

Vendor ACH Deductions

E311-01

REPORT PURPOSE

This report is produced to track employees who, through a payroll deduction, purchase a monthly pass to ride the Salem Area Mass Transit Wilsonville to Salem 1X Bus. It is useful when researching a vendor inquiry regarding payment.

REPORT FREQUENCY

The report is produced and distributed with each final payroll run 1.

MANAGEMENT CONTROLS

| | | | |
|---|---------------------------------|---|--|
| | 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

Agency payroll review for accuracy. Store for future research.

REPORT INFORMATION DETAILS

The report includes agency, RDC, employee name, deduction code, plan code, employee deduction amount, and pay period end date. The report provides the total of employee deductions by RDC and agency.

REPORT MESSAGE CODES

| Code | Message with Code | Description |
|------|-------------------|-------------|
| | | |

OSPA Reference Manual

OSPA Reports

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SECURE STORAGE AND DESTRUCTION

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

REVISION HISTORY

| Date | Rev. No. | Modification |
|-------------|-----------------|---------------------|
| 09/26/06 | 1.0 | Original |