

CHILD SUPPORT AMOUNTS BY AGENCY E311-018A

REPORT PURPOSE

The Child Support Amounts by Agency report lists employees who have entries on the P070 Deductions and Deduction Adjustments screen with deduction code SUNN. OSPA sent the amounts listed to Support Enforcement, Oregon Department of Justice to pay child support on behalf of the employee.

REPORT FREQUENCY

OSPA prints the report after each final payroll run.

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

Agency payroll will verify for accuracy and file for future reference.

Key points of review include employee identification, agency number, amount entered on the P070 screen and the case number from the original Order to Withhold. See Additional Information below.

REPORT INFORMATION DETAILS

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

The report includes:

- AGENCY
- NAME
- EID – Employee ID number, OR#####
- AMOUNT
- CLIENT ID – case number from the Order to Withhold, see Additional Information below
- PLAN – there will be a separate PLAN for each case number for the employee

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

This information is not available through the OSPA Datamart. Please contact OSPS to obtain a duplicate report if needed.

OTHER INFORMATION

These are Oregon court ordered child support cases sent from the court to payroll on a form entitled "Order to Withhold". Each child will have a separate case number.

Enter the case number on the COMM field on the P070 screen (see OSPA Reference Manual, Screen Descriptions, P070). DOJ uses the case number to post the payment to the correct parent and child. A missing or incorrect case number may delay the posting of the payment. Some things to keep in mind include:

- Claim numbers have 12 characters. They may be alphanumeric or all numeric.
- When making entries, carefully look at the following:
 - 0 (number, zero) and O (alpha, capital as in Ohio)
 - 1 (number, one) and I (alpha, capital as Illinois)
- Do not enter the employee's SSN in the COM field

REVISION HISTORY

Date	Rev. No.	Modification
09/19/06	1.0	Original
05/10/10	1.1	Period review, case number