

List of Daily Time Sheets with a Supervisor Lock

ETV8L

REPORT PURPOSE

The report provides payroll staff a list of employees on On-line Daily Time whose supervisors have locked their time for the pay period.

REPORT FREQUENCY

The report is produced and distributed after run 2 final.

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 review the report. They will not need to contact managers/supervisors for these employees, because they have already locked their time.

REPORT INFORMATION DETAILS

The report is sorted by agency, RDC, and EID. It includes RDC, employee name, EID, pay period end date, and an indicator (L) that the supervisor has locked the employee's time. It includes a tally for the number of employees included on the report by RDC.

OSPA Reference Manual

OSPA Reports

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REPORT MESSAGE CODES

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

SECURE STORAGE AND DESTRUCTION

Older 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

This information is not available through the OSPA Datamart. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

REVISION HISTORY

| Date | Rev. No. | Modification |
|----------|----------|--------------|
| 09/26/06 | 1.0 | Original |