

P090

*YTD Wages, Taxes, and Retirement*

SCREEN PURPOSE

The P090 YTD Wages, Taxes, and Retirement is inquiry only and displays year-to-date wage, tax, and retirement information for an employee. OSPA updates the data after each final payroll run; i.e., the data displayed is as-of the last payroll run.

ALSO KNOWN AS

P90

PREREQUISITES, IF ANY

The employee must have earned wages for the calendar year used in the inquiry.

SCREEN ACCESS KEY SEQUENCE

P090, SSN or EmplID, Agency, Year (P090,#####,#####,##)

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

**EmplID** = 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.

**Year** = calendar year, ##. Optional, OSPA will default to the current calendar year.

SCREEN ELEMENTS

(A)	(B)	(C)	(D)	(E)	
P090	999999999,99000	XX		YTD WAGES, TAXES, AND RETIREMENT	
(F)	EMPLOYEE, TAYLOR			Referenced by 3-character code to the left (SSS, etc.)	
(TXI)	TAXABLE INCOME	4867.16	(SSS)	SAIF-EMPLR CONTRIB.	0.00
(ROE)	REIMB. OF EXPENSES	0.00	(PER)	PERS ASSESMENT PAID	0.00
(NTI)	NON-TAXABLE INCOME	0.00	(ERB)	ERB ASSESMENT PAID	2.70
(OTI)	OTHER TAXABLE INCOME	0.00	(MTT)	MASS TRANSIT TAX PAID	0.00
(EIC)	EARNED INCOME CREDIT	0.00	(FSW)	SOC SEC SUBJ WAGES	4867.16
(FIT)	FED. TAX WITHHELD	319.99	(FTE)	SOC SEC TAX PD EMPLYE	301.76
(SIT)	STATE TAX WITHHELD	243.00	(FTS)	SOC SEC TAX PD EMPLR	301.76
(WES)	WCD PAID - EMPLOYE	6.42	(HSW)	MEDR SUBJECT WAGES	4867.16
(WSS)	WCD PAID - EMPLOYER	6.42	(HTE)	MEDR TAX PD - EMPLOYE	70.57
			(HTS)	MEDR TAX PD - EMPLR	70.57
			(LRO)	LEGIS RETIREMENT OPT	0.00
----- RETIREMENT -----					
	SYSTEM ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH
	G 000000	2208.00	132.48	0.00	177.52
	S 999999	2659.16	159.55	0.00	125.25
(G)	(H)	(I)	(J)	(K)	(L)

Legend

No.	Description
A	Screen number. Part of the screen access key sequence, required.
B	Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required.
C	Agency number, #####. Part of the screen access key sequence, optional. If you have logged on with a specific agency number, OSPA will default to that agency number.
D	Calendar year, ##. Part of the screen access key sequence, optional. If you do not enter a specific year, OSPA will default to the current year. OSPA maintains three years of tax data.
E	Screen name
F	Employee's name from the P030 Job Status Data
(TXI)	Year-to-date total of the employee's wages that are subject to income tax. Includes pay codes with INC TYP = T on the PTB2. It is included in Box 1 on the employee's W-2.

## OSPA Reference Manual

OSPA Screens

P090

No.	Description
(ROE)	Year-to-date total of business expense reimbursements. It includes pay codes with INC TYP = R and INCOME-SUBJ-TO-TX = N on the PTB2. It is included in Box 12 on the employee's W-2.
(NTI)	Year-to-date total of the employee's wages which are not subject to income tax. These are typically pre-tax deductions such as out-of-pocket cost for insurances, parking, or amounts deferred into the Oregon Savings Growth Plan. It includes deductions codes with NON TAXABLE CODE = F, N, or X on the PTD1 Payroll Deduction Table. It is included in Box 12 on the employee's W-2.
(OTI)	Year-to-date total of the employee's other taxable income. It is usually non-cash allowances or employer-paid benefits in excess of IRS rules. Examples include taxable fringe benefits, such as the use of a state vehicle, taxable reimbursement for meals, housing, the imputed value for domestic partner insurance, etc. It includes pay codes with INC TYP = O, INCOME-SUBJ-TO-TAX = Y on the PTB2. It is included in Box 1 on the employee's W-2.
(EIC)	Year-to-date total of advance earned income credit for employees who have submitted a Form W-5. It is included in Box 9 on the employee's W-2. See IRS Circular E, Publication 15.
(FIT)	Year-to-date total of federal income tax withheld. It includes pay codes with INCOME-SUBJ-TO-TAX = Y on the PTB2. OSPA uses the employee's withholding information on the P010 Withholding Data / Locator Data in the calculation.
(SIT)	Year-to-date total of state income tax withheld. It includes pay codes with INCOME-SUBJ-TO-TAX = Y on the PTB2. OSPA uses the employee's withholding information on the P010 Withholding Data / Locator Data to calculate.
(WES)	Year-to-date total of workers' compensation tax paid by the employee. It includes pay codes with SAIF PCT = 1.0000 on the PTB2.
(WSS)	Year-to-date total of workers' compensation tax paid by the employer. It includes pay codes with SAIF PCT = 1.0000 on the PTB2.
(SSS)	Employer contribution to SAIF. Field no longer used

## OSPA Reference Manual

OSPA Screens

P090

No.	Description
(PER)	Assessment paid to the Human Resource Services Division of the Department of Administrative Services. Assessment and field no longer used
(ERB)	Year-to-date total of the assessment paid to the Employee Relations Board
(MTT)	The cumulative mass transit tax paid by the employer. Only employees for agency 17700, Lottery, will have a value in this field. For other agencies, SFMA, rather than OSPA, calculates the mass transit tax.
(FSW)	Year-to-date total of the employee's wages which are subject to social security tax. It includes pay codes with INCOME-SUBJ-TO-SS = Y on the PTB2.
(FTE)	Year-to-date total of social security tax paid by the employee
(FTS)	Year-to-date total of the matching social security tax paid by the employer
(HSW)	Year-to-date total of the employee's wages that are subject to Medicare tax. It includes pay codes with INCOME-SUBJ-TO-SS = Y on the PTB2.
(HTE)	Year-to-date total of Medicare tax paid by the employee
(HTS)	Year-to-date total of the matching Medicare tax paid by the employer
(LRO)	Used only by the Legislative branch. Year-to-date total of compensation deferred to the Oregon Savings Growth Plan retirement option.
G	RTMT SYST from the P010 Withholding Data / Locator Data.  Possible codes include: F = Police and Fire, OPSRP G = General Service, OPSRP N = Not a member P = Judiciary, PERS S = General Service, PERS Tier 1 and Tier 2 T = Police and Fire, PERS Tier 1 and Tier 2
H	RTMT ACCT number from the P010 Withholding Data / Locator Data. Only available for PERS Tier 1 and Tier 2 members.
I	Year-to-date total of the employee's wages used to calculate the employer's contribution to the state's retirement plan. This varies by retirement code.

## OSPA Reference Manual

OSPA Screens

P090

No.	Description
J	Year-to-date total of the state pickup paid to the state's retirement plan.
K	Year-to-date total of the employee's contribution to the state's retirement plan. Only used in agency 62800, Oregon Forest Services Institute.
L	Year-to-date total of the state match paid to the state's retirement plan. The % match varies by retirement code.

### NOTES

### SCREEN MESSAGE CODES

Code	Message with Code	Description
EM-BL00	ERROR UNABLE TO PROCESS	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
YD01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
YD02	ACCESS UNAUTHORIZED	User not authorized to access screen
YD03	SIGN-ON IS "ALL" SO AGCY NUMBER REQ	When agency sign-on equals 'all,' then an agency number is required
YD04	PARAMETERS ARE UNIDENTIFIABLE. RE-ENTER.	
YD05	AN SSN PARAMETER IS REQUIRED	You must enter the employee's SSN or EID to retrieve a record
YD06	NO PERSONNEL DATA FOUND	You entered an invalid SSN or EID
YD07	* NO AGENCY PAYROLL INFO FOUND	You entered an inquiry with an invalid SSN or EID or an invalid agency number
YD08	* NO YEAR TO DATE INFO AVAILABLE	You entered an inquiry for a calendar year that is no longer in OSPA or for a year where the employee did not work for the designated agency. Inquire for the current or two prior calendar years only. Make sure the employee worked for the specified agency.
YD09	* NO RETIREMENT DATA AVAILABLE	The employee was not a member of PERS in the calendar year designated.

Code	Message with Code	Description
YD10	ONLY CURR OR PREV YEAR ACCEPTED	
YD11	NON-NUMERIC SSN	SSN must be numeric
	XREF EMPLOYEE ID NOT FOUND	Employee ID not located

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

## OSPA REASONABILITY EDITS

### SUPPORTING DOCUMENTATION

At year-end the data on this screen should match the employee's W-2.

The employee must have a current Form W-5 to have Advance Earned Income Credit.

The tax calculations are based upon the employees current Form W-4.

### OSPA SCREEN INTERACTIONS

#### Affected By

**P003, P004 Time Capture screens** – The pay types entered on the time capture screens determine the employee's income that is subject to taxes, retirement, social security, and Medicare.

**P010 Withholding Data / Locator Data** – The P010 includes the employee's eligibility for retirement contributions, the employee's income tax withholding and exemptions, eligibility for earned income credit, and whether the employee has waived insurance benefits.

**P050 Gross Pay Adjustments** – The pay types entered on the P050 also determine the employee's income that is subject to taxes, retirement, social security, and Medicare.

**P060 Tax/OPE Adjustments on File** – The P060 allows us to make adjustments to taxes and other payroll expenses in the current payroll month. These changes will be reflected on the P090 after the payroll run.

**P070 Deductions and Deduction Adjustments** – The deduction codes entered on the P070 may be subject to tax or taken prior to the tax calculations.

**P190 Payroll Register Data** – The P190 allows us to set a corrective for up to three prior payroll months or to add a register for processing. These entries will cause OSPA to re-calculate a prior payroll period.

**PTB2 Payroll Benefit Package Table** – The PTB2 table determines the pay types that are subject to taxes, retirement, social security, and Medicare. It also determines the income type (TXI, ROE, or NTI).

**PTD1 Payroll Deduction Table** – The PTD1 indicates whether the deduction will be taken pre or post-tax.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
05/10/06	1.0	Original
09/27/07	1.1	WR #2958, T RETIREMENT SYSTEM added
04/08/08	1.2	WR #3278, FICA changed to social security