

GROSS PAY ADJUSTMENTS

B075A, B075B

REPORT PURPOSE

The reports list the entries on the P050 Gross Pay Adjustments on File screen that processed during the current payroll run. The Oregon Accounting Manual (OAM) 45.35.00.PO and PR Review of Gross Pay Adjustment Report require that an agency manager review the report prior to the release of paychecks.

The B075A lists only IR (insurance return) adjustments. The B075B lists all other P050 entries.

REPORT FREQUENCY

OSPA produces the reports for each final payroll run.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll audits to ensure adjustments are accurate and the comments are consistent with the entries. OAM 45.35.00.PO requires that a manager not attached to payroll review and approve B075B prior to the release of paychecks and pay stubs each payroll run. See OAM 45.35.00.PO and PR for guidelines for reviewing the reports.

REPORT INFORMATION DETAIL

OSPA sorts both reports by the following:

- Agency
- Employee
- CCJ
- Pay type

The reports include:

- NAME

- EID -- employee ID, OR#####
- CCJ – concurrent job number
- COMMENT – from the COMMENT field on the P050 screen
- ADJ TYP – from the P050 screen. Blank = on-going, A = one-time
- PAY TYPE – from the P050 screen. See OSPA Reference Manual, Codes, Pay and Leave Codes
- DESCRIPTION – PAY TYPE DESCRIPTION from the PTB2 Payroll Benefit Package Table screen for the PAY TYPE listed
- UNITS – from the P050 screen
- PAY RATE – RATE from the P050 screen
- TAXABLE – AMOUNT from the P050 screen for pay types that have INC TYP: T on the PTB2 screen
- REIMBURSE – AMOUNT from the P050 screen for pay types that have INC TYP: R on the PTB2 screen
- OTHER TAXABLE – AMOUNT from the P050 screen for pay types that have INC TYP: O on the PTB2 screen
- ASSUMED WAGES – AMOUNT from the P050 where PAY TYPE = AW, assumed wages. See OSPA Reference Manual, Recommended Practices, Volunteers, AmeriCorps, Boards and Commissions, and Unpaid

The reports include EMPLOYEE TOTALS for the following:

- UNITS
- TAXABLE
- REIMBURSE
- OTHER TAXABLE
- ASSUMED WAGES

They also include AGENCY TOTALS for the following:

- UNITS
- TAXABLE
- REIMBURSE
- OTHER TAXABLE
- ASSUMED WAGES
- ALL PAY TYPES – TAXABLE + REIMBURSE + OTHER TAXABLE + ASSUMED WAGES
- GROSS PAY ADJ DET COUNT – total number of gross pay adjustments

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure distribution, storage and destruction. Reports printed August 28, 2006, and later have the employee's Employee ID rather than SSN.

DATAMART ASSOCIATIONS

You can query the monthly combined information against the Datamart JS_LAB_ADJ table. You cannot isolate the information by run to match this report exactly. Contact OSPS for a duplicate report if necessary.

OTHER INFORMATION

OSPS also receives the E260-100 Gross Pay over 2.0 x Ajd Base Exception Report. An OSPS staff member will research the employees on the report. If she cannot identify the reason for the adjustment, she will forward a copy of the report to your agency.

REVISION HISTORY

Date	Rev. No.	Modification
09/26/06	1.0	Original
03/18/10	1.1	Periodic review