

P & F EXTRA RETIREMENT UNITS XREF18, XREF24

REPORT PURPOSE

The reports list the dollar amounts withheld from employees' wages to purchase extra P & F (police and fire) retirement units. See OSPA Reference Manual, Handbooks, Public Employees Retirement System.

- XREF18 P & F Extra Retirement Units for Current Employees includes contributions from employees who are currently employed by the agency
- XREF24 P & F Extra Retirement Units for Terminated Employees includes contributions from 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 will verify accuracy and file for future reference. OSPS staff reconcile to the PERS payment.

REPORT INFORMATION DETAILS

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

The report columns include:

- EID – employee ID, OR#####
- PERS # - account number for Tier 1 and Tier 2 members only
- Employee NAME
- EMPLOYEE CONTRIBUTIONS:

- Amount WITHLD FROM EMPLOYEE
- Amount PICKED UP BY EMPLOYER
- EMPLOYER PAID AMOUNT
- TOTAL AMOUNT REMITTED
- EMPLOYEE PROBATIONARY SALARY
- EMPLOYEE PERS SUBJECT wages
- EMPLOYEE PERS NON-SUBJ wages
- EMPLOYEE TOTAL SALARY / VAP

For these reports, only the following columns will have values:

- EID
- PERS#
- NAME
- EMPLOYEE CONTRIBUTIONS WITHLD FROM EMPLOYEE

Both reports include an agency total for employee paid contributions.

The report for agency 99999 gives statewide totals.

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 contain confidential information.

DATAMART ASSOCIATIONS

You cannot query the following from the datamart:

- The agency's EMPLOYER RETIREMENT ID#
- The employee's PERS #
- Employment status (terminated / not terminated)

You can query all other elements in the DED Datamart table. Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Period End (filter this by the latest payroll process date; do not include in results)
- Dedn Type (filter this by PRNN: do not include in results)
- Ee Ytd Dedn

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original
12/27/06	1.1	Change sort from PERS number to employee name
09/11/09	1.2	Replace SSN's with employee ID's
01/29/10	1.3	PERS Handbook