

ADB2

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

The benefit package must be entered on the ADB1 Payroll Benefit Package Table first.

SCREEN ACCESS KEY SEQUENCE

To retrieve a specific benefit package, first, press [PAUSE] to create a blank screen. Then, type ADB2,XX,MMDDYY,XXX

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

MMDDYY = this is an optional field; if you do not enter a date, OSPA will default to 999999, the current record. If you enter a date, OSPA will display the benefit package that was in effect on that date.

XXX = a specific pay code. This is an optional field. If left blank, OSPA will default to the first pay code for the benefit package. If you enter a pay type, OSPA will display the screen that includes that pay type.

SCREEN ELEMENTS

A		B		C		D		E												
ADB2		CO,999999,CTN		PAYROLL BENEFIT PACKAGE TABLE																
F														G						
TRN	PAY	PAY TYPE	LV	RATE	TIM	O/T	INCOME-SUBJ-TO				REG	INC	O/T	SAIF						
TYP	TYP	DESCRIPTION	TP	UNIT	SHT	ELG	SS	RMT	TAX	UNP	MT	PY	OT	TYP	MLT	PCT				
?	AST	ADDNL STRGHT	N	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	B	T	1.0000	1.0000			
?	BAV	BP/AWRD VALU	N	00.00	N	N	Y	Y	Y	N	N	N	D	O	0.0000	0.0000				
?	BP	BONUS PAY	N	00.00	N	N	Y	Y	Y	Y	N	Y	N	D	T	0.0000	0.0000			
?	BPS	SPECL AWARD	N	00.00	N	N	Y	Y	Y	N	N	N	N	T	0.0000	0.0000				
?	BT	BREAK TIME	N	00.00	Y	Y	Y	Y	Y	Y	N	Y	N	O	T	1.5000	1.0000			
?	CBO	CALL BACK OT	N	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	0.0000			
?	CD	CAREER DVLP	N	00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	1.0000			
?	CDN	CD NO ACCRL	N	00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	1.0000			
?	CDO	CAR DVLP OT	N	00.00	Y	Y	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	1.0000			
?	CLA	CLOTH ALLOW	N	00.00	N	N	N	Y	N	N	N	N	N	R	0.0000	0.0000				
?	CLT	CL ALW TXBL	N	00.00	N	N	Y	Y	Y	N	Y	N	N	T	1.0000	0.0000				
?	CMN	MILG NONTAX	N	00.00	N	N	N	N	N	N	N	N	N	R	0.0000	0.0000				
?	CPH	HO PAY DYOFF	N	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	T	1.0000	1.0000				
?	CTA	COMP TM ACCR	A	00.00	Y	Y	N	N	N	N	N	N	P	N	1.5000	1.0000				
?	CTG	CTL CBIW LV	P	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000				
?	CTH	COMP TM HOL	A	00.00	Y	N	N	N	N	N	N	N	P	N	1.5000	1.0000				
?	CTL	COMP TM TKN	P	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000				
?	CTN	CTL NO ACCRL	P	00.00	Y	N	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000				

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Benefit package code, XX. Part of the screen access key sequence. Required to retrieve an existing record. See Appendix H for a current list of benefit package codes.
C	Date, MMDDYY. Part of the screen access key sequence, optional. If you do not enter a date, OSPA will default to 999999, the current record. If you enter a date, OSPA will display the benefit package that was in effect on that date.
D	Pay code, XXX. Part of the screen access key sequence, optional. OSPA will default to the first screen of pay codes for the benefit package.
E	Screen title. Protected.

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No.	Description
F	Benefit package code, XX, from the ADB1 Payroll Benefit Package Table. Protected.
G	Brief description of benefit package code from the ADB1 Payroll Benefit Package Table. Protected.
H	<p>Indicates the desire to add, change, or delete a PAY TYP. See Notes below.</p> <p>Possible values include: A = add a new PAY TYP, may be entered on an existing or a blank line C = change designated PAY TYP D = delete designated PAY TYP</p>
I	2-3 alphanumeric designation for the pay code
J	Brief description of the pay code
K	<p>LV TP: Indicates if this pay code is a leave code. Possible values include: A = paid accruable leave N = not a leave type P = paid, but not accruable, leave U = unpaid leave, does not count as time worked W = unpaid leave, counts as time worked</p> <p>RATE UNIT: pay rate X HOURS entered with this pay code. Used, as an example, for differentials.</p>
L	Y = a pay code that may be entered on the time capture screens
M	Y = employee must have O-T = Y on the P030 Job Status Data to use this pay code
N	Y = hours entered with this pay code will be included for the calculation for social security and Medicare withholding
O	Y = hours entered with this pay code will be included in the calculation for retirement contributions
P	Y = hours entered with this pay code will be included in the calculation for federal and state income tax withholding
Q	Y = hours entered with this pay code will be included in the unemployment tax calculation. See Notes.

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No.	Description
R	Y = hours entered with this pay code will be included in the mass transit calculation
S	Y = hours entered with this pay code will be included in the calculation of total reg on the P003 Time Capture and P004 Time Capture
T	Used to calculate the FLSA regular rate of pay for the calculation of overtime. Possible values include: B FLSA subject dollars and hours D FLSA subject dollars N neither dollars nor hours are FLSA subject O FLSA subject hours, paid at recalculated overtime rate P Paid according to the O/T MLT or the RATE UNIT rate on the ADB2
U	Income type. Possible values include: N = not income O = other R = reimbursement T = taxable
V	The percentage used to calculate overtime
W	Used in calculation of the assessment for the Workers' Benefit Fund and unemployment tax. See Notes.

NOTES

Add a PAY TYP – Type a (add) over the ? in the TRN TYP column on a blank or existing line. Enter the necessary values. Press [ENTER].

Change a PAY TYP – Type c (change) over the ? in the TRN TYP column for the PAY TYP you wish to change. Make the necessary changes. Press [ENTER].

Delete a PAY TYP – Type d (delete) over the ? in the TRN TYP column for the PAY TYP you wish to delete and press [ENTER].

Unemployment Tax – To identify the dollars and hours for the unemployment tax calculation, OSPA does the following:

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If UNP = Y, count the dollars as unemployment subject wages;
If UNP = Y, number of units X SAIF PCT = unemployment subject hours

Workers Benefit Fund Assessment – The WBF assessment is based upon the hours or partial hours a subject employee is engaged in a work activity. OSPA does the calculation based upon the following:

If on the P010 Withholding Data / Locator Data for the employee the SAIF SUBJ = Y, number of units for the PAY TYPE X SAIF PCT = WBF subject hours.

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.
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.

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Code	Message with Code	Description
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.
	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 they are necessary to conform to changes in bargaining agreements, personnel rules, or state or federal regulations.

OSPA SCREEN INTERACTIONS

Affected By

ADB1 Payroll Benefit Package Table – The ADB1 establishes the general business rules for the benefit package. If you clone the new package from an existing one (see Notes), OSPA will also clone the package on the ADB2. The benefit package must be on the ADB1 prior to entering codes on the ADB2.

Directly Affects

P003 Time Capture and P004 Time Capture – The ADB2 displays the pay types available to an employee with this benefit package and establishes business rules that will govern each pay type.

P030 Job Status Data – The P030 displays differential pay codes that are entered in PPDB and interfaced to OSPA. They are included on the ADB2 for the employee's benefit package.

P050 Gross Pay Adjustments – Pay codes entered on the P050 make gross adjustments to the employee's pay.

PTB2 Payroll Benefit Table – The PTB2 is an inquiry only screen that is available to agency payroll staff members to view the data on the ADB2.

Indirectly Affects

P090 YTD Wages, Taxes, and Retirement – The P090 displays YTD calculations for wages, taxes, and retirement. These calculations include pay codes entered on the Time Capture screens and on the P050 Gross Pay Adjustments. The ADB2 governs those calculations.

P091 YTD Wages, Taxes, and Retirement – The P091 is an on-line calculation accessed through the P370. It displays YTD calculations for wages, taxes, and retirement.

P370 Calculation of Current Payoff – The P370 displays payment information prior to OSPA generating the Payroll Registers. It includes the pay codes entered on the Time Capture screens and the P050 Gross Pay Adjustments for a given pay period and check date.

P430 Employee Leave Data – The P430 displays each employee’s leave balances. Leave entered on the Time Capture screens and leave pay-offs entered on the P050 Gross Pay Adjustments immediately update the leave balances on the P430.

P435 Employee Leave Data – The P435 displays adjustments made to the employee’s leave balances since the last payroll run by pay code. Leave entered on the Time Capture screens and leave pay-offs entered on the P050 Gross Pay Adjustments will display on the P435 until the next payroll run.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
07/20/06	1.0	Original
02/06/07	1.1	Correct Benefit Package Code Appendix