

EMPLOYEE MONTHLY TIMESHEET FOR PAY PERIOD ENDING: MM/DD/YYYY ETV7ALP, ETV7RDC

REPORT PURPOSE

The reports display the reported time and attendance for the pay period for employees who use e-Time or On-line Daily Time (ODT).

OSPA maintains electronic time and attendance records for three months. The U.S. Fair Labor Standards Act (FLSA) requires a retention period of three years for timesheets for FLSA non-exempt employees. OAR 166-300-0035(3) Employee Time Records sets a retention period of four years for employee time records.

This report or a datamart query (see Datamart Associations below) may meet those retention requirements.

REPORT FREQUENCY

OSPA produces the reports after each final 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

Agency payroll audits the reports for reasonableness and maintains the reports to meet FLSA and Oregon records retention requirements.

In addition, the reports include a CERTIFIED TRUE AND ACCURATE line for the employee and manager to sign. Agencies may print the reports and have managers and employees sign them to verify the time and attendance records in OSPA.

REPORT INFORMATION DETAILS

OSPA sorts:

- ETV7ALP by agency and then alphabetically by employee name
- ETV7RDC by agency, check distribution number and then alphabetically by employee name

There is a page break for each employee name.

The reports contain the following information from OSPA screens:

- CHECK DIST – check distribution number. 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)
- EMPL.NAME -- employee name, last name, first name
- EMPL. ID -- employee ID, OR#####
- CONC.JOB – concurrent job number, #. Employees who have more than one part-time job with the same agency maintain separate time and attendance records for each job.
- POS.NMBR – position number, POS on the P030 Job Status Data screen
- POS.REPR/CLASS – representation code and classification code, EMP REPR/CLS from the P030 screen
- APPT. TYPE: APPOINTMENT TYP/CD from the P030 screen. Possible values include:
 - A = academic year
 - L = limited duration
 - P = permanent
 - S = seasonal
 - T = temporary
- PAY BASIS: WAGE BASIS CD from the P030 screen. Possible values include:
 - D = daily
 - H = hourly
 - P = partial salary (part-time salaried)
 - S = salaried
 - U = undefined
- WORK SCHED: work schedule code that defines the employee's normal workweek from the WS CODE field on the P020 Work Schedule Data screen. Work schedules are on the PTW1 Payroll Work Schedule Table screen.

- OT ELIG – O-T/FLSA CD from the P030 screen. The first letter indicates whether the employee is eligible for overtime pay. The second digit indicates the employee’s status under FLSA, possible values for FLSA status include:
 - E = exempt
 - N = not exempt
 - X = Legislative Branch, exempt under ORS 240.200
- BEN.PKGE – The benefit package code describes whether the employee is represented or unrepresented and if so, which bargaining unit. The value comes from the BENEFIT PKG CD field on the P030 screen

The reports lists the employee’s forecasted hours per day and reported time and attendance by day and pay code.

Totals include:

- By day
- By pay code
- For the month

REPORT MESSAGE CODES

Intentionally left blank

| Code | Message with Code | Description |
|------|-------------------|-------------|
|------|-------------------|-------------|

SECURE STORAGE AND DESTRUCTION

The reports do not contain confidential information and do not require secure distribution, storage or destruction.

DATAMART ASSOCIATIONS

Most elements of this report are available in the JS_LAB Datamart table. The work schedule is in the WORK_SCHED Datamart table. “Hours Proj” is not available.

Include the following fields in your JS_LAB query:

- Pay Dist Code
- Employee Name
- Employee Num (filter: specific employee EIN)
- Concrnt Job Num
- Position Num
- Represent Code
- Classified Code
- Appnt Type Cd

- Overtime Eligible
- FLSA Subj Flag
- Benefit Pkg Code
- Pay Type Code
- Number of Units
- Text Reg Seq
- Pay Period End (filter: the latest payroll process date; do not include in results)

To match the ETV7* report exactly, you'll need to export this to another software program. Don't include negatives in your final product. Include only the final number for each pay type for each day.

OTHER INFORMATION

For agencies using eTime, the ad hoc Approval Status report in eTime will show timesheets that have been approved, or not yet approved.

From the menu, go to the reports drop down and select Approval Status.



From here, you can select the pay period, the agency, and the group or manager ID you wish to search for. If you leave group or manager ID blank, it will return results for the entire agency.

Time Approval Report

Pay period
(YYYYMM)* **Agency*** **Group** **Manager ID** **Approval status**

Not Approved Yet
 Approved
 All

You can select to search for timesheets based on the approval status; Not Approved Yet, Approved or All.

For agencies using ODT, after each final payroll run 2, OSPA produces two additional reports:

- ETV8L List of Daily Timesheets with a Supervisor Lock
- ETV8N List of Daily Timesheets without a Supervisor Lock

For employees on ODT, managers approve their time by locking it on the P006 Payroll Time Capture – Supervisor Entry Menu screen. If the supervisor has not locked the employee’s time, agency payroll may choose to print the ETV7ALP or ETV7RDC report for that employee and ask the employee and manager to sign it.

REVISION HISTORY

| Date | Rev. No. | Modification |
|-------------|-----------------|---|
| 04/18/11 | 1.0 | Original; WR#3657, ETV7 renumbered ETV7ALP, ETV7RDC |
| 07/10/12 | 1.1 | WR#3956, change report title, Employee to Employee |
| 2/11/16 | 1.2 | Updated guide to include agencies using eTime. Included information on how to search for approved/not approved timesheets in eTime. |