

LEAVE ADJUSTMENTS MADE TO CLOSED PERIODS

E461-01

REPORT PURPOSE

If agency payroll makes changes to a closed pay period and changes the Corr Flag to Y on the P190 Payroll Register Data screen, OSPA will recalculate that pay period for the employee. LARS will adjust the employee's leave usage, accruals and balances for the pay period if any of the following conditions exist:

- The recalculation results in a change to the employee's pay
- The employee's total hours changed
- A leave related element changed on the Payroll Benefit Package Table (the PTB1 and PTB2 screens)

The E461-01 Leave Adjustments Made to Closed Periods report lists those employees with leave balance changes. It is a tool to verify adjustments occurred and were accurate.

REPORT FREQUENCY

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

<http://oregon.gov/DAS/SCD/OSPS/processtools.shtml>

MANAGEMENT CONTROLS

	Legal compliance	X	Reliability of information
	Separation of duties		Access and accountability (physical security)
	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Review the report. If the adjustment did not occur as expected, make a correcting adjustment on the P435 Employee Leave Data screen.

REPORT INFORMATION DETAILS

LARS sorts the report by:

- Agency
- Report distribution code
- Employee name
- Pay period
- Leave type

There is a page break for each report distribution code and the agency.

The report includes:

- Agency
- DIST – Report distribution code. OSPA uses the Payroll Report Options A field on the PBAP Agency Table – Payroll screen to determine the sort. Possible values include:
 - C = Cost Center
 - H = Crew Number (CREW-UNIT on the P030 Job Status Data screen)
 - I = Index
 - P = Program Cost Account (PCA)
 - R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data screen)
- EMP ID -- Employee ID, OR#####
- NAME - Employee name
- CLOSED PAY DATE -- Closed pay period with a corrective
- LV TYPE -- Leave type
- ADJ LV HOURS -- Adjusted leave hours
- DESC -- Description that explains the adjustment, see the OSPA Reference Manual, Report Descriptions, B470C, B470CM, B470D and B470S Leave Accrual Detail Transaction Register, Report Message Codes

The report totals the adjusted leave hours for each report distribution code and for the agency.

REPORT MESSAGE CODES

Intentionally left blank. See the OSPA Reference Manual, Report Descriptions, B470C, B470CM, B470D and B470S Leave Accrual Detail Transaction Register, Report Message Codes

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

While you can query all elements of this report in the Datamart, you cannot isolate them to match this report without auditing by hand.

This information is also available in the B470C and B470D Leave Accrual Detail Transaction Register. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

If a corrective payroll changes the employee's pay for a closed month, LARS will recalculate leave usage and balances. The E461-01 report will include these changes. LARS may not always calculate the adjustment correctly. Verify the calculation and make any necessary adjustments on the P435 screen. Also verify that the report includes all of the employees who should have received an adjustment. If an employee is missing, make manual adjustments on the P435 screen. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting for instructions on making entries on the P435 screen.

The P003 and P004 Time Capture screens include current leave balances at the bottom of the screen (see the OSPA Reference Manual, Screen Descriptions, P003 or P004). These balances will not reflect the adjustments for a corrective set in the same pay period.

REVISION HISTORY

Date	Rev. No.	Modification
10/20/06	1.0	Original
08/15/07	1.1	Entry guide
04/15/09	1.2	Periodic review, plain language
04/25/11	1.3	Periodic review, Leave Accrual and Reporting Handbook
07/13/11	1.4	Add circumstances where LARS will adjust leave balances; add note on P003/P004 leave balances