LEAVE ACCRUAL – EMPLOYEE'S LEAVE BALANCE & USAGE
E505-152

REPORT PURPOSE

The report lists the employee's accrued leave balances and activity for the prior pay period. It prints when the leave information did not print on the employee's pay stub.

REPORT FREQUENCY

OSPA produces the report 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

This report supplements the employee's pay stub. Give it to the employee named on the report.

REPORT INFORMATION DETAILS

OSPA sorts the report by the following, with a page break for each employee
• Agency
• Check distribution code
• Employee

For each pay type, the report lists:
• Beginning balance
• Leave earned, taken or paid-off
• Adjustments
• Lost leave
• Ending balance
• OSPA messages

REPORT MESSAGE CODES

See the OSPA Reference Manual, Report Descriptions, B470C, B470CM, B470D, B470S Leave Accrual Detail Transaction Register for a list of potential messages from the leave accrual process. The following messages apply uniquely to the E505-152 Leave Accrual – Employee's Leave Balance & Usage report and the employee's paystub.

Code	Message with Code	Description
	LEAVE BALANCES ARE EFFECTIVE AS OF MONTH ##, YYYY, LEAVE ACCRUAL/USAGE FOR MONTH IS NOT REFLECTED	As with pay stubs, this report prints prior to the leave accrual process for the current pay period. It reflects the balances and activity for the prior pay period.

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

You cannot query leave comments in the OSPA Datamart. You can query the other elements in the LV_ACCRUAL table. Fields to include in your query:
- Employee Name
- Employee Num
- Pay Proc Date (filter this by the latest payroll process date; do not include in results))
- Lv Type (filter this by PB, SL, VA, and any other applicable code))
- Transaction Code (filter this by 10, 50, 55, 60, 80, and 90))
- Lv Hours
- Lv Hours Advanced
- Lv Hours Lost

OTHER INFORMATION

OSPA does not print the leave information on an employee's pay stub for run 2 when some data element has changed between run 1 and run 2 and the application cannot connect the two payments.

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REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
06/02/09	1.1	WR#3518, add report number
01/19/10	1.2	Report messages
11/05/10	1.3	WR#3714, VF
04/25/11	1.4	WR#3560, LA; refer to Leave Accrual Register for messages
10/23/15	1.5	Removed LA message reference