Oregon State Payroll Application (OSPA)
OSPS_LV_ACCRUAL Table Reference Guide

NOTE: Unused fields are listed below the main table

Field Name	Field Definition	OSPA Screen Reference
ADJ BASE RATE	Employee's base salary rate plus any fixed pay differentials assigned by PPDB.	P030
AGENCY NUM	The 5-digit payroll agency number. This can be different from an employee's home agency, and is driven by the PPDB "PR AGENCY" field.	P030
APPNT TYPE CODE	The type of appointment - (P)ermanent, (S)easonal, (L)imited duration, (T)emporary, (A)cademic Year.	P030
BASE PAY RATE	The unadjusted base salary rate for the employee's classification as defined by the compensation plan.	P030
BENEFIT PKG CODE	This is the 2-character code used by OSPA to reference benefit package tables which validate pay types, insurance benefits, and leave availabilities and accruals. See the benefit package code list for a complete listing of current benefit package codes.	P030
CLASSIFIED CODE	This code identifies the job class of an employee.	P030
CONCRNT JOB NUM	Number computer-assigned by PPDB to permit separate control of multiple jobs for an employee within an agency.	P030
DOUBLE FILL CD (Irrelevant to most queries)	A suffix to the position number which allows association of more than one employee with one position number due to (A)dministrative, (L)eave Without Pay, or (T)raining purposes.	P030
EMPLOYEE NAME	Name of employee as entered into the PPDB, last name first.	P030
EMPLOYEE NUM	9-character alphanumeric identifier beginning with "OR", assigned by PPDB to uniquely identify an employee without using a Social Security number.	P030
FLSA SUBJ FLAG	Indicates whether the employee is (E)xempt or (N)on-exempt from the Fair Labor Standards Act (FLSA).	P030
HOURLY PAY RATE	Sometimes referred to as the equivalent hourly rate. The adjusted base divided by the annualized number of hours per month (typically 173.33) as indicated by the "STANDARD HRS PER DAY" field.	P030
JOB END DATE	The ending date of this assignment. All 9s in the stop date means no end date has been established; the job is ongoing.	P030
JOB START DATE	The beginning date of this job assignment.	P030
LEAVE ACCRL CDE	A code used to indicate the employee's rate of vacation accrual, controlled by benefit package.	P030

Field Name	Field Definition	OSPA Screen Reference
LOAD DATE	The date that this information was loaded to the Datamart warehouse. This field has no relation to the Pay Period Ending date.	N/A
LV ACTIVITY DATE	The pay period ending date for the last time the associated leave code had activity. Activity includes usage, accrual, or when the leave code is reset to zero.	P435, P430
LV ADJ COMMENT	Comment field from the P435 Employee Leave Data Screen. Populated beginning May 2012.	P435
LV BALANCE DATE	Defines the "Beginning Balance" date for the pay period requested. Usually is one month prior to current date.	P435, P430
LV CONTINUOUS DATE	Pay period ending date for the first time the leave was used after being reset to zero.	P435, P430
LV COST AMT	Dollar value of leave taken within the requested pay period. Does not compute cost of leave without pay, including furlough.	N/A
LV HOURS	Number of hours associated with the transaction code requested. Use in conjunction with the "TRANSACTION CODE" field.	P435, P430
LV HOURS ADVANCED	Leave hours given to an employee before their regular accrual using the "Remain Adv" P435 column. This typically happens when an employee leaves in the middle of a month or when employment negotiations allow immediate use of leave.	P435, P430
LV HOURS LOST	Number of leave hours which an employee has lost due to accrual or usage limits. Transaction code 90 matches the P435 "Time Lost" column.	P435, P430
LV LIABILITY AMT	Dollar value of the positive end balance of leave hours.	N/A
LV TYPE	The two-character leave code used to report summary leave data. For example, three-character leave codes (i.e. VA2, VAF, VA4) roll up into one two-character leave type (i.e. VA).	P435, P430
OVRTIME ELIGBL	Indicates eligibility for overtime pay with (Y)es or (N)o.	P030
PAY CODE	The way in which an employee's earnings are to be calculated - (S)alaried, (P)artial salary, (H)ourly, (U)ndefined.	P030
PAY DIST CODE	Also called the "check distribution code". This is the sort order by which agencies have chosen to have their checks distributed. Choices are PCA, Crew-unit, RDC, or alphabetical. Driven from Payroll Report Option "A" on the agency's PBAP screen.	P030

Field Name	Field Definition	OSPA Screen Reference
PAY OPTION CODE (Irrelevant to most queries)	Indicates the type of pay option on the compensation plan. "A" is the normal range; all other codes are restricted to specific classifications as set by PPDB.	P030
PAY PROC DATE	The pay period ending date is the last calendar day of any given month. Corresponds to the P190 "PAY PER END DATE" field.	P190
PAY RATE	The pay rate entered through PPDB, which may be higher or lower than the base rate. Differences here are usually due to other-than-100% FTE percentages paid on a partial salary basis. This pay rate is dependent on the pay basis code.	P030
PAY TYPE CODE	The pay code used for employee payments. Examples are RG, VA, CTA, etc.	PTB2
PERCNT POSITION	The FTE percentage for this employee. Refers to the percent of a position's regularly scheduled work hours that will be worked by a particular employee.	P030
POSNO (Irrelevant to most queries)	The identifying number assigned to the position by the agency. Duplicates possible across agencies.	P030
RANGE OPTN CODE (Irrelevant to most queries)	Indicates the type of salary range on the compensation plan. "A" is the normal range; all other codes are restricted to specific classifications as set by PPDB.	P030
RECOG SERVICE DATE	The date the employee started state service unbroken by chargeable leave without pay. Determined by personnel.	P030
REPRESENT CODE	Code used to define an employee's representation group as assigned by PPDB.	P030
REPT DIST CODE	A code established by the agency for the identification of divisions/units for the purpose of personnel report distribution and subtotals. Corresponds to the "RDC" field in PPDB.	P030
TRANSACTION CODE (**CRUCIAL** to most queries)	10–Begin Balance 20–Adjustment 30–Transfer in: Clearing Acct 35–Transfer in: Concurrent Job (CCJ) 40–Timesheet Accrual 50–Lv Taken 55–Lv Paid 60–Automatic Accrual 70–Transfer out: Clearing Acct 75–Transfer out: CCJ 80–Lost Lv 85–Dropped Lv 90–End Balance	N/A
WORK FREQUENCY	Employment status code - (F)ull time, (P)art time, (J)obshare, (I)ntermittent	P030

Field Name	Field Definition	OSPA Screen Reference
	These fields are no longer used:	
SEPARATION CODE	Data is inconsistently applied. Supposed to indicate if an employee has separated (Y) or not (0) from a position. Verified with programmers 5/18/15 to be inconsistent; does not display in OSPA or PPDB.	P030