

# DECEASED EMPLOYEES – AGENCY SUMMARY ANNLDEC

## REPORT PURPOSE

The Deceased Employees – Agency Summary report lists employees who have passed away during the calendar year.

## REPORT FREQUENCY

OSPA produces the report with November and December final run 1.

## MANAGEMENT CONTROLS

X	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

The OSPS Accountant uses the report to prepare IRS Form 1099-MISC for payees who received ≥\$600.00 for the final payment for a deceased employee. Agency payroll also receive a copy to review for accuracy.

## REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee ID number.

It includes the following:

- AGENCY
- EMPLOYEE NAME
- EIN – Employee ID number, OR#####
- SEP REASON – SEPARATION REASON from the P030 Job Status Data screen
  - 40 = permanent employee
  - 65 = temporary employee
- SEP DATE – SEPARATION DT from the P030 Job Status Data screen

## REPORT MESSAGE CODES

Code	Message with Code	Description
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## **SECURE STORAGE AND DESTRUCTION**

Prior reports contained employee social security numbers and required secure distribution, storage and destruction. Current reports have the employee ID number, rather than the SSN.

## **DATAMART ASSOCIATIONS**

All elements of this report are available in the JS\_LAB\_ADJ Datamart table.

Fields to include in your query:

- Employee Name
- Employee Num
- Tax Year (filter this to the year requested; do not include in results)
- Sep Reason Code (filter this by 40 and 65)
- Separation Date

NOTE: To capture an entire calendar year, use the “\_B” extension table for odd-numbered years.

## **OTHER INFORMATION**

The P090 YTD Wages, Taxes, and Retirement screen provides the year-to-date totals for the employee.

## **REVISION HISTORY**

Date	Rev. No.	Modification
09/29/06	1.0	Original
05/10/10	1.1	Periodic review, SSN replaced with Employee ID