

NON-LEAVE TIME RECORDED ON HOLIDAY E397-120-01

REPORT PURPOSE

The report lists employees who:

- Are On-line Daily Time (ODT)
- Have alternative work schedules, and
- Have non-leave hours entered on a holiday

REPORT FREQUENCY

OSPA produces this exception report after preliminary run 1 in the months that have an official holiday. It will remain on the agency's secure OSPA / LARS report web portal until preliminary run 1 for the next month with an official state holiday.

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 identifies employees who have RG time in addition to HO time on a holiday. When OSPA forecasts time for an employee with an alternative work schedule who would normally work more than the authorized holiday hours on the day of the holiday,, OSPA gives the employee RG time in addition to the eight (or a pro-rated amount for a part-time employee) hours of holiday pay. Confirm that the employee actually worked on the holiday or have the employee enter a leave type instead.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name, with a page break for each agency.

It includes the following:

- NAME
- EMP ID – employee ID, OR#####
- WORK SCHEDULE – work schedule code from the employee’s P020 Work Schedule Data screen. The PTW1 Work Schedule Table screen defines the work schedule for this code.
- DAY – calendar day of the month with the holiday
- FORECAST RG – forecasted RG hours for that day
- FORECAST HO – forecasted HO hours for that day
- ENTERED PAY CD – pay code entered on the P004 Time Capture screen for that day
- ENTERED HOURS – actual hours reported on the P004 screen for that day

REPORT MESSAGE CODES

Intentionally left blank

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The report does not contain confidential information and does not require secure distribution, storage or destruction.

DATAMART ASSOCIATIONS

For agencies that use On-line Daily Time, you cannot duplicate this report exactly. You cannot query forecasted time. The datamart includes data from final run 1 and run 2. It will reflect the employee’s final time, which may have changed since preliminary run 1. Contact the OSPS Help Desk for a possible duplicate report.

The datamart does not contain this information for agencies that do not use ODT.

OTHER INFORMATION

Intentionally left blank

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original, WR#2929
04/29/11	1.1	Periodic review, clarify when overwritten on agency reports web portal
11/06/12	1.2	Clarify responsibilities; WR#3820 screen title changes; DAS re-org; manual re-org