

1 Purpose

The purpose of this documented process is to outline the procedure in which employer penalty payments are recorded and processed using a temporary workaround until the migrated IMIS data is made available for user access through a Web based application. The goal of the logical payment process is to ensure standardization across all OSHA Area Offices and ensure the appropriate data records can be updated. Implementation of this procedure minimizes delays in updating the IMIS records. Each Area Office is issued a block of payment number.

2 Scope

This workaround applies to Area Offices to record penalty payments in the form of Check, Money Order, Cash, Pay.Gov, Refund, or Unhonored Check

3 Record Penalty Payment Steps

- 3.1.1 Match payment to Inspection Case File and verify correct amount
- 3.1.2 If amount is correct, write the Inspection Number on the Check or Money Order
- 3.1.3 Record payment details in the Payment Processing Worksheet. See Data Input Instructions below for guidance on completing this step

Each Area Office uses a block of Payment Numbers and record payment details along each row based on the column headings. Each type of payment form requires a separate Penalty Payment Report.

Column	Instruction
Payment Report Number	Pre-filled in by OITS. Unique sequential list of numbers assigned to each Area Office. If recording more than one payment on the same payment form, insert a new row and use the same Payment Report Number in column 'Payment Report Number'
Line No	Enter '1' for each Payment Report Number. If recording more than one payment on the same payment form instrument, enter next number in sequence to record separate entry line for each report.
Establishment Name	Establishment Name based on the OSHA-1 Inspection
Inspection Number	Enter Inspection Number based on the OSHA-1 Inspection
Reporting ID	Enter unique identification code for the office submitting the penalty payment report
Payment Report Date	Enter the date the payment was received. Format MM/DD/YYYY
Payment Form Type	Select Payment Form – Check, Money Order, Cash, Pay.Gov, Treasury, Refund, or Unhonored Check
Penalty Amount	Enter amount of check applied to Violation Penalty. Format 12345.10 for positive number and -12345.10 for negative number
FTA Amount	Enter amount of check applied to Failure to Abate Penalty. Format 12345.10 for positive number and -12345.10 for negative number
Total Amount	Enter user calculated sum total of Violation Penalty and Failure to Abate

Legacy IMIS Disposition Project
 Workaround > Payment Processing
 PM: Helen Nesbitt
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Column	Instruction
	Penalty amounts for each line
Batch Total	User calculated sum of payments for all lines entered for each payment form type

3.1.4 For Checks or Money Orders, create Penalty Payment Report (OSHA-163) using the recorded information. Sample Penalty Payment Report

OSHA-163

Area Office Address
 RID: <Reporting ID>

Payment Report Number: <Payment Report Number>
 Payment Report Date: <Payment Report Date>

Line	Inspection Number	Establishment Name	Penalty Amount	FTA Amount	Total Amount
1	xxxxxxxxxx	yyyyyyyyyy	\$ dddd.cc	\$ dddd.cc	\$ dddd.cc
2	wwwwww	zzzzzzzzzz	\$ dddd.cc	\$ dddd.cc	\$ dddd.cc

Batch Total: \$ <Batch Total>

3.1.5 Mail endorsed check/money order and Penalty Payment Report (OSHA-163) to Bank of America Lockbox

Questions/Report Issues – Send an email to OSHAapplications@dol.gov and include in the Subject Line: "OLD Application"