

Year-End Report: Total Regular Hours Worked

E489-1

REPORT PURPOSE

The report provides agencies with a total of the physical hours agency employees worked in the year. No other report includes this information.

REPORT FREQUENCY

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

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll and accounting review for accuracy and file as a permanent record. Agency personnel use the report to file the EEO report to the federal government.

REPORT INFORMATION DETAILS

The report is sorted by agency, with a page break for each agency. It includes total physical hours worked for the year. The last page of the report includes the total physical hours for all the state agencies on OSPA.

REPORT MESSAGE CODES

Code	Message with Code	Description

OSPA Reference Manual

OSPA Reports

Year-End Report: Total Regular Hours Worked

SECURE STORAGE AND DESTRUCTION

This report does not contain confidential employee information.

DATAMART ASSOCIATIONS

All elements for this report are available in the JS_LAB_ADJ Datamart table. Fields to include in your query: Load Date (filter this by load dates 20xx0101 through 20xx1231; do not include in results), Pay Type Code (filter this by all OT, RG, and JD codes [except SBO and RGD], AST, CB, CD, CDS, CTA, CTE, CTH, CTR, CTS, HP, HPI, HPX, HST, JR, RCA, SA, SD, SPL, STA, TC, TCM, TE, TT, UST, WE, XSI, XSP; do not include in results), Number of Units.

NOTE: When using the Datamart to query for this information, you can also include fields such as Rept Dist Code, Labor Cost, Benefit Pkg Code, Represent Code, etc., to further refine physical hours worked based on those filters.

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original