

PEBB Domestic Partner Report

E120-052B, E122-042B, E122-042C

REPORT PURPOSE

The reports list employees who have or have had insurance for their domestic partners through PEBB.

An employee will be on the reports if the employee has one or more of the following:

- A DPT entry on the P050 Gross Pay Adjustments screen
- A DPN entry on the P050
- A PEBB medical, dental, and/or vision insurance deduction with an 800-series plan code on the P070 Deductions and Deduction Adjustments screen

REPORT FREQUENCY

OSPA prints the reports on the following schedule:

- E120-052B after **preliminary** run 1 and run 2
- E122-042B after **final** run 1 and 2
- E122-042C iafter both preliminary and final run 1 and run 2 for agency 10000, the Department of Human Services, only.

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 review the reports.

For a given employee, especially look for the following:

- Does the report have both 1205-DOM PARTNER DPT/N GR PAY ADJUST and 5200-DOM PARTNER DEDUCTION messages?

- For the P050 entry (1205-DOM PARTNER DPT/N GR PAY ADJUST), is the ADJ TYPE = blank? If not, is there a business reason for a one-time only entry? (Normally, when you make a DPN or DPT entry on the P050, space bar through the ADJ TYPE to make it an on-going adjustment.)
- If the employee is part-time, are there two P050 entries – REC TYPE = DPT and REC TYPE = DPN?
 - Make sure the entry with the PAY TYPE: DPN has a negative amount.
 - Make sure the entry with the PAY TYPE: DPT has a positive amount.
- Is the ER AMT ≠ .00? Do you need to force premiums?

REPORT INFORMATION DETAILS

OSPA sorts the E120-052B and E122-042B reports by:

- Agency
- Pay period
- Employee name

OSPA sorts the E120-042C by:

- Agency
- RDC
- Pay period
- Employee name

The E120-052B and E120-042B have a page break between agencies and for each pay period. The E120-042C has a page break between agencies, RDC and pay period.

Reports for prior pay periods indicate a corrective for that pay period.

All of the reports include:

- AGENCY
- TAX YEAR
- FOR THE PAY PERIOD ENDING
- EMPLOYEE NAME
- EMPLOYEE NUMBER
- PAYROLL ITEMS
- MESSAGE

For Gross Pay Adjustments on the P050 (MESSAGE = 1205-DOM PARTNER DPT/N GR PAY ADJUST), the PAYROLL ITEMS include the following:

- CCJ: Concurrent job number
- REC TYPE: PAY TYP from the P050 (DPT or DPN)
- ADJ TYPE: ADJ TYP on the P050 (A = one-time, blank = on-going)
- NET PAY
- GR PAY = AMOUNT from the P050

For deductions on the P070, the PAYROLL ITEMS include the following:

- DED CODE/PLAN = DED CODE DESC and PLAN CODE DESC from the P070
- DATE = pay period end date from the P070
- ER AMT = amount paid by the employer (It may be the ST MAX CNTRB from the PTB1 Payroll Benefit Package Table. If so, the OPE Cls Tier CD from the PTD2 Payroll Deduction Table for the employee's insurance selection determines the amount.)
- HRS/FT = hours employee worked / full-time equivalent hours for the employee's work schedule.

If the employee has multiple insurances, the report will list each separately under PAYROLL ITEMS.

REPORT MESSAGE CODES

Code	Message with Code	Description
1205	DOM PARTNER DPT/N GR PAY ADJUST	Employee has a DPT / DPN entry on the P050.
5200	DOM PARTNER DEDUCTION	Employee has domestic partner deduction on the P070.
5200	DOM PARTNER HOURS	Employee has domestic partner deduction on the P070. Indicates hours employee worked compared to full-time equivalent.

SECURE STORAGE AND DESTRUCTION

The reports contain confidential information and require secure distribution, storage, and destruction.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPs to obtain a duplicate report if necessary.

However, you may be able to achieve the same goal with two datamart queries:

- Query against the DED Datamart table for all employees that have an 800-series insurance deduction plan code
- Query against the JS_LAB_ADJ Datamart table for all employees who have a P050 DPT code
- Audit to find employees who don't have both

OSPA Reference Manual

Reports

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OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
10/06/06	1.0	Original
08/10/09	1.1	Periodic review