Oregon PROVIDER Time Capture

Payroll Batch and Time Entry

OR PTC DCI

Staff – Payroll Batch and Time Entry

Contents

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Disclaimer

The content found in this document is intended for staff using the OR PTC DCI system.

> **Note**: After the Roll out of Phase 2A on 7/19/24 the local offices will no longer have the capability of pulling payroll batches and all payroll roles will be removed for local office staff profiles.

What is a payroll batch?

- A payroll batch is the container in OR PTC DCI that collects all approved hourly and mileage entries for providers within a cost center up to a specified date or for a specified start and end date.

How are payroll batches handled?

- After Phase 2A Go-Live, payroll batches are created by the PTC Support Team.

When will payroll batches be pulled?

- Payroll batches for historical entries for pay periods that are entered for pay periods PRIOR to the Go-Live date of 7/19/24, will be pulled daily.
  - The statewide batch will be pulled by the PTC Support Team, who will divide the batch by cost center and then email it to all cost centers.
    - Note: If your cost center had no historical entries under your cost center tab, it means there were no historical entries for that day.
  - Local office staff will then enter these time and mileage entries into the STIM screen manually.
  - Local office staff will then follow their processes for submitting any underpayments and overpayments.
- The first full Go-Live pay period will be 7/28/24 to 8/10/24 with a pay processing date of 8/26/24.
- Payroll batches for historical entries for pay periods that are AFTER the Go-Live date of 7/19/24 will be pulled daily starting on 8/27/24. These will be processed automatically into STIM for payment/underpayments.
- Payroll batches for the current pay periods AFTER the Go-Live date of 7/19/24 will be pulled the day after the provider's deadline date to submit their time. This payroll batch will be processed automatically into STIM for payment on the pay processing date for that pay period.

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> **NOTE:** If a provider has entered their time after the time entry deadline, a batch for these historical entries will not be pulled until two days after that pay period's pay processing date.

Historical Payroll Batch Emails from the PTC Support Team and Time Entry Processing

Emails will contain the payroll batch for the local office of the historical entries that were entered into OR PTC DCI for pay periods prior to the Phase 2A Go-Live date.

- The PTC Support Team will send the statewide payroll batch to the local offices at a designated email address.
- The local office will need to create a process for frequency of checking this inbox and identify a staff member responsible for this inbox.
  - These statewide payroll batches will be pulled daily.
  - Local office staff should check this inbox daily for a payroll batch. However, each cost center may not receive a daily payroll batch for these historical entries, as there may be none for that cost center on that payroll batch.
- Local office staff will then enter the time and mileage entries into STIM manually, as they were prior to Phase 2A Go-Live.
- The local office staff will also process under and overpayments using the same process as prior to Go-Live.
- This manual entry of historical time entries will continue until the 365 day deadline to claim time has passed on 7/28/25.
- Once the 7/28/25 date has arrived, all historical entries will be processed automatically into STIM and there will no longer be a need for manual time entries into STIM.
- See the Over and Underpayment QRG for more information.

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Viewing the payroll batch for your local office

- The above is an illustration of how the payroll batches will look when they are emailed to the local offices. These payroll batches are only for the historical entries for pay periods prior to Go-Live.
- There will be a tab for each branch that contains any historical time or mileage entries that need to be manually entered into STIM.
- Locate your branch number and click into the tab (see below). Once in the tab you will see only the entries that you branch will need to enter into STIM.

> **NOTE:** If there are no entries for a certain branch, they will not have a tab. However, a branch that does not have any entries in the current batch may still receive a batch email.

Time entry after a payroll batch has been emailed to the local office

Once the batch has been emailed to the local office, it will need to be saved and formatted.

- When the payroll batch is emailed to the local offices from the PTC Support Team, it will have the naming convention as the following example:
  - APDAAA_4.11.24 or OPI_4.11.24
- Follow Local Office procedures to get the batch to the person responsible for STIM data entry.

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- If any errors occur that prevent punch entries from being saved, refer to the [Troubleshooting Guide](#).
- Follow instructions in the CEP Manual to ensure proper entry into Mainframe.

> **Best Practice Tip 1:**
>
> **Save the file in a shared location.**
>
> If you stop entering time in the middle of a batch, make sure someone else can see your notes on the batch file.

> **Best Practice Tip 2:**
>
> **Create or use a system to show which entries have been entered into Mainframe.**
>
> Examples include coloring the rows once the entry has been entered or adding a column in Excel to mark when the entry was input.

What to consider when your local office establishes a business processes

- Create a system for how reports are saved, including establishing an appropriate shared folder to save them in.
- Designate who will monitor the shared email box.
- Review mileage to see if there are multiple entries. If there are, you will add all the mileage entries to get the total mileage claimed. Ensure the mileage is a whole number.
- Develop a system to track which entries have been entered into Mainframe to ensure all entries are accounted for.

Special or emergency batch pull

- A special or emergency batch pull is a batch that will be pulled by the PTC Support Team for one specific provider, if one of the following criteria is met.
  - A provider has resigned their provider number, it has been inactivated and this will be their last paycheck.
  - Policy has determined the provider's number will be terminated immediately and can no longer claim time including historical entries. Their provider number is inactivated and this will be their final paycheck.
  - The provider must also have entries in PTC for the current pay period.
- Once the PTC Support Team has been notified of these criteria being met by policy. They will pull the special or emergency payroll batch for this single provider.

- This will automatically trigger a last day worked date to be entered into Mainframe and Mainframe will process the provider's last paycheck to be paid out in the nightly processing.
- This last day worked date that is sent to Mainframe will also automatically close the ONGO based on this date.

> **NOTE:** If a provider was unable to claim time in OR PTC DCI due to an error in the local office, the provider is at no fault. They may be eligible for a Late Payment Penalty Fee (LPPF), but will not meet the criteria for a special or emergency batch pull. In these cases the provider should submit a request for the LPPF to the Oregon Home Care Commission at [Oregon Home Care Commission Website](#), by clicking the Late or Partial PaymentRequest Form.

Mileage worked after Phase 2A Go-Live

- Any mileage entries entered as a decimal amount will not come through for payment in STIM.
- All mileage entries for a single pay period will be rolled up into one entry. If the total adds up to a decimal amount instead of a whole number, then it will show in the STIQ screen as an error.
  - The local office staff member must cancel all mileage entries in OR PTC DCI for that pay period. The staff member must then create one mileage entry in OR PTC DCI that equals the total mileage claimed rounded up to the nearest whole number.

Example:

- Provider enters the following mileage entries in OR PTC DCI for one pay period:
  - 5 miles
  - 4.3 miles
  - 7 miles
- Before the entries get to Mainframe, they are rolled into one entry equaling 16.3 miles.
- Mainframe can't accept decimal amounts for mileage.
- The entry for 16.3 miles will go to the STIQ screen as a suspense error.

- The local office staff member monitoring the STIQ screen views the entry details on the STSS screen.
- The local office staff member logs into OR PTC DCI and selects "cancel" for **all three** mileage entries for that pay period.
- The local office staff member creates one mileage entry in OR PTC DCI for 17 miles, has another local office staff member verify the entry, and then manually approves the entry so it can be pulled into the next payroll batch.

Historical mileage entries for pay periods prior to Phase 2A Go-Live

- Historical entries for mileage that are made for pay periods prior to the Phase 2A Go-Live date 7/27/24 will still need to be entered manually into the STIM screen, just like hourly entries.
- The local office staff will receive the payroll batch by email from the PTC Support Team.
- If there have been several historical mileage entries made on a pay period that is prior to Go-Live, staff will need to add all the mileage entries together, round up to the nearest whole number, and then enter the total amount into STIM.

Example:

- Provider enters the following mileage entries in OR PTC DCI for one pay period:
  - 5 miles
  - 4.3 miles
  - 7 miles
- The entries will be included in one or more payroll batches.
- If included in one payroll batch, for example, the local office staff member adds all entries and gets 16.3 miles. The local office staff member then rounds up tp 17 miles.
- The local office staff member enters the 17 miles as the mileage entry for that pay period into STIM.

Process for Entering Provider Shift Information

The following is only relevant to historical entries for pay periods that were prior to the Go-Live date of 7/19/24. These entries will be in payroll batches that are emailed to the local office for manual entry into STIM.

When staff enter shift information into STIM, two options can be used:

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1. **Save the entries (F9) without going to HPAY/OPAY**. This will not pay the entries on the pay processing date. It will be important to access vouchers (through STIQ) and complete the saved time entries and send to HPAY/OPAY prior to the pay processing date.
2. **Save (F9) and submit the entries for payment (i.e. going to HPAY/OPAY screen)**. This will pay the entries on the pay processing date. However, if more time or mileage entries are entered, it is important that HPAY/OPAY is updated to ensure accurate payment.

The Worker Guide for the Consumer-Employed Provider Program gives step-by-step instructions on how to enter time entries into STIM.

Sorting the Batch in Excel

To sort the batch by Prime Number in Excel:

1. Click the arrow in the upper left corner to select the entire sheet.
2. Click Sort & Filter.
3. Click Filter.
4. Click the arrow next to Prime Number.
5. Click Sort A to Z.
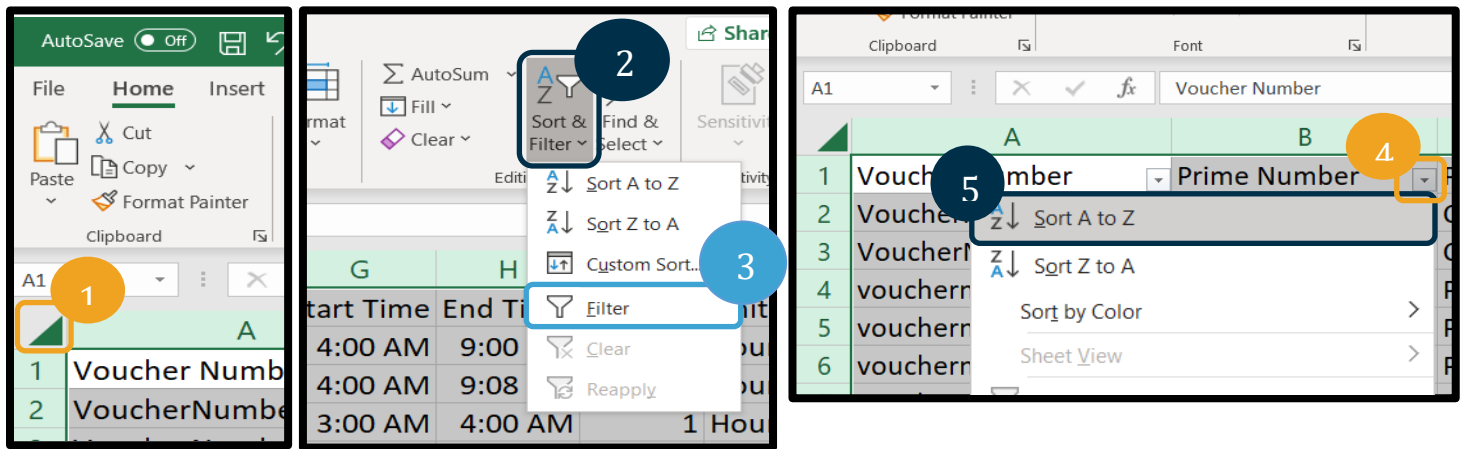
Support Resources

If you are stuck and need help with OR PTC DCI, we have support!

You can find a full list of staff resources on the Staff Resources quick reference guide.

PTC Support

Email PTC.Support@odhsoha.oregon.gov:

- New to OR PTC DCI and getting started.
- New, lost, broken, or malfunctioning fobs.
- Authorizations not showing up in OR PTC DCI.

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- Edits to funding accounts or service accounts.
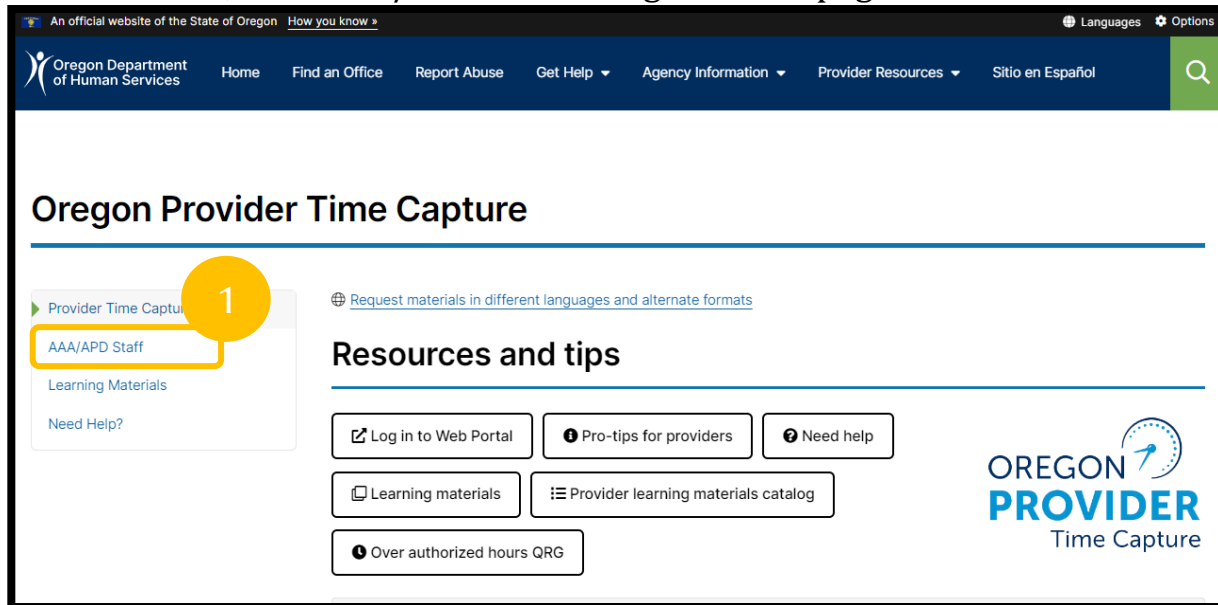- New user requests.

PTC Staff Tools

- http://www.dhs.state.or.us/spd/tools/cm/PTC/index.htm

OR PTC DCI help

If you are stuck and need help with the OR PTC DCI Web Portal, you can easily go to the OR PTC DCI website at the following link.
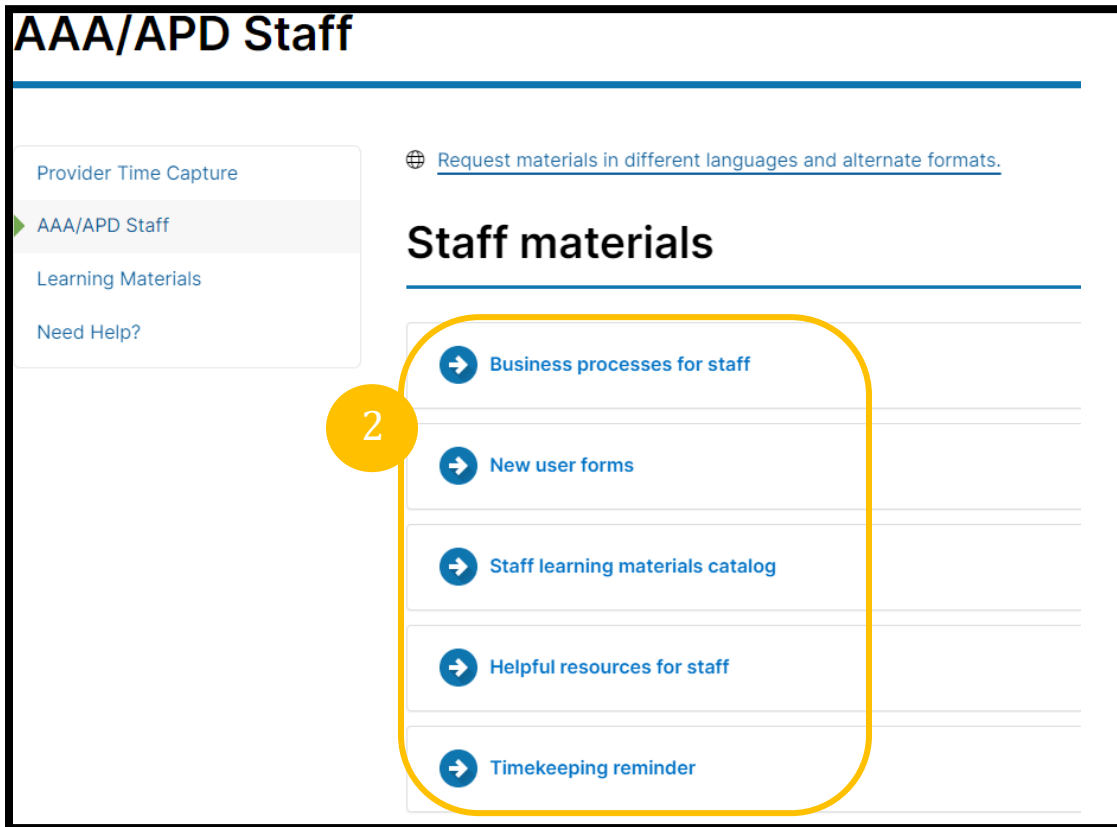
PTC.Oregon.gov

1. Once on the site, click AAA/APD Staff on right side of page.

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2. You will be automatically redirected to the staff materials page.

3. From here you can click into view the business processes and the staff learning materials catalog to find various materials to help troubleshoot and complete unfamiliar tasks.