

EMPLOYEES ELIGIBLE FOR PARTICIPATION IN RETIREMENT REPORT E357-020

REPORT PURPOSE

The report serves as a reminder for agency payroll staff to start retirement contributions for employees. It only includes employees who have a RETIREMENT START DATE on the P010 Withholding/Retirement Info screen that is within the next pay period. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employees Retirement System and OSPA System Related Documents, Screen Guides, P010.

REPORT FREQUENCY

OSPA produces the report after every final payroll run.

MANAGEMENT CONTROLS

	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

OSPA will not automatically start retirement contributions for employees on this report. You must enter RTMT SYST and RTMT STAT on the P010 screen.

When the E357-020 Employees Eligible for Participation in Retirement report lists the employee, confirm that the employee is eligible to begin contributions. Resources include:

- PERS Employer Manual, http://www.oregon.gov/pers/EMP/docs/er_general_information/employer_manual.pdf
- Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employees Retirement System, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/handbook/handbookpers.pdf>

REPORT INFORMATION DETAILS

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

It includes:

- AGENCY number
- Employee NAME
- EID: Employee ID, OR#####
- EMPLOYEE CLASS: CLS (classification code) from the P030 Job Status Data screen
- PAY CODE: WAGE BASIS CD from the P030 screen (D = daily, H = hourly, P = part-time salaried, S = salaried, U = undefined)
- PARTICIPATION DATE: RETIREMENT START DATE from the P010 screen

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

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

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
09/19/06	1.0	Original
08/14/07	1.1	Entry guide
08/07/09	1.2	Periodic review
01/29/10	1.3	PERS Handbook
11/07/12	1.4	WR#3820, screen title changes; DAS, manual and web re-org