

P192

*Register Listing*

SCREEN PURPOSE

The P192 Register Listing, an inquiry only screen, displays the payroll register detail for a designated employee, pay period, and payroll run. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

ALSO KNOWN AS

PREREQUISITES, IF ANY

The payroll calculation must have run for the pay period.

The employee must have earned wages in the pay period.

SCREEN ACCESS KEY SEQUENCE

You can drill down to the P192 from the P190 by typing L next to the pay period you wish to view and pressing [ENTER].

You can also access the P192 from any screen by typing P192, SSN or Employee ID, agency, tax year, pay period end date (P192,OR#####,#####,YY,MMDDYY)

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

**Employee ID** = employee identification number (OR#####). Either SSN or Employee ID is required.

**Agency** = OSPA agency number (#####). Required, will default to the agency number you used when you logged on.

**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

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    (A) P192 (B) Oregon State Payroll - Register Listing (C) PROD
    EmpID: ORXXXXXXXX AG#: 99900 TxY: XX Pay Per: 0228XX EMPLOYEE, TAYLOR
    RG05 FUNC CODE MUST BE A, C, D, L OR S (I)
    (J) ORIGINAL Run: 01 Dist: 72670
    J/S CCJ: 1 Posn: 4711050 %: 1.0000 Pt/Ft: F Ben: CO Rt: 3044.00 HrRt: 17.56
    L/D Type: RG T/S Date: 022807 Hours: 152.00 Amt: 2891.80 } (K)
    L/D Type: HO T/S Date: 022807 Hours: 8.00 Amt: 152.20 }
    L/S Type: RG* FTE: 160.00 Hours: 160.00 Amt: 3044.00 Desc: TOTAL-REG (L)
    GPA Type: IR Adj: Units: Rate: Amt: 170.50 } (M)
    GPS Type: IR Amt: 170.50 AdjDesc: INS RETURN PayDesc: INS RETURN
    DED Type: AENN 050 Adj: Empl: 1.00 Emplr: Board:
    DED Type: DONN Adj: Empl: 51.75 Emplr: Board:
    DED Type: OONN 001 Adj: Empl: Emplr: 154.00 Board: 154.00
    DED Type: OPNN AAA Adj: Empl: Emplr: 61.40 Board: 0.37
    DED Type: SLNN 001 Adj: Empl: Emplr: 1.10 Board:
    DED Type: TDNN Adj: Empl: 2.75 Emplr: Board:
    DED Type: UFNN GGG Adj: Empl: 21.13 Emplr: Board:
    DED Type: UFNN 080 Adj: Empl: 16.47 Emplr: Board:
    DED Type: 9999 001 Adj: Empl: -0.98 Emplr: Board:
    (O) NET CkDate: 0301XX Amt: 2362.95 SubjTX: 3193.37 SubjRT: 3214.50
    (P) CORRECTIVE Run: 02 Dist: 72670
    (Q) ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd
    
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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 screen access key sequence, required. It will default to the agency number you used when you logged on.
D	Screen title.
E	Tax year for the register you wish to view, YY. Part of the screen access key sequence, required.
F	Ending date of the pay period that you wish to view, MMDDYY. Part of the screen access key sequence, required.

No.	Description
G	Employee's name from the P030 Job Status Data.
H	<p>Active mainframe computer region. Possible values include:</p> <ul style="list-style-type: none"> <li>• FORS = Special region for training</li> <li>• PEBB = Special region for PEBB.benefits interface testing</li> <li>• PROD = Production region</li> <li>• STST = Special region for programmers to test application changes</li> <li>• TEST = Special region for OSPA to test application changes</li> </ul>
I	Screen messages. See Common Error Messages below.
J	<p><b>ORIGINAL:</b> Indicates the tran type for the payroll run from the P190. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ CORRECTIVE – OSPA has re-run a prior closed payroll period because of a corrective flag on the P190</li> <li>▪ ORIGINAL – the data from the first time that OSPA calculated this pay period run for this employee</li> <li>▪ REVERSAL – the entries for this run were reversed through the P130 Check Reversal / Stop Payment</li> </ul> <p><b>Run:</b> run number for register set displayed</p> <p><b>Dist:</b> CREW-UNIT from the P030 Job Status Data</p> <p><b>J/S CCJ:</b> employee's concurrent job number. If the employee has more than one concurrent job, the additional job(s) will follow in numeric order</p> <p><b>Posn:</b> POS (position number) from the P030</p> <p><b>%:</b> PT-FT PCT (percent of full-time the employee works) from the P030</p> <p><b>Pt/Ft:</b> PT-FT CD from the P030. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ F = full-time</li> <li>▪ I = intermittent</li> <li>▪ J = job share</li> <li>▪ P = part-time</li> <li>▪ T = temporary</li> </ul> <p><b>Ben:</b> BENEFIT PKG CD from the P030. See Appendix H.</p> <p><b>Rt:</b> ADJUSTED BASE salary from the P030</p> <p><b>Hr-Rt:</b> EQUIVALENT RATE from the P030</p>

No.	Description
K	<p><b>L/D</b> = Detailed entry from the P003 or P004 Time Capture. For employees on On-line Daily Time, the screen will list the hours for each day the employee worked or took leave. For employees who complete a timesheet, the screen will summarize the month's hours by pay type.</p> <p><b>Type:</b> Pay type entered.  <b>T/S Date:</b> Date entered on P003 or P004.  <b>Hours:</b> Number of hours recorded for the designated pay type  <b>Amt:</b> Dollar value of hours recorded</p>
L	<p><b>L/S</b> = Summary of detail lines from the P003 or P004</p> <p><b>Type:</b> Pay type entered on the P003 or P004</p> <p>RG* = All regular hours, which are pay types that do not affect the employee's pay, such as regular time worked, paid sick leave, paid vacation, holidays, etc. Regular pay types have REG PY = Y on the PTB2 Payroll Benefit Package Table.</p> <p><b>FTE:</b> The total hours for a full-time employee with this work schedule  <b>Hours:</b> Total number of hours entered with this pay type  <b>Amt:</b> Dollar value of hours entered with the pay type  <b>Desc:</b> Description of the pay type</p>
M	<p><b>GPA:</b> Detailed entry from the P050 Gross Pay Adjustments on File  <b>Type:</b> PAY TYP entered on the P050  <b>Adj:</b> ADJ TYP from the P050. Possible values include:</p> <ul style="list-style-type: none"> <li>o A = one-time adjustment</li> <li>o Blank = on-going adjustment</li> </ul> <p><b>Units:</b> UNITS from the P050, number of hours  <b>Rate:</b> RATE on the P050, hourly rate  <b>Amt:</b> AMOUNT from the P050</p> <p><b>GPS:</b> Summary for each pay type listed under GPA  <b>Type:</b> Pay type  <b>Amt:</b> Total amount of entries with the same pay type on the P050  <b>AdjDesc:</b> COMMENT from the P050  <b>PayDesc:</b> PAY TYPE DESCRIPTION from the PTB2 Payroll Benefit Package Table</p>

No.	Description
N	<p><b>Ded</b> = Deductions entered on the P070 Deductions and Deduction Adjustments. The display for each deduction will reflect the fields that have values entered on the P070. Some of the descriptions may include:</p> <p><b>Type:</b> Deduction code and, if applicable, plan code</p> <p><b>Adj:</b> ADJ from the P070. See Notes, P070 ADJ, for possible values.</p> <p><b>Empl:</b> Amount paid by employee. Includes EMPLOYEE SHARE PCT GRS, PCT NET, or FIXED AMOUNT from the P070 or the employee paid share of the EMPL SHARE on the PTD2 Payroll Deduction Table.</p> <p><b>Emplr:</b> Amount paid by employer, EMPLR SHARE from the P070 or the employer paid share of the EMPL SHARE on the PTD2 Payroll Deduction Table</p> <p><b>Board:</b> PEBB administrative fee from the PTD2</p>
O	<p><b>NET CKDATE:</b> Payment date for this register set</p> <p><b>AMT:</b> Net pay amount for this register set</p> <p><b>SUBJTX:</b> Employee's wages that were subject to federal and state income tax withholding for this register set</p> <p><b>SUBJRT:</b> Employee's wages that were subject to retirement contributions for this register set</p>
P	<p>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.</p>

No.	Description
Q	<p>Commands available from this screen include:</p> <p><b>ENT = Fwd/Upd/Sel</b> – Press the [ENTER] key to retrieve a new record on the P192 or to display a different screen</p> <p><b>CLR = Exit</b> – press [PAUSE] to display a blank screen</p> <p><b>F3=P190</b> – press [F3] to display the P190 Register Data for the employee</p> <p><b>F4 = Prev PP</b> – press [F4] to display the P192 for the prior pay period for the same employee. OSPA will display run 1, job 1 for that pay period.</p> <p><b>F5 = Next PP</b> – press [F5] to display the P192 for the next pay period for the same employee. OSPA will display run 1, job 1 for that pay period.</p> <p><b>F7 = Bwd</b> – press the [F7] key to display prior P192 screens for the employee and the pay period</p> <p><b>F8 = Fwd</b> – press the [F8] key to display the next P192 screen for the pay period. OSPA will scroll through all of the runs for the employee for the pay period.</p>

NOTES

**P070 ADJ Code** – The ADJ code on the P070 tells OSPA how to handle the deduction.

Possible values include:

- blank – ongoing until deleted
- A = one-time deduction, person making the entry calculates and enters the amounts
- F = one-time deduction, the person making the entry calculates and enters the amounts. We use it to force required or core PEBB insurance premiums when an employee is on FMLA.

Agencies may also choose to use this adjustment code when an employee

- 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
- T = one-time deduction, system calculated (table driven) for OPE adjustments (ope class on the PTD1 Payroll Deduction Table ≠ N). We typically use this when entering PEBB benefits late.

- W = ongoing, person making the entry calculates and enters the amounts. We use it to force core or required PEBB insurance premiums when an employee has a SAIF claim or is on military leave (USERRA).

SEE SCREEN DESCRIPTIONS, P070COMMON 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
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
RG98	FILE XXXXXXXXX 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 L/C section of the P192 lists pay types entered on the P003 or P004 Time Capture.

**P050 Gross Pay Adjustments** – The GPA section of the P192 lists pay types entered on the P050.

**P070 Deductions and Deduction Adjustments** – The DED section of the P192 lists deduction and plan codes entered on the P070.

**P130 Check Reversal / Stop Payment** – The P192 will display REVERSAL for a payment that OSPS 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 P192.

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
03/24/09	1.1	WR#3459, remove ACH; clarify P070 F ADJ code

