

P060

Tax/OPE Adjustments on File

SCREEN PURPOSE

The P060 Tax / OPE Adjustments on File provides the functionality to make adjustments to taxes and other payroll expenses (OPE). It is date specific.

Agency payroll staff members may only make PERS related current month adjustments on the P060. Only OSPS staff members can make other types of adjustments.

ALSO KNOWN AS

P60

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P060, SSN or EID, Agency, date (P060,#####,#####,MMDDYY)

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

EID = employee identification number, OR#####. Either the SSN or EID 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.

Date = last date of the applicable pay period, MMDDYY. Optional. OSPA will default to the current pay period. See Notes.

SCREEN ELEMENTS

(A)	(B)	(C)	(D)	(E)								
P060	999999999,99000,0430XX				TAX/OPE ADJUSTMENTS ON FILE							
(F)	EMPLOYEE, TAYLOR				(G)	TO93 TRANSACTION COMPLETE						
(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)				
TAX	CUR/	RET	--DATA ELEMENT--				TRAN	ERROR MSG				
YEAR	YTD	SYS/	ID	DESC	ADJ VALUE	REASON	DATE					
		MS TR										
?	C	G	RSE	RET SUB EARN	1000.00	LATE START	0503XX					
(Q)	C	G	RSM	RET STATE MT	8.71	LATE START	0503XX					
?	C	G	RSP	RET STATE PU	6.00	LATE START	0503XX					
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Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Employee's SSN (#####) or EID (OR#####). Part of the screen access key sequence, required.
C	Employee's agency number, #####. Part of the screen access key sequence, optional. If you sign-on with a specific agency number, OSPA will default to that agency number.
D	Last day of the applicable pay period, MMDDYY. Part of the screen access key sequence, optional. OSPA will default to the current pay period. See Notes.
E	Screen title, protected
F	Employee's name from the P030 Job Status Data, protected

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OSPA Screens

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No.	Description
G	OSPA messages. Applies to the entire screen, protected. See Screen Message Codes.
H	Tax year to which a year-to-date adjustment applies, ####. See Notes.
I	Type of adjustment. Currently, we are only entering C (current month) adjustments. See Notes. OSPA will also allow R (retroactive) and Y (year-to-date) entries.
J	One-character alpha code used to designate the group for retirement or mass transit tax changes. See Notes.
K	Three-character, alpha code for the data element being changed. See Notes.
L	Description of the data element being changed, application generated. Protected
M	Amount of the adjustment, #####.##. May be positive or negative. If negative, type – after the number (for example, 400.00-). Enter the decimal and two digits after the decimal.
N	Reason for adjustment, 12 alphanumeric characters
O	Calendar date transaction entered, application generated. Protected.
P	Application message when the entry fails the system edits. Applies to specific transaction. See Common Error Messages.
Q	To make an entry, type over the ? with one of the following values: A = add a new adjustment C = change existing data on the designated line D = delete the designated line

NOTES

CUR/YTD – While this screen has the functionality to do current month (C), retroactive (R), and year-to-date (Y) adjustments, we are currently only making current month adjustments.

The retroactive and YTD adjustments change the data files; they do not create cash transactions. This creates an imbalance between the data records and the cash we actually paid to outside agencies.

To make adjustments for the current tax year, OSPS will enter current month adjustments. For prior tax years, request a corrected W-2.

DATA ELEMENT ID, DESC

We are currently using the following DATA ELEMENT IDs:

DATA ELEMENT		Definition
ID	DESC	
EIC	Earn Inc Cr	Employee's Earned Income Credit
FIT	Fed Tx Whld	Employee's Federal Income Tax Withheld
FSW**	FICA Sub Wage	Employee's Wages Subject to FICA
FTE	FICA Tx Empl	Employee's FICA Tax Paid
FTS	FICA Tx Empr	Employer FICA Tax Paid
HSW**	MEDR Sub Wages	Employee's Wage Subject to MEDR tax
HTE	MEDR Tx Empl	Employee's MEDR tax paid.
HTS	MEDR Tx Empr	Employer MEDR tax paid.
RSE	Ret Sub Earn	Employee's Wages Subject to Retirement
RSM	Ret State Mtch	State Match on Retirement Paid by Employer
RSP	Ret State PU	Employee's Retirement Amount Paid (picked up) by the Employer
SIT	St Tx Whld	Employee's State Income Tax Withheld
WES	WCD Empl Shr	Employee's WCD Amount Paid
WSS	WCD Empr Shr	Employer WCD Amount Paid

**Make a FSW or HSW entry. OSPA will recalculate both employee and employer FICA (FTE and FTS) or MEDR (HTE and HTS) taxes.

The following table includes DATA ELEMENT IDs that require programmer intervention or that we are no longer using:

DATA ELEMENT		Definition
ID	DESC	
ERB	ERB Assmt	Employer ERB Assessment Paid. Programmer.
LRO		Legislative compensation deferred to Oregon Savings Growth Plan. Programmer.
MTT	Mass Tr Tx	Employee's Mass Transit Tax Paid. Mass Transit taxes are now calculated by SFMA.
NTI	Non-Tx Inc	Employee Non-Taxable Income. YTD calculation.
OTI	Othr Tx Inc	Employee's Other Taxable Income. YTD calculation.
PER	Pers. Div. Assmt	Employer Personnel Division Assessment Paid. No longer assessed.
REP	Ret Employ Pd	Employee's Retirement Contribution
ROE	Reimb of Exp	Reimb. of Employee's Expenses
SSS	SAIF Empr Cn	Employer SAIF Amount Paid. No longer used.
TXI	Taxable Inc	Employee Taxable Income. YTD calculation.
USW	Unemp Sub Wage	Employee's Wages Subject to Unemployment Taxes
UTS	Empr Tx Unem	Employer Unemployment Taxes Paid. YTD calculation.

Date for Screen Access Key Sequence – OSPA will make the P060 entries effective on the date in the Screen Access Key Sequence. For current month entries, allow the date to default to the current pay period.

RET SYS / MS TR – The RET SYS indicates the employee’s membership in OPSRP or PERS. Enter a value only if you are making adjustments to the contribution to OPSRP for the employee. Enter the value from the RTMT SYST field on the P010 Withholding Data / Locator Data.

Possible RET SYS values include:
 F = Police and Fire, OPSRP
 G = General Service, OPSRP

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N = Not eligible for retirement contributions, may be PERS retiree
 P = Judge, PERS tier 1 or tier 2
 S = General Service, PERS, tier 1 or tier 2
 T = Police and Fire, PERS, tier 1 or tier 2

Do not enter mass transit tax adjustments. They are currently calculated through SFMA.

SCREEN MESSAGE CODES

Code	Message with Code	Description
TO01	SSN/AGENCY INVALID	Employee with this SSN/EID/Agency does not exist.
TO02	AGENCY INV	Agency is not numeric.
TO03	EMP ACCESSED	The employee's Tax/OPE adjustments have been modified since the last display.
TO04	INVALID DATES	Date is not numeric or in the proper format (MMDDYY)
TO05	NO ADJUSTMENT SEGMENTS EXIST	Employee does not have any Tax/OPE adjustments on file for the date entered.
TO06	SIGN ON AGY INV	The employee does not exist under the signed-on agency.
TO90	SECURITY ERROR	Operator not allowed access.
TO91	DATA BASE NOT AVAILABLE	Database file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
TO92	HISTORY FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
TO93	TRANSACTION COMPLETE	All changes made by the operator have been completed.
TO94	OPERATOR ENTRY ERRORS	Operator has made entry errors. OSPA will display a more specific error message on the applicable detail line(s).
	ADJ VAL INV	Adjustment value is not numeric.
	CHANGE INV	Cannot change or delete an adjustment that is not displayed on the screen
	CK DAY MNTH	The inquiry date and the CUR/YTD values do not meet edit requirements. If CUR/YTD = C or Y, the inquiry date must be the end of a pay period. If CUR/YTD = R, the inquiry date may not be the end of a pay period.
	CK TAX YEAR	When tax year is present, the Cur/YTD field must be a "Y".
	COMBO INV	The CUR/YTD, RET SYS/MS TR, and DATA ELEMENT ID do not meet edit requirements. There must be a value in the RET SYS/MS TR column if the DATA ELEMENT ID impacts the retirement contribution or the mass transit tax calculation.

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Code	Message with Code	Description
	CUR/YTD INV	Current/year-to-date field must be C,R,Y.
	DUP KEY	This Tax/OPE adjustment already exists.
	FLDS MODIFD	You modified fields but did not type a, c, or d over the ?. Enter a, c, or d over the ? and press [ENTER].
	KEY CHANGE	You have entered a D over the "?" and changed one of the fields for the adjustment line. None of the fields may be changed when deleting an adjustment. Either change the D to C (change) and press [ENTER] or [PAUSE] off the screen and return to enter the delete.
	RESTRICTED	Entry limited to master (ALL agency) operator only
	RET/MAS	Code must be F, G, N, P, S, or T
	TRANS A,C,D	You entered a value other than a, c, or d over the ?.
	XFOOT INV	You entered RATE, UNITS, and AMOUNT. OSPA's calculations do not agree with what you entered for AMOUNT.

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

OSPA REASONABILITY EDITS

When the TAX YEAR is entered, the CUR/YTD must = Y.

When CUR/YTD = Y, TAX YEAR must be entered.

If CUR/YTD = C or Y, inquiry date must be the end of a pay period.

If CUR/YTD = R, inquiry date may be any valid date, except the end of a pay period.

If the DATA ELEMENT ID = RSE, RSM, or RSP, the RET SYS/MS TR field must have a valid retirement system code.

If the DATA ELEMENT ID = MTT, the RET SYS/MS TR field must have a valid mass transit district code.

SUPPORTING DOCUMENTATION

OSPA maintains a permanent audit file for entries made on the P060.

XREF85 YTD & Current Correction Report -- OSPA prints the XREF85 when an adjustment has been made on the P060 for an employee in a given agency. It lists the adjustments for that pay period and includes the data entered on the P060.

OSPS recommends keeping screen prints of the entries with the report as an audit trail for changes.

P091 YTD Wages, Taxes, and Retirement – Current entries will impact the calculations on the P091. Access the P091 by changing the CALC YTD? to Y and pressing [ENTER] on the P370. OSPS recommends taking screen prints of the P091 before and after each entry to create an audit trail.

P370 Calculation of Current Payoff – Current entries will impact calculations on the P370. OSPS recommends taking screen prints of the P370 before and after each entry to create an audit trail.

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

P090 YTD Wages, Taxes, and Retirement – OSPA updates the data on the P090 YTD Wages, Taxes, and Retirement after each payroll run. Once the entries have processed through a payroll run, entries on the P060 will impact the P090.

P091 YTD Wages, Taxes, and Retirement – OSPA performs an on-line calculation to create the data displayed on the P091. Entries on the P060 that impact the P370 may impact the display on the P091.

P191 Register Summary – The P191 shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. The display includes P060 adjustments. OSPA updates the screen after each final payroll run.

P192 Register Listing -- An inquiry only screen, the P192 displays the payroll register detail for a designated employee, pay period, and payroll run. The display includes P060 adjustments. OSPA updates the screen after each payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 displays payment information that has not yet processed through a regular payroll run. Current month entries on the P060 will impact the P370.

Employee's Form W-2

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, update access

REVISION HISTORY

Date	Rev. No.	Modification
05/16/06	1.0	Original
08/28/07	1.1	P191 and P192, WR#2884, and add T PERS Group, WR#2958