

ADD1

Payroll Deduction Table

SCREEN PURPOSE

OSPS uses the ADD1 Payroll Deduction Table screen to add or change deduction codes and to create the general controls and business rules that apply to the codes.

The ADD2 Payroll Deduction Table defines plan codes for a given deduction code. The codes may define the known costs and/or determine if the deduction is subject to taxes. Not all deduction codes have plan codes; these will not have a record on the ADD2.

Only OSPS staff members have access to these screens.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

ADD1,A##,MMDDYY

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

MMDDYY = effective date for code, optional. OSPA will default to 999999 (the current record in effect) or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.

To make changes to the screen:

- Access the screen
- Retrieve a record
- Press [PAUSE] to clear the screen
- Access the screen and retrieve a record a second time

SCREEN ELEMENTS

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(A) (B) (C) (D)
ADD1 QANN,999999 PAYROLL DEDUCTION TABLE
(E) Tran Type: ? Deduction Information: (G) (H) (I)
(F) Deduction Code QANN Type N Description U/WAY LANE C Category O
Start Date 1201XX Stop Date 999999 (K)
(J) ACH Acct 9999999999999999 (L) Acct Cd C (M)

(N) Payee UNITED WAY OF LANE COUNTY
Address 3171 GATEWAY LOOP
City (O) SPRINGFIELD (P) State OR Zip 974770000 (Q) (R)

(S) Central N (T) Check Accum 2 (U) Multiple DED 2 Admin Fee Payee N
OPE Class N Kaiser Code (V) Plan is Seq Num N
(V) Share Basis N (W) Board PCT 0000 (X) Priority 05

Deferred Compensation, TSA and FSA Information
Maximum PCT Curr (Y) .00 Maximum PCT YTD (Z) .00
Maximum Amt Curr (AA) -00 Maximum Amt YTD (BB) -00 Non Taxable Code T (CC)

Restrict to Agency 00000 (DD)

Union Dues Information:
(EE) Rate PCT .00 Plus Amt (FF) .00 Min Amt (GG) .00 Max Amt (HH) .00
    
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Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Four-digit, alphanumeric deduction code. Part of the screen access key sequence, required. See Appendix C for a list of current codes.
C	End effective date for the code. The current codes have 999999. Optional part of the screen access key sequence. If you enter a date, OSPA will display the record in effect at that time.
D	Screen title, protected
E	Indicates the kind of entry you are making. See Notes below. Possible values include: A = add C = change D = delete
F	Four-digit, alphanumeric deduction code

No.	Description
G	Values currently being used include: C = child support D = dental H = health I = other insurance L = life N = no deduction R = deferred compensation T = long-term disability U = union X = miscellaneous deduction
H	Brief title to describe the purpose of the deduction code
I	O = OSPS deduction P = PEBB deduction
J	The first date you can use the deduction code, MMDDYY. Generally, the first day of the month.
K	Last date you can use the deduction code, MMDDYY. Current records will have 999999.
L	Routing, transit, bank, and vendor account number for a direct deposit. OSPA will edit for valid routing and transit numbers. Maximum of 22 alphanumeric characters.
M	Indicates type of account for direct deposit. Values include: C = checking S = savings
N	Name and address of the vendor. The zip code may be alphanumeric if the address is Canadian.
O	Y = OSPS will send the payment to the vendor N = checks will go to agency payroll staff to be mailed to the vendor

No.	Description
P	<p>Number of digits in two or more deduction codes that must be the same for OSPA to combine payments to the vendor for these deduction codes.</p> <p>For example, deduction codes DKAB, DKAC, and DKAD have check accum: 2. OSPA will combine the deductions with these codes into one payment to AFSCME. If they had check accum: 4, OSPA would generate three separate payments.</p>
Q	<p>Controls the number of current ongoing (ADJ = blank) deductions an employee can have on the P070 Deductions and Deduction Adjustments with the same deduction code.</p> <p>Possible values include: 1 = the employee may only have one deduction with the same OPE class and TYPE 2 = the employee may only have one deduction with this deduction code 3 = the employee may have more than one deduction with this code</p>
R	<p>Determines if the deduction will include an administrative fee and to whom OSPA will pay the fee.</p> <p>Possible values include: E = Department of Administrative Services N = no administrative fee S = PEBB</p>
S	<p>Values currently used include: D = dental H = health L = life N = no OPE class S = Fortis Benefit and unique life</p> <p>The following values may have been used in the past: C = composite benefit (SEBB/BUBB plans) T = long-term disability U = union</p>
T	<p>A plan code unique to, and assigned by, Kaiser insurances</p>
U	<p>This field is not currently used. Defaults to N.</p>

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No.	Description
V	<p>Defines how board share will be calculated: E = percent of EMPL SHARE on the ADD2 Payroll Deduction Table N = no board share S = percent of STATE SHARE on the ADD2 V = percent of VENDOR SHARE on the ADD2</p>
W	<p>Administrative fee. If the ADM/STAB FEE column on the ADD2 has a value, OSPA will display a percentage (####). OSPA calculated.</p>
X	<p>In the original design, if the employee's earnings fell below the total of the current deductions entered on the P070 Deductions and Deduction Adjustments, OSPA would drop the deductions in descending priority order (04 first), 01 to 04. If the employee's earnings were less than the total of all of the priority 01 deductions, OSPA would still pay all of the deductions and create a net pay negative. This functionality is not part of the current programming.</p>
Y	<p>Maximum percent of current gross pay that may be deducted for deferred compensation, flexible spending accounts and tax sheltered annuities</p>
Z	<p>Maximum percent of annual gross pay that may be deducted for deferred compensation, flexible spending accounts and tax sheltered annuities</p>
AA	<p>Maximum amount within the current month that may be deducted for deferred compensation, flexible spending accounts and tax sheltered annuities</p>
BB	<p>Maximum amount for the current year that may be deducted for deferred compensation, flexible spending accounts and tax sheltered annuities</p>

No.	Description
CC	<p>Determines if OSPA will calculate federal (FIT) and state (SIT) income tax or social security and Medicare (FICA) withholding before or after taking the deduction.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • F – Not currently used. Developers planned that a positive amount would be exempt from FIT and SIT and subject to FICA. A negative amount would be subject to FIT, SIT, and FICA. Programming is required to use this code. • 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, 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.
DD	<p>Identifies agencies that may use this deduction code, #####. Up to 25 fields. 00000 indicates all agencies may use the code.</p>
EE	<p>OSPA will multiply the employee's base salary by this percent to determine union dues / fair share.</p>
FF	<p>In addition to the percent, OSPA may subtract a fixed amount from the employee's pay for union dues / fair share.</p>
GG	<p>Minimum amount the employee will pay for union dues / fair share</p>
HH	<p>Maximum amount the employee will pay for union dues / fair share</p>

NOTES

Add a deduction code by cloning an existing deduction code:

- Retrieve an existing deduction code
- Type a over the ? for TRAN TYPE
- Type the new deduction code over the existing deduction code
- Press [ENTER]
- OSPA will add the deduction code to both the ADD1 and ADD2 (if applicable).

Change an existing deduction code:

- Type c over the ? for TRAN TYPE
- Make the necessary changes
- Press [ENTER]

Delete a deduction code:

- Type d over the ? for TRAN TYPE
- Type deleteall over the zip
- Press [ENTER]
- OSPA will delete the deduction code from both the ADD1 and ADD2 (if applicable)

SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code is not on the ADD1 or it does not have plan codes on the ADD2.
DD02	REC ALREADY ON FILE	Record exists
DD03	ADD1 TRANSACTION COMPLETE	You have added or changed information on the screen and pressed [ENTER] to save the data.
DD04	ADD2 TRANSACTION COMPLETE	Transaction entered
DD05	SECURITY ERROR	Access not permitted to the screen
DD10	INVALID TRANSACTION	For screen ADD1, the transaction code must be A or D. For screen ADD2, the transaction code must be an A, C, or D.
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.
DD13	INV START DATE	Start date entered is not valid
DD14	INV STOP DATE	Stop date entered is not valid
DD15	INV CHECK ACCUM	Check accum field must be 1, 2, 3, 4, or space
DD16	INV MULTIPLE DED	Multiple deduction field must be 1, 2, or 3
DD17	INV FEE PAYEE	Admin fee payee field must be S, B, E, N, or P
DD18	INV OPE CLASS	OPE class field must be H, D, T, F, L, N, S, B, J, E, K, G, or M
DD19	INV SEQ NUMBER	Seq number field must be Y or N
DD20	INV SHARE BASIS CD	Share basis code must be S, E, V, or N
DD21	INV MAX PCT CURR	Max pct curr field must be numeric and ≤ 100
DD22	INV MAX PCT YTD	Max pct YTD field must be numeric and ≤ 100

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Code	Message with Code	Description
DD23	INV MAX AMT CUR	Max amt cur field must be numeric
DD24	INV MAX AMT YTD	Max amt YTD field must be numeric
DD25	INV NON TAX FLAG	Non tax flag field must be T, N, F, or X
DD26	INV AGENCY	Agency must be numeric. This message will also appear if the first restricted agency number is not numeric and equal to 00000. For example, you cannot enter a restricted agency number of 10700 and then 00000.
DD27	COMPATIBILITY ERROR	Admin fee \neq N, share basis \neq N, and board pct > 0.0.
DD29	INV ZIP CODE	Address is not Canadian and zip code is not numeric
DD30	INV CENTRAL FLAG	Central Flag field must be Y or N
DD40	CANNOT CHANGE PLAN	ADD2: When transaction code is "C", the deduction code cannot be changed
DD41	INV TYPE CODE	Type code must be H, D, L, T, I, C, R, N, X, U, or B
DD42	INV VENDOR SHARE	ADD2: Vendor share must be numeric
DD43	FLEX/DEF - NO VEND	ADD2: Vendor share must be zero if OPE is Flex or deduction type is deferred compensation
DD44	CATEGORY NOT O OR P	Category entered must equal an "O" or "P"
DD50	NO DED REC.	No deduction code or an invalid code entered as part of the inquiry.
DD51	NO BEN REC	No benefit record was found
DD52	INV TIER CODE	ADD2: OPE Class Tier Code field must equal a space, _, W, X, Y or Z
DD80	INV ACH ACCT	ACH Acct does not meet the edits for a valid routing / transit and account number
DD81	INV ACH ACCT ABA	ABA Modulus 10 digit check is invalid.
DD82	INV ACH ACCT CD	ACCT CD can be "S"avings or "C"hecking.
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

CATEGORY – If the CATEGORY = P (PEBB deduction) on the ADD1, the deduction entered on the P070 Deductions and Deduction Adjustments will not clone from the P071 for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB dot benefits (PDB).

TYPE, ope class, multiple ded – OSPA performs the following edits:

- If the multiple ded = 1, allow only one on-going deduction on the P070 for a deduction code with the same ope class and type.
- If the multiple ded = 2, allow only one on-going deduction with a given deduction code on the P070.
- If the multiple ded = 3, allow multiple on-going deductions with the same deduction code on the P070.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

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 ADD1 Payroll Deduction Table before you can enter it on the P070.

P071 -- If the CATEGORY = P (PEBB deduction) on the ADD1, the deduction entered on the P070 Deductions and Deduction Adjustments will not clone from the P071 for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB dot benefits (PDB).

PTD1 Payroll Deduction Table -- The PTD1 is an inquiry only screen that displays the data entered on the ADD1 screen.

Indirectly Affects

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 and amounts from the ADD2. OSPA updates the screen after each payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 displays payment information for transactions entered after the last final payroll run. It reflects the deductions in effect for a given pay period and check date.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
04/26/06	1.0	Original
11/22/06	1.1	Correct X and Y, gross pay
07/05/07	1.2	Correct BOARD PCT description
07/06/07	1.3	Synchronize with PTD1, add P191 and P192 (WR# 2884)
04/09/08	1.4	WR #3225, add Union Dues Information fields
06/03/08	1.5	WR #3323, allow alphanumeric zip code for Canada
06/18/08	1.6	WR #3190, add ACH fields
02/20/09	1.7	Clarify Non Taxable Code field
05/13/09	1.8	WR#3503, add FSA to “Deferred Compensation, TSA, and FSA Information”