

Nov or Dec Pay Reported in Two Tax Years

B850-01

REPORT PURPOSE

If OSPA processes an employee's November or December pay in two different tax years, the employee will be on the B850-01.

REPORT FREQUENCY

OSPA prints the report after each preliminary and final payroll run for pay period 12/31/XX through pay period 03/31/XX.

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 will want to review the report as soon as they receive it. Look for the following:

- If an employee received an overpayment
- If OSPA assigned wages to the correct tax and will produce a correct W-2

After reviewing the report:

- You do not need to take any action if OSPA has reported the wages in the correct tax year and the employee did not receive an overpayment.
- If the wages in the tax year just ending are not correct and December has not closed, set a November corrective. See Recommended Practices, Year End.
- If the wages are not correct and December is closed, contact the OSPS Accountant for a W-2C. See Recommended Practices, Taxes, Corrected W-2 (W-2c).

OSPA Reference Manual

OSPA Reports

Nov or Dec Pay Reported in Two Tax Years

REPORT INFORMATION DETAILS

OSPA sorts the report by agency, with a page break for each agency.

The report includes:

- Employee ID
- Employee name
- Pay period 1
- Tax year 1
- Pay period 2
- Tax year 2
- Report distribution code

REPORT MESSAGE CODES

Code	Message with Code	Description
	NO EXCEPTIONS FOR THIS AGENCY	The agency does not have any employees who meet the criteria for the report.

SECURE STORAGE AND DESTRUCTION

The report does not contain confidential information and does not require secure distribution, storage, or destruction.

DATAMART ASSOCIATIONS

Although OSPA produces this report for each run, the combined monthly information is still valuable for year end.

You can obtain this information from either the JS_LAB_ADJ or NET_PAY tables. Be sure to use the extension that will give you both tax years.

Include the following in your query:

- Employee Num
- Employee Name
- Tax Year
- Pay Period End (filter: 11/30/XX and 12/31/XX)
- Rept Dist Code

Once you have the data, use a pivot table to determine which employees, if any, have the same pay period in two different tax years.

OSPA Reference Manual

OSPA Reports

Nov or Dec Pay Reported in Two Tax Years

OTHER INFORMATION

If you need to correct November after November run 2 final, enter FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates of 11/30/XX on the P010 screen. Then, change the COR FLAG to Y on the P190 Payroll Register Data. Without the P010 dates, OSPA will not allow a P190 corrective for November after November Run 2 final.

REVISION HISTORY

Date	Rev. No.	Modification
11/21/06	1.0	Original, new report, WR2976
01/05/07	1.1	Change in frequency, print with preliminary and final
11/06/08	1.2	Plain language