

Seasonal, Temporary, and Permanent Part-Time Hours Worked

E480-A

REPORT PURPOSE

Agencies use the report to track hours worked by limited duration, seasonal, temporary, and permanent part-time employees.

REPORT FREQUENCY

The report is produced and distributed after each final run 2.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll review for accuracy and forward to agency personnel to file for future reference.

REPORT INFORMATION DETAILS

The report is sorted by agency, RDC, employment status, and employee name. It displays two lines for each employee. The first line includes agency, RDC, code to indicate if limited duration, part-time, temporary, or seasonal, employee name, benefit package, position number, representation code, classification code, recognized service date, appointment date, separation date, and hours of service for the current month, calendar year, fiscal year, biennium, and since hired. The second line includes EID and concurrent job number.

OSPA Reference Manual

OSPA Reports *Seasonal, Temporary, and Permanent Part-Time Hours Worked*

The report also provides totals for hours this month, calendar year, fiscal year, biennium, and since hired for each category (seasonal, temporary, and part-time), the RDC, and for the agency.

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

Earlier reports contain employee social security numbers and require secure distribution, storage, and destruction. Later reports have the employee's EID rather than SSN.

DATAMART ASSOCIATIONS

Although the Calendar Year (CY), Fiscal year (FY), and Biennium (BIEN) totals can be queried against the Datamart, that information should be queried separately from month totals to make a manageable query. Totals would need to be calculated from all separate pay periods reported. Unless the employee was hired only within Datamart history, the "Hours Since Hired" field cannot be queried.

All other elements are available in the JS_LAB_ADJ table. Fields to include in your query: Employee Name, Employee Num, Concrnt job num, Benefit pkg Cde, Position Num, Represent Code, classified Code, Recog Svc Date, Appointment Date, Separation Date, Number of Units, Pay Period End (filter this by the latest payroll process date; do not include in results), Rept Dist Code (filter this by the RDC you wish to query; do not include in results) Appnt Type Cd (filter this by "T"emporary, "S"easonal, or "P"ermanent; do not include in results)*, and Pt Ft Code (filter this by "P" and "J")*.

* It is best to query for permanent part-time (and job share) separately from temporary and seasonal information. Querying for both simultaneously will return unreliable results.

OTHER INFORMATION

OSPA Reference Manual

OSPA Reports Seasonal, Temporary, and Permanent Part-Time Hours Worked

REVISION HISTORY

Date	Rev. No.	Modification
10/06/06	1.0	Original