

W-2 DISTRIBUTION LIST

E381-30-2

REPORT PURPOSE

The E381-30-2 W-2 Distribution List includes the employees within each agency who will receive a W-2 for the prior tax year.

REPORT FREQUENCY

OSPA produces the report yearly at the same time as the W-2's.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

You may find the report useful for checking off W-2's as you distribute them. You can also use the report to confirm that OSPA printed and P&D distributed the employee's W-2 to your agency.

If an employee did not receive a W-2 and worked for another state agency during the year, ask the employee to contact that agency. OSPA combines the income from all state agencies that use OSPA into one W-2. The W-2 will go to the agency with the lowest agency number.

REPORT INFORMATION DETAILS

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

The report includes:

- AGENCY -- #####
- NAME – employee's name, last name, first name
- EID – employee ID, OR#####

REPORT MESSAGE CODES

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Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

This report does not contain confidential information and does not require secure distribution, storage or destruction.

DATAMART ASSOCIATIONS

We cannot reproduce this report through a datamart query. Please contact OSPS for a duplicate report if necessary.

OTHER INFORMATION

The OSPS Help Desk receives a statewide copy of the report.

REVISION HISTORY

Date	Rev. No.	Modification
08/15/08	1.0	New report, WR#3037
05/12/11	1.1	Periodic review; W-2 goes to lowest agency number when employee transfers