

P130

*Check Reversal / Stop Payment*

**SCREEN PURPOSE**

OSPS staff members use the P130 Check Reversal/Stop Payment screen to reverse employee payments (both checks and direct deposits) that were produced through a regular payroll run and are still on the P190 Payroll Register Data (not more than three months old). The P130 reverses the gross payment, including deductions, taxes, and retirement, in the OSPA tables and returns the money from the joint payroll account to the agency.

Some agencies have the authority to cancel their own employee checks.

**ALSO KNOWN AS**

Check reversal

**PREREQUISITES, IF ANY**

OSPS must have the original voided check to be cancelled before a staff member will cancel it in OSPA.

**SCREEN ACCESS KEY SEQUENCE**

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SCREEN ELEMENTS

(A) P130	(B) CHECK REVERSAL/STOP PAYMENT	130
(C) AGENCY	: _____	(D)
SSN/EID	: _____	
(E) CHECK/REG #	: _____	
PAY PER END	: _____	(F)
(G) DATE ISSUED	: _____	
MICR #	: _____	(H)
(I) NET PAY	: _____	
CHECK REV	: - _____	(J)
(K) CANCELLATION	: -	
(L) STOP PAYMENT	: -	

Legend

No.	Description
A	Screen designation. Screen access key sequence.
B	Screen title. Protected.
C	Employee's agency number. Required.
D	Employee's SSN, #####, or EID, OR#####. Required.
E	REG SET from the P190 Payroll Register Data for the payment to be cancelled. Required.
F	PAY PER END DATE from the P190 Payroll Register Data. Required.
G	CHECK ISS DATE from the P190 Payroll Register Data. Required.
H	Check number. 000 for direct deposits. Required.
I	Check amount. 000 for direct deposits. Required.
J	Y = reverse or cancel this check
K	Not used
L	Not used

**NOTES**

Any payroll check or direct deposit may be rewritten. Reasons include: LWOP, incorrect timesheet reporting, wage withholding order, death of an employee, etc. The original transaction must be reversed before the check or direct deposit will be rewritten.

OSPA System checks are issued as a result of a regular payroll run and generally start with 4. Manual or off-cycle check numbers generally start with 9.

**SCREEN MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
CR03	PAY PERIOD END DATE INVALID	Pay period end date must be numeric and in correct format (MMDDYY)
CR04	MICR NUMBER REQUIRED TO BE NUMERIC	Micr number of check must be numeric
CR05	ISSUE DATE INVALID	Check issue date must be numeric and in correct format (MMDDYY)
CR06	NET PAY REQUIRED TO BE NUMERIC	Net pay field must be numeric
CR07	REVERSAL FLAG INVALID	Reversal flag field must be a Y, N, __, or spaces
CR08	CHECK NUMBER INVALID	Check number must be numeric
CR10	PROCESSING ERRORS	Generic message - displayed when errors have occurred
CR11	INVALID AGENCY NUMBER	Agency number must be numeric
CR12	AGY REQUIRED TO EQUAL SIGNON AGY	Agency number must match the agency number used to log into OSPA
CR13	PERSON SEGMENT NOT FOUND	Person not found on database
CR14	NET PAY LENGTH IS OVER FIELD SIZE	Net pay figure entered is larger than size of field
CR15	SSN REQUIRED TO BE NUMERIC	SSN must be numeric
CR16	NET PAY IS IN ERROR	Net pay amount does not match the input check amount
CR17	ISSUE DATE IS IN ERROR	Issue date invalid Check format of date and original issue date
CR18	STOP PAYMENT FLAG INVALID	Stop payment flag must be a 'N' or '_' or spaces
CR19	ENTER REVERSAL/CANCEL/S/P FLAG	The transaction must be marked - and can only be marked as a reversal, cancel or stop pay

## OSPA Reference Manual

OSPA Screens

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Code	Message with Code	Description
CR20	MICR NUMBER INVALID	Micr number not found
CR21	FIELDS DO NOT MATCH MICR NUMBER	Micr number does not match fields entered
CR22	DEDUCTION NOT FOUND	Information entered for deletion does not match database
CR25	HIGHLIGHTED FIELDS ARE INVALID	Format of highlighted field is invalid
CR26	REVERSAL TRANSACTION IS COMPLETE	Transaction successfully completed
CR27	STOP PAY TRANSACTION IS COMPLETE	Transaction successfully completed
CR28	CANCEL FLAG INVALID	Cancel flag must be a 'N' or '_' or spaces
CR56	REGISTER FILE UNAVAILABLE	Register file is closed. OSPS will document action being taken, screen print error and fax to programmer
CR62	NO DATA ENTERED	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR64	REVERSAL TRANSACTION COMPLETED	Transaction successfully completed
CR66	RCD LNGTH ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR67	DSIDERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR68	ILLOGIC ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR69	INVREQ ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR70	IOERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR71	ISCINVREQ ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR73	SYSIDERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR74	NO MORE SPACE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR75	OTHER ERROR TYPE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR76	RECORD ALREADY PROCESSED	Check reversal record has been previously processed
CR77	CHECK IS ALREADY PROCESSED	Check has previously been processed
CR90	SECURITY ERROR	Access not permitted to screen or data

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
CR93	DATA BASE ERROR NOT ACCEPTED	Data base error, record not accepted. OSPS will document action being taken, screen print error and fax to programmer
CRXX	NO RECORD FOUND	Database Error. OSPS will document action being taken, screen print error and fax to programmer

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

### OSPA REASONABILITY EDITS

The PAY PER END and DATE ISSUED are within the current calendar year.

AGENCY, PAY PER END, and NET PAY entered = AGENCY, PAY PER END, and NET PAY for the MICR # entered.

### SUPPORTING DOCUMENTATION

FCEC-3 Cancel Employee Check form with check attached

**P190 Payroll Register Data** – provides much of the data needed, including CHECK/REG #, PAY PER END, DATE ISSUED, and NET PAY. OSPA updates the screen after each payroll run.

**XREFRL Alpha Listing of Employee Checks**, which prints with each payroll run, provides a listing of all employee checks printed, including the CHECK/REG #, DATE ISSUED, MICR #, and NET PAY.

**XREF87 Payroll Check Reversals** is produced after each payroll run and is used to verify all system check reversals and all direct deposit stops, reversals, and returns.

### OSPA SCREEN INTERACTIONS

#### Affected By

#### Directly Affects

**P190 Payroll Register Data** – When OSPS cancels the check, the REV FLAG on the P190 will display as Y until the next regular payroll run.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to OSPS staff members and specific agencies

REVISION HISTORY

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
07/20/06	1.0	Original