

P010

Withholding Data / Locator Data

SCREEN PURPOSE

Agency payroll uses this screen to enter tax, retirement, employee separation, and declination of PEBB benefit information into OSPA. It is employee and agency specific.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P010, SSN or Employee ID, Agency (P010,OR#####,#####)

SSN = social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either SSN or Employee ID is required.

Employee ID = employee identification number, OR#####. Either SSN or Employee ID is required.

Agency = OSPA agency number, #####. Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency number.

SCREEN ELEMENTS

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(A)      (B)      (C)
P010    999999999 99900
(E) EMPLOYEE, TAYLOR
(D) WITHHOLDING DATA / LOCATOR DATA 010
(F) WHO2 ENTER UPDATES
(H)
RDC/CREW/CST CTR (G) 000
? TAX DATA FOLLOW-UP FLAG: (I) N
? FINAL CHECK ISSUED: (J) 000000 (K) FED 000000
? FINAL CHECK PERIOD ENDING: 000000 (L) 000000
? RETIREMENT START DATE: (L) 000000

-----MANDATORY WITHHOLDING-----
(M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)
EFF  ---FEDERAL---  ---STATE---  EIC  RTMT  RTMT  RTMT  FICA  SAIF  UNEM
DATE  STAT EXEM  ADDL  STAT EXEM  ADDL  CD  SYST  STAT ACCT  SUBJ SUBJ SUBJ
? 0430XX  J  01  0000  J  01  0000  N  S  D 000000  Y  Y  Y
? 0430XX  J  02  0000  J  02  0000  N  S  D 000000  Y  Y  Y

----WAIVERS----
CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE
? (AA)      ? (BB)      ?           ?           ?           ?
  
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Legend

No.	Description
A	Screen designation, part of screen access key sequence, required
B	Employee's SSN (#####) or Employee ID (OR#####), part of the screen access key sequence, required
C	Employee's agency number, #####, part of the screen access key sequence. If you signed on with an agency number (rather than ALL), this field is optional – OSPA will default to your sign-on agency.
D	Screen title. Protected.
E	Employee's name from the P030 Job Status Data. Protected.
F	Area for screen messages. See Screen Message Codes below. Protected.
G	REPORT DISTR CD from the P030 Job Status Data. Indicates how reports will be sorted. May be used to designate a geographic location. Protected.

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No.	Description
H	<p>Use these fields when you receive a lock-in letter from the IRS (FEDERAL) or a determination letter from the Oregon Department of Revenue (STATE). See Notes and OSPA Reasonability Edits.</p> <p>BEG DATE: pay period end date, MMDDYY, that the mandatory withholding will take effect. Required. See Notes, EFF DATE.</p> <p>STAT: Income tax filing status. Required. Possible values include: J = married, filing jointly S = single or married filing separately, default</p> <p>EXEM: Number of exemptions IRS or DOR has determined that the employee is eligible to claim for federal or state tax withholding purposes, ##. Required, defaults to 00.</p> <p>ADDL: Additional amount to be withheld for federal or state withholding, stated in whole dollars (0010 = \$10.00). Required, defaults to 0000.</p> <p>END DATE: Pay period end date to which mandatory withholding will be in effect, MMDDYY. OSPA will default to 999999.</p>
I	<p>For employees new to state service, OSPA will set the flag to “Y” (yes) as a signal that the agency needs to enter W-4 information. After entering tax information for the new employee, change the flag to “N” (no). Optional.</p>
J	<p>Date OSPA will print on the check. Used for separating employees and to place a payment in the correct tax year at calendar year-end, MMDDYY. Optional.</p>
K	<p>Pay period end date for FINAL CHECK ISSUED, MMDDYY. Optional.</p>
L	<p>Date an employee that is new to public service will be eligible for the state to start making contributions to OPSRP. Optional.</p> <p>For the designated month, OSPA will include the employee on the E357-020 Employees Eligible for Participation in Retirement report.</p> <p>Generally, the date is six months after the hire date. See the PERS Employer Manual (http://oregon.gov/PERS/EMP/docs/er_general_information/employer_manual.pdf) and Entry Guides, PERS, Start Contributions.</p>
M	<p>Pay period end date for which the entry on this line is effective, MMDDYY. Required if entering data on this line. See Notes, EFF DATE.</p>

No.	Description
N	<p>Federal income tax filing status. Required if entering data on this line.</p> <p>Possible values include: J = married, filing jointly N = exempt from withholding S = single or married filing separately, default</p>
O	<p>Number of exemptions employee claims for federal tax withholding purposes, ##. Required if entering data on this line. Defaults to 00.</p>
P	<p>Additional amount to be withheld for federal withholding, stated in whole dollars (0010 = \$10.00). There must be a value in this field (either a number or 0000) if entering data on this line. Defaults to 0000.</p>
Q	<p>State income tax filing status. There must be a value in this field if entering data on this line.</p> <p>Possible values include: J = married, filing jointly N = exempt from withholding S = single or married filing separately, default</p>
R	<p>Number of exemptions employee claims for state tax withholding purposes, ##. There must be a value in this field if entering data on this line. Defaults to 00.</p>
S	<p>Additional amount to be withheld for state withholding, stated in whole dollars (0010 = \$10.00). There must be a value in this field if entering data on this line. Defaults to 0000.</p>
T	<p>Earned income credit. Required if entering data on this line.</p> <p>Possible values include: J = married with both spouses filing EIC certificate M = married without spouse filing EIC certificate N = not subject, default S = single or head of household</p> <p>The employee must submit an IRS Form W-5 Earned Income Credit Advance Payment Certificate by each January 1 to receive earned income credit.</p>

No.	Description
U	<p>Required if entering data on this line. Defaults to N. Tells OSPA the following:</p> <ul style="list-style-type: none"> • If the employee is eligible for PERS contributions • If eligible, the percent to use in calculating the employer and employee contributions <p>Possible values include: F = Police and Fire, OPSRP G = General Service, OPSRP N = OSPA will not make either an employee or employer PERS contribution. Default. P = Judge Member S = General Service, PERS, tier 1 or tier 2 T = Police and Fire, PERS, tier 1 or tier 2</p> <p>If the value entered is not N, OSPA will make an employer contribution on the employee's behalf. See Notes, PERS</p>
V	<p>Required if entering data on this line. Defaults to N. Tells OSPA the following:</p> <ul style="list-style-type: none"> • Whether the employee is eligible for the employee's contribution to PERS • If so, who will pay <p>Possible values include: D = state pays the employee's contribution (pick-up) E = employee paid N = OSPA will not make an employee contribution to PERS. Default P = OSPA will not make an employee contribution to PERS</p> <p>If the value entered is D or E and the RTMT SYST is N, OSPA will not make either an employer or employee contribution. See Notes, PERS.</p>
W	<p>Designates employee's retirement account number, #####, if the employee is a PERS Tier 1 or Tier 2 member. Optional. Defaults to 000000.</p>
X	<p>Determines if employee's wages will be subject to social security and Medicare taxes. Defaults to Y. Required if entering data on this line.</p>
Y	<p>Determines if employee is covered by the state's workers' compensation insurance. Defaults to Y. Required if entering data on this line.</p>

No.	Description
Z	Determines if employee is covered by unemployment compensation insurance. Defaults to Y. Required if entering data on this line.
AA	<p>PEBB insurance being declined or waived.</p> <p>Possible values include: D = dental F = flexible spending accounts H = health L = life S = police and firefighters T = long-term disability</p> <p>If the employee has declined or waived PEBB benefits, enter the required insurances (dental, health, and life) to remove the employee from the XREF51 Insurance Analysis Exceptions report. See Entry Guides, PEBB, Waive Benefits.</p>
BB	Date employee requested the waiver, MMDDYY
?	<p>Type of action. Required when entering a transaction. Only fields proceeded by a ? may be modified. Not all lines will allow all of the values listed below; see the Reasonability Edits below.</p> <p>Possible values include: A = add a new transaction C = change an existing transaction D = delete an existing transaction</p>

NOTES

EFF DATE – The IRS requires that you put a new W-4 into effect no later than the start of the first payroll period ending on or after the 30th day from the date you received the new W-4, unless there is a lock-in letter in effect.

Do not back date. If the employee submits a new W-4 or W-5 prior to payroll run 1, enter the withholding with an effective date for the current pay period. Generally, if run 1 has already processed, enter an effective date for the next month. If you make an entry between run 1 and run 2 for that pay period and the entry will decrease the amount withheld, you will create a negative tax. OSPA will not allow you to enter a pay period end date after the 10th of the following month.

FICA, SAIF, and UNEM SUBJ -- set the flags to N if the employee is:

- An elected public official
- A member of the Legislature, Oregon Judiciary, Oregon Army National Guard, or the Oregon Air National Guard
- A temporary employee hired because of a fire, storm, earthquake, flood, or similar emergency

MANDATORY WITHHOLDING – A Lock-in Letter from the IRS or a Determination Letter from the Oregon Department of Revenue overrides the employee’s current W-4. Enter the withholding requirements described in the letter on the applicable MANDATORY WITHHOLDING line. See EFF DATE above and Recommended Practices, Taxes, Withholding.

If the FEDERAL / STATE, etc. line has an EFF DATE that overlaps with the BEG DATE for MANDATORY WITHHOLDING, OSPA will use the MANDATORY WITHHOLDING entry.

When an employee transfers from one state agency to another, this data will automatically follow the employee to the new agency. It will display on the P010 even prior to cloning. See Screen Descriptions, P071, and Recommended Practices, Transfers.

The E370-09-1 Mandatory Withholding Determinations report provides a list of employees who have lock-in or determination letters entered on the P010.

PERS -- The Public Employees Retirement System (PERS) is the state agency that administers the retirement plans for public employers. The retirement plans that we currently enter in OSPA include:

- Tier 1
- Tier 2
- OPSRP
- Judge Member

Within the retirement plans, there are different job class categories, including:

- General service
- Police and fire
- School employee
- Legislator
- Elected official
- Judge

There are two components to the contributions that OSPA may make to PERS on behalf of the employee;

- The employer contribution or “match”
- The employee’s contribution -- we refer to this as the “pick-up” if the state pays this component for the employee

Agency payroll staff members make entries in the RTMT SYST and RTMT STAT fields to tell OSPA when to contribute to PERS for an employee and the percent to use in the calculations.

The value entered in the RTMT SYST field should correspond to the PERS JOB CLASS CODE on the employee's P030 Job Status Data screen. See <http://www.oregon.gov/DAS/HR/docs/ppdb/wagejobclcd.pdf> for a crosswalk for the P030 and P010 values.

- If the value is N (the default), OSPA will not contribute to PERS.
- The other possible values (see Screen Elements above) tell OSPA the percentage to use when calculating both the employer and employee contributions. For the current percentages, see Entry Guides, PERS, Wage and Contribution Adjustments.

The RTMT STAT governs whether OSPA will calculate an employee contribution and, if so, whether the employee or state will pay it.

See Interfaces, PERS, and Entry Guides, PERS, Start Contributions, and PERS, Wage and Contribution Adjustments.

Tax Withholding – See Recommended Practices, Taxes, Withholding, for more information on the following:

- Different withholding allowances for federal and state taxes
- Employees who claim exemption from withholding or more than 10 withholding allowances
- Invalid W-4's
- IRS Lock-in or DOR Determination Letters
- Employees with an out-of-state duty station

See Recommended Practices, Taxes, Foreign Nationals (Aliens) if an employee is a citizen of another country.

SCREEN MESSAGE CODES

Code	Message with Code	Description
MW01	MANDATORY W/HOLDING FUNCTION ERROR	The value in the ? field for MANDATORY WITHHOLDING must be A, C, or D
MW02	CAN'T DELETE MW RCRD NOW IN EFFECT	You entered a D over the ? field for an existing MANDATORY WITHHOLDING FED or STATE entry. The line does not have an END DATE. Enter an END DATE with a C over the ? field. Then, delete the line.
MW03	MANDATORY WH START DATE TOO EARLY	BEG DATE for MANDATORY WITHHOLDING <current pay period end date. Must be an open pay period, MMDDYY.

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Code	Message with Code	Description
MW04	MANDATORY WH END DATE TOO EARLY	END DATE for MANDATORY WITHHOLDING <current pay period end date. Must be an open pay period, MMDDYY.
MW05	MANDATORY MAND WH EFF DATE ERROR	Invalid BEGIN DATE entered for MANDATORY WITHHOLDING FED or STATE. - Must be a pay period end date, MMDDYY.
MW06	MAND WH FED STATUS CODE ERROR	MANDATORY WITHHOLDING FED STAT ≠ J, N, or S. Defaults to S
MW07	MAND WH FED EXEM' ' NS ERROR	MANDATORY WITHHOLDING FED EXEM must be numeric, ##. Defaults to 00.
MW08	MAND WH FED ADD' ' L AMOUNT ERROR	MANDATORY WITHHOLDING FED ADDL must be numeric, #####. Defaults to 0000. Use whole dollar amounts.
MW09	MAND WH STATE STAT CODE ERROR	MANDATORY WITHHOLDING STATE STAT ≠ J, N, or S. Defaults to S.
MW10	MAND WH STATE EXEM' ' NS ERROR	MANDATORY WITHHOLDING STATE EXEM must be numeric, ##. Defaults to 00.
MW11	MAND WH STATE ADD' ' L AMOUNT ERROR	MANDATORY WITHHOLDING STATE ADDL must be numeric, #####. Defaults to 0000. Use whole dollar amounts.
MW12	MANDATORY WH END DATE IN ERROR	MANDATORY WITHHOLDING FED or STATE END DATE does not fit the MMDDYY format, does not match the end month, for example June 31, or the END DATE is prior to the BEGIN DATE.
MW13	ONLY END DATE CAN BE CHANGED	C entered for ? by MANDATORY WITHHOLDING FED or STATE. For these fields, you may only use the change function for the END DATE.
MW14	END DATE NOT CHANGED	C entered for ? by MANDATORY WITHHOLDING FED or STATE and did not enter an END DATE. For these fields, you may only use the change function for the END DATE.
MW15	MAND TAX FUNCTION ERRO-USE "A"	If there are no existing entries for MANDATORY WITHHOLDING, FED or STATE, you may only enter A over the ? for either line.
MW91	TROUBLE READING MAND. TAX RECORD	Database Error. Document action taken, screen print error, and fax to OSPS.
MW92	TROUBLE INSERTING MAND. TAX RECORD	Database Error. OSPA cannot insert the new record. Document action taken, screen print error, and fax to OSPS.
MW93	TROUBLE DELETING MAND. TAX RECORD	Database Error. OSPA cannot delete the record. Document action taken, screen print error, and fax to OSPS.
WH01	ENTER KEY	Screen is ready for the transaction key to be entered.

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Code	Message with Code	Description
WH02	ENTER UPDATES	The screen is ready for the operator to do any withholding data locator screen updating.
WH03	AGENCY NUMBER REQUIRED	An agency number is required in the key to access this transaction.
WH04	NO RECORD FOUND	No record could be found on file for this employee within the agency requested.
WH05	ACCESS NOT AUTHORIZED	Access not permitted for this particular agency, terminal or operator.
WH07	INVALID KEY	The key entered for this particular transaction is invalid. The SSN, EMPLOYEE ID, or agency may be invalid.
WH09	UPDATE COMPLETED	The update adds/changes/deletes have been completed as entered.
WH11	MAPFAIL CALL PROGRAMMER	Map Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH12	ERR; EIBFN; EIBRCODE: CALL PROGRAMMER	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH13	FILE XXXXXX NOT OPEN	The OSPS file noted is unavailable for use at this time - contact OSPS.
WH14	CALL COMPUTER CENTER	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH15	LENGTH ERROR; CALL PROGRAMMER	File not open. Document action being taken, screen print error and fax to OSPS
WH16	RECORD ALREADY EXISTS	The record attempting to be added already exists on file.
WH17	WRONG KEY PRESSED	Incorrect PF, PA or other key pressed.
WH18	TAX DATA FOLLOW-UP FUNCTION ERROR	You entered A or D on the ? for TAX DATA FOLLOW-UP FLAG.
WH19	TAX DATA FOLLOW-UP CODE ERROR	You entered a value other than Y or N in the TAX DATA FOLLOW-UP FLAG.
WH20	FINAL CHECK ISSUE FUNCTION ERROR	You entered an A or D over the ? for the FINAL CHECK DATE.
WH21	FINAL CHECK ISSUE DATE ERROR	Invalid date - must be a valid date, MMDDYY, within the current year, unless for Dec entered in Jan of current year
WH22	FINAL CHECK PERIOD END FUNCTION ERR	You entered an A or D over the ? for the FINAL CHECK PERIOD ENDING.
WH23	FINAL CHECK PERIOD END DATE ERROR	Invalid date - must be a valid date, MMDDYY, within the current year, unless for Dec entered in Jan of current year
WH24	FOR PGM MR: DIBSTAT AT LOCN __	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH25	RETIREMENT START DATE FUNCTION ERR	You entered an A or D over the ? for the RETIREMENT START DATE.

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Code	Message with Code	Description
WH26	RETIREMENT START DATE ERROR	Invalid date - must be a pay period end date, MMDDYY
WH31	W/HOLDING FUNCTION ERROR	You entered C or D on the ? for the FEDERAL / STATE, etc. line
WH32	W/HOLDING EFF DATE ERROR	Invalid date entered on the FEDERAL / STATE, etc. line. - Must be a pay period end date, MMDDYY
WH33	W/HOLDING FICA SUBJ ERROR	Invalid code - must be a "Y" (yes) or "N" (no).
WH34	W/HOLDING SAIF SUBJ ERROR	Invalid code - must be a "Y" (yes) or "N" (no).
WH35	W/HOLDING UNEM SUBJ CODE ERROR	Invalid code - must be a "Y" (subject) or "C" (CETA or other federal programs).
WH36	W/HOLDING RTMT SYST CODE ERROR	Code not F, G, N, P, S, or T
WH37	W/HOLDING RTMT STAT CODE ERROR	Code not D, R, N, or P
WH38	W/HOLDING EIC CODE ERROR	Code not J, M, S or N
WH39	W/HOLDING FED STATUS CODE ERROR	Code not J, N, or S
WH40	W/HOLDING FED EXEM'NS ERROR	Invalid exemptions - must be numeric value. Defaults to zero.
WH41	W/HOLDING FED ADD'L AMOUNT ERROR	Invalid amount - must be numeric. Defaults to zero. Use only whole dollar amounts.
WH42	W/HOLDING STATE STAT CODE ERROR	Code not J, N, or S
WH43	W/HOLDING STATE EXEM'NS RANGE ERROR	Invalid exemptions - must be numeric. Defaults to zero.
WH44	W/HOLDING STATE ADD'L AMOUNT ERROR	Invalid amount - must be numeric. Defaults to zero. Use only whole dollar amounts.
WH45	WAIVER FUNCTION ERROR	You entered or changed waiver code(s) and/or date(s) and did not type A, C, or D over the ?.
WH46	WAIVER CLASS CODE ERROR	Code must be D, F, H, L, S, or T
WH47	WAIVER DATE ERROR	Invalid date - must be a valid date of the form MMDDYY.
WH52	DATA BASE NOT AVAILABLE	The OSPA Payroll Data Base is unavailable at the present time.
WH54	CAN'T ADD MORE WAIVERS	Only six waivers can be on file at any one time.
WH55	WH EFF DATE 2 TOO EARLY	Invalid date on the top line - must be equal to or greater than the current pay period month.

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Code	Message with Code	Description
WH56	USE P190 FOR NOVEMBER CORRECTIVE	You tried to enter November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates during the December pay period. Set a corrective on the P190. OSPA will enter check dates on the P010.
WH57	USE P190 TO UNSET NOV CORRECTIVE	You tried to change November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 before the close of the December pay period. The Corr Flag on the P190 is Y for the November pay period.
WH58	NOVEMBER DATE(S) CANNOT BE ZEROS	You tried to change November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 before the close of the December pay period. The Corr Flag on the P190 is C for the November pay period.
WH59	UNAUTH CHG TO WH RCRD NOW IN EFFECT	You entered an EFF DATE for a prior pay period. The withholding data currently in effect cannot be changed or deleted
WH60	WH EFF DATE 1 TOO EARLY	Invalid date -- the date must be equal to or greater than the current pay period month or the effective date for the current withholding
WH61	SPECIFIC AGCY SIGN-ON REQUIRED	Sign-on must be done for a specific agency.
WH62	W/HOLDING RTMT ACCT NR ERROR	Invalid retirement account number - must be numeric (even if all zeros).
WH63	INQUIRY ONLY THIS AGCY	The user is authorized for display only on this employee.
WH65	INVALID AGENCY KEY	Invalid agency - per the Agency Table.
WH66	ENTER NEW KEY OR MORE UPDATES	Transaction is complete - the system is ready for the next key or transaction.
WH67	CAN'T HAVE TWO PENDING WH LINES	Only one pending (future date) Tax data line is allowed.
WH68	NO AGCY-PAY RECRD .. NO UPDATE POSS	Employee has no current job in this agency
WH69	TROUBLE READING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH70	TROUBLE READING AGCY-PAY-RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH71	TROUBLE READING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH76	TROUBLE DELETING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH77	TROUBLE DELETING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH78	TROUBLE REPLACING AGCY-PAY RCRD	Database Error. Document action being taken, screen print error and fax to OSPS

Code	Message with Code	Description
WH80	TROUBLE REPLACING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH82	TROUBLE INSERTING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH83	TROUBLE INSERTING AGCY-PAY RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH84	TROUBLE INSERTING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH85	NO PERSON RCRD FOUND	Database Error. Document action being taken, screen print error and fax to OSPSr
WH87	FNL CHK ISSUE/PD END DATE CONFLICT	The values entered in the FINAL CHECK ISSUED and the FINAL CHECK PERIOD ENDING are not in the same pay period.
WH90	CAN'T DELETE WH RCD NOW IN EFFECT	You typed D over the ? on the withholding line currently in effect. The effective date is for a month that is already closed.
WH91	TROUBLE READING YTD RECORD	Database Error. Document action being taken, screen print error and fax to OSPS
WH93	TROUBLE REPLACING RETIREMENT RECORD	Database Error. Document action being taken, screen print error and fax to OSPS

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

When entering values in the TAX DATA FOLLOW-UP FLAG, FINAL CHECK ISSUED, FINAL CHECK PERIOD ENDING, and RETIREMENT START DATE fields, you may only enter a C over the ?.

If there is only one line of data under FEDERAL / STATE, etc. or the EFF DATE is for a closed pay period, you may only enter an A over the ?.

If there is more than one line of data under FEDERAL / STATE, etc. and the EFF DATE is for an open pay period, you can enter A or D over the ? for the top line.

For the MANDATORY WITHHOLDING data, you may enter:

- A over the ? when the existing BEG DATE = 000000
- C over the ? to enter a valid date in the END DATE field
- D over the ? if there is a valid date in the END DATE field

When entering WAIVERS, you may enter A, C, or D over the ?.

The FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates must be in the current year, except for a December entry made in the following January.

For the December pay period, the following conditions must exist for an agency to set December FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates:

- On the P030 Job Status Data, there must be a value in the SEPARATION DT/REASON fields. The REASON may not be 80.
- On the P190 Payroll Register Data, the Corr Flag must N for the November pay period.
- On the P190, there may not be a REG SET for the December pay period.

The RETIREMENT START DATE and EFF DATE must be a pay period ending date.

The EFF DATE must be \geq the ending date for an open pay period. For this screen, OSPA considers a pay period closed after the 10th of the following month.

There may be \leq 6 WAIVERS.

SUPPORTING DOCUMENTATION

Final Check Date – Governed by ORS 652.140.

Form W-4 Employee's Withholding Allowance Certificate -- For income tax withholding instructions, the employee must submit a Form W-4 Employee's Withholding Allowance Certificate. An electronic form is available on the IRS web site (<http://www.irs.gov/>). See Recommended Practices, Taxes, Withholding.

Form W-5 Earned Income Credit Advance Payment Certificate – If an employee is eligible for the earned income credit and is entitled to receive EIC payments with his/her pay, the employee must submit a Form W-5 Earned Income Credit Advance Payment Certificate annually. An electronic form is available on the IRS web site (<http://www.irs.gov/>). Retention requirements are defined in the Secretary of State, Audits Division Administrative Rules, OAR 166-300-0035.

Request to Decline Benefits – OAR 101-020-0018 (ORS 243.061 to 243.302) allows an eligible employee to decline PEBB benefits by waiving the right to the employer contribution and enrollment in any of the benefit plans available through PEBB. The employee must submit a written request or enter the waiver into PEBB•benefits to decline benefits.

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

Screens

P090 YTD Wages, Taxes, and Retirement – The P090 displays YTD calculations for wages, taxes, and retirement.

P091 YTD Wages, Taxes, and Retirement – The P091 displays YTD on-line calculations for wages, taxes, and retirement based upon data on the P370 Calculation of Current Payoff.

P190 Payroll Register Data – displays net pay amount for up to three months

P191 Register Summary – The P191 shows summarized pay registers for an employee. The display includes federal and state income tax withheld and the STAT, EXEM, and ADDL from the P010.

P370 Calculation of Current Payoff – The P370 displays payment information prior to being processed through a regular payroll run. It reflects the deductions in effect for a given pay period and check date, including taxes and retirement contributions.

Reports

E357-020 Employees Eligible for Participation in Retirement – provides a list of employees you have a RETIREMENT START DATE for the next pay period. Used as a tickler to change the RTMT SYST and RTMT STAT when an employee is eligible to begin retirement contributions.

Employees with Non-blank Waivers – provides a list of employees that have values in the ----WAIVERS---- field(s). Used to ensure employees do not have waivers on the P010 and PEBB benefits on the P070 Deductions and Deduction Adjustments.

XREF10A FICA Mag-File Detail Note of Irregularities – Includes employees who have negative tax amounts.

E370-06-01 Income Tax Exemptions – provides a list of employees who have more than 10 withholding allowances or are exempt from income tax withholding. Used to ensure employees submit new documentation for exemption each year.

E370-09-1 Mandatory Withholding Determinations -- Provides agency payroll with a list of employees who have either federal or state mandatory withholding entered on the P010 Withholding Data / Locator Data.

XREF16 Regular Contributions for Current Employees and XREF17 Regular Contributions for Terminated Employees – provides the amount contributed for the state’s retirement plan for each eligible employee for the pay period.

E357-030 Separated Employees with Net Pay Positive Adj – provides a list of employees who have a SEPARATION DT/REASON on the P030 Job Status Data and a positive adjustment to pay that is <\$10.00. If the P010 has FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates for the same pay period, OSPA will automatically adjust the amounts <\$1.00.

XREF68 Year to Date – provides detailed employee year-to-date information, including taxes and retirement.

EICRPT Yearly Earned Income Credit for Tax Year YYYY – provides a list of employees with EIC CD: Y. Used to ensure employees submit a new W-5 each year.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/17/06	1.0	Original
11/02/06	1.1	Revise description for field H
01/03/07	1.2	Revise RETIREMENT START DATE Notes
02/16/07	1.3	WR #2864, new EIC Codes, change WH38 message
05/08/07	1.4	WR #2991, replace NON OSPS FICA with MANDATORY WITHHOLDING (“H”)
09/12/07	1.5	WR #2958, T code added for PERS tier 1 and 2 police and fire, effective date clarified, new Practices cited
02/13/08	1.6	WR #2991, E370-09-1
03/25/08	1.7	WR #3184, edits changed for MANDATORY WITHHOLDING

Date	Rev. No.	Modification
07/17/08	1.8	Delete PERS from K and L
12/19/08	1.9	WR #3395, year-end check date restrictions; EICRPT title change
05/13/09	1.10	Clarify RTMT SYST and RTMT STAT
05/20/09	1.11	Correct RTMT SYST and RTMT STAT