GROSS PAY ADJUSTMENTS OUTDATED E820-1, E820-2, E820-3

REPORT PURPOSE

OSPA produces these reports when Payroll System Support (PSS) runs an automated process to outdate a specific type of gross pay adjustment(s) on the P050 Gross Payment Adjustments on File screen.

E820-1 Gross Pay Adjustments Outdated as of YYYY/MM/DD report lists the employees in the agency who have entries on the P050 screen that were outdated.

E820-2 Gross Pay Adjustments Beginning after YYYY/MM/DD report lists the employees who have entries with the same pay type(s) on the P050 screen that have a STRT DATE after the outdate listed on the E820-1 report.

E820-3 Duplicate Gross Pay Adjustments report lists any duplicate GPA's on the P050 screen with the same STRT DATE and END DATE.

REPORT FREQUENCY

PSS makes a special request for adjustments to be outdated. OSPA produces a set of "before" and "after" reports as part of the process. The after reports will be in the agency's Quarterly and Yearly Run electronic reports. Agencies will only receive reports when they have employees on a given report.

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

Review the reports for reasonableness and accuracy. Notify PSS if there appear to be problems. When applicable, use the E820-1 report as a tickler for making new entries on the P050 screen for the upcoming year.

REPORT INFORMATION DETAILS

OSPA sorts the E820-1 and E820-2 reports by agency and employee name, with a page break for each agency.

The reports include:
- AGENCY: Agency number
- NAME: Employee name
- EMPLOYEE NUMBER: Employee ID, OR#######
- The following information from the P050 screen:
  - ADJ TYP: blank = on-going, A = one-time
  - PAY TYP: pay code, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes
  - DESCRIPTION: from the COMMENT field on the P050 screen
  - GROSS PAY ADJUSTMENT AMOUNT: AMOUNT on the P050 screen
  - BEG-DATE: STRT DATE on the P050 screen, the date the adjustment started

For each agency, they also give the total GROSS PAY ADJUSTMENT AMOUNT for all agency employees listed.

REPORT MESSAGE CODES

Intentionally left blank

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The reports may contain confidential information and require secure distribution, storage, and destruction.

DATAMART ASSOCIATIONS

Although we can query deduction information in the Datamart DED table, we cannot isolate the data to exactly match the report. Please contact PSS to request a copy of the report if needed.

OTHER INFORMATION

A common use of this process is to outdate the DPT, DPN, and DPS entries for those employees who have domestic partner insurance coverage through PEBB and do not claim them as tax dependents. The imputed value for the DPT, DPN, and DPS entries changes each plan year. PSS will submit a request for OSPA to outdate the entries before October run 1. OSPA will enter a STOP DATE of

11/30/#### on the P050 screen. The reports will be part of the Quarterly and Yearly Run electronic reports after the process runs. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
10/23/08	1.1	Clarify purpose and use
09/24/12	1.2	WR#3859, PEBB 2012; DAS and manual re-org; periodic review