**Alternate Time Entry Screen – Non-Payable OPS Hours**

**Overview**

The Alternate Time Entry screen provides agencies the ability to record non-paying Other Personal Services (OPS) hours. The non-paying OPS hours recorded are used only to determine eligibility to participate in the health and insurance program and will not be sent to the Bureau of State Payrolls for payment.

All agencies, universities and other benefit-only entities will use the Alternate Time Entry screen to record OPS hours that have been paid to the OPS employee outside of the timesheet process in People First. This hours type should also be used to record FMLA hours for OPS employees when an FMLA PAR is not processed. If the OPS time was approved on the employee’s timesheet, those hours should not be duplicated in the Alternate Time Entry screen.

**Definitions**

*The following fields are included in the Details section:*

- **Effective Date** – Required field; defaults to system date. The date entered must be a date in the month the OPS employee worked the hours. The date also must be a date in which the employee was active in the OPS position.

- **Pay Code** – Required field; pay code “2023 – Non-Payable OPS” or “2024 – OPS Jury Duty” will be available for selection.

- **Number of Hours** – Required field; defaults to 0.00. The number of OPS hours worked should be entered. The hours worked can be rolled up by week, month or any other interval that works best for the employing agency. However, hours must be assigned to the month in which the employee worked them (effective date used).

- **Comments** – Optional field; can be used to capture any agency comments regarding the OPS hours worked.

**Authorization**

Users with a security role code of A, B, H, T, U, X or Y will be able to enter non-payable OPS hours in the Alternate Time Entry screen. Users with a security role of C, F, G, I, K, N, S or Z will have only view access to the records created.

**Process Steps**

Follow these steps to enter non-payable OPS hours in the Alternate Time Entry screen.

**Step 1:** Search for and select the OPS employee on the My Team screen.

**Step 2:** Select Time and Attendance > Alternate Time Entry.

**Step 3:** Select New.

**Step 4:** Enter the desired effective date.

**Step 5:** Select the appropriate pay code from the dropdown menu.

**Step 6:** Enter the number of OPS hours worked.

**Step 7:** Enter comments, if needed.

**Step 8:** Select Save.
Follow these steps to reduce non-payable OPS hours previously entered in the Alternate Time Entry screen.

**Step 1:** Search for and select the OPS employee on the My Team screen.

**Step 2:** Select Time and Attendance > Alternate Time Entry.

**Step 3:** Select Edit.

**Step 4:** Select the desired effective date.

**Step 5:** Enter the number of OPS hours to be reduced. Enter a negative sign before the number, e.g., -6.

**Step 6:** Enter comments, if applicable.

**Step 7:** Select Save.