

## **ADD2 PAYROLL DEDUCTION TABLE**

### ***SCREEN PURPOSE***

---

OSPS staff uses the ADD1 Payroll Deduction Table screen to add or change deduction codes and to create the general controls and business rules that apply to the codes.

They use the ADD2 Payroll Deduction Table to add and change plan codes for a given deduction code, including cost information. Not all deduction codes have plan codes; these will not have a record on the ADD2.

Only OSPS staff members have access to these screens.

### ***ALSO KNOWN AS***

### ***PREREQUISITES, IF ANY***

---

Prior to entering plan codes on the ADD2 Payroll Deduction Table screen, OSPS must establish the deduction code on the ADD1 Payroll Deduction Table screen.

### ***SCREEN ACCESS KEY SEQUENCE***

---

ADD2,A#A#,MMDDYY

**A#A#** = a four-digit alphanumeric code for a specific deduction. See Appendix C for a list of current codes.

**MMDDYY** = effective date for code, optional. OSPA will default to 999999, the current record, or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.

# SCREEN ELEMENTS

(A)	(B)	(C)	(D)					(E)
ADD2	PKNN,999999		PAYROLL DED/PLAN TABLE					PROD
		(F)						(G)
	Payee DAS - PARKING	PRE-TAX	Deduction Description					PARK PRETAX
T	Plan Code	Description	Carrier Cvg	OPE Cls Tier CD	Emplr Share	PEBB Admin	Vendor Share	State Share
?	109	ELEC VEH CHG	--	--	10.00	.00	10.00	.00
?	111	MTCYCL/SALEM	--	--	6.00	.00	6.00	.00
?	113	MTCYC/EUGENE	--	--	6.00	.00	6.00	.00
?	115	BIKE LKR SLM	--	--	6.00	.00	6.00	.00
?	119	MTCYLE/PORTL	--	--	11.00	.00	11.00	.00
?	221	HALF/UNRESRV	--	--	25.00	.00	25.00	.00
?	222	UNRSVD/SALEM	--	--	50.00	.00	50.00	.00
?	223	U/CP+1/SALEM	--	--	45.00	.00	45.00	.00
?	224	U/CP+2/SALEM	--	--	40.00	.00	40.00	.00
?	225	U/CP+3/SALEM	--	--	35.00	.00	35.00	.00
?	229	R/UN/D+0/PTL	--	--	80.00	.00	80.00	.00
?	230	R/UN/D+1/PTL	--	--	75.00	.00	75.00	.00
?	231	R/UN/D+2/PTL	--	--	70.00	.00	70.00	.00
?	232	R/UN/D+3/PTL	--	--	65.00	.00	65.00	.00
?	333	R/UNCOV/SALM	--	--	55.00	.00	55.00	.00
?	334	RU/CP+1SALEM	--	--	50.00	.00	50.00	.00
?	335	RU/CP+2SALEM	--	--	45.00	.00	45.00	.00
?	336	RU/CP+3SALEM	--	--	40.00	.00	40.00	.00
(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)

## LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Specific deduction code, #####, alphanumeric. Part of the screen access key sequence, required.
C	End effective date for the deduction code, typically the last date the contract is in effect, MMDDYY. Current records have 999999. Optional part of the screen access key sequence. If you enter a date, OSPA will display the record in effect at that time.
D	Title of screen, protected

No.	Description
E	<p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> <li>• FORS = Special region for Department of Forestry training</li> <li>• PEBB = Special region for PEBB.benefits (PDB) interface testing</li> <li>• PROD = Production region</li> <li>• STST = Special region for programmers to test application changes</li> <li>• TEST = Special region for OSPS to test application changes</li> </ul>
F	Vendor from the ADD1 Payroll Deduction Table, protected
G	Brief title that describes the purpose of the deduction code from the ADD1 Payroll Deduction Table, protected.
H	<p>Indicates the kind of entry being made.</p> <p>Possible values include:</p> <p>A = add          C = change          D = delete</p>
I	Plans that are available from the vendor (see Notes below). Three-digit, alphanumeric.
J	Brief description of the plan code
K	<p>Used on reports for some vendors</p> <p>Possible values include:</p> <p>A = employee only          B = employee and spouse          C = employee and children          D = employee and family</p>
L	<p>Related to ST MAX CONTRB on the ADB1 Payroll Benefit Table screen. Used to combine premiums during the calculation of the vendor's payment.</p> <p>Possible values include:</p> <p>W = employee only          X = employee and spouse          Y = employee and children          Z = employee and family</p>
M	VENDOR SHARE + PEBB Admin. Application calculated, protected.
N	PEBB or Department of Administrative Services fee for administration. Currently, only PEBB charges an administrative fee. Application calculated, protected.

No.	Description
O	Vendor's premium for a given plan code
P	Used when both the employee and employer pay a portion of the premium. Application calculated, protected.

## NOTES

**Impact on Taxes** – OSPA uses the Non Taxable Code on the ADD1 with the plan codes on the ADD2 to decide whether to take the deduction before or after calculating federal (FIT) and state (SIT) income tax withholding, social security and Medicare taxes.

Possible values for the Non Taxable Code include:

- N -- The deduction is **exempt from** FIT and SIT and **subject to** FICA.
- T -- If the deduction code **does not have a plan code** or has a **numeric plan code**, the deduction is **subject to** FIT, SIT, and FICA. With an **alpha plan code**, the deduction is **exempt from** FIT, SIT, and FICA.
- X -- The deduction is **exempt from** FIT, SIT, and FICA.

**Plan Codes** – A deduction code may have plan codes if:

- The employee may have more than one deduction with the same deduction code, such as the direct deposit deduction code
- The employee has multiple plan choices, such as PEBB health insurances and parking
- The deduction is a set amount that will remain in effect for a defined period

Where the deduction amount is set, OSPS will enter plan codes with the specific amounts on the ADD2. Generally, you will not enter these amounts on the P070 Deductions and Deduction Adjustments. Instead, OSPA will look them up on the Payroll Deduction Table. See Screen Descriptions, P070.

## SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code has not been entered on the ADD1 or it does not have plan codes on the ADD2.
DD02	REC ALREADY ON FILE	Record exists
DD03	ADD1 TRANSACTION COMPLETE	You have added or changed information on the screen and pressed [ENTER] to save the data.
DD04	ADD2 TRANSACTION COMPLETE	Transaction entered
DD05	SECURITY ERROR	Access not permitted to the screen

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
DD10	INVALID TRANSACTION	For screen ADD1, the transaction code must be A or D. For screen ADD2, the transaction code must be an A, C, or D.
DD11	INV DED CODE	No deduction code after keying ADD1
DD12	INV DATE.	Date entered after deduction code as part of the inquiry. It is not in MMDDYY format or not a valid date.
DD13	INV START DATE	Start date entered is not valid
DD14	INV STOP DATE	Stop date entered is not valid
DD15	INV CHECK ACCUM	Check accum field must be 1, 2, 3, 4, or space
DD16	INV MULTIPLE DED	Multiple deduction field must be 1, 2, or 3
DD17	INV FEE PAYEE	Admin fee payee field must be S, B, E, N, or P
DD18	INV OPE CLASS	OPE class field must be H, D, T, F, L, N, S, B, J, E, K, G, or M
DD19	INV SEQ NUMBER	Seq number field must be Y or N
DD20	INV SHARE BASIS CD	Share basis code must be S, E, V, or N
DD21	INV MAX PCT CURR	Max pct curr field must be numeric and ≤ 100
DD22	INV MAX PCT YTD	Max pct YTD field must be numeric and ≤ 100
DD23	INV MAX AMT CUR	Max amt cur field must be numeric
DD24	INV MAX AMT YTD	Max amt YTD field must be numeric
DD25	INV NON TAX FLAG	Non tax flag field must be T, N, F, or X
DD26	INV AGENCY	Agency must be numeric. This message will also appear if the first restricted agency number is not numeric and equal to 00000. For example, you cannot enter a restricted agency number of 10700 and then 00000.
DD27	COMPATIBILITY ERROR	Admin fee ≠ N, share basis ≠ N, and PEBB pct > 0.0.
DD29	INV ZIP CODE	Zip code entry is not numeric
DD30	INV CENTRAL FLAG	Central Flag field must be Y or N
DD40	CANNOT CHANGE PLAN	ADD2: When transaction code is "C", the deduction code cannot be changed
DD41	INV TYPE CODE	Type code must be H, D, L, T, I, C, R, N, X, U, or B
DD42	INV VENDOR SHARE	ADD2: Vendor share must be numeric
DD43	FLEX/DEF - NO VEND	ADD2: Vendor share must be zero if OPE is Flex or deduction type is deferred compensation
DD44	CATEGORY NOT O OR P	Category entered must equal an "O" or "P"
DD50	NO DED REC.	No deduction code or an invalid code entered as part of the inquiry.
DD51	NO BEN REC	No benefit record was found
DD52	INV TIER CODE	ADD2: OPE Class Tier Code field must equal a space, _, W, X, Y or Z

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
DD90	OSDEDPKG NOT OPEN	Deduction package table not open. OSPS will document action being taken, screen print error and fax to programmer
DD91	OSBENPKG NOT OPEN	Benefit package table not open. OSPS will document action being taken, screen print error and fax to programmer

See Appendix E for an alphabetical list of OSPA message codes.

## ***OSPA REASONABILITY EDITS***

---

## ***SUPPORTING DOCUMENTATION***

---

## ***OSPA SCREEN INTERACTIONS***

---

### **AFFECTED BY**

**ADD1 Payroll Deduction Table** – The deduction code must be on the ADD1 Payroll Deduction Table before you can enter plan codes on the ADD2.

### **DIRECTLY AFFECTS**

**P070 Deductions and Deduction Adjustments** – The P070 Deductions and Deduction Adjustments determines the deductions that will or have been taken from an employee's pay for a given pay period and payroll run. The deduction code must be on the ADD1 Payroll Deduction Table before you can enter it on the P070. If the deduction code has plan codes on the ADD2 Payroll Deduction Table, you must also enter a plan code.

### **INDIRECTLY AFFECTS**

**P090 YTD Wages, Taxes, and Retirement** – The P090 displays YTD calculations for wages, taxes, and retirement. Settings on the ADD1 and ADD2 for deduction codes on the P070 will affect the employee's net pay and wages subject to taxes and retirement. OSPA updates the screen after each final payroll run.

**P091 YTD Wages, Taxes, and Retirement** – summarizes the employee's earnings, taxes, and retirement contributions for a designated calendar year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff.

**P190 Payroll Register Data** – displays net pay amount for up to three months. It is updated after each final payroll run.

**P191 Register Summary** – The P191 is an inquiry only screen that shows summarized pay registers for an employee. The display includes deductions entered on the P070 Deductions and Deduction Adjustments. OSPA updates the data after each final payroll run.

**P192 Register Listing** – The P192 is an inquiry only screen that displays the payroll register detail for a designated employee, pay period, and payroll run. The display includes deductions from the P070. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

**P370 Calculation of Current Payoff** – The P370 displays entries made since the last final payroll run. It reflects the deductions in effect for a given pay period and check date.

## ***CATEGORY / SCREEN CLASSIFICATION***

Table maintenance, update access for OSPS staff members only

## ***REVISION HISTORY***

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
04/26/06	1.0	Original
10/01/07	1.1	WR#3145, add 1 digit to VENDOR SHARE and EMPL SHARE (9999.99) field
05/16/08	1.2	WR#3306, re-order columns to match P070; WR#2284 new P191 and P192 screens
11/16/09	1.3	WR#3556, 3564, PEBB 2010 open enrollment changes, Adm/Stab Fee changed to PEBB Admin