

SEPARATED EMPLOYEES WITH NET PAY POSITIVE ADJ REPORT E357-030

REPORT PURPOSE

The report lists employees who have a SEPARATION DT/REASON on the P030 Job Status Data screen and a <\$10.00 **positive** adjustment to their income.

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

If the adjustment amount is <\$1.00 and there are current FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 Withholding/Retirement Info screen, OSPA will make a negative net pay adjustment and a positive federal income tax withholding adjustment in the next payroll run. It will report that action on the Payroll Exception reports for the run. Confirm that they post as expected.

If the adjustment amount is between \$1.00 and 9.99 or there are not current FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 screen, OSPA will not automatically make an adjustment. Either request a manual check or ask Payroll System Support (PSS) to adjust taxable income and withholding on the P060 Tax/OPE Adjustments screen.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee.

The report includes:

- AGENCY - #####
- NAME

- EID - Employee ID, OR#####
- SEP DATE - SEPARATION DT from the P030 screen
- SEP REAS – SEPARATION/REASON on the P030 screen
- NET PAY ADJUST

The report includes a total of the net pay adjustments for the agency.

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 distribution, storage and destruction. Reports printed August 28, 2006, and later have Employee ID numbers rather than SSN's.

DATAMART ASSOCIATIONS

You can query against the Datamart DED table for this information. However, to match the report exactly, you must first query for separated employees on another table. Please contact PSS to obtain a duplicate report if needed.

OTHER INFORMATION

You cannot enter final check dates on the P010 screen retroactively.

PSS cannot make P060 adjustments after December 31 for a given tax year. If you identify the positive adjustment after year-end, pay the employee, regardless of the amount.

Before requesting a check or P060 adjustment, use the P370 Current Pay Calculation screen to confirm the amount.

For adjustments >\$9.99, OSPA will automatically produce a check.

REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original
06/22/07	1.1	Clarification of criteria
08/15/07	1.2	Clarify responsibilities
11/07/08	1.3	Clarify distribution
03/22/10	1.4	Periodic review
02/22/11	1.5	WR #3742, PDF format on agency's secure report website
11/07/12	1.6	WR #3820, screen title changes; DAS and manual re-org