

# GROSS PAY ADJUSTMENTS

## B075A, B075B

### REPORT PURPOSE

The reports list the entries on the P050 Gross Pay Adjustments screen that processed during the current payroll run. The Oregon Accounting Manual (OAM) 45.35.00.PO and PR Review of Gross Pay Adjustment Reports require that an agency manager review the reports prior to the release of paychecks.

The B075A lists PEBB related GPA's, including DPN, DPS, DPT, HEM and IR. The B075B lists all other P050 entries.

### REPORT FREQUENCY

OSPA produces the reports for each final payroll run.

### MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
X	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 audits to ensure adjustments are accurate and the comments are consistent with the entries. OAM 45.35.00.PO requires that a manager not attached to payroll review and approve both reports prior to the release of paychecks and pay stubs each payroll run. See OAM 45.35.00.PO and PR ( [http://www.oregon.gov/DAS/CFO/SARS/Pages/oam\\_toc.aspx#Chapter 45 Payroll](http://www.oregon.gov/DAS/CFO/SARS/Pages/oam_toc.aspx#Chapter_45_Payroll) ) for guidelines for reviewing the reports.

### REPORT INFORMATION DETAIL

OSPA sorts both reports by the following:

- Agency
- Employee
- CCJ
- Pay type

The reports include:

- NAME
- EID -- employee ID, OR#####
- CCJ – concurrent job number
- COMMENT – from the COMMENT field on the P050 screen
- ADJ TYP – from the P050 screen. Blank = on-going, A = one-time
- PAY TYPE – from the P050 screen. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes
- DESCRIPTION – PAY TYPE DESCRIPTION from the PTB2 Benefit Package Codes screen for the PAY TYPE listed
- UNITS – from the P050 screen
- PAY RATE – RATE from the P050 screen
- TAXABLE – AMOUNT from the P050 screen for pay types that have INC TYP: T on the PTB2 screen
- REIMBURSE – AMOUNT from the P050 screen for pay types that have INC TYP: R on the PTB2 screen
- OTHER TAXABLE – AMOUNT from the P050 screen for pay types that have INC TYP: O on the PTB2 screen
- ASSUMED WAGES – AMOUNT from the P050 where PAY TYPE = AW, assumed wages. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Volunteers, AmeriCorps, Boards and Commissions, and Unpaid

The reports include EMPLOYEE TOTALS for the following:

- UNITS
- TAXABLE
- REIMBURSE
- OTHER TAXABLE
- ASSUMED WAGES

They also include AGENCY TOTALS for the following:

- UNITS
- TAXABLE
- REIMBURSE
- OTHER TAXABLE
- ASSUMED WAGES
- ALL PAY TYPES – TAXABLE + REIMBURSE + OTHER TAXABLE + ASSUMED WAGES
- GROSS PAY ADJ DET COUNT – total number of gross pay adjustments

## **REPORT MESSAGE CODES**

Intentionally left blank

Code	Message with Code	Description

## **SECURE STORAGE AND DESTRUCTION**

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure distribution, storage and destruction. Reports printed August 28, 2006, and later have employee ID numbers rather than SSN's.

## **DATAMART ASSOCIATIONS**

You can query the monthly combined information against the Datamart JS\_LAB\_ADJ table. You cannot isolate the information by run to match this report exactly. Contact Payroll System Support (PSS) for a duplicate report if necessary.

## **OTHER INFORMATION**

PSS also receives the E260-100 Gross Pay over 2.0 x Ajd Base Exception Report. PSS will research the employees on the report. If PSS cannot identify the reason for the adjustment, a staff member will forward a copy of the report to your agency.

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/26/06	1.0	Original
03/18/10	1.1	Periodic review
11/07/12	1.2	WR#3978, 3982-3986, PEBB 2013; WR#3820, screen title changes; DAS re-org; manual re-org