PAYROLL REGISTER XREF43, XREF44, XREF45, XREF46, XREF46

REPORT PURPOSE

The payroll registers summarize labor and list deductions for each employee for a pay period and payroll run. Agencies use them to answer questions and verify that payroll processed correctly. Agencies must receive a PDF copy of the XREF43 and XREF46D. The must also receive a paper copy of the XREF46D, unless they have a way to distribute the electronic copy to managers.

REPORT FREQUENCY

OSPA produces the reports on the following schedule:
- XREF45 Payroll Register by Check Distribution after run 1 final
- XREF44 Payroll Register-Alpha-Combined and XREF46 Payroll Register by Check Distribution-Combined after run 2 final
- XREF43 Payroll Register-Alpha-Detail and XREF46D Payroll Register-OR ID Version after run 1 and run 2 final

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 will review for accuracy and file for future reference. The reports include the following for each employee and payroll run:
- Pay received
- Deductions
- PERS contributions
- Taxes paid
- Gross pay adjustments
- YTD amounts

DAS
DEPARTMENT OF
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GOODS & SERVICES

Statewide Payroll Reference Manual

Report Guides   *Payroll Register*

REPORT INFORMATION DETAILS

OSPA sorts XREF43 Payroll Register-Alpha-Detail by the following. It includes the data for **that payroll run only** (it is available for both run 1 and run 2).

- Agency
- **Employee name**
- Pay period end date
- Set number

OSPA sorts the XREF44 Payroll Register-Alpha-Combined by the following. It includes the data for **both run 1 and run 2** of that pay period.

- Agency
- **Employee name**
- Pay period end date
- Set number

OSPA sorts the XREF45 Payroll Register by Check Distribution by the following. It includes the payroll data for **run 1 only**.

- Agency
- **Check distribution code**
- Employee name
- Pay period end date
- Set number

OSPA sorts the XREF46 Payroll Register by Check Distribution-Combined by the following. It includes the data for **both run 1 and run 2** of that pay period.

- Agency
- **Check distribution code**
- Employee name
- Pay period end date
- Set number

OSPA sorts the XREF46D Payroll Register-OR ID Version by the following. The report for run 1 includes data for that run only. The report for run 2 includes the data for both run 1 and run 2 of that pay period. This report is for managers and does not contain confidential deduction information.

- Agency
- **Check distribution code**
- Employee name
- Pay period end date
- Set number

DETAIL REGISTERS

See http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/xref44ref.pdf for a description of the reports.

SUMMARY PAGE(S)

At the end of each report, OSPA includes a single-page summary of the totals for the agency
- For XREF44, XREF46 and XREF46D, OSPA will give a summary for that payroll run and a summary for the pay period
- For XREF45, XREF46 and XREF46D, OSPA gives summaries for each check distribution code and the agency

The first column of the summary describes the amounts that PSS will bill the agency for that payroll run (and for the pay period for XREF44 and XREF46) for employer expenses, including:
- ERB ASSESSMENT – Employment Relations Board
- MEDR EMPLOYER MATCH
- SSEC EMPLOYER MATCH
- Contributions to PERS, including: EMPLOYER PICK-UP, STATE MATCH RETIREMENT, and BOND DEBT REPAYMENT -- see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employees Retirement System
- WBF EMPLOYER SHARE – Workers' Benefit Fund assessment
- Employer contribution for PEBB benefits, including: EMPLOYER SHARE MEDICAL, EMPLOYER SHARE DENTAL, EMPLOYER SHARE LIFE, EMPLOYER PD PEBB FEE, and AGENCY SUBSIDY

The second column lists total amounts withheld from employees' pay, including:
- INCOME TAX – FEDERAL and INCOME TAX – STATE
- MEDR TAX WITHHELD and SSEC TAX WITHHELD)
- EMPLOYEE PAID RETIREMENT
- WBF EMPLOYEE SHARE – Workers' Benefit Fund Assessment
- OTHER VOLUNTARY DEDUCTIONS

The third column is memo information, including totals for the following:
- SUMMARY T/S LABOR
- SUMMARY GROSS PAY ADJ – entries from the P050 Gross Pay Adjustments on File screen
- TOTAL DEDUCTIONS
- TAXES AND RETIREMENT
- NET PAY
- TAXABLE INCOME
- REIMBURSEMENT OF EXPENSE
- OTHER TAXABLE (NON CASH) income
- ASSUMED WAGES (volunteer hours)
- DEFERRED NON TAXABLE income
- SSEC SUBJECT INCOME
- MEDR SUBJECT INCOME
- RETIREMENT SUBJECT INCOME
- SAIF SUBJECT INCOME
- MASS TRANSIT SUBJECT Income
- SSN COUNT
- SET COUNT
- REVERSAL GROSS INCOME
- REVERSAL NET PAY

- NUMBER OF REVERSALS
- CORRECTIVE GROSS INCOME
- CORRECTIVE NET PAY
- NUMBER OF CORRECTIONS
- TAX & OPE ADJUSTMENTS

The dollar amount with the statement TOTAL REIMBURSEMENT DUE TO EXECUTIVE DEPARTMENT OSPS CENTRAL FOR THE PAY PERIOD ENDING, INVOICE NUMBER indicates the total amount of the transactions taken from the agency to reimburse the joint payroll account for the payroll run / pay period.

REPORT MESSAGE CODES

Intentionally left blank

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

With the exception of XREF46D, the reports contain confidential withholding and deduction information. They require secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

All of this information is available from the OSPA Datamart. However, you will need to query different tables:
- Information on the left side of the register is in the JS_LAB_ADJ table
- Information on the right side of the register is in the DED table

You can query the same tables for the register totals at the end of each report, except for the following elements:
- Bond Debt Repayment
- Net Pay (as one field)
- Reversal and Corrective information (isolated; it is included as part of all data)

OTHER INFORMATION

Agency Payroll should distribute the XREF46D to agency managers. The PRPT OSPS – Agency Report Selection screen defaults to COPIES: 01, which will give the agency one paper copy of the report. If you have an alternative way to distribute the report, you can ask Payroll System Support (PSS) to change the setting to COPIES: 00.

The agency is also required to receive a PDF copy of the XREF43 and XREF46D (PDF: Y on the PRPT screen).

PSS sends a microfiche copy to the State Records Center.

REVISION HISTORY

Date	Rev. No.	Modification
10/06/06	1.0	Original
04/08/08	1.1	WR #3278, change FICA to social security
05/09/08	1.2	Revised "Deciphering the Payroll Register"
08/12/09	1.3	WR #3547, one copy of XREF46D required
02/24/11	1.4	WR #3718, paper copy of XREF46D, COPIES on the PRPR restricted to OSPS, PDF of XREF43 and XREF46D; WR #3722, end of AEITC program
09/25/12	1.5	DAS re-org; change in requirements for agency copies / discontinuation of microfiche to agencies