

Timesheet Audit and Control Report

B065A, B065C

REPORT PURPOSE

Agency payroll offices use these reports to verify (audit) that time from the employee's timesheet was input properly on the P003 and that employees entered their time properly on the P004 for the pay period.

REPORT FREQUENCY

The reports are produced and distributed after every final payroll run.

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 should review for accuracy, to verify time was entered correctly and to the right concurrent job or job segment.

REPORT INFORMATION DETAILS

B065A is sorted by agency, batch number, and employee name. B065C is sorted by agency, check distribution number, batch number, and employee name.

The reports include RDC, batch number, timesheet number, employee name, EID, concurrent job number, timesheet start and end dates, regular pay types listed separately by type, description of regular pay type, hours entered for each regular pay type, work charge (project and/or grant) entered on time capture screen, override (PCA and/or index) entered on time capture screen, the number of concurrent jobs, and the number of timesheets for the employee. The report prints the labor costing from the

OSPA Reference Manual

OSPA Reports

Timesheet Audit and Control Report

P030 Job Status Data under the name. For each employee, OSPA totals the regular, LWOP, and other hours.

The last page of the report has agency totals for regular, LWOP and other hours, number of employees, concurrent jobs, and timesheets, as well as, total hours and labor records for the agency.

REPORT MESSAGE CODES

Code	Message with Code	Description

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 EID rather than SSN.

DATAMART ASSOCIATIONS

While certain elements of this report can be queried through the Datamart (Name, Employee ID, Labor Cost, non-LWOP totals), it cannot be completely reproduced. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original