

## Batch Time Capture

### *B010*

### *File Controls and Reject Report*

#### REPORT PURPOSE

There are two reports with this number and title. They are produced during two different payroll jobs that run during preliminary payroll run.

A few agencies have their own time capture systems that provide an electronic file to OSPA. They are posted to the OSPA tables through a batch process. OSPSJ010 edits and validates the uploaded data and produces a B010 exception report for the data that does not post to the database. This report provides these agencies with a list of all time sheet entries in the electronic file that did not pass OSPA program edits and may cause a fatal error. It allows the agencies to verify and correct the entries prior to final payroll run.

During OSPSJ025, OSPA forecasts salaried employees' time and uses the forecast to edit and validate the time entered. As part of the process, it compares the forecast to time already entered in the database. Exceptions for employees who are on leave without pay (LOA BEG DT/CD on the P030 with no END date) and have regular time entered will be printed on a separate B010 report. This report is distributed to all agencies.

#### REPORT FREQUENCY

OSPSJ010 runs during preliminary payroll run 1 and run 2. It may produce an exception report for either run.

OSPSJ025 runs during preliminary payroll run 1. It will only produce a report for run 1.

#### 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)

# OSPA Reference Manual

## OSPA Reports

## Batch Time Capture

### RESPONSIBILITIES

Agency payroll will use these reports with the B055RG Employee Time Exception Report to verify the employee's actual hours entered and correct entries prior to final payroll run.

### REPORT INFORMATION DETAILS

These reports are sorted by agency and EID or SSN, with a page break for each agency. They include employee name, EID or SSN, agency number, position number, representation code, classification, concurrent job number, timesheet start and end dates, days rejected, seq number, pay type in question, number of hours, and reason for payroll rejection. Key points of review include pay type being used and the reason for the reject.

For each agency the reports include total number of days and hours in file, rejected, and accepted. The final page of the reports includes statewide total number of days and hours interfaces, rejected, and accepted.

### REPORT MESSAGE CODES

Code	Message with Code	Description
	WARN-TIME / JOB NO MATCH	Most common occurrence is when employee has had a job status change during the month and time has been posted incorrectly to the job segments.
BT03	NO JOB STATUS	Employee does not have a current job segment on the P030 Job Status Data.
BT05	INVALID POSITION	Position number not valid
BT20	INVALID PAY TYPE	Pay type entered is not on the employee's benefit package.
BT22	MUST BE O/T ELIG	Employee has entered overtime and is not eligible for overtime (O-T = N on the P030 Job Status Data).
BT23	LEAVE INELIGIBLE	Employee has entered a leave type that the employee is not eligible to take
BT24	LEAVE INELIGIBLE	Employee's RECOG SVC DT on the P030 indicates that the employee has not fulfilled the WAIT time on the PTB1 and is not yet eligible to take this leave type.
BT31	CROSSFOOT ERROR FORC ###.# ACTL ###.#	Actual time entered does not match the forecast.
BT31	EMPLOYEE ON LWOP	There is a LOA BEG DT and CD on the P030 Job Status Data without an END date.

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Code	Message with Code	Description
NBT69	EXCESS LEAVE	Employee has taken an accrued leave that is in excess of the employee's balance for that leave.

### SECURE STORAGE AND DESTRUCTION

Older J010 reports contain employee social security numbers and require secure storage and destruction. The J010 reports printed August 28, 2006, and later have the employee's EID rather than SSN.

All J025 reports contain employee social security numbers and require secure storage and destruction.

### 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
10/10/06	1.0	Original