

P070 DEDUCTIONS AND DEDUCTION ADJUSTMENTS

SCREEN PURPOSE

Agency payroll enters payroll deductions, such as charitable contributions, mass transit and parking, union dues, and wage withholding orders, on the P070 Deductions and Deduction Adjustments. The interfaces from PEBB.benefits (PDB) and the Oregon Savings Growth Plan (OSGP) also create deductions on the P070. The entries may be one-time or ongoing and are by pay period. Generally, they will reduce an employee's net pay.

ALSO KNOWN AS

PREREQUISITES, IF ANY

This screen uses deduction codes from the Payroll Deduction Table. OSPA enters the codes with the ADD1 and ADD2 Payroll Deduction Table screens. The PTD1 and PTD2 Payroll Deduction Table screens provide inquiry access for agency payroll. Appendix C lists the current deduction codes.

SCREEN ACCESS KEY SEQUENCE

P070 SSN or Employee ID Agency Date (P070 OR##### ##### MMDDYY)

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

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

Agency = OSPA agency number (#####). Optional if you have logged on with an agency number (rather than ALL).

Date = the end date for the pay period to which the deduction will first apply, MMDDYY. Optional, if you do not enter a date, OSPA will default to the current pay period.

| No. | Description |
|-----|--|
| H | <p>Adjustment type.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • blank = ongoing until deleted, either operator or system calculated, default • A = one-time deduction, operator calculated • F = one-time deduction, operator calculated, to force core PEBB benefit premiums when an employee is on FMLA or, under some circumstances, OFLA • T = one-time deduction, system calculated (table driven). Primarily used to enter PEBB benefits for a closed pay period. • W = ongoing, operator calculated, to force core PEBB benefit premiums for an employee who is on a SAIF claim or military leave (USERRA) <p>See Notes, ADJ Codes.</p> |
| I | <p>DED CODE DESC -- Deduction code from the PTD1 Payroll Deduction Table screen, 4 characters maximum. Required.</p> <p>PLAN CODE DESC – Plan code from the PTD2 Payroll Deduction Table screen. Required for some deduction codes. See Notes, Plan Codes.</p> |
| J | <p>ope class (other payroll expenses) from the PTD1 Payroll Deduction Table screen. System generated, protected.</p> <p>Values currently being used include:</p> <p>D = dental H = health L = life N = no OPE class S = Fortis Benefit and unique life</p> |
| K | <p>The ending date of the pay period in which the deduction begins, MMDDYY. Will default to the date included in the screen access key sequence.</p> |
| L | <p>The ending date of the pay period in which this deduction ends, MMDDYY. System generated, based upon the ADJ code entered. Protected.</p> <p>Continuing deductions will have 999999 as an END date. One-time deductions will have the same BEGIN and END dates. When you delete or change an ongoing deduction, OSPA will automatically generate an END date for the pay period prior to the pay period used to delete or change the entry.</p> |
| M | <p>Employee paid amount for a fixed dollar deduction. For example, the employee wishes to have \$25.00 deducted each month for the purchase of savings bonds.</p> <p>If you do not enter a decimal, OSPA will place the decimal to the right of the number entered; for example, 2525 becomes 2525.00.</p> |

| No. | Description |
|-----|---|
| N | Percentage of one employing agencies' contribution for the benefit for a job share employee. This field is currently not used. |
| O | Portion of the deduction the agency will pay. For most deduction codes with plan codes, OSPA will look up the Empl Share from the PTD2 Payroll Deduction Table screen. If you are using an ADJ code, OSPA may require that you enter an amount; see Notes, ADJ Codes and Reasonability Edits. |
| P | <p>Administrative fee charged to administer a benefit program. OSPA uses the PEBB Admin amount from the PTD2 Payroll Deduction Table screen. If you are using an ADJ code, OSPA edits may require that you enter an amount. See Notes, ADJ Codes and Reasonability Edits.</p> <p>Currently, the PEBB medical, dental, and vision insurance codes are the only ones with an administrative fee.</p> |
| Q | Amount paid to the vendor for the benefit. If the deduction code has plan codes, OSPA uses the Vendor Share from the PTD2 Payroll Deduction Table screen. |
| R | <p>To add, change, or delete a specific deduction, type the appropriate value over the ?. Required if making an entry. You may enter more than one transaction on the screen at once.</p> <p>Possible values include: A = add new deduction. You may enter it on a blank line or over an existing deduction. C = change an existing deduction. OSPA will enter an END DATE on the deduction for the prior pay period and enter a new BEGIN DATE for the change. D = delete an existing deduction. OSPA will enter an END DATE on the deduction for the prior pay period. In other words, enter the delete in the payroll period following the last pay period you wish the deduction to occur.</p> |
| S | Percent of gross pay to be deducted for deferred compensation, ###., for example, 25% = 025 |
| T | Comment field, optional, up to 12 free-form text characters. Prints on the Payroll Registers. |
| U | Calendar date transaction was entered. System-generated, protected. |
| V | Percent of net pay for a direct deposit. Only used with XDNN 555, net pay direct deposit. Must be 100 (100%). See Entry Guides, Direct Deposit. |
| W | Routing, transit, bank and employee account number for a direct deposit. OSPA will edit for valid routing and transit numbers. Required for a direct deposit deduction. Maximum of 22 alphanumeric characters. See Entry Guides, Direct Deposit. |

| No. | Description |
|-----|---|
| X | Indicates type of account for direct deposit. See Entry Guides, Direct Deposit. Values include: C = checking S = savings |

NOTES

ADJ Codes – The adjustment codes tell OSPA how to handle the deduction. If the ADJ field is blank, the deduction is ongoing. The other values include:

- A a one-time deduction, operator calculated. You must manually enter the amount(s) paid by the employee and/or employer and the amount(s) paid for an administrative fee or to the vendor, if applicable. If the deduction has plan codes, see the PTD2 Payroll Deduction Table for the correct amounts.
- F one-time deduction, operator calculated, to force the core PEBB premiums when an employee is on FMLA. Agencies may also choose to use this adjustment code when an employee
 - o Is on OFLA,
 - o Receives donated hardship leave, and
 - o The donated leave covers the agency’s insurance costs but does not give the employee 80 hours of paid leave.
 - o See Recommended Practices, Leave, Donated Hardship.

You must enter the amounts(s). Deductions with the F ADJ code will print on the E315-009C Payroll Deduction Adjustment (F) report.

See Recommended Practices, Leave, Family and Medical, and Entry Guides, PEBB, Protected Leave, Full-time Employees, and Protected Leave, Part-time and Job Share.

- T One-time deduction, system calculated (table driven). Primarily use this code when you are entering PEBB benefits for a closed pay period. Do not enter amounts; OSPA will look them up from the PTD2 Payroll Deduction Table or programming.

Use this ADJ only if your entry meets the following criteria:

- o The late PEBB premiums are for one month
- o You are making the entry in the applicable month and setting a corrective; or, the current pay period is in the same plan year as the month to be corrected
- o The entry is for an insurance with a plan code
- W -- Ongoing, operator calculated, to force core PEBB premiums for a SAIF claim or military leave (USERRA). Entries made with this code will print on the E315-009B Payroll Deduction Adjustment (W) report.

NOTE: If you use this ADJ, monitor the entries closely. If the employee does not have a LWOP code in the PPDB and has enough paid regular hours to qualify for paid benefits, OSPA may make duplicate payments.

See Recommended Practices, Leave, Injured Worker, and Leave, Military.

Adjustments –You may enter either a positive or a negative FIXED AMOUNT. A negative amount will increase the employee’s pay and reduce a payment to a vendor or employee account. A positive amount will decrease the employee’s pay and make a payment to a vendor or employee account. When entering a negative amount, enter the minus after the amount (5.00-). **CAUTION:** negative entries may create a vendor negative.

If you wish to enter both a one-time and on-going deductions with the same code, enter the continuing deduction first.

New Deductions -- If you are adding a new deduction (? = A) and entering over an existing deduction, you must re-enter at least the first character of both the DED CODE DESC and PLAN CODE DESC (if applicable), even if they are the same as the existing deduction.

Oregon Savings Growth Plan (OSGP) Deductions – Payroll deductions for the Oregon Savings Growth Plan (deferred compensation plan) interface to the P070 from OSGP. Do not make changes on the P070 unless instructed to do so. See Interfaces, OSGP.

PEBB Benefits

Core PEBB Benefits - Eligible employees are required to have the following “core” or mandatory PEBB insurances, unless they opt out of medical insurance or waive all benefits:

- Medical
- Dental
- Vision, required for the PPO plans
- Agency paid \$5,000 basic life, except for benefit package YJ
- PEBB paid \$20,000 basic life, except for benefit package YJ

If at least one of the mandatory or core insurances is missing and the employee has not opted out of medical or waived all benefits, OSPA will not pay the carriers for the employee’s premiums.

Optional PEBB Benefits - In addition, eligible employees can select any of the following optional PEBB benefits:

- Accidental death & dismemberment
- Flexible spending accounts
- Long-term care for employee and/or spouse/partner
- Long-term disability
- Optional life for employee and/or spouse/partner
- Short-term disability

Employees pay the premiums for these insurances.

PEBB●benefits (PDB) - Employees enroll for benefits through PDB, a web-based application. Agency personnel or payroll staff members also make benefit entries in PDB. The information

interfaces to OSPA every 2 minutes. If the interface finds any of the deductions on the P070, the interface will fail.

An employee may have only one ongoing (ADJ = blank) medical, dental, and vision plan on the P070. For deduction codes that have multiple ded = 1 on the PTD1 Payroll Deduction Table, OSPA will prevent duplicates.

OSPA Generated PEBB Entries – Besides the deductions that interface from PDB, OSPA may generate transactions, including:

- **Life Insurance** - The premiums for the first \$50,000 of employee life insurance coverage are not taxable. PDB interfaces the deductions for the agency paid \$5,000 basic life, PEBB paid \$20,000 basic life, and optional employee paid life with pre-tax plan codes. When the coverage reaches \$50,000, OSPA will generate an additional optional life insurance transaction with a post-tax plan code.
- **901 Plan Code** - In the past, PEBB paid the premiums for the employee's core or mandatory insurances up to a defined maximum amount. If the employee's chosen insurances exceeded the maximum, agencies paid a "subsidy" to cover the amount above the PEBB maximum. This was in lieu of the employee paying part of the premiums for core insurances. To accomplish this, OSPA generated a plan code 901 entry for medical and dental insurance to charge the agency for the subsidy. The agency now pays the entire amount of the premiums for core benefits for eligible full-time employees. You will still see 901 entries because OSPA has not removed the programming.
- **Part-time or Job Share Employee** - OSPA will also generate the 901 plan code when a part-time or job share employee selects a part-time medical plan. This entitles the employee to an additional part-time subsidy.

Forcing PEBB Premiums - If you are forcing PEBB premiums, you will likely use a non-blank ADJ code (see Notes, ADJ Codes above) and may need to enter amounts, rather than OSPA looking them up from the PTD2. The P070 has edits for the following deductions:

- **FDNN, Dependent Care Flexible Spending Account** – For the 2010 plan year, PEBB adopted a minimum deduction of \$20.00 per month for dependent care flexible spending accounts. You must enter an EMPLOYEE SHARE FIXED AMOUNT of at least \$20.00.
- **FHNN, Health Care Flexible Spending Account** – For the 2010 plan year, PEBB also adopted a minimum deduction of \$20.00 per month for health care flexible spending accounts. You must enter an EMPLOYEE SHARE FIXED AMOUNT of at least \$20.00.
- **OONN 001 or 002, Opt Out** – When an employee opts out of medical insurance, the employee may be entitled to an insurance return in lieu of a premium. A P050 Gross Pay Adjustments entry with PAY TYP IR gives the return to the employee. The P070 entry charges the agency and pays PEBB. You may only enter amounts in the EMPLR SHARE and BOARD SHARE fields.

- **SINN, PEBB Paid \$20,000 Pre-tax Basic Life Insurance** – Neither the agency nor the employee pay for this insurance. You may only enter an amount in the VENDOR SHARE field.
- **SLNN, Agency Paid \$5,000 Pre-tax Basic Life Insurance** – The employee does not pay this insurance. You may only enter amounts in the EMPLR SHARE and VENDOR SHARE fields.
- **Medical and Dental Deduction Codes** - For any of the medical and dental plans, you must enter a value in EMPLOYEE SHARE FIXED AMOUNT or EMPLR SHARE, PEBB ADMIN and VENDOR SHARE. See the PTD2 Payroll Deduction Table screen for the values. Make sure EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE = PEBB ADMIN + VENDOR SHARE.
- **901 Plan Code** – Even though you may see OSPA generated 901 plan codes for PEBB medical and dental insurances, you **do not need to make 901 entries** when you force PEBB premiums.

See Interfaces, PEBB and applicable Entry Guides (PEBB).

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
- The deduction is a set amount that will remain in effect for a defined period, such as parking

Generally, all PEBB medical and dental insurances will have plan codes. Some PEBB life and long-term disability benefits also have them. Some of the other insurance benefits, union dues and mass transit codes also have plan codes. See Appendix C and the PTD2.

With ADJ codes blank and T, you will not enter amounts on the P070; OSPA will look them up on the Payroll Deduction Table. If you are using ADJ codes A, F or W, you will enter amounts from the PTD2. See Forcing PEBB Premiums above for additional edits for PEBB benefits.

Taxes – The Non Taxable Code on the PTD1 Payroll Deduction Table determines if OSPA will calculate federal (FIT) and state (SIT) income, and social security and Medicare (FICA) tax withholding before or after taking the deduction.

Possible values 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** on the PTD2 Payroll Deduction Table, 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.

SCREEN MESSAGE CODES

| Code | Message with Code | Description |
|-------------|--------------------------|--------------------|
|-------------|--------------------------|--------------------|

| Code | Message with Code | Description |
|-------------|-----------------------------|--|
| DA01 | SSN/AGENCY INVALID | Employee does not exist under this SSN/EID/Agency. |
| DA02 | AGENCY INV | Not numeric. |
| DA03 | EMP ACCESSED | This employee has been accessed and/or updated by another operator since the deductions have been displayed. Reenter changes and try again. |
| DA04 | INVALID DATES | The date entered is not the end of a pay period. |
| DA05 | NO DEDUCTION SEGMENTS EXIST | No deductions exist for this employee. |
| DA06 | FLDS MODIFIED | Fields have been modified but you did not enter an A, C, or D over the ? for the deduction where you modified fields |
| DA07 | TRANS = A, C, D | Fields have been modified but you did not enter an A, C, or D over the ? for the deduction where you modified fields |
| DA08 | OPE ERROR | A deduction with the same ope class on the PTD2 already exists. The multiple ded = 1 on the PTD2. The employee may have only one deduction with this ope class and the same "adj". |
| DA09 | MULT DED ERROR | A deduction with this deduction code already exists. The multiple ded = 2 on the PTD2. The employee may have only one deduction with this code and the same "adj". |
| DA10 | DUP KEY ERROR | A deduction with this deduction code already exists. The multiple ded = 2 on the PTD2. The employee may have only one deduction with this code and the same "adj". |
| DA11 | CANT CHNG KEY | Cannot change the key values on a delete. |
| DA12 | "PPNN" INV | Cannot change deduction code of "PPNN" at this terminal, and it must also be an "A" type of adjustment. |
| DA13 | "9999" INV | Deduction code of "9999" cannot be modified. |
| DA14 | PCT GROSS INV | Not numeric. |
| DA15 | PCT NET INV | Not numeric. |
| DA16 | FIXED AMT INV | Not numeric. |
| DA17 | JOB SHR INV | Not numeric. |
| DA18 | EMPLR SHR INV | Not numeric. |
| DA19 | PEBB ADMIN INV | The PEBB ADMIN field must have a value ≠ zero |
| DA20 | VEND SHR INV | Not numeric. |
| DA21 | CHECK DAY ENT | If adjustment type is "R", the day must be entered |
| DA22 | BEGIN DTE INV | Beginning date is not the end of the pay period used to retrieve the record |
| DA23 | ONE EMP ALOWD | There is a value in more than one of the following fields: PCT GRS, PCT NET, and FIXED AMOUNT. You may only enter a value in one of the EMPLOYEE SHARE fields. |

| Code | Message with Code | Description |
|-------------|--------------------------|--|
| DA24 | NO COMM PLAN | If the function is an add or change, and the deduction code is LBNN or LCNN, a plan must be entered in the comment field |
| DA26 | ACCT INV | ACH ACCT does not meet the edits for a valid routing / transit and account number |
| DA27 | ACCT CD INV | ACCT CD can be "S"avings or "C"hecking. |
| DA28 | ACCT INV ABA | ABA Modulus 10 digit check is invalid. |
| DA40 | CROSSFOOT SHR | You have entered amount(s) in one or more "SHARE" fields. EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE must = PEBB ADMIN + VENDOR SHARE. |
| DA41 | > ZERO INV | If not plan coded, EMPLR SHARE, PEBB ADMIN and VENDOR SHARE must all be zero. |
| DA42 | DED CODE INV | The deduction code is invalid. |
| DA43 | AGCY NOT ALWD | The deduction is not allowed for this agency. |
| DA44 | PLAN CODE INV | The plan code is invalid. View the PTD2 screen for the date you are working with to verify plan codes. |
| DA45 | NO CCJOB MTCH | When a continuing deduction and OPE related, the benefit code must match on a job status segment (and not be temporary). |
| DA46 | COMPOSITE INV | If a plan code and an adjustment code of "T", OPE cannot be a "C" |
| DA47 | FLEX AMTS INV | If OPE code is flex, the vendor share must be >0 and all other fields must be 0. |
| DA48 | DEF CMP AMT | If the deduction is plan coded, the deduction type is T or blank, and the deduction is nontaxable income, the employer, board and vendor must all equal zero |
| DA49 | NON TAX AMT | Either the employee share or PCT gross must be greater than zero. |
| DA50 | NO AMT ALLOWD | If the deduction is plan coded, the deduction type is T or blank, the OPE code is not flex, and the income type is taxable, EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE, PEBB ADMIN and VENDOR SHARE must equal zero. |
| DA51 | ACH AMT INV | Percent net must equal 100 or the fixed amount must be greater than zero. |
| DA52 | ACH AMT INV | PCT net pay can only be 100% when the deduction code is XDNN and the plan code is 555 |
| DA53 | PCT NET INV | Can only be 100% when the deduction code is XDNN and plan code is 555. |
| DA54 | > MAX AMT | If the deduction is nontaxable income and the adjustment type is "T" or blank, then percent gross must be ≤ the max percent allowed and the amount certain must be ≤ the max amount allowed. |

| Code | Message with Code | Description |
|-------------|---------------------------|---|
| DA55 | JOB SHARE ERR | Job share percent cannot be greater than 100. |
| DA56 | EMPLR SHR ERR | The EMPLR SHARE field must be zero. |
| DA57 | PEBB ADMIN ERR | The PEBB ADMIN field must be zero. |
| DA58 | SIGN AGY DIFF | The employee exists with the agency entered, but not with the agency that the operator signed on with. |
| DA60 | GROSS PCT INV | If percent gross is > zero, the nontaxable income flag on PTD1 must be "T" or "X" and the percent cannot exceed 100 and the adjustment type must be "T" or blank. |
| DA61 | AMT CERT ONLY | Only amount certain can be entered for deduction code CUNN |
| DA62 | ONLY 1 "CUNN" | If CUNN is a valid deduction code, only one is allowed to be entered on P070 |
| DA63 | AMT REQUIRED | If deduction adjustment type is A, W or F, an amount is required |
| DA64 | NOT ALLOWED | Deduction not allowed |
| DA65 | OVERLAP DED | Two deductions with the same code/plan/adjustment type and overlapping dates |
| DA66 | INVALID AMTS | The EMPLOYEE SHARE FIXED AMOUNT field must be zero. |
| DA67 | \$20 MINIMUM | The FDNN or FHNN deduction must have an EMPLOYEE FIXED SHARE AMOUNT ≥ 20.00 |
| DA90 | SECURITY ERROR | Unauthorized access, or the operator is not signed on. |
| DA91 | SYSTEM UNAVAILABLE | System is unavailable for use. Try again later. |
| DA92 | DATA BASE NOT AVAILABLE | Data base is unavailable for use. Try again later. |
| DA94 | DEDUCTION FILE NOT OPEN | Contact OSPS |
| DA95 | HISTORY FILE NOT OPEN | Contact OSPS |
| DA96 | TRANSACTION COMPLETE | Changes made by the operator have been completed; the first page of deductions is displayed. |
| DA97 | OPERATOR ENTRY ERRORS | Operator has made entry errors on one or more of the lines. |
| DA98 | PRESS ENTER FOR NEXT PAGE | Press Enter key for additional records |
| DA99 | LAST PAGE | Last page of records |
| DA100 | BENEFIT FILE NOT OPEN | Benefit file is not open |
| DA102 | NEED CASE # ON SUNN | Case number is required |
| DA103 | PRNN MUST HAVE AMT | Transaction requires an amount to be entered |
| DA104 | NO 010 AMT ALLOWED | Amount cannot be entered for 010 deduction. |

| Code | Message with Code | Description |
|-------------|---|--|
| | TRANSACTION DIFFICULTY - PLEASE CALL EXEC SYSTEM AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE) | Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer |
| | TRANSACTION DIFFICULTY - PLEASE CALL EXEC ACCOUNTING AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE) | Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer |

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

OSPA REASONABILITY EDITS

If entering amounts for deductions other than SINN (PEBB paid \$20,000 pre-tax basic life insurance),
 EMPR SHARE + EMPLOYEE SHARE = PEBB ADMIN + VENDOR SHARE

For deferred compensation, the PCT GRS may not be > maximum pct curr or maximum pct ytd on the PTD1 Payroll Deduction Table.

For deferred compensation, the FIXED AMOUNT may not be > maximum amt curr or maximum amt ytd on the PTD1 Payroll Deduction Table.

For the deferred compensation deduction code, either the PCT GRS or FIXED AMOUNT must be > .00.

For the direct deposit deduction code, either the PCT NET or the FIXED AMOUNT must be > .00.

For the net pay direct deposit deduction code and plan code (XDNN 555), the FIXED AMOUNT must be .00 and the PCT NET must be 100.

If the deduction code has plan codes, the NON TAXABLE CODE on the PTD1 Payroll Deduction Table = N, and the ADJ = T or blank, the EMPLR SHARE, PEBB ADMIN, and VENDOR SHARE must all be .00.

The JOB SHR PCT must be < 100.

If the PCT GRS is > .00:

- The NON TAXABLE CODE on the PTD1 Payroll Deduction Table must be T or X
- The percent may not be >100
- The ADJ must be T or blank.

If DED CODE DESC = LCNN and the ADJ code is A, F, or W:

- The EMPLOYEE SHARE FIXED AMOUNT must be > 0.00 and < 500.00
- COMM may not be blank.

If DED CODE DESC = OONN and the ADJ code = A, F, or W, the EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE must = 0.00.

If DED CODE DESC = SINN and the ADJ code = A, F, or W, the EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE, and PEBB ADMIN must = 0.00.

If DED CODE DESC = SLNN and the ADJ code = A, F, or W, the EMPLOYEE SHARE FIXED AMOUNT must = 0.00.

If DED CODE DESC = FDNN or FHNN, the EMPLOYEE SHARE FIXED AMOUNT must ≥20.00.

If the Type and OPE Class on the PTD1 = H or D and the ADJ code = A, F or W, EMPLOYEE SHARE FIXED AMOUNT or EMPL SHARE, PEBB ADMIN and VENDOR SHARE may not = 0.00.

SUPPORTING DOCUMENTATION

Deduction entries come from multiple sources, such as paper forms from the employee, applicable bargaining unit, or DAS Facilities Parking, the interface from PDB and OSGP and wage withholding orders submitted to the agency. Do not deduct anything from an employee's pay without authorization to do so.

OSPA creates a permanent electronic audit file for all entries made on this screen by agency, terminal ID, and operator ID. The B360 Employee Update Screen Activity report prints after each final payroll run and shows the changes since the last run.

OSPA SCREEN INTERACTIONS

AFFECTED BY

ADD1 and ADD2 Payroll Deduction Table -- OSPS enters deduction codes with these screens.

PTD1 and PTD2 Payroll Deduction Table -- provide inquiry access for deduction codes for agency payroll

DIRECTLY AFFECTS

P090 YTD Wages, Taxes, and Retirement – The P090 displays YTD calculations for wages, taxes, and retirement. OSPA updates this screen 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. OSPA updates the data after each final payroll run and maintains it for three pay periods.

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 an on-line calculation from entries, including deductions, made since the last final payroll run.

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

REVISION HISTORY

| Date | Rev. No. | Modification |
|-------------|-----------------|---|
| 12/16/05 | 1.0 | Original document |
| 03/09/06 | 1.1 | Further clarification on adjustments and controls |
| 05/16/08 | 1.2 | WR#2884, new P191 and P192 screens |
| 06/18/08 | 1.3 | Delete DA25, change DA26 message |
| 01/27/09 | 1.4 | WR#3415, T ADJ and 901 plan code; LCNN edits, DA56 clarification |
| 02/03/09 | 1.5 | WR#3443, add OONN, SINN, SLNN amounts edits |
| 02/27/09 | 1.6 | Clarify F ADJ code, pre and post-tax deductions |
| 05/04/09 | 1.7 | Formatting changes |
| 07/20/09 | 1.8 | WR#3415, 901 plan code added automatically for T ADJ |
| 11/16/09 | 1.9 | WR#3556, 3564, PEBB 2010 Plan Year, BOARD SHARE changed to PEBB ADMIN, edits for FDNN and FHNN and PEBB ADMIN |