

OSPA Reference Manual

OSPA Reports List of Daily Time Sheets without a Supervisor Lock

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ETV8N

REPORT PURPOSE

The report provides payroll staff a list of employees on On-line Daily Time whose supervisors have not yet locked their time for the pay period.

REPORT FREQUENCY

The report is produced and distributed after 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 report and instruct employees' managers/supervisors to lock employee time on the P006.

REPORT INFORMATION DETAILS

The report is sorted by agency, RDC, and EID. It includes RDC, employee name, EID, pay period end date, and an indicator (Y) that the supervisor has not locked the employee's time.

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

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REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier reports contain employee social security numbers and require secure storage and destruction. Later reports 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
09/19/06	1.0	Original