at the bottom of the screen in the ***Employees For*** section.

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

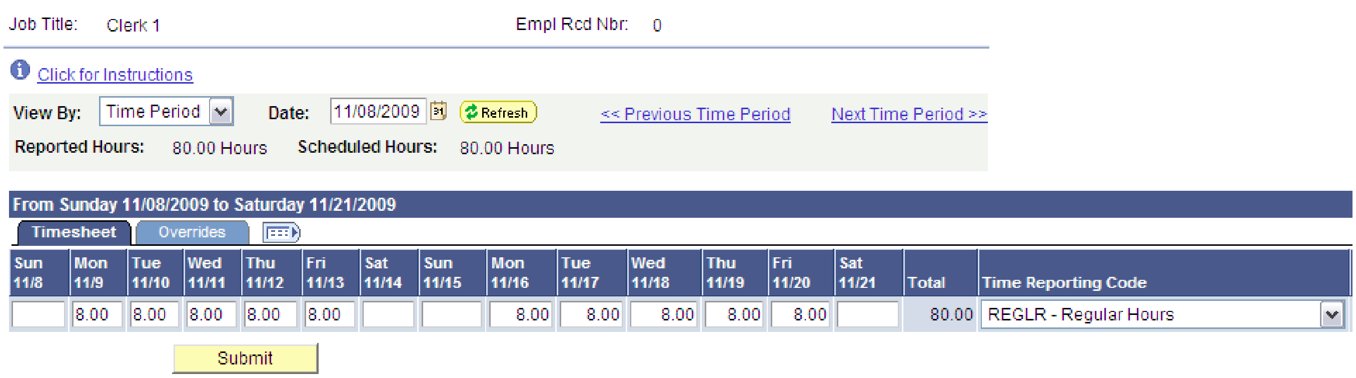


7. Use the ***Timesheet*** screen to enter time, adjust reported time, and view time.

   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.

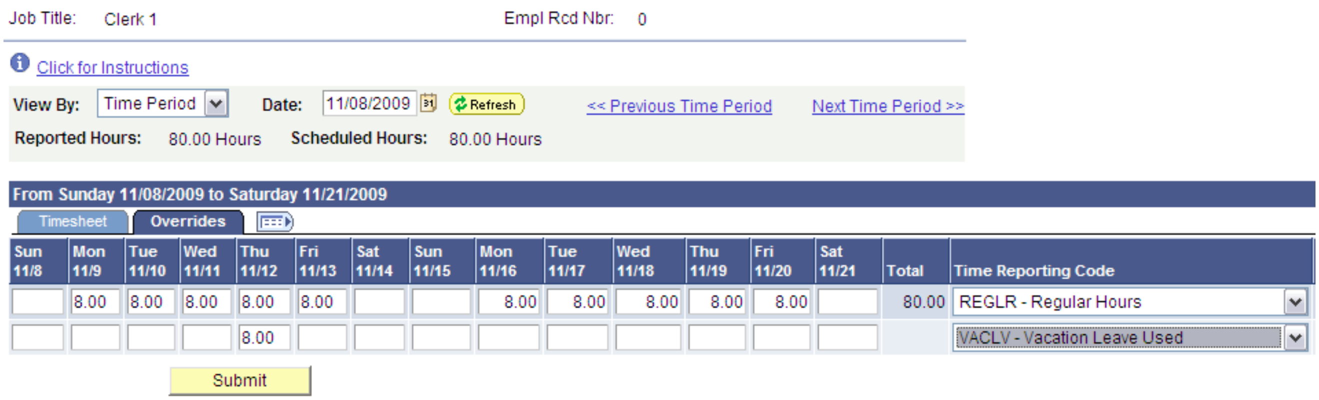


8. Using the ***Previous Time Period*** link, navigate to the pay period that includes 11/12/09.

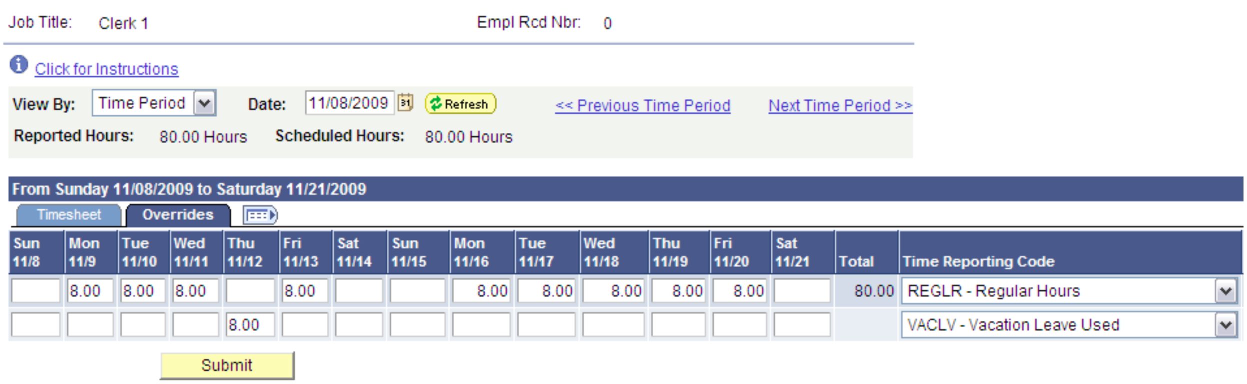


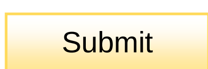
9. Scroll to the far right, and click the ***Add Row*** (**+**) button.

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***.



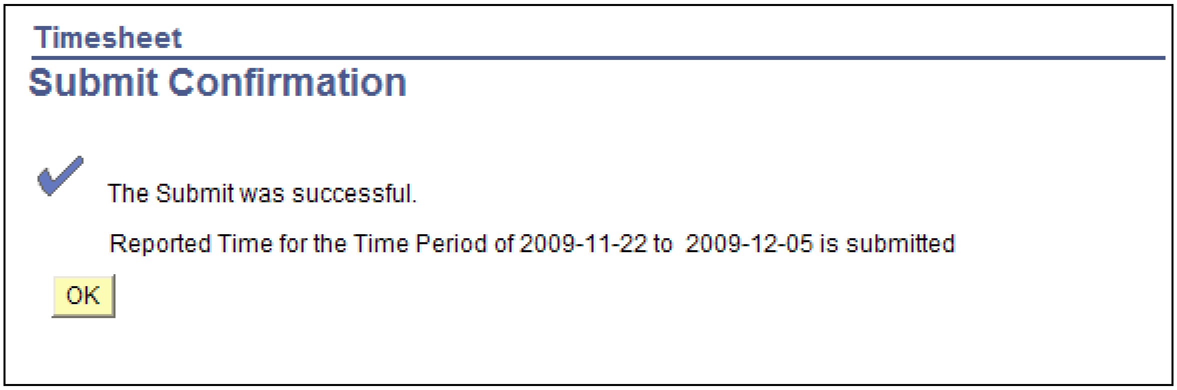
11. Highlight the **8.0** hours in the **REGLR-Regular Hours** on **11/12** and click delete or enter **0.00**.



12. Click the 

button.

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



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.

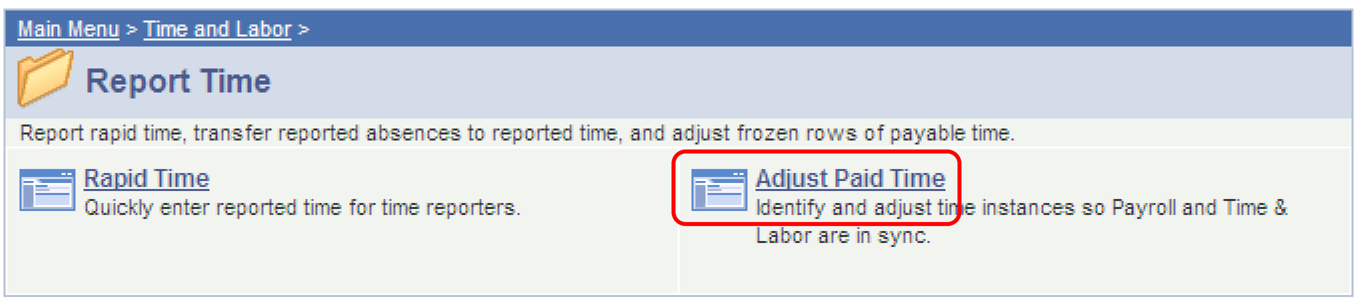
16. Click the Save button.

Record Only Adjustments

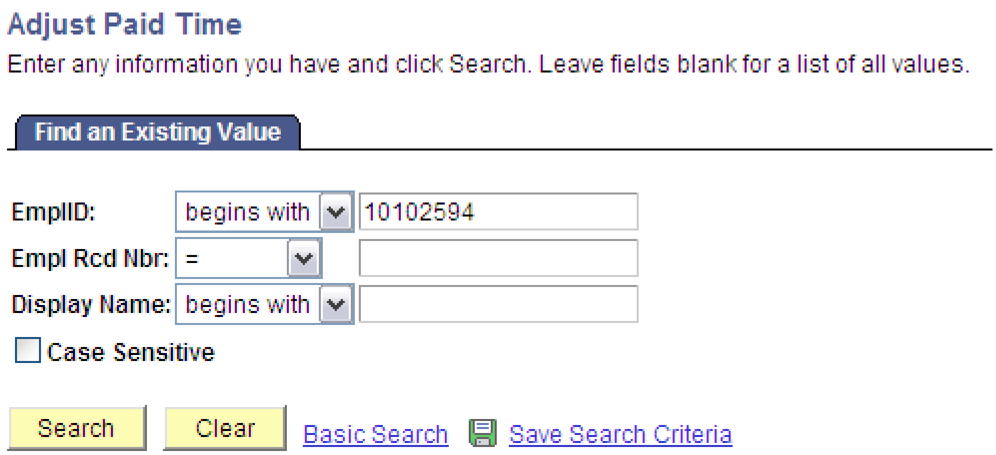
Agency Payroll Specialists can use record only adjustments to make an adjustment on an employee's ***Timesheet*** so that it matches their pay sheet in payroll.

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.**

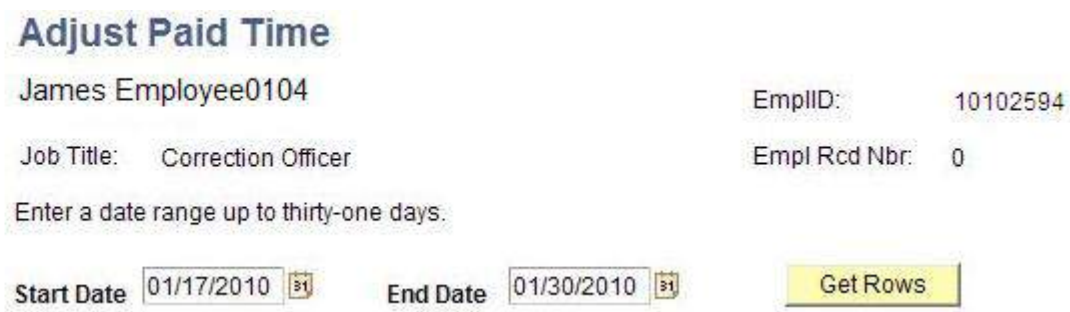
1. Click **Time and Labor** on the left navigation menu.
2. Click **Report Time** on the right side of the screen.
3. Click **Adjust Paid Time** on the right side of the screen.



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



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



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.

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

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.

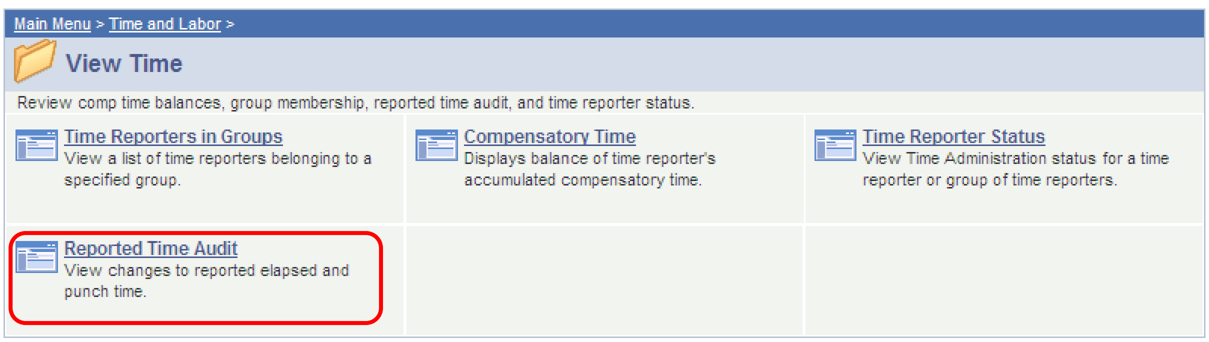
11. Click the Save button to adjust the time in OAKS.

This completes the Adjustments segment.

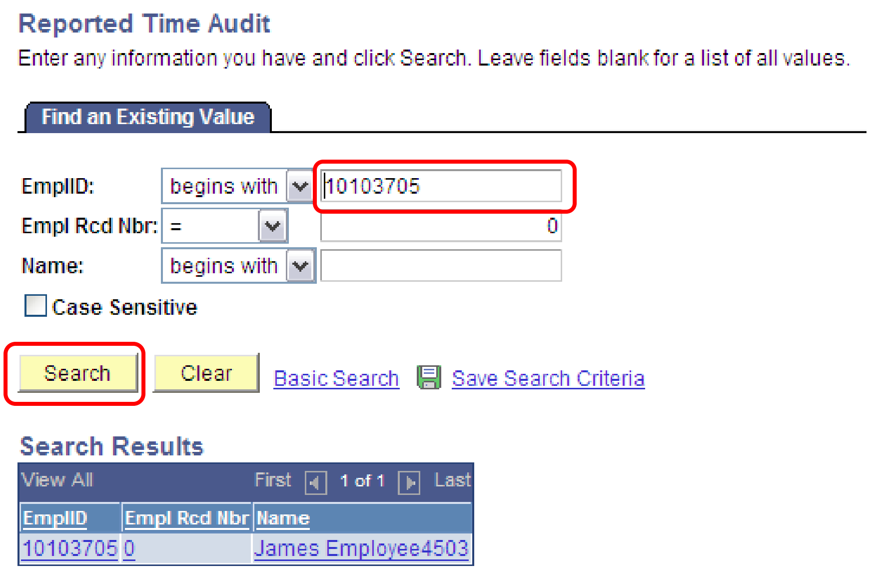
Reported Time Audit

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 **Time and Labor** on the left navigation menu.
2. Click **View Time** on the right side of the screen.
3. Click **Reported Time Audit** on the right side of the screen.

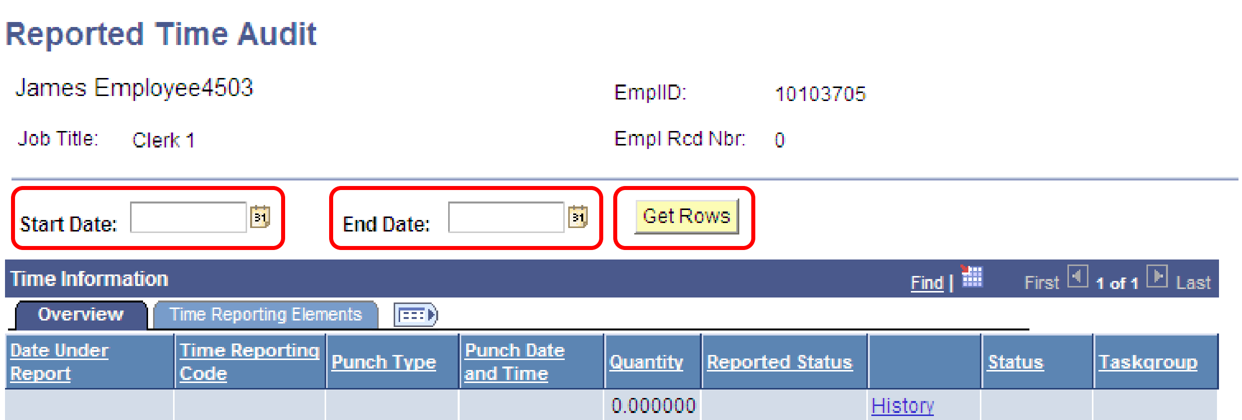


4. The ***Reported Time Audit*** search screen appears. The search screen maintains your search records for you and allows you to save the search criteria.



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

6. The ***Reported Time Audit*** sheet for the employee appears.



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	History	Current	OHCMBLCTSK
03/23/2010	SCKLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	History	Current	OHCMBLCTSK
03/24/2010	SCKLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	History	Current	OHCMBLCTSK
03/25/2010	SCKLV	Elapsed	01/01/1990 12:00AM	3.100000	Submitted	History	Current	OHCMBLCTSK
03/25/2010	VACLV	Elapsed	01/01/1990 12:00AM	4.900000	Submitted	History	Current	OHCMBLCTSK
03/26/2010	SCKLV	Elapsed	01/01/1990 12:00AM	0.000000	Submitted	History	Current	OHCMBLCTSK
03/26/2010	VACLV	Elapsed	01/01/1990 12:00AM	8.000000	Submitted	History	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

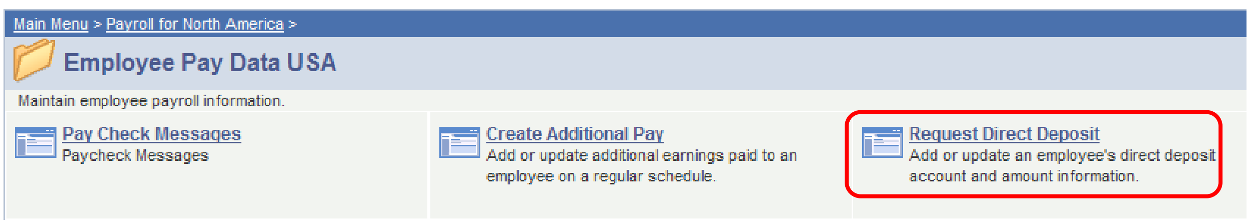
10. The ***History*** screen shows the action that occurred, who completed the action and the date and time the action occurred.

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

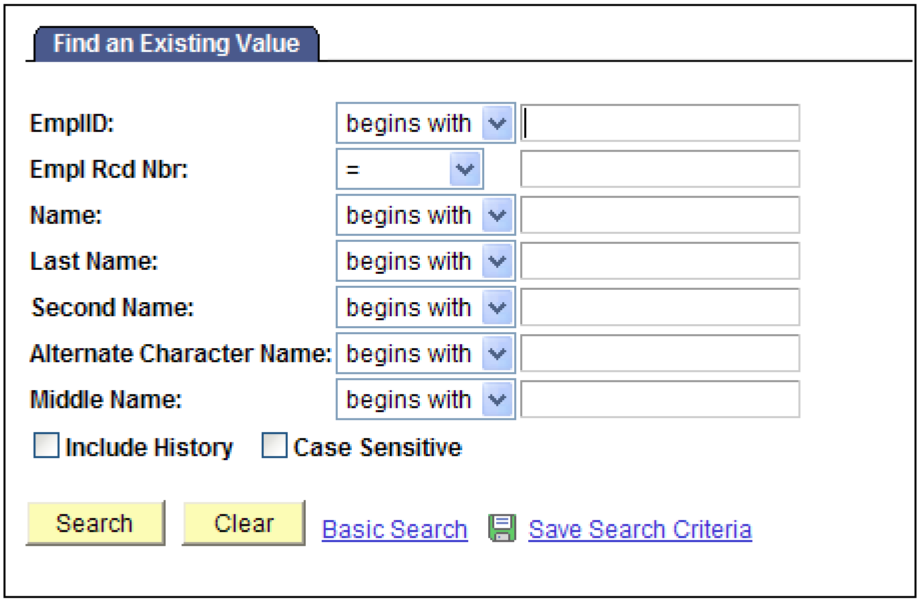
1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Request Direct Deposit** on the right side of the screen.



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.



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**.

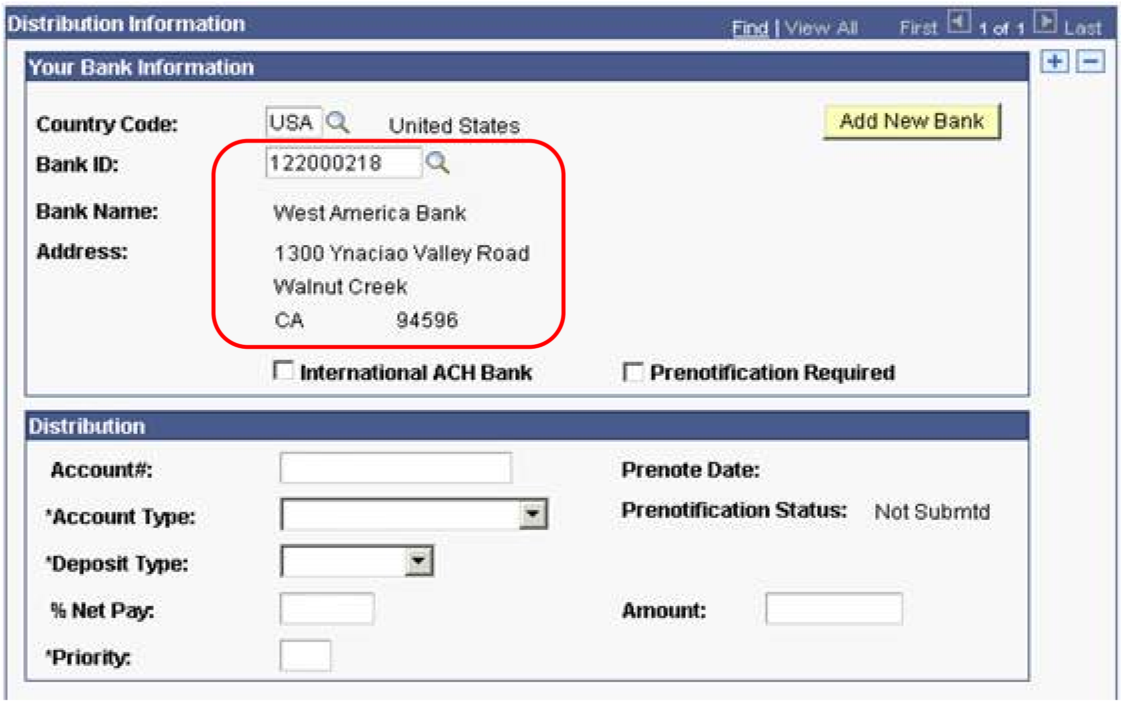
Make sure the ***Status*** is **Active**. The only way an employee's Direct Deposit occurs is if the status is **Active**.

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

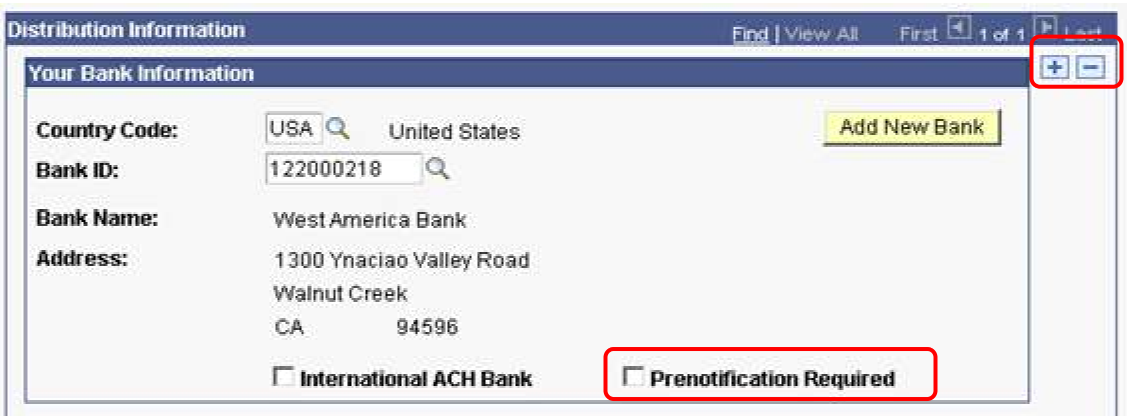
NOTE: If the employee wishes to receive a paper statement, this request must be in writing. The ePay opt out form is located at: **http://das.ohio.gov/hrd/Policy/ePayForm.pdf**.

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

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



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.



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

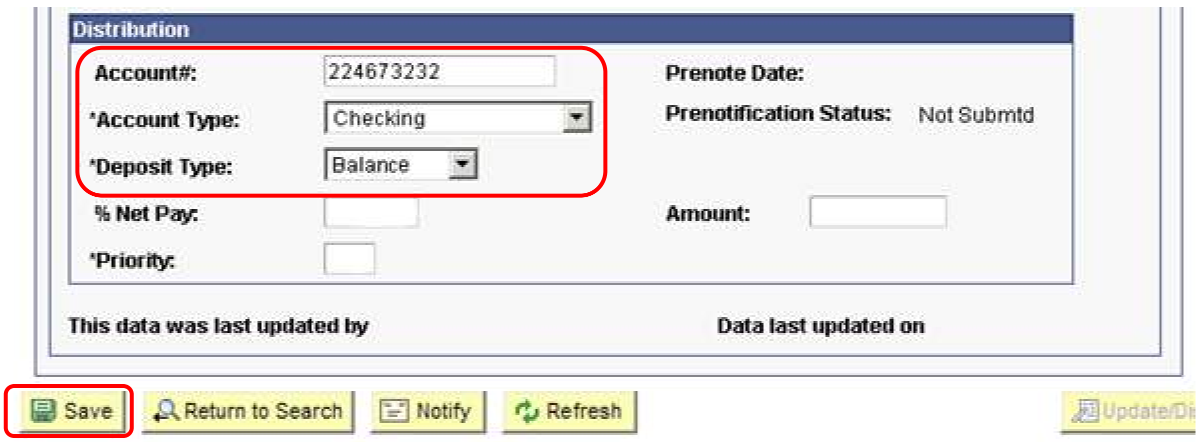
NOTE: A prenotification is no longer required for direct deposit. Deselecting the ***Prenotification Required*** check box provides the employee with a direct deposit for his or her first check.

10. Enter the ***Account#***.

11. The ***Account Type*** should be updated to either **Checking** or **Savings** based on what the employee has elected.

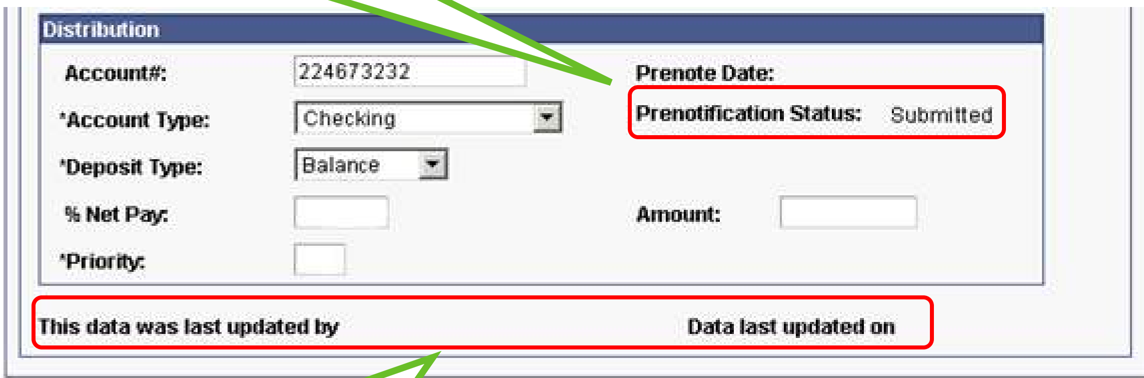
12. The ***Deposit Type*** should always be **Balance**. This option deposits the balance of the employee's pay into the ***Account Type*** chosen.

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



13. Click the Save button.

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



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.)

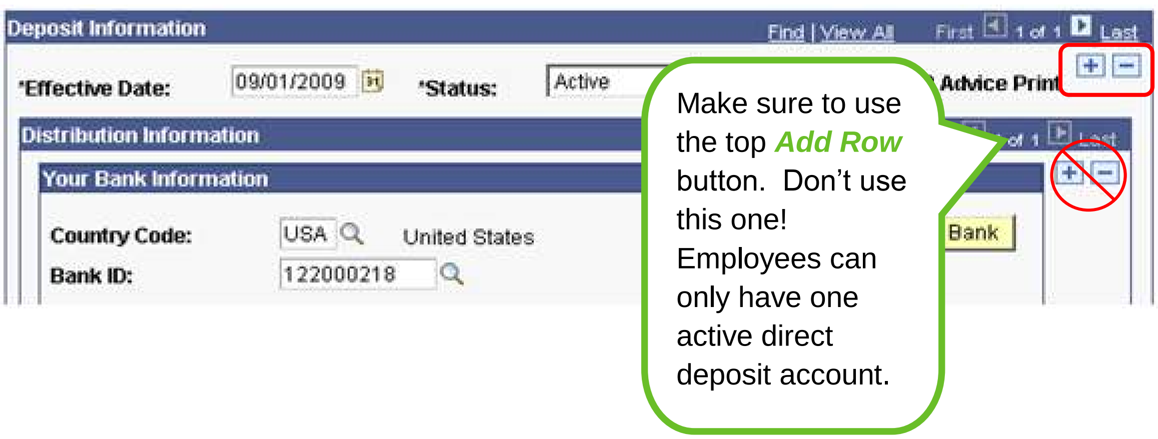
Updating Direct Deposit Information

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.



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.

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 **Save** 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**.

5. Click the Save button.

This completes the Direct Deposit segment.

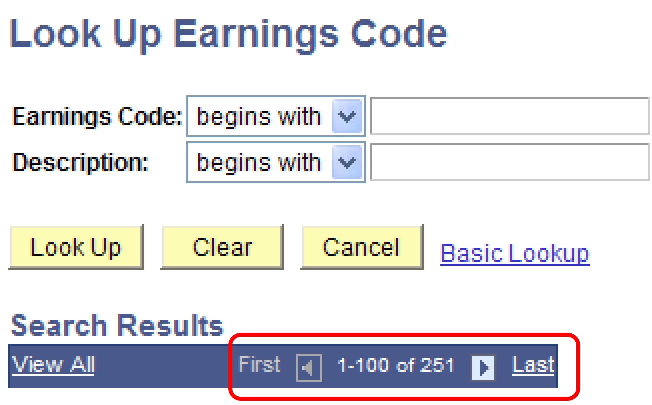
Additional Pay

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.



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**.

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.

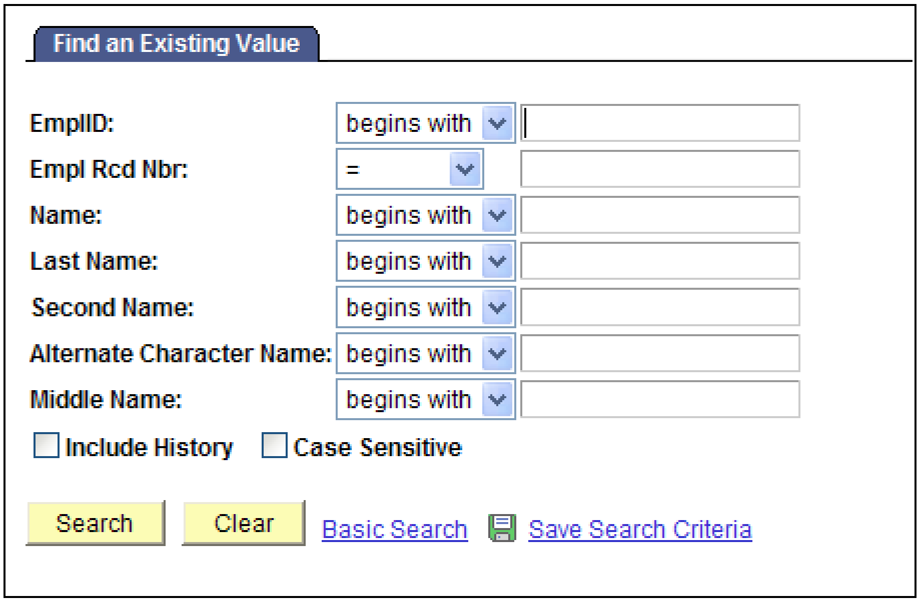
Creating Additional Pay

Use these steps to correctly enter additional pay requests using the ***Additional Pay*** screen.

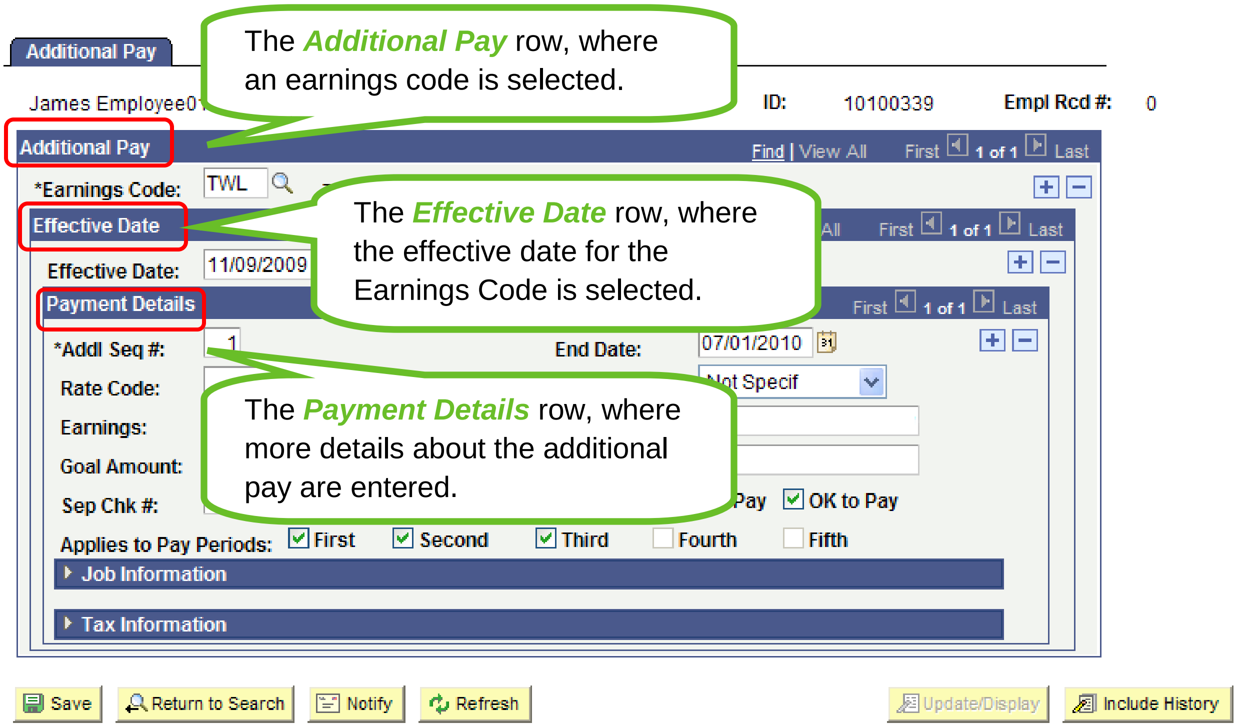
1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Create Additional Pay** on the right side of the screen.

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.

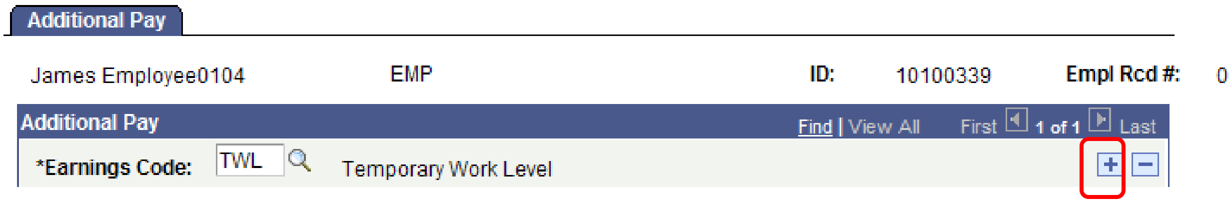
4. Locate the employee's record as outlined in ***Using Search Screens***, on page 20.



This takes you to the ***Additional Pay*** screen. There are three relevant rows on this screen:

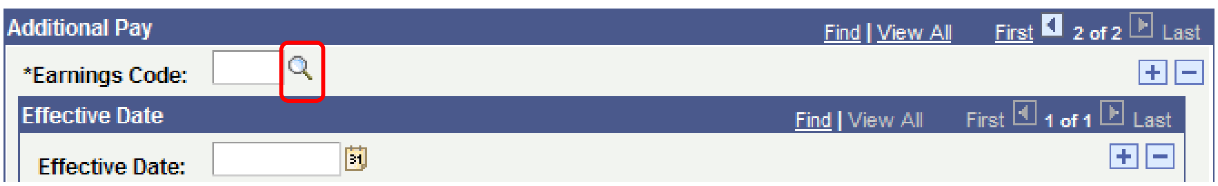


5. Click the ***Add Row*** (**+**) button, located in the upper right hand corner.



6. Enter the appropriate ***Earnings Code*** to identify the type of additional pay.

   To view the list of ***Earnings Codes*** click the magnifying glass (.)



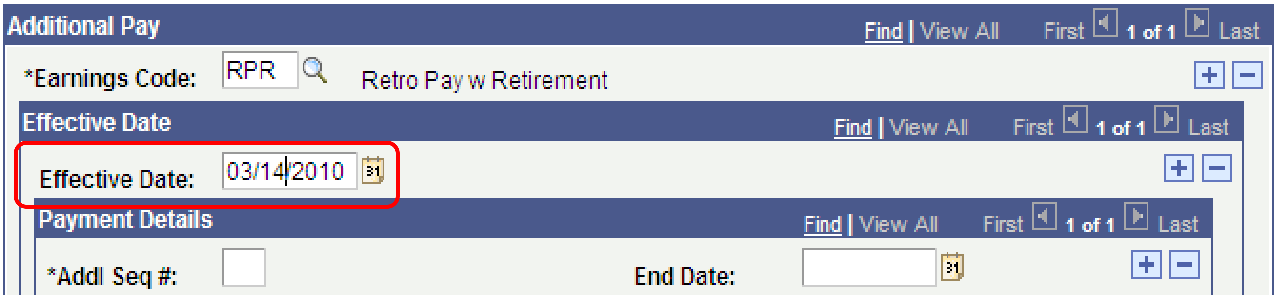
7. Click the ***View All*** link to see the entire list, or enter search criteria to narrow your selection.

8. Click the ***Earnings Code*** to choose it.

Earnings Code	Description
RBH	Report Back Pay
RBV	Report Back from Vacation
RCP	Roll Call Pay
RDP	Radio Dispatcher Prem
REG	Regular Pay
RPR	Retro Pay w Retirement
RTP	Retirement Paid
RWR	Retro without Retirement

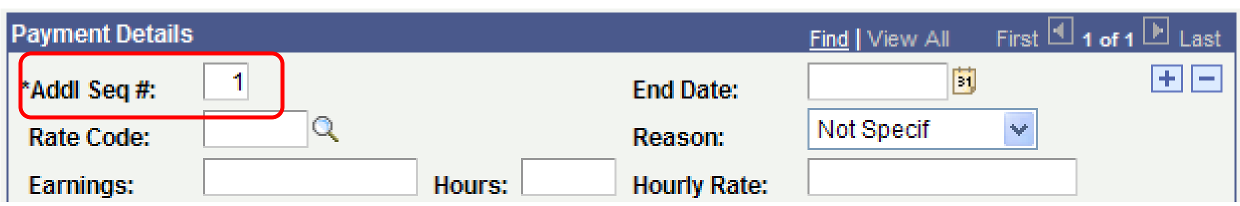
The ***Earnings Code*** field now contains the desired information.

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.



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.



*****This number is almost <u>always</u> 1.*****

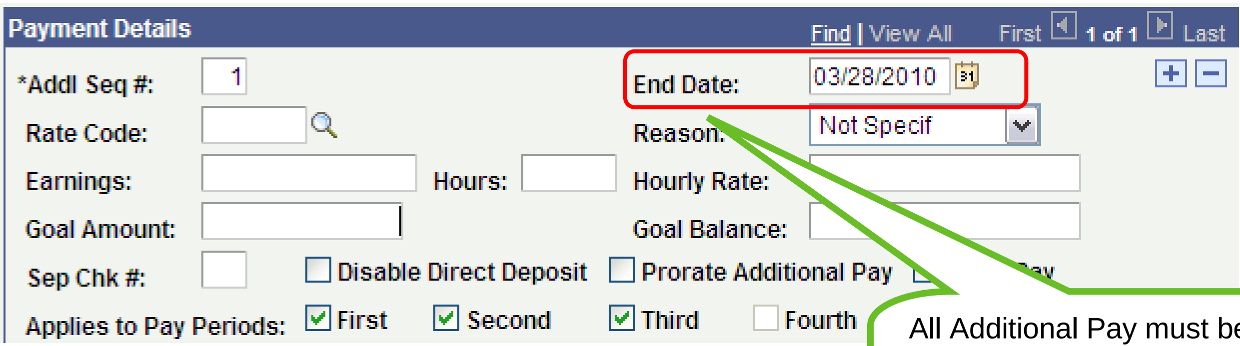
> **<u>NOTE</u>**: In order to have an ***Addl Seq#*** greater than one, the ***Earnings Code*** and ***Effective Date*** must be the same for this specific additional pay.

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

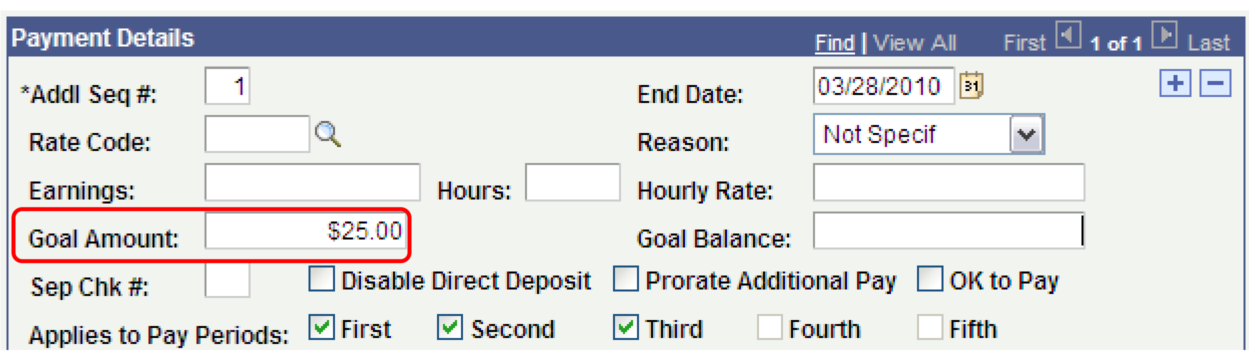
Use the ***End Date*** field to stop paying the additional earnings code once this date is reached. The ***End Date*** should be the first day of the following pay period.



All Additional Pay must be entered Pay Period by Pay Period regardless of the length (see Note for exceptions.)

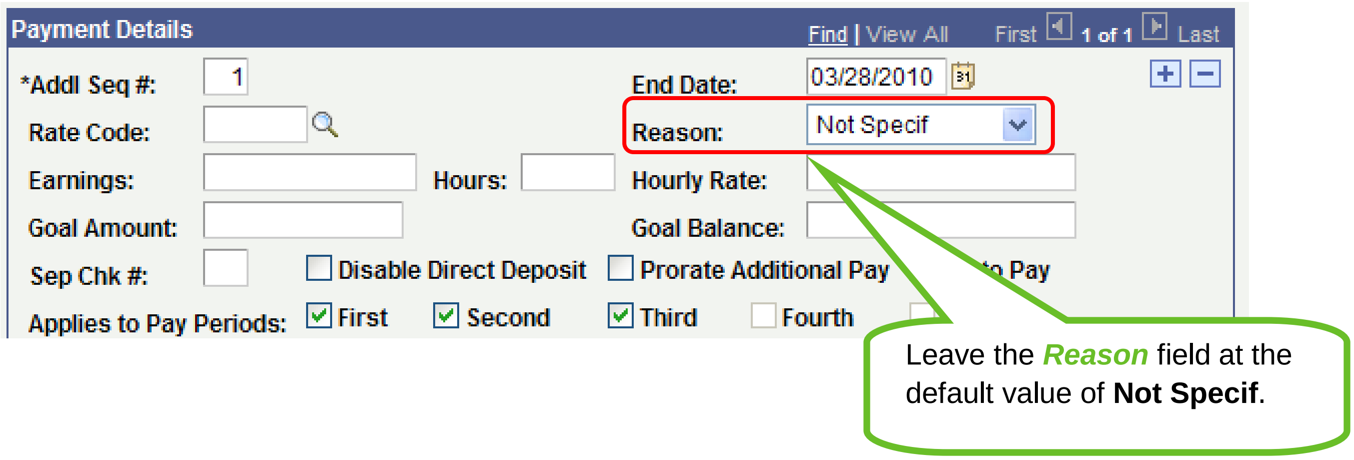
The Goal Amount Field

Use the ***Goal Amount*** field to stop paying the additional amount once the goal amount is reached.

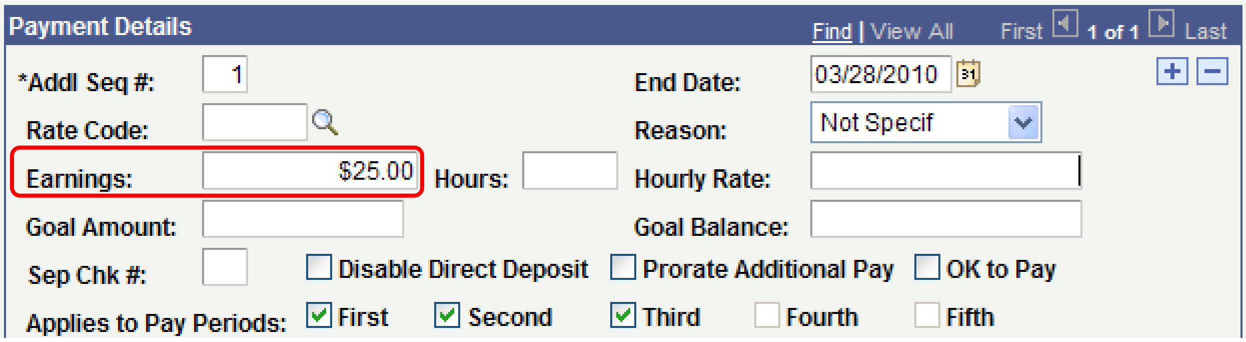


NOTE: On-going additional pay (i.e., Uniform Allowance) do not need end dates, but you must check these frequently to ensure that the employees that are receiving this benefit are entitled to it. The only way to stop on-going Additional pay is to contact DAS Payroll Specialist.

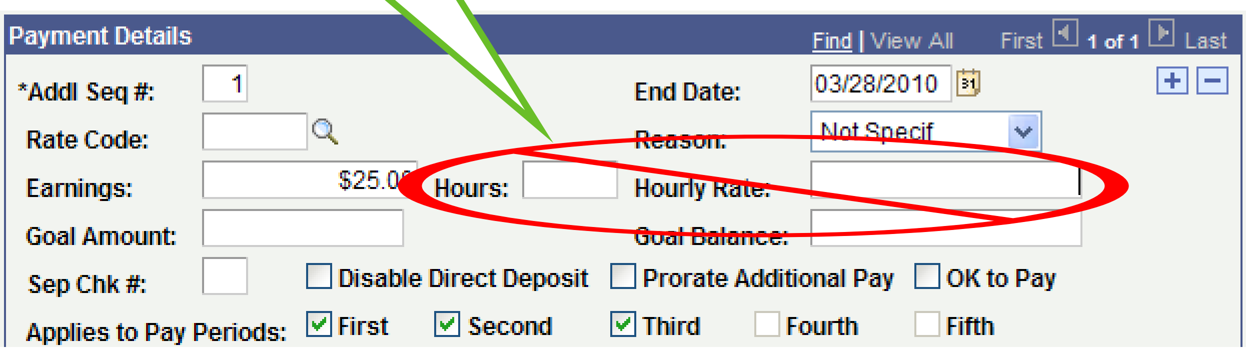
12. Enter an ***End Date*** that is the first date of the **following** pay period.



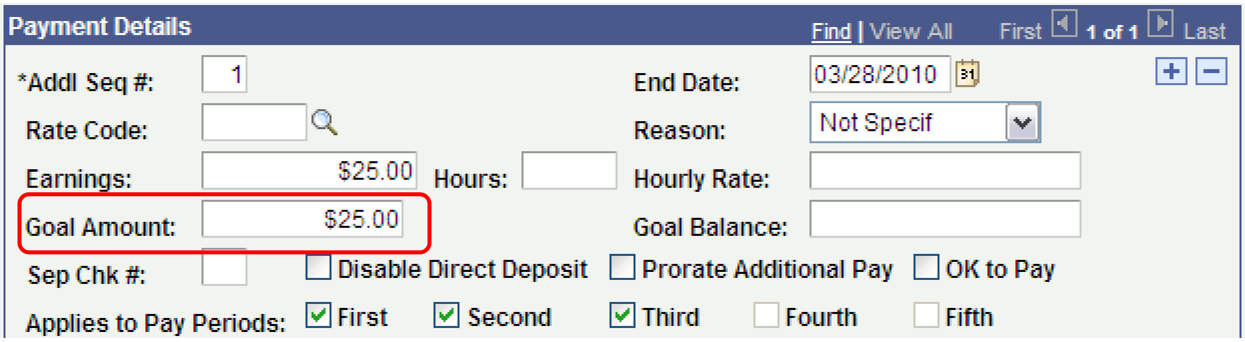
13. In the ***Earnings*** field, enter the flat amount of the additional pay to be paid to the employee.



<u>DO NOT</u> use the ***Hours*** and ***Hourly Rate*** fields.



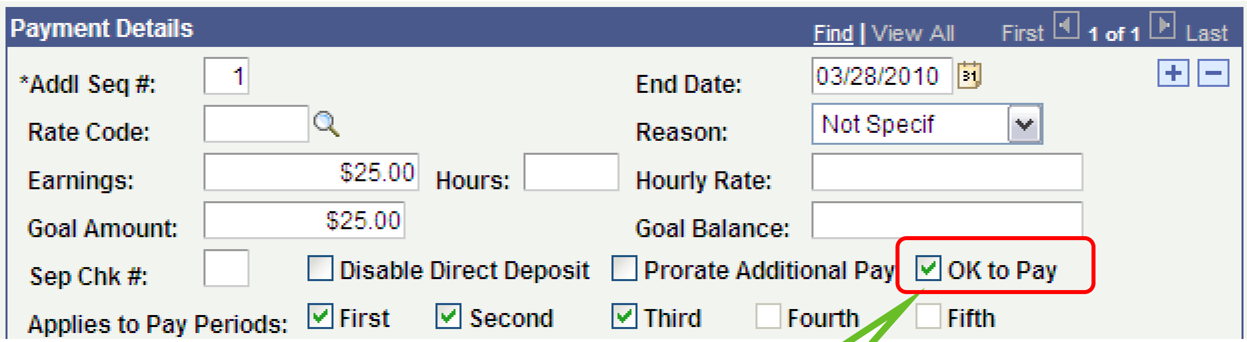
14. Enter the ***Goal Amount*** to stop paying the additional amount once the goal amount is reached.



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.

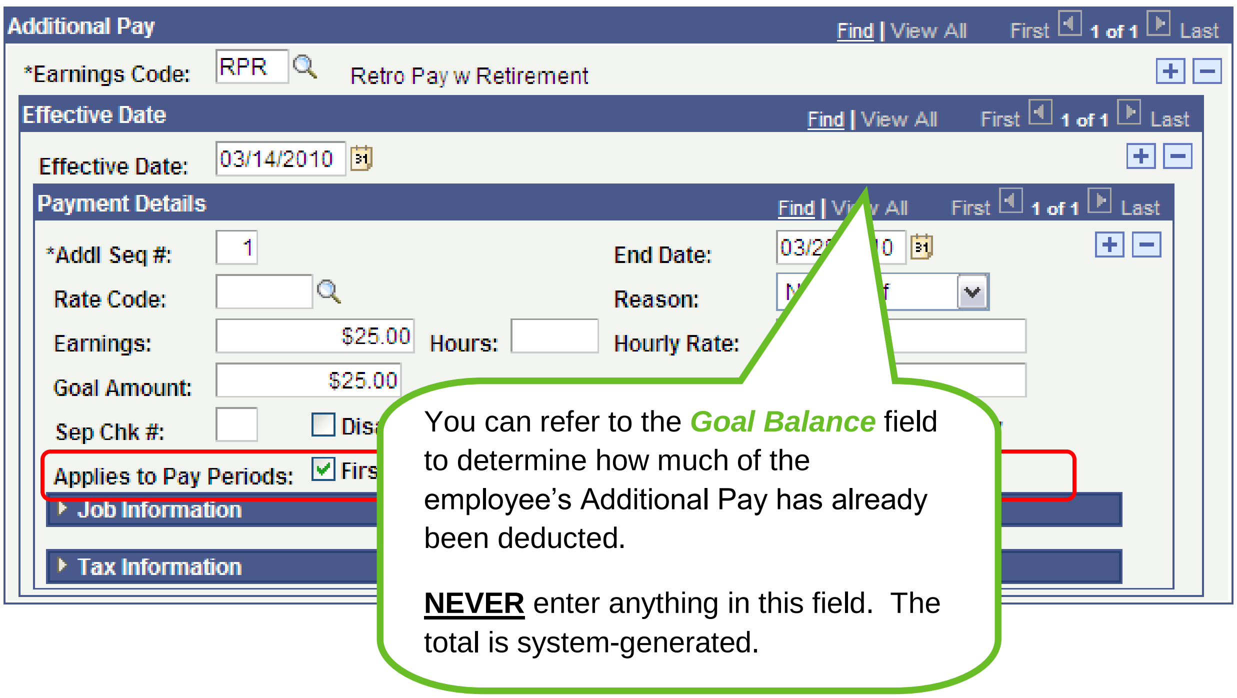
    Selecting ***OK to Pay*** indicates that the additional pay is approved for payment. If this option is not selected, the employee does not receive this additional pay.

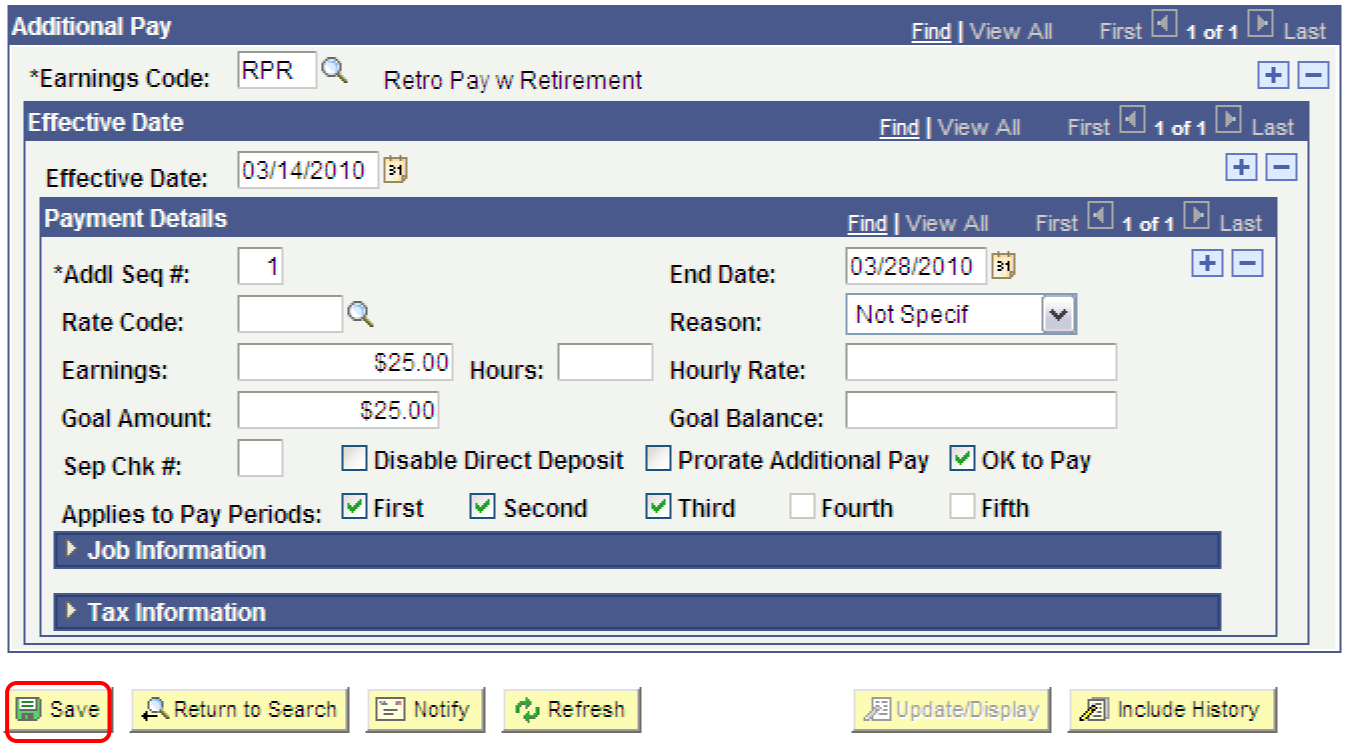


If you save the record without selecting the ***OK to Pay*** check box, you must contact your DAS HCM Payroll Specialist to fix it.

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.





17. Click the **Save** button.

<u>NOTE</u>: 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.

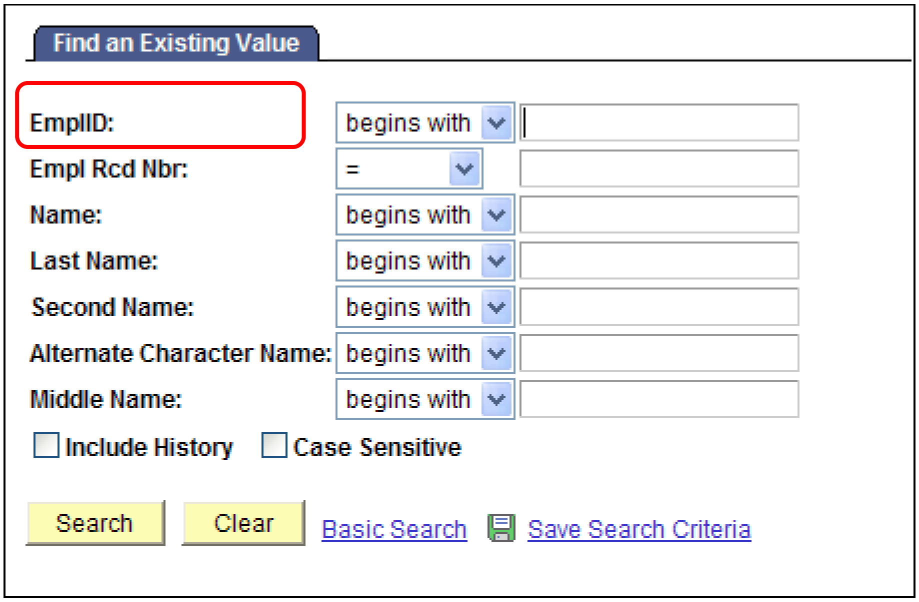
Updating Employee Tax Information

OAKS uses this information to calculate the tax withholdings for the employee.

1. Click **Payroll for North America** on the left navigation menu.
2. Click **Employee Pay Data USA** on the right side of the screen.
3. Click **Tax Information** on the right side of the screen.
4. Click **Update Employee Tax Data** 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.



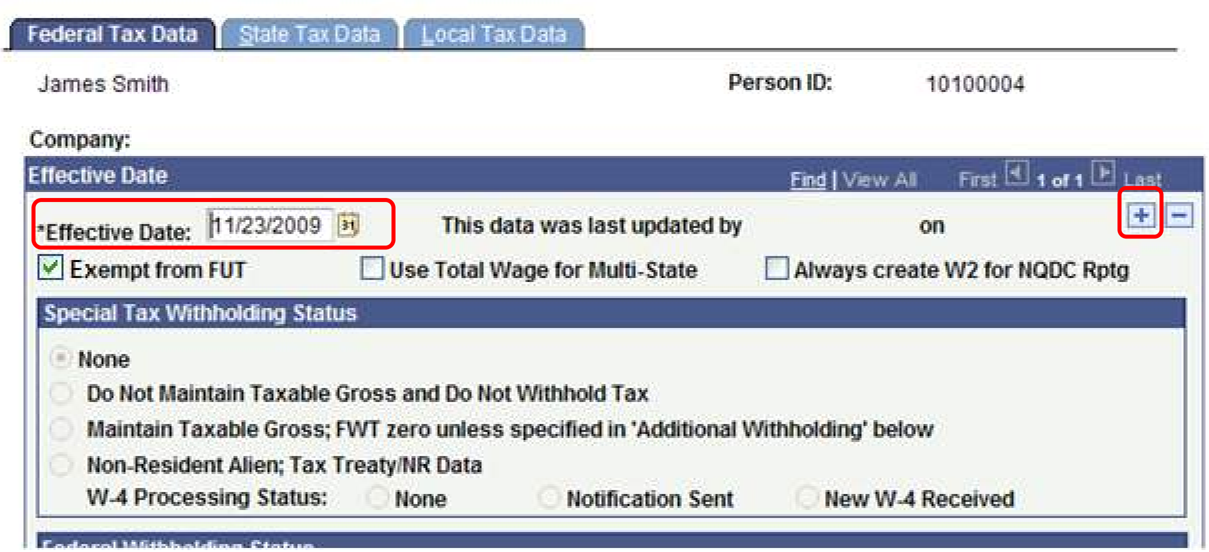
6. The employee's ***Tax Information*** record appears. This screen has three main tabs:

Updating Employee Federal Tax Data

1. Click the ***Add Row*** (**+**) button, located in the upper right hand corner. This creates a new row.

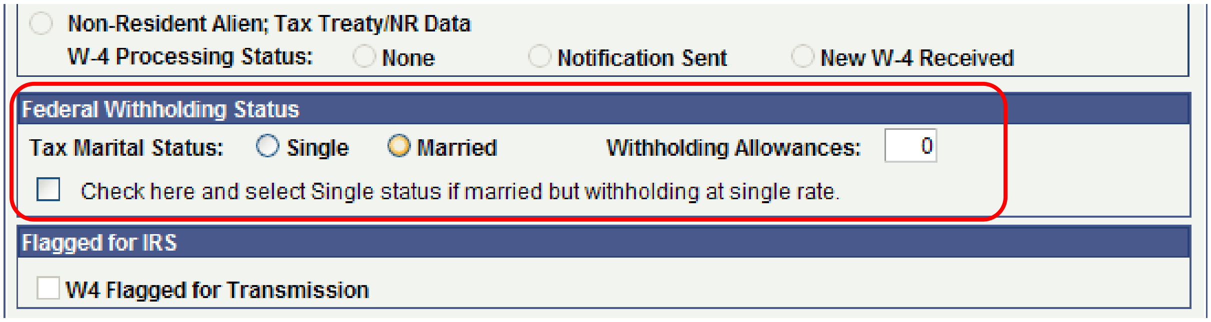
   If this is a new hire, no new row needs to be added.

2. On the ***Federal Tax Data*** tab, enter the ***Effective Date***, which corresponds to the Sunday at the beginning of the current pay period.



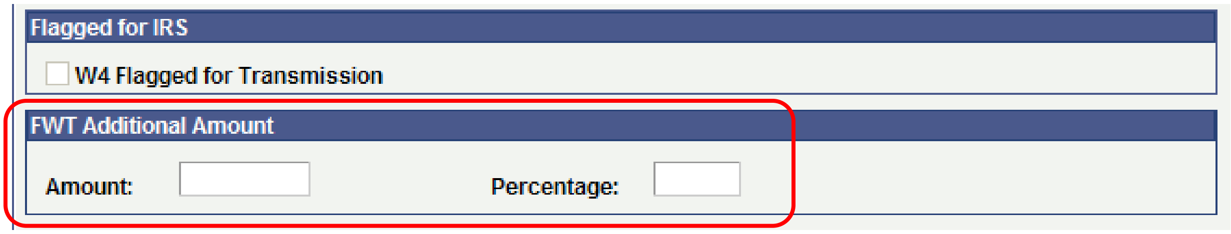
NOTE: Steps 1 and 2 must be completed on this tab, even if updates are to be made on the ***State*** or ***Local Tax Data*** tabs.

3. Complete the ***Federal Withholding Status*** section.



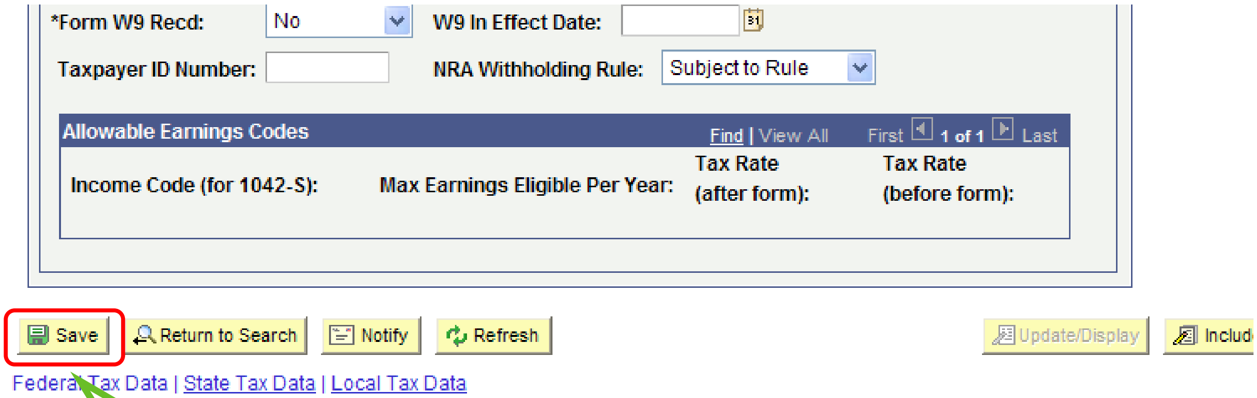
NOTE: If an employee is exempt from Federal withholding, or has a withholding allowance above **9**, the Agency Payroll Specialist must contact DAS HCM Payroll.

4. Complete the ***FWT Additional Amount*** section.



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.

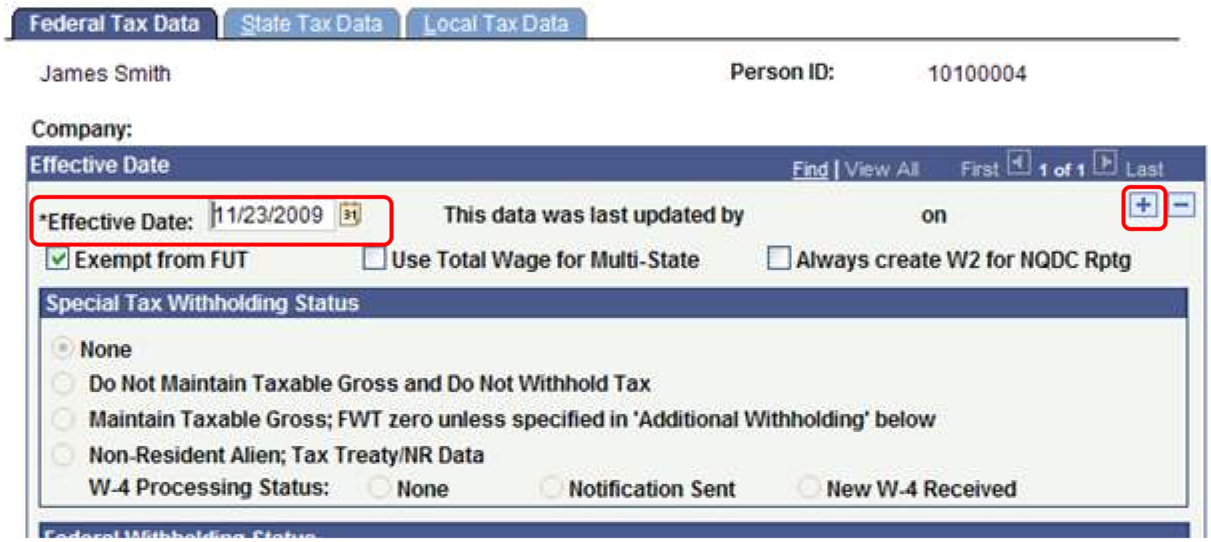


Click the ***Save*** button before changing screens, tabs, or closing the OAKS application.

NOTE: **Do not** click the ***Save*** button if you are also updating State or Local tax information.

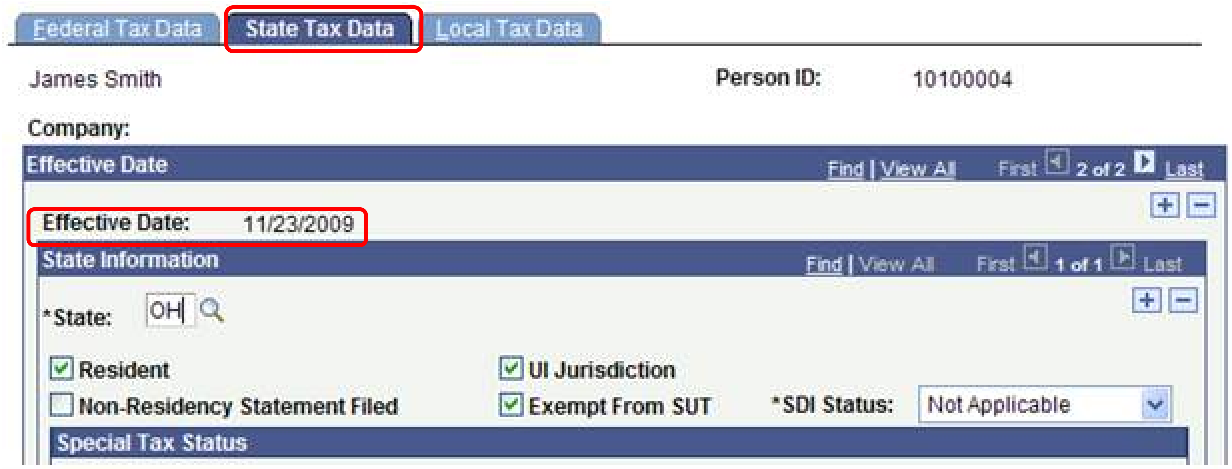
Updating Employee State Tax Data

1. Click the ***Add Row*** (**+**) button, located in the upper right hand corner. This creates a new row.



2. On the ***Federal Tax Data*** tab, enter the ***Effective Date***, which corresponds to the Sunday at the beginning of the current pay period.

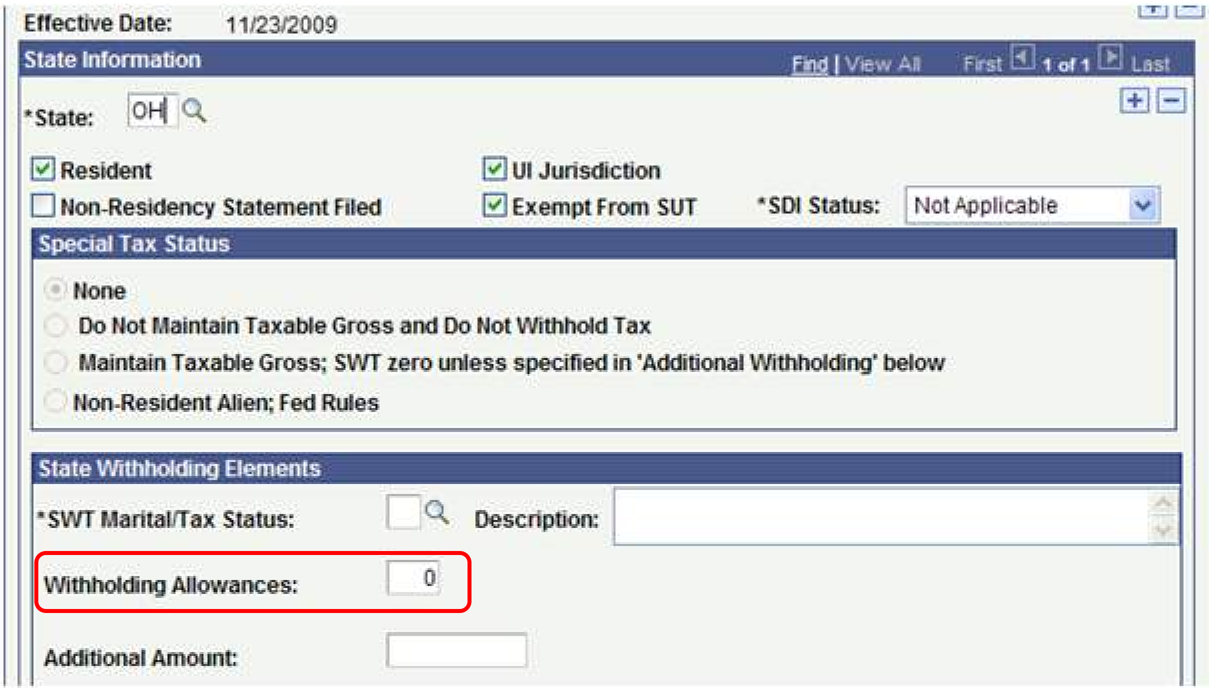
3. Click the ***State Tax Data*** tab.



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.

> **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***.



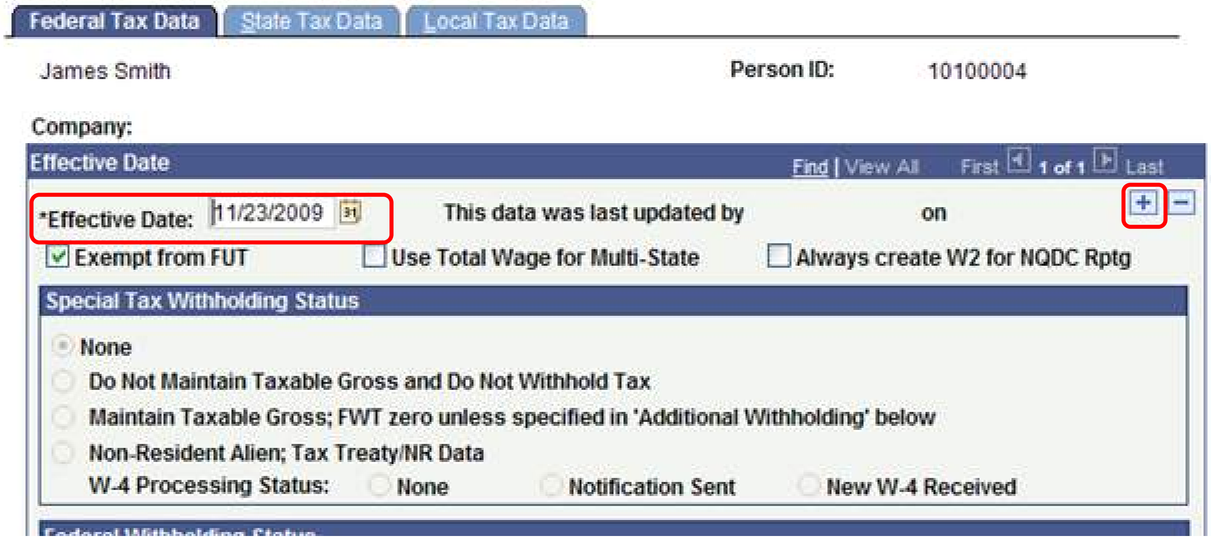
6. Scroll to the bottom of the screen, and click the Save button.

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

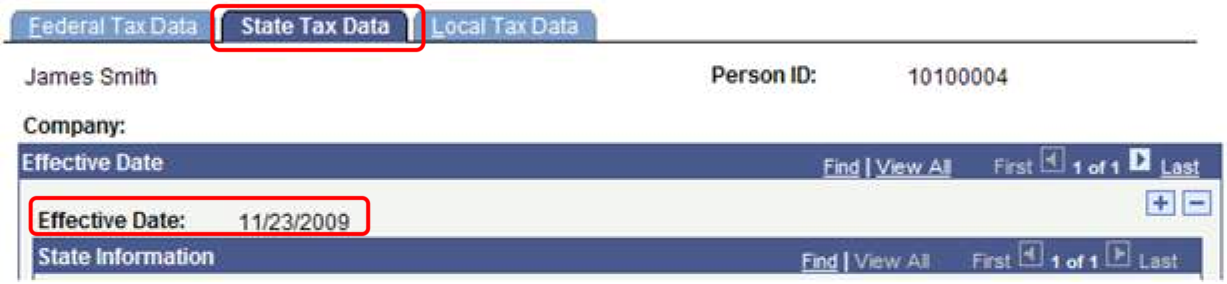
1. Click the ***Add Row*** (**+**) button, located in the upper right hand corner. This creates a new row.



2. On the ***Federal Tax Data*** tab, enter the ***Effective Date***, which corresponds to the Sunday at the beginning of the current pay period.

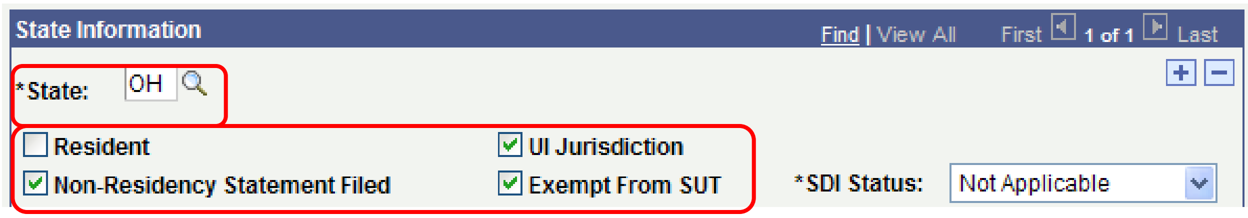
3. Click the ***State Tax Data*** tab.

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.



5. Enter **OH** in the ***State*** field of the ***State Information*** row.

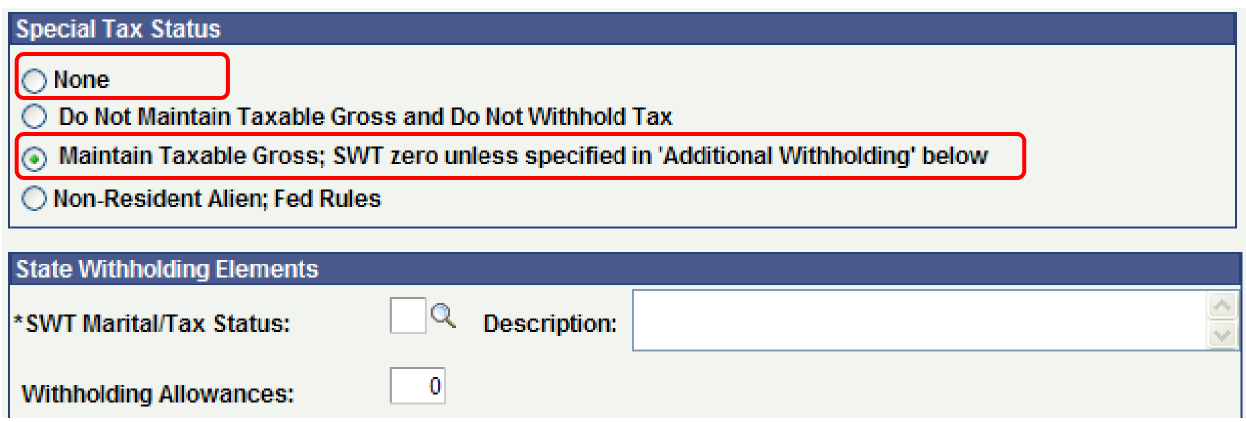
6. Make sure the ***Resident*** check box is **<u>not</u>** selected, and the ***Non-Residency Statement Filed***, ***UI Jurisdiction***, and ***Exempt From SUT*** check boxes are selected.



7. In the ***Special Tax Status*** section:

   - If paying Ohio tax, select the ***None*** radio button.

   - If **<u>not</u>** paying Ohio tax, select the ***Maintain Taxable Gross*** radio button.



8. The ***State Withholding Elements*** section is utilized by entering any amounts the employee wants withheld.

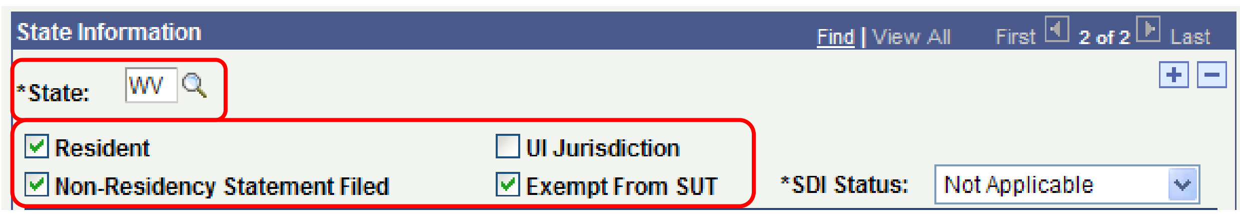
9. Click the Save button.

10. Click the ***Add Row*** (**+**) button to create a new ***State Information*** row for the resident state.

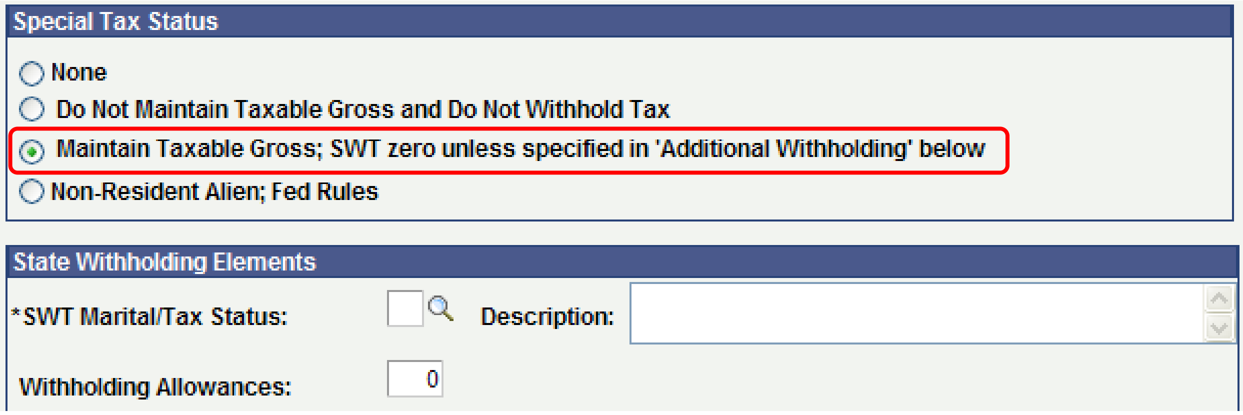
11. In the new ***State Information*** row, enter the resident state in the ***State*** field.

12. The ***Resident***, ***Non-Residency Statement Filed***, and ***Exempt From SUT*** check boxes need to be selected.

    The ***UI Jurisdiction*** check box is **<u>not</u>** selected.



13. In the ***Special Tax Status*** section, the ***Maintain Taxable Gross*** radio button must be selected.

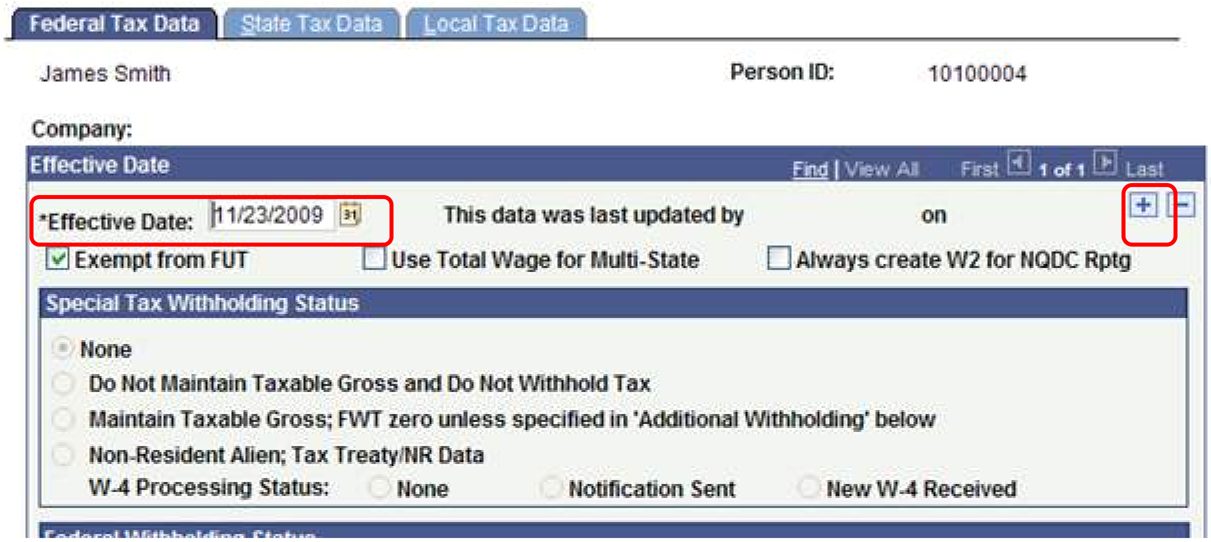


NOTE: We **do not** withhold taxes for neighboring states.

14. Click the Save button.

Updating Employee Local Tax Data

1. Click the ***Add Row*** (**+**) button, located in the upper right hand corner. This creates a new row.



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.

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.

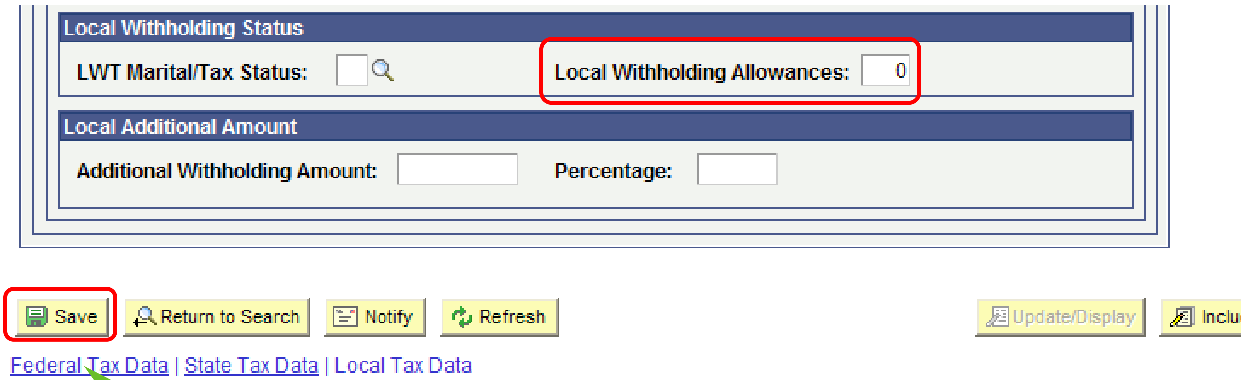
When The Employee's Residence Locality Is The Same As Their Work Locality

1. Enter the ***Locality*** according to the employee's W-4 form.

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.



Click the ***Save*** button before changing screens, tabs, or closing the OAKS application.

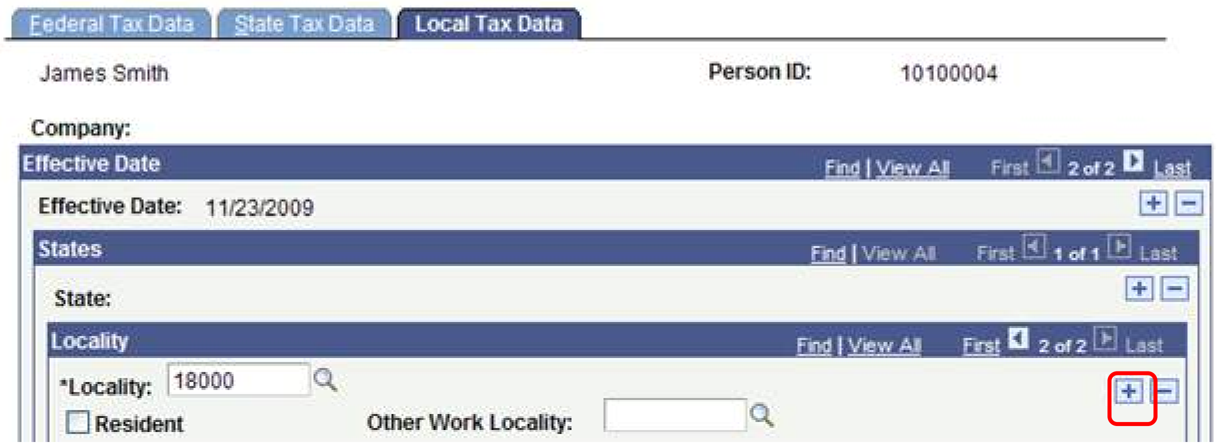
4. Scroll to the bottom of the screen and click the 

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 <u>Different</u> From Their Work Locality

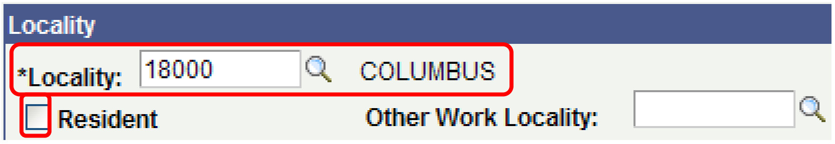
1. Click the ***Add Row*** (**+**) button, located in the upper right hand corner of the ***Locality*** section. This creates a new ***Locality*** row.



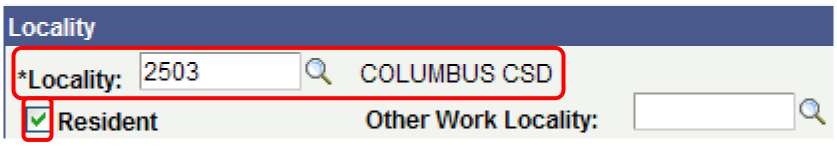
NOTE: When entering localities, there might be cases that have entries for Work, Residence and School District. A **separate** locality record must be added for each one (Step 1.)

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.



If you are entering a different ***Locality* for a *School District*, the ***Resident*** check box **is** selected.

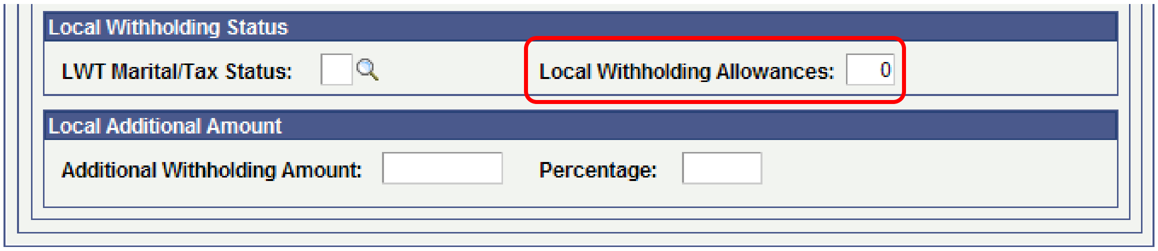


Every employee that is an Ohio resident must have a school district entered. School district ***Locality*** codes are 4 digits. Never post any local additional amount for a school district.

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.



NOTE: If this is not completed, taxes **are not** withheld correctly.

Click the ***Save*** button before changing screens, tabs, or closing the OAKS application.

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 **Payroll for North America** on the left navigation menu.

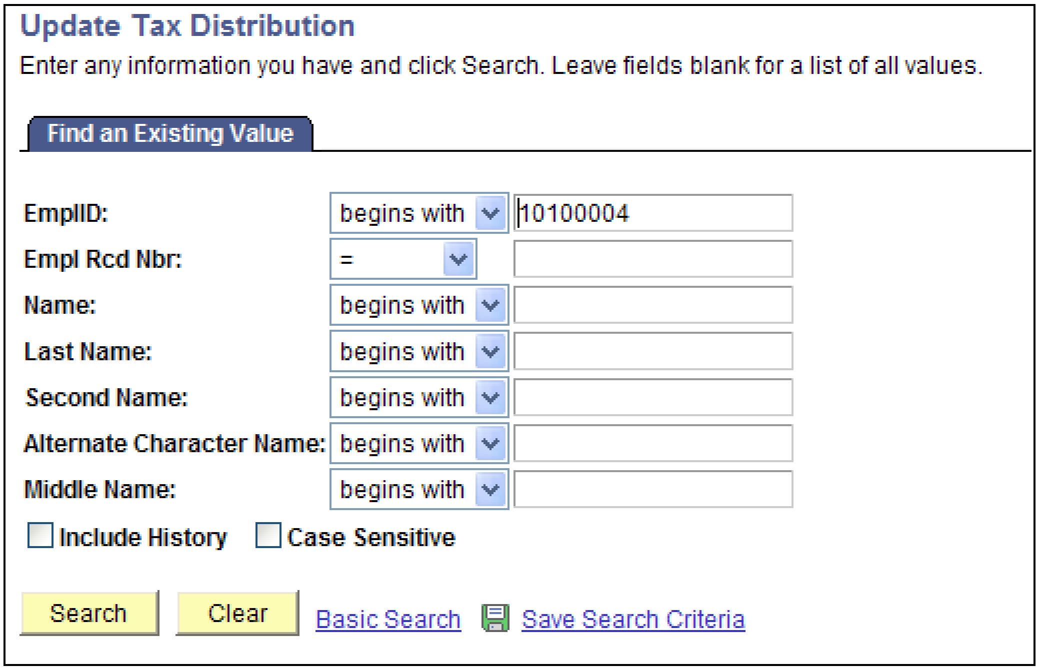
2. Click **Employee Pay Data USA** on the right side of the screen.

3. Click **Tax Information** on the right side of the screen.

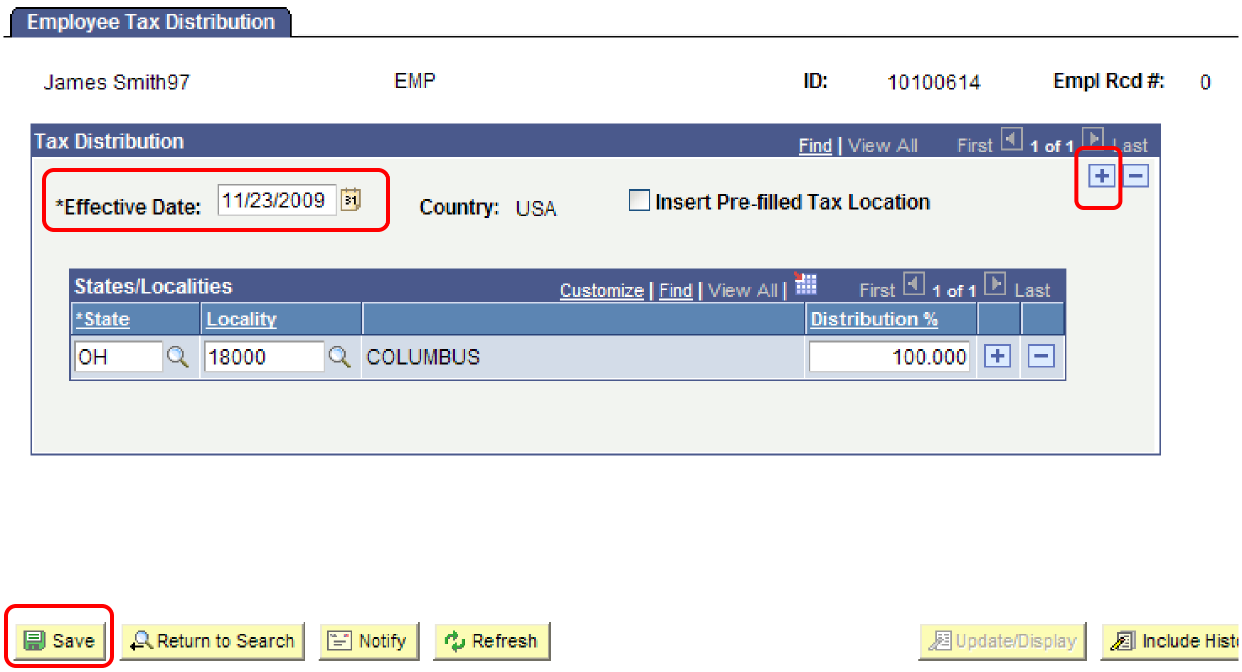
4. Click **Update Employee Tax Data** on the right side of the screen.

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.



6. Click the ***Add Row*** (**+**) button, located in the upper right hand corner of the ***Locality*** section. This creates a new locality row.



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.

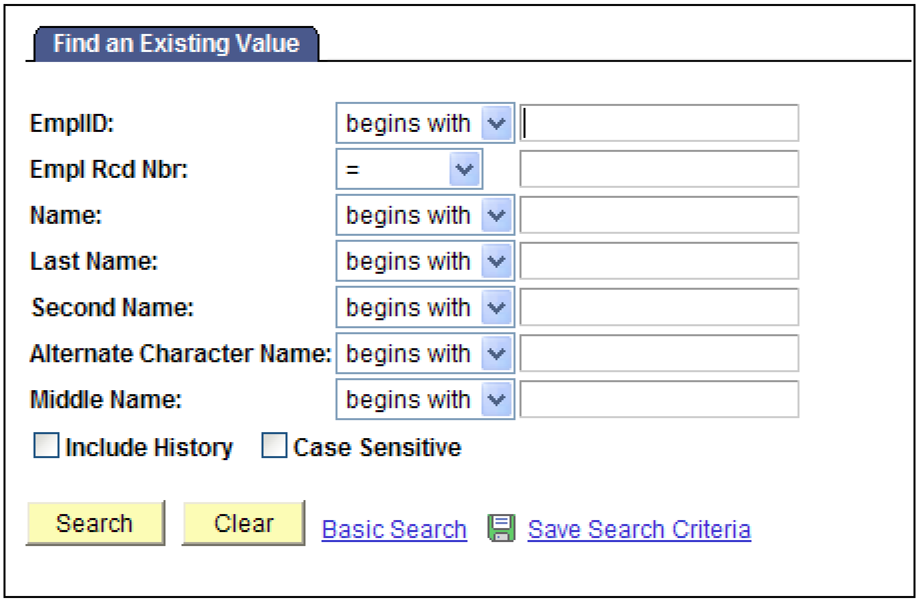
Update Payroll Options (Check Address)

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.

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



The ***Payroll Options 1*** tab has the employee's ***Home Address*** selected by default.

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.

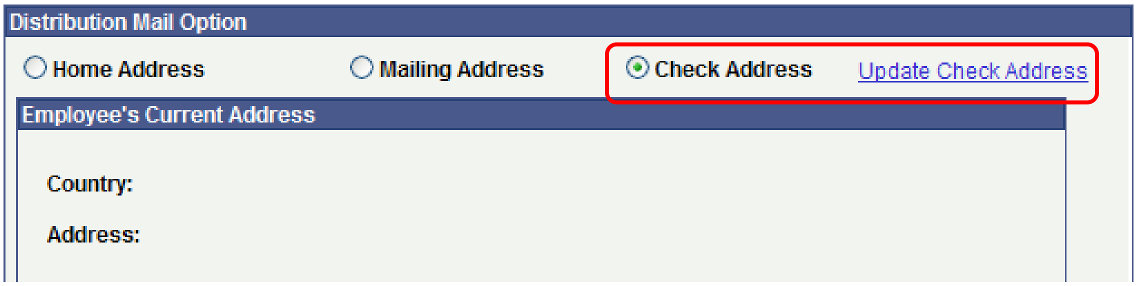
3. If the address is correct, click the Save button.

> **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

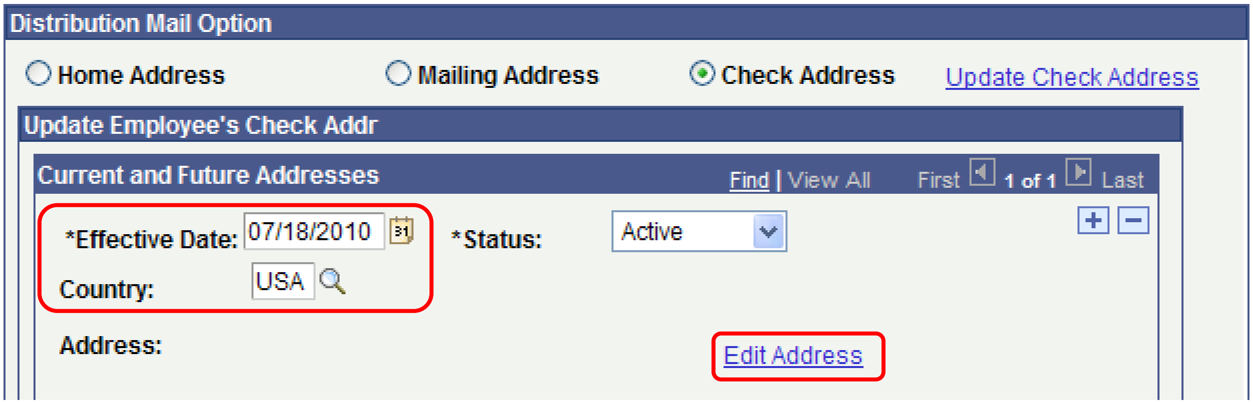
To print another address on the employee's paycheck:

1. Select the ***Check Address*** radio button.
2. Click the ***Update Check Address*** link.



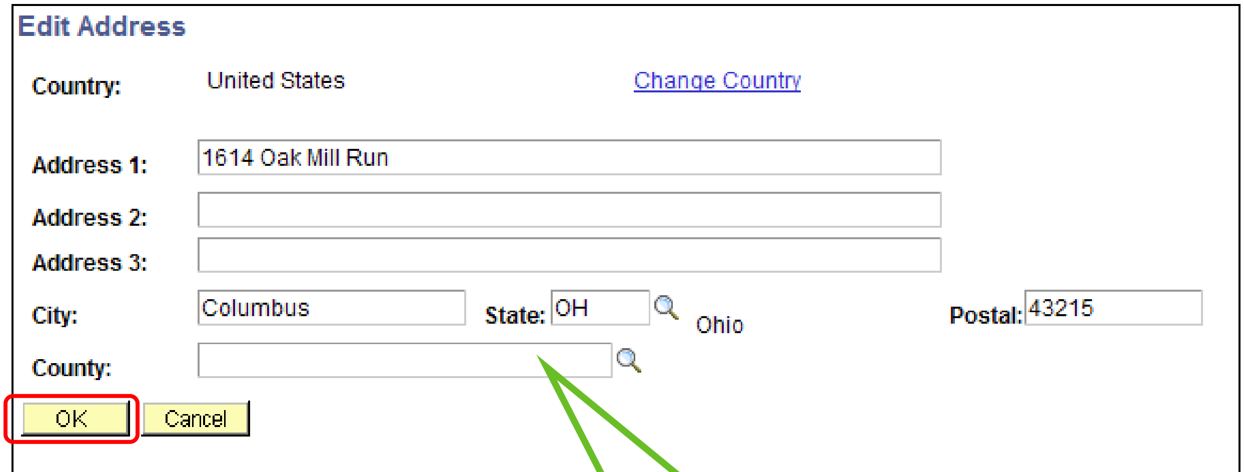
3. In the ***Current and Future Addresses*** section that appears, change the ***Effective Date*** to the date at the beginning of the indicated pay period (the pay period when the employee wants this address on his or her checks.)

4. Enter **USA** in the ***Country*** field.



5. Click the ***Edit Address*** link.

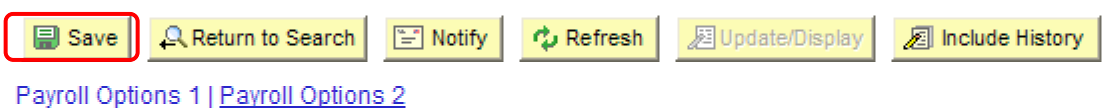
6. On the ***Edit Address*** screen, enter the new address.



The ***Country*** field can be blank. It is not required on the ***Edit Address*** screen.

7. Click the OK button.

8. On the ***Payroll Options 1*** tab, click the Save button.



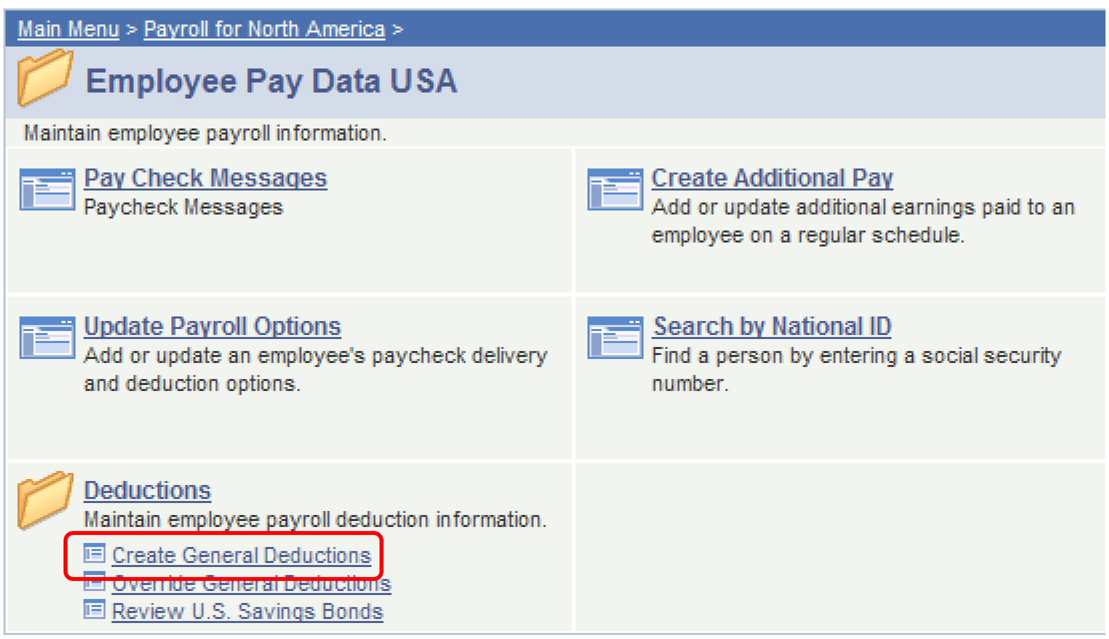
This completes the Update Payroll Options segment.

Deductions

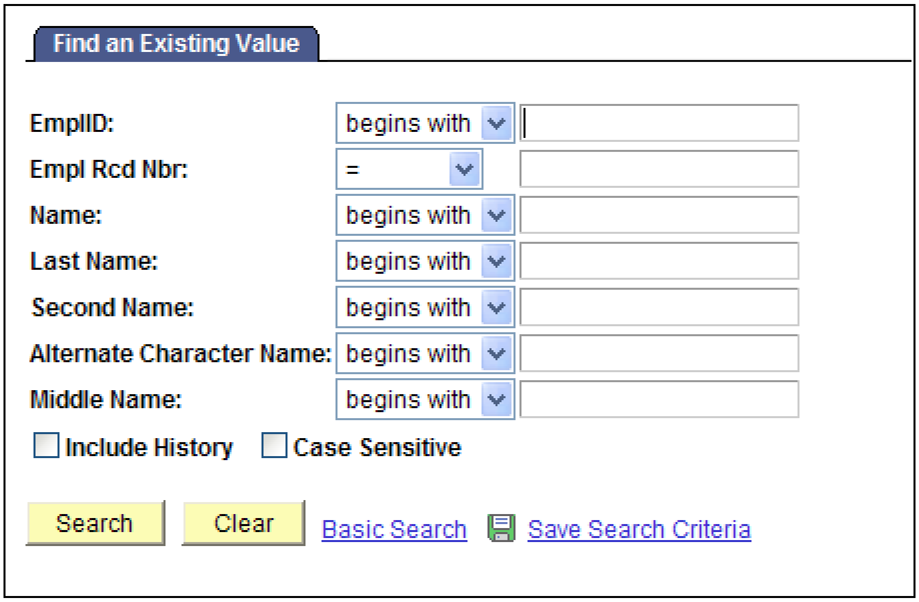
OAKS allows for general deductions that are not related to benefits to be taken from an employee's paycheck. These general deductions are entered into OAKS by the Agency Payroll Specialist at this time.

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.



5. Click the magnifying glass () located to the right of ***Deduction Code***.

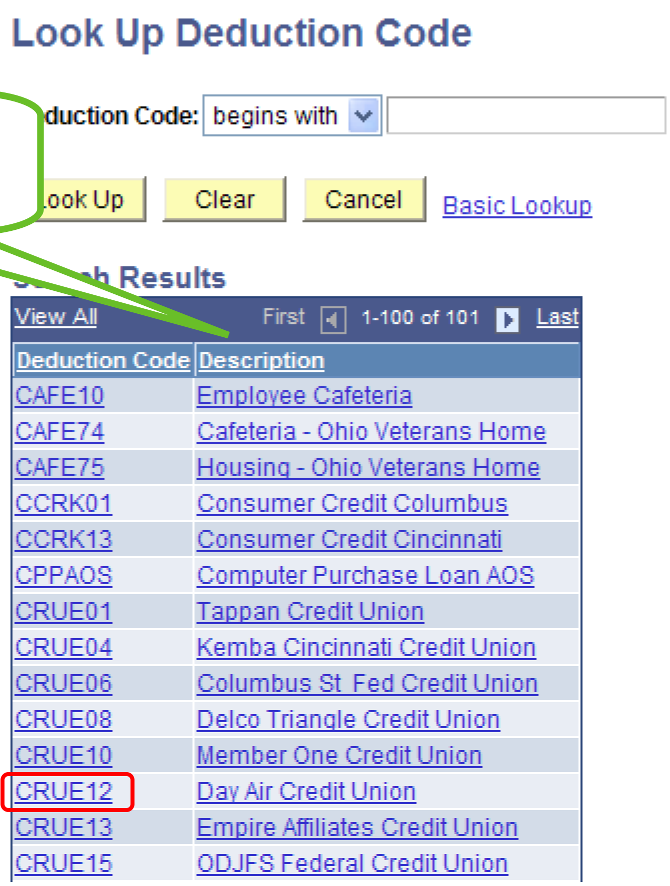
   Or enter the ***Deduction Code*** if you know it.

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.

To find codes easier, click ***Description*** to alphabetize the list.

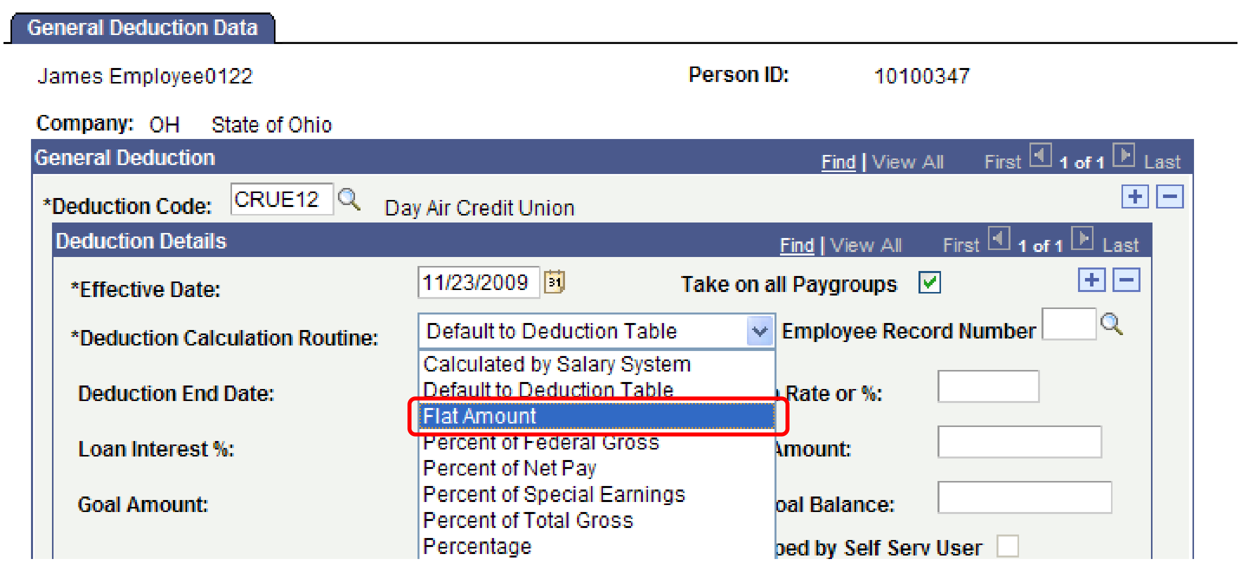


7. The Employee's Name appears at the top of the ***General Deduction Data*** screen.

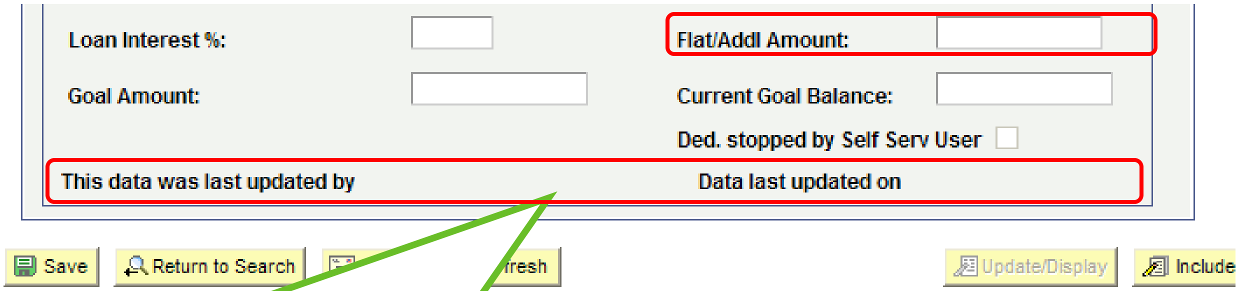
   Make certain the ***Effective Date*** starts at the Sunday at the beginning of a pay period.

8. Click the ***Deduction Calculation Routine*** drop-down list.

9. Select an option from the drop-down list.



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.



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 **Save** 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.

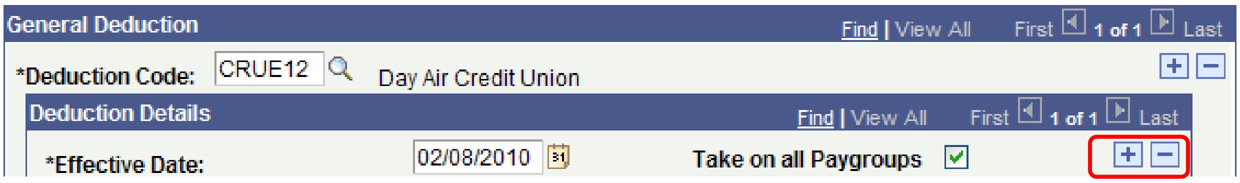
NOTE: When adding a new deduction, you may get an error message. Review all information to verify it is entered correctly and continue clicking ***OK*** until the error stops appearing.

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.

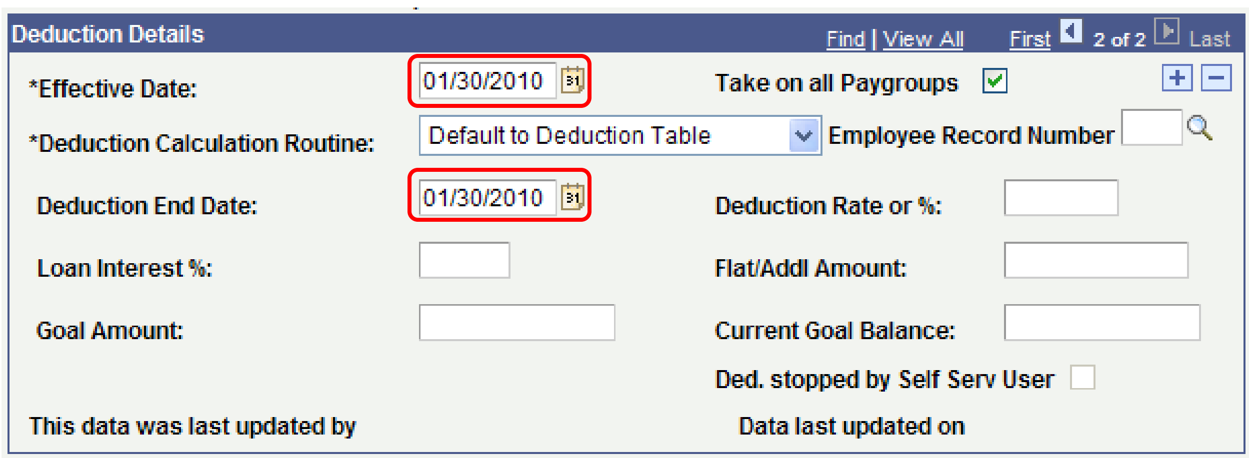
1. Locate the employee's record as outlined in *Using Search Screens*, on page 20.

2. Click the ***Add Row*** (**+**) button on the ***Deduction Details*** row.



3. Make the ***Effective Date*** the <u>last day of the pay period you take the last deduction</u>.

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, 28th 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.

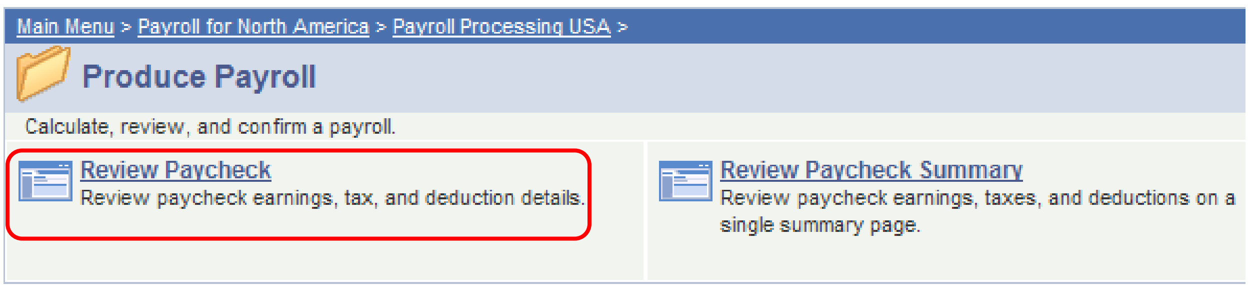
- IRS Tax Levies can take everything but $359.62. This amount varies based on the number of dependents the employee has. An employee can contact the IRS and come to an agreement with them on a different deduction amount. This is considered to be an IRS Post Levy (this amount is found under the general deductions.)

- Federal Student Loan deductions are 15% of disposable earnings.

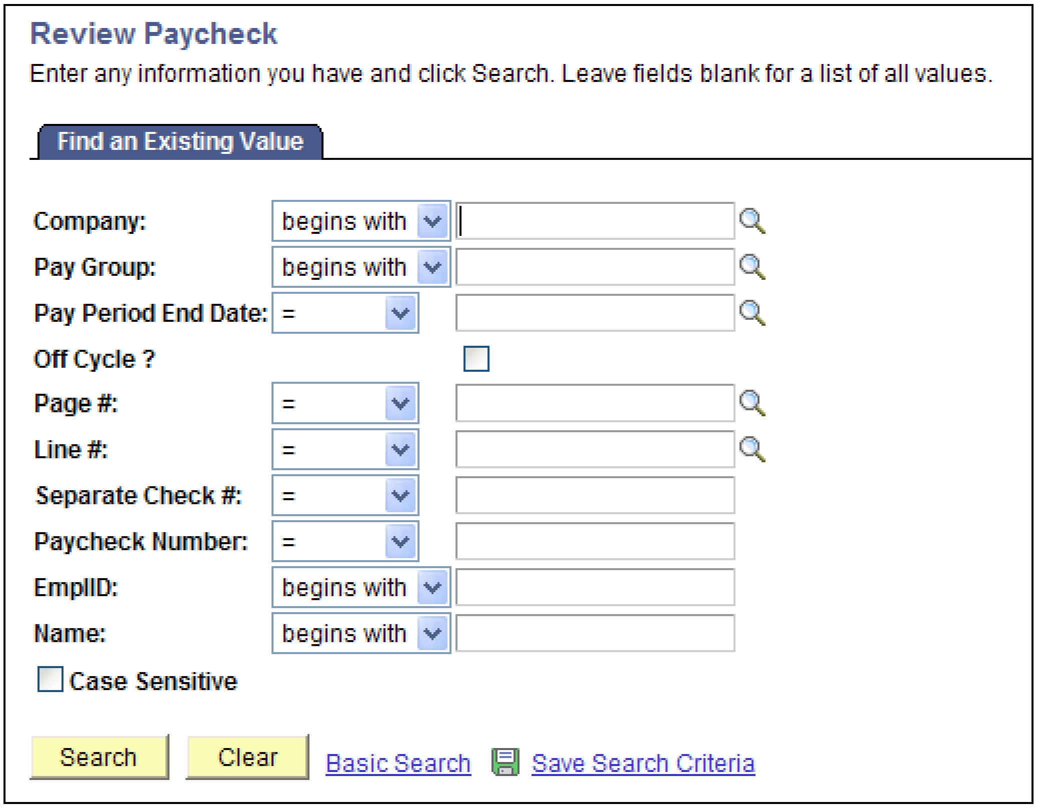
NOTE: For additional questions, refer to the Payroll site at **http://www.das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollProcessing/tabid/373/Default.aspx**.

Viewing a Garnishment on a Paycheck

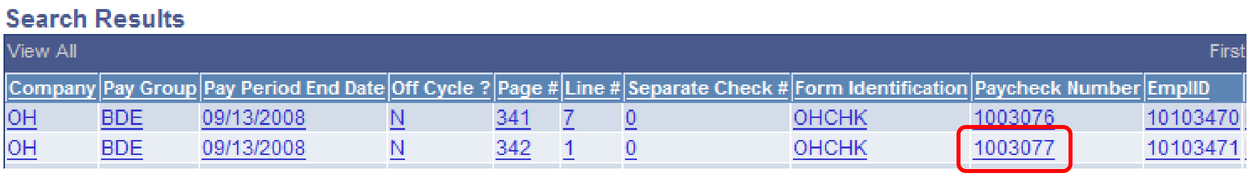
1. Click **Payroll for North America** on the left navigation menu.
2. Click **Payroll Processing USA** on the right side of the screen.
3. Click **Produce Payroll** on the right side of the screen.
4. Click **Review Paycheck** on the right side of the screen.



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

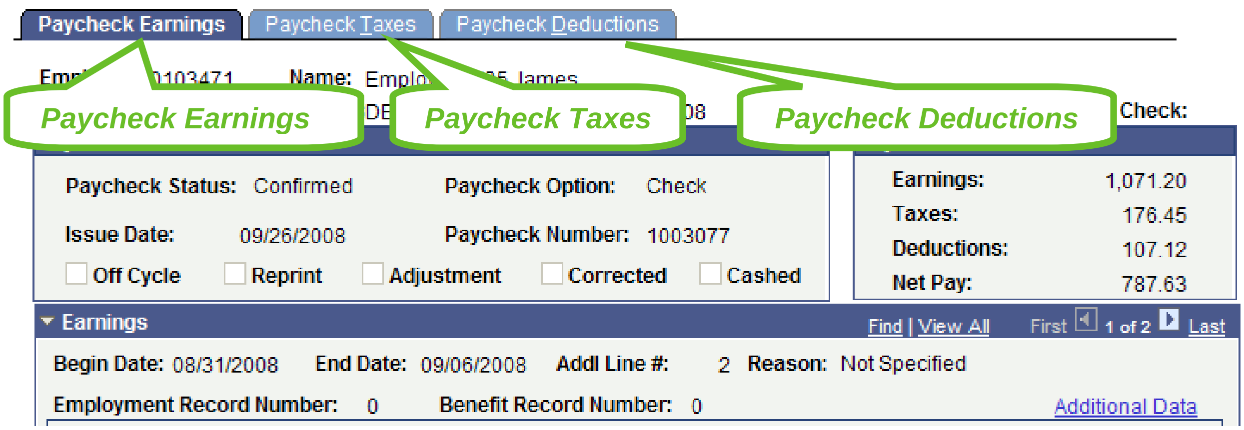


5. From the search results, select the paycheck you want to review.

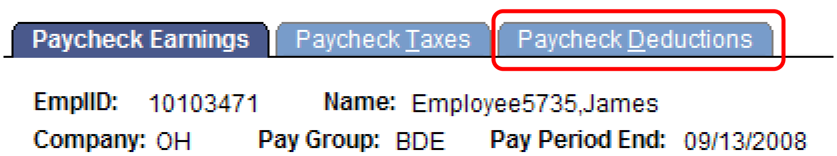


Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Separate Check #	Form Identification	Paycheck Number	EmplID
OH	BDE	09/13/2008	N	341	7	0	OHCHK	1003076	10103470
OH	BDE	09/13/2008	N	342	1	0	OHCHK	1003077	10103471

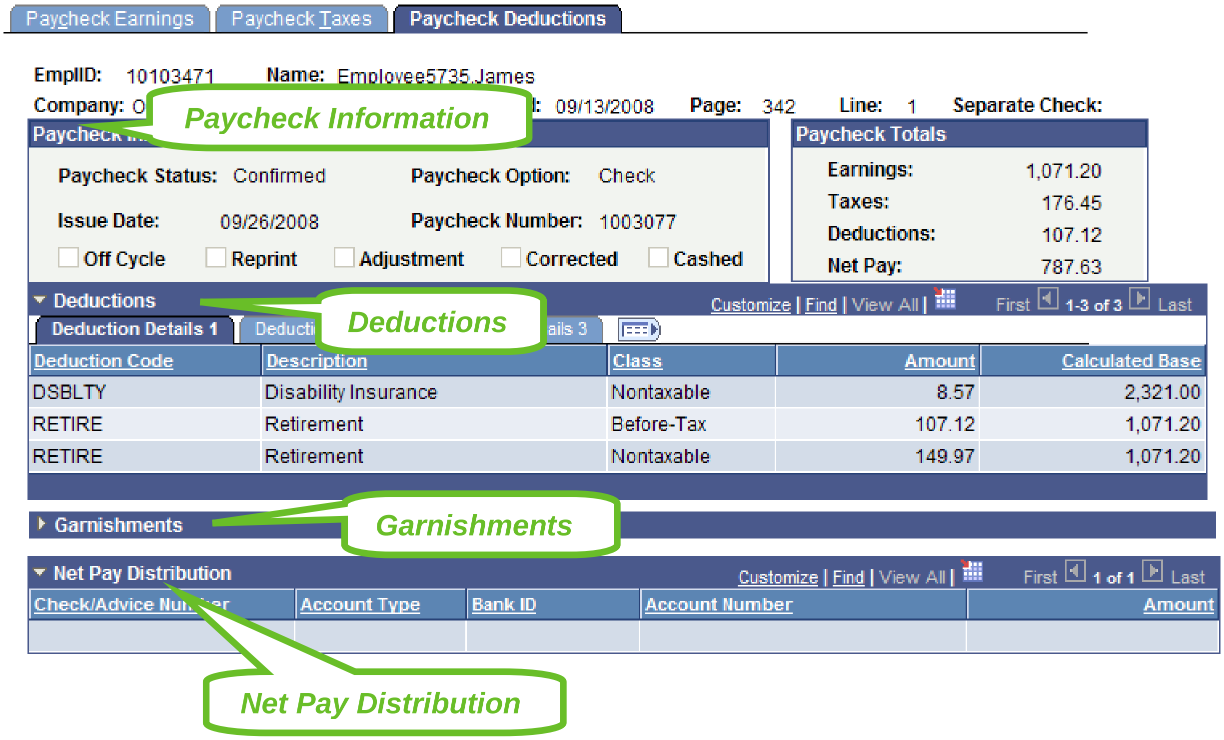
6. When the paycheck opens, there are three main tabs:



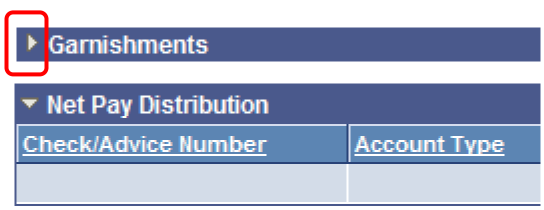
7. Click the ***Paycheck Deductions*** tab.

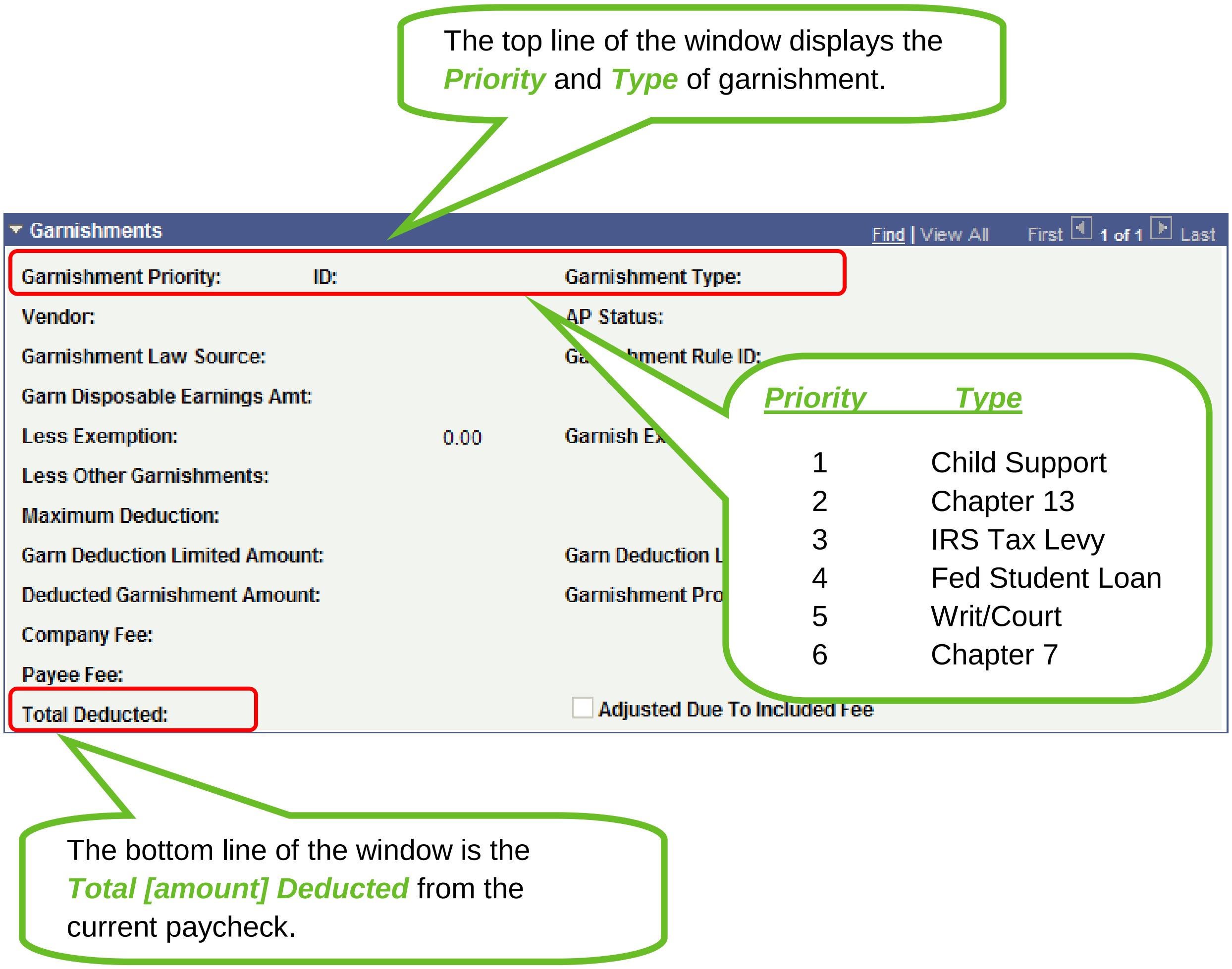


5. There are four areas of information on the ***Paycheck Deductions*** tab:



6. Click the arrow directly in front of ***Garnishments***. This opens the garnishment portion of the 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:

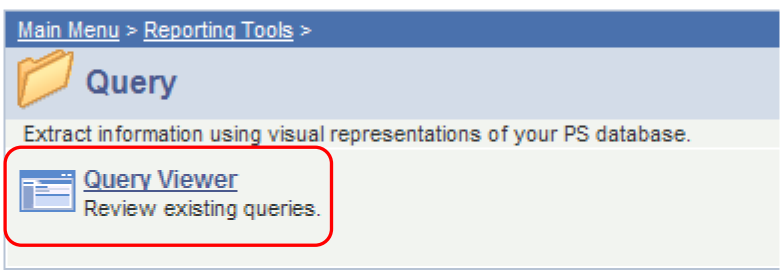
- Generate PS Query Reports
- Access Payroll Reports
- View the Payable Status Report

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.

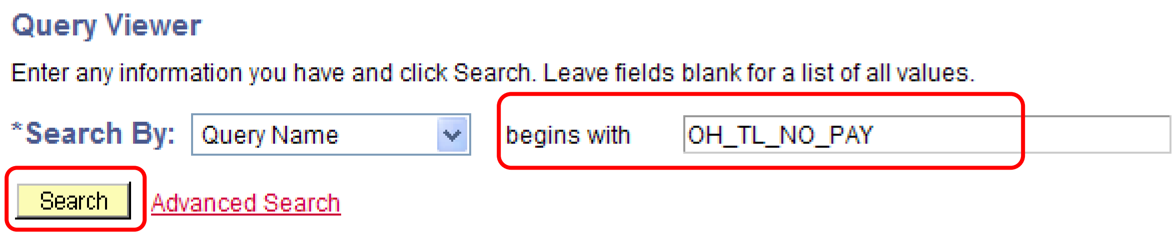
1. Click **Reporting Tools** on the left navigation menu.
2. Click **Query** on the right side of the screen.
3. Click **Query Viewer** on the right side of the screen.



> **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.)

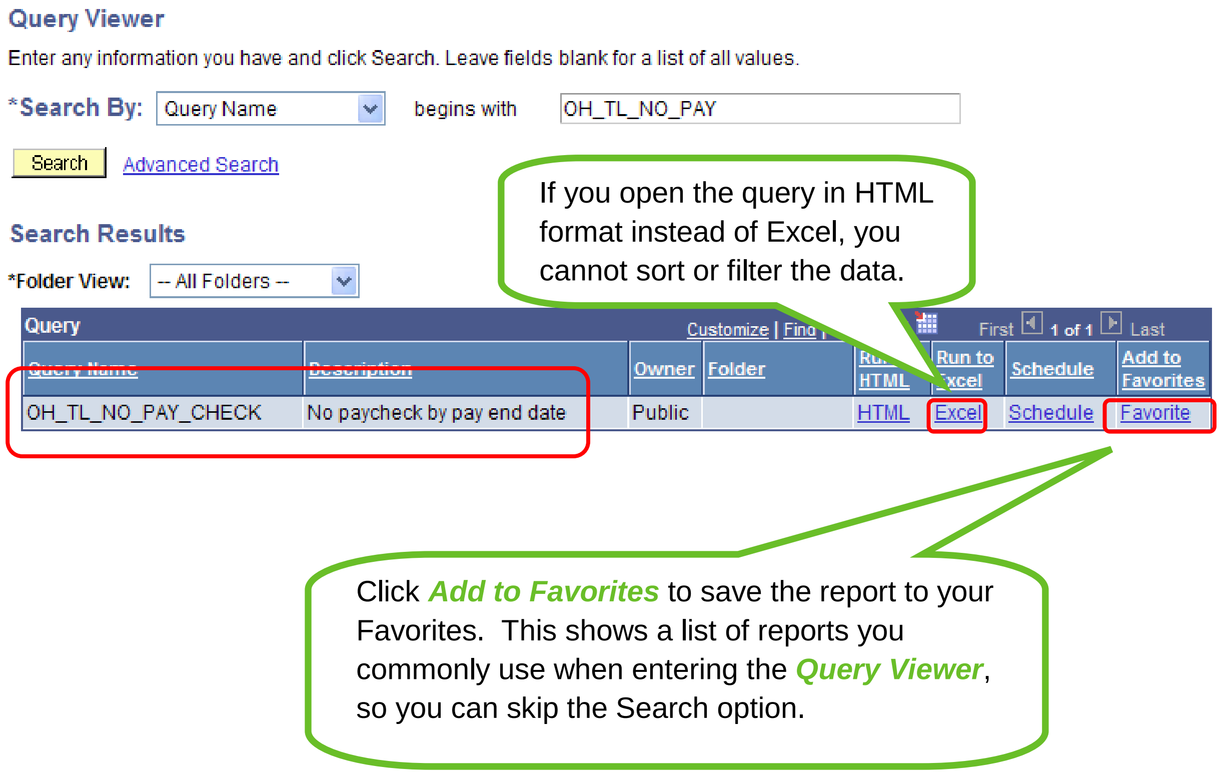
> **NOTE:** If you do not know the specific query name, you can enter the **%** (wildcard symbol) in the search field.



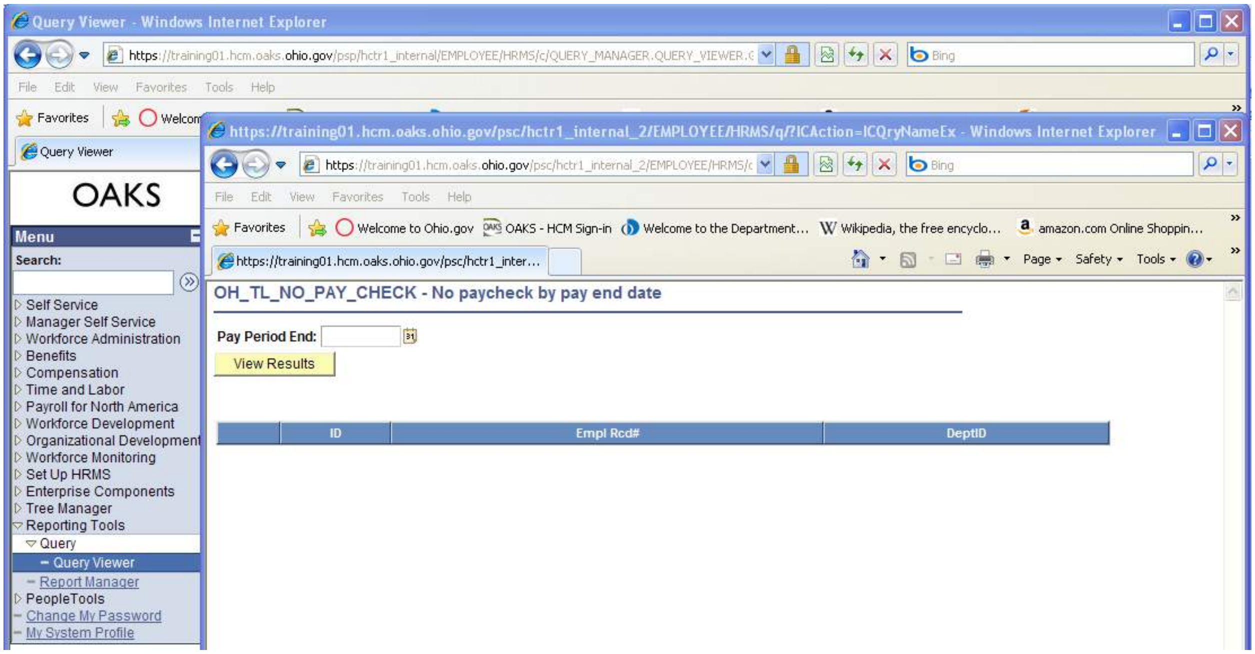
5. Click the Search button.

6. The search returns the query results. You want to export this information as an Excel spreadsheet.

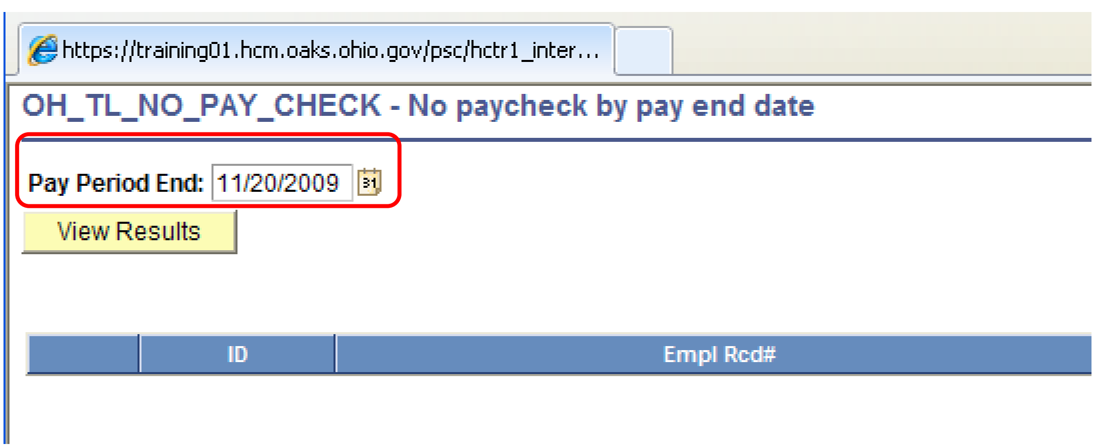
   Click the ***Excel*** link in that query's record.



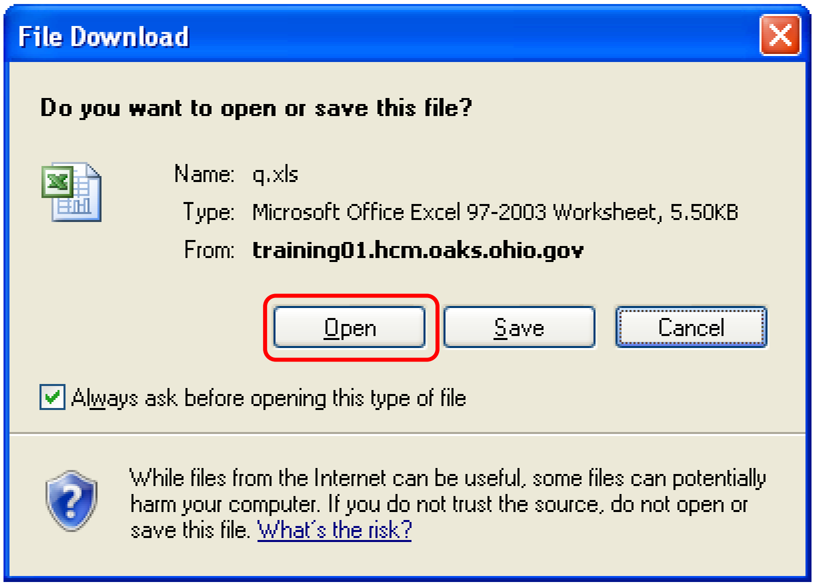
A new window opens.



7. Enter the ***Pay Period End*** date to view. Click the calendar icon ( ) to select the date.



8. Click the View Results button.



9. Click the **Open** 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.

[Read-Only] [Compatibility Mode]

No paycheck by pay end date

ID	Empl Rcd#	Empl Rcd#	DeptID	Pay Status
10000123	SMITH, JOSEPH C	0	DNR300555	L
10000124	HUGHES, WILLIAM R	0	TER000000	A
10000125	HOFFMAN, CAROLYN	0	DNR300505	L
10000126	ZHANG, LI	0	DAS102100	L
10000127	MCKITTRICK, MARTIN M	1	JFS703001	A
10000128	WRIGHT, GWENDOLYN L	0	DRC230900	P
10000129	MORALES, NICHOLAS	0	AGR275000	L
10000130	ROSENBERG, ELIZABETH K	3	PUB	A
10000131	RUSSO, HEATHER J	2	CDP	A
10000132	SMITH, DEAN C	0	DOT075300	A
10000133	KOWALSKI, RICHARD M	0	DNR301230	L
10000134	TANAKA, JENNIFER	0	TER000000	A
10000135	LARSON, ANNE MARIE	0	DNR301320	L
10000136	EDWARDS, DENNIS D	0	DNR301320	L
10000137	PATEL, JOSHUA E	0	DNR301005	L
10000138	BIANCHI-ROSSI, EMILY	0	DNR300955	L
10000139	JANSEN, ALEXANDER P	0	SEN200000	L
10000140	JOHNSON, RONALD T	0	DNR301005	L
10000141	KATZ, RENEE M	0	DRC210500	L
10000142	WOLF, ZACHARY L	0	DNR300805	L
10000143	JACOBSEN, ROBERT K	0	DNR301820	L
10000144	BLANCO, WILLIAM J	0	IGO	L
10000145	BERGER, EDWARD J	0	DNR301820	L

sheet1

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 ***Timesheets*** 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 ***Timesheets***.
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 ***Timesheets***.
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 ***Timesheets*** with NO approved Requests for Leave.	Review any changes made to the ***Timesheet*** 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 ***Timesheet***.	Review any changes made to the ***Timesheet*** 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 ***Timesheet*** changed after a Request for Leave was approved.	Review any changes made to the ***Timesheet*** 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

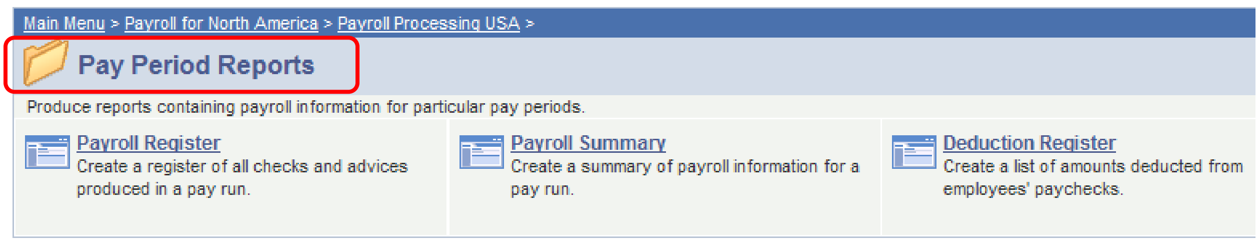
Follow these steps to create these reports for the current pay period:

1. Click **Payroll for North America** on the left navigation menu.

2. Click **Payroll Processing USA** on the right side of the screen.

3. Click **Pay Period Reports** 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***.

7. Click the Add button.

NOTE: You only have to set up a run ID once. Once you create a run ID, it is saved.

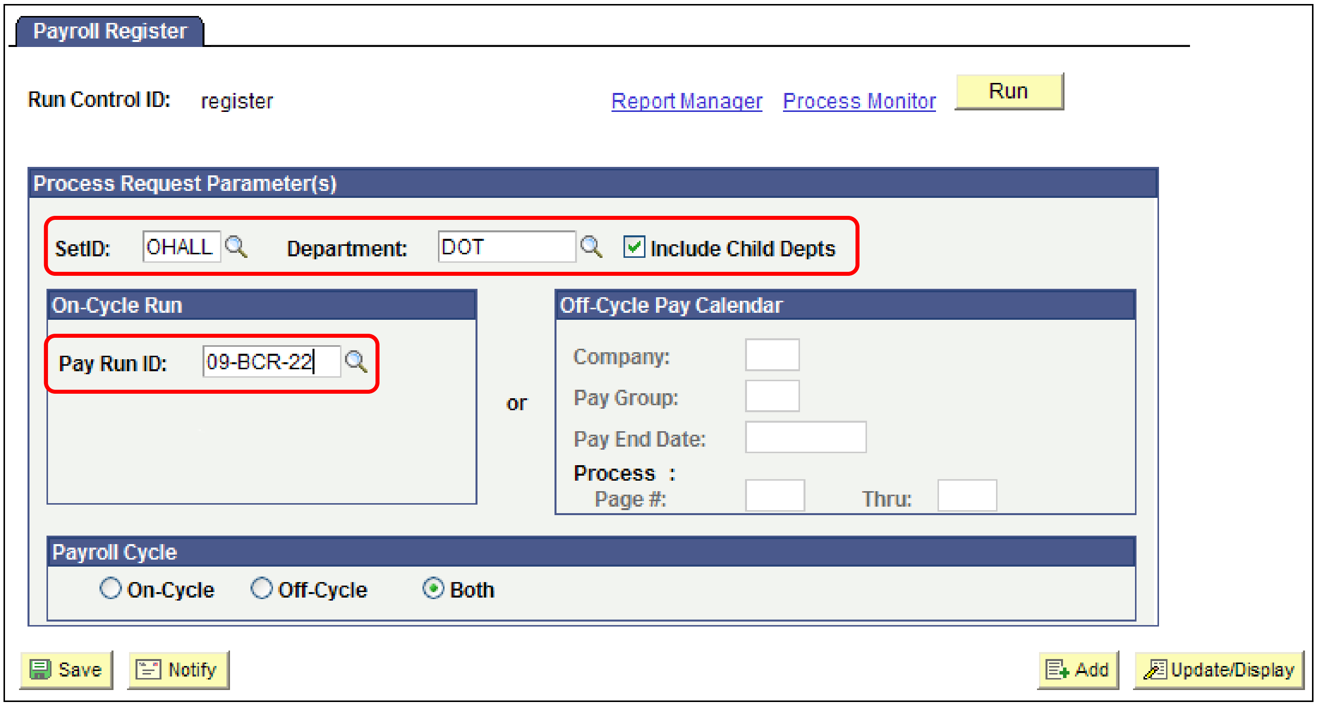
You can utilize this run ID to run any reports by clicking the ***Search*** button. Then you select the run ID, from the list of existing run IDs.

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.

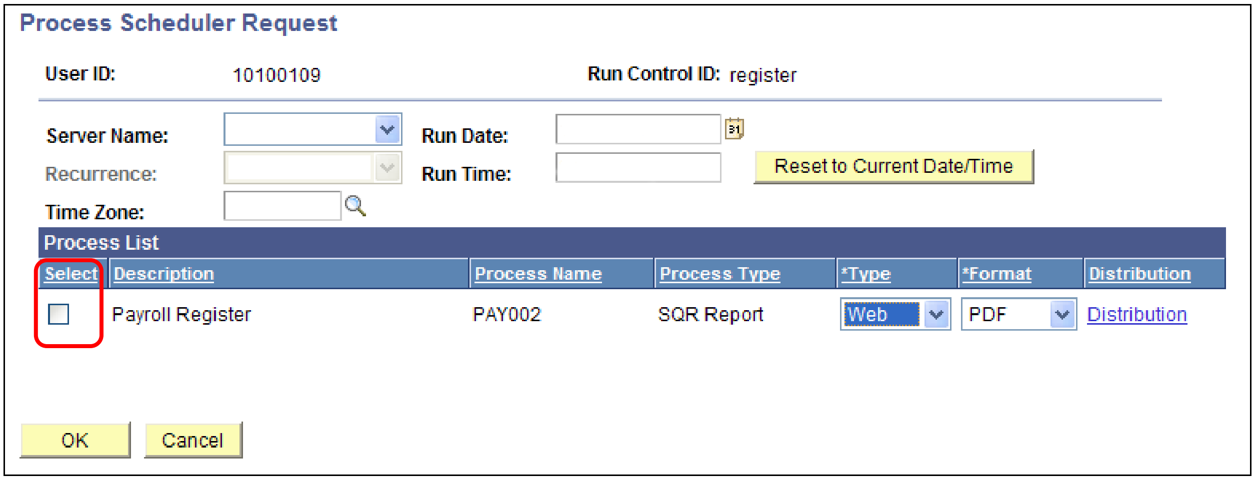


10. Enter the pay period in the ***Pay Run ID*** field.

11. Click the  button.

12. The report appears on the ***Process Scheduler Request*** screen.

    Select the check box in the ***Select*** column next to the report name.



13. Click the  button.

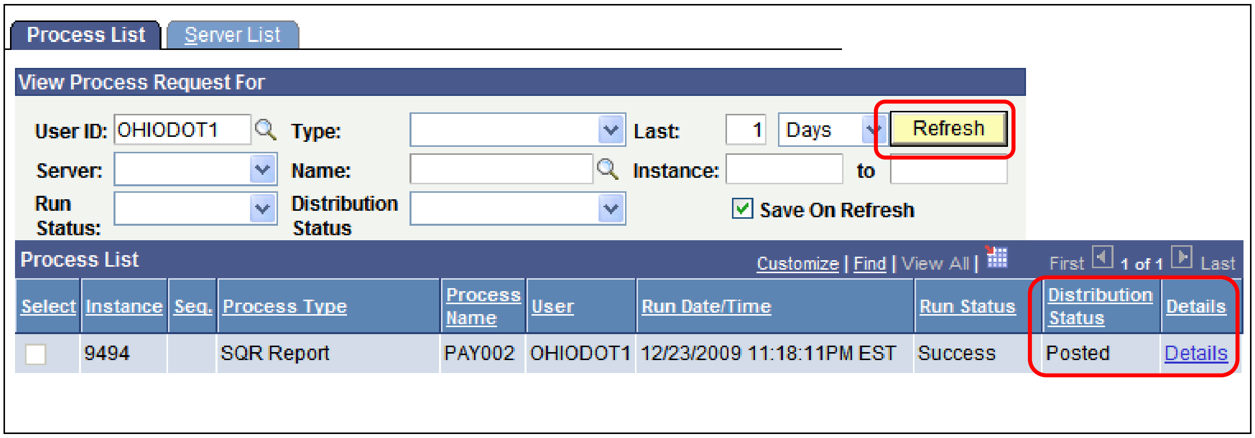
14. You return to the ***Run Control*** screen.

    Click the ***Process Monitor*** link.

Take note of the ***Process Instance*** number to help you conduct future searches.

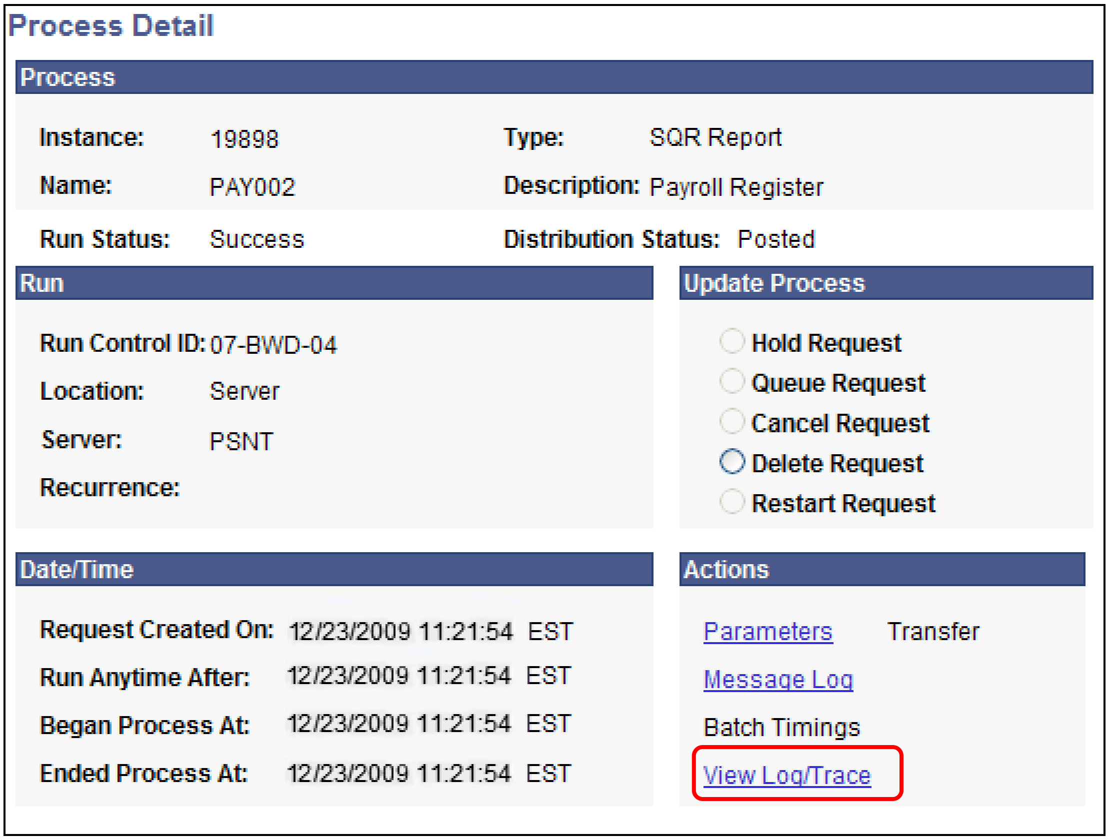
15. The ***Process Scheduler List*** screen displays the ***Distribution Status*** of the process.

Click the Refresh button to check status updates.

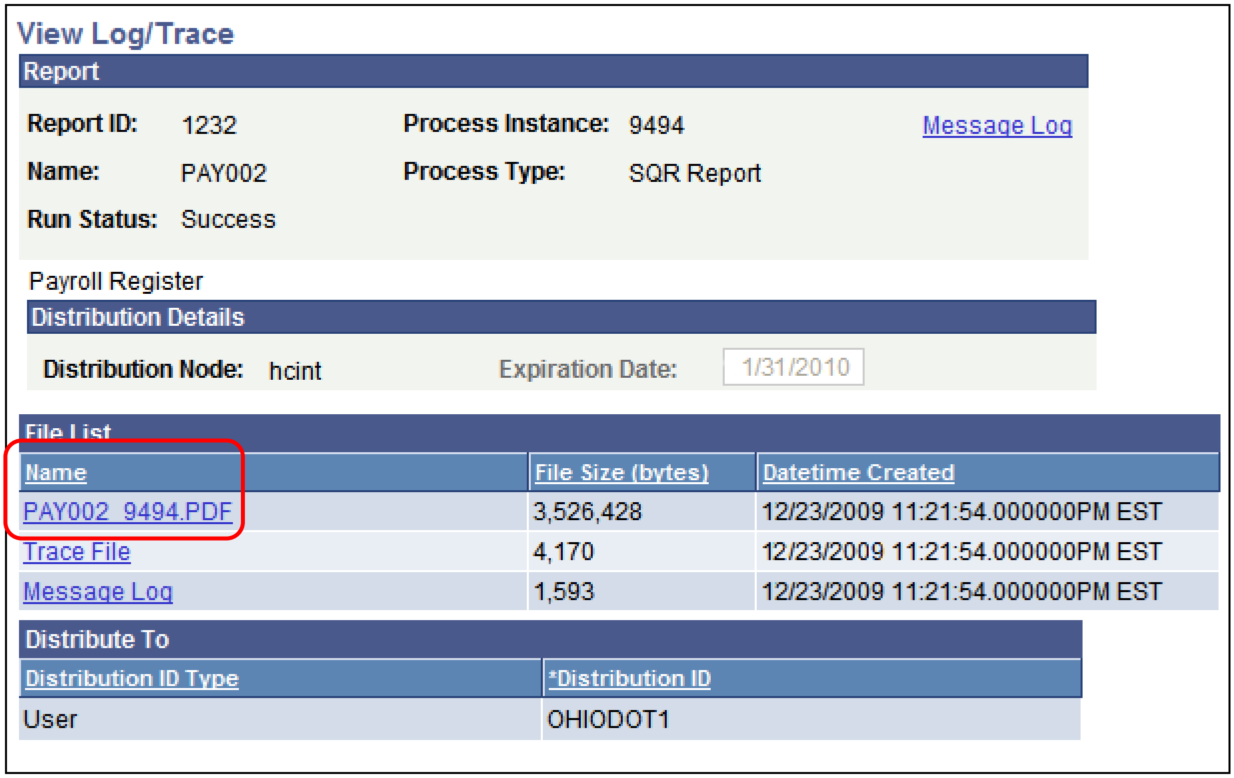


16. When the ***Distribution Status*** is **Posted**, click the ***Details*** link to view the report.

17. On the ***Process Details*** screen, click the ***View Log/Trace*** link.



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.



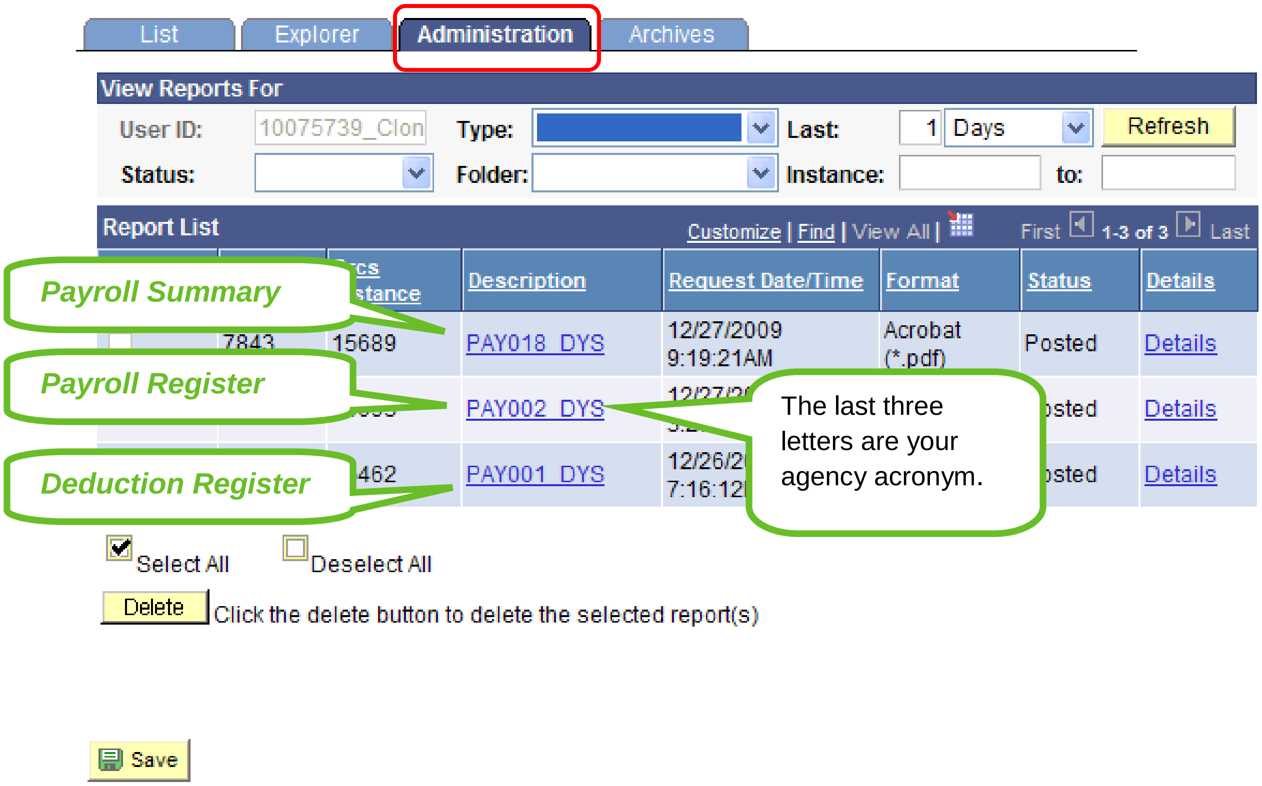
Accessing Payroll Reports

You can access payroll reports for existing pay periods by following these steps:

1. Click **Reporting Tools** on the left navigation menu.

2. Click **Report Manager** on the right side of the screen.

3. Click the ***Administration*** tab.



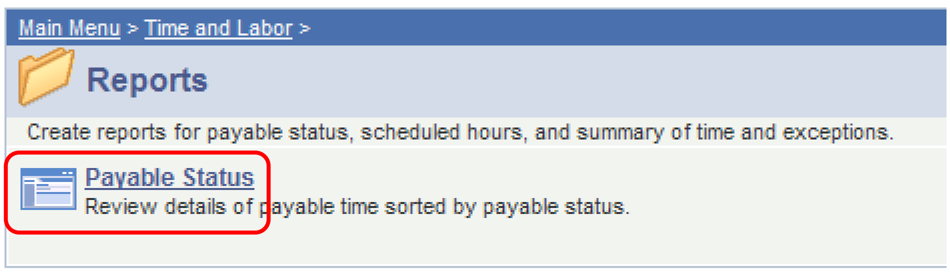
4. Click the report link to view the report as a PDF file:

- **PAY002** — Payroll Register
- **PAY018** — Payroll Summary
- **PAY001** — Deduction Register

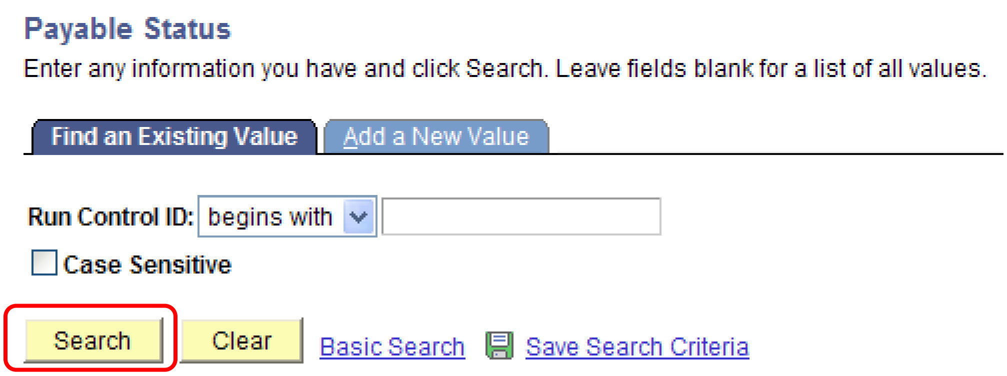
Payable Status

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.

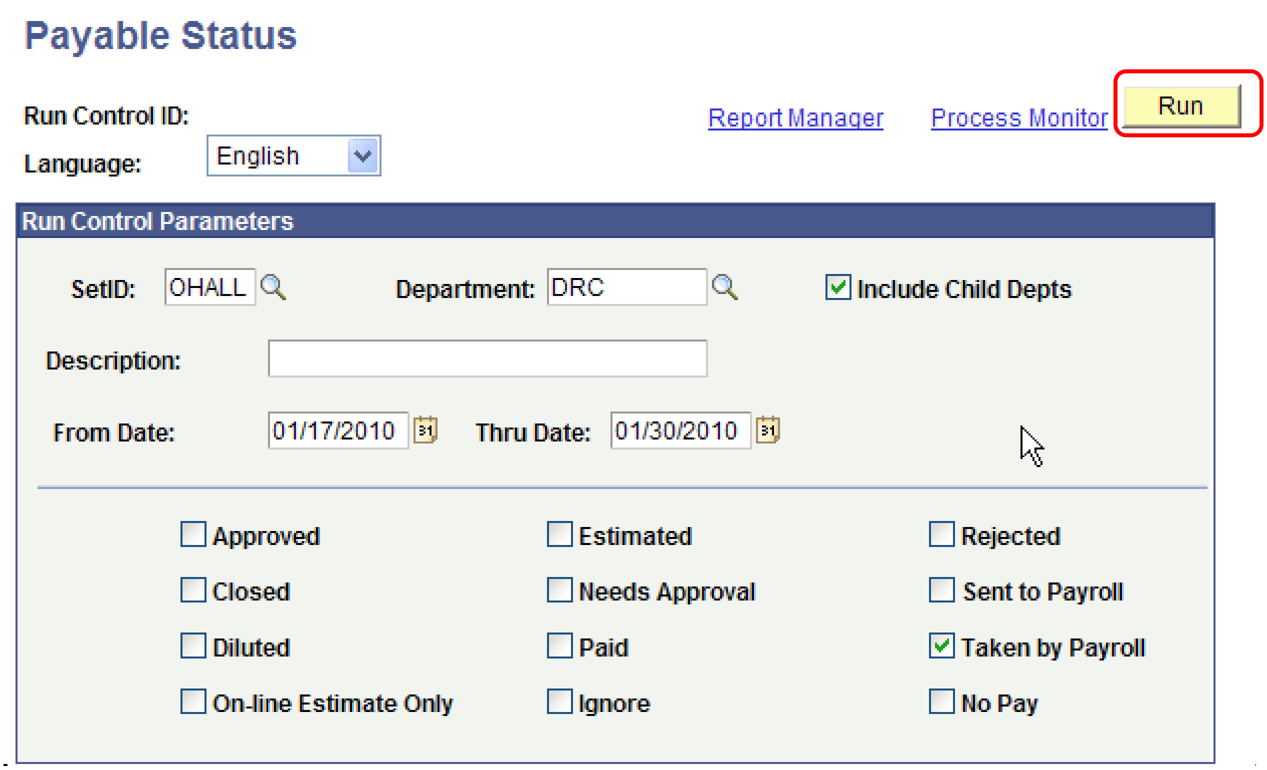
1. Click **Time and Labor** on the left navigation menu.
2. Click **Reports** on the right side of the screen.
3. Click **Payable Status** on the right side of the screen.



4. On the ***Payable Status*** screen, click the Search button to display the list of control IDs.

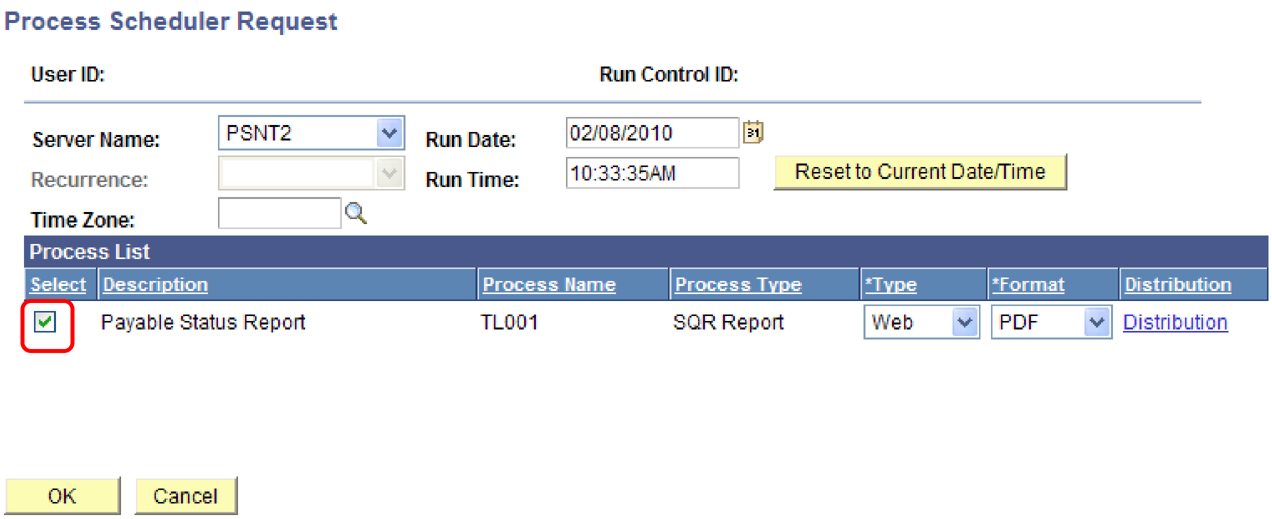


5. On the ***Run Control Parameters*** screen, select the ***SetID***, ***Department***, ***Dates***, and ***Statuses*** you want to view.



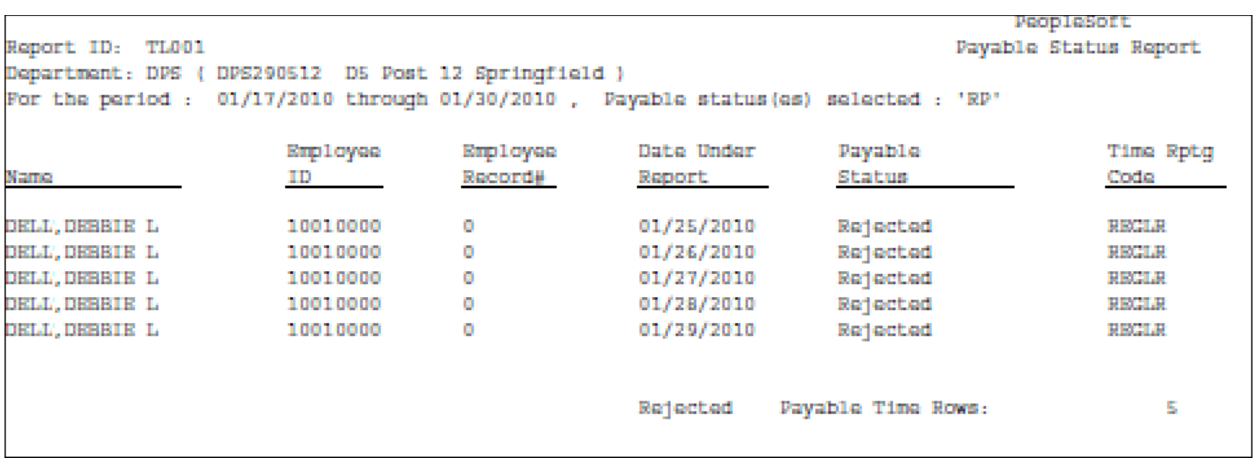
6. Click the Run button.

7. On the ***Process Scheduler Request*** screen, select the check box next to the process you wish to run.



8. Click the OK button to run the report.

9. The Payable Status Report runs according to the parameters you set.

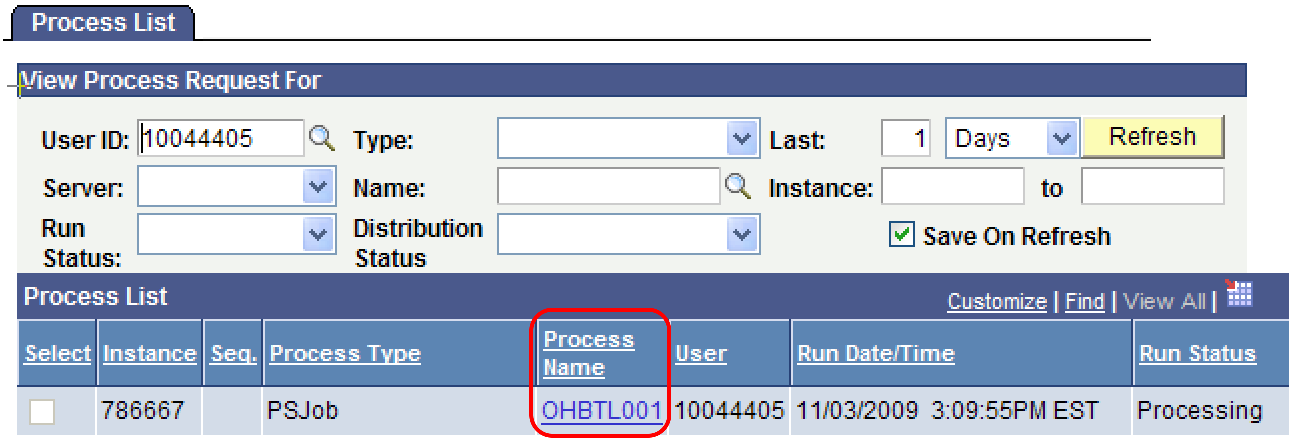


PeopleSoft
Report ID: TL001 Payable Status Report
Department: DPS (DPS290512 DS Post 12 Springfield)
For the period : 01/17/2010 through 01/30/2010 , Payable status(es) selected : 'RP'

Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Time Rptg Code
DELL,DEBBIE L	10010000	0	01/25/2010	Rejected	REGLR
DELL,DEBBIE L	10010000	0	01/26/2010	Rejected	REGLR
DELL,DEBBIE L	10010000	0	01/27/2010	Rejected	REGLR
DELL,DEBBIE L	10010000	0	01/28/2010	Rejected	REGLR
DELL,DEBBIE L	10010000	0	01/29/2010	Rejected	REGLR

Rejected Payable Time Rows: 5

10. On the ***Process List***, click the ***Process Name*** link to run the report.



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

Additional Pay	Menu option used to pay certain earnings to an employee that cannot be paid through a Timesheet.
Adjust Paid Time/Record Only	Process where you identify and adjust time instances, so Payroll and Time & Labor are in sync.
Approve Time	Process in Manager Self Service where Managers reviews and approves employee requests for leave. This process is only done in **non-interfacing** agencies.
Assigned DAS Specialist	DAS specialists that are assigned to each agency to assist with any payroll issues.
Batch Schedule	Schedule of when all processes are run.
Customer Relationship Management (CRM)	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.
Deduction	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.
Direct Deposit	The deposit of payroll funds directly into the employee's bank account.
Earnings Codes	Codes used on a paycheck to verify the type of pay.
EFT Error Report	Report that lists errors found in direct deposit information that block an EFT transaction from completing.
Electronic Funds Transfer (EFT)	A transfer of funds done through an electronic transmission rather than a paper-based transaction, such as a check.
Employee ID (EmplID)	An eight-digit number assigned by OAKS to uniquely identify each employee of the State of Ohio.

Employee Self Service	OAKS module where an employee can request leave and overtime, view a paycheck, and update certain benefits.
Enterprise Learning Management (ELM)	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.
Exceptions	Errors on a Timesheet that must be fixed before a paycheck will be issued.
HCM Human Resources	Department in DAS that handles Payroll, Benefits, Position Management, and Human Resources.
Interfacing	Agencies that send their payroll files with time reporting codes from their agency timekeeping system into OAKS.
Manager Self Service	OAKS module where a Manager/Supervisor can review and approve leave requests, overtime, and paid time.
Non-Interfacing	Agencies that enter their time reporting codes through the OAKS system.
Ohio Administrative Knowledge System (OAKS)	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.
Pay Confirm	Operation run to close and finalize payroll.
Payroll Error Message	Error flagged when there is a discrepancy between the time & labor rules and the time reported.
Payroll Period Reports	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.
Payroll Process USA	OAKS module where you can manage paysheets, calculate and confirm payrolls, and create checks.
Payroll Specialist	The Agency Payroll Specialist handles payroll processing and customer service for agency employees. The DAS HCM Payroll Specialist handles payroll processing and customer service for the agency payroll.

Process Messages	A report that shows the errors on payroll. You review this to determine the errors that need to be cleaned up.
Process Monitor	Screen in OAKS that lets you monitor key payroll processes being run on the server .
Processing Time	Amount of time it takes to finish a payroll job in the system.
Produce Payroll	Process where you calculate, review, and confirm a payroll.
Report Time	Process in Employee Self Service where an employee reports his or her time and requests planned overtime and other leaves.
Resolution of Exceptions	Process where you run a query to view the exceptions, then clears them out of the system so employees will be paid.
Review Paycheck	Process where you review paycheck earnings, taxes, and deductions details.
Review Paycheck Summary	A summary screen that reviews earnings, taxes, and deductions from a paycheck.
Schedule	Hours in the system that reporting the time expected for an employee to work each week.
Tax Combination	Combo codes are attached to each position in order to appropriately distribute funds.
Taxes	Withholdings from an employee’s taxable gross pay for local, school district, state, and federal level (where applicable.)
Time and Labor	OAKS module where you can report, manage and approve time, create schedules, and produce payable time for the payroll system.
Time Reporting Codes	List of codes used in a Timesheet.
View Time	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.

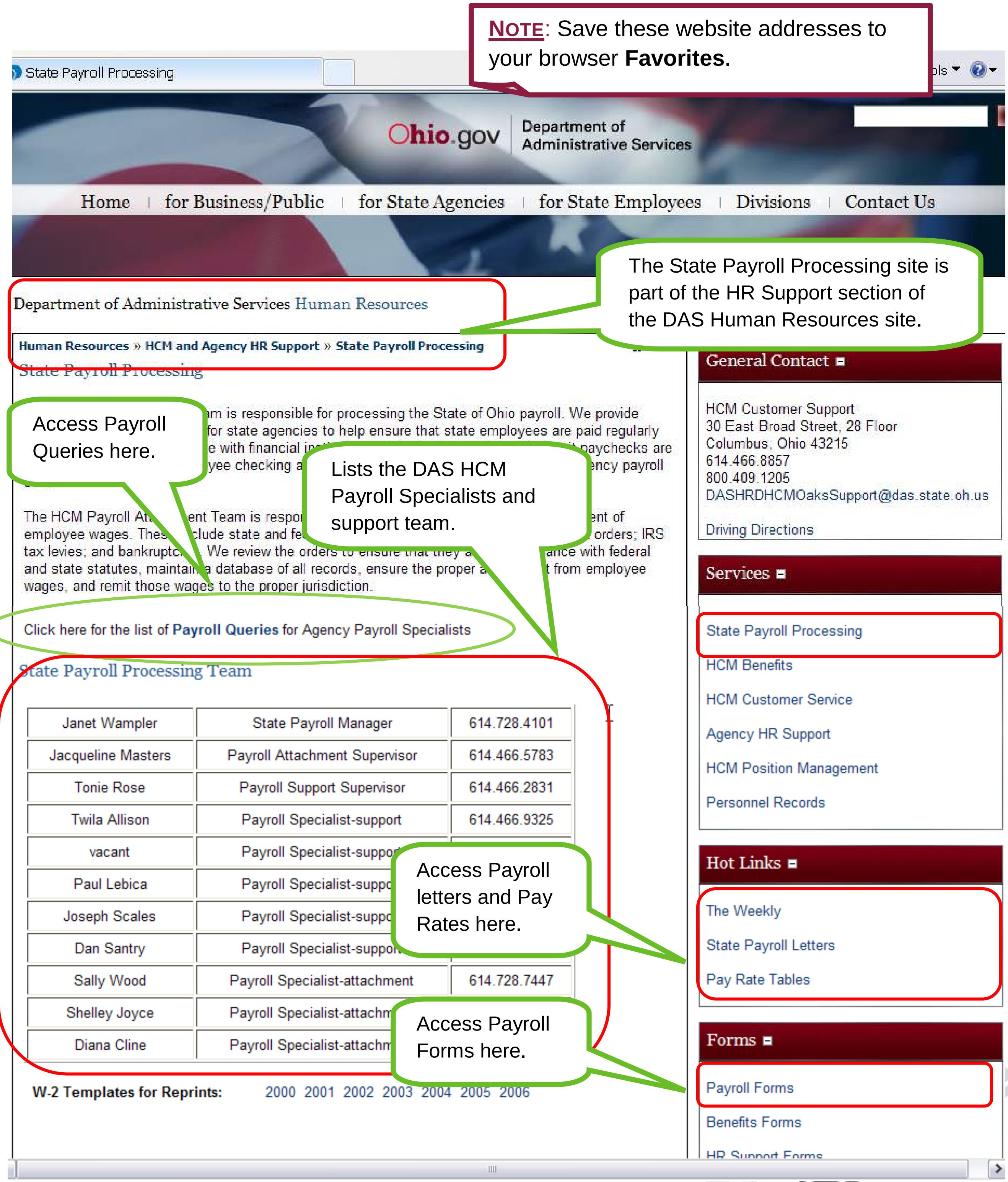
Appendix

Payroll Resources

The following resources can assist you each payroll period.

DAS State Payroll Website

http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/StatePayrollProcessing/tabid/373/Default.aspx.



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 Sch 2012(Unde	
Payroll Letter 930	Sick and P 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
ADA	Alcohol and Drug Addiction Services	eSelf Service Time and Labor
ADJ	Adjutant General	Paper Forms
AFC	Cultural Facilities Commission	TCD
AGE	Dept of Aging	eSelf Service Time and Labor
AGO	Attorney General	TCD
AGR	Dept of Agriculture	eSelf Service Time and Labor
ART	Ohio Arts Council	eSelf Service Time and Labor
AUD	Auditor of State	TCD
BOR	Board of Regents	eSelf Service Time and Labor
BTA	Board of Tax Appeals	eSelf Service Time and Labor
BWC	Bureau of Workers' Compensation	TCD
CIV	Civil Rights Commission	eSelf Service Time and Labor
CLA	Court of Claims	Paper Forms
COM	Dept of Commerce	TCD
CSA	Central Services Agency	eSelf Service Time and Labor
CSR	Capitol Square Review and Adv Bd	Paper Forms
DAS	Administrative Services	eSelf Service Time and Labor
DAS	Administrative Services	Kronos
DEV	Dept of Development	eSelf Service Time and Labor
DMH	Mental Health	Kronos
DMR	Mental Retardation and Dev Disabilities	Kronos
DNR	Dept of Natural Resources	Paper Forms
DOH	Dept of Health	eSelf Service Time and Labor
DOT	Dept of Transportation	TCD
DPS	Dept of Public Safety	TCD
DRC	Rehabilitation and Corrections	Kronos
DYS	Youth Services	Kronos
EDU	Education	TCD
ELC	Elections Commission	
EPA	Environmental Protection Agency	TCD
ERB	Employment Relations Board	eSelf Service Time and Labor
ETC	e-Tech	eSelf Service Time and Labor
ETH	Ethics Commission	eSelf Service Time and Labor
EXP	Ohio Expositions Commission	Paper Forms
GOV	Office of the Governor	eSelf Service Time and Labor

Agency	Description	Current Time Entry Method
HFA	Ohio Housing Finance Agcy	eSelf Service Time and Labor
IGO	Ofc of Inspector General	eSelf Service Time and Labor
INS	Insurance	Paper Forms
JCO	Judicial Conference of Ohio	Paper Forms
JCR	Joint Comm on Agcy Rule Review	Paper Forms
JFS	Job and Family Services	TCD
JLE	Legislative Inspector General	Paper Forms
JSC	Supreme Court/District Court of Appeals	Paper Forms
LIB	Library Board	TCD
LOT	Lottery Commission	TCD
LRS	Legal Rights Service	eSelf Service Time and Labor
LSC	Legislative Service Commission	Paper Forms
MED	Medical Board	Kronos
NUR	Board of Nursing	eSelf Service Time and Labor
OBM	Office of Budget and Management	eSelf Service Time and Labor
OCC	Office of Consumers' Counsel	eSelf Service Time and Labor
OIC	Industrial Commission	Paper Forms
OSB	Ohio School For The Blind	eSelf Service Time and Labor
OSD	Ohio School For The Deaf	eSelf Service Time and Labor
OVH	Veteran's Home	Kronos
PBR	Personnel Board of Review	eSelf Service Time and Labor
PRX	Board of Pharmacy	eSelf Service Time and Labor
PUB	Public Defender Commission	eSelf Service Time and Labor
PUC	Public Utilities Commission	Paper Forms
PWC	Public Works Commission	eSelf Service Time and Labor
RAC	Racing Commission	Paper Forms
REP	House of Representatives	TCD
RSC	Rehab Services Commission	eSelf Service Time and Labor
SEN	Senate	
SFC	School Facilities Commission	eSelf Service Time and Labor
SOA	So Ohio Agri/Comm Development	eSelf Service Time and Labor
SOS	Secretary of State	eSelf Service Time and Labor
TAX	Dept of Taxation	eSelf Service Time and Labor
TOS	Treasurer of State	Paper Forms
TTA	Tuition Trust Authority	eSelf Service Time and Labor
UST	Petroleum Undrgnd 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)

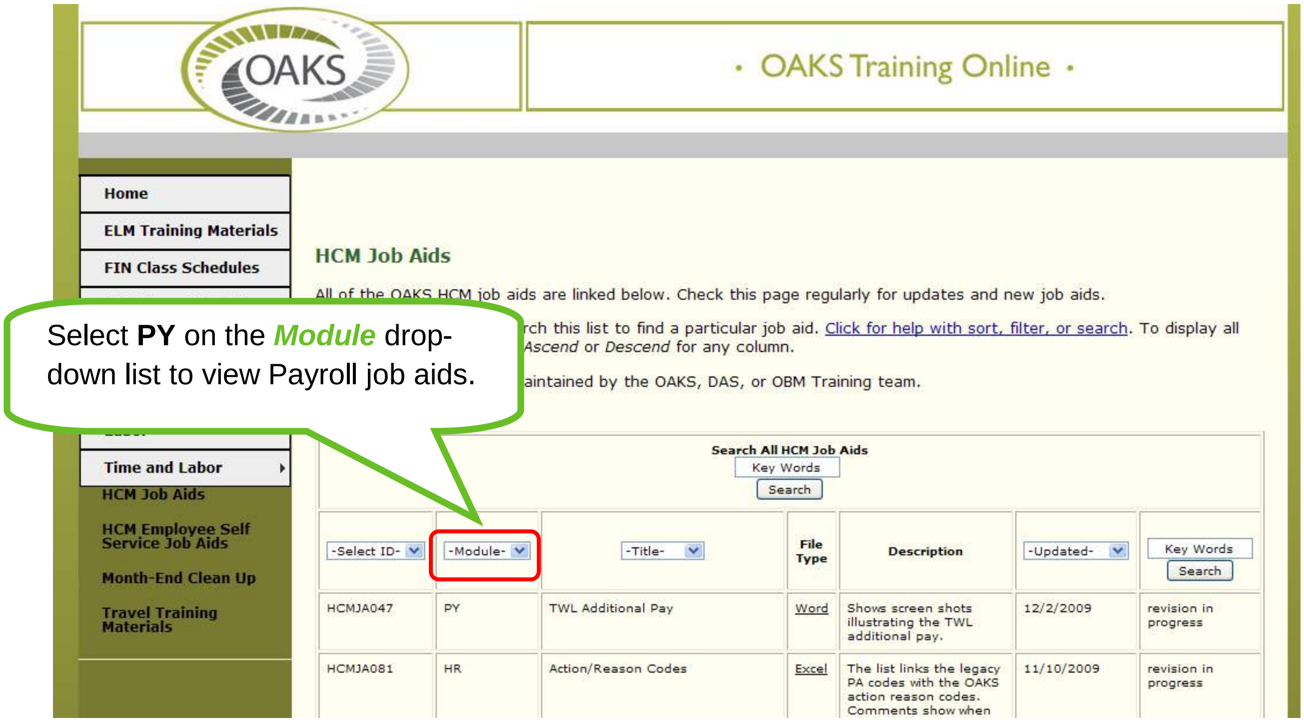
Code	Description
R46	Invalid representative payee indicator (ENR only)
R47	Duplicate enrollment
R50	State Law Affecting RCK Acceptance
R51	Item is Ineligible, Notice Not Provided, Signature not genuine
R52	Stop Payment on Item
R61	Misrouted return
R62	Incorrect trace number
R63	Incorrect dollar amount
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

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.



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=XgVQC0Ipjiw%3d&tabid=216

State of Ohio
Dept. of Administrative Services

AUTHORIZATION FOR DIRECT DEPOSIT OF PAY

Employee Name ______ Last First Middle Initial ______ Social Security Number ______

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 ☐ SAVINGS ACCOUNT
OR
2 ☐ CHECKING ACCOUNT

ACCOUNT NUMBER

Employee Signature Date

USE FORM ADM-4286 TO DISCONTINUE DIRECT DEPOSIT

ADM 4280 (REV. 4/2000)

Agency ______ Payroll Number

State of Ohio
Dept. of Administrative Services

AUTHORIZATION FOR DIRECT DEPOSIT OF PAY

Employee Name ______ Last First Middle Initial ______ Social Security Number ______

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 ☐ SAVINGS ACCOUNT

ACCOUNT

Computation of Payment For Adoption/Childbirth Leave Form

http://das.ohio.gov/LinkClick.aspx?fileticket=Bga1g6TMkhE%3d&tabid=216

COMPUTATION OF PAYMENT FOR ADOPTION/CHILDBIRTH LEAVE

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 __________

Birthmom/dad (1=yes 2=no) [ ]

Supplement (1=yes 2=no) [ ]

Partial Supplement (1=yes 2=no) [ ]

A. Basic Payment

1. Adoption/Childbirth Eligible Hours [ ]
2. Rate [ ]
3. Gross (A1*A2) __________
4. 70% Hours (A1*70%) __________
5. 70% Gross Amount (A2*A4) __________

B. Health Insurance Premium (Childbirth only)

1. Employee's Monthly Premium [ ]
2. Insurance (B1*12/2080*A1) __________

C. Total Adoption/Childbirth Leave Payment __________

COMPUTATION OF SUPPLEMENTAL PAYMENT (if applicable)

Request for Cancellation of Direct Deposit of Pay Form (ADM 4286)

http://das.ohio.gov/LinkClick.aspx?fileticket=t%2bINSAa%2ftH8%3d&tabid=216

State of Ohio
Dept. of Administrative Services

REQUEST FOR CANCELLATION OF DIRECT DEPOSIT OF PAY

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 City State Transit Routing No.

1 ☐ SAVINGS ACCOUNT
OR
2 ☐ CHECKING ACCOUNT

ACCOUNT NUMBER

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 ☐

EMPLID ____ Name ____ Effective Date of change ____

HOME address:

Street Address

City, State, Zip

County

School District

Municipal (city) limits 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.

MAILING address:

Street Address

City, State, Zip

County

Municipal (city) limits 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.

EMPLOYMENT address:

Street Address

City, State, Zip

County

Municipal (city) limits (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.

EMPLOYMENT address (if more than one work location):

Street Address

City, State, Zip

County

Municipal (city) limits (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.

Employee signature ____ Date ____

ePay Notification

http://das.ohio.gov/LinkClick.aspx?fileticket=D8TG6XFCTW8%3d&tabid=216

STATE OF OHIO
ePAY NOTIFICATION
(Please print or type)

Employee's Name (First, Middle, Last):		Social Security Number:
Department:	Institution/Division:	Unit:

Work Address: (Street, City, State, Zip Code) County: ______________________

Home Address: (Street, City, State, Zip Code) County: ______________________

Email Address:

By signing below, I certify that I:

☐ **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.

☐ **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.

I further understand that this certification will remain in effect until I submit a new ePay Notification form.

Employee's Signature: ____ Date: ____________

For Agency Use ONLY:	
Date Received:	NOTE:

Pay Rate Tables

http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/PayRateTables/tabid/390/Default.aspx

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	• Request for Leave (RFL) • Request OT • Timesheet	• Access, enter and submit an RFL • Review past RFL's • Request to work OT for current period • Review past OT requests • Enter time for current and future pay periods • Review prior pay period's ***Timesheets*** • Reverse Prior Approved Leave • Review current leave balances • View payable time detail • View payable time summary
Manager OH_TL_SS_MGR	Supervisor or Primary Approver	All supervised employees: • Approve RFL's, Requests for OT • Approve Payable Time • View and edit ***Timesheets*** • Query Viewer for T&L Queries	All listed above, plus: • Approve/disapprove/reject RFL's, requests for OT • Approve/disapprove Payable Time for direct reports • Manage exception(s) through Timesheet • The Manager can **NOT** enter or change data on an employee's approved RFL

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: • View ***Timesheets*** • View Unapproved RFL's • View Unapproved Requests for OT • Query Viewer for T&L Queries	• This role is for VIEW ONLY for ALL agency employees • This role **CANNOT** be combined with any T&L role besides Employee
Agency Timekeeper Specialist OH_TLAGY_TIMEKEEPER_SPECIALIST	Agency Payroll Officer	All agency employees: • Manage exceptions through ***Timesheets*** • Approve/Disapprove Payable Time • Create prior pay period adjustments • Approve/Disapprove RFL's, Requests for OT	Same as Manager, plus • Create prior pay period adjustments • Approve/disapprove/reject **ALL Agency** RFL's, requests for OT (must have OH_TL_SS_MGR in addition to OH_TLAGY_TIMEKEEPER_SPECIALIST role) • Approve/disapprove Payable Time for the agency

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 Locked out from submitting RFL & Timesheet for closed Pay Period	Enter Request for Leave and/or OT/CT Locked out from submitting RFL & Timesheet for closed Pay Period	Enter Request for Leave and/or OT/CT Locked out from submitting RFL & Timesheet for closed Pay Period		
Managers		Approve RFL for current pay period Approve payable time for previous pay period	Approve RFL for current pay period Approve payable time for previous pay period	Approve RFL for current pay period Approve payable time for previous pay period	Approve RFL for current pay period Approve payable time for previous pay period		
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
Time & Labor Availability	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
Employees		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 Review Payable Time Detail for current Pay Period	Enter Request for Leave and/or OT/CT Review Payable Time Detail for current Pay Period	
Managers		Approve RFL for current pay period	Approve RFL for current pay period	Approve RFL for current pay period	Approve RFL for current pay period	Approve RFL for current pay period	Approve RFL for current pay period
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	Available 22 hours except from 7pm –9 pm	Available 22 hours except from 4pm –6 pm