

# **PAYROLL DEDUCTION ADJUSTMENT E315-009B, E315-009C, E315-009D**

## ***REPORT PURPOSE***

E315-009B Payroll Deduction Adjustment (W) Ongoing lists employees who have entries on the P070 Deductions and Deduction Adjustments screen with ADJ = W (CBIW and Military leave).

E315-009C Payroll Deduction Adjustment (F) FMLA lists employees who have entries on the P070 screen with ADJ = F.

E315-009D Payroll Deduction Adjustment (A) Other lists employees who have entries on the P070 screen with ADJ = A that meet the following criteria:

- The deduction code has Type = D (dental), H (health), L (life) or T (long-term disability) on the PTD1 Payroll Deduction Table screen or
- The deduction code is FDNN Dependant Care Flexible Spending Account or FHNN Flexible Health Care Account

See the OSPA Reference Manual:

- Handbooks:
  - Family and Medical Leave
  - Military Leave of Absence
  - PEBB Benefits
- Recommended Practice, Leave, Injured Workers

## ***REPORT FREQUENCY***

OSPA produces the reports with every final payroll run.

## ***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 review the reports for accuracy. If the employee is on the report in error, correct the P070 screen and set the corrective flag on the P190 Payroll Register Data screen, if necessary. If the

employee has sufficient paid time to qualify for insurance coverage, delete the “F” or “W” deduction(s) from the P070 screen.

## ***REPORT INFORMATION DETAILS***

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OSPA sorts the reports by agency and employee name.

The reports include:

- AGENCY NUMBER, #####
- EMPLOYEE NAME
- EID – Employee ID, OR#####
- DEDUCTION CODE
- DEDUCTION PLAN – plan code from the PTD2 Payroll Deduction Table
- EMPLR AMOUNT – amount state paid
- EMPL AMOUNT – amount employee paid
- PAY PERIOD ENDING, YYYY/MM/DD
- COMMENT – COMM from the P070 screen

They also provide agency totals for:

- EMPLR AMOUNT
- EMPL AMOUNT

## ***REPORT MESSAGE CODES***

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Code	Message with Code	Description

## ***SECURE STORAGE AND DESTRUCTION***

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

## ***DATAMART ASSOCIATIONS***

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Although you can query the monthly combined information against the Datamart DED table, you cannot isolate the information by run to match this report exactly. Please contact OSPS to obtain a duplicate report if necessary.

## ***OTHER INFORMATION***

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Use these reports with the E315-009A Employees Unqualified for State Pay Benefits report and the XREF51 PEBB Insurance Exceptions report to determine why the employee is on the report and if you need to make a correcting entry.

## ***REVISION HISTORY***

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<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/26/06	1.0	Original
02/27/09	1.1	Clarify use of F adj code
02/18/11	1.2	WR #3760, add E315-009D; add COMMENT to all reports; change titles
03/14/11	1.3	WR #3760, XREF51 title change; criteria for E315-009D