EID Security Table Entries by RDC/Supervisor

E421-260-1

REPORT PURPOSE

This report lists the employees assigned to each RDC on the PSEC OSPS – Time Entry Security Table. The supervisor can use this list to call up and lock the employee's time on the P006 Payroll Time Capture – Supervisor Entry Menu. Agency payroll can also use the report to verify entry on the PSEC.

REPORT FREQUENCY

OSPA prints the report after each final payroll run 2.

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 will review for accuracy and file for future reference.

REPORT INFORMATION DETAILS

OSPA sorts the report by:
- Agency
- RDC
- Supervisor code
- Employee name

It lists data from the PSEC, including:
- RDC
- Supervisor code

- Employee name
- Employee ID
- Concurrent job number

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier versions of the report include employee SSN's and require secure distribution, storage, and destruction. Current versions do not.

DATAMART ASSOCIATIONS

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

OTHER INFORMATION

Some things to look for on this report include:
- A missing name indicates an employee who has separated from the agency and should be deleted from the PSEC.
- Confirm the appropriate supervisor code for the employee. Possible values include:
  - Blank = not a supervisor
  - 1-5 = supervisory level
  - S = agency staff member with authority to maintain the PSEC table
  - M = OSPS staff member

REVISION HISTORY

Date	Rev. No.	Modification
10/06/06	1.0	Original
08/12/09	1.1	Change SSN to employee ID, change in title