

Volume No. 3—Automated Systems Application	TOPIC NO.	70735
Function No. 70700—Financial Information Downloading System	TOPIC	PAYROLL AUDIT TOOL (PAT)
	DATE	May 2011

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Overview

Introduction The Payroll Audit Tool (PAT) is a Web-Based application that facilitates the review and comparison of key payroll and leave information. PAT can be used to generate reports in a user-friendly format to:

- Audit and review payroll and leave activity
- Expedite the tracking and analysis of payroll expenditures
- Track Wage Employee 1500 Hour status
- Summarize monthly EPR information to key into PMIS.

Previous desktop PAT Users will notice these changes:

- It is no longer necessary to download and store separate files to run reports in PAT.
- It is no longer necessary to install software on the individual computer.
- Inserting commas in name and address fields in CIPPS no longer causes a problem for PAT reports.

Summary of Applications

The following table identifies the general categories of PAT reports and an explanation of their functionality.

Category	Description	Common Application
Summary Processing	Summary and comparison reports based on Report 10 files.	Used in pre- and post-certification processing to identify differences between any two Report 10 files.
	1500 Hour Report based on Employee Master and Payline History.	Helps track wage employees' hours and compliance with 1500-hour policy.
Deduction & Special Pays	Compares and/or summarizes deductions and special pays.	Lists and/or compares employee deductions between two Report 10 files and reports differences.
Leave	Reports employees with leave balances less than a given number of hours.	Helps report potential LWOP.
	Employee Leave Balances	Full list of active employee leave balances available.
	Employee Leave Activity	Review and query leave activity on the company level.
	Duplicate Leave Transactions	Create Reports of Duplicate transactions.

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Overview, Continued

Summary of Applications, continued

Category	Description	Common Application
Employee Master	Employee masterfile information listed on one sheet.	Review New Hires
U033 Report	Review a summary or a comparison of selected U033 reports.	Detect and project expenditure changes

Navigation

Payline users will find the navigation buttons familiar since PAT is a part of the Payline website. Point and click to select and run reports as needed.

Requesting Access to PAT

Access Requirements

- **Browser** - Internet Explorer, Firefox or Netscape, Ver. 4.0 or higher. Enabled for Java Script, Cookies and Secure Socket Layer (SSL) Security (128-bit Version).
 - **Connection** - When connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) connection.
 - **Screen Resolution** - 800x600 or greater, with a minimum of 256 colors.
 - **Modem Speed** - Connection speed of 56K or higher is recommended.
 - **Adobe Reader** – version 9.0 (recommended)
-

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Requesting Access to PAT, Continued

Security Request

PAT is a part of the Payline Website. To gain access to PAT complete the Payline Authorization Request form found at:

www.doa.virginia.gov/Payroll/Forms/PaylineSecurityForm.pdf

Choose the Requested Payline Access:

- Select “New” for users who do not have a Payline Administrative (99+EIN) Logon ID
- Select “Change” for users who already have a Payline Administrative (99+EIN) Logon ID

Choose the Requested PAT Access level:

- *System Administrator – Not available to Line Agencies*
 - *Payroll Audit Reports – Allow user to view **ONLY PAYROLL REPORTS***
 - *Payroll Audit Reports and Update Ded./Spec. Pay Tables – Allow user to view **ONLY PAYROLL REPORTS** and perform **TABLE MAINTENANCE** described in “Update Ded/Spec Pay Table” section below.*
 - *Leave Audit Reports and Queries – Allow user to view **ONLY LEAVE REPORTS***
 - *Payroll and Leave Audit Reports and Queries – Allow user to view **BOTH PAYROLL AND LEAVE REPORTS***
 - *Payroll and Leave Audit Reports and Queries and Update Ded./Spec. Pay Tables – Allow user to view **BOTH PAYROLL AND LEAVE REPORTS** and perform **TABLE MAINTENANCE** described in “Update Ded/Spec Pay Table” section below.*
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Requesting Access to PAT, Continued

Automated Data Population

State Payroll Operations will initiate the automated population of the necessary data for each company when the agency requests security via the form. Report 10 and U033 files will be available in PAT the day after processing.

Since the 1500-hour report uses data from Payline, the complete report will be available immediately upon receiving access. There is no need to build a year of history for the report since Payline already has 24 months of pay history.

The Refresh options in FINDS must be set properly in order for the data to flow as scheduled to PAT. Because of this, State Payroll Operations will set/override the Refresh options for CIPPS data in FINDS according to the schedule below. The files will accumulate in PAT likewise.

File Type	Refresh Options	PAT File Retention
Report 10 Files	After Every Iteration	Post Cert – 2 years Pre Cert (Edit) – 45 days
U033 Files	After Every Iteration	2 years
Employee Masterfile	Nightly	Replaced every night

Accessing PAT

Log On to Payline/PAT

Begin by logging on to Payline through the Administrative Account (99 + EIN).

Once in Payline, click Main Menu. Once on the Main Menu a button will appear called Payroll Audit Tool (PAT) for those employees who have access. Click the PAT button to view the Report Menu.

(For more information on Payline, refer to the CAPP Topic 70515, Payline.)

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Update Deduction/Special Pay Table

Deduction Special Pay Table

Agencies may customize reports using the Deductions and Special Pay Tables.

PAT uses Report 10 files; therefore, there is no initial distinction between which items are Special Pays and which items are Deductions. In addition, many agencies have established unique Special Pays and Deductions for internal purposes.

PAT will assume that an item is a Deduction for the purposes of reporting **unless** one of the following is true:

- State Payroll Operations has designated the item as a Special Pay on the Statewide Table.
- The Agency has defined the item as a Special Pay on the Agency Specific Deduction/Special Pay table.

Because PAT assumes an item that it does not recognize (by the header name) is a Deduction, there is no need to **add** agency specific Deductions to the table. However, there are options to **exclude** specific Deductions from reports if the agency desires.

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Update Deduction/Special Pay Table, Continued

Customization Options Via the Deduction/Special Pay Table, agencies will be able to customize reports according to the Pay or Deduction Name as shown below:

For Deductions:

- Exclude from Deduction Amount Change Comparison
- Exclude from Deduction and Special Pay Listing
- Exclude from Deduction and Special Pay Comparison

For Special Pays:

- Exclude from Deduction and Special Pay Listing
- Exclude from Deduction and Special Pay Comparison
- Include on Comparison Report 10 as a Non-Cash item
- Include on Salary Rate/Regular Pay Comparison
- Include on Special Pay Listing

(by virtue of an item being added as a Special Pay, it will automatically be excluded from the Deduction Amount Change Comparison)

Updating the Deduction/Special Pay Table

A button will be available from the PAT Report Menu entitled “Update Deduction/SP Pay Table.”

The screenshot shows the Virginia Department of Accounts (DOA) Payroll Audit Tool interface. At the top, there is a navigation bar with 'Virginia.gov Online Services | Commonwealth Sites | Help | Governor'. Below this is the DOA logo and the title 'Payroll Audit Tool'. A breadcrumb trail reads 'Payline > Payroll Audit Tool > Report Menu'. On the left, a vertical menu contains: 'Update Deduction/SP Pay Table', 'Update Statewide SP Table', 'Return to Payline', 'Help', 'Contact Us', and 'Log Off'. The main content area, titled 'Report Menu', lists: 'Payroll Reports', 'Employee Position Report', and '1500 Hour Wage Processing'.

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Update Deduction/Special Pay Table, Continued

Add a Special Pay

- Click on ‘Add Special Pay’ from the PAT Deductions and Special Pays screen:

- On the resulting screen select the Company, and type the Special Pay Name exactly as it appears on the Report 10 file. Choose the report customization options for this Special Pay and click ‘Accept’.

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Update Deduction/Special Pay Table, Continued

- The resulting page will display all of the Special Pays added for that Company number.

Add a Special Pay, continued

PAT Deductions and Special Pays

Add Deduction
Add Special Pay

Company
000

Ded/SP Name
All

<<< View Records

Record Added

Special Pays

	Company	Special Pay Name	Excluded from			Included in		
			Ded Amt Change Compare	Ded/SP Pay Listing	Ded/SP Compare	Compare Rpt 10	Sal Rate Reg Pay Compare	SP Pay Listing
[Edit] [Delete]	000	FREEPAY	N/A			Y	Y	

Add a Deduction

- Click on 'Add Deduction' from the PAT Deductions and Special Pays screen:

NOTE: If PAT does not recognize a header name, it will assume it is a deduction. Therefore, it is only necessary to add a deduction to the table if you wish to exclude it from the available options.

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Update Deduction/Special Pay Table, Continued

Add a Deduction Continued

On the resulting screen, select the Company and type the Deduction Name exactly as it appears on the Report 10. Customize reports by selecting the reports from which you wish to exclude this item.

- The resulting table will look like this:

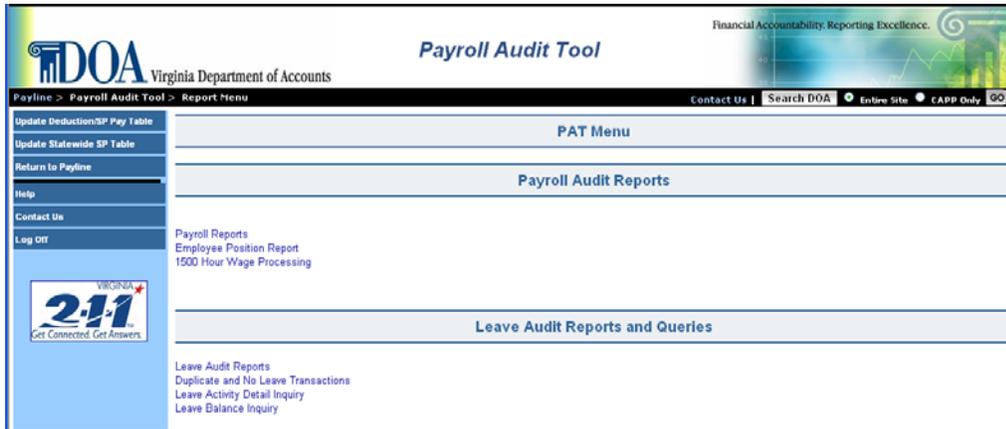
PAT Deductions and Special Pays									
Add Deduction		Add Special Pay		Company	Ded/SP Name		<<< View Record		
Record Added									
Deductions									
	Company	Deduction Name	Ded Amt Change Compare	Excluded from		Included in			
				Ded/SP Pay Listing	Ded/SP Compare	Compare Rpt 10	Sal Rate Reg Pay Compare	SI	
Edit Delete	000	PICKPOCK	Y			N/A	N/A		
Special Pays									
	Company	Special Pay Name	Ded Amt Change Compare	Excluded from		Included in			
				Ded/SP Pay Listing	Ded/SP Compare	Compare Rpt 10	Sal Rate Reg Pay Compare	SI	
Edit Delete	000	FREEPAY	N/A				Y		

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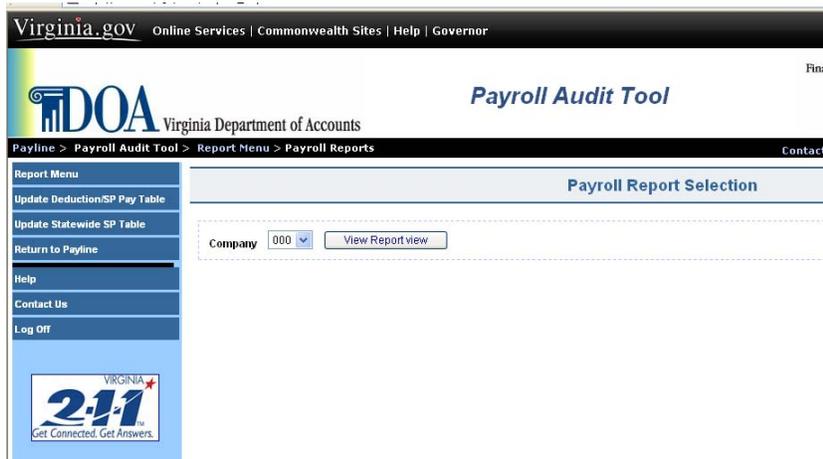
Running Payroll Reports

Accessing Payroll Reports

After clicking the Payroll Audit Tool (PAT) button, located on the Payline Main Menu, you will be taken to the Payroll Audit Tool Report Menu as shown below:



Click on “Payroll Reports to continue. Another screen called “Payroll Report Selection” will appear as shown below:



Choose the agency you wish to run reports for in the drop down box and click “View Report View”. (If you have access to multiple agency numbers all of the agencies that you have access to will appear here.)

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Running Payroll Reports, Continued

Accessing Payroll Reports, continued

The next screen will be the Payroll Report Selection main menu. From this screen, you will be able to select the file by run date and choose the report you would like to view.

You can use the dropdown box to view the available Report 10 files by Run Date. The drop down box lists the Edit Report 10s with a prefix of “Pre” and Final Pay Run Report 10’s with a prefix of “Post.” Each box will default to the most recent Report 10 file.

The menu groups available report selections according to category. The seven report categories are Pre-Certification, Post-Certification, Summary, Deduction and Special Pay, Leave and Employee, U033, and U033 Cumulative. Each category has a listing of reports users can select for creation. The name of the report is under ‘Report Type’ and the number of reports required is documented in the second column. Some reports are summary reports and only require one Report 10 file to run. Other reports, such as the Deduction and Change Comparison, will compare data from two Report 10 files; therefore, you must use both drop down boxes at the top to select two different Report 10 files in order for the report to run properly.

If there are multiple lines (separate pay instruments) on the Report 10 file for any particular employee, PAT summarizes them into one line on each report.

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Pre-Certification Reports

Pre-Certification Report Menu The “Pre-Cert Report” category contains reports that are particularly useful during the pre-certification process. The reports in this category are Summary Report 10, Salary & Regular Pay Compare, Report 10 Employee Totals, Special Pays Listing, Deduction Amount Change Comparison, State and Federal Tax Withholding Comparison, and the Rate Amount Change Compare.

To run Pre-Certification Reports, make sure that you have selected the applicable Report 10 files in the Report #1 and Report #2 boxes at the top of the screen. Use the check boxes to select the desired reports and click “Run Pre-Cert Reports.”

Report Type	Report #1
<input checked="" type="checkbox"/> Summary Report 10	Report #1
<input checked="" type="checkbox"/> Salary Rate & Regular Pay Compare	Report #1

A resulting screen will pop up with all of the selected reports and a “.pdf” button next to each report. Click each “.pdf” button to view the reports. The .pdf files may be printed and/or saved.

Report	Execute
Summary Report 10	.pdf
Salary Rate & Regular Pay Compare	.pdf
Summary Employee Totals - (Wage)	.pdf
Special Pays Listing	.pdf
Deduction Amount Change Compare	.pdf
Tax Deduction Amount Compare	.pdf
Rate Amount Change Compare	.pdf

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Pre-Certification Reports, Continued

Summary Report 10

Summary Report 10

This report provides a summarized view of the Report 10 file selected in the drop down box for Report 10 #1. It shows each employee's gross to net pay. Totals are provided at the end of the report:

10 May 2010 Page 1
Company: 000 **SUMMARY REPORT 10**
Run Date - Post 04/26/2010

Empl ID	NAME	GROSS	REGULAR	OVER-TIME	NON-CASH	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX	TOTAL DEDUCT	NET PAY
88888002400	UNDRA SAUNDERS, JR	63.90	63.90	0.00	0.00	0.00	3.96	0.93	0.00	0.00	59.01
88888008900	REBECCA SARIAN	1,750.00	1,750.00	0.00	0.00	172.44	102.58	23.99	72.69	135.50	1,242.80
88888018900	JANIE RAKES	1,979.17	1,979.17	0.00	0.00	142.78	114.47	26.77	84.86	453.00	1,157.29
88888020200	HOLLIE CONDYLES	2,025.72	2,025.72	0.00	0.00	220.63	122.47	28.64	91.20	50.50	1,512.28
88888028000	JESSIE FINCHAM	264.00	264.00	0.00	0.00	0.00	16.37	3.83	2.01	0.00	241.79

Salary/Regular Pay Compare

Salary Rate & Regular Pay Compare

This report provides a list of the employees whose total regular pay does not equal their semi-monthly salary/rate on the Report 10 file selected in the drop down box for Report #1.

05/10/2010 Page 1
Company: 000 **Report 10 Salary/Rate and Regular Pay Comparison Report**
Run Date - Post 04/26/2010

Organization Code	EMP ID	NAME	SALARY/RATEAMT	REG. PAY	REPORT10 CURRENT GROSS PAY	DIFF.	SPEC. PAY	SPEC. PAY AMT.
00171500000	88888109200	RAFAEL HAGAN	1,584.21	443.46	1,584.21	1,140.75	VSDP BEN	1,140.75
00174500000	88888187600	LANCE GRAMMER, JR	856.25	442.68	856.25	413.57	VSDP BEN	413.57
00176800000	88888313600	BURLEY NATHANSON	757.08	151.42	757.08	605.66	VSDP BEN	605.66
00178100000	88888615300	BROOKS OLHA	1,036.79	462.79	1,051.86	574.00	VSDP BEN	574.00
00171100000	88888634000	TAKESHA STANLEY	939.25	2,629.90	2,629.90	-1,690.65		0.00
00170100000	88888739000	DANA BARNEY	1,756.43	0.00	829.10	1,756.43	VSDP BEN	829.10
00171100000	88888809400	NOEL BEATTY	1,751.25	1,592.05	1,592.05	159.20		0.00

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Pre-Certification Reports, Continued

Report 10 Employee Totals (Wage/Salary)

Report 10 Employee Totals (Wage/Salary)

This report summarizes the basic Report 10 information for either Wage Employees or Salaried Employees for the Report 10 file selected in the Report 10 #1 drop down menu box. Select to run the report for Wage or Salaried employees by using the drop down box next to the Report Name.

05/10/2010 Page 1
Company: 000 **SUMMARY REPORT 10 - EMPLOYEE TOTALS**
WAGE EMPLOYEES
Run Date - Post 04/26/2010
----- HOURS -----

Empl ID	NAME	ORG CODE	RATE	REGULAR	OT	REGULAR EARNINGS	OT EARNINGS	CURRENT GROSS PAY	CHECK DATE
88888002400	UNDRA SAUNDERS, JR	00370100000	9.00	7.10	0.00	63.90	0.00	63.90	04/30/2010
88888028000	JESSIE FINCHAM	00376800000	10.00	26.40	0.00	264.00	0.00	264.00	04/30/2010
88888030600	MARCIA OVERTON, JR	00371000000	18.00	0.00	0.00	0.00	0.00	0.00	04/30/2010
88888037200	BRYCE STORY	00370100000	12.00	31.50	0.00	378.00	0.00	378.00	04/30/2010

Special Pays Listing

Special Pays Listing

This report lists all of the employees receiving any Special Pay for the Report 10 file selected in the Report 10 #1 drop down menu box. Special Pays are included on this report if:

- The name was entered on the Statewide Special Pay list by State Payroll Operations (excludes Imputed Life)
- The name exists on the agency specific Special Pay table as "Include on the Special Pay Listing".

05/10/2010 Page 1
Company: 000 **SPECIAL PAYS LISTING**
(EXCLUDES IMPUTED LIFE)
(SORTED BY EMPLOYEE NUMBER)
Run Date - Post 04/26/2010

ORG CODE	EMPLOYEE NUMBER	NAME	SPECIAL PAY TYPE	SPECIAL PAY AMOUNT	YTD AMOUNT
00171500000	88888109200	RAFAEL HAGAN	VSDP BEN	1,140.75	1,140.75
00174500000	88888187600	LANCE GRAMMER, JR	VSDP BEN	413.57	1,347.66
00176800000	88888313600	BURLEY NATHANSON	VSDP BEN	605.66	3,179.72

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Pre-Certification Reports, Continued

Deduction Amount Change Comparison

This report compares two Report 10 files and lists those employees who have had a change in the deduction amount between the two files selected in the Report 10 #1 and Report 10 #2 drop down boxes.

All Pay Items are automatically treated as Deductions and will show on this report unless:

- State Payroll Operations has added the pay item to the Statewide Special Pays listing.
- The line agency has added the item to the Agency Specific Special Pay table.

Deductions can be excluded from this report by:

- Adding the item to the Agency Specific Deduction table and marking it as “Exclude from the Deduction Amount Change Comparison.”

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Company: 000

DEDUCTION AMOUNT CHANGE (EXCLUDES TAXES, FLEX ADM AND DD DEDS)

File 1 - Pre 04/08/2010 File 2 - Post 03/25/2010

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88888008900	REBECCA SARIAN	GRP INSR	\$0.00	\$13.83
88888008900	REBECCA SARIAN	GRPINSR	\$13.83	\$0.00
88888008900	REBECCA SARIAN	RETIRMNT	\$197.05	\$109.55
88888008900	REBECCA SARIAN	RETRMNT2	\$0.00	\$87.50

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Pre-Certification Reports, Continued

State and Federal Tax Withholding Comparison

This report lists all of the employees with no change in Gross Pay (usually excludes wage employees and those with overtime) whose Federal and/or State Tax difference is greater than the chosen variable dollar amount when the two selected files in the Report 10 #1 and Report 10 #2 drop down boxes are compared. To choose the variable dollar amount, select a number in the drop down box next to the Report Name before clicking on 'Run Pre-Cert Reports.'

05/10/2010 Page 1
Company: 000 STATE AND FEDERAL TAX WITHHOLDING COMPARISON
EMPLOYEES WITH NO CHANGE IN GROSS
EXCLUDES IMPUTED
WITH FEDERAL OR STATE VARIANCE GREATER THAN 3
File 1 - Pre 04/08/2010 File 2 - Post 03/25/2010

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88888700200	ROLFE TOWNSEND JR	FEDERAL	\$132.41	\$155.23
		STATE	\$80.89	\$80.89

Rate Amount Change Compare

This report compares the Report 10 files selected in the Report 10 #1 and Report 10 #2 drop down boxes and lists the exceptions for those employees who have had a change in their HOBID Salary/Rate amount.

05/10/2010 Page 1
Company: 000 **RATE AMOUNT CHANGE**
File 1 - Pre 04/08/2010 File 2 - Post 03/25/2010

Employee ID	EMPLOYEE NAME	PAY FILE 2 AMT	PAY FILE 1 AMT
88888308900	ADDISON ECKENRODE	\$0.00	\$8.64
88888548100	HOLLIE SULLIVAN, JR	\$10.00	\$0.00

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Post-Certification Reports

Post-Certification Report Menu

Post-Certification reports are particularly useful after the final pay processes. There is only one report in this category, the Report 10 Comparison.

Report Type	Sort Options	Report Required
<input type="checkbox"/> Report 10 Comparison	Org	Report #1 & #2

Report 10 Comparison

This report compares the two files identified in the drop down boxes for Report 10 #1 and Report 10 #2 and provides a listing of the employees with a difference in gross or net pay. It also summarizes the total of the differences at the end of the report. This report is very useful in identifying gross pay differences after certification.

Items will be included in the Non-Cash calculation if:

- State Payroll Operations has added the pay item to the Statewide Special Pay Table as Non-Cash
- The line agency has added the item as a Special Pay on the Agency Specific Deduction/Special Pay Table and marked it as “Include on Comparison Report 10”

Users can further customize this report by choosing to run the report for All, Wage Only, or Salaried Employees Only. Users can also select a sort order by Employee ID, Gross Pay Amount, Name, or Organization Code.

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COMPARISION REPORT 10
Sorted By Emp-ID
All Employees

Report 1 - Post		04/26/2010		Report 2 - Pre		04/23/2010						
Org. Code	Employee ID	Employee Name	Gross Diff	REG AMT	OVER TIME	NON CASH	FED	OAS	HI	STATE	DED DIFF	NET PAY
0017010000	8888739000	DANA BARNEY	-435.40	0.00	0.00	0.00	-65.31	-26.99	-6.31	-23.97	0.00	-312.82
Grand Totals -			-435.40	0.00	0.00	0.00	-65.31	-26.99	-6.31	-23.97	0.00	-312.82

NOTE: The Deduction Difference column subtracts “DDSavings” from the “Total Deductions” field on the Report 10 and uses that total to compare for differences. Otherwise, deduction changes for employees with Savings as their net direct deposit do not show on the report.

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Summary Reports

Summary Report Menu

Summary Reports use only one Report 10 file to list totals by a particular field. There are two Summary Reports in this category, Gross Pay Totals by Frequency and the Check Number Listing.

Summary Reports		
<input type="button" value="Run Summary Reports"/>		
Report Type	Sort Options	Report Required
<input type="checkbox"/> Gross Pay Totals by Frequency		Report #1
<input type="checkbox"/> Check Number Listing	Org Level 3 & 4 ▾	Report #1

Gross Pay Totals by Frequency

This report uses the Report 10 file selected in the Report 10 #1 drop down box along with the employee master file to compute a dollar value for each frequency assigned to the employees on the master file. For agencies that choose to certify by frequency, this report is helpful when calculating the gross pay totals.

NOTE: Regardless of the run date of the Report 10 file selected, this report totals by the frequency assigned to the employee in CIPPS on the previous workday of the current date. This report will be most accurate for the most recent Report 10 file.

05/10/2010 Page 1
Company: 000 **GROSS PAY TOTALS BY FREQUENCY**
Report 10 File: Post 04/26/2010

FREQUENCY	TOTAL
070	\$238,044.15
072	\$12,947.14
GRAND TOTAL	\$250,991.29

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Summary Reports, Continued

Check Number Listing

This report uses the Report 10 file selected in the Report 10 #1 drop down box to create a listing of checks/direct deposits paid on that report. It also summarizes the number of checks, manual pays, and direct deposits at the end of the report. **This listing will not work for “pre” edit reports.** Users can choose the order of this report by selecting check number, or levels 1 – 4 of the organization code.

NOTE: If the first three digits of the number match the agency number, the report will list it as a manual pay. Keep that in mind when assigning manual pay identification numbers in CIPPS.

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REPORT 10 - CHECK NUMBER LISTING

SORTED BY CHECK #

Report 10 - Post 04/26/2010

Org Code Level	EMPL_ID	Name	Check Date	Check Number
00370100000	88888002400	UNDRA SAUNDERS, JR	04/30/2010	MANUAL PAY

Deduction and Special Pay Reports

Deduction and Special Pays Menu

Deduction and Special Pay Reports do not segregate deductions from special pays. This report details all employee items in their entirety including Taxes and Direct Deposits. There are two reports in this category: Deduction and Special Pay Listing and the Deduction and Special Pay Comparison.

Report Type		Report Required
<input type="checkbox"/> Deduction & Special Pays Listing	ALL ITEMS	Report #1
<input type="checkbox"/> Deduction & Special Pays Comparison		Report #1 & #2

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Deduction and Special Pay Reports, Continued

Deduction and Special Pays Listing

This report uses the Report 10 file selected in the drop down box for Report 10 #1 and lists every employee and all of their current deductions and special pays on that file. You may also use the drop down box to select one specific pay item to receive a listing of all the employees who have that deduction or special pay greater than zero for that item.

Users can further customize this report by adding either a special pay or deduction name to the Agency Specific Special Pay/Deduction table and selecting “Exclude from Deduction and Special Pay Listing”.

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DEDUCTIONS AND SPECIAL PAYS LISTING

(Includes All Deductions and Special Pays)

Report 10 File - Post 04/26/2010

ORG CODE	EMPLOYEE ID	EMPLOYEE NAME	DEDUCTION TYPE	DEDUCTION AMOUNT	YTD AMOUNT
00170100000	88888020200	HOLLIE CONDYLES	AGY HLTH	\$332.00	\$2,656.00
			DDCHKING	\$1,512.28	\$12,094.89
			GRP INSR	\$16.00	\$128.00
			LT DISAB	\$20.26	\$162.08
			PRM CONV	\$50.50	\$404.00
			RET CRDT	\$20.26	\$162.08
			RETRMNT	\$126.81	\$1,622.22
			RETRMNT2	\$101.29	\$202.58
			STATE TAX	\$91.20	\$729.61

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Deduction and Special Pays Reports, Continued

Deduction and Special Pay Comparison

This report compares the Report 10 files selected in the drop down boxes for Report 10 #1 and Report 10 #2 and creates a list of those employees who have had a change in any deduction or special pay amount. (The report automatically excludes Imputed Life and Direct Deposit deductions).

Users can further customize this report by adding either a special pay or deduction name to the Agency Specific Special Pay and Deduction table and selecting “Exclude from the Deduction and Special Pay Comparison”.

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DEDUCTIONS AND SPECIAL PAYS COMPARISON

(Excludes Imputed Life and Direct Deposit Amount)

File 1 - Pre 04/08/2010 File 2 - Post 03/25/2010

EMPLOYEE NUMBER	NAME	DEDUCTION TYPE	CURRENT AMOUNT	PRIOR AMOUNT
88888002400	UNDRA SAUNDERS, JR	STATE TAX	0.00	0.38
88888008900	REBECCA SARIAN	FLEX ADM	0.00	3.67
88888008900	REBECCA SARIAN	GRP INSR	0.00	13.83
88888008900	REBECCA SARIAN	GRPINSR	13.83	0.00
88888008900	REBECCA SARIAN	RETIRMNT	197.05	109.55
88888008900	REBECCA SARIAN	RETRMNT2	0.00	87.50
88888008900	REBECCA SARIAN	STATE TAX	72.69	72.48

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Leave and Employee Reports

Leave and Employee Reports Menu

The Leave and Employee Reports use the employee masterfile. Every night, we update the employee masterfile with the most recent information. The Reports included in this category are Active Employee Leave Balances, Active Employees with Leave Balances Less Than a variable amount, and the Employee Master.

Leave & Employee Reports

[Run Leave & Employee Reports](#)

Report Type	Sort Options
<input type="checkbox"/> Active Empl Leave Balances	Org Level 4
<input type="checkbox"/> Active Empl With Leave Balances < 1	
<input type="checkbox"/> Employee Master Employee #	

Active Employee Leave Balances

This report uses the Employee Master file to generate a current listing of all active employee leave balances. Keep in mind that PAT uses FINDS data and that the leave balances in FINDS update only on the day after the leave period ends. **Even though the employee master file updates nightly, the leave balance information updates only once a pay period.**

Users can further customize this report by selecting the order of the report based on levels 1-4 of the organization code.

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ACTIVE EMPLOYEES LEAVE BALANCES

EMPLOYEE MASTERFILE UPDATE DATE 05/09/2010

Org Code Level 4	LAST NAME	FIRST NAME	EIN	VSDP (yes/no)	ANNUAL LEAVE	SICK LEAVE	FAMILY/ PERSONAL	OVERTIME LEAVE	COMP. LEAVE	RECOGN. LEAVE	DIS CRD LEAVE
00	CEPELNIK	MURVIN	88888898300	Y	0.00	64.50	28.00	0.00	0.00	0.00	482.10
00	POTTER	RANDOLPH	88888242700	Y	0.00	79.00	21.00	0.00	2.00	0.00	498.70
00	BLACKMAN	ELESSIE	88888045200	N	0.00	856.20	0.00	0.00	6.90	2.00	0.00
00	KOUSHIEL	KEITH	88888126600	Y	0.00	79.50	32.20	0.00	0.00	2.00	154.00
00	TATE	HOWARD	88888601000	N	0.08	425.10	0.00	0.00	7.50	2.00	0.00

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Leave and Employee Reports, Continued

Active Employee Leave Balances Less Than Specified Amount

Based on the Employee Master file this report will generate a listing of all active employees with a combined total of Family Personal, Overtime, Annual, Comp, On-Call, Recognition, Bonus and Sick Leave less than the variable selected in the drop down box next to the Report Name. **Even though the employee master file updates nightly, the leave balance information updates only once a pay period.**

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Company: 000

ACTIVE EMPLOYEES LEAVE BALANCES < 50
EMPLOYEE MASTERFILE UPDATE DATE 05/09/2010

EMPLOYEE ID	NAME	HIRED DATE	ORG CODE	F/P	SICK	OT	ANN LV	COMP LV	ON CALL	RECOG	BONUS TOT LV	TOT LV
88888109200	HAGAN,RAFAEL	08/06/2007	00171500000	16.2	17.1	0.0	0.0	0.0	0.0	0.0	0.0	33.3
88888187600	GRAMMER, JR,LANCE	08/14/2006	00174500000	2.7	5.0	3.7	26.0	0.0	0.0	0.0	0.0	37.4
88888313600	NATHANSON,BURLEY	06/01/1996	00176800000	0.0	16.0	0.0	2.4	0.0	0.0	2.0	0.0	20.4
88888739000	BARNEY,DANA	08/11/2003	00170100000	0.0	34.5	0.0	0.0	0.0	0.0	2.0	0.0	36.5
Total				18.90	72.60	3.70	28.40	0.00	0.00	4.00	0.00	127.60

Employee Master

This report uses the Employee Master file (which is updated nightly) to present a one-page printout of all pertinent employee data for either a selected employee or all employees in an agency. Use the drop down box next to the Report Name to select either 'employee' or 'all'. If you choose "employee", put the 11 digit EIN in the box next to Employee # and click 'Run Leave and Employee Reports'.

NOTE: If you have a large agency and run this report for the entire agency, it will take a great deal of time to process!

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EMPLOYEE INFORMATION
EMP MASTERFILE UPDATE DATE 05/09/2010

NUMBER: 88888020200	BOX:
NAME: CONDYLES, HOLLIE	ADDRESS: 3385 SHEN LAKE DR
	CITY, STATE, ZIP: HARRISONBURG, VA 22801-2645

GENDER: F	ALIEN CODE: A
BIRTH DATE: 10/05/1959	EMPLOYMENT DATE: 09/01/1993
ESTABLISHMENT CODE: 0046	TERMINATION DATE:
PAY TYPE: 2	TERMINATION CODE:
ORGANIZATION CODE: 00170100000	START LEAVE DATE:
FIPS CODE: 51790	RETURN LEAVE DATE:
PAY BAND: 04	FREQUENCY: 070
ROLE CODE: 29112	OVERTIME STATUS: 0
TIME CARD STATUS: 1	FIT EXEMPTION: 0000002
AMOUNT LAST PAY CHANGE: 12.67	ANNUAL SALARY: 48,617.28
DATE LAST PAY CHANGE: 08/25/2008	S&I ARY STEP: nn

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U033 Reports

U033 Reports Menu

U033 Reports use individual U033 files by Run Date to produce summaries or comparison reports concerning programmatic data. The reports in this category include the U033 Comparison, the U033 Budget Factor and the U033 Summary Report. These reports are useful in budget projections and when determining changes to programmatic detail between payrolls.

Leave & Employee Reports

[Run Leave & Employee Reports](#)

Report Type	Sort Options
<input type="checkbox"/> Active Empl Leave Balances	Org Level 4 ▾
<input type="checkbox"/> Active Empl With Leave Balances < 1 ▾	
<input type="checkbox"/> Employee Master Employee ▾ Employee #	

U033 Comparison

This report compares the U033 files selected in the U033 #1 and U033 #2 drop down boxes and lists exceptions based on the selected criteria. Users can choose to reflect changes in Programmatic data, Gross Pay Amounts, or Gross and Fringe Amounts by using the drop down box next to the Report Name to select an option.

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Company: 000

U033 COMPARISON REPORT
Selected Option - Programmatic
File 1 - 03/25/2010 File 2 - 04/26/2010

ORG CODE	EMPLOYEE ID	PAY TYPE	EMPLOYEE NAME	GRP	HTH	LT	CASH	TOTAL											
RUN	FUND	PGM	SL	EL	OBJT	PROJ	TSK	PH	CC	PCT	GROSS	RET	RET	FICA	INS	INS	DIS	MATCH	FRINGE
DATE											CRD								
FREQ: 070																			
00178200000	88888034100								BOURNE		BRENDA	L							
03/25/10	0100	198	04		1125				002	782	100	5.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
																			VOUCHER#: 00910129

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U033 Reports, Continued

U033 Budget Factor Report

This report allows the user to project payroll expenditures by a selected factor. For example, if you select a budget factor of “4” in the drop down box next to the Report Name, the result will show each expense item in the selected U033 file multiplied by 4.

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U033 BUDGET FACTOR REPORT Page 1

RUN DATE - 03/25/2010

Using a budget factor of: 4

FUND	PGM	SUB PGM	EL	OBJET	PRJCT	TK	PH	CCD	PCT	GROUP	HEALTH	LT	CASH	FRINGE
ORG CODE	EMPLOYEE ID	NAME	PAY TYPE	GROSS	RETIRE CRD	RET	FICA	INS	INS	DISAB	MATCH	TOTAL		
0100	197	01		1123			701		075					
00170100000	88888575100	ACOSTA	OR1	2,642.64	26.44	297.56	177.84	20.88	1,461.00	26.44	60.00	2,070.16		
PROGRAMMATIC TOTALS				2,642.64	26.44	297.56	177.84	20.88	1,461.00	26.44	60.00	2,070.16		
0100	197	01		1123			701		100					
00170100000	88888045200	BLEHM	OR1	9,356.00	93.56	1,053.48	700.32	73.92	1,328.00	93.56	0.00	3,342.84		
00170100000	88888620100	BRTVA	OR1	6,005.16	60.04	676.20	453.12	47.44	746.00	60.04	80.00	2,122.84		
00170100000	88888964600	BURRIS	OR1	6,416.84	64.16	722.52	475.44	50.68	1,328.00	64.16	80.00	2,784.96		
00170100000	88888601000	CASH	OR1	7,633.60	76.32	859.56	548.60	60.32	1,948.00	76.32	0.00	3,568.12		
00170100000	88888262800	CLEMENTS	OR1	6,099.08	61.00	686.76	458.00	48.20	746.00	61.00	80.00	2,140.96		
00170100000	88888274500	DAGGY	OR1	6,233.60	62.32	701.92	454.88	49.24	1,948.00	62.32	0.00	3,278.68		
00170100000	88888796500	DUNHAM	OR1	9,201.08	92.00	1,036.04	681.04	72.68	1,328.00	92.00	40.00	3,341.76		
00170100000	88888448300	ECKSTEIN	OR1	3,749.56	41.24	464.44	283.12	32.60	1,948.00	41.24	80.00	2,890.64		
00170100000	88888536700	EMERY-COLEMAN	OR1	6,230.12	62.32	701.52	454.56	49.20	1,948.00	62.32	80.00	3,367.92		
00170100000	88888041300	ERNEST	OR1	6,005.16	60.04	676.20	437.32	47.44	1,948.00	60.04	50.00	3,279.04		
PROGRAMMATIC TOTALS				66,930.20	673.00	757.86	4,946.40	531.72	15,216.00	673.00	490.00	30,108.76		

U033 Summary Report

This report provides a summary by frequency of the U033 file selected in the U033 #1 drop down box.

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U033 SUMMARY REPORT Page 1

Run Date: 03/25/2010

RUN TIME: 20:50:24
ChkWrite: 032504

ORG CODE	EMPLOYEE ID	NAME	PAY TYPE	GROSS	RET CRD	RET	GRP FICA	HLTH INS	LT DIS	CASH MTCH	TOTAL FRINGE	FUND	PG	SL	EL	OBJT	PROJ	TK	PH	CCD	PCT	
FREQ: 070		VOUCHER #: 00910129																				
00170100000	88888020200	OLDMAN-BROWN	OR1	2,025.72	20.26	228.10	151.11	16.00	332.00	20.26	0.00	767.73	0100	197	01		1123	00000				701 100
00170100000	88888080700	FERNSLER	OR1	1,633.71	16.34	183.96	116.87	12.91	487.00	16.34	20.00	853.42	0100	197	01		1123	00000				701 100
00170100000	88888126600	NORDER	OR1	2,113.37	21.13	237.97	154.53	16.70	487.00	21.13	20.00	958.46	0100	197	01		1123	00000				701 100

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U033 Cumulative Reports

U033 Cumulative Report Menu

U033 Cumulative Reports provide users with programmatic details and payroll expenditure totals during a range of selected dates by agency or a particular employee. The only Report in this category is the U033 Cumulative Report.

U033 Cumulative Report

U033 From -
 U033 To -

Report Type		Sort Options
<input type="checkbox"/> U033 Cumulative Report	<input type="text" value="Employee"/> Employee # <input type="text"/>	<input type="text" value="Cost Code"/> Cost Code

U033 Cumulative Report

This report will provide a cumulative expenditure listing from the U033 Run Date selected in the “U033 From” drop down box to the U033 run date selected in the “U033 To” drop down box.

Run this report for the entire agency or a particular employee number using the drop down box next to the Report Name. If you select ‘employee’, put the 11 digit EIN in the text box next to ‘Employee #’.

In addition, users can select the sort options to order by “Fund/Fund Detail”, “Program/Service Level”, “Project Code”, and “Cost Code” using the drop down box under the ‘Sort Options’ column.

05/10/2010	U033 CUMULATIVE REPORT	Page 1																		
Company: 000	From Date - 03/10/2010 To Date - 03/10/2010																			
	Sorted By: Cost Code																			
ORG CODE	PAY TYPE	EMPLOYEE ID	EMPLOYEE NAME																	
FUND PG SL EL	OBJT PROJ TK PH CCD PCT	GROSS RET CRD	RET FICA GRP INS HLTH INS LT DIS CASH MTCH	TOTAL FRINGE																
00170100000	0R1	8888802000	OLDMAN-BROWN DEBORAH																	
0100 197 01	1123	701 100	2,025.72 20.26 228.10 151.95 16.00 332.00 20.26 0.00 768.57																	
0100 197 01	1123	701 100	2,025.72 20.26 228.10 151.11 16.00 332.00 20.26 0.00 767.73																	
0100 197 01	1123	701 100	2,025.72 0.00 101.29 151.11 0.00 332.00 0.00 0.00 584.40																	
SUBTOTAL	Cost Code	701	6,077.16 40.52 185.83 454.17 32.00 996.00 40.52 0.00 2,120.70																	
GRAND TOTALS			6,077.16 40.52 557.49 454.17 32.00 996.00 40.52 0.00 2,120.70																	

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Employee Position Report

Accessing the Employee Position Report

From the Report Menu in PAT, choose “Employee Position Report”.



On the subsequent Employee Position Report screen, choose the company you wish to run the report for and click “View Report View”.



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Employee Position Report, Continued

Running the Employee Position Report Summary

Once you are at the Employee Position Report selection screen, enter or select the following information:

1. Choose the range of Report 10 files to use for the Employee Position Report by the **run dates**. In the "Report 10 – 1" box choose the beginning date of the range and in the "Report 10 – 2" box choose the end date of the selection range. This report will include all hours in the date range selected. (Excludes salaried employees).
2. Choose the calendar "Month and Year" that you wish to report on. (The report selection range defines which hours are used and the month year determines which adjustment file records to use according to the check date entered.)
3. Choose the "Total Work Hours" available in the month reported. (The number of workdays in the month minus any holidays or office closings during the month that applied to the whole agency.)
4. Choose the Report Type by selecting the radial button for "Summary"
5. At this point the user may add adjustments for wage employee hours in the month that are not reported on the Report 10 files in the regular hours field (See adjustments section below). **NOTE: ADD WAGE HOURS PAID WITH A SPECIAL PAY TO THE ADJUSTMENTS FILE TO INCLUDE THEM IN THE REPORT. THIS REPORT ONLY CALCULATES REGULAR AND OVERTIME HOURS.**
6. Click "Run" on the left hand side to execute the report.

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Employee Position Report, Continued

Running the Employee Position Report Summary

The resulting report lists the items to key on the EPR420 or EPR421 screen in PMIS.

This report uses the Report 10 files as selected in the range by the user and the U033 files that match the run date of those Report 10 files.

For those wage employees that use the 1142 or 1145 object code (Faculty), DHRM has a specific grouping of the calculations to enter on EPR421. Agencies that do not have any employees in object code 1142 or 1145 (Non-Faculty) use the EPR420 screen in PMIS to enter their information.

Run Date - 05/10/2010

Company # - 000

EMPLOYEE POSITION REPORT FOR DHRM
Hourly (Pay Type 1) WAGE HOURS WORKED BY FUNDING SOURCE
SUMMARY FOR - 4 - 2010

REPORT 10'S FROM 03/10/2010 TO 03/25/2010

GENERAL FUND 0100 AND 1100	FACULTY (1142+1145)	NON FACULTY
TOTAL HOURS	0.00	1,609.90
AVAILABLE HOURS TO WORK IN MONTH		172
FTE COUNT	0.00	9.36
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		26
NON-GENERAL FUND (FACULTY E & G)		
TOTAL HOURS	0.00	1,736.60
AVAILABLE HOURS TO WORK IN MONTH		172
FTE COUNT	0.00	10.10
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		16

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Employee Position Report, Continued

Running the Employee Position Report Detail

The Employee Position Report Detail provides the user with a listing of each employee included in the calculation of the Employee Position Report Summary above. Since the Report is the backup documentation for the Summary Report, it is important to use the same criteria that you selected when running the Summary Report.

Using the same criteria for the Employee Position Report Summary, change the radial button to the report type “Detail” and click “Run” on the left column.

The screenshot shows the 'Payroll Audit Tool' interface for the Virginia Department of Accounts. The main heading is 'Employee Position Report - Company 000'. Below this, there are dropdown menus for 'Report 10 - 1' (000 - 03/10/2010) and 'Report 10 - 2' (000 - 03/25/2010). A table below these menus has columns for 'Month / Year', 'Total Work Hours', 'Report Type', and 'Adjustments'. The 'Month / Year' is set to 3 / 2010, and 'Total Work Hours' is 172. The 'Report Type' has radio buttons for 'Detail' (selected) and 'Summary'. There are 'Run', 'Print', and 'Edit' buttons.

The resulting report lists each employee and the Check Date of the hours used to calculate the monthly Employee Position Report Summary.

Run Date - 05/10/2010

Company # - 000

EMPLOYEE POSITION REPORT FOR DHRM

Hourly (Pay Type 1) WAGE HOURS WORKED BY FUNDING SOURCE

Detail For - 03/10/2010 Thru 03/25/2010

EMPLOYEE NAME	EIN	CHECK DATE	REGULAR	OVERTIME	TOTAL	PGM CODE	%	ADJ
UNDRA SAUNDERS, JR	888880024	03/16/201	8.80	0.00	8.80	0100 1141	1.00	
UNDRA SAUNDERS, JR	888880024	03/31/201	2.20	0.00	2.20	0100 1141	1.00	
BRYCE STORY	888880372	03/16/201	59.30	0.00	59.30	0100 1141	1.00	
BRYCE STORY	888880372	03/31/201	63.80	0.90	64.70	0100 1141	1.00	

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Employee Position Report, Continued

Adjustment File – Employee Position Report

There are some cases where wage employee hours were processed using a special pay. Because the Report 10 files do not contain the special pay hours processed, the special pay hours cannot be automatically included.

In special cases such as this, users can enter hours to be adjusted on the table as follows:

Click on the “Edit” button in the “Adjustments” column.

The screenshot shows the 'Employee Position Report - Company 000' page. It features a 'Run' button and a table with the following columns: Month/Year, Total Work Hours, Report Type, and Adjustments. The 'Adjustments' column contains 'Print' and 'Edit' buttons.

Month/Year	Total Work Hours	Report Type	Adjustments
3 2010	172	<input checked="" type="radio"/> Detail <input type="radio"/> Summary	<input type="button" value="Print"/> <input type="button" value="Edit"/>

Click the “add” button to enter information:

The screenshot shows the 'Adjustments for company - 000' page. It features an 'Add' button and a table with the following columns: Employee ID, Regular, Object Code, Fund, and Check Date.

Employee ID	Regular	Object Code	Fund	Check Date

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Employee Position Report, Continued

Adjustment File – Employee Position Report continued

Enter all of the information in the fields that appear and click “Accept”:

Employee ID	Regular	Object Code	Fund	Check Date
9999999900	100.00	1141	0100	03/16/2010

The information has been added to the table and users can edit or delete the information or add more employees:

Financial Accountability. Reporting Excell

DOA Virginia Department of Accounts

Payline > Payroll Audit Tool > Report Menu > Employee Position Report

Record Added

Adjustments for company - 000

Employee ID	Regular	Object Code	Fund	Check Date
9999999900	100.00	1141	0100	03/16/2010

Control which adjustment file items are included in the current report by the check date. Adjustments with Check dates that occur during the “Month and Year” selected will be included in the report.

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1500 Hour Reports

Data Source 1500 Hours

The 1500 Hour Report uses the Payline Earnings table to generate a listing of total regular, overtime and special pay hours accumulated since the employee’s last anniversary month (determined by the Employment Date on HOBID). By utilizing the pay history already stored in Payline, users will be able to run this report immediately upon receiving security.

The 1500 Hour Reports assign hours to a month based on the month of the pay period end date for which the hours were paid. Therefore, it is possible to have hours earned before the actual anniversary date on the report.

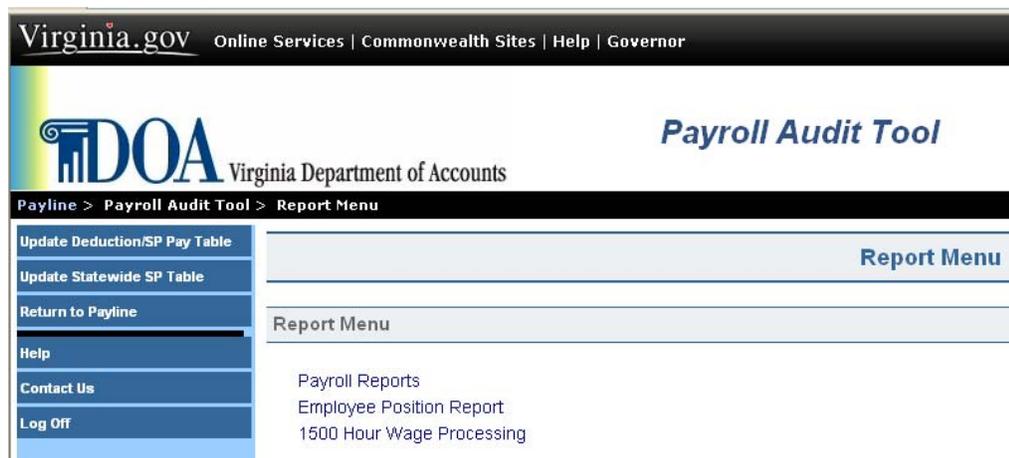
For example, an employee works 108 hours during the month of August. Their anniversary date is August 12. This report is not able to exclude the hours worked from August 1-11 from the August total.

Use these reports to identify potential problems, and then research those that are in question from the exact date of the anniversary.

Line agencies will be able to add or subtract hours using the adjustment table as necessary.

Accessing the 1500 Hour Summary

From the Report Menu in PAT, choose “1500 Hour Wage Processing.”



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1500 Hour Reports, Continued

Accessing the 1500 Hour Summary, continued

On the 1500 Hour Wage Processing Page, select the company you wish to run reports for and click “View Report View.”

Running the 1500 Hour Monthly Totals Report

On the resulting 1500 Wage Processing screen, enter the criteria and select the Report you would like to run.

To run the 1500 Hour Monthly Totals report:

1. Select the Org Level that you wish to group the report by. The user can select to group by Full Organization Code, Division (Organization Code Level 1), Office (Organization Code Level 2), Department (Organization Code Level 3), or Section (Organization Code Level 4).
2. Select the month and year that you would like to run the report. Keep in mind that hours will not show on the report until after they are paid.
3. Select the Display Results you would like to run. With this feature, you may filter the items displayed by individual EIN#, one particular Organization Code or “Default” which is all of the wage employees for the agency.
4. Select the Sort Order for the report. The user can choose EIN or Employee Name as the sort order.
5. Change the Report name to “Monthly Totals”
6. Click “Run 1500”

NOTE: You should ignore the Hours Threshold when running this report.

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1500 Hour Reports, Continued

1500 Hours Report Example

The 1500 Hour Monthly Totals Summary:

Hours are assigned to a month according to the “Pay Period End” date for the hours.

Run Date - 02/02/2011 Page 1
Company # - 00000

CIPPS 1500 Hour Report
As 3 / 2010

NAME	Org Code	EIN	EMPL DATE	MONTH	REG	OT	SPCLS	WORK YTD	HOURS REMAIN
Example, PAT	00	880112914	08/30/2004	Sep	84.00	0.00	0.00		
				Oct	111.00	0.00	0.00		
				Nov	93.00	0.00	0.00		
				Dec	93.00	0.00	0.00		
				Jan	48.00	0.00	6.00		
				Feb	45.00	0.00	9.00		
				Mar	111.00	0.00	2.00		
Employee Total:				585.00	0.00	17.00	602.00	898.00	
	880404346		08/20/2002	Sep	170.50	1.60	0.00		
				Oct	111.90	0.00	0.00		
				Nov	73.80	0.00	0.00		
				Dec	87.30	0.00	0.00		
				Jan	48.70	0.00	0.00		
				Feb	128.50	0.00	0.00		
				Mar	150.10	0.30	0.00		
Employee Total:				770.80	1.90	0.00	772.70	727.30	
	880483945		03/25/2005	Mar	70.10	0.00	34.80		
				Employee Total:				70.10	0.00
	880543558		09/30/2008	Nov	5.90	0.00	0.00		

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1500 Hour Reports, Continued

1500 Hours Warning Report

This Report will list those employees who have reached or are in danger of reaching the 1500-hour annual limit.

From the 1500 Hour Wage Processing Menu:

1. Select the “Hours Threshold” you wish to use. The hours you select will be the criteria for the warning report. For example, if you select 250 Hours, the report will show those employees with fewer than 250 hours remaining of the 1500-hour limit.
2. Select the Month and Year of the Report you would like to run.
3. Select the Sort Order of the report. Users may choose EIN or name order.
4. Select “Warning” under the Report type
5. Click the “Run 1500” button to view

NOTE: If the Hours Remaining are negative, the employee has exceeded the 1500 Hour limit by those hours.

Run Date - 05/11/2010

Company # - 00000

CIPPS 1500 Warning Report

The following employees have 250 or fewer hours remaining

As of - 3 / 2010

EIN	NAME	ORG CODE	EMPL DATE	HOURS REMAINING
888884178	WILEY, TEX	00376700000	05/22/2009	-27.10
			TOTAL -	-27.10

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1500 Hour Reports, Continued

1500 Hours Adjustments

Users have the ability to add/subtract hours as necessary to the 1500 hour calculations.

Keep in mind that the data comes from Payline, and that Special Pay hours are now included in the 1500 hour accumulations. If you would like to view the detail used for the report, use the Pay History Detail Inquiry feature for any employee in Payline. (Note: Masking access to view Payroll is required to perform this inquiry.)



From the 1500 Hour Wage Processing Menu, click the “Edit” button next to the word “Adjustments”



On the resulting screen click “Add”

Accept	Cancel	Add Record?
Employee ID	Period End Date	Adjustments
9999999900	03/15/10	40.00

Type in the Employee ID, the Period End Date and the number of hours that you would like to add or subtract. The Period End Date will determine which month to assign the hours to. Click “Accept.”

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Running Leave Audit Reports and Queries Menu

Accessing Leave Audit Reports and Queries Menu

After clicking the Payroll Audit Tool (PAT) button, located on the Payline Main Menu, you will be taken to the Payroll Audit Tool Report Menu as shown below:



You must have PAT security level 4, 5 or 6 to view the Leave Audit Reports and Queries Menu.

Running Leave Audit Reports

Accessing Leave Audit Reports

From the Leave Audit Reports and Queries Menu, click on “Leave Audit Reports.”



Choose the agency for which to run reports for in the drop down box and click “Select Agency.” (If you have access to multiple agencies all of the agencies that you have access to will appear here.)

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Running Leave Audit Reports, Continued

Accessing Leave Audit Reports, continued

After clicking the Leave Audit Reports link you will be taken to the Payroll Audit Tool Report Menu as shown below:

Report Menu

- Update Deduction/SP Pay Table
- Update Statewide SP Table
- Return to Payline
- Help
- Contact Us
- Log Off

Leave Reports

Agency: 000 - Demo Agency

Selection:

Entire Agency (Default)
 Specific Employee

Org Code Use % for wildcard

Select a Report:

- HPIUS ERRORS - Updates Nightly
- VSDP Recipient Indicator Set to "Y" - Updates Nightly
- Non VSDP Participants - Updates Nightly
- FP Leave Load Errors Period As Of Date - 12/09/2010
- SP Leave Load Errors Period As Of Date - 12/09/2010
- Calendar Year Est. Leave Lost Period As Of Date - 12/09/2010
- Leave Expiring for Period As Of Date - 12/09/2010
- Employee Leave To Expire in Subsequent Pay Period Period As Of Date - 12/09/2010

The Leave Audit Reports use various combinations of the available tables in Payline and PAT to produce reports for the purpose of auditing, reporting or downloading leave information. Users have the option of selecting these reports for the entire agency, specific organization codes, or a single employee and can sort the provided results by employee name, employee number, or organization level. In addition, users can choose the format type of the report. The information is available to users online, either in a PDF format, via Excel, or a comma delimited text file. Sort and format options are available at beneath the "Select a Report" section as shown below:

Sort Results By:

Employee Name

Format Type:

PDF

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Running Leave Audit Reports, Continued

HPIUS Errors

*The HPIUS Errors report uses the nightly updated employee master file from PAT to determine various errors based on indicators found on the HPIUS screen in CIPPS. It is vital to check this report at least once a pay period to ensure that employees are receiving the proper accruals and leave loads based on the dates and indicators provided on HPIUS. **HINT:** run this report after the semi-monthly certification has completed and before the leave processing deadline to ensure that all new hires are set up correctly.*

A list of errors is shown below:

- *“Must have Adjusted Employment Date” –All active salaried employees should have an adjusted employment date. Without this date, employees will not receive their accruals.*
- *“SDP Date Empty for SDP Part” – All active salaried employees with a “Y” in the VSDP Indicator should have an SDP employ date on the HPIUS screen. Without this date, employees will not receive VSDP leave loads.*
- *“Non-VSDP Employee and State Begin Date > 1/1/1999” – DHRM Policy 4.55 states that **ONLY** employees hired or rehired **BEFORE** 1/1/1999 are eligible for the traditional sick leave plan.*
- *“Employees in ORP are **NOT ELIGIBLE** for VSDP” – If the employee has retirement plan code for an Optional Retirement Plan (for example CP, TA, FI) they should not have an SDP employ date on HPIUS.*

*To run the report for the entire agency, select “Entire Agency,” “HPIUS Errors” and choose how you wish to sort the report and the format you want the report to be in and click “Submit Request.” **Default sort is Employee Name; default format is PDF.** The report is shown below:*

Company 000 Demo Agency
HPIUS Errors
Date Report Created 02/04/2011

NAME	EIN	EMP DATE	ADJ DATE	SDP DATE	SDP PART	RET PLAN	ERRORS
Example, PAT	88087018900	06/10/2009	02/10/2008	02/01/2008	Y	CP	Employees in ORP Plans are not eligible for VSDP
Example, PAT	88581218600	03/10/2004	01/01/1900	03/01/2004	Y	VS	Must have Adjusted Employment Date
Example, PAT	88659955900	10/17/2005	01/01/1900	11/01/2005	Y	VS	Must have Adjusted Employment Date
Example, PAT	88590909000	08/14/2008	09/25/2001	01/01/1900	Y	VS	SDP Date Empty for SDP Part.
Example, PAT	88547464800	09/01/1975	01/01/1900	09/01/1975	Y	VS	Must have Adjusted Employment Date
Example, PAT	88351655200	01/01/2005	04/10/1984	01/01/1900	N	VS	Non-VSDP Employee and State Begin Date > 01/01/1999

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Running Leave Audit Reports, Continued

VSDP Recipient Indicator Set to "Y"

This report uses the nightly updated Employee Masterfile in PAT and lists VSDP Participants with a VSDP Recipient Indicator set to "Y".

*In order to key an "SD" transaction in CIPPS, users must first set the VSDP Recipient Indicator on HPIUS to a "Y". Any employee with a "Y" in this indicator will not receive an automatic VSDP Leave Load at the start of the new leave calendar year. Per DHRM Policy, an employee on VSDP leave is not eligible for the new loads until they return from a STD claim. Employees listed on this report are assumed to be on VSDP and will **NOT** receive new balances at the beginning of the new calendar year.*

To run this report for the entire agency select "Entire Agency," "VSDP Recipient Indicator Set to "Y", select your preferred sort and format options and, click "Submit Request." The resulting report is shown below:

Company 000 - Demo Agency

VSDP Recipients

Date Report Created 02/07/2011

ORG CODE	EIN	NAME	STATE BEGIN DATE
0017450000	88178187600	Example, PAT	08/14/2006
0017820000	88224742500	Example, PAT	01/02/2007
0017010000	88099739000	Example, PAT	08/11/2003
0017770000	88530813400	Example, PAT	02/25/2004
0017010000	88762446300	Example, PAT	01/25/2006
0017820000	88105270800	Example, PAT	08/31/1992
0017820000	88168616000	Example, PAT	01/01/1993
0017680000	88437313600	Example, PAT	06/01/1996
0017800000	88854395000	Example, PAT	06/10/2000
0017150000	88990109200	Example, PAT	08/06/2007
0017810000	88459615300	Example, PAT	01/01/1986

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Running Leave Audit Reports, Continued

Non-VSDP Participants

This report uses the nightly updated Employee Masterfile in PAT and lists those employees on the HPIUS screen with an "N" in the VSDP Participant Indicator.

*According to DHRM Policy, only employees hired or rehired **BEFORE** 1/1/1999 were eligible for the Traditional Sick Leave Program. Therefore, these are the only employees who are accruing sick leave each pay period and who are eligible to use the leave type "SF." (Sick Family is only available to Traditional Sick Leave employees.)*

To run this report for the entire agency select "Entire Agency," "VSDP Recipient Indicator Set to "Y," select your preferred sort and format options and, click "Submit Request." The resulting report is shown below:

Company 000 - Demo Agency

NON-VSDP Participants

Date Report Created 02/07/2011

ORG CODE	EIN	NAME	STATE BEGIN DATE
00170100000	88145274500	Example, PAT	08/31/1992
00170100000	88205020200	Example, PAT	08/30/1993
00170300000	88560066800	Example, PAT	08/26/1996
00172000000	88253145900	Example, PAT	09/01/1988
00178200000	88461516900	Example, PAT	09/01/1978
00178200000	88607200200	Example, PAT	09/19/1974
00170100000	88658945200	Example, PAT	09/01/1976
00176500000	88923252800	Example, PAT	05/16/1980
00170100000	88111601000	Example, PAT	09/01/1991
00170300000	88200320400	Example, PAT	10/18/1982
00178200000	88276697400	Example, PAT	08/29/1983
00176800000	88351655200	Example, PAT	01/01/2005

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Running Leave Audit Reports, Continued

**FP Leave Load
Errors as of
Selected Period
End Date**

*This report uses the Payline Leave Balance and Employee Masterfile tables to provide a historical snapshot of Family Personal (FP) Leave Load Errors. This report will list VSDP employees who have received an amount of Family Personal balances that **DO NOT** match the policy mandated leave amounts according to the hire date of the employee and their years of service.*

We suggest that agencies run this report once a pay period to monitor compliance since all VSDP Leave Loads during the year are manual. This report is date sensitive and will reflect the employee's values as they were reported during the Period End Date selected. An exception will print if any of the conditions below exist:

YEAR of AGY EMP DATE H0BUO	AGY EMP DATE H0BUO	# MONTHS FROM SDP EMPLOY DATE on HPIUS and JAN 1 of CURRENT YR	TOTAL OF "FP USED YTD" AND "FP ENDING BAL" <> EQUAL
ANY	Blank		
Current CY	< 7/10		32
Current CY	>= 7/10		16
Prior CY		Less than 120 months	32
Prior CY		120 or more	40

CY = Current Year

NOTE: According to DHRM Policy 4.57 when an employee is rehired prior service is **NOT USED** to calculate VSDP leave Loads **IN THE INITIAL YEAR**. Subsequent Leave loads at the beginning of the each calendar leave year **WILL INCLUDE** prior service.

HINT1: Run this report after the payroll has been certified and before the leave deadline to view all new hires to use as a **REMINDER** to key their VSDP Leave Loads. All employees hired during the pay period selected will show on this report as an exception until the period ends and the new balances are posted to Payline.

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Running Leave Audit Reports, Continued

FP Leave Load Errors as of Selected Period End Date,
continued

***HINT2:** To avoid getting exceptions for employees who have transferred from another agency with partial VSDP Leave Loads consider adding the entire balance they are eligible for as well as a second entry with the amount used by the previous agency. Use the date of hire to record both entries for a better audit trail. You may also choose to leave this exception as a valid exception on your report. It will clear in the following leave calendar year.*

To run the FP Leave Load Errors Report select “Entire Agency”, “FP Leave Load Errors” and choose the Period End Date for which you would like to run the report. Select how you would like to sort the report and the desired format and click “Submit Reports”.

The resulting report is shown below:

Page 1

Company 000 - Demo Agency

FP Leave Load Exceptions

Period End Date 12/09/2010

***See DHRM Policy 4.57, when an employee is rehired, prior service is not used to calculate VSDP leave loads.**

**** Employees with blank agency employment date on H0BUO will print as an exception.**

ORG CODE	NAME	EIN	Agency Emp Date H0BUO	VSDP Start Date	Percent Employ	FP BEG BAL	FP USED YTD	FP BAL	TOTAL FP	EXPECTED LOAD
00178200000	Example, PAT	88170367900	8/17/2004	10/01/2003	100	0.0	16.0	0.0	16.0	32.0
00170300000	Example, PAT	88638123000	7/1/2008	07/01/2008	100	0.0	0.0	0.0	0.0	32.0
00178200000	Example, PAT	88699429600	8/4/2008	08/01/2010	100	0.0	16.0	0.0	16.0	32.0
00170300000	Example, PAT	88722522000	9/3/2008	08/01/2010	100	0.0	16.0	0.0	16.0	32.0
00171100000	Example, PAT	88776167400	10/20/2008	08/01/2010	100	0.0	16.0	0.0	16.0	32.0
00176000000	Example, PAT ADAIR	88025392400	6/21/2010	08/01/2010	100	0.0	0.0	16.0	16.0	32.0
00171100000	Example, PAT E	88006200700	* Not Specified	08/01/2010	100	0.0	7.6	8.4	16.0	32.0

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Running Leave Audit Reports, Continued

SP Leave Load Errors as of Selected Period End Date

This report uses the Payline Leave Balance and Employee Masterfile tables to provide a historical snapshot of VSDP Sick Personal (SP) Leave Load Errors. This report will list VSDP employees who have received an amount of Sick Personal balances that DO NOT match the policy mandated leave amounts according to the hire date of the employee, their FTE percentage and their years of service.

We suggest that agencies run this report once a pay period to monitor compliance since all VSDP Leave Loads during the year are manual. This report is date sensitive and will reflect the employee's values as reported during the Period End Date selected. An exception will print if any of the conditions below exist:

YEAR of AGY EMP DATE H0BUO	AGY EMP DATE H0BUO	FTE PCT HPIUS	# MONTHS FROM SDP EMPLOY DATE on HPIUS and JAN 1 of CURRENT YR	TOTAL OF "FP USED YTD" AND "FP ENDING BAL" <> EQUAL
ANY	Blank			
Current CY	< 7/10	>=80%		64
Current CY	>= 7/10	>=80%		40
Current CY	< 7/10	50% - 79%		32
Current CY	>= 7/10	50% - 79%		20
Prior CY		>=80%	Less than 60 months	64
Prior CY		>=80%	Between 60 and 120 months	72
Prior CY		>=80%	120 or more	80
Prior CY		50% - 79%	Less than 120 months	32
Prior CY		50% - 79%	120 or more	40

NOTE: According to DHRM Policy 4.57 when an employee is rehired prior service is NOT USED to calculate VSDP leave Loads IN THE INITIAL YEAR. Subsequent Leave loads at the beginning of the each calendar leave year WILL INCLUDE prior service.

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Running Leave Audit Reports, Continued

SP Leave Load Errors as of Selected Period End Date,
continued

***HINT1:** Run this report after payroll is certified and before the leave deadline to use as a reminder to key VSDP leave loads for new hires. All employees hired during the pay period selected will show on this report as an exception until the period ends and the new balances are posted to Payline.*

***HINT2:** To avoid getting exceptions for employees who have transferred from another agency with partial VSDP Leave Loads consider adding the entire balance they are eligible for as well as a second entry with the amount used by the previous agency. Use the date of hire to record both entries for a better audit trail. You may also choose to leave this exception as a valid exception on your report. It will clear in the following leave calendar year.*

To run the SP Leave Load Errors Report select “Entire Agency”, “SP Leave Load Errors” and choose the Period End Date for which you would like to run the report. Select how you would like to sort the report and the desired format and click “Submit Reports”.

The resulting report is shown below:

Company 000 - Demo Agency

SP Leave Load Exceptions

Period End Date 12/09/2010

***See DHRM Policy 4.57, when an employee is rehired, prior service is not used to calculate VSDP leave loads.**

**** Employees with blank agency employment date on H0BUO will print as an exception.**

ORG CODE	NAME	EIN	Agency Emp Date H0BUO	VSDP Start Date	Percent Employ.	SP Beg Bal	SP Used YTD	SP Bal	Total SP	Expected Load
00178200000	Example ,PAT	8817036790	8/17/2004	10/01/2003	100	0.00	8.80	31.20	40.00	72.00
00171500000	Example ,PAT	8843547300	8/11/2008	08/01/2003	100	0.00	40.00	24.00	64.00	72.00
00170300000	Example ,PAT	8863812300	7/1/2008	07/01/2008	100	0.00	0.00	0.00	0.00	64.00
00178200000	Example ,PAT	8869942960	8/4/2008	08/01/2010	100	0.00	0.00	40.00	40.00	64.00
00170300000	Example ,PAT	8872252200	9/3/2008	08/01/2010	100	0.00	21.10	18.90	40.00	64.00
00170100000	Example ,PAT	8875169540	8/11/2008	08/01/2008	50	64.00	37.40	26.60	64.00	32.00
00171100000	Example ,PAT	8877616740	10/20/2008	08/01/2010	100	0.00	12.60	27.40	40.00	64.00
00170100000	Example ,PAT	8897640770	9/16/2001	09/01/2001	100	72.00	63.90	8.00	71.90	72.00
00176000000	Example ,PAT ADAIR	8802539240	6/21/2010	08/01/2010	100	0.00	0.00	40.00	40.00	64.00
00171100000	Example ,PAT E	8800620070	* Not Specified	08/01/2010	100	0.00	6.00	34.00	40.00	64.00

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Running Leave Audit Reports, Continued

Estimated Leave Lost for Current Calendar Year

The Estimated Leave Lost for Current Calendar Year report provide a historical snapshot of the estimated leave losses by employee for Annual, Sick and Family Personal Leave balances. These losses should match the U009 for the pay period selected.

HINT: *Using this report you can download this information on an Excel spreadsheet and distribute to your agency as necessary.*

To run this report click “Entire Agency”, “Estimated Leave Lost for Current Calendar Year” and choose the pay period for which you wish to view the report. Select the Sort options and the Format you would like for your report.

The resulting Excel Spreadsheet looks like this:

A1	A	B	C	D	E	F	G	H
1			Estimated Leave Lost For Current Calendar Year as of 12/09/2010					
2	Company: 000							
3	Company Name: Demo Agency							
4								
5	ORG CODE	EIN	NAME	EST. ANN	Est. Sick	Est. F/P	Lost	
6	171500000	88124202000	Example, PAT	0	50	20.6		
7	177700000	88135313000	Example, PAT	0	8	12.2		
8	171500000	88145104600	Example, PAT	0	57.5	6.5		
9	170100000	88147424000	Example, PAT	0	59.5	0		
10	178000000	88148554800	Example, PAT	0	46	0		
11	177700000	88149624400	Example, PAT	0	46	10.1		
12	173300000	88150395000	Example, PAT	52	36.2	0		
13	170100000	88157725300	Example, PAT	0	56.5	19.6		
14	176800000	88160236900	Example, PAT	0	3.4	0		
15	178200000	88168616000	Example, PAT	54.2	24.5	0		
16	178200000	88170367900	Example, PAT	0	31.2	0		
17	174500000	88177737000	Example, PAT	0	10.1	0		
18	171000000	88195309900	Example, PAT	0	40	2		
19	178100000	88237453000	Example, PAT	0	50.2	0.3		
20	171100000	88244624400	Example, PAT	0	56.4	12		
21	178200000	88276697400	Example, PAT	45.2	0	0		
22	177700000	88277927000	Example, PAT	0	52.4	0		
23	178200000	88289208000	Example, PAT	0	0	17.5		
24	178200000	88689198600	Example, PAT	0	10.5	0		
25	177700000	88370867700	Example, PAT	0	41.1	0		
26	173100000	88428412600	Example, PAT	24.1	77.9	0		
27	178000000	88434393400	Example, PAT	0	76	20.7		
28	171500000	88435473000	Example, PAT	0	24	10.5		
29	170100000	88447964600	Example, PAT	0	26.6	21.8		

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Running Leave Audit Reports, Continued

Leave Expiring for the Selected Period as of Date

The Leave Expiring for the selected Period as of Date report provides a historical snapshot of the CE, RE and BE amounts and their expiration date as of the selected Period End Date. These amounts should match the U009 for the selected period.

HINT: *Using this report you can download this information on an Excel spreadsheet and distribute to your agency as necessary.*

To run this report click “Entire Agency”, “Leave Expiring for Period as of Date” and choose the pay period for which you wish to view the report. Select the Sort options and the Format you would like for your report.

The resulting Excel Spreadsheet looks like this:

EE NAME	EE NO	ORG CODE	BEGIN DATE	END DATE	LV HOUR	LV TYPE
Employee Leave to Expire in the Period 12/09/2010						
Company: 000						
Company Name: Demo Agency						
Example ,PAT	880275220	176500000	3/25/2010	4/9/2010	4	CE
Example ,PAT	880870189	173900000	9/25/2010	10/9/2010	3	CE
Example ,PAT	880870189	173900000	10/25/2010	11/9/2010	4	CE
Example ,PAT	880997390	170100000	11/10/2010	11/24/2010	1	CE
Example ,PAT	881000807	170100000	10/10/2010	10/24/2010	0.5	CE
Example ,PAT	881000807	170100000	10/25/2010	11/9/2010	1	CE
Example ,PAT	881000807	170100000	11/10/2010	11/24/2010	0.5	CE
Example ,PAT	881116010	170100000	7/25/2010	8/9/2010	22.5	CE
Example ,PAT	881452745	170100000	7/25/2010	8/9/2010	15	CE
Example ,PAT	881474240	170100000	8/10/2010	8/24/2010	7	CE
Example ,PAT	882003204	170300000	7/25/2010	8/9/2010	30	CE
Example ,PAT	882005202	170100000	7/25/2010	8/9/2010	22.5	CE
Example ,PAT	882448244	171100000	6/10/2010	6/24/2010	3.8	CE
Example ,PAT	883150312	179000000	1/25/2010	2/9/2010	1	CE
Example ,PAT	884284126	173100000	1/25/2010	2/9/2010	7.6	CE
Example ,PAT	884354730	171500000	7/25/2010	8/9/2010	7.5	CE
Example ,PAT	884696165	178200000	9/25/2010	10/9/2010	0.2	CE
Example ,PAT	884949192	176500000	2/10/2010	2/24/2010	19	CE
Example ,PAT	885057002	170300000	6/25/2010	7/9/2010	4.2	CE
Example ,PAT	885166717	170100000	6/10/2010	6/24/2010	1.4	CE
Example ,PAT	885199112	171500000	7/25/2010	8/9/2010	15	CE
Example ,PAT	885262427	170100000	6/10/2010	6/24/2010	17.5	CE
Example ,PAT	885474648	171500000	6/10/2010	6/24/2010	5.5	CE
Example ,PAT	885474648	171500000	6/25/2010	7/9/2010	1.8	CE
Example ,PAT	885600668	170300000	7/25/2010	8/9/2010	15	CE
Example ,PAT	885802781	170300000	5/25/2010	6/9/2010	2.5	CE
Example ,PAT	886277321	170400000	7/25/2010	8/9/2010	7.5	CE

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Running Leave Audit Reports, Continued

Employee Leave to Expire in Subsequent Pay Period

The Employee Leave to Expire in Subsequent Pay Period Report for the selected Period as of Date report provides a historical snapshot of the CE, RE and BE amounts that will expire in the pay period following the selected Pay Period End Date.

HINT: *Using this report you can download this information on an Excel spreadsheet and distribute to your agency as necessary.*

To run this report click “Entire Agency,” “Employee Leave to Expire in Subsequent Pay Period” and, choose the pay period for which you wish to view the report. Select the Sort options and the Format you would like for your report.

The resulting PDF Format looks like this:

Page 1

Company 000 - Demo Agency

Employee Leave To Expire in Subsequent Pay Period

As Of 11/24/2010

Date Report Created 02/04/2011

NAME	EE NO#	ORG CODE	BEGIN DATE	END DATE	Lv Hours	Lv Type
Example.PAT	88200320400	00170300000	11/25/2009	12/09/2009	0.70	CE

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Running Duplicate and No Leave Transactions Query

Duplicate and No Leave Transactions

The Duplicate and No Leave Transactions Query uses Payline Leave History Data to determine if there were duplicated transactions within a selected period or keyed during a particular leave period. In addition, use this query to find employees who had no leave activity during a selected period or keyed during a particular leave period.

A Duplicate Transaction is any transaction with a matching EIN, Leave Type, Leave Hours and Date From. This includes maintenance transactions as well as activity transactions. As a result, users will be able to view both the activity and maintenance keyed for the same date.

Users can choose to search transactions for the entire agency, a specific organization code or a particular employee. In addition, users can choose to display the results online, or download the results to an excel spreadsheet or text file.

From the Leave Reports and Queries Main Menu click on “Duplicate and No Leave Transactions.” The following screen will appear:

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Running Duplicate and No Leave Transactions Query, Continued

Duplicate and No Leave Transactions, continued

Line agencies can use this query to view and audit leave for various reasons. Below are some methods that can be used regularly to produce leave audit reports:

- **Duplicate Leave Transactions** – This query will list duplicate transactions for the selected period. A duplicate transaction is a transaction that has the same Employee Id Number (EIN), Leave Hours, Leave Type, and Date From. To run this report:
 - In the Selection Box, choose whether you want to run this report for:
 - The Entire Agency
 - A selected Employee Number
 - Organization Codes that meet the criteria given. **HINT:** Use a wildcard character (%) to select all or part of the organization code by entering the known parts of the organization code and replacing the unknown values with the wildcard. To select all employees that begin with 001, enter “001” preceded by the wildcard (001%). To select all employees that have 101 in the middle of the organization code, surround the value by the wildcard (%101%).
 - In the Date Range Box click on the type of date range you want to use and select the dates for the range.
 - Leave **USED** Between Dates – Searches for leave transactions with a **DATE FROM** that is between the selected dates
 - Leave **KEYED** during Period Ending – Searches for leave transactions keyed during the selected leave period.
 - **HINT:** Using the Leave **KEYED** option at the end of each leave period is appropriate to use for a regular audit tool. This option will ensure that all leave transactions are checked each cycle to see if there are any duplicates.
 - Choose “Duplicate Leave Activity During Period” as the Report Type.
 - Choose the sort option in the dropdown box located in the “Sort Results By” section.
 - Choose the format of the report by using the drop down box located in the “Format Type” section.

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Running Duplicate and No Leave Transactions Query, Continued

Duplicate and No Leave Transactions, continued

Click on “Submit Request” to view the Duplicate Leave Results. A sample is shown below:

Duplicate Leave and No Leave Transactions									
Back									
Leave Detail Inquiry Results for Company 000 - Demo Agency									
Name	Org Code	EN	Leave Type	Transaction Type	Sign	Leave Hours	Date From	Date To	Leave As of Date
Example_PAT	00177700000	88700320000	AE	S	+	4.00	10/09/2010	10/09/2010	10/09/2010
Example_PAT	00177700000	88700320000	AE	M	-	4.00	10/09/2010	10/09/2010	12/09/2010
Example_PAT	00177700000	88700320000	AE	S	+	4.00	10/24/2010	10/24/2010	10/24/2010
Example_PAT	00177700000	88700320000	AE	M	-	4.00	10/24/2010	10/24/2010	12/09/2010
Example_PAT	00177700000	88995539800	AE	M	-	5.00	11/24/2010	11/24/2010	12/09/2010
Example_PAT	00177700000	88995539800	AE	S	+	5.00	11/24/2010	11/24/2010	11/24/2010
Example_PAT	00176800000	88119351900	AE	M	-	4.00	11/24/2010	11/24/2010	12/09/2010
Example_PAT	00176800000	88119351900	AE	S	+	4.00	11/24/2010	11/24/2010	11/24/2010
Example_PAT	00171500000	88098339100	CT		+	2.50	11/30/2010	11/30/2010	12/09/2010
Example_PAT	00171500000	88098339100	CT	S	+	2.50	11/30/2010	11/30/2010	12/09/2010

NOTE1: Maintenance transactions will show along with the original activity transaction as a duplicate. Transaction Types are defined as:

- M = Maintenance
- Blank = Activity
- S = System

NOTE2: Because of processing times, certain reporting formats are limited to a certain number of records. You may receive a message to scale back your search if the limit is reached. Try limiting the search to a smaller period of time, or a smaller group of employees. The record limits by format are:

- Online – 10,000 Records
- Excel – 30,000 Records
- Text – 30,000 Records

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Running Duplicate and No Leave Transactions Query, Continued

Duplicate and No Leave Transactions, continued

- *No Leave Transactions* – This report will allow the user to get a listing of all employees for a specified period that **DID NOT** use leave. These employees will have leave earnings only. To run this report:
 - In the Selection Box, choose whether you want to run this report for:
 - The Entire Agency
 - A selected Employee Number
 - Organization Codes that meet the criteria given.
HINT: Use a wildcard character (%) to select all or part of the organization code by entering the known parts of the organization code and replacing the unknown values with the wildcard. To select all employees that begin with 001, enter “001” proceeded by the wildcard (001%). To select all employees that have 101 in the middle of the organization code, surround the value by the wildcard (%101%).
 - In the Date Range Box click on the type of date range you want to use and select the dates for the range.
 - Leave **USED** Between Dates – Searches for leave transactions with a **DATE FROM** that is between the selected dates
 - Leave **KEYED** during Period Ending – Searches for leave transactions keyed during the selected leave period.
 - **HINT:** Using the Leave **KEYED** option at the end of each leave period is appropriate to use for a regular audit tool. This option will ensure that all leave transactions are checked each cycle to see if there are any duplicates.
 - Choose “No Leave Activity During Period” as the Report Type.
 - Choose the sort option in the drop down box located in the “Sort Results By” section.
 - Choose the format of the report by using the drop down box located in the “Format Type” section.

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Running Duplicate and No Leave Transactions Query, Continued

Duplicate and No Leave Transactions, continued

Click on “Submit Request” for view the No Leave Activity Results. A sample is shown below:

Duplicate Leave and No Leave Transactions									
Back									
No Activity Inquiry Results for Company 000 - Demo Agency									
Name	Org Code	EIN	Leave Type	Transaction Type	Sign	Leave Hours	Date From	Date To	Leave As of Date
Example_PAT	00178200000	88001390700	AE	S	+	9.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00170300000	88019741900	OE		+	5.90	11/12/2010	11/12/2010	12/09/2010
Example_PAT	00170300000	88019741900	AE	S	+	5.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00176500000	88027522000	AE	S	+	9.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00171000000	88034173600	AE	S	+	5.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00173500000	88057575900	OE		+	3.00	11/12/2010	11/12/2010	12/09/2010
Example_PAT	00173500000	88057575900	AE	S	+	9.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00178000000	88067246400	AE	S	+	7.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00173900000	88087018900	AE	S	+	4.00	12/09/2010	12/09/2010	12/09/2010
Example_PAT	00178000000	88067246400	AE	S	+	7.00	12/09/2010	12/09/2010	12/09/2010

NOTE1: Maintenance transactions will show along with the original activity transaction as a duplicate. Transaction Types are defined as:

- M = Maintenance
- Blank = Activity
- S = System

NOTE2: Because of processing times, certain reporting formats are limited to a certain number of records. You may receive a message to scale back your search if the limit is reached. Try limiting the search to a smaller period of time, or a smaller group of employees. The record limits by format are:

- Online – 10,000 Records
- Excel – 30,000 Records
- Text – 30,000 Records

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Running Leave Activity Detail Inquiries

Accessing Leave Activity Detail Inquiries

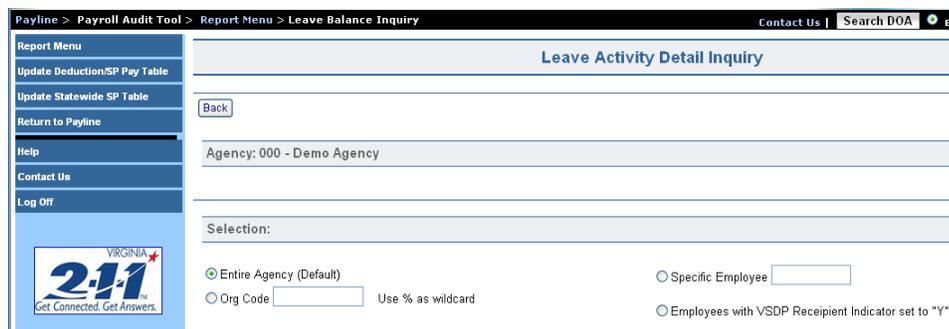
The PAT Leave Activity Detail Inquiry uses the same data as the Leave Activity Detail Inquiry in Payline. The PAT version allows users to search the entire agency or a specific organization code in addition to looking at leave transactions for one employee. In addition, users can view transactions for the period for those employees with a VSDP Recipient Indicator of “Y”.

With the Leave Activity Detail Inquiry, users can view particular leave transactions that occurred during the selected period for selected leave types and activity types.

From the Leave Reports and Queries Main Menu click on “Leave Activity Detail Inquiry.” The following screen will appear:



Choose the agency, and click “Select Agency.” The following menu will appear:



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Running Leave Activity Detail Inquiries, Continued

Leave Activity Detail Inquiries

In the “Selection” box choose the scope of the query as follows:

- *Entire Agency (Default)*
- *Org Code - Use a wildcard character (%) to select all or part of the organization code by entering the known parts of the organization code and replacing the unknown values with the wildcard. To select all employees that begin with 001, enter “001” preceded by the wildcard (001%). To select all employees that have 101 in the middle of the organization code, surround the value by the wildcard (%101%).*
- *Specific Employee – enter the employee number*
- *Employees with VSDP Recipient Indicator set to “Y” – This selection should allow you to view leave activity for employees on VSDP during the period selected.*

In the “Date Range” box, choose the period of time that you would like to view leave for:

- *Leave **USED** Between selected dates will provide leave activity transactions that had “DATE FROM” dates between the selected dates*
- *Leave **KEYED** during Leave Period Ending will provide leave activity transactions keyed during the selected period end date. (Only the transactions that appear on the corresponding U009 for the period selected will appear.)*

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Running Leave Activity Detail Inquiries, Continued

Leave Activity Detail Inquiries, continued

Leave Types:

All Leave Types

OR

<input type="checkbox"/> Annual	<input type="checkbox"/> Sick	<input type="checkbox"/> Overtime	<input type="checkbox"/> Recognition	<input type="checkbox"/> Compensation	<input type="checkbox"/> Family/Personal
<input type="checkbox"/> LWOP	<input type="checkbox"/> VSDP	<input type="checkbox"/> Worker's Comp	<input type="checkbox"/> All Others		

In the "Leave Types" box select the Type of Leave Activity that you wish to query as follows:

- *All Leave Types – does not limit the transactions to any specific leave type*
- OR-*
- *For a combination of specific leave types you may select one or all that apply to receive transactions that **ONLY** fall into the selected categories:*

- *Annual Leave*
- *Sick Leave*
- *Overtime Leave*
- *Recognition Leave*
- *Compensatory Leave*
- *Family/Personal Leave*
- *LWOP*
- *VSDP*
- *Worker's Compensation*
- *All Others*

For Example, if a users selects Annual and Overtime Leave, the Query will return any transaction that is related to Annual Leave (AT, AE, AL, etc) and any transaction that is related to Overtime Leave (OE, OX).

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Running Leave Activity Detail Inquiries, Continued

Leave Activity Detail Inquiries, continued

Activity Type:

All Activity Types

OR

Taken Earned Lost Other

In the “Activity Type” box select the Type of Leave Transactions that you wish to query as follows:

- *All Activity Types – does not limit the transactions to any specific leave activity*
- OR-*
- *For a combination of specific activity types you may select one or all that apply to receive transactions that **ONLY** fall into the selected categories:*
 - *Taken*
 - *Earned*
 - *Lost*
 - *Other*

For Example, if the user selects “Taken”, the transactions returned will only represent leave used for the transactions selected. (AT, SP, CT, etc.) If “Taken” and “Lost” is selected the transactions returned will be limited to those activity types that represent leave used or lost (AL, AT, SL, SP, CT, CL etc.)

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Running Leave Activity Detail Inquiries, Continued

Leave Activity Detail Inquiries, continued

Sort Results By:

Employee Name ▾

Format Type:

Online ▾

In the “Sort Results by” box, choose the sort order for the returned query results. Users can choose:

- *Org Level 1 – sort by the first section of the organization code (Division)*
- *Org Level 2 – sort by the second section of the organization code (Office)*
- *Org Level 3 – sort by the third section of the organization code (Dept)*
- *Org Level 4 – sort by the fourth section of the organization code (Section)*
- *Full_Org_Code – sort by the entire organization code*
- *Employee Name – sort alphabetically by the Employee Name*
- *Employee Number – sort numerically by the Employee Number*

In the “Format Type” box, choose the format to receive the query results.

NOTE: *You may receive a message to scale back your search if the query results in more transactions than the format will allow. (See chart below). To scale back the results, select a smaller group of employees or limit the data range of the query.*

- *Limited to 30,000 Transactions*
 - *Text – query results returned as a comma delimited text file*
 - *Excel – query results returned on an Excel Spreadsheet*
- *Limited to 10,000 Transactions*
 - *Online – query results returned on a webpage*

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Running Leave Activity Detail Inquiries, Continued

**Leave Activity
Detail Inquiries,**
continued

*Click on “Submit Request” to view query results. Below is a sample in Text
Format:*

```

Leave_Detail[1].txt - Notepad
File Edit Format View Help

Leave Detail Inquiry Results

Company: 000
Company Name: Demo Agency

ORG CODE,EIN,NAME,TRANSACTION TYPE,HOURS,DATE FROM,DATE TO,LEAVE AS OF DATE
00170100000,880212628,Example PAT ,SP ,7.5,12/08/2010,12/08/2010,12/09/2010
00170100000,880212628,Example PAT ,SP ,7.5,12/06/2010,12/06/2010,12/09/2010
00170300000,880197419,Example PAT ,AE ,5.0,12/09/2010,12/09/2010,12/09/2010
00170300000,880197419,Example PAT ,SP ,0.2,12/08/2010,12/08/2010,12/09/2010
00178200000,880013907,Example PAT ,AE ,9.0,12/09/2010,12/09/2010,12/09/2010
00178200000,880013907,Example PAT ,SP ,0.1,12/06/2010,12/07/2010,12/09/2010
00178200000,880013907,Example PAT ,FP ,6.8,12/06/2010,12/07/2010,12/09/2010
00178200000,880013907,Example PAT ,AT ,10.9,12/06/2010,12/07/2010,12/09/2010
00170300000,887225220,Example PAT ,SP ,7.7,12/06/2010,12/06/2010,12/09/2010
00170300000,887225220,Example PAT ,AE ,4.0,12/09/2010,12/09/2010,12/09/2010
00171000000,887305439,Example PAT ,FP ,8.0,12/07/2010,12/07/2010,12/09/2010

```

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Running Leave Balance Inquiries

Accessing Leave Balance Inquiries

The PAT Leave Balance Inquiry uses Payline Leave Balance Data to allow users to query and download leave balance and usage information for the entire agency. To access the Leave Balance Inquiry Menu, click “Leave Balance Inquiry” in the “Leave Audit Reports and Queries” section. The following screen will appear:

Choose the Company and click on “Select Agency” to continue.

Leave Balance Inquiries

After choosing the Company, the Leave Balance Inquiry Menu will appear:

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Running Leave Balance Inquiries, Continued

Leave Balance Inquiries, continued

Select Leave Usages to Report:

All YTD Leave Usages (Remove check on this box for No Usages)

OR

Annual Sick Overtime Recognition Compensatory Family/Personal
 Sick Family LWOP VSDP Worker's Comp Admin All Others

In the “Select Leave Usages to Report” box, choose the type of leave usages to report:

- All Leave Usages – Reports all available YTD Leave Usages – **NOTE: To only report on Balances described in the previous section, uncheck this box.**

-OR-

- For a combination of specific YTD Leave Usages choose one or more of the following:

- Annual
- Sick
- Overtime
- Recognition
- Compensatory
- Family/Personal
- Sick Family
- LWOP
- VSDP
- Worker's Comp
- Admin
- All Others

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Running Leave Balance Inquiries, Continued

Leave Balance Inquiries, continued

Show Balances for:

Entire Agency
 Org Code Use % for wildcard
 Specific Employee
 Employees with Total Selected Balances Less than

Sort Balances by:

Sort Order

Format Type:

In the “Show Balances For:” section, choose the scope of the Leave Balance search.

- *Entire Agency (Default)*
- *Org Code – use all or part of an organization code to refine a search to a particular department. You may use the “%” as a wildcard. For example, to run a query on all employees with Office number 901 (Office is the second section of the organization code) type “%901%” in the text box.*
- *Specific Employee – enter the employee number*
- *Employees with Selected Balances Less than Selected Amount – Returns a list of employees who have Total Selected Balances less than the amount entered in the drop down box. Using this option, users can check for potential LWOP issues. This report will sum of all Balances selected in the “Leave Balance” section and compare the sum to the limit entered.*

HINT: to view a list of employees who have total **PERSONAL** leave balances (excluding sick personal leave) less than 20, select Annual, Family Personal, Compensatory, Overtime, and Recognition in the Balance Section. Then choose “20” in the drop down box for this option.

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Running Leave Balance Inquiries, Continued

Leave Balance Inquiries, continued

In the “Sort Results by” box, choose the sort order for the returned query results. Users can choose:

- *Org Level 1 – sort by the first section of the organization code (Division)*
- *Org Level 2 – sort by the second section of the organization code (Office)*
- *Org Level 3 – sort by the third section of the organization code (Dept)*
- *Org Level 4 – sort by the fourth section of the organization code (Section)*
- *Full_Org_Code – sort by the entire organization code*
- *Employee Name – sort alphabetically by the Employee Name*
- *Employee Number – sort numerically by the Employee Number*

In the “Format Type” box, choose the format to receive the query results.

NOTE: You may receive a message to scale back your search if the query results in more records than the format will allow. (See chart below). You can scale back the results by selected a smaller group of employees or limit the data range of the query.

- *Limited to 30,000 Records*
 - *Text – query results returned as a comma delimited text file*
 - *Excel – query results returned on an Excel Spreadsheet*
- *Limited to 10,000 Records*
 - *Online – query results returned on a webpage*

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Running Leave Balance Inquiries, Continued

Leave Balance Inquiries, continued

Click on “Submit Request” to view query results. Below is a sample in Excel Format:

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Leave_Balances[2].xls". The spreadsheet contains the following data:

8	Org Code	Name	EIN	AT BAL	SK BAL	OT BAL	COM BAL	RECG BAL	FP BAL	MIL BAL	OC BAL
9	171500000	Example_PAT	880983391	83.2	0	0	0	0	32	0	0
10	170100000	Example_PAT	881474240	143	59.5	0	7	0	32	0	0
11	176800000	Example_PAT	881602369	54.6	3.4	0	0	0	40	0	0
12	178200000	Example_PAT	881686160	376.2	24.5	2.2	0	0	40	0	0
13	170100000	Example_PAT	882090202	0	990.6	0	22.5	0	0	0	0
14	171100000	Example_PAT	882448244	81.2	56.4	139.6	3.8	0	20	0	0
15	177700000	Example_PAT	882779270	51.1	52.4	6	0	0	32	0	0
16	178100000	Example_PAT	884496141	39.1	0.1	1.1	0	0	40	0	0
17	170300000	Example_PAT	885187210	0	73	0	0	0	31	0	0
18	178200000	Example_PAT	885909090	23	25.7	32.6	0	0	32	0	0
19	178000000	Example_PAT	885956897	362.9	1362.8	1	0	0	0	0	0

Below is a sample in Online Format of Annual Leave Balances and Usages:

The screenshot shows a web interface titled "Leave Balance Results". It includes a "Back" button and the following text: "Leave Balance Inquiry Results As Of 12/09/2010 For Company 000". Below this is a table with the following data:

Org	Name	EIN	AT BAL	AT USE
00178200000	Example_PAT	881052708	342.6	55.8
00176500000	Example_PAT	881168816	387.2	154.3
00176800000	Example_PAT	881193519	8.0	60.0
00171500000	Example_PAT	881451046	0.0	0.0

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Internal Control

Internal Control

Agencies should set forth policies and procedures specifying PAT Report usage for general information, payroll certification, budgeting, or other processes internally. Remember that the reports provided are only as current as the last information upload or FINDS information refresh.

Records Retention

Time Period

There are no established record retention policies on PAT Reports. Agencies must establish their own retention guidelines as appropriate depending on report usage in payroll and leave processing. To the extent PAT reports are relied upon for pre and post certification, the record retention guidelines set out in CAPP Topics, 50810, Pre-Certification Activities, and 50820, Post Certification Activities should be followed.

Contacts

DOA Contacts Director, State Payroll Operations
Voice: (804) 225-2245
E-mail: Payroll@virginia.gov

Payroll Business Analyst/Trainer
Voice: (804) 225-3079 or (804) 225-3065 or (804) 225-2382
E-mail: Payroll@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 50810, *Pre-Certification Activities*
CAPP Topic No. 50820, *Post-Certification Activities*
CAPP Topic No. 70515, *Payline*