

## Training Hours Taken/Given

### E513A, E513C

#### REPORT PURPOSE

The report provides agency payroll offices with a summary of employee hours entered with pay type CD (career development).

#### REPORT FREQUENCY

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

#### MANAGEMENT CONTROLS

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

#### RESPONSIBILITIES

Agency payroll will verify for accuracy, file alpha report for future reference, and distribute RDC report to appropriate offices.

#### REPORT INFORMATION DETAILS

E513A is sorted by agency and employee's name. E513C is sorted by agency, check distribution code, and employee's name.

The reports include employee name, EID, pay type, pay date, hours and dollar amount. It provides a subtotal for each employee and a total for the agency of hours and amount.

# OSPA Reference Manual

OSPA Reports

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## REPORT MESSAGE CODES

Code	Message with Code	Description

## SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure storage and destruction. Reports printed August 28, 2006, and later have the employee's EID rather than SSN.

## DATAMART ASSOCIATIONS

All elements are available in the JS\_LAB\_ADJ table. Fields to include in your query: Employee Name, Employee Num, Pay Period End (filter this by the latest payroll process date), Pay Type Code (filter this for codes beginning with CD), Number of Units, Income Amt.

## OTHER INFORMATION

## REVISION HISTORY

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