

## WBF Assessment & SAIF Premium Summary

### *XREF21*

#### REPORT PURPOSE

The report summarizes the calculation to determine how much each agency owes Risk Management, Department of Administrative Services (DAS), for SAIF premiums and the Department of Consumer and Business Services (DCBS) for the Workers' Benefit Fund assessment.

The OSPS accountant receives three copies of the report without page breaks between agencies after run 1 final and run 2 final. One copy is forwarded to Risk Management to use in billing agencies for the SAIF premiums. Another copy is forwarded to DCBS for reconciliation of the WBF payment.

Each agency payroll office receives a copy of their agency's report for the agency's records after run 2 final.

#### REPORT FREQUENCY

See above.

#### MANAGEMENT CONTROLS

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

#### RESPONSIBILITIES

ORS 278.405 grants DAS Risk Management the authority to administer the State's insurance and risk management activities. ORS Chapter 656 governs Oregon's worker's compensation program.

Agency payroll and accounting staff will review for accuracy and file for future reference. The OSPS Accountant will forward copies of the report to Risk Management and DCBS.

## OSPA Reference Manual

OSPA Reports

WBF Assessment & SAIF Premium Summary

### REPORT INFORMATION DETAILS

The report includes agency name, number, and address; total number of employees; SAIF rate; total hours worked; employee and employer paid WBF assessment; gross payroll, minus paid vacation hours, minus non-wage payments, minus contractor payments, plus other income, plus state pick-up of retirement contributions, plus assumed wages, calculated SAIF subject wages, and total WBF assessment.

### REPORT MESSAGE CODES

Code	Message with Code	Description

### SECURE STORAGE AND DESTRUCTION

The report includes summary totals for the agency. It does not contain SSN's or confidential employee information.

### DATAMART ASSOCIATIONS

While certain elements of this report can be queried through the Datamart (Employee and Employer Share WBF, Gross Payroll, State Pick-up, SAIF Subject), it cannot be completely reproduced. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

### OTHER INFORMATION

### REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original