DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S
STATE CONTROLLER'S
DIVISION

OSPA Reference Manual

Report Descriptions   *List of In/Outdated Deductions*

LIST OF IN/OUTDATED DEDUCTIONS E560-04-01, E560-04-02

REPORT PURPOSE

OSPA produces these reports when OSPS runs an automated process to end (outdate) or start (indate) a specific type of deduction on the P070 Deductions and Deduction Adjustments screen. Depending upon the purpose, the report may list employees who had the given deduction and OSPA has outdated it or employees where OSPA has added the deduction.

The reports include:
- E560-04-01 List of YYYY Outdated CFD Deductions
- E560-04-02 List of In/Outdated Food Bank Deductions

We use the report to verify the accuracy of the in/outdate process and to avoid any overlap, gap, or duplicate entries for an employee.

REPORT FREQUENCY

The OSPS Systems Development Analyst requests this report whenever there is a statewide change of deductions. For example, we outdate Charitable Fund Drive (CFD) deductions in October and Governor's Food Drive (Food Bank) deductions in February of each year.

MANAGEMENT CONTROLS

X	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

Review for duplicate deductions and appropriate entries. File the report for future information / inquiries.

REPORT INFORMATION DETAILS

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

The report includes:
- AGENCY

- NAME -- Employee name
- EID - Employee ID number, OR#######
- DED TYPE -- Deduction code from the PTD1 Payroll Deduction Table screen
- DED PLAN – Deduction plan code from the PTD2 Payroll Deduction Table screen
- CLASS -- Class number from the State's Classification Plan for the employee's position
- BEGIN DATE – START DATE from the P070 Deductions and Deduction Adjustments screen, effective date for the deduction
- END DATE – END DATE from the P070 screen, the last pay period the deduction will be in effect

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 the employee's ID rather than SSN.

Employee deduction information is confidential and requires secure distribution, storage and distribution.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original
11/06/08	1.1	Replace SSN with Employee ID
11/15/11	1.2	Periodic review; add E560-04-02 and specific report titles