

## ACH Direct Deposit Register

### *XREFRA*

#### REPORT PURPOSE

This report provides agency payroll with a list of the direct deposits made on behalf of employees within the agency for a specific payroll run.

#### REPORT FREQUENCY

This report is produced and distributed with each final payroll run.

#### MANAGEMENT CONTROLS

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

#### RESPONSIBILITIES

Agency payroll reviews for accuracy. File for future reference.

#### REPORT INFORMATION DETAILS

The report is sorted by agency and employee bank / set number (trace #). It includes agency name and address, employee name, EID, bank transit number, employee's bank account number, amount credited to or deducted from the account, bank/set (trace) number, type of account, and source of transaction.

Report totals include number of deposits, total amount credited / deducted, number of pre-notes, and number of actual deposits.

## OSPA Reference Manual

OSPA Reports

ACH Direct Deposit Register

### REPORT MESSAGE CODES

Code	Message with Code	Description

### SECURE STORAGE AND DESTRUCTION

The report contains confidential account information. It requires secure distribution, storage, and destruction.

### DATAMART ASSOCIATION

While certain elements of this report can be queried through the Datamart (Name, Employee ID, Deposit Amount), it cannot be completely reproduced. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

### OTHER INFORMATION

The report is useful when researching employee inquiries about the effective date of a direct deposit, account number, amount, etc.

A zero deducted / credited amount indicates a pre-note (test) for the transit and account number.

OSPS will use the trace number for deposits that appear to have been made incorrectly.

### REVISION HISTORY

Date	Rev. No.	Modification
09/19/06	1.0	Original
02/21/07	1.1	SSN changed to EID effective 03/09/07