

# EMPLOYEE VOLUNTARY FURLOUGH LEAVE USED

## E122-080-01, E122-080-02

### **REPORT PURPOSE**

The E122-080-01 Employee Voluntary Furlough Leave Used and E122-080-02 Employee Voluntary Furlough Leave Used by RDC list employees who have volunteered to take unpaid furlough days in addition to the required furlough days. The employees record their leave with pay type LZ Voluntary Furlough.

### **REPORT FREQUENCY**

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

### **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 E122-080-01 by agency and employee last name. E122-080-02 is by agency, RDC and employee last name. There is a page break for each agency and RDC.

Both reports include the following:

- 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 – the transaction that generated this REG SET. Possible values include original, corrective and reversal.
- CURRENT MTH LZ HRS TKN
- CURRENT MTH LZ COST AMT – number of hours of LZ taken in the current pay period \* the employee's EQUIVALENT RATE (hourly rate) from the P030 Job Status Data screen
- CUMULATIVE LZ HRS TKN – total number of hours of LZ taken in the biennium
- CUMULATIVE LZ COST AMT – total number of LZ taken in the biennium \* the employee's EQUIVALENT RATE from the P030 screen

E122-080-01 gives totals for the current month and biennium for the agency. E122-080-02 also includes totals for each RDC.

## **REPORT MESSAGE CODES**

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

## **SECURE STORAGE AND DESTRUCTION**

The report is Information Asset Level 1 – published. It does not include confidential information and does 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 only in the XX Executive and Management Service Benefit Package.

See Department of Administrative Services, Human Resource Services Division, Temporary Cost Reduction Directives: <http://www.oregon.gov/DAS/HR/Reductions.shtml> .

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## **REVISION HISTORY**

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| <b>Date</b> | <b>Rev. No.</b> | <b>Modification</b> |
|-------------|-----------------|---------------------|
| 08/06/10    | 1.0             | Original, WR#3701   |