

Leave Accrual -- Adjustments and Transfers

E460

REPORT PURPOSE

The report lists the entries agency payroll has made on the P435 Employee Leave Data since the last leave accrual, the reason for the adjustment, and the processing operator. Once the leave accrual program runs, these transactions will drop off the P435. This report provides an audit trail of the entries. The B470C, B470CM, B470D, B470S Leave Accrual Registers summarize the activity for the applicable accrual run.

REPORT FREQUENCY

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

MANAGEMENT CONTROLS

	Legal compliance	X	Reliability of information
	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 the report to determine the accuracy of entries and the operator's authorization to make the adjustments.

REPORT INFORMATION DETAILS

LARS sorts the report by:

- Agency
- Employee name
- Concurrent job
- Leave type

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There is a page break for each agency.

The report includes:

- Employee name
- Employee ID, OR#####
- Concurrent job number
- Leave type
- DESC = LARS assigned description of the transaction, possible values include:
 - ADJTMT = adjustment to leave balance
 - XFRNCA = transfer from clearing account
 - XFRNJB = transfer from another concurrent job
 - XFROCA = transfer to clearing account
 - SFROJB = transfer to another concurrent job
- The data from the entry on the P435, including:
 - BALANCE = HOURS LEAVE on the P435
 - ADVANCE = REMAIN ADV
 - LOST = TIME LOST
 - REASON ADJ = COMMENTS, 12 characters
- Operator who made the entry, six characters
- Terminal ID of the terminal used to make the entry.

For each agency, the end of the report includes the agency total for:

- Number of transactions
- Number of hours adjusted
- Number of hours advanced
- Number of hours lost

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier reports contain employee social security numbers and require secure distribution, storage and destruction. Current reports do not contain confidential information.

DATAMART ASSOCIATIONS

You cannot query "DESC", "REASON ADJ", and "OPER ID TERM" in the OSPA Datamart. The LV-ACCRUAL table has all of the other elements.

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Fields to include in your query:

- Employee Name
- Employee Num
- Concrnt Job Num
- Transaction Code (filter by 20, 30, and 80)
- Lv Hours
- Lv Hours Lost
- Lv Hours Advanced
- Lv Type (filter by VA and SL)

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
09/28/06	1.0	Original
04/14/09	1.1	Periodic review, change from SSN to employee ID