

GROSS PAY OVER 2.0 X AJD BASE EXCEPTION REPORT E260-100

REPORT PURPOSE

The Gross Pay Over 2.0 X Ajd Base Exception Report lists employees who received gross pay for the pay period that is at least two times their ADJUSTED BASE on the P030 Job Status Data screen.

REPORT FREQUENCY

OSPA produces the report after each final payroll run.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties		Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

A Payroll System Support (PSS) staff member researches the payments. If the reason for the size of the payment is not apparent, does not appear to be valid or appears to be in error, PSS staff will send a copy of the report to agency payroll. They will validate the amount and make corrections when necessary.

REPORT INFORMATION DETAILS

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

The report includes:

- AGENCY NUMBER - #####
- EMPLOYEE NAME
- EMPLOYEE NUMBER – OR#####
- GROSS PAY AMOUNT for the payroll run
- AJD BASE AMOUNT - ADJUSTED BASE from the P030 Job Status Data screen
- SEP DATE - SEPARATION DT from the P030 screen
- SEP CODE -- SEPARATION/REASON from the P030 screen

REPORT MESSAGE CODES

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Code	Message with Code	Description
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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 in the Datamart JS_LAB_ADJ table. You cannot isolate the data by run to match this report exactly. Please contact PSS for a duplicate report if needed.

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
10/20/06	1.0	Original
03/22/10	1.1	Periodic review
11/07/12	1.2	Periodic review; DAS re-org