AGENCY EMPLOYEES WITH LEAVE TYPE "CT", BALANCE AS OF YYYYMMDD E404-09-1

REPORT PURPOSE

Some collective bargaining agreements (CBA) require that the agency pay employees for any existing accrued compensatory time at the end of the fiscal year. This report lists FLSA non-exempt employees who have accrued compensatory time.

REPORT FREQUENCY

LARS produces this report with the leave accrual process (generally one day after final run 2) each March and June.

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

Consult the CBA's for represented employees in your agency. If the contract does not allow employees to carry over accrued compensatory time to a new fiscal year, encourage the employee to take-off the time prior to June 30. If the employee does not and is eligible, process a compensatory leave pay-off for the balance. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.

REPORT INFORMATION DETAILS

Sorted by agency, benefit package code and employee name, the report includes:

- BEN-PKG - Benefit package code, BENEFIT PKG CD on the P030 Job Status Data screen. See the OSPS Reference Manual, Codes, Benefit Package Codes for a list
- NAME - Employee name, last name, first name
- EMPL ID - Employee ID, OR######
- CURR HRS – CUR ACCRUAL BAL for CT on the P430 Employee Leave Data screen
- LIABILITY – Employee's EQUIVALENT RATE from the P030 screen * the CURR HRS

REPORT MESSAGE CODES

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Code	Message with Code	Description

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

All elements are available in the LV_ACCRUAL Datamart table. Include the following fields in your query:
- Benefit Pkg Code
- Employee Name
- Employee Num
- Pay Proc Date (filter this by the latest payroll process date; do not include in results)
- Lv Type (filter this for "CT"; do not include in results)
- Lv Hours
- Lv Liability Amnt
- Transaction Code (filter this for "90"; do not include in results)

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
05/23/08	1.1	Correct purpose and use of report
04/30/09	1.2	Correct frequency, March and June
04/15/11	1.3	Periodic review; add LARS Handbook, no message on leave register