

## Deduction Reconciliation

### *XREF01*

#### REPORT PURPOSE

This report lists changes made to the P070 Deductions and Deduction Adjustments in the current pay period. Agency payroll use it to verify the accuracy of changes. They also send a copy of the report to the vendors they pay to notify them of changes.

#### REPORT FREQUENCY

OSPA prints this report with each final payroll run. The report from run 2 is a combined report for the pay period.

#### MANAGEMENT CONTROLS

	Legal compliance	X	Reliability of information
	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 should:

- Audit for changes or deletions to deductions
- Supply a copy of the report to the vendors (including unions) that the agency pays directly
- Send the SEIU/OPEU deduction section to SEIU with an explanation of each variance

OSPS staff members send a copy of the report to centrally paid vendors with their payments.

## REPORT INFORMATION DETAILS

OSPA sorts the report by agency, deduction code and employee, with a page break for each agency and deduction code.

The report includes:

- Agency number
- Agency NAME
- Agency ADDRESS
- EMPLOYEE NAME
- EID: employee ID, OR#####
- DEDUCTION TYPE: DED CODE DESC from the P070 Deductions and Deduction Adjustments screen
- ADJ TYPE: ADJ from the P070 (see Screen Descriptions, P070)
- PRIOR MONTH AMOUNT for deduction
- VARIANCE, including:
  - ADDS: new deductions
  - CHANGES to the amount of the deduction
  - DELETES: deductions deleted from the P070
- CURR MONTH AMOUNT
- COMMENTS: a space for agency staff to write comments on the report

It provides agency totals for the prior and current month columns for the deduction code. It also provides agency totals for the deduction code and deduction package for the month; they are the same totals found on the XREF76 Deduction Register Detail.

## REPORT MESSAGE CODES

Code	Message with Code	Description

## SECURE STORAGE AND DESTRUCTION

The report contains confidential deduction information that requires secure distribution, storage, and destruction.

## DATAMART ASSOCIATIONS

You can query the monthly combined information from 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.

# OSPA Reference Manual

*Reports*

*Deduction Reconciliation*

OTHER INFORMATION

REVISION HISTORY

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/26/06	1.0	Original
08/10/09	1.1	Periodic review