

P191

Register Summary

SCREEN PURPOSE

The P191 Register Summary shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.

ALSO KNOWN AS

PREREQUISITES, IF ANY

The final payroll calculation must have run for the pay period.

The employee must have earned wages in at least one of the past three months.

SCREEN ACCESS KEY SEQUENCE

You can drill down to the P191 from the P190 Payroll Register Data:

- Type S next to the pay period you wish to view
- Press [ENTER]

You can also access the P191 from any screen:

- Press [PAUSE] to clear the screen
- In the upper left corner, type P191, SSN or Employee ID, agency, tax year, pay period end date (P191,OR##### ,##### ,YY,MMDDYY)
- Press [ENTER]

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 (#####). Required to retrieve a record. If you logged-on with an agency number, OSPA will default to that agency number.

Tax year = tax year that applies to the designated pay period, YY. Required.

Pay period = the last day of the month for which you wish to view data, MMDDYY. Required.

SCREEN ELEMENTS

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
P191 Oregon State Payroll - Register Summary PROD							
EmpID: ORXXXXXX AG#: 99900 TxY: XX Pay Per: 0228XX EMPLOYEE, TAYLOR							
RG05 FUNC CODE MUST BE A, C, D, L OR S							
(J)	ORIGINAL Run: 01 Check Iss: 0301XX Job: 1 1201XX Rep/Cls: OA C8423						
Ben: CO Adj Base: 3044.00 Basis: S PT/FT: F Hr-Rt: 17.56							
(K)	A Typ	Units	Rate	Amt	A DED/PL	EE Amt	ER Amt
	T/S RG*	160.00	3044.00	3044.00	AENN050	1.00	
	GPA IR			170.50	DONN	51.75	
	Total Gross			3214.50	OONN001		154.00
	Tax/Ret	ER Amt	EE Amt	Subj Amt	OPNNAAA		61.40
	FIT J 0		315.01	3193.37	SLNN001		1.10
	SIT J 0		198.00		TDNN	2.75	
(L)	FICA		197.99	3193.37	UFNNGGG	21.13	
	MEDR		46.30	3193.37	UFNN080	16.47	
	WBF		2.13		9999001	-0.98	
	SRETS	192.87		3214.50			
	ERETS	279.34		3214.50			
	Total Deductions					92.12	216.50
(O)	Net Pay			2362.95	(N)		
					ACH: N	(P)	
(Q)	CORRECTIVE Run: 02 Check Iss: 0315XX Job: 1 1201XX Rep/Cls: OA C8423						
(R)	ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd						

Legend

No.	Description
A	Screen designation. Part of screen access key sequence, required.
B	Employee's SSN (#####) or Employee ID (OR#####). Part of screen access key sequence, required.
C	Employee's agency number, #####. Part of the screen access key sequence, required. If you log-on with an agency number (rather than all), OSPA will default to that agency.
D	Screen title.
E	Tax year for the register you wish to view, YY. Part of the screen access key sequence, required.

No.	Description
F	Ending date of the pay period that you wish to view, MMDDYY. Part of the screen access key sequence, required.
G	Employee's name from the P030 Job Status Data.
H	<p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • FORS = Special region for Department of Forestry and OSPS training • PEBB = Special region for PEBB.benefits interface testing • PROD = Production region • STST = Special region for programmers to test application changes • TEST = Special region for OSPS to test application changes
I	Screen messages. See Common Error Messages below.
J	<p>ORIGINAL: Indicates the tran type for the payroll run from the P190. Possible values include:</p> <ul style="list-style-type: none"> ▪ CORRECTIVE – OSPA has re-run a prior closed payroll period because of a corrective flag on the P190 ▪ ORIGINAL – the data from the first time that OSPA calculated this pay period run ▪ REVERSAL – the entries for this run were reversed through the P130 Check Reversal / Stop Payment screen <p>Run: run number for register set displayed</p> <p>Check Iss: payment date for the register set displayed</p> <p>Job: employee's concurrent job number. If the employee has more than one concurrent job, the data for the additional job(s) will follow in numeric order</p> <p>Rep/Cls: the first four digits = the employee's representation code. This is followed by the employee's classification code. Both are from the P030 Job Status Data.</p> <p>Ben: employee's BENEFIT PKG CD from the P030. See Appendix H.</p> <p>Adj Base: employee's ADJUSTED BASE salary from the P030.</p> <p>Basis: WAGE BASIS CD from the P030. Possible values include:</p> <ul style="list-style-type: none"> ▪ D = daily

No.	Description
	<ul style="list-style-type: none"> ▪ H = hourly ▪ P = partial salary (part-time salaried) ▪ S = salaried ▪ U = undefined <p>PT/FT: PT-FT CD from the P030. Possible values include:</p> <ul style="list-style-type: none"> ▪ F = full-time ▪ I = intermittent ▪ J = job share ▪ P = part-time ▪ T = temporary <p>Hr-Rt: EQUIVALENT RATE from P030, employee's average hourly rate</p> <p>FIXED DIFF: If the employee has FIXED MLY DIFFS on the P030 Job Status Data, the pay types will display.</p>
K	<p>Source of income. Possible values include:</p> <ul style="list-style-type: none"> ▪ T/S = P003 or P004 Time Capture ▪ GPA = P050 Gross Pay Adjustments on File <p>A: For GPA listings, the ADJ TYP from the P050 Gross Pay Adjustments. Possible values include:</p> <ul style="list-style-type: none"> ▪ A = one-time adjustment ▪ Blank = on-going adjustment <p>Typ: Pay type from the P003, P004, or P050. RG* includes all regular pay types (REG PY = Y on the PTB2 Payroll Benefit Package Table).</p> <p>UNITS: Number of hours entered with this pay type on P003, P004, or P050</p> <p>RATE: Rate OSPA used to calculate the Amt from the Units entered. The rate may be the employee's adjusted base salary or an hourly rate.</p> <p>Amt: Amount employee received from this pay type</p> <p>Total Gross: Employee's gross pay for this payroll run / check issue date</p>

No.	Description
L	<p>Tax/Ret: Tax withholding and retirement contributions. For a list of possible codes, see the OSPA Screen Descriptions for the P060 Tax and Ope Adjustments on File and the P090 YTD Wages, Taxes, and Retirement. Some of the common descriptions include:</p> <ul style="list-style-type: none"> ▪ ERET <ul style="list-style-type: none"> ○ A value in the ER Amt = state match or employer contribution ○ A value in the EE Amt = employee has paid the employee's contribution (RTMT STAT on the P010 Withholding Data / Locator Data = E) ○ The last character (F, G, P, S or T) indicates the PERS retirement plan (RTMT SYST on the P010) ▪ FIT = federal income tax withheld, displayed with the FEDERAL STAT, EXEM, and ADDL from P010 Withholding Data/Locator Data ▪ MEDR = the employee's share of the Medicare tax ▪ SIT = state income tax withheld displayed with the STATE STAT, EXEM, and ADDL from the P010 ▪ SRET = the state has picked-up or paid the employee's PERS contribution (RTMT STAT on the P010 = D). The last character (F, G, P, S or T) indicates the PERS retirement plan (RTMT SYST on the P010). ▪ SSEC = employee's share of the social security tax ▪ WBF = workers' benefit fund assessment <p>ER Amt: Amount of taxes and retirement contributed by the state on the employee's behalf</p> <p>EE Amt: Amount of taxes and retirement withheld from employee's wages</p> <p>Subj Amt: Amount of employee's wages that were used to calculate the designated tax or retirement contribution</p>

No.	Description
M	<p>A: ADJ from the P070 Deductions and Deduction Adjustments. Possible values include:</p> <ul style="list-style-type: none"> ▪ blank – ongoing until deleted ▪ A = one-time deduction, operator calculated ▪ F = one-time deduction, operator calculated, to force medical and dental premiums when an employee is on FMLA. Agencies may also choose to use this adjustment code when an employee <ul style="list-style-type: none"> ○ Is on OFLA, ○ Receives donated hardship leave, and ○ The donated leave covers the agency’s insurance costs but does not give the employee 80 hours of paid leave. ○ See Recommended Practices, Leave, Donated Hardship. ▪ T = one-time deduction, system calculated (table driven) for OPE adjustments (ope class on the PTD1 Payroll Deduction Table ≠ N) ▪ W = ongoing, operator calculated, to force medical and dental premiums for SAIF claim or military leave (USERRA) <p>Ded/PI: Deduction code and, when applicable, the plan code entered on the P070 Deductions and Deduction Adjustments.</p> <p>EE Amt: Employee paid amount for the deduction code</p> <p>ER Amt: Employer paid amount for the deduction code</p>
N	Total of the EE Amt and ER Amt for Ded/PI
O	The net pay calculated for the employee
P	<p>Indicates whether employee has a net pay direct deposit or receives a paper check.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • N = employee receives a paper check • Y = employee has a net pay direct deposit (XDNN 555)
Q	For this screen example, this is the beginning of the record for the next payroll run for this pay period. OSPA will display the next record immediately after the prior one.

No.	Description
R	<p>Commands available from this screen.</p> <p>Possible values include:</p> <p>ENT = Fwd/Upd/Sel – Press [ENTER] to retrieve a new record on the P191 or to display a different OSPA screen</p> <p>CLR = Exit – press [PAUSE] to display a blank screen</p> <p>F3 = P190 – press [F3] to display the P190 Register Data for the employee</p> <p>F4 = Prev PP – press [F4] to display the prior pay period for the same employee. OSPA will display run 1, job 1 for that pay period. OSPA will display “RG26 NO MORE PAY PERIODS FOR EMPLOYEE” when you reach the end of the registers for the employee.</p> <p>F5 = Next PP – press [F5] to display the next pay period for the same employee. OSPA will display run 1, job 1 for that pay period. OSPA will display “RG26 NO MORE PAY PERIODS FOR EMPLOYEE” when you reach the end of the registers for the employee.</p> <p>F7 = Bwd – press the [F7] key to return to the first screen for the employee and the pay period</p> <p>F8 = Fwd – press the [F8] key to display the next screen for the pay period. OSPA will scroll through all of the runs for the employee for the pay period. It stops when it reaches the end of the pay period.</p>

NOTES

Deduction Codes – The Non Taxable Code on the PTD1 Payroll Deduction Table determines if OSPA will calculate federal (FIT) and state (SIT) income or social security and Medicare (FICA) tax withholding before or after taking the deduction.

Possible values include:

- N -- The deduction is **exempt from** FIT and SIT and **subject to** FICA.
- T -- If the deduction code **does not have a plan code** or has a **numeric plan code** on the PTD2 Payroll Deduction Table, the deduction is **subject to** FIT, SIT, and FICA. With an **alpha plan code**, the deduction is **exempt from** FIT, SIT, and FICA.
- X -- The deduction is **exempt from** FIT, SIT, and FICA.

Pay and Leave Codes – Indicators on the PTB2 Payroll Benefit Package Table determine how the pay codes used for a particular employee will affect the employee’s wage reporting and withholding.

INCOME-SUBJ-TO -- determines if the dollar amount for the pay code will be subject to taxes. The values include:

- MT = subject to mass transit tax. For agency 17700 only, included in MTT
- RMT = subject to retirement
- SS = subject to social security and Medicare
- TAX = subject to federal and state income tax withholding

INC TYP -- determines how OSPA will categorize the pay type. The values include:

- N = not income
- O = other income
- R = reimbursement
- T = taxable

SAIF PCT – determines if the hours reported will be included in the calculation for the Worker’s Benefit Fund Assessment (WBF). If the employee’s record on the P010 Withholding Data / Locator Data has SAIF SUBJ = Y, OSPA will calculate as following:

$$\# \text{ of hrs. with PAY TYPE X SAIF PCT X WBF assessment rate}$$

COMMON ERROR CODES

Code	Message with Code	Description
RG02	ACCESS NOT AUTHORIZED	User does not have access to this screen.
RG04	INVALID AGENCY NUMBER	Number that you entered in the AG# field is not numeric or a valid agency number.
RG13	INVALID EMP ID ENTERED	Invalid SSN or Employee ID entered
RG14	EMP ID/SSN NOT FOUND	Employee was not found on the databases
RG15	NO REGISTERS FOUND FOR EMP ID	Employee was found, but does not have registers in the requested agency
RG16	INVALID YEAR IN PAY PERIOD	Non-numeric year entered
RG17	INVALID PAY PERIOD END DATE	Date entered is not a pay period ending date
RG25	TAX YEAR INVALID	Tax year entered is not numeric
RG26	NO MORE PAY PERIODS FOR EMPLOYEE	OSPA has reached the end of the pay periods for the employee
RG65	REGISTER READ PROBLEM	Document action being taken, screen print error and fax to OSPS

Code	Message with Code	Description
RG66	NET PAY SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG67	ACH DEDUCTION SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG68	PERSON SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG69	DATA BASE NOT AVAILABLE	Document action being taken, screen print error and fax to OSPS
RG70	NO JOB STATUS, PLEASE VIEW WITH P192	The employee does not have a detail time record for the pay period entered. There may be data on the P192 for that pay period.
RG98	FILE XXXXXXXXXX NOT OPEN	Document action being taken, screen print error and fax to OSPS
RG99	EIBFN XXXX EIBRCH XXXX PARA-XXXXXX CALL PAYROLL	Document action being taken, screen print error and fax to OSPS

For a complete alphabetical error code listing, see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P003, P004 Time Capture screens – The P191 lists the pay types entered on the time capture screens.

P050 Gross Pay Adjustments – The P191 lists the pay types entered on the P050.

P060 Tax/OPE Adjustments on File – The P060 allows us to adjust current taxes and other payroll expenses.

P070 Deductions and Deduction Adjustments – The P191 lists the deduction codes entered on the P070.

P130 Check Reversal / Stop Payment – The P191 will display REVERSAL for a payment that OSPA has reversed on the P130.

P190 Register Data – The P190 lists the register sets for the last three pay periods. You can drill down from the P190 to the P191.

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. See Notes, Pay and Leave Codes.

PTD1 Payroll Deduction Table – The PTD1 indicates whether the deduction is exempt from or subject to withholding for federal and state income, social security, and Medicare taxes. See Notes, Deduction Codes.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
05/08/07	1.0	Original, new screen, WR#2884
05/30/07	1.1	Add message RG70
04/08/08	1.2	WR #3278, change FICA to social security
02/26/09	1.3	WR #3421, change WCD to WBF; clarify P070 adj F; add PTD1 Non Taxable Code
05/27/09	1.4	Clarify SRET and ERET