DEDUCTION REGISTER, DETAIL AND SUMMARY XREF76, XREF76C, XREF76-DC, XREF76-RT, XREF15, XREF15C

REPORT PURPOSE

The XREF76 and XREF76C reports list the deductions made for the payroll run. Agency payroll uses them to verify deductions and answer questions. Vendors receive a copy.

Only Payroll System Support (PSS) receives the XREF76-DC (deferred compensation) and XREF76-RT (Roth 457 IRA) reports. They list employee contributions to deferred compensation. PSS sends them to the Oregon Savings Growth Plan.

The end of the XREF76 and all of the XREF15 reports summarize the deductions by deduction code for reconciliations. The totals by deduction package should balance to the XREF23 Vendor Check Summary report.

REPORT FREQUENCY

OSPA produces the XREF76, XREF76-DC and XREF76-RT Deduction Register Detail and Deduction Register Summary and the XREF15 Deduction Register Summary reports after each final run. They contain deduction information for that run only.

OSPA produces the XREF76C Deduction Register Detail and Deduction Register Summary -- Combined and XREF15C Deduction Register Summary – Combined after each final run 2. They include the combined deductions from both run 1 and run 2.

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

Agency payroll uses the reports to:
- Review the register detail for accuracy
- Reconcile PPNN and PPPA deductions with manual check requests and return of overpayment documentation
- Use the PPNN deductions to set-up accounts receivable for overpayments

Agency payroll and PSS send the detail report with vendor checks.

REPORT INFORMATION DETAILS

XREF76, XREF76C, XREF76-DC, XREF76-RT
DEDUCTION REGISTER DETAIL

OSPA sorts the detail reports by agency, deduction package, deduction code, employee and plan code, with a page break for each deduction code.

The XREF76, XREF76-DC and XREF76-RT potentially have two lines for each employee. They contain data from the P070 Payroll Deductions screen. The first line includes:
- NAME
- ID# - employee ID
- DED – deduction code
- PLAN – plan code
- COVERAGE – description from Payroll Deduction Table (PTD1 or PTD2 screens)
- JOB% - JOB SHR PCT on the P070 screen, not currently used
- GROSS% - EMPLOYEE SHARE PCT GRS from the P070 screen, used for deferred compensation deductions started prior to August 1, 2012
- NET% - EMPLOYEE SHARE PCT NET from the P070 screen, used for net pay direct deposits
- EMPLOYEE AMOUNT – amount paid by employee
- PEBB AMOUNT – PEBB ADMIN from the P070 screen, paid to PEBB
- YTD AMOUNT – see Other Information section below
- EMPLOYER AMOUNT – amount paid by the agency
- VENDOR AMOUNT – amount paid to the carrier / vendor

The second line includes the following fields from the P070 screen. The report only includes this line if one of these fields has data on the P070 screen for the deduction.
- ACH – because the bank routing and account number for a direct deposit is confidential, this field will always be blank
- TYPE – indicates whether a direct deposit is to a checking (c) or savings (s) account
- TEST – Y if the transaction is an ACH pre-note
- COMMENT

The report includes two totals at the end of each deduction package:
- DEDUCTION TYPE TOTALS = the total for the deduction code for the agency
- DEDUCTION PKG TOTALS = the totals for all of the deduction codes included in the payment to a single vendor. If the payment is for only one deduction code, the DEDUCTION TYPE and DEDUCTION PKG will be the same.

XREF76, XREF76C, XREF15, XREF15C SUMMARY

The XREF76 and XREF76C Deduction Register Summary and the XREF15 and XREF15C Deduction Register Summary contain the same information. The XREF76 Summary is at the end of the XREF76 Deduction Register Detail. The XREF15 is a standalone report.

OSPA sorts them by agency, deduction code and plan code. It includes totals for deduction type and deduction package. There is not a page break between codes. The PSS copy of the XREF15 includes statewide totals.

For each deduction and plan code, the reports provide:
- DEDUCTION CODE
- DEDUCTION PLAN
- DEDUCTION DESCRIPTION
- DED COUNT
- EMPLOYEE AMOUNT
- EMPLOYEE YTD AMOUNT – see Other Information section below
- EMPLOYER AMOUNT
- VENDOR AMOUNT
- PEBB PAID
- PEBB FEE – PEBB AMOUNT on the Deduction Register Detail

REPORT MESSAGE CODES

Intentionally left blank

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The detail reports contain confidential information and require secure distribution, storage and destruction. The summary reports do not contain employee information.

DATAMART ASSOCIATIONS

You can query the Datamart DED table for the combined information in XREF76C. Include the following fields in your query:
- Dedn Type (filter by code for specifics, or leave unfiltered for everything)
- Load Date (filter by the latest payroll process date; do not include in results)
- Pay Period End
- Employee Name
- Employee Num

- Dedn Type
- Dedn Plan Code
- Dedn Adj Type
- Dedn Plan Desc
- Job Shr Pcnt
- Dedn Pct Gross
- Dedn Pct Net
- Ee Dedn Amt
- Brd Shr Prem
- Ee Ytd Dedn
- Er Dedn Amnt
- Vendor Amnt

You cannot isolate the Information by run to match the non-combined reports exactly. Please contact PSS for a copy of the report if necessary.

OTHER INFORMATION

PSS sends a microfiche copy of the XREF76C to Archives.

In the detail reports, the EMPLOYEE AMOUNT + EMPLOYER AMOUNT = PEBB AMOUNT + VENDOR AMOUNT.

YTD Amounts -- The display for YTD Amounts will depend upon the specific deduction code:
- For optional PEBB insurances and other voluntary deductions (such as mass transit, parking, charitable contributions, union dues and insurances, and direct deposits) where the employee pays the full amount, the YTD AMOUNT will be on the line with the deduction and plan code

- The amount full-time employees pay for their core PEBB insurances will not display in the YTD column.

- For part-time employees who have additional out-of-pocket costs for core PEBB insurances, the out-of-pocket for the specific pay period will display with the applicable deduction and plan code. The year-to-date amount will display in the YTD AMOUNT column with the same deduction code and plan code 901 EE YTD/AGCY$.

  You may also see EMPLOYER AMOUNT and VENDOR AMOUNT with the 901 plan code. This indicates that the agency pays a subsidy for the employee's core PEBB insurances. Employees may receive a subsidy toward these insurances with the following conditions:
  o A part-time or job share employee has part-time medical insurance
  o An employee has full-time medical insurance and a monthly salary ≤ a defined amount

There are also some anomalies for the YTD AMOUNT:
- Normally, the amount is year-to-date for the tax year. If an employee separates in December (which is normally paid in January of a new tax year), the YTD = the amount for the tax year in which the employee terminates (December is paid in December, rather than January).
- If there are adjustments in the year from one plan code to another, the YTD amount will be with the old plan code.

REVISION HISTORY

Date	Rev. No.	Modification
09/28/06	1.0	Original
12/22/08	1.1	PEBB 2009 changes
01/08/10	1.2	WR#3556, 3564, PEBB 2010 plan year changes
07/28/10	1.3	WR#3708, block routing/transit/account for ACH
11/29/10	1.4	WR#3722, PEBB 2011 Plan Year
08/03/12	1.5	WR#3859, PEBB 2012 Plan Year; WR#3612, add PPPA deduction code
12/11/12	1.6	WR#3937, RT report added for Roth 457 IRA; WR#3820, P070 screen title change; XREF76-DC and RT, only PSS receives; DAS re-org