

EMPLOYEES WITH NON-BLANK WAIVER CODES

E497

REPORT PURPOSE

The report lists employees who have waivers for PEBB benefits entered on the P010 Withholding Data / Locator Data screen. Agency payroll will use the report to confirm that the existing waivers are valid.

REPORT FREQUENCY

OSPA produces these reports each calendar quarter. See the OSPA Processing Calendar for the dates reports will print.

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

For employees who choose to waive (decline) PEBB benefits, the employee or an agency staff member enters the waiver in PEBB.benefits (PDB). The waiver will interface to the OSPA P070 Deductions and Deduction Adjustments screen with deduction code OONN, plan code 005. Agency payroll then enters waiver codes for the required or core PEBB insurances on the P010. See Entry Guides, PEBB, Waive Benefits.

Review the P070 for employees who are on the report:

- If the employee has deduction and plan code OONN 005 on the P070, you do not need to take any other action
- If the employee has PEBB benefits on the P070, delete the waiver codes on the P010

REPORT INFORMATION DETAILS

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

The report includes:

- AGENCY NMBR - agency number, #####
- EMPL NAME - employee name
- EID NUMBER - employee ID, OR#####
- WVR CD1 through WVR CD6 – WAIVERS CLASS from the P010; possible values include:
 - D = dental
 - F = flexible spending accounts
 - H = health
 - L = life
 - S = police and firefighters
 - T = long-term disability
- CD1 through CD6 DATE - WAIVERS DATE from the P010, date waiver was effective

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

Reports printed prior to approximately August 2006, contain employee social security numbers and require secure storage and destruction. Reports printed after August 2006 contain the employee's ID rather than SSN.

DATAMART ASSOCIATIONS

All elements of this report are available in the NET_PAY Datamart table.

Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Period End
- All instances of Ins Waiv (filter these by H, D, L, and choose "OR" as the separator between them).

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
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Date	Rev. No.	Modification
09/29/06	1.0	Original
08/15/08	1.1	Add report number, WR#3055; change from SSN to employee ID
09/11/09	1.2	Correct frequency