

## Timesheet Forecast Control

### *B030-020*

#### REPORT PURPOSE

The report provides agencies with a list of pre-printed timesheets and each employee's forecasted hours for the pay period. It is sorted by agency, RDC, shift, and employee.

#### REPORT FREQUENCY

The report is produced and distributed with timesheets prior to the first of each month.

#### MANAGEMENT CONTROLS

	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 use the report as a checklist to ensure receipt of all pre-printed timesheets.

#### REPORT INFORMATION DETAILS

The report is sorted by agency, RDC, shift, and employee name with a page break for each RDC. It includes employee name, EID, timesheet number, concurrent job number, position number, timesheet start and end date, work schedule code, pay type, and number of forecasted regular paid hours, miscellaneous hours, and days worked. It provides a subtotal of timesheets, concurrent jobs, regular hours and days worked for each employee. In addition, it provides the number of employees, number of time sheets, number of concurrent jobs, and the total of regular and miscellaneous hours and days forecasted for each RDC and for the agency.

# OSPA Reference Manual

OSPA Reports

Timesheet Forecast Control

## REPORT MESSAGE CODES

Code	Message with Code	Description
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## SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure storage and destruction. Reports printed August 28, 2006, and later 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
11/08/06	1.0	Original