DEDUCTIONS PAST JOB ENDING DATE REPORT
E322-01

REPORT PURPOSE

The report lists employees who have:
- A valid date in the SEPARATION DT field on the P030 Job Status Data screen
- Deductions with DATE END 999999 on the P070 Payroll Deductions screen

The report is a reminder to delete deductions for separated employees.

REPORT FREQUENCY

OSPA creates the report after each final payroll run 1.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll confirm the employee's separation and delete the deductions from the P070 screen. For PEBB benefits, confirm that a staff member has approved the separation in PEBB "dot" benefits.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name. There is a page break for each agency

The report includes:
- EMP ID: employee ID number, OR#######
- Employee NAME
- JOB END DATE: SEPARATION DT from the P030 screen
- DED TYPE: DED CODE DESC from the P070 screen

- DED PLAN: PLAN CODE DESC from the P070 screen
- DED BEG DATE: DATE BEGIN on the P070 screen
- DED END DATE: DATE END on the P070 screen

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact Payroll System Support (PSS) for a duplicate report if needed.

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original
09/09/09	1.1	Periodic review
11/06/12	1.2	DAS re-org; manual re-org; WR#3820 screen title changes; periodic review