

## P370

### *Calculation of Current Payoff*

#### SCREEN PURPOSE

The P370 Calculation of Current Payoff is an inquiry only screen. It shows the results of an on-line calculation from entries made since the last final payroll run. Entries from the following screens impact the P370:

- P003 or P004 Time Capture screens
- P050 Gross Pay Adjustments
- P060 Tax and OPE Adjustments on File
- P070 Deductions and Deduction Adjustments
- P190 Payroll Register Data

OSPA does not post these entries to the payroll tables until the next final payroll run.

#### ALSO KNOWN AS

#### PREREQUISITES, IF ANY

If the payroll set does not yet display on the P190 Payroll Register Data, the data will display on the P370 under the following circumstances:

- Time entered on the P003 or P004 Time Capture
- A one-time adjustment (ADJ TYP = A) on the P050 Gross Pay Adjustments
- A current (CUR/YTD = C) adjustment on the P060 Tax and OPE Adjustments on File

If the payroll set displays on the P190, the P370 will calculate pay for that set after you make a change on the P003, P004, P050, or P070 and set a corrective on the P190.

#### SCREEN ACCESS KEY SEQUENCE

P370, SSN or Employee ID, Agency, Pay Period, Check Date, Payroll Run (Optional)  
(P370,OR#####,#####,MMDDYY,MMDDYY,X)

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



No.	Description
B	Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required.
C	Employee's agency number, #####. Part of the screen access key sequence, optional. If you sign-on with an agency number, OSPA will default to that number.
D	<p><b>Pay period ending date</b>, MMDDYY. Part of the screen access key sequence, required.</p> <p><b>Check date</b>, MMDDYY. Part of the screen access key sequence, required. If you are requesting a manual or off-cycle check, it is the date that you wish to have on the check; i.e., the date that you will give it to the employee. It may be any valid date.</p> <p><b>Payroll run type</b>, X. Part of the screen access key sequence. Defaults to O (original). You normally will not enter this value. You may change it to R (reversal).</p>
E	Screen title
F	Employee's name from the P030 Job Status Data
G	Screen messages. See Common Error Messages.
H	<p>Source of INCOME TYPE.</p> <p>Possible values include:                      A = adjustment on the P050 Gross Pay Adjustments screen                      Blank = time entered on the P003 or P004 Time Capture screens</p>
I	<p>Brief description of the entry.</p> <p>Possible values include:                      TOTAL – R = total reg from the P003 or P004                      TOTAL L = lwop from the P003 or P004                      7 character description from the PAY TYPE DESCRIPTION on the PTB2 Payroll Benefit Package Table</p>

No.	Description
J	<p>INC TYP from the PTB2 Payroll Benefit Package Table for that pay code.</p> <p>Possible values include:                      N = not income                      O = other                      R = reimbursement                      T = taxable</p>
K	<p>Rate of pay for the pay code. May be the employee's monthly or hourly rate of pay, the RATE UNIT from the PTB2 Payroll Benefit Package Table, or the RATE from the P050 Gross Pay Adjustments.</p>
L	<p>Number of units to be paid at the RATE. May be from the P003 or P004 Time Capture screen or the P050 Gross Pay Adjustments.</p>
M	<p>RATE x UNITS</p>
N	<p>Codes for tax withholding and retirement contributions entered on the P060 Tax and Ope Adjustments on File and/or displayed on the P090 YTD Wages, Taxes, and Retirement.</p> <p>Some of the common descriptions include:                      FIT = federal income tax withheld                      MEDR = the employee's share of the Medicare tax                      RET = PERS contributions. The following characters may be added:</p> <ul style="list-style-type: none"> <li>▪ No character in front (RET) = employee has paid the employee's contribution, RTMT STAT field on the P010 Withholding Data / Locator Data = E</li> <li>▪ E in front (ERET) = state match or employer contribution</li> <li>▪ S in front (SRET) = the state has picked-up or paid the employee's contribution, RTMT STAT on the P010 = D</li> <li>▪ Character following (for example, RETG) = PERS retirement plan, code in the RTMT SYST field on the P010</li> </ul> <p>SIT = state income tax withheld                      SSEC = employee's share of the social security tax                      WBF = workers' benefit fund assessment</p>
O	<p>Amount of taxes withheld and retirement contributions made on behalf of the employee</p>
P	<p>Deduction code and, when applicable, the plan code entered on the P070 Deductions and Deduction Adjustments. See Notes.</p>

No.	Description
Q	<p>ADJ from the P070 Deductions and Deduction Adjustments</p> <p>Possible values include:                      blank – ongoing until deleted, either operator or system calculated, default                      A = one-time deduction, operator calculated                      F = one-time deduction, operator calculated, to force medical and dental premiums when an employee is on FMLA. Agencies may also choose to use this adjustment code when an employee</p> <ul style="list-style-type: none"> <li>▪ Is on OFLA,</li> <li>▪ Receives donated hardship leave, and</li> <li>▪ The donated leave covers the agency’s insurance costs but does not give the employee 80 hours of paid leave.</li> <li>▪ See Recommended Practices, Leave, Donated Hardship.</li> </ul> <p>T = one-time deduction, system calculated (table driven) for OPE adjustments (ope class on the PTD1 Payroll Deduction Table ≠ N)                      W = ongoing, operator calculated, to force medical and dental premiums for a SAIF claim or military leave of absence (USERRA)</p>
R	<p>First four characters of the description on the PTD1 Payroll Deduction Table for the deduction code listed</p>
S	<p>Deduction amount where there is a cost to the employee. The AMOUNT will be blank when the deduction is employer or PEBB paid.</p>
T	<p>Total gross pay from this calculation</p>
U	<p>Total of employee-paid taxes and retirement</p>
V	<p>Total of DEDUCTIONS AMOUNT</p>
W	<p>The net payment calculated for the employee.</p> <p>NET = check                      ACH = net pay direct deposit</p>
X	<p>If you change the N to Y and press [ENTER], OSPA will display the P091 YTD Wages, Taxes and Retirement. This is an on-line calculation of the year-to-date impact of the calculations from the P370.</p>

NOTES

**Deduction Codes** – The Non Taxable Code on the PTD1 Payroll Deduction Table determines if OSPA will calculate federal (FIT) and state (SIT) income or social security and Medicare (FICA) tax withholding before or after taking the deduction.

Possible values include:

- 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** on the PTD2 Payroll Deduction Table, 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.

**Off-cycle or Manual Checks** – OSPS uses a printout of this screen to process off-cycle or manual checks. To request a manual check, do an inquiry with the date you want on the check (must be a current or future date, not a prior date) and send a screen print to OSPS. When OSPS processes the manual check, OSPA will automatically create a PPNN deduction on the P070 Deductions and Deduction Adjustments. See Recommended Practice, Manual Checks.

**Pay and Leave Codes** – Indicators on the PTB2 Payroll Benefit Package Table determine how the pay codes used for a particular employee will affect the employee's wage reporting and withholding.

INCOME-SUBJ-TO -- determines if the dollar amount for the pay code will be subject to taxes. The values include:

- MT = subject to mass transit tax. For agency 17700 only, included in MTT
- RMT = subject to retirement
- SS = subject to social security and Medicare
- TAX = subject to federal and state income tax withholding

INC TYP -- determines how OSPA will categorize the pay type. The values include:

- N = not income
- O = other income
- R = reimbursement
- T = taxable

SAIF PCT – determines if the hours reported will be included in the calculation for the Worker's Benefit Fund Assessment (WBF). If the employee's record on the P010 Withholding Data / Locator Data has SAIF SUBJ = Y, OSPA will calculate as following:

# of hrs. with PAY TYPE X SAIF PCT X WBF assessment rate

**Screen Page 1 and Page 2** – If the data for the employee and date fills more than one screen, press [ENTER] to view the second page. Press [ENTER] again and OSPA will return to page 1.

SCREEN MESSAGE CODES

Code	Message with Code	Description
OC01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPA is not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
OC02	ACCESS UNAUTHORIZED	Access not permitted to screen
OC03	SIGN-ON IS 'ALL' SO AGCY PARM REQ	User signed on as 'All' so an agency must be entered
OC05	* PARMS ARE UNIDENTIFIABLE OR ERROR	You have not entered the pay period end date for the inquiry.
OC06	* SSN AND CHECK DATE PARMS ARE REQD	You only entered the employee's SSN or EID for the inquiry. Enter SSN/EID, agency, pay period end day, check date.
OC50	CHECK REQUEST COMPLETE - ENTERED	Check request completed and entered in system
OC51	AS REQUEST NUMBER	Message appears with OC50 message and indicates the check request number
OC52	AMOUNT CHANGED - NO RQ MADE	Amount of check to be printed has changed but no request to change found
OC53	PRINT CHECK MUST BE Y OR N	Print check field can only equal 'Y' or 'N'
OC54	CORRECTIVE MUST BE Y OR N	Corrective field must equal Y or N
OC56	SEPARATION CHECK MUST BE Y OR N	Separation check field must equal Y or N
OC57	INVALID CHECK FEE	Check fee amount is not in correct format
OC58	INVALID ACCOUNT BIENNIUM	Field must be numeric
OC59	EMPLOYEE HAS CHECK REQUEST #	Request number of employee check in system
	0030-CHECK-NMBR-AGCY-LOADED AGENCY TABLE LOAD EQUALS ZERO	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	0030-READ-AGCY-CNTL-FILE AGENCY FILE OPEN ERROR	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	0030-READ-AGCY-CNTL-FILE AGENCY TABLE LOAD CAPACITY	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

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Code	Message with Code	Description
	00334-INIT-CTL-TABLE CTL-TABLE/AGCY-CNTL- TABLE UNEQUAL OCCURS	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	5000-BENEFILE PKG NOT FOUND	Message seems to appear when no time is available for processing time period requested on P370 screen
	5000-YONN DED/YC GPA NOT MATCHED	Error appears when the Young Case deduction and GPA are not in sync
	5100-DED-PKG-ENTRY NOT FOUND	Deduction listed is not an active deduction code. Find last instance of deduction code and delete from P070 screen.
	5100-DISABILITY DED INVALID	Cannot have both ADNN and AENN disability entry.
	5100-HLT/DNTL & BEN PKG NOT MATCHED	Health and/or dental deductions do not match benefit package of employee
	5100-HOURS INVALID FOR DENTAL UNION DEDUCTION	An employee worked less than 50% of hours and dental union deduction is not allowed if deduction DKNN
	5100-INVALID DEDUCTION FOR BEN PKG	Deduction not valid with benefit package
	5100-LCNN AMOUNT INVALID DED CODE/PLAN = LCNN	LCNN deduction entered on the P070 with an amount >500. The amount must be >zero and <500.0
	5100-LONG TERM DISABILITY INVALID	LCNN deduction amount must be greater than zero
	5100-MULT HLT/DNTAL DED NOT PROCESSED	Multiple health and dental plans located and not processed by system
	5100-MULTIPLE UNION DUES INVALID	More than one union dues deduction exists
	5200-DED-PKG-ENTRY NOT FOUND	Deduction package entry not found in deduction package table
	5200-DOM PART AND NO DPT GPA ENTERED	GPA does not exist for domestic partner deduction
	5200-DOM PART GPA AND NO 800 DED PLAN	Domestic partner GPA exists but no qualifying deduction plan is found
	5200-DOM PART REMOVE P050 DPT/DPN GPAS	Remove GPA from P050 Screen
	5200-DOM PARTNER DEDUCTION	Indicates a domestic partner deduction
	5200-DOM PARTNER HOURS	Indicates the domestic partner deduction - hours worked
	5200-UNION HRS WORKED AND NO UNION DED	Union regular hours worked but no union deduction was found
	5225-STD LIFE - NO BIRTH DATE TO CALC	System was not able to compute a birth date check to see if birth date listed is numeric and greater than zero

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<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	5400-DEFERRED MONTHLY DUP ELIMINATED	More than one deferred compensation deduction exists - and the second one has been bypassed
	5400-DEFERRED MONTHLY DUPLICATE ENTRY	More than one deferred compensation deduction exists
	5500-ACH ACCT/TRANS NUMBER NOT ENTERED	ACH and/or trans account information not entered
	5500-ACH CANCELLED DUE TO TERMINATION	ACH of employee was cancelled due to a termination/separation
	5600-TEMP DUES INVALID	Deduction code for union dues not valid with temporary employees
	5700-DED ADJ XFOOT AMOUNTS UNBALANCED	Adjustment amounts do not balance with deduction empl/empl/board/vendor amounts
	5700-DED-PROCESS- CROSSFOOT	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	5900 - VISION PLAN NOT EQUAL TO MEDICAL	Vision deduction plan does not match to the medical deduction plan
	5900-CASH BACK AND NO IR GPA	IR GPA does not exist for insurance cash back
	5900-DUPLICATE DENTAL PLAN	More than one dental plan exists
	5900-DUPLICATE HEALTH PLAN	More than one health plan exists
	5900-DUPLICATE VISION PLAN	More than one vision plan exists
	5900-F/T STATUS WITH P/T BENEFIT	F/T employee has P/T benefit
	5900-HEALTH & VISION DED TYPES CLASHING	PPO medical plans require a corresponding Vision (VSNN) deduction entry
	5900-LEGIS RETIRE SYS AND NO DCNN/010	Retirement system code equals Legislative but no DCNN 010 deduction code and plan exists
	5900-LEGIS RETIRE SYS AND NO RPO GPA	Retirement system code equals Legislative but no RPO GPA exists
	5900-NON LEGIS RETIRE SYS WITH DCNN/010	Deduction DCNN with plan code 010 is only valid for use by employees eligible for Legislative retirement system
	5900-NON LEGIS RETIRE SYS WITH RPO GPA	RPO GPA exists for an employee not eligible for the Legislative retirement system
	5900-PEBB GPA AND NO HEALTH INS	Employee has an IR GPA but no qualifying health insurance deduction
	5900-PEBB HEALTH INS MISSING	No health insurance information was located for qualifying employee

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Code	Message with Code	Description
	5900-RPO OR DCNN010 REPR LE ONLY	Only representation code 'LE' qualify for RPO GPA and deduction/plan DCNN010
	5900-VISION AND HEALTH PLAN NOT MATCHED	PPO medical insurers require a corresponding Vision (VSNN) deduction entry
	5900-VISION REQUIRED FOR HEALTH PLAN	Vision deduction plan required
	5971-CNCL PEBB INSURANCES	OSPA is not deducting PEBB insurances. May be caused by various conditions, such as employee having less than the required number of hours, deductions for required insurances missing on the P070, Adj = T and no 901 plan code for health insurance on the P070.
	5971-PEBB DENTAL & SUBSIDY 900 PLAN INVALID	PEBB subsidy plan not valid
	5971-PEBB DENTAL INS MISSION	PEBB dental insurance deduction not found
	5971-PEBB HEALTH INS MISSING	PEBB health insurance deduction not found
	5971-PEBB JUDICIAL LIFE INS MISSING	SLYJ deduction for judicial life insurance is not on the P070 for employee with benefit package YJ
	5971-PEBB PAID LIFE INS MISSING	PEBB paid basic life, pre-tax \$20,000 (SINN) is missing
	5971-PEBB STD LIFE INS MISSING	PEBB agency paid basic life, pre-tax \$5,000 (SLNN) is missing
	5971-SINN NOT ELIGIBLE FOR JUDGES	SINN PEBB Basic Pre-tax Life insurance present on the P070 for an employee in YJ benefit package. The employee is not eligible for the insurance
	5971-SLNN NOT ELIGIBLE FOR JUDGES	SLNN Agency Basic Pre-tax Life insurance present on the P070 for an employee in YJ benefit package. The employee is not eligible for the insurance
	5971L-MISSING INS COMPONENT	Life insurance deduction missing
	5971V-MISSING INS COMPONENT	Vision deduction missing
	5980-DEFCMP + LEGIS RPO EXCEEDS PRETAX / 5980-DEFERRED MONTHLY AMT REDUCED	Monthly Pretax deferred comp amount exceeded
	5980-DEFCMP MONTHLY EXCEEDS PRETAX MAX	Monthly Pretax deferred comp amount exceeded - and reduced

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Code	Message with Code	Description
	5985-LEGIS RETIRE SYS AMT > PRETAX MAX / 5985-LEGIS RETIRE SYS AMT NOT REDUCED	Warning message - Monthly pretax amount exceeded - but not reduced
	5988-INVEST MONTHLY EXCEEDS PRETAX MAX	Monthly tax deferred annuity deduction exceeds the IRS allowable amount.
	5988-INVEST MONTHLY AMT REDUCED	Monthly tax deferred annuity deduction exceeds the IRS allowable amount. OSPA reduced the amount of the deduction taken.
	5990-OT-NEW OT RATE EXCESSIVE	Exception message received when net overtime is three times greater than salary hourly rate (after January 2003 pay period)
	5990-OT-NEW OT RATE GT 3 X SAL HR RATE	Exception message written to report when net overtime is three times greater than salary hourly rate (after January 2003 pay period)
	5990-OT-RECALC NET AMOUNTS NOT = SUM	Message received when detail income does not equal net pay (after January 2003 pay period)
	5990-OT-RECALC NET DETAIL NOT = NET SUM	Message received when detail income does not equal total summary income (after January 2003 pay period)
	5990-POST CONTROLS	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	7075-CALL-TAX-CALC MODULE	Database Error. in calling tax calc module Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8050 NET PAY NEGATIVE NET PAY = #####.##- GR PAY = #####.##	A prior month had a net pay negative. OSPA will subtract the net pay negative from the current gross pay.
	8050-TERMINATED EMPLOYEE RECEIVING PAY SEPARATION DATE = YYYYMMDD REASON CD= ##	The employee has a SEPARATION DT/REASON on the P030 Job Status Data and will receive pay for the next payroll run.
	8055-TERM-NP-TO-FED-TAX	Net pay negative for terminated employee <\$1.00 created to federal taxes
	8225-OVER 3 RETIRE SYSTEMS, BYPASSED	Exception error produced when more than three retirement systems are found
	8625-DEFCOMP YTD REDUCE MONTHLY DED	Exception error produced to indicate that a deduction YTD amount will exceed maximum yearly amount within the next two months
	8625-DEFCOMP YTD WILL EXCEEDED SOON	Exception error produced when YTD totals for deduction will exceed maximum yearly amount within two months

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Code	Message with Code	Description
	8625-INVEST YTD AMOUNT EXCEEDS MAX	Tax deferred annuity deduction has exceeded the IRS allowable amount for the year. OSPA will <b>not</b> reduce the amount taken.
	8625-INVEST YTD WILL BE EXCEEDED SOON	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year.
	8625-INVEST YTD REDUCE MONTHLY DED	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year. OSPA will <b>not</b> reduce the amount taken.
	8625-SVNN YTD AMOUNT EXCEEDS MAX	SVNN deduction has exceeded the U.S. Treasury allowable amount for the year, currently \$5,000 per SSN of primary owner. Check the P080 to determine if bond purchases for a specific primary owner SSN will exceed the maximum.
	8625-YTD AMOUNT EXCEEDS MAXIMUM	Exception error produced when YTD totals for deduction will exceed maximum yearly amount within two months
	8625-YTD AMT WILL EXCEED MAX NEXT MONTH	Exception error produced when deduction YTD total will exceed maximum yearly amount the next month
	8625-YTD REDUCE MONTHLY DED AMOUNT	Exception error produced to indicate that a deduction YTD amount will exceed maximum yearly amount the following month
	8650-UPDATE DED SEG I/O ERROR ON REPL OF OS0212	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8675-ADD-NEW-DED-SEG I/O ERROR ON INSRT OF OS0212	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8800-FLIP-FLOP PASS 1 - INVALID REC TYPE (RT-X) IN REG TBL	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8800-FLIP-FLOP PASS 2 - INVALID REC TYPE (RT-NX) IN REG TBL	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8800-FLIP-FLOP PASS 3 - INVALID REC TYPE (1) IN REG TBL	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8800-MAIN, BAD SORT OF REG TABLE	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8830-FIND-LOC-FIRST DED; FIRST DED NOT FOUND IN REG TABLE	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	8900-UPDT-NET-PAY-ADJUST; NOT FOUND NET PAY ADJ 201 SEG	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

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Code	Message with Code	Description
	8900-UPDT-NET-PAY-ADJUST; REWRITE FAIL OS201 SEG	Database Error; rewrite error when writing out record to OS201. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	9050-MOVE-SELECTED-SIZE; BAD REGISTER TABLE REC TYPE	Database Error; bad register record type. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	9050-TBL-SIZE-EXCEEDED; REGISTER TABLE SIZE EXCEEDED	Database Error; register table size exceeded. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	9050-TYPE-NOT-FOUND; RECORD TYPE IN ERROR	Database Error; record type not found. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	9100-REVERSE-REGISTER- DATA; RECORD TYPE NOT C, E, F, I, J, P, X	Database error. The record type of data was not recognized. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	9200-POST-CONTROLS	Set Type other than R, E or O
	9210-LABOR-POSTING	Income Type Invalid in Register Table
	9250 NET PAY POSTING	CNTL Type not O or set type not R
	9250-NET-PAY-RECORD	Variance located in net pay record Amount of variance is listed
	9310-POST-CTL-BRGH-FWD	Invalid record in register table for control record brought forward
	9320-POST-CTL-CURR	Invalid record in register table for current control type record
	9350-BEN-PKG-FILE-NOT OPEN BENEFIT PACKAGE FILE NOT OPEN	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	9400-DED-PKG-FILE-NOT- OPEN DEDUCTION PACKAGE FILE IS NOT OPEN	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	9998-FILE NOT OPEN; HISTORY FILE NOT OPEN	Database file not open. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	9998-ISRT 501 ISRT ERROR; CHECK-ACT-PRI-STAT-CODE	Database error when attempting to insert record in database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	9998-READ 501 - SEC INDEX; CHECK-ACT-SEC-STAT-CODE	Database Error. when attempting to read secondary index for record
	9998-READ 501 I/O READ ERROR; CHECK-ACT-PRI- STAT-CODE	Database Error. when attempting to read a record in database segment

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Code	Message with Code	Description
	9998-REPLACE 501 I/O ERROR; CHECK-ACT-PRI- STAT-CODE	Database Error. when attempting to replace a record in database segment
	AGENCY TABLE ENTRY NOT FOUND	Database error when agency number was not located on agency table. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	ALLOC-SUM-TO-DETAIL LAST JOB CHANGE POINTER IN TABLE = 1	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD ACCESS AGENCY PRIMARY KEY - OS0201S01Q	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD AGENCY YTD READ - 205 SEG; 9500-YTD-TAX-DATA- READ	Database error in reading database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD EMPL YTD FICA INSERT - 150 SG; 9530-READ-EMPL- YTD-FICA	Database error when attempting to insert YTD FICA record. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS150 SEG - DUP ADD; 9559-REPLACE-150- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS150SEG; 9559- REPLACE-150-SEG	Database error when attempting to insert a record in database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS205 SEG - DUP ADD; 9956-INSERT-205- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS205 SEG; 9556-INSERT-205-SEG	Database error when attempting to insert a record to database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS210 SEG - DUP ADD; 9655-INSERT-210- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD INSERT OS210SEG; 9655- INSERT-210-SEG	Database error when attempting to insert a record to database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD RE-ACCESS AGCY PRIM KEY - OS0101S01Q	Database error when attempting to access primary key in segment. Document action being taken and fax to OSPS to fax to a programmer
	BAD RE-ACCESS AGCY PRIM KEY - OS0201S01Q	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD READ CUR TAX OPE	Program unable to read tax/ope segment in database. Call OSPS.

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Code	Message with Code	Description
	BAD READ NEXT RETIRE SEG; 9575-YTD-SEQ-RTMNT-SG-RD	Database error when attempting to read the next retirement database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD READ YTD TAX AND OPE ADJ	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD REPLACE CUR TAX AND OPE ADJ	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD REPLACE OS150SEG; 9564-REPLACE-150-SEG	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD REPLACE OS205SEG; 9557-REPLACE-205-SEG	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	BAD REPLACE OS210 SEG; 9658-REPLACE-210-SEG	Database Error. when attempting to replace a record in database segment
	BAD REPLACE YTD TAX AND OPE ADJ	Database Error. when attempting to replace a record in database segment
	CANNOT REPLACE REG D/B ROOT SEG FOR EMPL	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	DED PKG ENTRY NOT FOUND	No such deduction on deduction table.
	DEDS AND BEN OPE CLASS NO MATCH	The OPE class in the benefit package table does not match the OPE class in the deduction table.
	DEDS-BEN PKG-ENTRY NOT FOUND	Deduction not matched with associated benefit package.
	DEFERRED AMOUNT EXCEEDS MAXIMUM	Amount to be deducted exceeds the limit for percent of gross pay for the pay period
	DEFERRED MONTHLY AMT EXCEEDS MAX	Monthly pretax deferred comp amount exceeded
	DETL LABR BEN PKG ENTRY NOT FOUND	No benefit package found for this entry for this employee.
	DETL LABR TEMP HOLIDAY NOT VALID	HO pay type is not valid for job status code 'T'
	DOM PARTNER DPT/N GR PAY ADJUST	Check for GPA on current job status
	EMPTY RETIREMENT SYSTEM CODE	The retirement system code on P010 is blank. It must be F, G, N, P, or S (identified in WH36).
	EXC INS PREM AND NO GPA	Judicial department only. Employee needs GPA code EIP.
	GPA HOURS LIMIT EXCEEDED	GPA equals VAL, the number of hours entered cannot exceed 274

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<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	GPA HOURS LIMIT EXCEEDED	GPA equals VAP, the number of hours entered cannot exceed 250
	GPA HOURS LIMIT EXCEEDED	GPA equals VAQ, the number of hours entered cannot exceed 100
	G-PAY ADJ UNMATCHED BAD D/B POINTER SET TO FIRST JOB STAT	GPA not found and error on database Document action being taken, screen print error and fax to OSPS who will fax it to a programmer
	G-PAY IR, OC, OR EIP AMT NOT = 0	There are amounts other than zero for an on-going GPA entry with pay type IR, OC, or EIP.
	G-PAY IR, RPO OR EIP AMTS NOT = 0	There are amounts other than zero for an on-going GPA entry with pay type IR, RPO, or EIP.
	G-PAY P050 AMOUNTS NEED TO BE ZEROED.	
	GR PAY ADJ BEN PKG ENTRY NOT FOUND	One or more of the pay codes entered on the P050 Gross Pay Adjustments is not included in the employee's benefit package.
	INVALID DATA BASE STATUS CODE	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	INVALID DATA ELEM ID CUR TAX/OPE ADJ	Check P060 for an invalid ID.
	INVALID DATA ELEM ID YTD TAX/OPE ADJ	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	INVALID DATABASE STATUS CODE	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	INVALID PRIMARY STATUS CODE	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	MULT HLT DED NOT PROCESSED	Employee has more than one health insurance deduction. Processing stopped. Remove the incorrect deduction.
	NET PAY NEGATIVE	Net pay for the employee is negative. Gross pay, taxes withheld, deduction amount and net pay amount will be listed under "Items in Error". If the amount is correct, it will be carried forward to the next payroll update as a Net Pay Adjustment. If a net pay negative is shown on a terminated employee, it must be corrected prior to year end.
	NO JOB CHANGE FOR GR PAY ADJUST	GPA on file not valid for current job status.
	NO JOB STATUS FOR THIS EMPLOYEE	No job status for this pay period.
	NO JOB STATUS PRECEDING LABOR SEGMENT	No job status found

## OSPA Reference Manual

Screens

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Code	Message with Code	Description
	NO REG D/B VAR SEGS FOUND FOR EMPL	Database Error. when no register or variance segments found for employee Document action being taken and fax to OSPS to fax to a programmer
	NO TIME CAPTURED FOR GROSS PAY ADJUSTMENT	One or more of the pay codes entered on the P050 Gross Pay Adjustments for this employee require time be entered.
	OPEU CASH AND NO GPA	Employee has OCN deduction, but no OC gross pay adjust.
	OS0101 PERSON SEGMENT NOT FOUND	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	OS0201 AGCY-PAY SEGMENT NOT FOUND	Database error when checking agency number. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	OS0401 REG CORR SEG NOT FOUND	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	OS0401 REG CORR SEGMENT NOT READ	Database error when attempt to read the next segment for corrective. Document action being taken and fax to OSPS to fax to a programmer
	OS0401 REGISTER SEG REPL NOT DONE	Database error when attempting to replace a corrective record in database segment. Document action being taken and fax to OSPS to fax to a programmer
	OT PAY TYPE INVALID WITH REG PAY	If OT pay type is 'O' and regular pay type equals 'Y', then OT is invalid
	PAY PERIOD OUT OF BALANCE	The employee may have more than one job segment for the month. Delete the employee's time and re-enter the time to the appropriate job segments.
	PAYROLL TYPE OR ACCESS PARM ERROR	Access error Check information entered in parm
	POSSIBLE TIME REMAINING BYPASSED	Message appears when timesheet and job status do not match indicating that remaining timesheet time has been bypassed
	SDOSDB02 AGCY START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	SDOSDB02 START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	SDOSDB04 START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	STATE CORE LIFE AND NO IR GPA	
	STATE EMPL LIFE PLAN NOT ON FILE	Employee still has an outdated life insurance deduction on file. Delete the deduction.

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<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
	SUM LABOR TO REG NO SUMMARY RECS ON SUM TABLE	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	SUMMARY ADD/SUMMARY TABLE OVERFLOW	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	TAX SEGMENT NOT FOUND	There has been no entry made on the P010 screen for withholding of Federal and State income tax on the employee. If none is entered, OSPS will calculate pay as though the employee were single with no exemptions.
	TIME PERIOD OUT OF BALANCE	The employee's work schedule may have changed after the employee's time was entered.
	TIMESHEET DATE INVALID	Timesheet dates are to be numeric and end date cannot be before timesheet begin date
	TIMESHEET INVALID W/JOB STATUS	Timesheet and job status do not match
	TIMESHEET NOT MATCHED TO JOB	The employee's job status may have changed after the employee's time was entered. Usually, the time was captured for the wrong concurrent job or job segment. If the problem is not corrected prior to payroll update, the employee will not be included in the payroll calc and will require special handling to properly pay.
	TIMESHEET OUT OF BALANCE	When the employee has a status change during the pay period, an additional time capture screen is created. If all the time for the period is entered on one screen, instead of dividing it properly between the screens, this error message will be generated. If this problem is not corrected prior to payroll update, the employee will not be included in the payroll calc and will require special handling to properly pay.
	TOT DETL INCOME NOT = DETL INCOME FIELDS	Total detail income does not equal detail income fields
	TOT DETL INCOME NOT = TOT SUMMARY INCOME	Total detail income does not equal total summary total
	TRANSACTION DIFFICULTY - THE FOLLOWING ERROR OCCURRED FOR PRINT REQUEST NUMBER (SPECIFIC PRINT REQUEST NUMBER WILL APPEAR)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax it to a programmer
	TROUBLE READING REG CHILD SEG	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	TROUBLE READING REG ROOT SEGMENT	Database Error. Document action being taken, screen print error and fax to OSPS to fax to a programmer
	XRF1 EMPLOYEE ID NOT FOUND	Employee ID was not located

Code	Message with Code	Description
	YTD AMOUNT EXCEEDS MAXIMUM	PTD totals for deduction will exceed the maximum yearly amount on the PTD1.
	YTD AMOUNT WILL EXCEED MAX NEXT MONTH	If the same amount is deducted next month, this employee will exceed the maximum allowable (see PTD1 for "maximum amount YTD").

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

## OSPA REASONABILITY EDITS

## SUPPORTING DOCUMENTATION

## OSPA SCREEN INTERACTIONS

### Affected By

**P003, P004 Time Capture screens** – INCOME TYPE, RATE, UNITS, and AMOUNT on the P370 include entries from the P003 and P004.

**P050 Gross Pay Adjustments** – INCOME TYPE, RATE, UNITS, and AMOUNT on the P370 include entries from the P050. If the first letter in the INCOME TYPE = A, it is an entry on the P050.

**P060 Tax/OPE Adjustments on File** – The P060 allows us to make adjustments to the current month's taxes and other payroll expenses. The current (CUR / YTD = C) changes will affect the TAX/RET and AMOUNT columns on the P370.

**P070 Deductions and Deduction Adjustments** – The deduction codes entered on the P070 will display in the DEDUCTIONS and AMOUNT (if employee paid) columns on the P370. The deduction codes must be on the PTD1 Payroll Deduction Table.

**P190 Payroll Register Data** – The P190 allows us to set a corrective for up to three prior payroll months or to add a register for processing. These entries will cause OSPA to re-calculate a prior payroll period. You can view the results on the P370 until the change processes during a regular payroll run.

**PTB2 Payroll Benefit Package Table** – The PTB2 table determines the pay types that are subject to taxes, retirement, social security, and Medicare. The last letter of the INCOME TYPE on the P370 comes from the INC TYP on the PTB2. See Notes, Pay and Leave Codes.

**PTD1 Payroll Deduction Table** – The PTD1 indicates whether the deduction is exempt from or subject to withholding for federal and state income, social security, and Medicare taxes. See Notes, Deduction Codes.

Directly Affects

**P091 YTD Wages, Taxes, and Retirement** – The P091 is inquiry only and displays year-to-date tax and retirement information calculated on-line from the P370. You can only access the P091 from the P370.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General Information, display only, on-line calculation

REVISION HISTORY

Date	Rev. No.	Modification
05/08/06	1.0	Original
04/08/08	1.1	WR #3278, change FICA to social security
05/21/08	1.2	WR #3298, add ability to view second screen
08/22/08	1.3	WR #3361, new 8050 Terminated Employee message
09/30/08	1.4	2009 PEBB plan does not include Samaritan Select
12/26/08	1.5	5100-LCNN message added, 5971 messages for PEBB life insurance
01/26/09	1.6	WR #3408, edits and 5988 & 8625 message codes added for tax deferred annuities; WR #3346, SVNN maximum edits
02/27/09	1.7	WR #3421, WCD changed to WBF; clarify P070 F adj; describe PTD1 non taxable code
05/27/09	1.8	Clarify RET