

EMPLOYEE VOLUNTARY FURLOUGH LEAVE USED

EX22-260-1, EX22-260-2, EX22-290-1, EX22-290-2

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. For the 2009-11 and 2011-13 biennia, some employees had the option to voluntarily to take additional unpaid furlough time. The employees record their leave with pay type LZ Voluntary Furlough.

Agencies use the following reports to track the employees who voluntarily take more furlough days and the resulting budgetary savings. The reports include:

- EX22-260-1 Current Biennium Employee Voluntary Furlough Leave Used
- EX22-260-2 Current Biennium Employee Voluntary Furlough Leave Used by RDC
- EX22-290-1 Prior Biennium Employee Voluntary Furlough Leave Used
- EX22-290-2 Prior Biennium Employee Voluntary Furlough Leave Used by RDC

REPORT FREQUENCY

OSPA produces the reports after each final payroll run 2. The agency will only receive the report if an employee has used LZ.

MANAGEMENT CONTROLS

	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

Participating agencies can use the reports to track the number and dollar value of LZ hours taken within the agency.

REPORT INFORMATION DETAILS

OSPA sorts the following reports by agency and employee name:

- EX22-260-1 Current Biennium Employee Voluntary Furlough Leave Used
- EX22-290-1 Prior Biennium Employee Voluntary Furlough Leave Used

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

- EX22-260-2 Current Biennium Employee Voluntary Furlough Leave Used by RDC
- EX22-290-2 Prior Biennium Employee Voluntary Furlough Leave Used by RDC

The reports may include the following:

- 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 the 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 identification number, OR#####
- PPE – end date for the pay period the employee took LZ
- REG SET – the payroll run for the PPE
- TRANS – type of transaction that affected the LZ 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 LZ day previously scheduled
- CURRENT MTH LV HRS TKN
- CURRENT MTH LV COST AMT – dollar amount OSPA reduced the employee’s wages
- CUMULATIVE LV HRS TKN – total number of hours of LZ taken in the biennium
- CUMULATIVE LV COST AMT – cumulative dollar amount OSPA reduced the employee’s wages

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.

- 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
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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 is 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 LZ)

OTHER INFORMATION

The LZ leave code is currently available for employees in the XX Executive and Management Service Benefit Package.

For additional information about furloughs, see Temporary Cost Reduction Directives, Chief Human Resources Office, Department of Administrative Services:

<http://oregon.gov/DAS/CHRO/pages/reductions.aspx>

REVISION HISTORY

Date	Rev. No.	Modification
08/06/10	1.0	Original, WR#3701
07/25/12	1.1	WR# 3842, E122-080-01, E122-080-02 Employee Voluntary Furlough Leave Used renumbered, renamed and expanded to EX22-260-1, EX22-260-2, EX22-290-1, EX22-290-2.