

LEAVE ACCRUAL DETAIL TRANSACTION REGISTER

B470C, B470CM, B470D, B470S

REPORT PURPOSE

These reports list each employee's leave usage and accrual for a pay period. Agency payroll, accounting and managers review them for accuracy and appropriateness. They also use them to answer employee questions.

REPORT FREQUENCY

LARS produces the reports during the leave accrual process, which generally occurs the night after each final payroll run 2. See the OSPS Processing Calendar:

<http://oregon.gov/DAS/SCD/OSPS/processtools.shtml>

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll and management review for any necessary actions and for accuracy.

Especially review beginning and ending balances, taken or paid leave and amount of hours accrued.

If an accrued leave has a negative balance, research and document the reason. See OAM 45.07.00.PO Time Record Approval.

Review COMMENTS for necessary actions. Examples include:

- For an employee with "SEPARATED EMPLOYEE HAS LEAVE BALANCE":
 - The message occurs when there is a positive or negative CUR ACCRUAL, REMAIN ADV or TIME LOST balance.
 - If the P430 Employee Leave Data screen has a positive CUR ACCRUAL BAL for VA or CT, pay-off vacation or accrued comp time according to the applicable statewide policy, collective bargaining agreement, agency policy or business practice.
 - Adjust other balances to zero.

- The E492 Terminated Employee Having Leave Balances report includes separated employees who have CUR ACCRUAL or REMAIN ADV balances for the following leave types:
 - CT Compensatory Time
 - ML Military Leave
 - PB Personal Business
 - PR Pre-retirement
 - SL Sick Leave
 - VA Vacation Leave
- For an employee “IN DANGER OF LOSING” leave, consider notifying the employee’s manager and/or the employee.
- For an employee with “LOST LEAVE,” determine if the employee is eligible for a pay-off. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.
- For an employee with “LESS THAN 32 HRS AND ACCL,” determine if the employee is eligible for the accrual. If not, adjust the leave balance. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.

REPORT INFORMATION DETAILS

LARS sorts each report differently. Some reports include different data. The reports include:

- **B470C** OSPS Leave Accrual – Detail Transaction Register and **B470CM** OSPS Leave Accrual – Detail Management Register are by:
 - Agency
 - **RDC**
 - Employee name
 - Concurrent job
 - Leave type
- **B470D** OSPS Leave Accrual – Detail Transaction Register and **B470S** OSPS Leave Accrual – Summary of Comments are by:
 - Agency
 - **Employee name**
 - Concurrent job
 - Leave type

The B470S only lists employees and leave types with COMMENTS (application generated messages).

All of the reports include the following information from the P030 Job Status Data screen for each employee (See the OSPA Reference Manual, Screen Descriptions, P030):

- Employee’s name
- EID = Employee ID, OR#####
- CHECK DIST CODE = agency assigned check distribution code
- JOB = Concurrent job number
- REPR = Representation code
- CLASS = Classification code

- POSITION = Position number
- BEN PKG = Benefit package code
- BASE = Base pay
- ADJ'D BASE = Adjusted base pay, BASE + any fixed differentials
- EQV RATE = Annualized equivalent or hourly rate, ADJ'D BASE ÷ 173.33
- PAY BASIS
- APPT TYPE = Appointment type
- PT/FT = Part-time/full-time code
- REC SV DATE = Recognized service date
- SEP DATE = Separation code
- L/A SV CD = Leave accrual service code

They will also include all or some of the following leave data:

- TRANS = summary of activity for the month. It may include:
 - A/ACCL = application accruals for LA, PB, SL and VA
 - ACCRL = employee earned additional CT hours
 - ADJ = manual adjustments from the P435 Employee Leave Data screen
 - BEGBAL = balance after the last leave accrual
 - BEG/END = current balance, no change during the pay period
 - CMMTS = application message, see COMMENTS column
 - DROPPED = application adjusted leave amount to zero
 - ENDBAL = ending balance after the current leave accrual
 - LOST = LARS reduced the employee's leave balance
 - PAID = payroll entered a leave pay-off on the P050 Gross Pay Adjustments on File screen
 - TAKEN = leave taken
- PAY TYP = leave code used on the P003 or P004 Time Capture screens or the P050 screen
- BALANCE = amount of hours for TRANS for the pay period
- ADVANCE = number of hours manually advanced on the P435 screen
- LOST = number of leave hours lost or automatically deducted by the application, cumulative
- PER END = pay period ending date. If OSPA processed a corrective for a closed pay period, each pay period will display separately.
- CONT-N/Z = date the leave type first had activity
- LAST-ACT = last date the leave type had activity
- REASON = COMMENTS from the P435 screen
- LIABILITY = dollar value of accrued leave (EQV RATE * END BAL)
- LEAVE COST = dollar value for leave taken or paid off (EQV RATE * TAKEN or PAID)
- COMMENTS on the report = application generated messages (see Report Message Codes below)

Except for the B470S, the **last page(s)** of the reports have the OSPA Leave Accrual – Register Controls report that summarizes the transactions from the detailed register. The Controls report lists each leave type in the report, summarized by the TRANSACTION type (see reports detail above for a list). The summary categories include the following:

- COUNT
- BALANCE
- ADVANCE
- LOST
- LIABILITY
- LEAVE COST

The B470C and B470CM also provide subtotals by RDC.

REPORT MESSAGE CODES

LARS may provide any of the following report message codes from the leave accrual process. Besides the Leave Accrual Detail Transaction Registers, the messages may appear on the following reports:

- E505-152 Leave Accrual Employee's Leave Balance and Usage (and employee pay stubs)
- E461-01 Leave Adjustments Made to Closed Periods

Code	Message with Code	Description
	BASIS=##.## X ###.## / ###.##	Formula OSPA used to accrue leave, see Other Information below
	BEN PKG = AA	Employee's benefit package code
	CLEARING ACCOUNT HAS NON ZERO BALANCE	Employee has leave balance(s) on the P420 Leave Clearing Account Balances screen
	DROPPED LEAVE	LARS reduces some leave types to zero at the end of the fiscal year or the end of the biennium. It also zeroes out or drops non-accrued leave balances and lost leave for separated employees. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.
	EXCESS VA ADJUST	When the MAX ALLWD for VA for management and executive service changed in January 2010, LARS moved the employee's excess VA into VF. The employee has until June 30, 2013 to use the VF leave.
	EXP: CCYYMMDD	LV EXP DATE from the P435 Employee Leave Data screen for leave transferred to the clearing account
	IN DANGER OF LOSING	For CT and VA, the PTB2 screen includes a maximum amount the employee can accrue for this leave type. LARS will give this message when the employee's balance nears the maximum allowed. If the balance exceeds the maximum amount allowed in a subsequent month, LARS will reduce the balance during the leave accrual for that month. Beginning with April leave accrual, the message will also display if the employee still has a PB balance for the current fiscal year.
	LEAVE ACCRUAL STATUS "N" HAS LEAVE BAL	Employee has accrued leave on the P430 Employee Leave Data screen. On the P030 Job Status Data screen, the LEAVE ACCRUAL SVC CD is N; the employee is not eligible for accrued leave.
	LESS THAN 32 HRS AND ACCL	Employee has less than 32 regular paid hours for the month. Some contracts require 32 hours for sick and vacation leave to accrue. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting and the applicable bargaining agreement or policy.

Code	Message with Code	Description
	LOST LEAVE	The employee exceeded the maximum balance for CT or VA or did not use all of the PB for the fiscal year. LARS reduced the employee's leave balance. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.
	MOVED TO VF	When the MAX ALLWD for VA for management and executive service changed in January 2010, LARS moved the employee's excess VA into VF and displayed this message on the leave reports.
	NEGATIVE BALANCE	Accrued leave has a negative balance
	NOT YET USABLE	The current date minus the employee's RECOG SVC DT on the P030 Job Status Data screen is <the WAIT on the PTB1 Payroll Benefit Package Table screen. The employee is not yet eligible to take leave.
	REVIEW LA OBLIGATION	In November of even numbered years, the message prints on the pay stub and reports if the employee has more than 56 LA hours. In odd numbered years, the message prints on the April pay stub and Leave Register if the employee has more than 32 LA hours.
	SEPARATED EMPLOYEE HAS LEAVE BALANCE	On the employee's P030 screen the SEPARATION DT/REASON ≠ blank. The employee has a balance for the leave type in CUR ACCRUAL BAL, REMAIN ADV or TIME LOST on the P430 Employee Leave Data screen.
	TRANSFER	Agency transferred a leave balance from the clearing account or another concurrent job
	UNMATCHED ON SSN, AGENCY, CONCUR JOB	LARS was not able to find the employee's leave data

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

You cannot query the calculation basis formulas and comments from the OSPA Datamart. You also cannot query the separation date and part-time/full-time indicator from the LV_ACCRUAL table. You can query them from JS_LAB_ADJ and merge the data outside of the Datamart.

All other elements are available in the LV_ACCRUAL Datamart table. Fields to include in your query:

- Employee Name
- Employee Num
- Rept Dist Code
- Concrnt job Num

- Represent Code
- Classified Code
- Position Num
- Benefit Pkg Code
- Base Pay Rate, Adj Base Rate
- Hourly Pay Rate
- Pay Code
- Appnt Type Code
- Recog Service Date
- Leave Accrl Cde
- Lv Type
- Lv Hours
- Lv Hours Advanced
- Lv Hours Lost
- Pay Proc Date
- Lv Continuous Date
- Lv Activity Date
- Lv Liability Amt
- Lv Cost Amt
- Load Date (filter this by the latest payroll process date; do not include in results)
- Transaction Code.

To mimic the register controls at the end of these reports, exclude employee-specific information and query for aggregate totals instead. You can query the "COUNT" column by including Employee Num and setting its data function to count distinct.

OTHER INFORMATION

B470CM Register -- Agencies should distribute the B470CM to agency managers. The PRPT OSPS – Agency Report Selection screen defaults to COPIES: 01, which will give the agency one paper copy of the report. If you have an alternative way to distribute the report, you can ask OSPS to change the setting to COPIES: 00. The agency is also required to receive a PDF of the B470CM (PDF: Y on the PRPT screen).

B470D Register - OSPS sends a microfiche copy of B470D to the Records Center, Archives Division, Secretary of State.

BASIS= ##.## X ###.## / ###.##:

- **##.##** = the ACCR RATE from the PTB1 Payroll Benefit Package Table screen
 - For VA, LARS uses the VA-# on the PTB1 screen that matches the L/A SV CD from the P030 screen
- **###.## / ###.##:**
 - For SL and VA it is the regular paid hours the employee had in the month / full-time equivalent hours for the employee's work schedule code for the month
 - For PB and LA it is the FT-PT PCT from the P030 screen / 1.00

REVISION HISTORY

Date	Rev. No.	Modification
10/18/06	1.0	Original
06/23/08	1.1	<32 hours update
07/17/08	1.2	WR #3300, B470S
04/01/09	1.3	Additional report messages
11/06/09	1.4	WR#3560, 3572, 3581, 3593, furloughs
01/19/10	1.5	Handbook, correct header
05/25/10	1.6	Separated employee with leave balance clarification
11/05/10	1.7	WR#3714, VF; WR#3657 and 3678, PDF reports
02/24/11	1.8	WR#3718, edits on PRPT to require paper and PDF copies of B470CM
04/28/11	1.9	WR#3560, LA messages; additional TRANS codes, additional report messages
10/23/15	1.10	Removed language regarding furloughs (LA leave code)