

Part-time Physicians

Personnel and Accounting Integrated Data (PAID)

USER GUIDE

PRS*4.0*93

February 2007

Department of Veterans Affairs Health Systems Design and Development

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Human Resources Personnel

New Options

PT Physician Menu

This new menu contains all of the options required for Human Resources personnel to process part-time physicians with a Memorandum of Service Level Expectations.

Enter Memoranda

This option allows Human Resources personnel to enter a Memorandum of Service Level Expectations for part-time physicians.

Once you enter the employee's name, information such as the employee's SSN, and pay information are displayed. You are then prompted to enter the start date of the pay period (the end date is calculated automatically), the agreed hours, and any initial comments. An electronic signature code is required to complete the memorandum.

The software will automatically assign the PRSP EMP security key to the part-time physician when a new memorandum is entered. This key provides access to the PT Physician With Memorandum Menu [PRSP PTP MENU].

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<u>File E</u>dit <u>V</u>iew <u>T</u>ools <u>O</u>ptions <u>H</u>elp
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                                                                                  Select OPTION NAME: Enter Memoranda
Select EMPLOYEE: PAIDPTP,ONE 000-28-0001
PP:04-23
                                                                          5/13/05
                         VA TIME & ATTENDANCE SYSTEM
                        Enter PT Physician Memoranda
PAIDPTP, ONE
                                                                      XXX-XX-0001
            Duty Basis: 2 FLSA: E Normal Hours: 10
Pay Plan: L
                                                                      Comp/Flex:
T&L: 028
                                                                      Station: 528
Start Date: 10/16 (OCT 16, 2005)
  End Date: OCT 14, 2006
Agreed Hours must be equally divisible by 26 Pay Periods.
1/8 = 260, 1/4 = 520, 3/8 = 780, 1/2 = 1040, 5/8 = 1300, 3/4 = 1560, 7/8 = 1820
Agreed Hours: 1040
Initial Comments:
Enter Signature Code: ... signed.
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Terminate Memoranda

This option allows you to terminate a Memorandum of Service Level Expectations for part-time physicians in cases where the part-time physician is unable to fulfill their obligation or their employment with the VA is terminated.

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Once the employee name is entered, the memorandum is displayed.

You are then asked if you want to terminate this memorandum. If you answer yes, you are prompted for the termination date which must be the last day of a pay period.

WARNING: It is very important that the memorandum is terminated in a timely manner and recorded through the Terminate Memoranda option. The termination process should occur during the pay period in which the memorandum will end. Once the timecard for this pay period has been transmitted to Austin and the status is updated to TRANSMITTED, the software will not allow you to select the last day of this pay period as the termination date.

You can also enter any comments in reference to the termination. An electronic signature code is required to complete the termination.



Delete Future Memoranda

This option allows Human Resources personnel to delete a part-time physician's Memorandum of Service Level Expectations that has yet to begin. This option is used in cases where the part-time physician has decided not to enter into a memorandum with the VA.

Since memoranda cannot overlap and there is a 6-month limit on entering future memoranda, there should only be one future memorandum at any one time.

Future memoranda that start in a pay period that has not been opened, can be deleted without any other checks being made.

If the memorandum being deleted starts in a pay period that has already been opened, the following rules apply.

- If the payroll has already been processed for the first pay period of the part-time physician's memorandum, the memorandum will have to be terminated and reconciled.
- If the timecard has already been transmitted but the cut off window for transmitting timecards is still open, the Payroll Supervisor will have to determine if there is enough time to return the timecard, delete the memorandum, have the timekeeper post all of the tours with the correct time, re-certify the timecard and re-transmit the timecard before the window closes. If there is, they can return the timecard and delete the memorandum. If there isn't enough time, the memorandum will have to be terminated and reconciled.
- For timecards with a status of Payroll, the Payroll Supervisor will have to return it to the Timekeeper before they can delete the memorandum.

Once the memorandum is deleted, the software checks each daily ESR. For any daily ESRs with a status of APPROVED, the timecard posting for that day is deleted.

Once all of the necessary timecards entries have been deleted, the entire ESR record for the pay period will be deleted.

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Begin Reconciliation Process

This option allows Human Resources personnel to review a part-time physician's Memorandum of Service Level Expectations and to determine what reconciliation actions will need to occur, based on the final hours worked by the part-time physician.

After the physician's name is entered, the summary of their memorandum and hours worked per pay period are displayed.

One or more of the following reconciliation choices appear for selection.

- 1. No reconciliation needed
- 2. Pay VA for negative balance
- 3. Pay Phy for positive balance

The next screen allows you to choose whether to print a paper copy of the reconciliation information and deliver it to the part-time physician, or to forward an electronic version of it to the physician.

A signature code is required to complete the process. The status of the memorandum is then updated from ACTIVE to RECONCILIATION STARTED.

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<u>File Edit View Iools Options Help</u>	
PP:05-07 VA TIME & ATTENDANCE SYSTEM	5/5/05 🔺
PI Physician Begin Reconciliation Process PAIDPTP,TWO Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 T&L: 028 Memorandum & Leave Status thru PP 05-07 Ending Sat 16-Apr-0 Start Date: APR 18, 2004 Agreed Hours: 1040.00 LWOP End Date: APR 18, 2005 Hours Worked: 1050.00 Non Pay 26 of 26 PP = 100.00% Carryover Hrs: 0.00 Off Target % Hrs Completed = 100.00% Total Hrs: 1050.00 Off Target This memorandum has ended	XXX-XX-0002 Comp/Flex: Station: 528 5 Hrs: 0.00 Hrs: 0.00 Hrs: 10.00 ot %: 0.96
AL Bal: 24.00 Approved future AL thru Leave Year: 0.00 Max o Potential AL hours to be lost by JAN 07, 2006 excluding Approv	carryover: 240 ved AL: 0
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	05-06: 40.00 05-07: 50.00
Press RETURN to continue: 1(024,027)	

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PAIDPTP,TWO - Memorandum Summary
                                                                        Percent Completed: 100
    Off Target Hours: 10
Off Target Percentage: .96
       Ending Status: Over
       Non Pay Hours: 0
   Without Pay Hours: 0
     Carryover Hours: 0.00
Estimated Gross Amount Owed PTP: 498.20
Press RETURN to continue:
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PAIDPTP,TWO - Memorandum Summary	-
Reconciliation Options: 1. Pay PT Phy for positive balance	
Enter Reconciliation Option:	
Reconciliation Comments:	
Signature:	Date:
Would you like to use a (H)ard copy or (E)lectronic re	conciliation form: E
Enter Signature Code: signed.	
Memorandum Status updated to: RECONCILIATION STARTED	
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Reconcile Memoranda

This option allows Human Resources personnel to review a part-time physician's Memorandum of Service Level Expectations and to complete the memorandum reconciliation, once the part-time physician has completed and signed the Begin Reconciliation Process form

This option allows you to add the part-time physician's comments if the reconciliation was handled on paper, and to add any additional comments.

After you electronically sign the reconciliation, it will lock the memorandum so that no further changes can be made.

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PP:04-23	VA TIME & ATTENDANCE	E SYSTEM	5/13/05 🔺
	PT Physician Reconcile	Memorandum	
PAIDPTP, ONE	-		XXX-XX-0001
Pay Plan: L Duty	Basis: 2 FLSA: E	Normal Hours: 10	Comp/Flex:
T&L: 028			Station: 528
Memorandum 8	& Leave Status thru PP 04	4-23 Ending Sat 27-N	ov-04
Start Date: OCT 03,	2004 Agreed Hours:	260.00 L	WOP Hrs: 0.00
TERMINATED: OCT 30,	2004 Hours Worked:	17.50 Non	Pay Hrs: 0.00
2 of 26 PP = 7	7.69% Carryover Hrs:	0.00 Off Tar	get Hrs: -2.50
% Hrs Completed = 6	3.73% Total Hrs:	17.50 Off T	arget %: -12.50
	This memorandum	has ended	
AL Bal: 67.00 Appro	oved future AL thru Lea	ve Year: 0.00 Max	carryover: 240
Potential AL hours f	to be lost by JAN 07, 2	006 excluding Appro	oved AL: 0
04-20: 10.00 04-2	26: 05-06:	05-12:	05-18:
04-21: 7.50 05-0	05-07:	05-13:	05-19:
04-22: 05-0	02: 05-08:	05-14:	
04-23: 05-0	05-09:	05-15:	
04-24: 05-0	05-10:	05-16:	
04-25: 05-0	05: 05-11:	05-17:	
Press RETURN to conti	inue:		
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<u> </u>			

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Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM DISPLAY PT PHYSICIAN MEMORANDA Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001 Select PAY PERIOD: 04-21 Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

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<u>File Edit View Tools Options Help</u>		
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PP:04-21 VA TIME & ATTENDANCE SYSTEM	6/14/05	
PAIDPTP.ONE	XXX-XX-0001	
Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 T&L: 221	Comp/Flex: C Station: 500	
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-0	5	
Start Date: OCT 03, 2004 Agreed Hours: 1040.00 LWOP	Hrs: 1.00	
End Date: OCT 01, 2005 Hours Worked: 581.75 Non Pay	Hrs: 0.00	
16 of 26 PP = 61.54% Carryover Hrs: 0.00 Off Target	Hrs: -39.75	
1% Hrs completed = 57.68% lotal Hrs: 599.25 UTT large	t %: -6.22	
Agreement with be met by averaging 43.90 Hrs7PP during remainder	or memo.	
AL Bal: 200.00 Approved future AL thru Leave Year: 0.00 Max carry Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL:	over: 240 24	
04-20: 41.50 04-26: 40.00 05-06: 34.50 05-12: 05-	18:	
04-21: 30.00 05-01: 46.00 05-07: 29.25 05-13: 05-	19:	
04-22: 34.50 05-02: 40.00 05-08: 36.75 05-14:		
04-23: 20.00 05-03: 39.50 05-09: 45.25 05-15:		
04-24: 30.00 05-04: 42.00 05-10: 05-16:		
04-25: 46.50 05-05: 26.00 05-11: 05-17:		
Press RETURN to continue:		
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Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they are listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it is listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments are also listed.

WARNING! If there are incomplete ESRs, DO NOT proceed with the reconciliation.



Memoranda Expiring Within Date Range

This option allows Human Resources personnel to identify a part-time physician's Memorandum of Service Level Expectations that will expire within the specified date range, so that the appropriate paperwork to begin the memorandum renewal can be initiated.

You have the option of entering an "Off By" percentage between 1 and 100. When entered, only memorandums that are off by more than the percentage you specify will be included. For example, if you enter 5, only memorandums within the date range you've selected and that are off by more than 5% will be included.



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PP:05-10 VA TIME & ATTENDANCE SYSTEM	6/14/05 🔺
DISPLAY PT PHYSICIAN MEMORANDA	
PAIDPTP, ONE	XXX-XX-0001
Pay Plan: 1 Duty Basis: 1 FLSA: N Normal Hours: 40	Comp/Flex: F
T&L: ZZI Momonandum & Loavo Status thru PP 05 10 Ending Sat 28 May 0	Station: 528
Start Date: SEP 05 2004 Agreed Hours: 1040 00 WOP	J Нrs• 650
End Date: SEP 03, 2005 Hours Worked: 833.50 Non Pay	Hrs: 0.00
20 of 26 PP = 76.92% Carryover Hrs: 0.00 Off Target	Hrs: 40.00
<pre>% Hrs Completed = 80.65% Total Hrs: 833.50 Off Targe</pre>	t%: 5.04
Agreement will be met by averaging 33.33 Hrs/PP during remainder	of memo.
AL R-1 OCO 00 Assessed Subury AL three Leave Very OC 00 Mer assess	
AL Bal: 260.00 Approved future AL thru Leave fear: 88.00 Max carry Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL:	60 60 60
Totentral we nould to be lost by own or, 2000 excluding wpproved we.	00
04-18: 89.00 04-24: 48.00 05-04: 36.00 05-10: 0.00 05-	16:
04-19: 31.00 04-25: 40.00 05-05: 36.00 05-11: 35.50 05-	17:
04-20: 42.00 04-26: 48.00 05-06: 37.00 05-12: 4.00	
04-21: 38.00 05-01: 36.00 05-07: 36.00 05-13:	
04-22: 43.00 05-02: 44.00 05-08: 45.00 05-14:	
04-23: 48.00 05-03: 36.00 05-09: 65.00 05-15:	
Press RETURN to continue:	
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File Edit View Iools Options Help	
The following Pay Periods have days with incomplete daily ESRs:	-
05-08, 05-10, 05-12, 05-13	
HR Initial Comments: work on 10 hr day a week in the clinic	
Press RETURN to continue:	
There were 1 PT Physician Memorandums expiring in the date range specified	
who were more than 5% off target.	
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Display Pay Period ESR

This option allows Human Resources personnel to review a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

PP : 0	5-09		VA TIME & PT PHYSICIA	ATTEND. N ESR	ANCE SYSTI For PP 05	EM - 09		5/13/05
PAID Pay T&L:	PTP,ONE Plan: L 221	Du	ty Basis: 2 F	LSA: E	Norma	al Hours:	40	XXX-XX-0001 Comp/Flex: C Station: 500
Day		Tour	Description Postings	Time Rem	Code arks Code	Meal	Hours	Status
Sun	1-May-05	1	DAY OFF MID-04:00A 11:30P-08:00A	RG RE RG RE	G TIME G TIME	0 30	04:00 08:00	PENDING
Mon	2-May-05	10	07:00A-03:30P 08:00A-03:30P 05:00P-07:00A	RG RE RG RE	G TIME G TIME	15 30	07:15 13:30	PENDING
Tue	3-May-05	1	DAY OFF 07:00A-08:00A 09:00A-N00N 12:30P-02:00P 04:00P-05:00P	RG RE RG RE RG RE RG RE	G TIME G TIME G TIME G TIME	30	01:00 02:30 01:30 01:00	PENDING
Pres 1	s RETURN 1 (024,026)	:o Cor	06:00P-09:00P	RG RE	G TIME	30	02:30	2

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PP:0	5-09	VA TIME & ATTENDANCE SYSTEM		5/13/05 🔺
		PT PHYSICIAN ESR FOR PP 05-09		
PAID	PTP, ONE			XXX-XX-0001
Pay	Plan: L	Duty Basis: 2 FLSA: E Normal Hours:	40	Comp/Flex: C
T&L :	221			Station: 500
		Incomplete Days: 6		
Day		Tour Description		Status
		Postings Time Code Meal	Hours	
		Remarks Code		
<u> </u>				
		09:30P-10:00P RG REG TIME	00:30	
		10:00P-01:00A RG REG TIME	03:00	
Wed	4-May-05	10 07:00A-03:30P		APPROVED
		07:00A-NOON RG REG TIME	05:00	
		NOON-01:00P AA AUTH ABS 30	00:30	
		AA GRANTED BY SUPR.		
l		01:00P-04:00P RG REG TIME	03:00	
L PT	P_Remarks:	TEST		
Thu	5-May-05	1 DAY OFF		PENDING
L .		07:00A-06:45A RG REG TIME 15	23:30	
Fri	6-May-05	10 07:00A-03:30P		APPROVED
		08:00A-09:00A RG REG TIME 30	00:30	
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PP:	05-09		VA TIM PT PHYS	E & ATTI ICIAN E	ENDANCE SR FOR I	SYSTEM PP 05-01	9		5/13/05
PAI Pay T&L	DPTP,ONE Plan: L : 221	Dut	ty Basis: 2 -	FLSA	: E	Normal	Hours:	40	XXX-XX-0001 Comp/Flex: C Station: 500
L.		Tour	In	ncomple	te Days	: 6			Statua
Day		TUUT	Postings	Ti	me Code Remarks	Code	Meal	Hours	Status
Sat	7-May-05	1	DAY OFF 07:00A-08:0	 DOA RG	REG TI	 1E	0	01:00	PENDING
Sun Mon	8-May-05 9-May-05	1 10	DAY OFF 07:00A-03:30	2					DAY OFF APPROVED
	-		07:00A-03:3	30P AL	ANNUAL SF71 ON	LV FILE	60	07:30	
Tue Wed Thu Fri Sat	10-May-05 11-May-05 12-May-05 13-May-05 14-May-05	1 10 1 1 1	DAY OFF 07:00A-03:30 DAY OFF DAY OFF DAY OFF	>					DAY OFF NOT STARTED DAY OFF DAY OFF DAY OFF
Pre	ss RETURN ⁻ 1(024,026)	to Cor	ntinue.						

Employee Menu

Prior to this patch, all part-time physicians tracked their time and attendance on paper form VA Form 4-5631a, known as a Subsidiary Record. After this patch, the part-time physicians who elect to enter into a Memorandum of Service Level Expectations with the VA will track their time and attendance via an automated Electronic Subsidiary Record which will be stored within the VistA PAID/ETA software files.

Changed Options

Cancel Leave Request

Approved leave is automatically posted to the ESR. This option was modified to remove such leave from the ESR when the employee cancels it.

Edit Leave Request

Approved leave is automatically posted to the ESR. This option was modified to remove such leave from the ESR when the leave is edited since editing revokes the supervisor's approval of the leave.

New Options

PT Physician with Memorandum Menu

The PT Physician With Memorandum Menu has been added to the existing Employee Menu, and contains the options used by part-time physicians with a Memorandum of Service Level Expectations to perform the necessary actions related to tracking of their Time and Attendance.

This menu is only accessible to employees that hold the PRSP EMP key. This key is automatically assigned when Human Resources enters a memorandum for the employee.

Electronic Subsidiary Record-Daily Enter/Edit

This option displays the action pick list and two new screens that will allow the part-time physician to monitor the status of their Electronic Subsidiary Record (ESR) for a selected pay period, and to enter their time and attendance. The first screen is called the Work Summary Screen (WSS) and the second is called the ESR Data Entry Screen.

Action Pick List

When the Electronic Subsidiary Record-Daily Enter/Edit option is first invoked, the software reviews the part-time physician's memorandum and generates a pick list of items requiring their attention. The pick list contains the following types of actions in this order:

- 1. Any prior memoranda that need to be reconciled.
- 2. Any prior pay periods that have incomplete daily ESRs.
- 3. The current pay period.
- 4. The next pay period if it has been opened and if the part-time physician has an active memorandum covering this pay period.

The following is an example of the action pick list that you might see upon entering this option.

```
Select PT Physician With Memorandum Menu Option: 1 Electronic Subsidiary Record-Daily Enter/Edit
```

```
    Reconcile Prior Memorandum from OCT 05, 2003 TO OCT 02, 2004
    Edit ESR for prior pay period 04-18 [Sun 5-Sep-04 - Sat 18-Sep-04]
    Edit ESR for prior pay period 04-20 [Sun 3-Oct-04 - Sat 16-Oct-04]
    Edit ESR for prior pay period 04-21 [Sun 17-Oct-04 - Sat 30-Oct-04]
    Select an Item : (1-4): 1//
```

Items selected from group 1 are covered later in this document.

If the part-time physician selects any item from group 2, 3 or 4, the Work Summary Screen (WSS) screen is displayed.

The Work Summary Screen

Once an item is selected from group 2, 3, or 4, the Work Summary Screen for that item is displayed. Information such as the employee name, SSN, Station Number, Normal Hours, Duty Base, T&L, Pay Plan, and the last Pay Period processed are displayed, as well as memorandum and annual leave information, as of that pay period. (Please see the supplement at the end of this document for a description of all pertinent fields.)

The days of the pay period are grouped by week, and are listed in order of the day number (not the date) for selection. Each day shows the ESR Daily Status and a listing of the various types of time recorded for this day, if any.

When the pay period is opened, the system initially populates each ESR day with a status of either DAY OFF (if the employee does not have a scheduled tour for that day) or NOT STARTED (if the employee does have a scheduled tour for that day).

Once you complete and sign the ESR for a particular day, the status is updated to one of the following.

PENDING - the ESR day was modified and saved, but not signed.

SIGNED - the ESR day was completed and signed.

All days on the ESR with a scheduled tour, must be electronically signed by the physician. There may be circumstances when no work is performed and no leave is taken on a scheduled day. In this case, the physician electronically signs the day by selecting the day, and without entering any time on the ESR, saves the ESR day. When an ESR day is saved with no work or leave entered, you are prompted to sign the day.

NOTE: The supervisor reviews ESR days that have been signed by a part-time physician. The supervisor can change the status of the day to either APPROVED or RESUBMIT. The APPROVED status indicates that no further action needs to be taken by the part-time physician. The RESUBMIT status indicates that the part-time physician should modify the data on the ESR and then re-sign it.

Sample Work Summary Screen

💷 VMS - KEA! 420 - 🗆 🗵 <u>File Edit ⊻iew Tools Options H</u>elp 🗋 😅 🖬 🗇 🖻 🚯 💕 🖬 🖬 🖬 🖉 🤔 🥔 PP:04-20 VA TIME & ATTENDANCE SYSTEM 5/17/05 🛋 Work Summary Screen for Part Time VA Physician PAIDPTP, ONE XXX-XX-0001 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 10 Comp/Flex: T&L: 028 Station: 528 Memorandum & Leave Status thru PP 04-23 Ending Sat 27-Nov-04 | Agreed Hours: 260.00 Start Date: OCT 03, 2004 LWOP Hrs: 0.00 TERMINATED: OCT 30, 2004 17.50 0.00 Hours Worked: Non Pay Hrs: 2 of 26 PP = 7.69%| Carryover Hrs: 0.00 | Off Target Hrs: -2.50 % Hrs Completed = 6.73% Total Hrs: 17.50 Off Target %: -12.50 This memorandum has ended AL Bal: 67.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240 Potential AL hours to be lost by Jan 07, 2006 excluding Approved AL: 0 ESR Hours Week 1: 9.00 Week 2: 0.00 Total: 9.00 Day Week 2 - Sun 10-Oct-04 Day Week 1 - Sun 3-Oct-04 Sun DAY OFF 1 Sun PENDING - RG 8 2 Mon DAY OFF 9 Mon DAY OFF 3 Tue DAY OFF 10 Tue DAY OFF 4 Wed DAY OFF Wed DAY OFF 11 5 Thu RESUBMIT 000-666-0000 12 Thu RESUBMIT -6 Fri DAY OFF 13 Fri RESUBMIT -7 Sat DAY OFF 14 Sat NOT STARTED Select day : (1-14): 1(024,023)

The Daily Electronic Subsidiary Record (ESR)

Once you select a day, the Electronic Subsidiary Record (ESR) for that day is displayed. Up to seven separate entries may be made for each day. The part-time physician should enter the appropriate number of entries to accurately reflect the actual work performed during the course of the day.

The time segments should be posted in chronological order whenever possible but the software will accept the postings in any order. For example, if an additional time segment needs to be added at a later date, it can be added to the end of the existing list of postings.

The ESR Data Entry Screen includes employee information such as name, SSN, Station Number, Time and Leave Unit, the Tour Beginning Date, and if a tour has been assigned to the day, a summary of the tour's start/stop times and meal time, if any. (Please see the supplement at the end of this document for a complete list of pertinent field descriptions.)

Following is a	list of the da	ta entry fields	with a brief	description

START	The time that an individual work or leave segment began.
STOP	The time that an individual work or leave segment ended.
TYPE OF TIME	The type of time worked or leave taken.
	AA Authorized Absence
	AD Adopt
	AL Annual Leave
	CB Family Care
	CP Continuation of Pay (COP)
	DL Donor Leave
	HX Holiday Excused
	ML Military Leave
	NL Non-pay Annual Leave
	RG Regular Time
	RL Restored Annual Leave
	SL Sick Leave
	TR Training
	TV Travel
	WP Leave Without Pay
REMARKS CODE	A code which further describes the TYPE OF TIME entered. Only the
	appropriate REMARKS CODES that correspond to the TYPE OF TIME
	entered will be allowed. Enter a ? for a list of the appropriate choices.
	(This field is optional.)
MEAL	Enter the best approximation of time for the meal during this work
	segment, in increments of 15 minutes. Meals may not be longer than 60
	minutes, so appropriate meal times are 15, 30, 45, and 60. Enter a 0 or
	leave the field blank to indicate that no meal was taken. When meals are taken, they must be entered, even when they are not scheduled for that
	taken, they must be entered, even when they are not scheduled for that tour. Moals may be entered for periods of both regular hours and leave
	Entering the meal time will sutematically deduct the meal from the total
	creditable hours in the work segment
ЧРС	This is a calculated field. The system will automatically enter the
IIIND	number of hours entered for each segment based on the STAPT STOP
	and MEAL times
REMARKS	Any further comments you would like to enter Any remarks entered
	here are seen by the supervisor when they review the daily ESR (This
	field is optional unless Authorized Absence is entered.)

As you make each entry, you can move to the next field on the form by entering a Tab or by pressing the Enter key. A question mark (?) may be entered at most fields for a list of possible entries and/or formats. For further information on using this type of edit screen, please refer to Chapter 1 of the Personnel and Accounting Integrated Data (PAID) User Manual, which can be accessed from the VistA Documentation Library (VDL) web page at www.va.gov/vdl/.

Up-arrow REMARKS (^REMARKS) allows you to jump to the REMARKS field. This field is free text and will allow up to 70 characters. These remarks are optional, but they may be helpful to the Supervisor as they review your daily ESRs. It is recommended that REMARKS be entered when the part-time physician deviates from their normally scheduled tour of duty or if they work on a day where they were not scheduled to work.

The software allows you to skip to the COMMAND prompt by entering an up-arrow (^) in any field. You can automatically save the changes and skip directly to the electronic signature prompt by entering Num Lock and then E in any field.

Once you have completed your daily ESR entries and navigated to the COMMAND prompt, enter SAVE or EXIT. If you enter EXIT without saving first, you will be asked if you wish to save your entries. Once you enter SAVE, you will be asked for an Electronic Signature. If you do not enter a signature, the ESR is given a status of PENDING, and you will see the following message:

PENDING: changes were saved without signature.

Sample ESR

Some of the fields will allow abbreviated entries. For example, you may enter 7A or 3P for a time. You may enter a question mark (?) at most fields for a description of acceptable formats and/or entries.

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<u>File Edit View Tools Options H</u> elp			
Connect/Disconnect Session	8		
PAIDPTP, ONE VA TIME &	ATTENDANCE SYSTEM		XXX-XX-0001 🛋
Station: 528 Tou Sat	r Beginning 16-Oct-O4		T&L: 028
Tour: 07:00A-06:00P Meal: 60			
START STOP TYPE OF TIME	REMARKS CODE	MEAL	HRS
1 07:00A 03:30P RG 2 3 4 5 6 7		30	08:00 0 0 0 0 0 0
REMARKS: Called in to cover.			
Exit Save Refresh			
Enter a command or '^' followed by a Verifying 1(024,036)	caption to jump to a s	pecific	field.

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Evit Save Pefrech	
LATE Save Reffest	
Enter a command or 'A' followed by a caption to jump to a specific field	
Verifying	
Enter your Current Signature Code: SIGNATURE VERIFIED	
SIGNED: ESR data saved with signature.	
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Extended Absence

This menu contains options used to enter or maintain extended absence records. An extended absence is a future period of time when the part-time physician will not be performing work for the VA during a normally scheduled tour of duty and they are not planning on using an approved type of leave to cover their absence.

An electronic signature code is required to use these options. An electronic signature code can be entered/edited through the Electronic Signature Code Edit option.

Enter Extended Absence

This option allows a part-time physician to specify a future period of time when they will not be performing work for the VA (extended absence). The software automatically changes the status to "Signed" for ESR days with a scheduled tour of duty, if those days are covered by the period of extended absence. Therefore, the physician does not need to manually update their ESR during their absence.

You are prompted to enter a beginning and ending date for a new period of extended absence, as well as any remarks. An electronic signature code is required to complete the entry.

Please see the sample screen provided under Edit Extended Absence.

Edit Extended Absence

This option allows the part-time physician to edit a previously entered extended absence. The software will automatically update the current and future days on the ESR as necessary. However, any ESR days that are prior to the current day will not be automatically modified when an extended absence is edited. An extended absence cannot be edited if its "To Date" is prior to the current day. A signature code is required to complete the edit.
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<u>File Edit View Tools Options H</u> elp	
VA TIME & ATTENDANCE SYSTEM	
EDIT EXTENDED ABSENCE	
1) MAR 14, 2005 to MAR 14, 2005 Status: ACTIVE	
Entered: MAR 14. 2005@14:12:16	
Edit which extended absence #?: (1-1): 1	
VA TIME & ATTENDANCE SYSTEM	
EDIT EXTENDED ABSENCE	
PAIDPIP, ONE	
FROM DATE: MAR 14,2005	
TO DATE: MAR 14.2005	
REMARKS: working at Albany Med.	
1(006,012)	2

Sample Screens for Enter/Edit Extended Absence options.

Edited Screen	
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File Edit View Iools Options Help	
VA TIME & ATTENDANCE SYSTEM EDIT EXTENDED ABSENCE	-
PAIDPTP, ONE	
FROM DATE: MAR 14,2005	
TO DATE: MAR 14,2005	
REMARKS: Working at St. Peter's for the day.	
Exit Save Refresh	-
Enter a command or '^' followed by a caption to jump to a specific field.	
Verifying	
Enter your Current Signature Code:	
1(006,026)	<u> </u>
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Cancel Extended Absence

This option allows the part-time physician to cancel a previously entered extended absence. The software will automatically update the current and future days on the ESR, as necessary. However, any ESR days that are prior to the current day will not be automatically modified when an extended absence is cancelled. An extended absence cannot be cancelled if its "To Date" is prior to the current day.

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VA TIM CANCI	E & ATTENDANCE SYSTEM EL EXTENDED ABSENCE				
1) JAN 01, 2005 to FEB 05, 2005 Status: ACTIVE Will be out of the country					
	Entered: DEC 22, 2004@13:58:20 Updated: DEC 22, 2004@14:00:18				
Cancel which extended absence #?	: (1-1): 1				
JAN 01, 2005 to FEB 05, 2005 Will be out of the country.	Status: ACTIVE				
, ,	Entered: DEC 22, 2004@13:58:20 Updated: DEC 22, 2004@14:00:18				
Do you want to cancel this extend	ded absence? y YES				
Enter your Current Signature Code The extended absence has been can Enter RETURN to continue or '^' ·	e: SIGNATURE VERIFIED ncelled. to exit:	_			
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Display Extended Absence

This option allows you to display a list of extended absence records that end on or after a specified date. The timeframe of the absence, as well as any remarks, the status, and the dates entered and/or updated are displayed.



Display Pay Period ESR

This option displays a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

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	PT PHYSICIAN ESR FOR PP 05-09									
PA:	IDPTP, ONE								XXX-XX-0001	
Pay	Plan: L	Dui	ty Basis: 2 🛛 🛛	FLSA	: E	Norma	al Hours:	40	Comp/Flex: C	
LB L	.: 221		_	_		-			Station: 500	
		_	Incol	nbje	te Da	ays: 6			-	
(Da)	l	lour	Description	- ·					Status	
			Postings	11	me Co ¬	ode	Meal	Hours		
					Kemai	rks Code				
Sur	1-May-05	1	DAY OFF						PENDING	
			MID-04:00A	RG	REG	TIME	0	04:00		
			11:30P-08:00A	RG	REG	TIME	30	08:00		
Mor	1 2-May-05	10	07:00A-03:30P						PENDING	
			08:00A-03:30P	RG	REG	TIME	15	07:15		
			05:00P-07:00A	RG	REG	TIME	30	13:30		
Tue	9 3-May-05	1	DAY OFF						PENDING	
			07:00A-08:00A	RG	REG	TIME		01:00		
			09:00A-NOON	RG	REG	TIME	30	02:30		
			12:30P-02:00P	RG	REG	TIME		01:30		
			04:00P-05:00P	RG	REG	TIME		01:00		
			06:000-09:000	RG	REG	TIME	30	02:30		
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FF. 0	PP:UD-U9 VA LIME & ALLENDANCE SYSTEM 5/13/0 DT DHVSTOTAN ESD FOD DD 05 00								
PAID	PTP.ONE		00-00		XXX-XX-0001				
Pay I	Plan: L	Duty Basis: 2 FLSA: E No	rmal Hours:	40	Comp/Flex: C				
T&L :	221				Station: 500				
		Incomplete Days:	6						
Day	·	Four Description			Status				
		Postings Time Code	Meal	Hours					
		Remarks Lo	ae						
<u> </u>		09:30P-10:00P RG REG TIME		00:30					
		10:00P-01:00A RG REG TIME		03:00					
Wed	4-May-05	10 07:00A-03:30P			APPROVED				
		07:00A-NOON RG REG TIME		05:00					
		NOON-01:00P AA AUTH ABS	30	00:30					
		AA GRANTED	BY SUPR.						
	Dowentie .	01:00P-04:00P RG REG TIME		03:00					
	F Kemarks:				RENDING				
Ind	0-may-00	07:004.06:454 RG REG TIME	15	23.30	FENDING				
Fri	6-May-05	10 07:00A-03:30P	10	20.00	APPROVED .				
		08:00A-09:00A RG REG TIME	30	00:30					
Pres	s RETURN t	o Continue.							
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Employee Menu

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PP:	05-09	VA TIM PT PHYS	E & ATTENDANCE ICIAN ESR FOR	SYSTEM	9		5/13/05
PAI	DPTP.ONE						XXX-XX-0001
Рау T&L	Plan: L : 221	Duty Basis: 2	FLSA: E	Normal	Hours:	40	Comp/Flex: C Station: 500
		I	ncomplete Davs	: 6			
Day		Tour Description Postings	Time Code Remarks	: Code	Meal	Hours	Status
Sat	7-May-05	1 DAY 0FF					PENDING
Sun Mon	8-May-05 9-May-05	07:00A-08: 1 DAY OFF 10 07:00A-03:301	00A RG REG TI Þ	ME	0	01:00	DAY OFF APPROVED
	o nay co	07:00A-03:3	30P AL ANNUAL SF71 OM	. LV I FILE	60	07:30	
Tue Wed Thu Fri Sat	10-May-05 11-May-05 12-May-05 13-May-05 14-May-05	1 DAY OFF 10 07:00A-03:30 1 DAY OFF 1 DAY OFF 1 DAY OFF	P				DAY OFF NOT STARTED DAY OFF DAY OFF DAY OFF
Pre	ss RETURN 1	to Continue.					
1	1(024,026)						

Display Memoranda

This option displays information related to the part-time physician's Memorandum of Service Level Expectations. It includes fields that help to identify the part-time physician (name, SSN, T&L etc.) and a memorandum summary (Start/End dates, Agreed Hours, completion percentages etc.). This will be followed by a list of pay periods covered by the memorandum and the hours credited during each of these pay periods. If any Non-Pay or Leave Without Pay occurred during the memorandum, a list of the hours and the pay period in which they occurred will be displayed.

If the memorandum has ended and the part-time physician has selected their reconciliation choice via the electronic form, their reconciliation choice and any reconciliation comments will be displayed.

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<u>File Edit View Tools Option</u>	ns <u>H</u> elp				
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PP:05-12	VA TIME DISPLAY F	: & ATTENDANCE T PHYSICIAN M	SYSTEM EMORANDA	6/14/05	
PAIDPTP, ONE				XXX-XX-000	1
Pay Plan: 1 T&L: 221	Duty Basis: 1	FLSA: N	Normal Hours:	20 Comp/Flex: Station: 52	F 8
Memoran	dum & Leave Stat	us thru PP 05:	-10 Ending Sat 2	28-May-05	
Start Date: SEP	05,2004 A	greed Hours:	520.00	LWOP Hrs: 6.5	0
End Date: SEP	03,2005 H	lours Worked:	120.00	Non Pay Hrs: 0.0	0
V Hns Completed	= /.6978 la - 22.2794	Total Hrs:		larget Hrs: 86.5 ff Tangot V, 250-2	1
Agreement wil	l be met by aver	aging 16.40 H	rs/PP during rer	mainder of memo.	1
AL Bal: 260.00 Potential AL hou	Approved future rs to be lost by	AL thru Leave JAN 07, 2006	Year: 88.00 Ma excluding Appro	ax carryover: 240 oved AL: 60	
04-18: 89.00	04-24:	05-04:	05-10:	05-16:	
04-19: 31.00	04-25:	05-05:	05-11:	05-17:	
04-20:	04-26:	05-06:	05-12:		
04-21:	05-01:	05-07:	05-13:		
04-22:	05-02:	05-08:	05-14:		
04-23:	05-03:	05-09:	05-15:		
Press RETURN to	continue:				
					_
1(005,018)					

Select Reconciliation Choice

This option allows you to review a recently ended memorandum, and to select a reconciliation option. One or more of the following reconciliation choices might appear for selection.

- 1. No reconciliation needed
- 2. Pay VA for negative balance
- 3. Pay Phy for positive balance

The review screen is shown here. The next screen shows more information related to the memorandum and the reconciliation options.

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PP:04-23	VA TI PT Phys	IME & ATTENDANCE sician Reconcile	SYSTEM Memorandum	5/17/05 🔺
PAIDPTP,ONE Pay Plan: L T&L: 028	Duty Basis: 2	FLSA: E	Normal Hours: 10	XXX-XX-0001 Comp/Flex: Station: 528
Memora Start Date: OC TERMINATED: OC 2 of 26 PP % Hrs Completed	ndum & Leave St T 03, 2004 T 30, 2004 = 7.69% - 6.73%	atus thru PP 04 Agreed Hours: Hours Worked: Carryover Hrs: Total Hrs	I-23 Ending Sat 27-No 260.00 LV 17.50 Non F 0.00 Off Targ 17.50 Off Targ	0V-04 /0P Hrs: 0.00 Pay Hrs: 0.00 get Hrs: -2.50 arget %: -12.50
AL Bal: 67.00 Potential AL P	Approved fut	ure AL thru Le st by JAN 07,	eave Year: 0.00 Ma 2006 excluding App	ix carryover: 240 proved AL: 0
04-20: 10.00 04-21: 7.50 04-22: 04-23: 04-24: 04-25:	04 - 26 : 05 - 01 : 05 - 02 : 05 - 03 : 05 - 04 : 05 - 05 :	05 - 06 : 05 - 07 : 05 - 08 : 05 - 09 : 05 - 10 : 05 - 11 :	05-12: 05-13: 05-14: 05-15: 05-16: 05-17:	05-18: 05-19:
Press RETURN to 1(024,027)	o continue:			

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<u>File Edit View Tools Options H</u>elp
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                                                                                PAIDPTP,ONE - Memorandum Summary
The following Pay Periods have days with incomplete daily ESRs:
04-20, 04-21
These will have to be completed before the memorandum can be reconciled.
    Percent Completed: 7.69
     Off Target Hours: -2.5
Off Target Percentage: -12.5
        Ending Status: Under
        Non Pay Hours: 0
    Without Pay Hours: 0
      Carryover Hours: 0.00
Estimated Gross Amount Owed VA: -124.55
Press RETURN to continue:
   1(017,027)
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PAIDPTP,ONE - Memorandum Summary
                                                                                  Reconciliation Options:
1. Pay VA for negative balance
Enter Reconciliation Choice: 1 Pay VA for negative balance
PTP's Reconciliation Comments: Please bill me.
Enter Signature Code: ... signed.
          Electronic Subsidiary Record-Daily Enter/Edit
   1
   2
          Extended Absence ...
   3
          Display Pay Period ESR
   4
          Display Memoranda
   5
          Select Reconciliation Choice
Select PT Physician With Memorandum Menu Option:
   1(021,050)
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Employee Menu

Timekeepers Main Menu

Changed Options

Post Employee Time

This option has been modified to prevent selection of a part-time physician with an active memorandum. The new option, Post PT Physician Time, must be used to post time for such employees.

Enter/Edit Employee Tour of Duty

This option has been modified to perform additional steps when a tour is changed for a part-time physician with an active memorandum. In addition to the normal step of removing any timecard postings on the changed day, the software will also reset the status of any daily ESR the part-time physician has already posted to RESUBMIT, so they will have to review and repost the information if necessary.

New Options

PT Physician Menu

This menu contains all of the options that Timekeepers will need to monitor and post timecards for part-time physicians with a Memorandum of Service Level Expectations.

Post PT Physician Time

This option allows the timekeeper to post time card data for part-time physicians with a Memorandum of Service Level Expectations. Regular employee's timecards can not be selected using this option. This action should only be done at the direction of the T&L supervisor when the physician's Electronic Subsidiary Record (ESR) cannot be completed before time card certification for the pay period. Unscheduled regular time (RG) will only be tracked via the ESR and cannot be posted to the time card.

Non Pay, AWOL, and On Suspension can not be posted on the ESR. When appropriate, these must be posted directly on the timecard by the timekeeper. Furthermore, for a current pay period, the timekeeper will have to post these to the timecard after the ESR day has been approved. This is because approval of an ESR day for a timecard with timekeeper status (i.e., not yet certified) will repost the timecard and overwrite any previous postings for that day.

If you are responsible for more than one T&L Unit, you are first prompted to select a T&L Unit. You are then prompted for a date, and whether or not to post the employees time cards in alphabetical order.



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	VA TIME & ATTENDAN EMPLOYEE TIME AND ATT	CE SYSTEM ENDANCE DATA		_
PAIDPTP,ONE			000-28-0001	
Station: 528 T&L: 221 Pay Per: 05-11	Normal Hours: Pay Plan:	40 1	Duty Basis: Comp/Flex: FLSA:	1 0 N
Date	Scheduled Tour	Tour Exceptions		
Tue 7-Jun-05 Enter '^' to bypass	08:00A-NOON s this employee.	Unposted		
Did Employee Only W	√ork Scheduled Tour? N			
Was Employee Absent	t the Entire Tour? Y			
Select TYPE OF TIM TIME REMARKS CODE: Remarks: Called in	E CODE: SL SICK LV sick at end of pay period			
Select EMPLOYEE:				
1 (024,001)				
Telnet: cor.isc-albany.med.va.gov is di	sconnected			Connect

Display Pay Period ESR

This option displays a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

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PP : 0	5-09		VA TIME &	ATT	ENDAI	NCE SYSTE	М		5/13/05 🔺
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T&L :	221								Station: 500
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Day		Tour	Description						Status
			Postings	Ti	me Co	ode	Meal	Hours	
					Remai	rks Code			
Sun	1-May-05	1	DAY OFF						PENDING
			MID-04:00A	RG	REG	TIME	0	04:00	
			11:30P-08:00A	RG	REG	TIME	30	08:00	
Mon	2-May-05	10	07:00A-03:30P						PENDING
			08:00A-03:30P	RG	REG	TIME	15	07:15	
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			12:30P-02:00P	RG	REG	TIME		01:30	
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Display PP ESR Exceptions

This option allows Supervisors to review daily ESR exceptions for part-time physicians with a Memorandum of Service Level Expectations. It can be used to verify that part-time physicians have completed each day within the pay period with a scheduled Tour of Duty and to monitor other work performed on scheduled days off.

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PP:04-20	VA TIME & ATTENDANCE SYSTEM PT PHYSICIAN ESR FOR PP 04-20		5/16/05
PAIDPTP,ONE Pay Plan: L T&L: 028	: Duty Basis: 2 FLSA: E Normal Hours:	10	XXX-XX-0001 Comp/Flex: Station: 528
	Incomplete Days: 5		
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Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM DISPLAY PT PHYSICIAN MEMORANDA Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001 Select PAY PERIOD: 04-21 Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

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Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.

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Payroll Main Menu

New Options

PT Physician Menu

This new menu has been added to the existing Payroll Supervisor Menu. The PT Physician Menu contains all of the necessary options to allow the Payroll Supervisor to monitor the status of a part-time physician's Memorandum of Service Level Expectations.

Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM DISPLAY PT PHYSICIAN MEMORANDA Select EMPLOYEE: PAIDPTP,ONE 000-28-0001 Select PAY PERIOD: 04-21 Select Device: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

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Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.

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Display Pay Period ESR

This option allows you to review a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

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ESR Exceptions For Entire Memoranda

This option generates a report that lists any part-time physician who has not yet completed an ESR for any pay period within their memorandum, allowing supervisors to identify and monitor incomplete daily ESRs.

You can choose whether or not to include the current pay period in the report, and you may include all part-time physicians in the T&L, or enter individual part-time physicians.



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Payroll Supervisor Menu

Changed Option

Open Next Pay Period

This option was modified to initialize the ESR daily status and auto post holidays, leave, and extended absences to the ESR for the new pay period. It will also update the status of the memorandum from NOT STARTED to ACTIVE, if the pay period being opened is the first pay period covered by the memorandum.

T&A Supervisor Menu

Changed Options

Supervisory Approvals

This option was modified to automatically post an approved leave request to the ESR in an open pay period if the employee taking leave is a part-time physician with an active memorandum.

If any portion of the leave request covers a future pay period that has not been opened yet, the appropriate ESR records will be automatically posted when the pay period is opened.

If the leave request does not pass all of the necessary checks, it will not be posted to the ESR record.

Pay Period Certification

This option was modified to review the part-time physician's ESR and to update the various categories of hours worked in the PT PHYSICIAN MEMORANDUM (#458.7) file when the associated timecard is certified.

New Options

PT Physician Menu

This new menu has been added to the existing T&A Supervisor Menu. The PT Physician Menu contains all of the necessary options to allow the T&A and T&A OT Supervisor to monitor and maintain the part-time physician's Memorandum of Service Level Expectations.

Approve Signed ESRs

The T&A supervisor is required to review each signed day of the part-time physician's ESR, and take one of the following actions.

Approve - if the ESR day appears to be correct.

Resubmit - if the physician needs to correct the ESR day.

Bypass - to skip the day now and take action on it at a later time.

The (A)pprove, (B)ypass or (R)esubmit actions may be applied to an individual day or to all the days listed.

To take action on an individual day, select the day by entering its item number from the list and then enter the action you wish to apply to this day. If the Resubmit action is selected, you will also be prompted to enter a short text description like your phone number etc.

Individual days that have been marked with an action will not be altered when you apply another action type to the remaining days in the list.

Once you have completed your entries, an electronic signature code is required to complete the process.

When the T&A Supervisor approves a signed day, this option attempts to update the part-time physician's timecard for that day. Updates to the timecard will be screened based on the status of the timecard and the affect of any potential update. If the timecard associated with the ESR day being approved has a status of TIMEKEEPER, then the approval action will always update the timecard.

An individual ESR approval may be rejected if the following conditions are met.

- 1. The timecard associated with the ESR day being approved has a status of Transmitted to Austin or Payroll.
- 2. There is a discrepancy between the timecard and ESR. That is, if for any type of time, such as sick leave, annual leave, military leave, etc., the total number of hours posted to the timecard is not equal to the total number of hours posted to the ESR.

3. The type of time discrepancy must also involve a type of time that is reported to the AAC. So, in general, the type of time—RG—Regular Hours, is not considered, since it is only posted to the ESR.

If the first condition is met, then the software checks to determine if an ESR approval would result in an incorrect report to the AAC due to a discrepancy between the timecard and the ESR. To do this, total hours are calculated for all types of time that are recorded on the timecard and all the types of time that are on the ESR for a particular day. Next, the totals for each type of time are compared. If any of the total hours for a type of time, like sick leave, annual leave, holiday excused, military leave, etc., don't match; then the ESR cannot be approved, and a message is displayed to the supervisor, showing the type of time that does not match, and the total hours for that type of time.

Following is an example of the type of message that could be displayed. It shows the discrepancies between the timecard hours and the ESR hours, followed by the ESR and timecard postings.

ESR approval REJECTED for PAIDPTP, ONE on day 4 in PP 04-18. Time Discrepancies must be resolved. Timecard Status: TRANSMITTED TO AUSTIN Payroll must initiate corrected timecard or physician must resubmit ESR. ESR approval REJECTED for PAIDPTP, ONE on day 4 in PP 04-18. TIME DISCREPANCIES BETWEEN TIMECARD AND ESR Error Type of Time Timecard Hrs ESR Hrs _____ LEAVE mismatch TR 0 1.5 ESR POSTING Item Date Scheduled Tour Work/Leave Posted Hours Meal Status _____ _____ Wed 8-Sep-04 03:30P-MID Shift 2 04:00P-06:00P TRAINING 01:30 30 08:00A-09:00A REG TIME 01:00 Approved TIMECARD POSTING Date Scheduled Tour Tour Exceptions _____ Wed 8-Sep-04 03:30P-MID Shift 2

There are three special cases:

- 1. Since RG should not be posted on the timecard and only on the ESR, RG is generally ignored.
- 2. Since WP with remarks On Suspension or AWOL can only be posted to the timecard, WP with these remarks is also ignored.
- 3. Since on any day that NP is posted to the timecard there can be no work performed, a check is performed to make sure that there is no RG or any leave posted to the ESR when NP is on the timecard.

The comparison does not consider start and stop times, specifically. E.g. A timekeeper may need to post around a lunch for leave during the middle of the day on the physician's timecard. The timekeeper posts, 10a-noon Sick Leave then 12:30pm-2pm sick leave. The part-time physician then updates their ESR with 10a-2:00pm Sick Leave and puts 30 minutes in the meal field. This would be o.k. since the total sick leave would be 3.5 hours in each case.

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If all of the days in the list need to have the same action or if you have previously selected and marked all of the days that need to have a different action, you can then enter the necessary action to apply to the remaining days.

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After each individual or group action has been entered, the software will update the Status field.

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You then see the Supervisory Action Summary, and are prompted for your electronic signature code to complete the approval process.

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Supervisory Action Summary	
3 actions require your electronic signature before being	
committed to the database.	
2 ESR record marked for approval. (signature required)	
1 ESR records marked for resubmission. (signature required)	
5 ESR records with no action.	
Enter your current Signature code: SIGNATURE VERIFIED	
1 Approve Signed ESPe	
2 Memoranda Report	
3 Display PP ESR Exceptions	
4 ESR Exceptions For Entire Memoranda	
5 Display Pay Period ESR	
6 Unlock Daily ESR	
Select PT Physician Menu Option:	
1 (024,034)	2

Memoranda Report

This option generates a report which allows the supervisor to review a memorandum for a selected employee and pay period that can be used to monitor the status of the hours worked and leave taken since the memorandum began.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM DISPLAY PT PHYSICIAN MEMORANDA Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001 Select PAY PERIOD: **04-21** Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

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Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.

💷 VMS - KEA! 420 - 🗆 🗵 <u>File Edit ⊻iew T</u>ools <u>O</u>ptions <u>H</u>elp 🗋 🚅 🖬 🦪 🖪 🚯 🖬 🖬 🖬 🖬 🖬 🖉 🤣 🥔 The following Pay Periods have days with incomplete daily ESRs: 04-21, 04-22, 04-23 HR Initial Comments: Dr. Paidptp will be working in clinic 24 hrs biweekly and doing research for 16 hours biweekly. Termination date: MAY 14, 2005 Terminated by: PAIDPTP, EMPLOYEE Date/Time Terminated: JUN 14, 2005@13:43:21 HR's Termination Comments: Physician needs new agreeement for 30 hours PTP's Reconciliation Choice: Pay VA for negative balance PTP's Reconciliation Comments: Research concluded. Working under new agreement in clinic only. HR's Reconciliation Comments: Physician working clinic only now. Needs new 30 hr agreement. Press RETURN to continue: 1(005,018) ▶ 🗗

Display PP ESR Exceptions

This option allows Supervisors to review daily ESR exceptions for part-time physicians with a Memorandum of Service Level Expectations. It can be used to verify that part-time physicians have completed each day within the pay period with a scheduled Tour of Duty and to monitor other work performed on scheduled days off.

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PP:04-20 VA TIME & ATTENDANCE SYSTEM PT PHYSICIAN ESR FOR PP 04-20		5/16/05
PAIDPTP,ONE Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: T&L: 028	10	XXX-XX-0001 Comp/Flex: Station: 528
Incomplete Days: 5 Day Tour Description Destingen Time Code Maal		Status
Remarks Code Mean	Hours	
Sun 3-Oct-04 1 DAY OFF 07:00A-04:00P RG REG TIME	09:00	PENDING
Thu 7-Oct-O4 1 DAY OFF Sup Remarks: 000-666-0000		RESUBMIT
Thu 14-Oct-O4 1 DAY OFF Fri 15-Oct-O4 1 DAY OFF		RESUBMIT RESUBMIT
Sat 16-Oct-O4 90 07:00A-06:00P		NOT STARTED
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ESR Exceptions For Entire Memoranda

This option generates a report that lists any part-time physician who has not yet completed an ESR for any pay period within their memorandum, allowing supervisors to identify and monitor incomplete daily ESRs.

You can choose whether or not to include the current pay period in the report, and you may include all part-time physicians in the T&L, or enter individual part-time physicians.



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Display Pay Period ESR

This option allows the supervisor to review a part-time physician's ESR record. Any pay period from a current or past memorandum may be selected. If the next pay period has already been opened, it may also be selected.

The T&A Supervisor selects a T&L Unit, a part-time physician and the date they need to unlock.

VA TIME & ATTENDANCE SYSTEM UNLOCK DAILY ESR Select T&L Unit: 028 Select EMPLOYEE: PAIDPTP,ONE PAIDPTP,ONE 000-28-0001 Posting Date: 3/7/2005 (MAR 07, 2005)

Once the posting date has been selected, the entire ESR for that pay period is displayed for the Supervisor to review and verify that they have selected the correct ESR day to unlock.

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			05:00P-07:00A	RG	REG	TIME	30	13:30		
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### **Unlock Daily ESR**

This option allows Supervisors to select and unlock individual days in prior Pay Period ESRs, so the part-time physician can change or complete any incomplete daily ESRs.

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Pay Plan: L T&L: 028	Duty Basis: 2 FLSA: E Normal Hours:	10	Comp/Flex: Station: 528
	Incomplete Days: 5		
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	Postings Time Code Meal Remarks Code	Hours	
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Tue 5-0ct-04	1 DAY OFF		DAY OFF
Wed 6-0ct-04	1 DAY OFF		DAY OFF
Thu 7-0ct-04	1 DAY OFF		RESUBMIT
Sup Remarks	000-666-0000		
Fri 8-0ct-04	1 DAY OFF		DAY OFF
Sat 9-0ct-04	1 DAY OFF		DAY OFF
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Thu 14-0ct-04	1 DAY OFF		RESUBMIT	
Fri 15-0ct-04	1 DAY OFF		RESUBMIT	
Sat 16-0ct-04	90 07:00A-06:00P		NOT STARTED	
Confirm Unlock	of OCT 06, 2004 (Y/N): YES			
Enter Remarks:	666-000-0000			
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If you answer YES at the "Confirm Unlock" prompt, a remarks prompt is displayed. The Supervisor may enter a short comment or phone number.

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Sun 10-0ct-04	1 DAY OFF		DAY OFF
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Press RETURN t	o Continue.		
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After the remarks are entered, the day is given a status of RESUBMIT.

Payroll Supervisor Menu

# Data Supplement

FIELD NAME	BRIEF DESCRIPTION				
ESR START TIME	The time the part-time physician actually				
	began work/leave.				
	Time may be entered in any of the				
	following formats: 8A or 8a, 8:00A,				
	8:15A, 8:15AM or military time: 0800,				
	1300; or MID or 12M for midnight; NOON				
	or 12N for noon. Time must be in quarter				
	hours; e.g., 8A or 8:15A or 8:30A or				
	0.43A.				
	The time the part time physician actually				
ESR STOP TIME	The time the part-time physician actually				
	stopped work/leave.				
	Time may be entered in any of the				
	following formats: 8A or 8a 8:00A				
	8.15A 8.15AM or military time: 0800				
	1300: or MID or 12M for midnight. NOON				
	or 12N for noon. Time must be in quarter				
	hours: e.g., 8A or 8:15A or 8:30A or				
	8:45A.				
ESR TYPE OF TIME	The type of time worked/leave taken.				
	Following are the choices displayed if you				
	enter a ?.				
	AA Authorized Absence				
	AD Adopt				
	CP Family Cara				
	HY Holiday Excused				
	DL Donor Leave				
	ML Military Leave				
	NL Non-pay Annual Leave				
	RG Regular Time				
	RL Restored Annual Leave				
	SL Sick Leave				
	WP Leave Without Pay				

### PTP ESR DATA FILE DESCRIPTIONS

PTP	ESR	DATA	FILE	DESCR	IPTION	S, cont.
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FIELD NAME	BRIEF DESCRIPTION
ESR SPECIAL CODE	A code which further describes the TYPE OF TIME entered. Only the appropriate choices that correspond to the TYPE OF TIME entered will be allowed. Enter a ? for a list of the appropriate choices.
ESR MEAL TIME	The amount of time, if any, you took for a meal time.
DAILY ESR REMARKS	Any further comments you would like to enter.
ESR DAILY STATUS	The status of the part-time physician's daily Electronic Subsidiary Record (ESR). The possible values are: NOT STARTED PENDING SIGNED RESUBMIT APPROVED DAY OFF.
PT PHYSICIAN DATE/TIME STAMP	The Date and Time the part-time physician electronically signed their daily ESR record.
ESR SUPERVISOR REMARKS	Comments entered by the Supervisor after they have marked a daily ESR as RESUBMIT. This can be text up to 17 characters.

FIELD NAME	BRIEF DESCRIPTION
ESR DAY LAST SIGN METHOD	This field indicates how the current ESR record was signed. If the employee signs the ESR day, then the status will be MANUAL POST. However, it is also possible for the software to sign the ESR day on behalf of the employee based on some other action such as supervisor approval of an electronic leave request, or auto-posting of an extended absence, or auto-posting of holiday excused The possible values are: MANUAL POST EXTENDED ABSENCE LEAVE REQUEST HOLIDAY

# PTP ESR DATA FILE DESCRIPTIONS, cont.

WORK SUMMARY SCREEN DESCRIPTIONS
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FIELD NAME	BRIEF DESCRIPTION
EMPLOYEE NAME	The employee's name in the following format: LAST NAME followed by a comma; FIRST NAME or INITIAL; followed by a blank space; MIDDLE NAME or INITIAL; if applicable a blank space, JR, SR or INITIAL.
	Example: LASTNAME,FIRSTNAME MI JR
	No periods are placed after either initials or titles.
STATION NUMBER	The number assigned to a Department of Veterans Affairs (VA) Installation for identification and control purposes.
T & L UNIT	Time and Leave Unit. A number that identifies a specific group of employees for time and leave tracking purposes.
SSN	The number used for identification and control purposes to refer to an employee.
NORMAL HOURS	This field contains the number of normal hours an employee is scheduled to work in a pay period
DUTY BASIS	Code identifies the time basis that an employee is scheduled to work. An employee may have a full-time (1), part- time (2), intermittent (3) basis work schedule.
PAY PLAN	Code identifies the pay system under which the employee's Compensation is determined.

# WORK SUMMARY SCREEN DESCRIPTIONS, cont.

FIELD NAME	BRIEF DESCRIPTION
COMPRESSED/FLEXITIME CODE	Indicates an employee is working a tour that is approved as a compressed or flextime schedule. The field can be blank or coded with a "C" for Compressed or "F" for flextime.
FLSA	Code identifies whether an employee is covered under the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions.
ANNUAL LEAVE CURRENT BALANCE	The annual leave balance this leave year to date.
PAY PERIOD	This field contains the year-pay period in the form of YY-PP where YY represents the year and PP represents the pay period. This field reflects the pay period that was selected by the part-time physician from the action pick list.
START DATE	The Start Date of the part-time physician's 364 day Memorandum of Service Level Expectations. The Start Date will always be the first day of a pay period. The memorandum will cover exactly 26 full pay periods.
END DATE	The End Date of the part-time physician's 364 day Memorandum of Service Level Expectations. The End Date will always be the last day of a Pay Period.

# WORK SUMMARY SCREEN DESCRIPTIONS, cont.

FIELD NAME	BRIEF DESCRIPTION
AGREED # OF HOURS	The number of hours that the part-time physician agreed to work during their 364 day memorandum. This number must be equally divisible by 26.
TOTAL HOURS WORKED	The total hours worked by the part time
	physician since the beginning of their memorandum. This includes both scheduled tour hours and extra hours worked.
AVE HRS/PP TO COMPLETE MEM	The average number of hours that the part- time physician will have to work to meet the Agreed Hours in their Memorandum of Service Level Expectations.
AGREED # OF HOURS	The number of hours that the part-time physician agreed to work during their 364 day memorandum. This number must be equally divisible by 26 (the number of pay periods in a calendar year).
% OF HOURS COMPLETED	The percentage of scheduled hours completed since the beginning of the memorandum. This percentage reflects any AWOL (Absent Without Leave) hours that might have occurred during the memorandum. This field would also include any Non Pay hours.

# WORK SUMMARY SCREEN DESCRIPTIONS, cont.

FIELD NAME	BRIEF DESCRIPTION
% OFF TARGET	The percentage that the part-time physician is either ahead or behind on meeting their Agreed Hours. This percentage is based on the part-time physician's total Hours Worked and their Normal Hours per Pay Period.