

# EMPLOYEE UPDATE SCREEN ACTIVITY

## B360

### **REPORT PURPOSE**

This report lists changes payroll staff members have made to employees' records since the last final payroll run. The OSPA Manager uses the report to audit manual check entries. Agency payroll use it to determine who made an entry, the timing and the reason for the change.

### **REPORT FREQUENCY**

OSPA produces this report after each final payroll run. Agencies receive a paper copy. OSPA maintains a microfiche copy.

### **MANAGEMENT CONTROLS**

X	Legal compliance	X	Reliability of information
X	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss and misappropriation)

### **RESPONSIBILITIES**

Agency payroll should review for unusual entries and keep for future research.

### **REPORT INFORMATION DETAILS**

OSPA sorts the data by agency and then alphabetically by employee name, with a page break for each agency.

For each screen change, the report includes:

- Screen description / title
- By: payroll staff member's name
- On: date and time
- TERM: staff person's terminal id
- TRAN: OSPA screen number

For a given entry, the report indicates whether the staff member added, changed or deleted a record and the values in the fields on the screen.

As of 04/26/2010, the report agencies receive no longer contains bank routing/transit and account numbers from the P070 Deductions and Deduction Adjustments screen. The field says "CONFIDENTIAL." The OSPA microfiche still contains account information.

## **REPORT MESSAGE CODES**

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

## **SECURE STORAGE AND DESTRUCTION**

This report includes confidential employee information. Limit access and store the report in a secure location.

## **DATAMART ASSOCIATIONS**

This information is not available through the OSPA Datamart. Please contact OSPA to obtain a duplicate report if necessary.

## **OTHER INFORMATION**

The report includes activity for the following screens:

- P010 Withholding Data / Locator Data
- P020 Work Schedule Data
- P031 Job Status Update (resolve data interface issues with the PPDB / OSPA)
- P050 Gross Pay Adjustments on File
- P060 Tax / OPE Adjustments on File
- P070 Deductions and Deduction Adjustments
- P130 Check Reversal / Stop Payment
- P140 Manual Checks
- P190 Payroll Register Data
- P300 Vendor Checks
- P310 Vendor Check Reversal / Stop Payment
- P370 Calculation of Current Payoff (manual check request)
- P435 Employee Leave Data
- PRPT OSPA – Agency Report Selection
- PSEC OSPA – Time Entry Security Table

By: BMS indicates entries interfaced to the P070 from PDB.

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
10/16/07	1.0	Original, WR #3040, #3088, #3109
12/03/07	1.1	WR# 3148, remove RACF; WR#3185 add PRPT
05/10/10	1.2	WR#3668, "confidential" for ACH routing/transit and account number