

P140

Manual Checks

PURPOSE

OSPS uses the P140 Manual Checks screen to enter the data for manual checks for state employees and to post an employee's repayment of an overpayment. Reasons to request a manual (also called special or off-cycle) check include:

- Pay advances
- Final checks
- Error corrections
- Leave payoffs

Only OSPS staff members have update access to the P140. OSPS staff members request the printing of the checks on the P320 Check Print Request.

ALSO KNOWN AS

PREREQUISITES, IF ANY

Form 75.45.01.FO Authorized OSPA Signatures -- Each agency must submit Form 75.45.01.FO Authorized OSPA Signatures for the agency staff members who may request manual checks. OSPS staff members will check the current form when processing a request for a manual check.

OSPA Entries – depending upon the reason for the manual check, agency staff members may need to make entries in OSPA, including setting a corrective on the P190 Payroll Register Data, prior to submitting the written request.

P130 Check Reversal / Stop Payment – If reissuing an employee's check, first, cancel the original check on the P130 or the P310 Vendor Check Reversal / Stop Payment. Use the P130 for checks with numbers beginning with 5 that are still on the P190 Pay Register Data. The P130 reverses the calculations in OSPA and returns the money from the joint payroll account to the agency. OSPS must have the original check before they will cancel and rewrite it. The entries that generated the payment will remain in OSPA and may generate another payment if the reversal occurs between run 1 and run 2 or you set a corrective for the pay period.

P190 Payroll Register Data – We can only process manual checks for payroll runs that still display on the P190.

P310 Vendor Check Reversal / Stop Payment -- OSPS staff members use the P310 Vendor Check Reversal/Stop Payment screen to cancel vendor checks, employee off-cycle or manual checks (where the check number begins with 9), or regular payroll run employee checks that are no longer on the P190 Payroll Register Data. The P310 cancels the check in the OSPA check file and returns the money from the joint payroll account to the agency. If the payroll run is still on the P190, it will reverse the calculations in OSPA. If the run is not on the P190, It does not reverse the calculations. OSPS must have the original check before they will cancel and rewrite it.

Written request – Agency staff members who want OSPS to produce a manual check must make the request in writing with an authorized signature by noon on the day they want the check. The required documentation varies, depending upon the reason for the check; see Documentation below and Recommended Practice, Manual Checks.

SCREEN ACCESS KEY SEQUENCE

P140

SCREEN ELEMENTS

(A)	P140	(B)	MANUAL CHECKS	140
		(C)	MC60 * TO ADD AN EMPLOYEE CHECK REQUEST	
			MC61 * FILL PARAMETERS, PRESS ENTER	
(D)	SSN/EID	:	_____	
	AGENCY	:	_____	(E)
(F)	PAY PER ENDING	:	_____	
	ISSUE DATE	:	_____	(G)
(H)	MICR #	:	_____	
	AMOUNT	:	_____	
(J)	ISSUED FROM	:	_____	(I) (A = AGENCY REVOLVING FUND, J = OSPS ACCOUNT)
	CORRECTIVE?	:	__	(Y OR N)
(L)	SEPARATION CHECK?	:	__	(Y OR N)
	CHECK SOURCE	:	__	(M) (S = SYSTEM, M = MANUAL)
(N)	CHECK TYPE	:	__	(BLANK = REGULAR, R = RETRO)
(O)	COMMENT	:	_____	
	ACCOUNTING INFO	:	105477 5 15010000850232	(P)

Legend

No.	Description
A	Screen designation. Screen access key sequence, required.
B	Screen title, protected
C	OSPA messages, protected. See Screen Message Codes below.
D	SSN (#####) or Employee ID (OR#####) for the employee who will receive the check
E	Employee's agency, #####
F	End date of the pay period to which the check will post, MMDDYY
G	The date for the check, MMDDYY
H	Leave this line blank if processing a manual check. Zero-fill this line if processing a return of overpayment or making corrective entries for a manual check. Do not use the original check number.
I	Amount of manual check or return of overpayment. The return of overpayment will be a negative amount (250.00-).
J	<p>Indicates the source for the funds that will cover the check.</p> <p>Possible values include: A = agency revolving fund J = joint payroll account</p> <p>Currently, it is always J.</p>
K	<p>Possible values include: N = payment is for current open pay period Y = payment is for a closed pay period. Will change the COR FLAG to Y on the P190 Payroll Register Data for the PAY PERIOD END.</p>

No.	Description
L	<p>Possible values include: N = default Y = Only used when:</p> <ul style="list-style-type: none"> ▪ It is for a final December check ▪ The agency has requested that OSPS set P010 dates, and ▪ OSPS cannot use the P370 to generate the check <p>OSPA will populate the final check dates on the P010 Withholding Data / Locator Data:</p> <ul style="list-style-type: none"> • ISSUE DATE on the P140 = FINAL CHECK ISSUED on the P010 • PAY PER ENDING on the P140 = FINAL CHECK PERIOD ENDING on the P010
M	<p>Indicates the source for the check you're requesting.</p> <p>Possible values include: M = return of overpayment S = manual check</p>
N	<p>This field is always left blank.</p>
O	<p>Unused; data entered here only displays on the B360 Employee Update Screen Activity Report. It does not print on manual checks, to the check file, or on the P070 screen.</p>
P	<p>Unknown.</p>

NOTES

Checks for a net amount of \$15,000.00 or more must be counter-signed by the OSPS Manager.

Deadlines – Agency staff members must fax their requests to OSPS by noon on the working day they want the check. OSPS staff members will distribute the checks to agency lockboxes by 3:00 PM on the same day.

SCREEN MESSAGE CODES

Code	Message with Code	Description
MC01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPA system not available. OSPS will document action being taken, screen print error and fax to programmer

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Code	Message with Code	Description
MC02	ACCESS UNAUTHORIZED	User not authorized to access screen
MC04	REQUESTED DATA NOT FOUND	Correct the highlighted information and retry.
MC05	THIS IS DB PROBLEM CONTACT ISS	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC07	THE SCREEN UPDATE FILE IS CLOSED	Screen activity log file is not available to access. OSPS will document action being taken, screen print error and fax to programmer.
MC08	WHEN CHECK SOURCE IS EQUAL TO R	Check source equals 'R' and this error appears, the second error indicates the field to check For example, if message MC22A appears, the micro number must be spaces when check source equals 'R'
MC09	WHEN CHECK SOURCE IS EQUAL TO M	Check source equals 'M' and this error appears, the second error indicates the field to check For example, if message MC29 appears, the micro number must be numeric when check source equals 'M'
MC10	AGENCY # REQD TO BE SIGNON AGENCY	When agency signon equals 'all,' then an agency number is required
MC11	AGENCY # REQUIRED TO BE NUMERIC	Agency number must be numeric
MC12	SSN REQUIRED TO BE NUMERIC	SSN must be numeric
MC14	PAY PERIOD ENDING DATE INVALID	Pay period ending date is invalid Check entry
MC15	ISSUE DATE IS AN INVALID DATE	Issue date entry is invalid
MC15A	ISSUE DATE MUST BE SPACES	Issue date must be spaces when check source equals 'R'
MC16	ISSUE FROM CD MUST BE A "J"	Issue code must be a J for a Master operator (All agency) for a System or Manual check
MC16A	ISSUE FROM CD, MUST BE SPACES	Issue from must be spaces when check source equals 'R'
MC16B	ISSUE FROM CD, MUST BE AN "A"	Issue from must be an A for an Agency operator
MC17	SEPARATION CHK MUST BE Y OR N	SEPARATION CHECK? must = Y or N
MC18	CHECK TYPE, MUST BE "R" OR SPACE	Check type entry must equal "R" or Space
MC18A	CHECK TYPE, MUST BE SPACES	Check type must be spaces when check source equals 'R'

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Code	Message with Code	Description
MC19	AMOUNT REQUIRED TO BE NUMERIC	Highlighted field must be numeric
MC19A	NEGATIVE AMOUNT NOT ALLOWED	If check source equals 'S', a negative amount is not allowed
MC20	AMOUNT CANNOT BE ZERO	Field amount cannot be zero
MC21	AMOUNT IS OVER \$99,99999 LIMIT	Field amount cannot be great than 9999999
MC22	MICR NUMBER MUST BE NUMERIC	Micr number must be space
MC22A	MICR NUMBER MUST BE SPACES	Micr number must be spaces when check source equals 'S' or 'R'
MC22B	MICR NUMBER MUST BE ZEROS	MICR # must be zeroes when check source equals 'M'
MC23	RETRO CHK CANT BE LST DAY OF MTH	If check type equals 'R', then check date cannot be last day of month
MC24	REGLR CHK MUST BE LST DAY OF MTH	If check type equals Space, then check date must be last day of month
MC25	HIGHLIGHTED FIELDS ARE INVALID	Entry in highlighted field is invalid
MC27	PAY PRD CAN'T BE IN FUTURE MONTH	Pay period cannot equal a future month
MC28	WHEN CHECK SOURCE IS EQUAL TO S	Check source equals 'S' and this error appears, the second error indicates the field to check. For example, if message MC22A appears, the micro number must be spaces when check source equals 'S'
MC29	CHECK SOURCE MUST BE S OR M	Check source field must equal 'S' or 'M'
MC30	CHECK FEE REQUIRED TO BE NUMERIC	Check fee field must be numeric
MC31	EMP ID NOT ON CROSS REF FILE	This Employee ID does not appear in the PPDB/OSPA cross-reference file.
MC32	NO CHKFEE IS REQUIRED!!	If check source equals 'R', not check fee amount is required
MC33	CHECK FEE LENGTH OVER FLD SIZE	Amount entered in check fee field is too long
MC34	CORRECTIVE MUST BE AN N OR SPACE	When check source equals 'R', corrective field must equal a 'N' or space
MC35	SEPARATION CHK MUST BE N OR SPACE	When check source equals 'R', separation check field must equal a 'N' or space
MC36	BIENNIUM SHOULD BE SPACES	When check source equals 'R', biennium field should be spaces or zeros

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Code	Message with Code	Description
MC37	BIENNIUM SHOULD BE NUMERIC	Biennium field entry must be numeric
MC38	CORRECTIVE SHOULD BE Y OR N	Corrective field entry must equal 'Y' or 'N'
MC39A	SET # MUST BE ZEROS OR SPACES	If check source equals 'R', corrective set field must be zeros or spaces
MC42	SYSTEMS RECORD NOT FOUND!!	Record not found
MC43	DBASE 401 CORRECT REPLACE ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC44	DBASE 401 CORRECTIVE NOT FOUND	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC46	SYSTEMS RECORD REPLACE ERROR!!!!	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC47	DBASE5 CHK ISSUE INSERT ERROR!!	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC48	DBASE5 CHK REVRSA INSERT ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
MC50	UPDATE MADE TO DAILY LOG FILE	Update completed
MC51	REQUEST NUMBER =	Request number of manual check entered
MC52	CHECK RETURNED ADDED	Check return successfully added
MC53	MANUAL ISSUED CHECK ADDED	Manual check added
MC54	SYSTEMS ISSUED CHECK ADDED	System issued check successfully added
MC55	TRANSACTION COMPLETED	Transaction completed as entered
MC60	TO ADD AN EMPLOYEE CHECK REQUEST	Message appears on screen when first entering screen
MC61	FILL PARAMETERS, PRESS ENTER	Message appears on screen when first entering screen
MC62	CORRECTIVE NO LONGER POSSIBLE	Corrective cannot be set for prior year pay period or in current year if past December cut off date
MC75	FOR (SSN #) AMOUNT	Message appears with applicable information for SSNs transaction entered
MC76	CICS XREF ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer

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

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

Forms – The circumstances will determine which form(s), if any, you will submit to request a manual check. OSPS check related forms include:

Form 75.45.02.FO Request for Payroll Advance,
<http://oregon.gov/DAS/SCD/SARS/policies/oam/75.45.02.FO.pdf>

Form OSPS.99.12 Return of Overpayment,
<http://www.oregon.gov/DAS/SCD/OSPS/docs/forms/OSPS.99.12.pdf>

P370 Calculation of Current Payoff – for correctives, separating employees, or deceased employees, the agency staff member confirms the entries made in OSPA on the P370. The staff member then sends a screen print of the P370 that includes an authorized signature and the reason for the request to OSPS to request the manual check.

Reports – The following OSPS reports provide documentation for payments and adjustments. See Report Descriptions,
http://www.oregon.gov/DAS/SCD/OSPS/referencemanual.shtml#Chapter_3_Report_Descriptions
 for additional information.

XREFRA ACH Direct Deposit Register – OSPA produces this report after each final payroll run. It lists the employees that received payment through direct deposits for that payroll run. Information includes employee, employee ID, transit number, account number, amount deposited, trace number, and kind of account.

XREFRL Alpha Listing of Employee Checks -- OSPA produces this report after each final payroll run. It lists the employees that received paper checks for that payroll run. Information includes employee, check or MICR number, check date, amount, and set number. This is the only report that includes the check number.

XREF76, XREF76C Deduction Register – OSPA prints the XREF76 after each final payroll run; it contains P070 deductions for that run only. OSPA prints the XREF76C after each final payroll run 2; it combines the P070 deductions from both runs for the pay period. The reports include the PPNN deductions with the employee's name and the amount. Use this report to reconcile PPNN deductions to manual check requests and return of overpayment documentation.

OSPA SCREEN INTERACTIONS

Affected By

P190 Payroll Register Data – The P190 must still display the REG SET for the applicable pay period to process a manual check.

P370 Calculation of Current Payoff – for correctives, separating employees, or deceased employees, the agency staff member confirms the entries made in OSPA on the P370 and sends a screen print of the P370 to OSPS to request the check. OSPS staff members can request a manual check directly from the P370, rather than making the request on the P140.

Directly Affects

P010 Withholding Data / Locator Data – If the SEPARATION CHECK? field = yes on the P140, OSPA will populate the FINAL CHECK ISSUED and the FINAL CHECK PERIOD ENDING dates on the P010 with the dates from the P140 screen.

P070 Deductions and Deduction Adjustments – When OSPA processes a manual check, it automatically enters a PPNN deduction on the employee's P070 for the next pay period. The PPNN will deduct the amount of the manual check from the employee's next payment, thus reimbursing the agency and the joint payroll account for the payment.

P190 Payroll Register Data – If CORRECTION? = Y on the P140, OSPA will change the Corr Flag to Y for the same pay period on the P140 screen.

P320 Check Print Request –OSPA lists the check requests from the P140 on the P320. OSPS staff members request the printing of the checks on the P320.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to OSPS staff members

REVISION HISTORY

Date	Rev. No.	Modification
08/07/06	1.0	Original
10/02/06	1.1	Edit added, MICR # only zeroes or blank, WR2949
06/05/08	1.2	WR#3325, add MC31 screen message
02/11/09	1.3	WR#3319, delete check fee field, remove "R" option for CHECK SOURCE, change MC29 message
06/22/09	1.4	Periodic review