

# **NEGATIVE CHILD SUPPORT AMOUNTS BY AGENCY**

## **E311-018B**

### **REPORT PURPOSE**

The report lists employees where the agency payroll has deleted or changed a child support deduction on the P070 Deductions and Deduction Adjustments screen between run 1 and run 2 of a pay period. This creates an overpayment to the child support recipient. The OSPS Accountant will contact Child Support Enforcement, Oregon Department of Justice for reimbursement of the overpayment.

### **REPORT FREQUENCY**

OSPA prints the report after each final payrollrun.

### **MANAGEMENT CONTROLS**

X	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**

If the employee notifies the agency payroll staff of a change in the amount owed by the first of the applicable month, agency payroll should notify the OSPS Accountant, who can ask Child Support Enforcement to place a hold on the support payment. If the employee notifies the payroll staff after the first of the month, contact the OSPS Accountant before making a change on the P070 screen.

Agency payroll and the OSPS accountant review the report for accuracy. The OSPS Accountant will request a repayment from Child Support Enforcement. The repayment will reimburse the Joint Payroll Account. OSPA will reimburse the employee in the next payroll run. The refund should be requested before run 1 of the following pay period.

### **REPORT INFORMATION DETAILS**

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

The report includes:

- AGENCY

## **OSPA Reference Manual**

- NAME
- EID – Employee identification number, OR#####
- AMOUNT
- CLIENT ID – Case number from the Order to Withhold, see Additional Information below
- PLAN – there will be a separate plan number for each case number

The report includes a total for each employee and for the agency.

## **REPORT MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
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## **SECURE STORAGE AND DESTRUCTION**

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

## **DATAMART ASSOCIATIONS**

This information is not available through the OSPA Datamart. Please contact OSPS to obtain a duplicate report if needed.

## **OTHER INFORMATION**

These are Oregon court ordered child support cases sent from the court to payroll on a form entitled "Order to Withhold".

Enter the case number on the COMM field on the P070 screen (see OSPA Reference Manual, Screen Descriptions, P070). DOJ uses the case number to post the payment to the correct parent and child. A missing or incorrect case number may delay the posting of the payment. Some things to keep in mind include:

- Claim numbers have 12 characters. They may be alphanumeric or all numeric.
- When making entries, carefully look at the following:
  - 0 (number, zero) and O (alpha, capital as in Ohio)
  - 1 (number, one) and I (alpha, capital as Illinois)
- Do not enter the employee's SSN in the COM field

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
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# **OSPA Reference Manual**

*OSPA Reports*

*Negative Child Support Amounts by Agency*

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
10/20/06	1.0	Original
05/10/10	1.1	Periodic review, case numbers