

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** December 15, 2015

**FROM:** Louise M. Sawtelle  
Associate Controller - Operations

**SUBJECT:** Unused Deduction Register Moved to Discoverer  
CPO 16-04

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The “Unused Deduction Register”, which is used to bill employees for unpaid health, dental, vision and group life insurance co-shares, is now available via Discoverer. In our continued effort to reduce the amount of paper reports generated and distributed, as of January 30, 2016, we will no longer send the paper hard copies to agencies.

Discoverer website:

<http://rifans.enterprise.ri.gov:8888/discoverer/plus?connectionAccessType=APPS>

Training Guides for Discoverer may be found at:

<http://controller.admin.ri.gov/Training/index.php>

For your convenience, we have created and shared a workbook “Unused Deduction Register” for medical, dental, vision, group life and legal plan deductions only. If you wish to view any additional deductions, they are available in the table “RI Payroll Unused Deductions”.

If your agency does not currently have access to Discoverer, please let us know. If your password has expired due to lack of use, please contact the service desk at [ent.servicedesk@ri.gov](mailto:ent.servicedesk@ri.gov) to request a password reset. Once the service desk has reset your password, you must first login to RIFANS at <http://rifans.enterprise.ri.gov:8001> before proceeding to Discoverer.

Thank you for your cooperation.

