

PTB1

Payroll Benefit Table

SCREEN PURPOSE

The PTB1 Payroll Benefit Table is an inquiry only screen. It displays the usage and accrual rules for leave types for a given benefit package. It also displays the maximum dollar amount the state will contribute to the premiums for an employee's PEBB benefits.

ALSO KNOWN AS

PTB1

PREREQUISITES, IF ANY

The benefit package must be entered on the ADB1 Payroll Benefit Package Table.

SCREEN ACCESS KEY SEQUENCE

PTB1,XX,MMDDYY

XX = an alpha benefit package. See Appendix H for a list of current benefit package codes.

MMDDYY – if you leave the field blank, OSPA will default to the current record (MMDDYY = 999999). If you enter a date, OSPA will display the benefit package that was in effect on that date.

SCREEN ELEMENTS

A		B		C		D		E		F		G		H		I		J		K		L			
PTB1		CO				PAYROLL BENEFIT PACKAGE TABLE																			
PKG TRN ?		PKG CODE		CO		DESC		SEIU/OPEU		EE		EXP		0630XX		LAM		Y		ATE		Y			
START DT		0501XX		STOP DT		999999		CONTR		N		0000.00		S		0000.85		N		0000.00		N		0080.00	
OPE CLS/MTCH		L		0001.00		N		0000.00		S		0000.85		N		0000.00		N		0000.00		N		0080.00	
ST MAX CNTRB		W		0728.14		X		0981.12		Y		0840.59		Z		1002.97									
OPT OUT AMTS		0387.00		0154.00		0233.00																			
TRN	LV	DESCRIPTION		ACCR	MO	ACCR	RATE	MAX	ALLWD	MON	MAX	USE	WAIT												
?	CT	COMP TIME		00		00.00		0240.0		00	0000.0		00												
?	GL	GIVEN/GOV LV		00		00.00		0000.0		10	0008.0		00												
?	ML	MILITARY LVE		00		00.00		0000.0		09	0088.0		05												
?	PB	PERSONAL BUS		06		24.00		0024.0		06	0000.0		05												
?	PR	PRERETIRE LV		00		00.00		0000.0		00	0028.0		00												
?	SL	SICK LEAVE		00		08.00		9999.0		00	0000.0		00												
?	ST	SPL TIME		00		00.00		9999.0		00	0000.0		00												
?	VA	VACATION-08		00		08.00		0325.0		00	0000.0		06												
?	VA	VACATION-10		00		10.00		0325.0		00	0000.0		00												
?	VA	VACATION-12		00		12.00		0325.0		00	0000.0		00												
?	VA	VACATION-14		00		14.00		0325.0		00	0000.0		00												
?	VA	VACATION-16		00		16.00		0325.0		00	0000.0		00												
?	VA	VACATION-16		00		16.00		0325.0		00	0000.0		00												
?				00		00.00		0000.0		00	0000.0		00												
?				00		00.00		0000.0		00	0000.0		00												
?				00		00.00		0000.0		00	0000.0		00												
?				00		00.00		0000.0		00	0000.0		00												

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Two-digit, alpha, benefit package code. Part of the screen access key sequence, required. See Appendix H for current codes.
C	Date, MMDDYY. Part of the screen access key sequence, optional. If a date is entered, OSPA will display the benefit package in effect for that date. If the date is blank, OSPA will default to the current record, 999999.
D	Screen title PKG TRN ? : Not available on this screen. On the ATD1 Payroll Deduction Table, OSPA uses this field to indicate the kind of entry being made.
E	Benefit package code. See Appendix H for current codes.
F	Brief description of the benefit package
G	Date the benefit package goes into effect, MMDDYY

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No.	Description
H	Last date the benefit package will be in effect, MMDDYY. Current packages will have 999999.
I	Date contract that applies to the benefit package will expire, MMDDYY
J	Y = leave may accrue mid-month
K	Y = benefit package is available to temporary employees
L	<p>Pay frequency. It is currently M (monthly) for all employees.</p> <p>Other possible values include: S = Supplemental W = Weekly per diem</p>
M	<p>OPE CLS: Values currently being used include: D = dental H = health L = life N = no OPE class S = State Police insurance</p> <p>The following values may have been used in the past: C = composite benefit (SEBB/BUBB plans) F = flexible benefits T = long-term disability U = union</p> <p>MTCH: maximum amount the state will pay toward the cost of insurance indicated for each OPE CLS listed</p>
N	<p>The maximum amount the state will pay toward the cost of an employee's health insurance benefits.</p> <p>W = employee only X = employee and spouse / domestic partner Y = employee and children Z = employee and family</p>
O	Field deleted, WR2766-G, PEBB Plan Year 2006

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No.	Description
P	<p>Values used to calculate the insurance return for an employee who opts out of medical insurance (Deduction and plan code DONN 001 on the P070 Deductions and Deduction Adjustments). The amounts provided are for an employee with PT-FT CD / PCT = F/1.000 on the P030 Job Status Data. If the employee is part-time the amount will be reduced proportionately.</p> <p>First field = max contribution available for insurance return Second field = amount of contribution that will be sent to PEBB Third field = amount of contribution available for employee. It will be reduced by the basic life and dental premiums.</p>
Q	Indicates the desire to add, change, or delete a leave type. Functionality is not available on this screen.
R	Leave types included in this benefit package
S	Description of leave type
T	Employment month leave will begin to accrue . For example, the employee must work for six months before receiving Personal Business (PB) leave.
U	Rate at which leave balance will accrue
V	Maximum balance an employee may have. If the leave balance exceeds this amount, the employee must either take leave or lose it.
W	Calendar month that leave balance goes to zero. For example, PB goes to zero in June.
X	Maximum amount of leave that may be used at one time
Y	Number of employment months before an employee may use leave. For our example, the employee must wait five months before using PB.

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
BN01	SECURITY VIOLATION	Access not permitted to screen
BN05	NO RECORD FOUND	Record requested was not found by OSPA.
BN06	RCD LNGTH ERROR	Record length error. OSPS will document action being taken, screen print error, and fax to programmer.
BN07	DSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN08	ILLOGIC ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN09	INVREG ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN10	IOERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN11	ISCINVREQ ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN12	NOTOPEN ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN13	SYSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN14	NO MORE SPACE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN15	OTHER ERROR TYPE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN16	OSPS FILE UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
BN21	EDIT ERROR	Indicates an error was found and the screen returns with fields highlighted.
BN30	NO PAY TYPES FOR THIS BENEFIT	No pay type found for this benefit
BN90	PAY TABLE SIZE EXCEEDED	File error. OSPS will contact programmer.
	CICS RESPONSE CODE:	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	CURRENT CHANGES HAVE BEEN ROLLED BACK	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	LOG TABLE FAILURE CONTACT SUPPORT	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

SUPPORTING DOCUMENTATION

OSPS will only make changes to the ADB1 and ADB2 Payroll Benefit Package Table when they are necessary to conform to changes in bargaining agreements, personnel rules, or state or federal regulations.

OSPA SCREEN INTERACTIONS

Affected By

ADB1 Payroll Benefit Package Table -- OSPS enters leave types for the Payroll Benefit Package with the ATB1 Payroll Benefit Package Table screen. The PTB1 Payroll Benefit Package Table accesses this data.

Directly Affects

Leave Accrual and Reporting System (LARS) – The PTB1 Payroll Benefit Package Table indicates the accrual rate and maximum accrued balance allowed for a given leave type.

P003 Time Capture and P004 Time Capture – The PTB1 displays the accrual rate, any waiting period before an employee may use a given leave type, or any maximum amount the employee may use at one time. OSPA edits leave types entered on the Time Capture screens against these rules to ensure the employee has an appropriate leave balance and is eligible to use a given leave type.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
04/05/06	1.0	Original
09/20/06	1.1	DENT field deleted, MAX CASH BCK replaced with OPT OUT AMTS. WR2766-G, PEBB Plan Year 2006.
02/06/07	1.2	Correct Benefit Package Code Appendix