

## PTD2

### *Payroll Deduction Table*

#### SCREEN PURPOSE

The PTD1 Payroll Deduction Table screen displays each deduction code and the general controls and business rules that apply to the code. The PTD2 Payroll Deduction Table displays cost information about each of the plan codes associated with a given deduction code. Not all deduction codes have plan codes; these will not have a record on the PTD2.

#### ALSO KNOWN AS

PTD2

#### PREREQUISITES, IF ANY

The PTD2 Payroll Deduction Table is an inquiry only screen. OSPS enters plan code details with the ADD2 Payroll Deduction Table screen.

Prior to entering plan codes on the ADD2 Payroll Deduction Table, OSPS must establish the deduction code on the ADD1 Payroll Deduction Table screen.

#### SCREEN ACCESS KEY SEQUENCE

PTD2,####

#### = a four-digit alphanumeric code that designates a specific deduction code. See Appendix C for a list of current codes.

SCREEN ELEMENTS

A		B		C		D			E	
PTD2		PKNN,999999		PAYROLL DED/PLAN TABLE			PROD			
Payee DAS - PARKING PRE-TAX				Deduction Description PARK PRETAX						
T	Plan Code	Description	Carrier Cvg	OPE Cls Tier CD	Empl Share	Adm/Stab Fee	Vendor Share	State Share		
?	111	MTCYCL/SALEM	-	-	5.00	.00	5.00	.00		
?	115	BIKE LKR SLM	-	-	6.00	.00	6.00	.00		
?	119	MTCYLE/PORTL	-	-	10.00	.00	10.00	.00		
?	221	HALF/UNRESRV	-	-	24.00	.00	24.00	.00		
?	222	UNRSVD/SALEM	-	-	48.00	.00	48.00	.00		
?	223	U/CP+1/SALEM	-	-	43.00	.00	43.00	.00		
?	224	U/CP+2/SALEM	-	-	40.00	.00	40.00	.00		
?	225	U/CP+3/SALEM	-	-	37.00	.00	37.00	.00		
?	229	R/UN/D+0/PTL	-	-	78.00	.00	78.00	.00		
?	230	R/UN/D+1/PTL	-	-	73.00	.00	73.00	.00		
?	231	R/UN/D+2/PTL	-	-	70.00	.00	70.00	.00		
?	232	R/UN/D+3/PTL	-	-	67.00	.00	67.00	.00		
?	333	R/UNCOV/SALM	-	-	53.00	.00	53.00	.00		
?	334	RU/CP+1SALEM	-	-	48.00	.00	48.00	.00		
?	335	RU/CP+2SALEM	-	-	45.00	.00	45.00	.00		
?	336	RU/CP+3SALEM	-	-	42.00	.00	42.00	.00		
?	339	RES/PTLD	-	-	103.00	.00	103.00	.00		
?	340	R/CP+1/PTLD	-	-	98.00	.00	98.00	.00		

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence.
B	Specific deduction code, ####, alphanumeric. Part of the screen access key sequence.
C	End effective date for the deduction code, typically the last date the contract is in effect, MMDDYY. Current records have 999999. Optional part of the screen access key sequence.
D	Title of screen

## OSPA Reference Manual

OSPA Screens

PTD2

No.	Description
E	<p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"><li>• FORS = Special region for Department of Forestry 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 OSPS to test application changes</li></ul>
F	Vendor from the PTD1 Payroll Deduction Table
G	Brief title that describes the purpose of the deduction code. From the PTD1 Payroll Deduction Table.
H	Not available on this screen. On the ADD1 Payroll Deduction Table, OSPS uses this field to indicate the kind of entry being made.
I	Plans that are available from the vendor (see Notes below). Three-digit, alphanumeric. If the deduction code has plan codes, you must enter a plan code on the P070 Deductions and Deduction Adjustments.
J	Brief description of the plan code
K	<p>Used on reports for some vendors</p> <p>Possible values include:</p> <p>A = employee only B = employee and spouse C = employee and children D = employee and family</p>
L	<p>Related to ST MAX CONTRB on the PTB1 Payroll Benefit Table screen. Used to combine premiums during the calculation of the vendor's payment.</p> <p>Possible values include:</p> <p>W = employee only X = employee and spouse Y = employee and children Z = employee and family</p>
M	VENDOR SHARE + ADM/STAB FEE

# OSPA Reference Manual

OSPA Screens

PTD2

No.	Description
N	PEBB or Department of Administrative Services administrative fee. Currently, only PEBB charges an administrative fee.
O	Vendor's premium for a given plan code
P	Used when both the employee and employer pay a portion of the premium.

## NOTES

**Plan Codes** -- Many payroll deductions are based on fixed amounts. These amounts are known for a given time period, as are the portions paid by the employer and employee to the vendor and for administrative fees. Where this information is available, OSPS will establish plan codes with the specific amounts entered on the PTD2. These amounts will not be entered on the P070 Deductions and Deduction Adjustments. Instead, OSPA will calculate them as part of the payroll process. An alpha code indicates the deduction is pre-tax; a numeric code is post-tax.

## SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code has not been entered on the ADD1 or it does not have plan codes on the ADD2.
DD05	SECURITY ERROR	Access not permitted to the screen
DD11	INV DED CODE	No deduction code after keying ADD1
DD12	INV DATE.	Date entered after deduction code as part of the inquiry. It is not in MMDDYY format or not a valid date.
DD50	NO DED REC.	No deduction code or an invalid code entered as part of the inquiry.
DD90	OSDEDPKG NOT OPEN	Deduction package table not open. OSPS will document action being taken, screen print error and fax to programmer
DD91	OSBENPKG NOT OPEN	Benefit package table not open. 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

## OSPA SCREEN INTERACTIONS

### Affected By

**ADD2 Payroll Deduction Table** – OSPS enters deductions on the ADD1 and ADD2 Payroll Deduction Table screens. The PTD2 Payroll Deduction Table gives agency payroll staff members inquiry access to this data.

### Directly Affects

**P070 Deductions and Deduction Adjustments** – The P070 Deductions and Deduction Adjustments determines the deductions that will or have been taken from an employee's pay for a given pay period and payroll run. The deduction code must be on the PTD1 Payroll Deduction Table before you can enter it on the P070. In addition, some deduction codes also require that you enter a plan code from the PTD2 Payroll Deduction Table.

### Indirectly Affects

**P090 YTD Wages, Taxes, and Retirement** – The P090 displays YTD calculations for wages, taxes, and retirement. These calculations include pre- and post-tax deductions.

**P191 Register Summary** – The P191 is an inquiry only screen that shows summarized pay registers for an employee. The display includes deductions entered on the P070 Deductions and Deduction Adjustments. OSPA updates the data after each final payroll run.

**P192 Register Listing** – The P192 is an inquiry only screen that displays the payroll register detail for a designated employee, pay period, and payroll run. The display includes deductions from the P070. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

**P370 Calculation of Current Payoff** – The P370 displays payment information prior to OSPA generating the Payroll Registers. It reflects the deductions in effect for a given pay period and check date.

CATEGORY / SCREEN CLASSIFICATION

General information / inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original document
10/01/07	1.1	WR#3145, add 1 digit to VENDOR SHARE and EMPL SHARE (9999.99) field
05/16/08	1.2	WR#3306, re-order columns to match P070; WR#2284 new P191 and P192 screens