

AGENCY OVER TIME REPORT E510A, E510C

REPORT PURPOSE

The reports list employees who recorded overtime, accrued compensatory time, holiday premium pay or some shift differentials for the pay period. Agency payroll distributes them to supervisors / managers to monitor the use of overtime for their staff members.

REPORT FREQUENCY

OSPA creates both the 510A and 510C after each final run 2.

MANAGEMENT CONTROLS

	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Agency payroll reviews and distributes the reports to supervisors / managers for timely review to help prevent abuse of overtime.

REPORT INFORMATION DETAILS

OSPA sorts E510A by agency, employee name, pay type, and pay date. It sorts E510C by agency, RDC, pay type, employee name, and pay date.

Both reports include the following:

- PERIOD DATE – MMDDYY
- NAME
- EID – Employee ID, OR#####
- PAY DATE – YYYYMMDD
- PAY TYPE – including the following:
 - CTA – Compensatory Time Accrued at 1.5
 - CTH – Compensatory Time Accrued for Holiday at 1.5
 - CTS – Compensatory Time Accrued at Straight Time
 - HP – Holiday Premium Pay

- HST – Holiday Straight Time
- HT – Half Time
- OT – Paid Overtime at 1.5
- OTM – Mandatory Overtime Paid at 1.5
- OTS – Overtime Paid at 1.0
- SDB – Shift Differential paid at 2.25 per hour
- SDW – Shift Differential paid at 1.60 per hour
- STA – Straight Time Accrued
- HOURS
- AMOUNT – HOURS * EQUIVALENT RATE from the P030 Job Status Data screen * O/T MLT from the PTB2 Benefit Package Codes screen or HOURS * RATE UNIT from the PTB2 screen

E510C includes the RDC in addition to the values for E510A.

E510A includes totals for hours and amount for each pay type for each employee, for the employee, and for the agency. E510C includes totals for each employee within each pay type, each pay type, RDC and the agency.

REPORT MESSAGE CODES

Code	Message with Code	Description
	***WARNING OVER 40 HOURS ***	Employee recorded over 40 hours of the pay type for the month. On 510C only.

SECURE STORAGE AND DESTRUCTION

Reports created prior to August 28, 2006, contain employee social security numbers and require secure distribution, storage and destruction. Reports created August 28, 2006, and later have the employee ID rather than SSN.

DATAMART ASSOCIATIONS

You cannot query the dollar value for comp time accruals from the OSPA Datamart. All other elements are available in the JS_LAB_ADJ table.

Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Period End
- Load Date (filter this by the latest payroll process date; do not include in results)
- Pay Type Code (filter this by OT, CTA, CTS, and any other applicable overtime code)
- Number of Units
- Income Amt

OTHER INFORMATION

Intentionally left blank

REVISION HISTORY

Date	Rev. No.	Modification
09/26/06	1.0	Original
11/06/12	1.1	Periodic review