

# **P080 BOND DATA ENTRY**

## **SCREEN PURPOSE**

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Agency payroll uses the P080 Savings Bond Data Entry to enter the information for an employee to purchase U.S. Series EE Savings Bonds through a payroll deduction. It is not date critical.

## **ALSO KNOWN AS**

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## **PREREQUISITES, IF ANY**

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**P070 Deductions and Deduction Adjustments Screen** – The P080 contains the information needed to purchase a bond. A SVNN deduction on the P070 directs OSPA to deduct the funds from the employee's pay. When an employee submits the form for a savings bond, enter the payroll deduction on the P070 first. When you save the entry on the P080, OSPA will confirm that there is an SVNN deduction on the P070.

The P080 must be unlocked before you can make entries. See Notes.

## **SCREEN ACCESS KEY SEQUENCE**

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Access the P080 from a clear screen.

P080, SSN or Employee ID, Agency, bond (P080,#####,#####,##)

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

**Employee ID** = OR#####. SSN or Employee ID is required.

**Agency** = OSPA agency number, #####. Required.

**Bond** = ##, optional. If you enter a specific bond sequence number, OSPA will retrieve that record. If you leave it blank, OSPA will default to 01.

# SCREEN ELEMENTS

(A)	(B)	(C)	(D)	(E)	(F)
P080	999999999	,99000	,01	OREGON STATE PAYROLL SYSTEM	05/03/XX AT: 09:31
				BOND DATA ENTRY	
(G)	(H)	(I)	(J)	(K)	(L)
ACTN	SSN	SEQ AGENCY	PURCHASER NAME/ADDRESS		LAST TRANS
X	999999999	01 99000	EMPLOYEE, TAYLOR		04/01/XX
			195 LAKE CHAMPOEG PKWY		
			OREGON CITY		
	(M)		(N)		(P)
CONTRIBUTION:	25.00	DENOMINATION:	4 \$100	BALANCE:	25.00 THRU 0401XX
(Q)				(R)	
OWNER SSN:	999999999	NAME:	TAYLOR EMPLOYEE	(T)	
(S)		ADDRESS:	999 LAKE CHAMPOEG PKWY	ADDRESS 2:	
(U)		CITY:	OREGON CITY	STATE:	OR ZIP: 97045 0000
				(V)	(W)
CO-OWNER/BENEFICIARY:					(Z)
(X)		SSN:	999012345	NAME:	JAMIE C EMPLOYEE
				(Y)	TYPE: B
	TYPE	AMOUNT	DESC	--ADJUSTMENTS--	TYPE
					AMOUNT
					DESC
	# 1)			# 2)	
	# 3)			# 4)	
(AA)	(BB)	(CC)			

## LEGEND

No.	Description
A	Screen designation. Part of screen access key sequence, required.
B	SSN (#####) or Employee ID (OR#####). Part of screen access key sequence, required.
C	Agency number, #####. Part of screen access key sequence, required.
D	Bond sequence number, ##. Part of screen access key sequence, optional.  If the employee has authorized the purchase of bonds for multiple owners, each ownership record will have a separate bond sequence number. If you enter a specific number, OSPA will retrieve that record. If you leave it blank, OSPA will retrieve 01. Press [ENTER] to retrieve the next record for the employee and agency.
E	Screen title. Protected.
F	System date and time (24-hour clock). Protected.

No.	Description
G	<p>Indicates the kind of entry.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> <li>• A = add</li> <li>• C = change</li> <li>• D = delete</li> <li>• R = reinstate a bond that has been flagged for deletion</li> <li>• U = update (like change)</li> </ul> <p>See notes for additional information</p>
H	<p>Employee's SSN from the P030 Job Status Data screen. Do not change.</p>
I	<p>Bond sequence number, ###. If the employee has authorized the purchase of bonds for multiple owners, each ownership record will have a separate bond number. OSPA assigns the next sequence number when you save a new record. Protected.</p>
J	<p>PERS AGY from the P030 Job Status Data screen. Do not change.</p>
K	<p>Employee's name and address from the PPDB. Protected.</p>
L	<p>The last date someone entered or modified the data on this record. System generated, protected.</p>
M	<p>Amount the employee has authorized for this ownership record, ####.##.</p> <p>The screen can display up to six-digits (999.99). The database file can accommodate up to seven-digits (9999.99). If you enter seven-digits, the first digit on the left will not display on the screen. We recommend that if you have a CONTRIBUTION for &gt;999.99 that you split the amount between two SEQ numbers.</p> <p>If you do not enter a decimal, the bond application will add a decimal and two zeroes to the right of the number entered. If you enter a decimal and less than two digits to the right of the decimal, the application will fill in the one to two additional characters with zeroes. For example, 100 will become 100.00; 99.9 will become 99.90.</p> <p>To view the amount as it will post to the database, leave the screen and come back.</p>
N	<p>Bond denomination authorized by the employee for this ownership record.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> <li>• 4 = \$100</li> <li>• 5 = \$200</li> <li>• 6 = \$500</li> <li>• 7 = \$1,000</li> </ul> <p>Enter 4, 5, 6 or 7. OSPA will display the denomination.</p>

<b>No.</b>	<b>Description</b>
O	If the CONTRIBUTION amount is not large enough to purchase a bond each pay period, OSPA will hold the amount deducted until the BALANCE is great enough to purchase a bond. System generated, protected.
P	The payroll month through which the BALANCE was calculated. System generated, protected.
Q	SSN of bond owner, #####. Will default to employee's SSN.
R	Name of the bond owner, first middle last, without punctuation.  Will default to the employee's name from the P030 in last name, first name order. If the employee will be the owner, change the order to first middle last without punctuation.
S	Address to which bond will be mailed, without punctuation.  Will default to employee's address from the PPDB. If the employee will be the owner, delete any punctuation.
T	See S.
U	See S.
V	See S.
W	See S.
X	SSN, #####, of the co-owner or beneficiary, optional. Cannot be the bond owner. We no longer send the SSN to the U.S. Treasury.
Y	Name of the co-owner or beneficiary, first middle last, without punctuation. Cannot be the bond owner.
Z	Possible values include: <ul style="list-style-type: none"> <li>• B = beneficiary</li> <li>• C = co-owner</li> </ul>
AA	Only available to OSPS to make adjustments.  Possible values include: <ul style="list-style-type: none"> <li>• A = adjustment</li> <li>• R = refund</li> </ul>

No.	Description
BB	<p>Only available to OSPS to make adjustments. Indicates the amount of the adjustment or the refund. May be a positive or negative number, #####.## or #####.##-, 9999.99 = maximum.</p> <p>If you do not enter a decimal, the bond application will add a decimal and two zeroes to the right of the number entered. If you enter a decimal and less than two digits to the right of the decimal, the application will fill in the one to two additional characters with zeroes. For example, 100 will become 100.00; 99.9 will become 99.90</p>
CC	<p>Only available to OSPS. 12 alphanumeric characters to describe the reason for the adjustment.</p>

## **NOTES**

**A (ADD)** -- When you are adding a bond record on the P080, make the P070 entry first.

On the P080, retrieve the first record for the employee. Then, press [ENTER] until you receive the message "BD05 NO MORE BONDS FOR THIS SSN." Then, make the new entries.

Whenever possible, change an existing bond rather than deleting a bond and adding another one. If an employee is deleting one bond and adding another, simply change the information on the existing P080 record.

If the employee wishes to purchase two or more bonds with identical inscriptions, increase the contribution amount rather than adding another bond record on the P080. The system will purchase as many bonds with the denomination indicated as the P070 deduction will allow. If the deduction does not cover the full amount, the application will hold the balance until there is enough to purchase a bond.

**Address changes** – Address changes in the PPDB do not interface to the P080. You will need to make address changes on the P080. The Federal Reserve Bank sends the paper bond to the address on the P080.

**Bond purchases** – An OSPS staff member purchases the bonds from the Federal Reserve Bank of Minneapolis, MN, each month after final run 2.

Bonds may be purchased as follows:

- \$100 bond for \$50
- \$200 bond for \$100
- \$500 bond for \$250
- \$1,000 bond for \$500

OSPA deducts the amount designated on the P070 during run 1. The funds remain in a non-interest bearing escrow account at Oregon State Treasury until after run 2, when OSPA ensures that the deduction is still valid.

Interest on the bonds accrues from the U.S. government from the first of the month in which OSPS purchases the bond.

**C (CHANGE)** -- You can change CONTRIBUTION, DENOMINATION, OWNER SSN, OWNER NAME, OWNER ADDRESS, CO-OWNER/BENEFICIARY SSN, CO-OWNER/BENEFICIARY NAME, AND CO-OWNER/BENEFICIARY TYPE.

If the employee's total contribution amount will change, change the P070 before changing the P080.

Make sure you have retrieved the correct bond sequence number before making any changes.

**Cloning** – For employees who transfer into an agency, the P071 to clone deductions does not include the P080. You will need to re-enter the bond purchases the employee wants to continue.

**D (DELETE)** -- When an employee revokes the authorization to purchase a savings bond, delete or change the P070 deduction for the following month, after the P080 is unlocked. Then delete the applicable P080 SEQ(s). OSPA will flag the record for deletion and delete it during the next payroll run.

To delete a record on the P080:

- Type D in the ACTN field
- [SPACE BAR] through the CONTRIBUTION field
- Press [ENTER]

**Locked / Unlocked** – At cutoff for run 2, OSPS will lock the P080 while a staff member reconciles the payroll deductions from the P070 to the purchase amounts from the P080. OSPS will unlock the P080 after they have reconciled deductions and purchased bonds for the month. The OSPS Processing Calendar includes the dates the P080 will close and the approximate dates that it will reopen. The PMSG screen will indicate whether the P080 is locked or unlocked. You cannot make entries on the P080 while OSPS has the screen locked; however, you can still view the screen. If OSPS has locked the screen, you will see the screen message 'BD99 SCREEN CLOSED FOR RECONCILIATION.'

**R (Reinstate)** – You may reinstate a bond sequence that has been flagged for deletion until the next payroll run. If you wish to reinstate a bond, be sure to update the P070 first.

**Timing** – The P080 is not date sensitive. Only make entries on the P080 that affect the current payroll month. Make the entries after OSPS opens the P080 after final run 2 for the prior month and before cutoff for final run 1 for the current month. Do not make entries for prior or future months. Generally, do not make changes to the current month after final run 1.

If you make an entry between the first of the month and the run 2 final cutoff for the prior calendar month, you will receive the error message "BD98 VERIFY CHANGE IS CURRENT RUN 2 MO." When you receive the error, confirm that you wish to make an entry for the prior calendar month. If you wish to make an entry for a future calendar month undo your entry and wait until after run 2 for the prior calendar month (current open pay period) to input the entry.

Between the first of a month and run 2 final cutoff for the prior month, you can only change a SVNN deduction on the P070 for the current month.

**U (UPDATE)** – the same as change

## **SCREEN MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
BD01	SSN INVALID	The SSN must be numeric, and must be valid for the entered agency
BD02	AGENCY INVALID	The agency must be numeric, and must be valid for the SSN entered
BD04	INVALID THROUGH DATE	The balance through date must conform to the following criteria: Date must be numeric, Month must be from 01-12, Month 02 and only have 1-28 days or 1-29 day in a leap year Months 01 10 05 07 08 10 12 can have 1-31 days Months 04 06 09 11 can have 1-30 days
BD05	NO MORE BONDS FOR THIS SSN	You retrieved the first bond sequence for the employee and pressed [ENTER]. When OSPA reaches the last bond sequence number, it will give this message.
BD06	NO BOND DEDUCTION IN OSPS	You tried to enter a bond purchase on the P080 prior to entering the deduction on the P070.
BD07	INVALID STATE/ZIP CODE	The state/zip code combination is invalid
BD10	BOND EXISTS MAY NOT BE ADDED	You tried to enter a new bond purchase on the P080 (ACTN = A) with an existing bond sequence on the screen. Press [ENTER] until you receive the message "BD05 NO MORE BONDS FOR THIS SSN." Then, add the new bond.
BD12	BOND TABLE CLOSED	You tried to make an entry on the P080 before OSPS completed the reconciliation after run 2. Watch for a message on the PMSG screen that the P080 is open.
BD14	ADJUSTMENT ERROR	An error was found attempting to delete a bond adjustment. Verify that the bond should be deleted.
BD16	CONTRIBUTION AMOUNT INVALID	The contribution amount must be numeric and <10000.00
BD17	BOND DENOMINATION INVALID	The bond denomination must be 4, 5, 6 or 7.
BD18	BALANCE AMOUNT INVALID	The balance amount must be numeric
BD19	OWNER SSN INVALID	The owner SSN must be numeric
BD20	CO-OWN/BEN INVALID	The co-owner/beneficiary code must be "B" or "C"
BD21	BOND FLAGGED FOR DELETION	The ACTN = D on the P080. The record will be deleted during the next batch cycle. You can reinstate it (ACTN = R) until the next payroll run.
BD22	BOND ADJ TABLE ERROR	The adjustment already exists and should be changed instead
BD23	ADJUSTMENT TYPE INVALID	Adjustment type must be A or R

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
BD24	CONTRIBUTION EXCEEDS DEDUCTION	The total CONTRIBUTION for all of the bond sequences for this employee and agency number exceed the SVNN deduction on the P070.
BD25	CONTRIBUTION AMOUNT REQUIRED	A contribution amount must be entered for an add transaction
BD26	NEGATIVE REFUND INVALID	Negative refund amounts are not allowed
BD27	BOND DENOMINATION REQUIRED	A bond denomination is required for an add transaction
BD28	NO BOND EXISTS FOR THIS SSN	You tried to retrieve a record on the P080. The employee is not currently purchasing bonds.
BD30	CO-OWNER/BENEFICIARY CODE REQUIRED	A co-owner/beneficiary code must be entered when the co-owner/beneficiary SSN and name are entered
BD31	ACTION CODE MUST BE A, C, D, OR R	The transaction type must be valid
BD32	NAME REQUIRED IF BEN CODE ENTERED	TYPE has a B or C. Either delete the TYPE or enter the CO-OWNER/BENEFICIARY SSN and NAME.
BD33	CONTRIBUTION CANNOT BE NEGATIVE	The contribution amount must be positive. Negative Amounts are not allowed
BD34	ADJUSTMENT AMOUNT IS INVALID	Adjustment amounts must be numeric
BD35	CO-OWNER SSN INVALID	The co-owner/beneficiary SSN must be numeric if entered
BD50	NO RECORD CANNOT CHANGE	No bond exists, so the transaction code must be A
BD51	NO RECORD CANNOT DELETE	No bond exists, so the transaction cannot proceed
BD58	SIGN AGY DIFF	The signed on agency is not the same as the requested agency
BD63	DELETED BOND NOW REINSTATED	A bond which was previously flagged for deletion is now active
BD90	SECURITY ERROR	The operator is not authorized to update bond information
BD92	DATA BASE NOT AVAILABLE	The P080 has been disabled for OSPS to reconcile the purchases and deductions.
BD95	HISTORY LOG FILE NOT OPEN	The log file is out of service temporarily, call OSPS
BD96	TRANSACTION COMPLETE **	All edits have been passed, and the transaction has successfully finished.
BD97	CLEAR CONTRIBUTION BEFORE DEL	To delete an entry on the P080, [SPACE BAR] through the amount in the CONTRIBUTION field.
BD98	VERIFY CHANGE IS CURRENT RUN 2 MO	You have made a bond entry between payroll runs. Verify you are entering Run 2 changes only and not future month activity.
BD99	SCREEN CLOSED FOR RECONCILIATION	OSPS has locked the P080 for reconciliation. You can view the screen; you cannot make changes.

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	A SERIOUS ERROR HAS OCCURRED. RECORD ALL INFORMATION SHOWN ON THE SCREEN AND CALL CENTRAL PAYROLL.	Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	TRANSACTION DIFFICULTY - PLEASE CALL CENTRAL PAYROLL 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

For an alphabetical listing of OSPA message codes see Appendix E.

## ***OSPA REASONABILITY EDITS***

Employee has SVNN deduction on the P070.

The monthly deduction on the P070 must be  $\geq$ \$5.00.

The P070 EMPLOYEE SHARE FIXED AMOUNT for the SVNN deduction must = the total CONTRIBUTIONS on the P080 for the employee and agency.

## ***SUPPORTING DOCUMENTATION***

To purchase savings bonds through OSPA, the employee must submit an Authorization for Purchase and Request for Change for United States Savings Bonds, Series EE, available at the OSPS web site: <http://oregon.gov/DAS/SCD/OSPS/docs/forms/bond.pdf>.

The employee must submit a written request to move a balance from one bond sequence number to another.

OSPA creates a permanent audit file for entries on the P080.

After run 2 final, OSPA produces the BONDE010-1 Contribution Register, which provides detailed information for each employee, and the U.S. Savings Bond Listing, which provides the information provided to the Federal Reserve Bank. See Report Descriptions.

## **OSPA SCREEN INTERACTIONS**

### **AFFECTED BY**

### **DIRECTLY AFFECTS**

**P081 OSPA Bond System – Person Locator** – The P081 is an inquiry only screen that provides a list of bond sequence numbers where the P080 contains the requested SSN or Employee ID.

### **INDIRECTLY AFFECTS**

## **CATEGORY / SCREEN CLASSIFICATION**

Savings Bonds, data entry

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
04/26/06	1.0	Original
03/20/07	1.1	WR#3047, add BD97 message
07/13/07	1.2	WR#3073, automatically add decimal three-digits from right; WR #3089, limit ADJUSTMENT AMOUNT size to 9999.99; WR #3096, take co-owner SSN off Treasury file; updated OSPA Web address.
09/26/07	1.3	WR#3113, add error message BD98 and edits
08/15/08	1.4	WR#3334, add BD99 and query while locked
09/09/09	1.5	Clarify two or more bonds with the same inscription