

## Alpha Listing of Employee Checks

### *XREFRL*

#### REPORT PURPOSE

The report provides agency payroll offices with a list of employee checks (including the MICR or check number) for each check issued for the pay period. No other report lists the MICR number.

#### REPORT FREQUENCY

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

#### MANAGEMENT CONTROLS

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

#### RESPONSIBILITIES

Agency payroll and accounting will review for accuracy and file for future reference. If the check is canceled, reversed or re-written, write the amount and MICR# of the manually produced check on the report with the original.

#### REPORT INFORMATION DETAILS

The report is sorted by agency and employee name. It includes employee name, MICR (check) number, check date, check amount, and issue (run) number.

The report provides the total of the number of employees and the check amounts listed on the report.

## OSPA Reference Manual

OSPA Reports

Alpha Listing of Employee Checks

### REPORT MESSAGE CODES

Code	Message with Code	Description

### SECURE STORAGE AND DESTRUCTION

The report requires secure storage and destruction.

### DATAMART ASSOCIATIONS

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

### OTHER INFORMATION

\*\*This is the only report that identifies the check number used to pay the employee, which is vital information if an employee reports a lost/stolen payroll check.

### REVISION HISTORY

Date	Rev. No.	Modification
09/19/06	1.0	Original