

OUTSTANDING CHECKS TO BE PURGED FROM CHECK RECON

E701-030-A

REPORT PURPOSE

The E701-030-A lists outstanding payroll checks that OSPA issued more than two years before. Agency payroll needs to exercise due diligence to locate payees for the checks listed on the report. If the agency cannot find the payee, OSPS will turn the check over to Oregon State Lands as unclaimed property.

REPORT FREQUENCY

OSPS requests the report annually, prior to June 15.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll:

- Identify checks for current employees or vendors and work with them to redeem or replace the checks. Do not forward these to State Lands as unclaimed property.
- For checks that are ≥\$100.00 and are not for current employees or vendors, exercise due diligence to locate and contact the payees
- Document your due diligence efforts on the report and indicate the outstanding checks for which you could not locate the payee by September 15
- Process check cancellations and replacements by October 1
- Send the notated report to OSPS by October 1

See the OSPA Reference Manual, Recommended Practice, Checks, Stale Dated.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name with a page break for each agency.

The report includes:

- Check micro number
- Employee ID (OR#####) if payee is a state employee
- Payee's name
- Amount of check
- Issue date of check
- Pay period end date
- Pay period set number

The report gives a total dollar amount for each agency.

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier reports include the payees' TIN (SSN or EIN) and require secure distribution, storage and destruction. The current reports do not contain confidential information.

DATAMART ASSOCIATIONS

You can query certain elements of this report in the Datamart (Name, Employee ID, Deposit Amount); but, you cannot completely reproduce the report. Please contact OSPS to obtain a duplicate report if necessary.

OTHER INFORMATION

Checks with numbers that begin with 9 are manual or off-cycle checks. See the OSPA Reference Manual, Recommended Practice, Checks, Manual.

After each final payroll run 2, OSPS produces the E469-05-1 Check Reconciliation File – in Agy/Micro Sequence report. It lists the outstanding checks issued from the Joint Payroll Account on behalf of your agency. If you work the E469-05-1 Check Reconciliation File report each month, you will not have last minute work to do to complete the due diligence requirements for the E701-030-A Outstanding Checks to be Purged from Check Recon in June.

REVISION HISTORY

Date	Rev. No.	Modification
03/13/09	1.0	Original
05/13/09	1.1	Stress working E469-05-1 monthly
06/01/10	1.2	Periodic review
05/17/11	1.3	Annual review, delete regular check numbers