

YYYY/YY CFD DONATIONS

ECFD-MTH1, ECFD-MTH2, ECFD-MTH3, ECFD-MTH4, ECFD-MTH5, ECFD-ONE1, ECFD-ONE2, ECFD-ONE3, ECFD-ONE4, ECFD-ONE5

REPORT PURPOSE

Each year the state of Oregon sponsors a Charitable Fund Drive (CFD) for state employees to contribute to selected charities. Employees designate their contributions through CFD's iPledgeOnline web-based giving system. They may choose to make their contributions through a one-time or an on-going payroll deduction in OSPA.

Once the annual drive closes, OSPS picks up the electronic data for the payroll deductions from iPledgeOnline and loads it into OSPA. The data populates the P070 Deductions and Deduction Adjustments screen with either a one-time or an on-going deduction. The entries all have deduction code Q5NN Charitable Fund Drive, All Gifts and a START DATE of 12/31/YY. The one-time deductions will also have END DATE of 12/31/YY.

For both on-going and one-time deductions, OSPA produces a set of five reports. The agency will only receive a specific report if the agency has an employee on it. The reports include:

- One Time Donations:
 - ECFD-ONE1 CFD One Time Donations
 - ECFD-ONE2 CFD One Time Donations – Job Not Found
 - ECFD-ONE3 CFD One Time Donations – Different Agency
 - ECFD-ONE4 CFD One Time Donations – Different Agency, Donation not Processed – Notify New Agency
 - ECFD-ONE5 CFD One Time Donations for Processing
- Monthly Donations
 - ECFD-MTH1 CFD Monthly Donations
 - ECFD-MTH2 CFD Monthly Donations – Job Not Found
 - ECFD-MTH3 CFD Monthly Donations – Different Agency
 - ECFD-MTH4 CFD Monthly Donations – Different Agency, Donation not Processed – Notify New Agency
 - ECFD-MTH5 CFD Monthly Donations for Processing

These reports provide an audit trail for the donations that did or did not successfully load.

REPORT FREQUENCY

OSPA produces the reports electronically after the annual Charitable Fund Drive closes and OSPS loads the electronic file of payroll deductions from iPledgeOnline into OSPA. Generally, this occurs by December 1.

MANAGEMENT CONTROLS

	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

At the time of the load, OSPS receives all ten reports statewide. OSPS staff will review the reports and correct the agency number for the employees who are on ECFD-MTH3, ECFD-MTH4, ECFD-ONE3 and ECFD-ONE4. They will also forward a copy of ECFD-MTH2, ECFD-MTH4, ECFD-ONE2 and ECFD-ONE4 to CFD.

Agency payroll will receive the agency's reports electronically as part of the agency's Quarterly - Yearly reports. The agency will only receive a specific report if the agency has an employee on it. Retain the reports for research purposes.

REPORT INFORMATION DETAILS

The ten reports and their contents include:

- **ECFD-ONE1 CFD One Time Donations** report lists the employees with one-time contributions from iPledgeOnline
- **ECFD-ONE5 CFD One Time Donations for Processing** report lists the employees for whom OSPA loaded a one-time deduction on the P070 screen
- **ECFD-MTH1 CFD Monthly Donations** report lists the employees with monthly donations from iPledgeOnline
- **ECFD-MTH5 CFD Monthly Donations for Processing** report lists the employees for whom OSPA loaded a monthly deduction on the P070 screen
- **ECFD-ONE2 CFD One Time Donations – Job Not Found** and **ECFD-MTH2 Monthly Donations – Job Not Found** list employees who entered a pledge in iPledgeOnline and then separated (not transferred) from the agency before OSPS loaded the data. These pledges will not load in OSPA. OSPS staff will notify CFD.
- **ECFD-ONE3 CFD One Time Donations – Different Agency** and **ECFD-MTH3 CFD Monthly Donations – Different Agency** list employees where iPledgeOnline has them listed in agency 15600 Legislative Admin or 19800 Judicial. OSPA has them listed in agency 14200 Legislative Counsel, 15500 Legislative Assembly or 19700 Judges. OSPS staff will change the agency number in the electronic file prior to loading.

- **ECFD-ONE4 CFD One Time Donations – Different Agency, Donation not Processed – Notify New Agency** and **ECFD-MTH4 CFD Monthly Donations – Different Agency, Donation not Processed – Notify New Agency** list employees where OSPA has a different agency number from the one in iPledgeOnline. The report includes both agency numbers. OSPS staff will change the agency number in the electronic file prior to loading the file and notify CFD.

OSPA sorts the reports by agency and employee ID number with a page break for each agency. The agency reports have a total dollar amount for donations for the agency. The last page of the statewide report includes the statewide total for one-time donations.

The ECFD-MTH1, ECFD-MTH2, ECFD-MTH5, ECFD-ONE1, ECFD-ONE2 and ECFD-ONE5 reports include the following:

- AGENCY
- EMPLOYEE – the employee ID number, OR#####
- AMT – amount of the one-time deduction for each employee

The ECFD-MTH3, ECFD-MTH4, ECFD-ONE3 and ECFD-ONE4 include the following:

- EID – Employee ID number, OR#####
- AGENCY – Agency from iPledgeOnline, #####
- NEW AGENCY – Employee’s current agency in OSPA, #####
- AMT – amount of one time deduction

REPORT MESSAGE CODES

Code	Message with Code	Description
	NONE TO REPORT	The statewide reports, which OSPS receives, contain this message when no data meets the criteria for the report.

SECURE STORAGE AND DESTRUCTION

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

DATAMART ASSOCIATIONS

These reports contain data from the download process, which is not available in the data mart. If you need a reprint of the report, contact OSPS, OSPS.Help@state.or.us

OTHER INFORMATION

For the on-going deductions, OSPS initiates a program each year to outdate the deductions for the 11/30/YY pay period. See the OSPS Reference Manual, Report Descriptions, E560-04-01. E560-04-02 List of In/Outdated Deductions and Recommended Practices, Year End.

REVISION HISTORY

Date	Rev. No.	Modification
12/05/11	1.0	Original, WR# 3606