

YEAR TO DATE AND CURRENT CORRECTION XREF85

REPORT PURPOSE

The report lists the tax and OPE (other payroll expense) adjustments entered on the P060 Tax/OPE Adjustments screen since the last payroll run.

REPORT FREQUENCY

OSPA creates the report after each final payroll run. The agency will only receive a copy of the report when the agency has an employee with a P060 screen adjustment.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
X	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 may only make PERS related current month adjustments on the P060 screen. Only Payroll System Support (PSS) can make other adjustments.

Agency payroll and accounting staff and/or the employee's manager should review the report for accuracy and proper authorization for adjusting entries. Keep screen prints of adjusting entries with the report to create an audit trail.

REPORT INFORMATION DETAILS

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

The report includes:

- Agency number
- Agency NAME
- Agency ADDRESS
- EMPLOYEE NAME
- EID: employee ID number, OR#####
- CORRECTION AMOUNT: ADJ VALUE from the P060 screen

- YEAR – tax year being adjusted
- PERIOD – pay period, YYYYMMDD, being adjusted
- CORRECTION CODE: DATA ELEMENT ID from the P060 screen. See the OSPA Reference Manual, OSPA System Related Documents, Screen Guides, P060 for a list of possible codes, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/screens/p060.pdf>
- CORRECTION DESCRIPTION: 12 alphanumeric characters from the REASON field on the P060 screen, entered by agency payroll to create an audit trail
- CORRECTION TYPE: OSPA assigned from the CUR/YTD field on the P060 screen. Currently, the state only does current month corrections.
- AGENCY TOTAL for the CORRECTION AMOUNT

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure distribution, storage and destruction. Reports printed August 28, 2006, and later have the employee ID number rather than SSN.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Ask PSS for a duplicate report if needed.

OTHER INFORMATION

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REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
11/07/12	1.1	Periodic review; WR#3820, screen title changes; DAS re-org; manual re-org