

P081

OSPS Bond System – Person Locator

SCREEN PURPOSE

The P081 OSPS Bond System -- Person Locator inquiry is a quick way to locate a specific person within the OSPA savings bond application. You may inquire by SSN or EID for a state employee and by SSN for a non-employee owner, co-owner, or beneficiary.

ALSO KNOWN AS

P81

PREREQUISITES, IF ANY

The person must be listed as a buyer, owner, co-owner, or beneficiary on the P080 Bond Data Entry.

SCREEN ACCESS KEY SEQUENCE

P081,SSN or EID (for state employee's only) (P081,#####)

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

EID = employee identification number (OR#####) for state employees. SSN or EID is required.

SCREEN ELEMENTS

(A) P081	(B) 999999999	(C) OSPS BOND SYSTEM - PERSON LOCATOR			(D) DATE: 05/03/XX
(E) ACTION	(F) PURCHASER SSN	(G) AGENCY	(H) OWNER SSN	(I) CO-OWNER SSN	(J) BOND NUMBER
?	999-99-9999	99000	999-99-9999	- -	01
					(K) CNTRBN AMOUNT
					25.00

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	SSN (#####) or EID (OR#####). Part of the screen access key sequence, required
C	Screen title
D	System date, MM/DD/YY
E	To select one of the bonds, type any character over the “?” and press [ENTER]. OSPA will display the P080 Bond Data Entry record for that bond.
F	SSN, ###-##-####, for employee who is purchasing bonds
G	Employee’s PERS AGENCY from the P030 Job Status Data, #####
H	OWNER SSN, ###-##-####, from the P080 Bond Data Entry
I	CO-OWNER/BENEFICIARY SSN, ###-##-####, from the P080 Bond Data Entry
J	SEQ number, ##, from the P080 Bond Data Entry
K	CONTRIBUTION from the P080 Bond Data Entry

NOTES

SSN's on Bonds – Beginning in August 2006, savings bonds only have the last four digits of the owner's SSN printed on them. If you need to look-up an owner and you only have the last four digits of the SSN, contact OSPS.

SCREEN MESSAGE CODES

Code	Message with Code	Description
BL01	SSN INVALID	The SSN must be numeric and must appear as either purchaser, owner, co-owner or beneficiary on at least one savings bond
BL05	NO BONDS FOR THIS SSN	You did an inquiry with an SSN. The employee is not currently purchasing savings bonds and this is not the SSN for a OWNER, CO-OWNER, or BENEFICIARY on the P080.
BL06	NO BONDS SELECTED	No bond record selected
BL12	BOND TABLE CLOSED	The OSPA bond table is not available for use (open)
BL90	SECURITY ERROR	Access not permitted to screen
BL92	DATA BASE NOT AVAILABLE	Database is not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	TRANSACTION DIFFICULTY - PLEASE CALL OSPS PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

The SSN must be numeric and must appear as either the PURCHASER, OWNER OR CO-OWNER/BENEFICIARY on the P080.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P080 Bond Data Entry -- The person must be listed as a buyer, owner, co-owner, or beneficiary on the P080 Bond Data Entry.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Savings Bond Application, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
04/26/06	1.0	Original