

DATE: October 24, 2023

TO: Agency Addressed (No. 10, 2023-2024)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: NEW REPORT IN THE REPORT DISTRIBUTION SYSTEM (RDS)

This is to inform you of a new agency RDS report. The “**Salary Refund Records Purged**” report currently runs during regular End of Month and End of Calendar Year processes and will assist agencies in identifying the salary refund records that were purged during these routine processes.

Report Details:

This report displays the Tax ID Number (SSN), Warrant Number, Warrant Date, Add Date, and Add ID for any salary refund record that was purged from PYRL during the monthly or year end processes. Only salary refund records that remained in ADD status and were not modified or approved within 6 months of the add date will be purged during the End of Month processes. At the end of each calendar year all salary refund records that are in ADD status with a warrant date in that year will be purged. Once a record has been purged, it must be re-added by the agency.

The RDS form ID for this report is **U**2**. The asterisks represent the first two digits of your agency’s organization (ORG) code. Please contact your Agency’s RDS Administrator to set up the report for you in RDS. **Please note:** users must be attached to the form before the report is generated for your agency to receive this report.

If there are questions regarding the new report, please contact the Bureau of State Payrolls at 850-413-5513.