EMPLOYEES WITH NON-BLANK WAIVER CODES REPORT
E497

REPORT PURPOSE

The report lists employees who have WAIVERS for PEBB benefits entered on the P010 Withholding/Retiremnt Info screen. Agency payroll will use the report to confirm that the existing waivers are valid.

REPORT FREQUENCY

OSPA produces the report each calendar quarter. See the OSPS Processing Calendar for the dates the reports will be available (Run Q# reports), http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/processtools.aspx .

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

For employees who decline all PEBB benefits, the employee or an agency staff member enters the declination in PEBB.benefits (PDB). It will interface to the OSPA P070 Payroll Deductions screen with deduction code OONN and plan code 005. Agency payroll then enters waiver codes for the core PEBB insurances (health, dental and life) on the P010 screen. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

Review the P070 screen for employees who are on the report:
- If the employee has deduction and plan code OONN 005 and no other PEBB deductions on the P070 screen, you do not need to do any else
- If the employee has PEBB benefits on the P070 screen, delete the waiver codes on the P010 screen

REPORT INFORMATION DETAILS

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

The report includes:
- AGNCY NMBR - agency number, #####
- EMPL NAME - employee name
- EID NUMBER - employee ID, OR#######
- WVR CD1 through WVR CD6 – WAIVERS CLASS from the P010 screen; possible values include:
  - D = dental
  - F = flexible spending accounts
  - H = health
  - L = life
  - S = police and firefighters
  - T = long-term disability
- CD1 through CD6 DATE - WAIVERS DATE (effective date) from the P010 screen

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Reports created prior to approximately August 2006, contain employee social security numbers. They require secure distribution, storage and destruction. Reports created after August 2006 contain employee ID numbers rather than SSN's.

DATAMART ASSOCIATIONS

All elements of this report are available in the NET_PAY Datamart table.

Include the following fields in your query:
- Employee Name
- Employee Num
- Pay Period End
- All instances of Ins Waiv (filter these by H, D, L, and choose "OR" as the separator between them).

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
09/29/06	1.0	Original
08/15/08	1.1	Add report number, WR#3055; change from SSN to employee ID
09/11/09	1.2	Correct frequency
11/08/12	1.3	Periodic review; WR#3820, screen title changes; manual re-org