

# DEDUCTIONS PAST JOB ENDING DATE E322-01

## ***REPORT PURPOSE***

The report lists employees who have:

- SEPARATION DT on the P030 Job Status Data screen
- Deductions with DATE END 999999 on the P070 Deductions and Deduction Adjustments screen

The report is a reminder to delete deductions for separated employees.

## ***REPORT FREQUENCY***

OSPA prints the report after each final payroll run 1 and run 2.

## ***MANAGEMENT CONTROLS***

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

## ***RESPONSIBILITIES***

Agency payroll confirm the employee's separation and delete the deductions from the P070. For PEBB benefits, confirm that a staff member has approved the separation in PEBB "dot" benefits.

## ***REPORT INFORMATION DETAILS***

OSPA sorts the report by agency and employee name. There is a page break for each agency

The report includes:

- EMP ID
- Employee NAME
- JOB END DATE from the P030
- DED TYPE (code) from the P070
- DED PLAN code
- DED BEG DATE
- DED END DATE

## **REPORT MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>

## **SECURE STORAGE AND DESTRUCTION**

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

## **DATAMART ASSOCIATIONS**

This information is not available through the OSPA Datamart. Please contact OSPS for a duplicate report if needed.

## **OTHER INFORMATION**

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
10/12/06	1.0	Original
09/09/09	1.1	Periodic review