

# EMPLOYEES UNQUALIFIED FOR STATE PAY BENEFITS REPORT

## E315-009A

### **REPORT PURPOSE**

The report lists employees who have deductions entered on the P070 Payroll Deductions screen and who have not met the criteria to qualify for PEBB mandatory or core benefits. Core benefits include medical, dental, vision if medical is a PPO and \$5,000 pre-tax basic life..

### **REPORT FREQUENCY**

OSPA produces the report after each final payroll run.

### **MANAGEMENT CONTROLS**

	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 review for accuracy. If the employee has time entry errors, correct the time and, if for a closed pay period, set a corrective on the P190 Payroll Register Data screen. If the employee is on protected leave under FMLA, CBIW or military leave, make appropriate adjusting entries on the P070 screen to continue insurance coverage. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Family and Medical Leave, Injured Worker Leave and Military Leave.

### **REPORT INFORMATION DETAILS**

OSPA sorts the report by:

- Agency
- Employee name
- Deduction code
- Pay period

The report includes:

- EMPLOYEE NAME
- EID – employee ID, OR#####
- PAY PERIOD ENDING, YYYY/MM/DD
- DEDUCTION CODE
- DEDUCTION PLAN – plan code from the PTD2 Payroll Ded/Plan Codes screen

## **REPORT MESSAGE CODES**

Intentionally left blank

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>

## **SECURE STORAGE AND DESTRUCTION**

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

## **DATAMART ASSOCIATIONS**

This information is not available through the OSPA Datamart. Contact Payroll System Support (PSS) to obtain a duplicate report if needed.

## **OTHER INFORMATION**

Research and determine if you need to make correcting entries. The following reports are tools for the research:

- XREF51 PEBB Insurance Exceptions
- E315-009B Payroll Deduction Adjustment (W) Ongoing
- E315-009C Payroll Deduction Adjustment (F) FMLA
- E315-009D Payroll Deduction Adjustment (A) Other

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/19/06	1.0	Original
02/18/11	1.1	WR #3760, delete deduction type and tally, sort by employee name
03/14/11	1.2	WR #3760, XREF51 title change
11/07/12	1.3	WR#3820, screen title changes; DAS re-org; manual re-org