

ADB1

Payroll Benefit Package Table

SCREEN PURPOSE

OSPS staff members use two screens to enter new and maintain existing benefit packages. The ADB1 Payroll Benefit Table includes the usage and accrual rules for leave types for a given benefit package. It also includes the maximum dollar amount the state will contribute to the premiums for an employee's PEBB benefits.

The ADB2 Payroll Benefit Table includes the specific pay types that may be used with a given benefit package. It also defines the business rules that govern each pay type.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

To Retrieve an Existing Benefit Package

ADB1,XX,MMDDYY

XX = an alpha benefit package. 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 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, if retrieving a record. See Appendix H for current codes.
C	Date, MMDDYY. Part of the screen access key sequence if retrieving a record, optional. If you enter a date, OSPA will display the benefit package in effect on that date. If the date is blank, OSPA will default to the current record, 999999, or the last record in effect, MMDDYY.

OSPA Reference Manual

OSPA Screens

ADB1

No.	Description
D	Screen title. Protected. PKG TRN ? : Used to indicate the kind of action being taken for the benefit package as a whole or for fields in the upper third of the screen. See Notes below. Possible values include: A = add new benefit package (clone the package displayed) C = change fields in the upper third of the screen D = delete the displayed package
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	Pay frequency. It is currently M (monthly) for all employees. Other possible values include: S = Supplemental W = Weekly per diem

OSPA Reference Manual

No.	Description
M	<p>OPE CLS: Values currently being used include:</p> <ul style="list-style-type: none"> D = dental H = health L = life N = no OPE class S = State Police insurance <p>The following values may have been used in the past:</p> <ul style="list-style-type: none"> C = composite benefit (SEBB/BUBB plans) F = flexible benefits T = long-term disability U = union <p>MTCH: maximum amount the state will pay toward the cost of insurance indicated for each OPE CLS listed</p>
N	<p>The maximum amount the state will pay toward the cost of an employee's health insurance benefits.</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 medical insurance (Deduction and plan code DONN 001 on the P070 Deductions and Deduction Adjustments). The amounts provided are for an employee with PT-FT CD / PCT = F/1.000 on the P030 Job Status Data. If the employee is part-time the amount will be reduced proportionately.</p> <p>First field = max contribution available for insurance return Second field = amount of contribution that will be sent to PEBB Third field = amount of contribution available for employee. It will be reduced by the basic life and dental premiums.</p>

OSPA Reference Manual

OSPA Screens

ADB1

No.	Description
Q	Indicates the desire to add, change, or delete a leave type. See Notes below. Possible values include: A = add a new LV, may be entered on an existing line or a blank line C = change designated LV D = delete designated LV
R	Leave types included in this benefit package
S	Description of leave type
T	Employment month leave will begin to accrue . For example, the employee must work for six months before receiving Personal Business (PB) leave.
U	Rate at which leave balance will accrue
V	Maximum balance an employee may have. If the leave balance exceeds this amount, the employee must either take leave or lose it.
W	Calendar month that leave balance goes to zero. For example, PB goes to zero in June.
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

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. OSPA 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.

OSPA Reference Manual

OSPA Screens

ADB1

Code	Message with Code	Description
BN06	RCD LNGTH ERROR	Record length error. OSPS will document action being taken, screen print error, and fax to programmer.
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

Code	Message with Code	Description
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.
	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 a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPS will only make changes to the ADB1 and ADB2 Payroll Benefit Package Table when bargaining agreements, personnel rules, or state or federal regulations change.

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

Leave Accrual and Reporting System (LARS) – The ADB1 Payroll Benefit Package Table indicates the accrual rate and maximum accrued balance allowed for a given leave type.

P003 Time Capture and P004 Time Capture – OSPA edits leave types entered on the Time Capture screens against the business rules on the ADB1 to ensure the employee has an appropriate leave balance and is eligible to use a given leave type.

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

Indirectly Affects

ADB2 Payroll Benefit Table – When you add 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 staff members 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