

OSPS Leave Accrual Exception Report

E455

REPORT PURPOSE

The report lists employees for which LARS could not accrue leave for the pay period.

REPORT FREQUENCY

LARS produces the report during the leave accrual process, which generally occurs the night after each final payroll run 2.

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

Research the employees to determine the reason they are on the report. Coordinate or make any necessary corrections. NOTE: some situations may correct themselves during the next leave accrual.

Potential reasons include:

- The employee separated from the agency in the same month the employee started work. LARS accrued PB. See Interfaces, LARS, Personal Business.
- Personnel changed the employee's SSN
- LARS accrued leave for an employee who is not eligible for the leave

REPORT INFORMATION DETAILS

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

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The report includes:

- Employee name
- Employee ID
- Concurrent job number
- Record type
- Pay type
- End date
- Benefit package code = BENEFIT PKG CD from the P030 Job Status Data, see Appendix H
- Leave type = applicable leave type from the PTB1 Payroll Benefit Package Table. Types with *, for example *F, populate the summary lines on the P430 Employee Leave Data. See Screen Descriptions, P430.
- Taken or received hours
- Labor cost amount
- Comments

It has a total number of exceptions for the agency.

REPORT MESSAGE CODES

Code	Message with Code	Description
	LEAVE TYPE NOT IN BEN PKG TABLE	LARS tried to accrue leave; the leave type is not on the PTB2 for the employee's benefit package. It may also occur if the leave type is on the PTB2 but not in the active leave types table.
	UNMATCHED ON SSN, AGENCY, CONCUR JOB	LARS could not find the employee in the OSPA tables.

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

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

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
03/13/09	1.0	Original