

LOST LEAVE ACCRUAL CT BALANCES

E404-25-1

REPORT PURPOSE

The U.S. Fair Labor Standards Act, State HR Policy 20.0005.20 Fair Labor Standards Act and collective bargaining agreements establish the maximum amount of compensatory time an employee may accrue. During the monthly leave accrual process, LARS identifies employees who have exceeded the maximum amount for their benefit packages. For those employees, LARS reduces their current balances for CT to the maximum allowed. The 404-25-1 Lost Leave Accrual CT Balances report lists the employees for whom LARS has reduced the CT balance. In most instances, these employees are eligible for a pay-off of the CT hours lost.

REPORT FREQUENCY

LARS produces the report as part of the leave accrual process, which generally occurs the night after payroll run 2 final.

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

Verify that the employee is eligible for a comp time payoff. If so, restore the lost CT on the P435 Employee Leave Detail screen. Then enter a comp time pay-off on the P050 Gross Pay Adjustments screen. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/handbook/handbooklars.pdf> .

REPORT INFORMATION DETAILS

Sorted by agency and employee name, the report includes the following:

- PERIOD ENDING: MM-DD-YY
- NAME – employee name, last name, first name
- EMPL ID – employee ID, OR#####
- CT – number of compensatory hours lost

- O/T – O-T from the P030 Job Status Data screen, indicates whether the employee is eligible for overtime
- FLSA – FLSA CD from the P030 screen, possible values include:
 - E = exempt
 - N = not exempt
 - X = Legislative Branch, exempt under ORS 240.200
- Total number of hours of CT lost for the agency

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 after August 28, 2006 have the employee ID numbers rather than SSN's.

DATAMART ASSOCIATIONS

All elements of this report are available in the LV_ACCRUAL table. Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Proc Date (filter this to the appropriate month)
- Transaction Code (filter this by "80"; do not include in results)
- Lv Type (filter this by CT, do not include in results)
- Lv Hours Lost
- Overtime Eligibl
- Flsa Subj Flag

NOTE: you can add other elements. For example, sort by RDC to give to field managers. You can also add additional filters, for example, only show employees who are eligible for overtime, or who belong to a certain benefit package.

OTHER INFORMATION

LARS identifies the maximum amount an employee can accrue from the MAX ALLWD field on the PTB1 Benefit Package Tbl screen. This screen is by benefit package code. LARS uses the BENEFIT

PKG CD from the P030 Job Status Data screen to identify the appropriate controls for an individual employee. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030 and PTB1,

http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/ospa.aspx#Screen_Guides .

During the monthly leave accrual, LARS looks for employee's who may soon reach the maximum amount, as well as though who have reached it.

- For those nearing the maximum, LARS will print "IN DANGER OF LOSING" on the B470C, B470D and B470S Leave Accrual Detail Transaction Registers.
- In the month LARS reduces the balance, LARS will print "LOST LEAVE" on the Leave Accrual Registers.

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides, Leave Accrual Detail Transaction Registers,

<http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/reports/b470c.pdf> .

REVISION HISTORY

Date	Rev. No.	Modification
09/26/06	1.0	Original
08/14/07	1.1	Add entry guides
05/28/08	1.2	Clarify report purpose, new entry guide
04/15/11	1.3	Periodic review, MAX ALLWD, LARS Handbook, Register messages
11/07/12	1.4	WR#3820, screen title changes; DAS and manual re-org