

ADB1 PAYROLL BENEFIT PACKAGE TABLE

SCREEN PURPOSE

OSPS staff members use two screens to enter new and maintain existing benefit packages:

- For each benefit package, the ADB1 Payroll Benefit Table includes:
 - Usage and accrual rules for leave types
 - Minimum hours an employee must work to qualify for PEBB benefits
 - Maximum dollar amount the state will contribute for an employee's PEBB core or required benefits
 - Insurance return amounts if the employee opts out of PEBB medical insurance
- The ADB2 Payroll Benefit Table:
 - Lists the specific pay types that an employee in a given benefit package may use
 - Defines the business rules that govern each pay type

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

Press [PAUSE] to clear the screen. In the upper left corner, type ADB1,XX,MMDDYY,#

XX = an alpha benefit package. Required. See Appendix H for a list of current benefit package codes.

MMDDYY – if you leave the field blank, OSPA will default to the current record (MMDDYY = 999999). If you enter a date, OSPA will display the benefit package that was in effect on that date. Optional.

= screen number, optional. A few benefit packages have more than one screen of leave types. To view the next screen, type the next screen number after the date.

SCREEN ELEMENTS

TRN	LV	DESCRIPTION	ACCR MO	ACCR RATE	MAX ALLWD	MON	MAX USE	WAIT
?	CT	COMP TIME	00	00.00	0240.0	00	0000.0	00
?	GL	GIVEN/GOV LV	00	00.00	0000.0	10	0008.0	00
?	ML	MILITARY LVE	00	00.00	0000.0	09	0088.0	05
?	PB	PERSONAL BUS	06	24.00	0024.0	06	0000.0	05
?	PR	PRERETIRE LV	00	00.00	0000.0	00	0028.0	00
?	SL	SICK LEAVE	00	08.00	9999.0	00	0000.0	00
?	ST	SPL TIME	00	00.00	9999.0	00	0000.0	00
?	VA	VACATION-08	00	08.00	0325.0	00	0000.0	06
?	VA	VACATION-10	00	10.00	0325.0	00	0000.0	00
?	VA	VACATION-12	00	12.00	0325.0	00	0000.0	00
?	VA	VACATION-14	00	14.00	0325.0	00	0000.0	00
?	VA	VACATION-16	00	16.00	0325.0	00	0000.0	00
?	VA	VACATION-16	00	16.00	0325.0	00	0000.0	00
?			00	00.00	0000.0	00	0000.0	00
?			00	00.00	0000.0	00	0000.0	00
?			00	00.00	0000.0	00	0000.0	00

LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Two-digit, alpha or numeric, benefit package code, ##. Part of the screen access key sequence, required. See Appendix H for current codes.
C	Date , MMDDYY. Part of the screen access key sequence, optional. If you enter a date, OSPA will display the benefit package in effect on that date. If the date is blank, OSPS will default to the current record, 999999, or the last record in effect, MMDDYY. #, screen number. It will default to 1, which does not display. To view a second screen or create a new screen, type the screen number after the date. See Notes, View Additional Screen.

No.	Description
D	<p>Screen title. Protected.</p> <p>PKG TRN ?: Indicates the action for OSPA to take. Possible values include:</p> <ul style="list-style-type: none"> ▪ A = add new benefit package (clone the package displayed) ▪ C = change the data in any of the fields on the screen ▪ D = delete (outdate) the displayed package. Note: you also need to enter a STOP DT.
E	Benefit package code. See Appendix H for current codes.
F	Brief description of the benefit package
G	Date the benefit package goes into effect, MMDDYY
H	Last date the benefit package will be in effect, MMDDYY. Current packages will have 999999.
I	Date contract that applies to the benefit package will expire, MMDDYY
J	Y = leave may accrue mid-month
K	Y = benefit package is available to temporary employees
L	<p>Pay frequency. It is currently M (monthly) for all employees.</p> <p>Other possible values include:</p> <ul style="list-style-type: none"> • S = Supplemental • W = Weekly per diem
M	<p>We currently only use the last set of these fields. This set indicates the number of hours an employee must work in the month to qualify for PEBB benefits.</p> <p>Historical values for OPE CLS include:</p> <ul style="list-style-type: none"> • C = composite benefit (SEBB/BUBB plans) • D = dental • F = flexible benefits • H = health • L = life • N = no OPE deduction • S = State Police insurance • T = long-term disability • U = union

No.	Description
N	<p>The maximum amount the state will pay toward the cost of an employee's required or core PEBB benefits, based upon the employee's choice for medical insurance.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • W = employee only • X = employee and spouse / domestic partner • Y = employee and children • Z = employee and family
O	<p>Field deleted, WR2766-G, PEBB Plan Year 2006</p>
P	<p>Values used to calculate the insurance return for an employee who opts out of PEBB medical insurance (Deduction code OONN and plan code 001 or 002 on the P070 Deductions and Deduction Adjustments screen). The amounts are for an employee with PT-FT CD / PCT = F/1.000 on the P030 Job Status Data screen. If the employee is part-time or job share, OSPA will pro-rate the amount. See Entry Guides, PEBB, Part-time and Job Share Employees.</p> <p>There are three fields:</p> <ul style="list-style-type: none"> • First = max contribution available for insurance return • Second = amount of contribution that will be sent to PEBB • Third = amount of contribution available for employee. <p>To determine the insurance return the employee will receive, OSPA does the following calculation:</p> <p style="padding-left: 40px;">Third OPT OUT AMTS minus Empl Share from the PTD2 for employee's dental insurance minus \$1.10 for the agency paid \$5,000 pre-tax basic life equals Employee's insurance return</p> <p>See Entry Guides, PEBB, Opt Out.</p>
Q	<p>Indicates the desire to add, change, or delete a leave type.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • A = add a new LV. Note: enter a new leave code on a blank line. If you enter it over an existing LV code, OSPA will replace the old code with the new one. • C = change designated LV • D = delete designated LV
R	<p>Leave types included in this benefit package</p>
S	<p>Description of leave type</p>

No.	Description
T	Calendar month LARS will give eligible employees a leave balance. For example, in June of each year, LARS gives eligible employees a new Personal Business (PB) leave balance for the new fiscal year.
U	Rate at which leave balance will accrue
V	Maximum balance an employee may have for this leave
W	Calendar month that leave balance goes to zero. For example, in June of each year, LARS reduces the personal business (PB) balance for the ending fiscal year to zero. In October, it reduces governor's leave to zero.
X	Maximum amount of leave that may be used at one time
Y	Number of employment months before an employee may use leave. For our example, the employee must wait five months before using PB.

NOTES

View an Additional Screen – If the benefit package has more leave types than will fit on one screen, you can change the screen number to view the additional leave types. Also, when you are adding new leave types, you need a blank line. If the screen is full, bring up the next screen.

To view the next screen:

- Press [PAUSE] to clear the screen
- On a blank screen, in the upper left corner, type ADB1, benefit package, date (999999), new screen number (ADB1 AA 999999 #)
- Press [ENTER]. OSPA will display a new screen.

SCREEN MESSAGE CODES

Code	Message with Code	Description
BN01	SECURITY VIOLATION	Access not permitted to screen
BN02	BENEFIT ALREADY EXISTS	Benefit exists in table
BN03	NO DATA ENTERED	Map error. OSPS will document action being taken, screen print error, and fax to programmer.
BN04	BENEFIT TRANSACTION COMPLETED	Transaction completed as entered.
BN05	NO RECORD FOUND	Record requested was not found by OSPA.
BN06	RCD LNGTH ERROR	Record length error. OSPS will document action being taken, screen print error, and fax to programmer.

Code	Message with Code	Description
BN07	DSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN08	ILLOGIC ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN09	INVREG ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN10	IOERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN11	ISCINVREQ ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN12	NOTOPEN ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN13	SYSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN14	NO MORE SPACE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN15	OTHER ERROR TYPE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN16	OSPS FILE UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
BN20	TRANSACTION ERROR	You pressed [ENTER] and had not changed any data on the screen.
BN21	EDIT ERROR	Indicates an error was found and the screen returns with fields highlighted.
BN24	NON NUMERIC	When adding new package codes, field changed to "*" must be numeric
BN25	INVALID DATE	No dates entered or dates are not in correct format
BN27	NEW BENEFIT CREATED	Transaction has been created or outdated
BN28	DUPLICATE PAY TYPE	You tried to add a pay type that already exists on the table
BN29	DUPLICATE BENEFIT	You tried to enter a benefit type that already exists on the table
BN30	NO PAY TYPES FOR THIS BENEFIT	No pay type found for this benefit
BN31	BEGIN/END DATA ERROR	Begin / end dates are not valid
BN32	OVERLAPPING DATES	Start / stop dates entered overlap each other
BN33	OPTOUT NOT = PEBB + EMPL	Total opt-out amount does not equal the sum of the PEBB and Employee fields
BN34	DATE CHANGE INVALID	Not able to back date screen
BN90	PAY TABLE SIZE EXCEEDED	File error. OSPS will contact programmer.
	CICS RESPONSE CODE:	Database error. OSPS will document action being taken, screen print error, and fax to programmer.

Code	Message with Code	Description
	CURRENT CHANGES HAVE BEEN ROLLED BACK	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	LOG TABLE FAILURE CONTACT SUPPORT	Database error. OSPS will document action being taken, screen print error, and fax to programmer.

For an alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPS will only make entries on the ADB1 and ADB2 Payroll Benefit Package Table when the agency requesting the entry provides the applicable citation from a bargaining agreement, personnel rule, or state or federal regulation.

OSPA SCREEN INTERACTIONS

AFFECTED BY

DIRECTLY AFFECTS

Leave Accrual and Reporting System (LARS) – The Payroll Benefit Package Table establishes the business rules for pay and leave codes.

P003 Time Capture and P004 Time Capture – OSPA edits leave types entered on the Time Capture screens against the business rules on the Payroll Benefit Package Table.

PTB1 Payroll Benefit Table – The PTB1 is an inquiry only screen available to agency payroll to view the benefit packages entered on the ADB1.

INDIRECTLY AFFECTS

ADB2 Payroll Benefit Table – When OSPS adds a benefit package to the ADB1, OSPA will also add the package to the ADB2.

PTB2 Payroll Benefit Table – The PTB2 is an inquiry only screen available to agency payroll to view the benefit packages entered on the ADB2.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
07/20/06	1.0	Original
09/20/06	1.1	DENT field deleted, MAX CASH BCK replaced with OPT OUT AMTS. WR2766-G, PEBB Plan Year 2006.
02/06/07	1.2	Correct Benefit Package Code Appendix
05/16/08	1.3	Delete instructions to change table, see OSPS Desk Manuals
01/27/09	1.4	PEBB 2009 plan changes; WR3420, clarify OPE CLS/MTCH and OPT OUT AMTS
05/04/09	1.5	Correct ACCR MO; access to second screen
09/10/09	1.6	View additional page; WR#3539 research on OPE CLS/MTCH fields