

EMPLOYEE TIME -- EXCEPTION REPORT B055CC, B055RG

REPORT PURPOSE

The reports list employees who have reported time that varies from the forecast.

REPORT FREQUENCY

OSPA prints the reports after both preliminary and final for both run 1 and run 2.

After the preliminary run, you will generally have 1.5 days to review the report and make needed changes before final cutoff. See the OSPS Processing Calendar.

After the final run, look for fatal errors. Employees who have fatal errors will not receive a payment.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll and personnel should verify all exceptions prior to final payroll run. Make necessary changes on the P003 and P004 Time Capture screens. If the error is fatal for the final run, the employee will not receive payment; correct the time and request a manual check.

The T/S BEG and T/S END dates show the time entry that created the exception.

REPORT INFORMATION DETAILS

OSPA sorts B055RG by agency and then alphabetically by employee name. If the employee has more than one concurrent job (CCJ), the time for the additional job(s) will follow in CCJ number order.

OSPA sorts B055CC by agency, **RDC**, and then alphabetically by employee name and numerically by CCJ. Currently, only agencies 29100, 62900 and 73000 receive B055CC.

Both reports include:

- NAME
- EID: OR#####
- CCJ: concurrent job number
- T/S #: timesheet number
- T/S BEG: timesheet begin date
- T/S END: timesheet ending date
- MESSAGE: see Report Message Codes below

If the employee is on On-line Daily Time (ODT), the T/S BEG and T/S END will be the same for a line.

REPORT MESSAGE CODES

Code	Message with Code	Description
	BAD TS BEG DATE	The Begin Period date from the Time Sheet segment (OS0305) is not numeric, or is less than the Default Begin date (read from the Date file), or is greater than the Period End date on the Time segment (OS0301).
	BAD TS END DATE	The Period End date from the Time Sheet segment (OS0305) is not numeric, or is greater than the Period End date on the Time segment (OS0301).
	EST. ###.## TOT ###.##	Indicates forecast amount is different from entered amount. Likely, there has been a work schedule change during the month. Verify correct total.
	HR ###.## F/T ###.## RG ###.## EST ###.##	<p>This error listing compares the Total Regular Hours (RG), Full-Time Hours (HR), as shown on line #3 of the P003 screen to the Estimate (EST) and Forecast (F/T), as shown on the lower right portion of the P003 screen. It will print only when there is a difference in each comparison. If there is no difference in one pair, it will print only the comparison that has a difference.</p> <p>An employee that terminates during the month could be listed as follows: RG 120.00 EST 176.0. A part-time employee (50%) that worked more than half-time could be listed as follows: RG 104.00 EST 80.0. If the employee worked a different schedule during the period than indicated on the P003, they could be listed as follows: HR 176.00 F/T 192.0.</p>
	MISSING TIMESHEET	A job status segment exists on the P030 Job Status Data and there is not a matching timesheet segment.
	P/PD OUT OF BALANCE	Fatal Error. TOTAL REG + LWOP must not be greater than FT HOURS. Check for mid-month job segment change. Delete time and re-enter on split time entry screens or correct RG and LO on detail lines.
	TIME NOT REPORTED	Time was not reported for a monthly timesheet employee.

Code	Message with Code	Description
	TIMESHEET NOT MATCHED TO JOB	Fatal Error. The data entered on the P003 does not match the Job Status as shown on the P030. A job status change entered after the employee's time has been entered is generally the cause of this error message. If the problem is not corrected prior to payroll update, the employee will not be paid in that run and will require special handling.
	TIMESHEET OUT OF BALANCE	Fatal Error. When the employee has a status change during the pay period, an additional time capture screen is created. If all the time for the period is entered on one screen, instead of dividing it properly between the screens, this error message will be generated. If the problem is not corrected prior to payroll update, the employee will not be included, and will require special handling to properly pay them.
	UNEXPECTED TIME REPORTED	The system has detected the presence of a termination code; verify hours entered on the time screen.
	W-4 DATA REQUIRED	The TAX DATA FOLLOW-UP flag on the P010 Withholding Data / Locator Data is Y, which indicates that the withholding information has not been entered for a new employee.

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS for a duplicate report if needed.

OTHER INFORMATION

**** It is critical to work exception reports for the preliminary runs before the cut-off for that final run. ****

REVISION HISTORY

Date	Rev. No.	Modification
09/29/06	1.0	Original
09/09/09	1.1	Periodic review