

Gross Pay Adjustments Outdated

E820-1, E820-2, E820-3

REPORT PURPOSE

OSPA produces these reports when we run an automated process to outdate a specific type of gross pay adjustment(s) on the P050 Gross Payment Adjustments.

E820-1 Gross Pay Adjustments Outdated as of YYYY/MM/DD is a before and after report that lists all of the employees in an agency who have entries on the P050 that will be / were outdated.

E820-2 Gross Pay Adjustments Beginning after YYYY/MM/DD provides a list of the employees who have entries with the same pay type(s) on the P050 that have a STRT DATE after the outdate listed on the E820-1.

E820-3 Duplicate Gross Pay Adjustments lists any duplicate GPA's on the P050 with the same STRT DATE and END DATE.

REPORT FREQUENCY

OSPS makes a special request for adjustments to be outdated. OSPA produces a set of "before" and "after" reports as part of the process. OSPS may just distribute the after reports to agencies.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Review the reports for reasonableness and accuracy. Notify OSPS if there appear to be problems. When applicable, use the E820-1 report as a tickler for making new P050 entries for the upcoming year.

REPORT INFORMATION DETAILS

OSPA sorts the E820-1 and E820-2 reports by agency and employee name, with a page break for each agency.

The reports include:

- Agency number
- Employee name
- Employee ID
- The following information from the P050:
 - ADJ TYP
 - PAY TYP
 - COMMENT
 - AMOUNT
 - STRT DATE

For each agency, they also give the total AMOUNT for all agency employees listed.

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

The reports may contain confidential information and require secure distribution, storage, and destruction.

DATAMART ASSOCIATIONS

Although we can query deduction information in the Datamart DED table, we cannot isolate the data to exactly match the report. Please contact OSPS to request a duplicate report if necessary.

OTHER INFORMATION

A common use of this process is to outdate the DPT and DPN entries for those employees who have domestic partner insurance coverage through PEBB. The imputed value for the DPT and DPN entries changes each plan year. OSPS will submit a request for OSPA to outdate the DPT /DPN entries before October run 1. OSPA will

OSPA Reference Manual

OSPA Reports

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enter an STOP DATE of 11/30/#### on the P050. OSPS will distribute after reports with the October run 1 final reports.

REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
10/23/08	1.1	Clarify purpose and use