



North Carolina Community College System

Employee Association Payroll Deduction Report – NC Office of the State Auditor (OSA) File Creation and Submission

Version 1.0

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

Note: Prior to version 1.0, this document was published as a job aid titled *Information and Instructions to Create OSA Employee Association Payroll Deduction Reports* in February 2023.

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1 Purpose

This document provides North Carolina community college staff with the workflow used to create and submit a file containing required employee payroll deduction data to the North Carolina Office of the State Auditor (OSA).

2 Requirements

The OSA is required to evaluate all North Carolina community colleges' payroll deductions for employee associations to ensure that each association meets the requirements set by State law. Therefore, the OSA requests a list of all employees who had payroll deductions for employee associations in the month of December.

Use the **State Auditor Payroll Deductions (XAUE)** form to generate the file. Information included in the file generated by **XAUE** includes:

- College Name
- Benefit Code Description
- PAYTODAT record ID
- Advice or Check Date
- Employee ID
- Last Name
- First Name
- Middle Name
- Benefit Code

Data is gathered from the following files within Colleague:

- XNC.PARMS
- BENDED
- PAYTODAT
- PERSON

3 Access the Auditor File Process

The auditor file process is located under **HR > Custom Human Resources – XHRM > Employee Benefits – XBEN**.

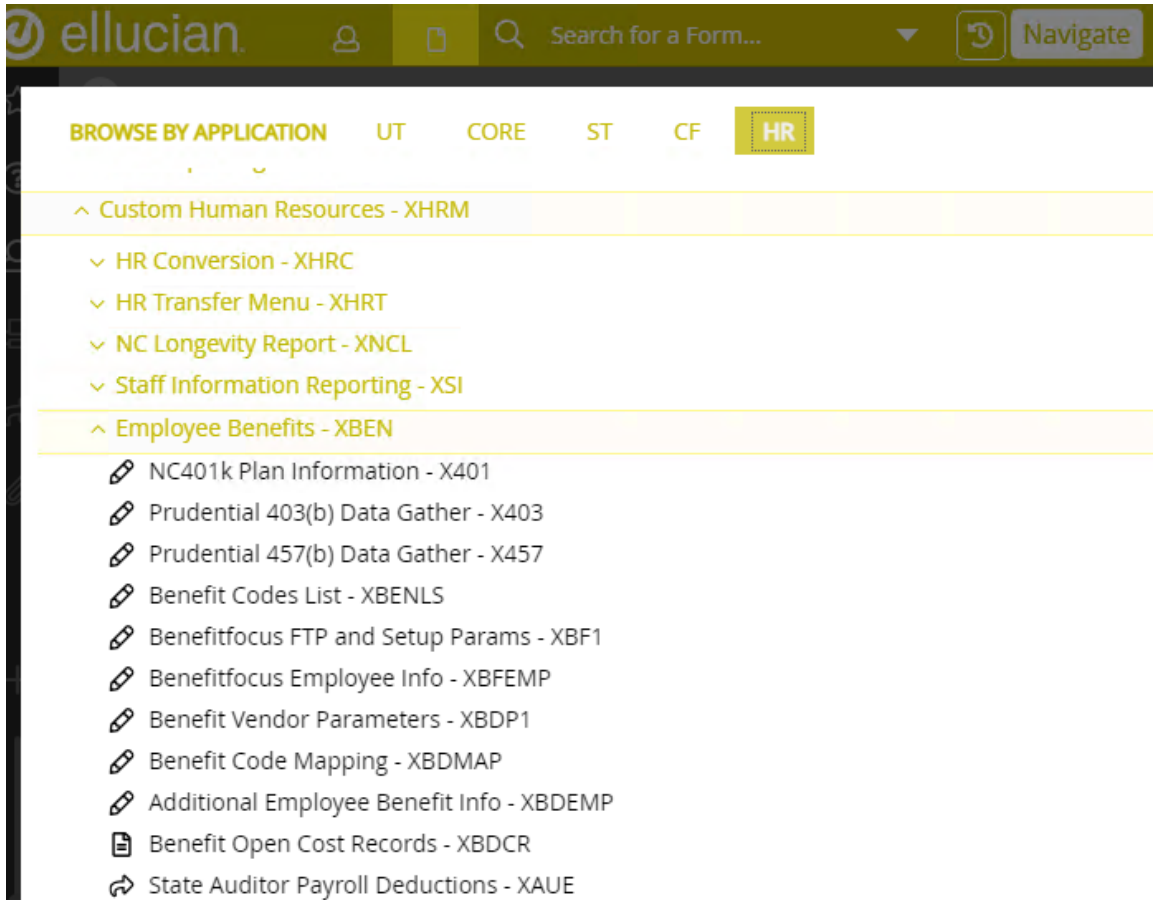


Figure 3.1 – Employee Benefits – XBEN

The auditor file process may also be accessed directly via the quick access field at the top of the Colleague application.



Figure 3.2 – Quick Access – Example

4 State Auditor Payroll Deductions (XAUE)

Use the **State Auditor Payroll Deductions (XAUE)** form to generate the required file for the NC Office of the State Auditor and place it in the **XAUE.DIRECTORY** directory.

The screenshot shows the 'XAUE - State Auditor Payroll Deductions' form. At the top right, there are 'Save' and 'Save All' buttons. The main form area contains the following elements:

- Pay Period Date Range:** A label followed by two date pickers. The first is labeled 'Start Date' and contains '12/01/2023'. The second is labeled 'End Date' and contains '12/31/2023'.
- Benefit Codes:** A table with 5 rows. The first row contains '1' and '401K'. The second row contains '2' and 'DENT'. The remaining three rows (3, 4, 5) have empty text boxes with a three-dot menu icon to their right.
- File name:** A text input field containing 'OSA-EmployAssocData-SystemOffice.csv'.
- Destination:** Below the file name, it says 'will be placed in /datatel/.../apphome/XAUE.DIRECTORY'.

Figure 4.1 – XAUE – State Auditor Payroll Deductions

The following field descriptions are provided as guidance when using the **XAUE** form:

- **Pay Period Date Range Start Date:** Enter **12/01/YYYY** where **YYYY** would be the year for the next year file submission, e.g., **12/01/2023** would request data for the 2024 file submission.
- **Pay Period Date Range End Date:** Enter **12/31/YYYY** where **YYYY** would be the year for the next year file submission, e.g., **12/31/2023** would request data for the 2024 file submission.
- **Benefit Codes:** Enter all of the college’s employee association benefit codes, which may be completed by entering a **LookUp** on **BENDED**.

- **File Name:** This field is inquiry only and displays the name of the file to be generated, which is based on the college's name, e.g., **OSA-EmployAssocData-CollegeName.csv**. The file will be created in the **XAUE.DIRECTORY** directory.

Save All.

5 File Example

Figure 5.1 provides an example of the layout of the .csv file created.

- The college name is placed on the first row.
- Column headers are placed on the second row.
- Rows are sorted within benefit code, and then by **PAYTODAT @ID** and employee ID.
- A row containing the description of the benefit code is included before each different benefit code.

	A	B	C	D	E	F	G
1	System Office						
2	PAYTODAT @ID	Advice / Check Date	Employee ID	Last	First	Middle	Benefit Code
3	North Carolina 401K						
4	16496*MO*0000578*1	2/28/2013	578	Abernathy	Carrie	C	401K
5	16496*MO*0000787*1	2/28/2013	787	Adams	Jim	Ben	401K
6	16496*MO*0000581*1	2/28/2013	581	Adams	Sonya	Rod	401K
7	16496*MO*0075798*1	2/28/2013	75798	Boyles	Derrick	D	401K
24	Pre Tax Dental Plan						
25	16496*MO*0000787*1	2/28/2013	787	Adams	Jim	Ben	DENT
26	16496*MO*0075788*1	2/28/2013	75788	Bailey	Beetle	C	DENT
27	16496*MO*0000609*1	2/28/2013	609	Bell	Jeff	H	DENT
28	16496*MO*0075404*1	2/28/2013	75404	Brown	James	Walter	DENT

Figure 5.1 – XAUE – State Auditor Payroll Deductions – File Example

6 Transmit the File

The payroll deduction file must be sent to the NC Office of the State Auditor.

For more information regarding how to use the State Auditor’s ShareFile site, access the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> and refer to *KB0015212 – NC Office of the State Auditor (OSA) File Submission*.