

P071

SCREEN PURPOSE

The P071 is a transaction screen that “clones” employee data on the P010 Withholding Data / Locator Data, P020 Work Schedule Data, P050 Gross Pay Adjustments, and P070 Deductions and Deduction Adjustments for an employee that is transferring from one state agency to another.

A staff member from the receiving agency will clone the entries from the sending agency to the receiving agency on the P071.

ALSO KNOWN AS

P71

PREREQUISITES, IF ANY

The transferring employee must be entered in PPDB for the gaining agency before a staff member from the gaining agency can process the transactions on the P071. The information will interface to OSPA and display on the P030 Job Status Data screen.

The employee must have at least one on-going deduction on the P070 Deductions and Deduction Adjustments.

SCREEN ACCESS KEY SEQUENCE

You must access this screen from a clear screen.

P071,SSN or EID,Losing Agency,Gaining Agency (P071,#####,#####,#####)

When you press [ENTER], OSPA will execute the cloning process. Look for the message “JU04-1 RECORDS CLONED.”

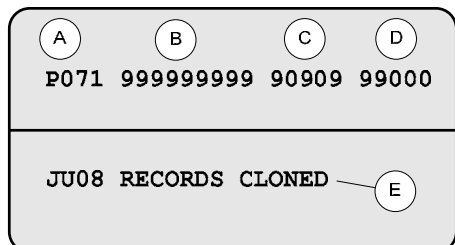
SSN = social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or EID is required.

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

Sending or Losing Agency = OSPA agency number, #####, from which the employee is transferring. Required.

Gaining or Receiving Agency = OSPA agency number, #####, to which the employee is transferring. Required.

SCREEN ELEMENTS



Legend

| No. | Description |
|-----|--|
| A | Screen / function designation. Required for the cloning transaction. |
| B | Employee's SSN (#####) or EID (OR#####). Required. |
| C | Sending agency, #####. Required. |
| D | Receiving agency, #####. Required. |
| E | OSPA messages. Protected. |

NOTES

If you do not want deductions paid in the current month, after cloning them on the P071, retrieve the P070 Deductions and Deduction Adjustments records for the **next** pay period. On the P070, change the DATE BEGIN to the end day for that period. Then retrieve the deduction records for the current pay period and delete them for the current pay period.

OSPA will not clone PEBB deductions (CATEGORY = P on the PTD1 Payroll Deduction Table) on the P070. Someone in your agency needs to process the transfer in PEBB "dot" benefits, which will then interface the deductions to OSPA.

SCREEN MESSAGE CODES

| Code | Message with Code | Description |
|-------------|------------------------------|--|
| JU01 | PARAMETERS INVALID | All parameters required not entered or are not in correct format |
| JU03 | SSN IS NOT ON PAYROLL SYSTEM | SSN entered was not located in database |
| JU04-1 | RECORDS CLONED | Record successfully cloned |
| JU04-2 | NO DEDS COPIED | No deductions were cloned |
| JU05 | OLD PAY RECORD NOT IN P010 | Record not found in database |
| JU06 | NEW JOB STATUS NOT FOUND | You tried to enter the transaction on the P071. The transfer has not yet been entered in PPDB. |
| JU07 | INVALID START DATE | Start date entered invalid |
| JU08 | DEDUCTION PKG FILE NOT OPEN | Deduction package file closed. Contact OSPS. |
| JU10 | VSAM READ ERROR | Error reading VSAM file . Document action being taken, screen print error and fax to OSPS to fax to a programmer |
| JU90 | SECURITY ERROR | Access not permitted to screen |
| JU91 | DATABASE NOT AVAILABLE | Database is currently closed. Document action being taken, screen print error and fax to OSPS who will fax to a programmer |

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

Personnel Action Form

Employee authorizations for deductions

OSPA SCREEN INTERACTIONS

Affected By

PPDB

Directly Affects

P010 Withholding Data / Locator Data – The P071 clones the employee’s tax, retirement, and insurance waiver information from the sending agency.

P020 Work Schedule Data – The P071 clones the employee’s work schedule history from the sending agency.

P050 Gross Pay Adjustments – The P071 clones any on-going gross pay adjustments from the sending agency.

P070 Deductions and Deduction Adjustments – The P071 clones any on-going, non-PEBB deductions from the sending agency.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, update

REVISION HISTORY

| Date | Rev. No. | Modification |
|----------|----------|------------------------------------|
| 04/26/06 | 1.0 | Original |
| 04/20/07 | 1.1 | Correct Screen Access Key Sequence |