

# LIST OF DAILY TIME SHEETS WITHOUT A SUPERVISOR LOCK REPORT ETV8N

## REPORT PURPOSE

The report lists employees who use On-line Daily Time and their supervisors have not yet locked their time for the pay period.

## REPORT FREQUENCY

OSPA creates the report after the monthly leave accrual process, which generally runs the night after payroll run 2 final.

## 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 will review the report and notify supervisors who have not locked time on the P006 Payroll Time Capture – Supervisor Entry Menu screen.

## REPORT INFORMATION DETAILS

OSPA sorts the report by agency, RDC, and employee ID.

It includes the following:

- RDC: Report distribution code. Agencies determine the sort with the PAYROLL REPORT OPTIONS A field on the PBAP Agency Table – Payroll screen in the PPDB (See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PBAP, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/screens/pbap.pdf> .

Possible values include:

- C – cost center
- H – crew number from the P030 Job Status Data screen

- I – index
  - P – PCA
  - R – report distribution code from the P030 screen
- NAME: employee’s name
  - EID: employee’s ID number, OR#####
  - PAY PERIOD: YYYYMMDD
  - DAILY CODE: Y = supervisor has not locked

It includes a tally for the number of employees included on the report by RDC.

## **REPORT MESSAGE CODES**

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<b>Code</b>	<b>Message with Code</b>	<b>Description</b>

## **SECURE STORAGE AND DESTRUCTION**

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Earlier reports contain employee social security numbers and require secure distribution, storage and destruction. Later reports have the employee ID number rather than SSN.

## **DATAMART ASSOCIATIONS**

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This information is not available through the OSPA Datamart. Contact Payroll System Support (PSS) to get a duplicate report if needed.

## **OTHER INFORMATION**

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## **REVISION HISTORY**

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<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/19/06	1.0	Original
11/07/12	1.1	Periodic review; WR#3820, screen title changes; DAS and manual re-org