

**Appendix G – Current Reports**

**RFP-ERP16001**

**RFP Title: Sealed Offers for Enterprise Payroll Solution**

# Current Payroll Reports

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| Report Number | | Report Name | Sample included in offeror library |
|  | Alpha List of Employees. (State Telephone Operators only) |  |
|  | Casual payroll change schedule. (DAGS, DOT, DOH only) |  |
|  | Listing of Deceased Employees for W-2 Purposes. |  |
|  | Listing of Negative Non-PCP Amounts. |  |
|  | Listing of Negative PCP Amounts. |  |
|  | Sample warrant flyer. |  |
|  | Saving Bonds Drive Cards. |  |
|  | Saving Bonds Participants. |  |
|  | United Way Drive - Pacesetter I General Campaign. |  |
|  | United Way Pledge Cards. |  |
| EZMBBA21R | | Total number of employees who have PCP. |  |
| EZMBBA22R | | Total number of employees on the State Payroll. |  |
| EZMBBA31R | | Total employees by PCP health fund benefits. |  |
| MBB111 | Verification list for bargaining unit XX. |  |
| MBB1751 | List of MD terminations. |  |
| MBB1752 | List of terminations |  |
| MBBA171R | | Register of bonds issued. |  |
| MBBC111R | | Time card conversion error report (DOE). |  |
| MBBC112R | | Time card conversion control report (DOE). |  |
| MBBC7A1R | | MBBC7 control totals for deductions. |  |
| MBBC8A1R | | Bank assignment extract totals. |  |
| MBBC8A2R | | Create bank assignment tape totals. |  |
| MBBD201R | | Terminated employees with deferred comp. |  |
| MBBD511R | | Supplemental Garnishment Report. |  |
| MBBD521R | | FRB savings bond tape run. |  |
| MBBD581R | | Savings bond owner list. |  |
| MBBD611S | File delivery transmittal |  |
| MBBD621R | Alpha list of ACH transactions |  |
| MBBD703 | | Computer-generated D70 adjustment to deductions. |  |
| MBBE33B1R | | W2 Magnetic Media Reporting of Regular & MQFE Employees. |  |
| MBBE4EC1R | | Employees with invalid social security numbers. |  |
| MBBE511R | | UH payroll YTD register. |  |
| MBBE511S | | UH payroll YTD register summary. |  |
| MBBE601 | | List of unmatched social security numbers. |  |
| MBBM801 | | Payroll unmatched change schedule gross records. |  |
| MBBM802 | | Payroll extracted change schedule control report. |  |
| MBBM911 | | Turnaround payroll change schedules. |  |
| MBBM922 | | Payroll change schedule detail report. |  |
| MBBM925 | | Payroll change schedule update control totals. |  |
| MBBOL011 | DAGS Central payroll main menu |  |
| MBBOL031 | View or change existing e/v corrections |  |
| MBBOL051 | Year to date inquiry |  |
| MBBOL071 | Payment history inquiry |  |
| MBBOL091 | Personnel inquiry |  |
| MBBOL701R | | Online Control report. |  |
| MBBOL702R | | List of online E/V corrections. |  |
| MBBOL71R | | (Online) Batch control report. |  |
| MBBOOC1R | Current Control Report. |  |
| MBBOOC1R | Warrant reconciliation current control report |  |
| MBBOOC2R | Total Control Report. |  |
| MBBOOC2R | Warrant reconciliation current total control report |  |
| MBBS021R1 | | Agent name and address list (alpha). |  |
| MBBS021R2 | | Agent name and address list (numeric). |  |
| MBBS15N1R | | Employer Contribution for Active EUTF Health Benefits |  |
| MBBS53B1R | | (discontinued 11/97) Retirement contribution list. |  |
| MBBS53B2R | | Retirement contribution list - vacation pay summary. |  |
| MBBS791R | | Employees with annuity plan deductions (UH and DOE). |  |
| MBBS792R | | Employees over deducting to their annuity plans (UH and DOE). |  |
| MBBS831R | | Health plans/PCP enrollment (dept seq). |  |
| MBBS832R | | Health plans/PCP enrollment (dist seq). |  |
| MBBS88D1R | | Employees with deferred compensation deductions. |  |
| MBBS88D2R | | Employees over deducting deferred compensation. |  |
| MBBS901 | | (discontinued) Dept of Labor, PR# L2Q, cumulative wages report. |  |
| MBBS931R | Health Fund access label control report |  |
| MBBS961R | Incentive separation no hire list |  |
| MBBS962R | Incentive separation no hire list |  |
| MBBSB001 | | U.S. Savings Bond Drive Department List by PR-Dist. |  |
| MBBSB002 | | U.S. Savings Bond Drive Department List by Dist. |  |
| MBBSB003 | | U.S. Savings Bond Drive Department List by PR. |  |
| MBBUF001 | | AUW campaign department list by dist. |  |
| MBBUF002 | | AUW campaign department list by pr-dist. |  |
| MBBUF003 | | AUW campaign department list by payroll. |  |
| MBBUF004 | | AUW campaign department list by dept, employee name. |  |
| MBBUF005 | | AUW campaign pledge card list by employee name. |  |
| MBBUFA1R | | United Way transaction reference list. |  |
| MBBW201R | | Check Number Verification Report. |  |
| MBBW32 | | Reissued Warrant Register. |  |
| MBBW32R1 | Re-issued payroll check register |  |
| MBBZ48U1R | | Employees with overtime exceeding 50% of base pay (detail report) |  |
| MBBZ48U2R | Employees with overtime exceeding 50% of base pay (summary report) |  |
| MBSA011R | Department warrant file control report |  |
| MBSA012R | Department warrant file addition |  |
| MBSA013R | Edit report |  |
| PABH2B | Payroll Composition (Quarterly) |  |
| PRA012 | Payroll daily transaction list |  |
| PRA02A2 | Deleted/unmatched/error transaction list. |  |
| PRA02DR1 | Edit Error Count Report. (for tape copy) |  |
| PRA051 | Daily pay authorization and control report. |  |
| PRA052 | Payroll batch control report. |  |
| PRA053 | Edit and validation error report. |  |
| PRA055 | Confirmation of bond application. |  |
| PRA056 | Register of worker's compensation disability payments. |  |
| PRA057 | Gross control report. |  |
| PRA058 | Organizational time sheet. |  |
| PRA06 | Suspended transaction list |  |
| PRA061 | Payroll transaction register. |  |
| PRA064 | Suspended transaction list. |  |
| PRA065 | Deleted transaction list. |  |
| PRA071 | Payroll master inquiries. |  |
| PRA072 | Notification of personnel action (turnaround SF5). |  |
| PRC106 | List of employees with deductions not taken. |  |
| PRD401 | Payroll assignment register. |  |
| PRD401R | Payroll assignment register |  |
| PRD401S | Payroll assignment register |  |
| PRD411 | Garnishment history register. |  |
| PRD422 | Bond master update account report. |  |
| PRD441 | Agent Assignment checks. |  |
| PRD452 | Payroll clearance fund warrant listing. |  |
| PRD452R | Warrant listing. |  |
| PRD471 | Savings Bond Register. |  |
| PRD481 | Bond Account Report. |  |
| PRD481A | Bond Account Report Negative Impound Balances Register. |  |
| PRE311 | Payroll YTD register. |  |
| PRE311S | Payroll YTD register summary. |  |
| PRE314 | Employer's share contribution assessment register. |  |
| PRE315 | Payroll expenditure distribution register. |  |
| PRE321 | Expenditure report for personal services. |  |
| PRE323 | Payroll expenditure distribution summary. |  |
| PRE334 | W-2 and 941 tax control and exception report. |  |
| PRE335 | Social security number list. |  |
| PRE335S | Social security number list, supplemental ctl totals. |  |
| PRE33B2R | Employees with W-2 but not reported to SSA |  |
| PRE33C1 | Alpha list of employees without mailing address. |  |
| PRE33C2 | Department social security number list. |  |
| PRE33Z | Verification of W2 file totals and counts. |  |
| PRE34 | Department list of W-2 recipients |  |
| PRE341 | (discontinued 12/97) Annual FICA wages. |  |
| PRE342 | Alpha list of W-2 recipients. |  |
| PRE342S | Alpha list of W-2 recipients, supplemental ctl totals. |  |
| PRE343 | Department list of W-2 recipients (alpha seq). |  |
| PRE344 | Department list of W-2 recipients (pr# seq). |  |
| PRE351 | W-2 statement. |  |
| PRE352 | W-2 adding machine tape. |  |
| PRM652 | (Discontinued) 991/999 Discrepancy report. |  |
| PRS501 | Payroll tables list. |  |
| PRS531 | Social security number and name change report. |  |
| PRS57 | Agent report for HEA/UHPA. |  |
| PRS57H | Create agent tape |  |
| PRS57HR1 | Exception list of deferred compensation participants. |  |
| PRW222 | Employee Check/Statement. |  |
| PRW223 | Employee Bank Assignment Statement. |  |
| PRW231 | Payroll labor distribution report. |  |
| PRW241 | Payroll register. |  |
| PRW27 | Payroll check register |  |
| PRW271 | Payroll warrant register. |  |
| PRW351R | Payroll warrant/statement distribution report. (DOE & UH only) |  |