

EXAS/OSPS DETAIL LABOR DISTRIBUTION AND PRORATE B500A, B500C

REPORT PURPOSE

The B500A and B500C EXAS/OSPS Detail Labor Distribution and Prorate reports summarize the labor costing for each employee. The information will interface from OSPA to R*STARS for each final payroll run. See Interfaces, R*STARS.

REPORT FREQUENCY

B500A prints after each final payroll run. B500C prints after run 2 final and contains information from both runs.

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 uses the report to verify the employee's labor costing in the PPDB and OSPA. Agency accounting uses the report to reconcile the data in R*STARS to OSPA.

REPORT INFORMATION DETAILS

OSPA sorts the report by:

- Agency, with a page break for each agency
- T/S END date (prior period corrections and reversals will be at the beginning of the report)
- Employee name

The report has multiple sections for each employee, including:

- Job segment data from the P030 Job Status Data
- Summary of the data entered on the P003 or P004 Time Capture and the P050 Gross Pay Adjustments screens

- The labor costing that will interface to R*STARS

Job segment data from the P030 (see Screen Descriptions, P030) includes:

- EMPLOYEE name
- EID (employee ID)
- JOB BEGIN/END dates: JOB STAT START/STOP for each job segment included in the pay period
- REPR/CLAS: EMP REPR (representation code) and CLS (job classification)
- BEN PKG: BENEFIT PKG CD (benefit package code). See Appendix H.
- BASE: PERSONNEL BASE RATE (base salary from the classification and compensation schedule for the employee's classification and step)
- ADJ'D BASE: ADJUSTED BASE (the base salary + any fixed differentials entered in the PPDB)
- P/T: PT-FT CD. The value is to the right of P/T on the report. Possible values include:
 - F = full-time
 - I = intermittent
 - J = job share
 - P = part-time
 - T = temporary
- PCT/AMT: FIXED MLY DIFFS. There are three codes under P/T and PCT/AMT on the report.
 - The first value is PCT/AMT (P = percent, A = amount).
 - The second value is the first letter of the PAY TYPE.
 - The third value is either the percent or amount of the fixed differential.
- LABOR COSTING: FUND SPLITS LABOR COSTING. Generally, the biennium, PCA, index from the PPDB. The employee may have up to four lines.
- PCT: FUND SPLITS PCT. The percent of the employee's pay that R*STARS will post to each of the LABOR COSTING lines
- MT: MASS TRANSIT DIST. Possible values include:
 - B = Bay Area Transit District (not currently used)
 - C = Tillamook County
 - E = Sunset Empire (Astoria, et al)
 - H = Hood River
 - K = Klamath County
 - L = Lane District
 - M = South Clackamas Transit (formerly Molalla)
 - R = Rogue Valley Transit
 - S = Salem Transit
 - T = Tri-met
 - X = not subject to transit tax
 - Y = Lincoln County

Data from the P003, P004 and P050 Screens includes:

- T/S END: generally the last day of the pay period. If a corrective or reversal processed for a prior pay period, the T/S END dates will reflect that pay period.
- EXP CAT P/T: OSPA pay or leave type
- RATE: employee's monthly or hourly rate or RATE entered on the P050 Gross Pay Adjustments
- TIME: hours entered for the pay type on the P004 or P005 or UNITS on the P050
- GROSS: RATE * TIME or AMOUNT from the P050

- OTHR TAXABLE: dollar value for hours entered with a pay type with INC TYP = O on the PTB2 Payroll Benefit Package Table
- ASSD WAGES: assumed wages. Pay types include:
 - AW = unpaid volunteers who have workers' compensation coverage
 - RPO = state paid retirement benefit for Legislators who opt out of PERS and contribute to deferred compensation
- LABOR COSTING: OVERRIDE from the P003, P004 or P050. Biennium, PCA, index
- USER WC: WORK CHARGE code from the P003, P004 or P050. Grant and/or project, or comments
- ST-PRC-TRN: ST = The following values from the P190 Payroll Register Data:
 - Reg Set, ##
 - Run Type: O = original
 - Tran Type: possible values include:
 - ✓ C = Corrective
 - ✓ O = Original
 - ✓ R = Reversal
- MT continues from the section above. There are two characters:
 - MASS TRANSIT DIST from the P030 (see Data from the P030 above)
 - INCOME-SUBJ-TO MT (Y = yes, N = no) on the PTB2 Payroll Benefit Package Table for the P/T listed

Labor Costing includes:

- EXP CAT: Possible values include:
 - A = assumed wages
 - D = anything ≠ to the other values
 - R = regular pay
 - S = statistical
 - T = temporary
 - * = other payroll expense (OPE)
- ACCTNO: R*STARS agency (AOBJ), may be determined by OSPA pay code
- ACCT TITLE: agency object title
- HOURS: number of hours entered for this AOBJ
- GROSS: HOURS * employee's annualized hourly rate or AMOUNT from the P050 Gross Pay Adjustments
- OPE: other payroll expense
- LABOR COSTING: biennium, PCA and index entered on the OSPA P003 or P004 Time Capture or P050 Gross Pay Adjustments screen, BIPCA##INDEX format
- GRNT-PH: grant number and phase entered on the P003, P004, or P050
- PROJ-PH: project number and phase entered on the P003, P004, or P050

The **Agency Summary** at the end includes totals for the following:

- EXP CAT
- ACCTNO
- ACCT TITLE
- HOURS
- GROSS
- OPE

It also provides an **Agency Total** for:

- GROSS
- OPE

- GROSS + OPE

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The report does not include confidential information.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to obtain a duplicate report if necessary.

OTHER INFORMATION

Also, see Reports, XREF90 series, SFMS – Cost Distribution

REVISION HISTORY

Date	Rev. No.	Modification
08/31/09	1.0	Original