

EMPLOYEE FURLOUGH LEAVE USED EX22-170-1, EX22-170-2, EX22-200-1, EX22-200-2

REPORT PURPOSE

For the 2007-09, 2009-11 and 2011-13 biennia, state employees had a defined number of unpaid furlough hours for the biennium. They record their unpaid leave with pay type LA Furlough Obligation.

Agencies use the following reports to track each employee's obligation and usage for the biennium and to project the budgetary savings from unpaid furlough days off. The reports include:

- EX22-170-1 Current Biennium Employee Furlough Leave Used
- EX22-170-2 Current Biennium Employee Furlough Leave Used by RDC
- EX22-200-1 Prior Biennium Employee Furlough Leave Used
- EX22-200-2 Prior Biennium Employee Furlough Leave Used by RDC

REPORT FREQUENCY

OSPA produces the reports after each final payroll run 2.

MANAGEMENT CONTROLS

X	Legal compliance		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 and managers use the report to check the accuracy of the furlough accrual and reported usage for agency staff members. Agency accounting and budgeting use the report to monitor and report the amount of wages not paid (saved) because of unpaid furlough leave.

REPORT INFORMATION DETAILS

OSPA sorts the following reports by agency and employee name:

- EX22-170-1 Current Biennium Employee Furlough Leave Used
- EX22-200-1 Prior Biennium Employee Furlough Leave Used

It sorts the following reports by agency, RDC and employee name:

- EX22-170-2 Current Biennium Employee Furlough Leave Used by RDC
- EX22-200-2 Prior Biennium Employee Furlough Leave Used by RDC

The reports list all employees in the agency that have a furlough obligation. The information may include:

- RDC – Report distribution code. Agencies determine the sort with the PAYROLL REPORT OPTIONS A field on PBAP Agency Table – Payroll screen in the PPDB (see Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides). 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 – Last name, first name
- EID - Employee ID, OR#####
- PPE – end date for pay period processed in this payroll run (may include prior pay periods)
- REG SET – register set for the designated pay period processed
- TRANS – type of transaction that affected the LA hours and cost amount for the indicated pay period. Possible values include:
 - ORIG -- original run for this pay period and register set
 - CORR -- corrective for the indicated closed pay period
 - REVR -- the transactions were reversed for the indicated pay period and register set
 - GPA – furlough obligation balance was adjusted on the P050 Gross Pay Adjustments on File screen, generally for employees who are on LWOP and had an LA day previously scheduled
- OBLIG HRS – total furlough hours the employee is obligated to take for the biennium
- BALANCE FWD LV HRS – biennial furlough obligation already taken as of the beginning of the current pay period
- BALANCE FWD LV COST AMT – biennial cumulative amount of pay the employee has not received because of unpaid furloughs as of the beginning of the current pay period
- CURRENT MTH LV HRS TKN - furlough leave hours taken for the indicated pay period and register set
- CURRENT MTH LV COST AMT – amount of pay the employee did not receive in the indicated pay period because of unpaid furloughs
- CUMULATIVE LV HRS TKN -- biennial furlough obligation taken as of the end of the current pay period
- CUMULATIVE LV COST AMT -- biennial cumulative amount of pay the employee has not received because of unpaid furloughs as of the end of the current pay period

The reports provide totals for the following columns. For the reports sorted by RDC, the totals are for each RDC. For the reports without an RDC, the totals are for the agency as a whole.

- OBLIG HRS
- BALANCE FWD LV HRS
- BALANCE FWD LV COST AMT
- CURRENT MTH LV HRS TKN
- CURRENT MTH LV COST AMT
- CUMULATIVE LV HRS TKN
- CUMULATIVE LV COST AMT

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The reports are Information Asset Level 1 – published. They do not include confidential information and do not require secure distribution, storage or destruction.

DATAMART ASSOCIATIONS

Leave cost and beginning furlough obligation are not available in the Datamart. All other elements for this report are available in the LV_ACCRUAL table. Request the following:

- Employee Name
- Employee Num
- Pay Proc Date
- Lv Hours

Limit by these fields:

- Pay Proc Date (limit to the appropriate month)
- Transaction Code (filter by 50)
- Lv Type (filter by LA)

OTHER INFORMATION

At the end of each biennium, LARS reduces the current furlough obligation to zero. At the beginning of the new biennium as each collective bargaining agreement or the statewide policy becomes final, LARS gives the affected employees a new LA balance, based upon the provisions of the CBA or statewide policy.

After the initial load, during the monthly leave accrual, LARS looks for new hires who are subject to the furlough obligation. For these employees, it uses the Mandatory Unpaid Time Off Obligation Remaining by Salary Tier chart from the CHRO, DAS to determine the employee's remaining obligation.

If the new employee takes a mandatory furlough day prior to leave accrual, LARS / OSPA will allow a negative balance for this accrued leave.

If agency payroll makes an LA adjustment on the P435 Employee Leave Data screen prior to the first leave accrual for a new hire, LARS will not give the eligible new employee an LA balance. If agency payroll needs to add the furlough obligation because LARS did not load a balance, add the obligation on the P435 screen. Enter OBLIG LOAD in the COMMENT field on the P435 screen. LARS will include the HOURS LEAVE for this transaction in the OBLIG HRS on the EX22-170-1 and EX22-170-2 reports.

For additional information about furloughs and the Furlough Obligation Chart, see Temporary Cost Reduction Directives, Chief Human Resources Office, Department of Administrative Services: <http://oregon.gov/DAS/CHRO/pages/reductions.aspx> . Also, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.

REVISION HISTORY

Date	Rev. No.	Modification
03/13/09	1.0	Original, WR# 3472
04/15/09	1.1	Datamart revisions
01/13/10	1.2	WR# 3560, LA
07/25/12	1.3	WR# 3842, E122-077-01, E122-077-02 Employee Furlough Leave Used renumbered, renamed and expanded to EX22-170-1, EX22-170-2, EX22-200-1, EX22-200-2