

# DEDUCTION RECONCILIATION REPORT XREF01

## REPORT PURPOSE

The Deduction Reconciliation report lists changes made to the P070 Payroll Deductions screen in the current pay period. Agency payroll use it to verify the accuracy of changes. They also send a copy of the report to the vendors they pay to notify them of changes.

## REPORT FREQUENCY

OSPA creates this report with each final payroll run. The report from run 2 is a combined report for the pay period.

## MANAGEMENT CONTROLS

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

## RESPONSIBILITIES

Agency payroll should:

- Audit for changes or deletions to deductions
- Supply a copy of the report to the vendors (including unions) that the agency pays directly
- Include an explanation of each variance on the SEIU/OPEU report

Payroll System Support (PSS) sends a copy of the report to centrally paid vendors with their payments.

## REPORT INFORMATION DETAILS

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

The report includes:

- Agency number
- Agency NAME
- Agency ADDRESS

- EMPLOYEE NAME
- EID: employee ID, OR#####
- DEDUCTION TYPE: DED CODE DESC from the P070 Payroll Deductions screen
- ADJ TYPE: ADJ from the P070 screen (see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P070, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/screens/p070.pdf> )
- PRIOR MONTH AMOUNT for deduction
- VARIANCE, including:
  - ADDS: new deductions
  - CHANGES to the amount of the deduction
  - DELETES: deductions deleted from the P070 screen
- CURR MONTH AMOUNT
- COMMENTS: a space for agency staff to write comments on the report

For each agency, the report has totals for the following. They are also on the XREF76 Deduction Register Detail report.

- PRIOR MONTH AMOUNT
- CURR MONTH AMOUNT
- Deduction Code
- Deduction package

## ***REPORT MESSAGE CODES***

---

Intentionally left blank

Code	Message with Code	Description

## ***SECURE STORAGE AND DESTRUCTION***

---

The report contains confidential deduction information that requires secure distribution, storage, and destruction.

## ***DATAMART ASSOCIATIONS***

---

You can query the monthly combined information from the Datamart DED table. You cannot isolate the information by run to match this report exactly. Contact PSS for a duplicate report if necessary.

## ***OTHER INFORMATION***

---

Intentionally left blank

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/26/06	1.0	Original
08/10/09	1.1	Periodic review
11/07/12	1.2	Periodic review; WR#3820, screen title changes; DAS re-org; manual re-org