Overview

The Payments Not Sent to Bureau of State Payrolls (BOSP) Report is accessible from the Reports tile of the People First system. The report provides agencies the ability to view all retro payments (e.g., regular salary payments, overtime payments and on-call payments) that were not sent on the F0001 to BOSP for two pay periods prior to the current pay period. The report will only be available for a payroll that has been processed. Historical data for the report will be available for the past 6 months.

Definitions

*The report includes the following fields:*

- **Processing Date** – This is the F0001 processing date of the payroll period for which the report is being processed
- **Appointment ID** – employee’s People First Appointment ID (PERNK)
- **BOSP Wage Type** – 4-digit BOSP earnings code
- **People First Wage Type** – 4-digit People First wage type code
- **People First Wage Type Description** – This is the corresponding People First wage type description
- **Position** – Position number for the selected record
- **Last Name** – Employee’s last name
- **First Name** – Employee’s first name
- **FLAIR Org** – FLAIR org from the employee’s position for the selected record
- **Contract Hours** – Employee’s contract hours for the retro payment during the period for which the report is being processed
- **Agency** – Agency OLO code from employee’s position for the selected record
- **Pay Period Begin Date** – Pay period begin date for the retro payment during the period the report is being processed for in MM/DD/YYYY format
- **Pay Period End Date** – Pay period end date for the retro payment during the period the report is being processed for in the MM/DD/YYYY format
- **FTE** – Full-time equivalent from the employee’s Pay Information record
- **Begin Rate** – Employee’s beginning rate for the retro payment during the period for which the report is being processed
- **Begin Hours** – Employee’s beginning hours for the retro payment during the period for which the report is being processed
- **End Rate** – Employee’s ending rate for the retro payment during the period for which the report is being processed
- **End Hours** – Employee’s ending hours for the retro payment during the period for which the report is being processed
Payments Not Sent to BOSP Report

- Total Gross – Total gross for the retro payment (in dollars with 2 decimals) during the period that payment is being processed.

Filters

The report uses the following filters:

- Agency – Required filter; defaults to your agency’s OLO code.
- Appointment ID – Optional filter; defaults to all employees in the filter criteria (OLO, Processing Date, etc.). To process the report for one employee enter the employee’s People First Appointment ID (PERNK).
- SSN – Optional filter; defaults to all employee in the filter criteria (OLO, Processing Date, etc.). To process the report for one employee enter the social security number.
- Test/Prelim – Optional filter; check this box if you are running the report for the preliminary payroll.
- BOSP Wage Type (from – to) – Optional filter. To process the report for one BOSP earnings code, enter the BOSP earnings code in the “from” BOSP wage type field. To process the report for a range of BOSP earnings codes, enter a BOSP earnings code in both the “from” and “to” BOSP wage type fields.
- Processing Date (from – to) – Required filter. To process the report for one processing date, enter the processing date in the “from” processing date field in the MM/DD/YYYY format. To process the report for a range of processing dates, enter a processing date in both the “from” and “to” processing date fields in the MM/DD/YYYY format.
- FLAIR Org (from – to) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the “from” FLAIR org field. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the “from” and “to” FLAIR org fields.

Sort Hierarchy

The report uses the following sort sequence:

- BOSP Wage Type
- PF Wage Type
- Pay Period Begin Date

Authorization

Users with a security role code of A, C, D, F, G, H, I, K, N, S, U, X and Y will be able to process this report.

Process Steps

Step 1: Select Manager landing page > Reports > Payroll Reports
Step 2: Select Payments Not Sent to BOSP Report
Step 3: Select/Enter the filter values
Step 4: Select Run Report button
If the report finishes in **less** than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

If the report takes **more** than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating “No records found” If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

**Report Selection Criteria Sample**

Below is a sample of the report selection criteria screen and the available filters:

![Report Input](image)

**Report Sample**

For best results, print this report as landscape, legal size. If printing on letter sized paper part of the data may not be visible. Below is a sample of the Payments Not Sent to BOSP Report:
## Payments Not Sent to BOSP Report

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>BOSP WAGE TYPE</th>
<th>PH WAGE TYPE DESCRIPTION</th>
<th>PAY PERIOD BEGIN DATE</th>
<th>PAY PERIOD END DATE</th>
<th>FTE</th>
<th>BEGIN HOURS</th>
<th>END HOURS</th>
<th>TOTAL OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>9124</td>
<td>OVERTIME</td>
<td></td>
<td>04/01/2011</td>
<td>04/15/2011</td>
<td>1.00</td>
<td>16.74</td>
<td>2.00</td>
<td>7.00</td>
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*This report contains information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.*