

REGULAR CONTRIBUTIONS XREF16, XREF17

REPORT PURPOSE

OSPS and agency payroll use these reports to verify and reconcile regular PERS contributions. (See OSPA Reference Manual, Handbooks, Public Employee Retirement System). The reports include:

- XREF16 Regular Contributions for Current Employees lists the contributions for employees who are currently employed by the agency
- XREF17 Regular Contributions for Terminated Employees includes the contributions for employees who have left the agency

REPORT FREQUENCY

OSPA produces these reports each quarter. See the OSPS Processing Calendar for the dates reports will print. They are cumulative for a calendar year.

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 and accounting review for accuracy and file for future reference. OSPS staff reconciles to PERS payments.

REPORT INFORMATION DETAILS

OSPA sorts both reports by agency and then alphabetically by employee's name, with a page break by agency

The reports include:

- EID – Employee ID, OR#####
- PERS # - PERS account number for Tier 1 and Tier 2 members only
- Employee NAME
- EMPLOYEE CONTRIBUTIONS – amounts paid toward the employee contribution for PERS
 - WITHLD FROM EMPLOYEE – employee paid contribution

- PICKED UP BY EMPLOYER – state paid on behalf of the employee
- EMPLOYER PAID AMOUNT – employer contribution
- TOTAL AMOUNT REMITTED – WITHLD FROM EMPLOYEE + PICKED UP BY EMPLOYER + EMPLOYER PAID AMOUNT
- EMPLOYEE PROBATIONARY SALARY – wages while employee is in the waiting period to be eligible for PERS contributions
- EMPLOYEE PERS SUBJECT – PERS subject wages
- EMPLOYEE PERS NON-SUBJ – wages that are not subject to PERS
- EMPLOYEE TOTAL:
 - SALARY
 - VAP – vacation pay-off

The reports include the following totals for all columns:

- XREF17: agency and statewide totals for terminated employees
- XREF16: agency and statewide totals for regular and terminated employees

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier reports contain employee social security numbers and require secure distribution, storage and destruction. Current reports do not include confidential information.

DATAMART ASSOCIATIONS

You can only query Name, Employee ID, Subject Salary and Employer contributions through the Datamart. Please ask OSPS for a duplicate report if needed.

OTHER INFORMATION

The P090 YTD Wages, Taxes, and Retirement screen also displays the employee specific information contained in this report.

REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original
12/27/06	1.1	Change in sort from PERS number to employee name

Date	Rev. No.	Modification
09/11/09	1.2	Replace SSN with employee ID
01/29/10	1.3	PERS Handbook