

## PBAP

### *Agency Table -- Payroll*

#### SCREEN PURPOSE

The PBAP Agency Table – Payroll accesses the Agency Table in PPDB. It contains generic agency data, such as name and address, which is also accessible from other PPDB Agency Table screens (see Notes). It also contains payroll specific information that is only available from this screen. These entries establish rates and business rules for processing agency payroll. OSPS has access to maintain the data on this screen. The records are by agency number, which is assigned by the State Controller's Division, Department of Administrative Services.

#### ALSO KNOWN AS

#### PREREQUISITES, IF ANY

For a new agency record, a System Analyst in DAS Information Resources Management must first set-up the record with the agency number.

#### SCREEN ACCESS KEY SEQUENCE

Log on to CESN, press [PAUSE] to clear the screen, type PBAP, and press [ENTER].

To retrieve the information about a specific agency, type the agency's number (#####) in PBAP AGENCY and press [ENTER].

SCREEN ELEMENTS

The screenshot shows a terminal-style screen for 'PBAP' (Payroll Agency) with various fields and sections. Callout letters A through BB are placed around the screen to identify specific elements:

- A:** PBAP
- B:** DEPT OF ADMIN SVCS AGENCY TABLE - PAYROLL
- C:** 99900
- D:** 99090
- E:** 99900
- F:** 5
- G:** Y
- H:** DEPARTMENT OF <<MISC. AGENCY NAME>>
- I:** NAME: DEPT OF <<MISC. NAME>>
- J:** CITY: SALEM
- K:** SAIF RATE (-2): 00.000
- L:** WORK WEEK START: . . . . .
- M:** EMP ACCTNO: . . .
- N:** EIN FED: 930592162
- O:** SAIF CLASS CODE: .
- P:** ERB RATE: 01.350
- Q:** WRK CMP: Y
- R:** PSNL RATE: 00.000
- S:** MASS TRNST: Y
- T:** MASS TRNST (-1): .
- U:** UNEMP RATE: 00.000
- V:** RETIREMENT CODES AND NUMBERS: S 9999 F 9999 G 9999
- W:** PAYROLL REPORT OPTIONS
- X:** X Y Z
- Y:** ACTION: . . . LAST: ACTION CHG UPDT DTE 061704
- Z:** STATUS OF: BAM Y HRSD Y ACCT Y
- AA:** NOTE: Fields without a designator are either non-addressable or not for use with this screen.
- BB:** MSG AREA:

Legend

No.	Description
A	Screen designation. Protected.
B	Screen title. Protected.
C	Number that identifies a state agency as a legal entity, #####. Assigned by the State Controller's Division, DAS. Protected.
D	Hierarchical number to identify separate or special processing needs, #####.  The first three numbers indicate the parent agency. The last two numbers indicate the specific organization within the agency.  Assigned by the State Controller's Division, DAS.
E	Prior agency number, #####. Indicates if an agency has merged with or split off from another agency.

## OSPA Reference Manual

OSPA Screens

PBAP

No.	Description
F	<p>Identifies the level of the agency's participation in the payroll and personnel applications.</p> <p>Possible values include:            1 = PPDB only            2 = PPDB and OSPA            3 = PPDB, OSPA, and EAS (no longer applicable)            4 = Higher Education            5 = PPDB, OSPA, and SFMA</p>
G	Y = agency uses OSPA
H	Full legal name of the agency, as established by the Legislature
I	<p><b>NAME:</b> full name of the agency</p> <p><b>STREET:</b> street address for the agency's main headquarters</p> <p><b>CITY / ZIP:</b> city and zip code for the agency's main headquarters</p> <p><b>TAX BANK:</b> not used</p> <p><b>DIRECTOR / PHONE / EXT:</b> name and telephone for the agency's director</p> <p><b>PAYROLL / PHONE / EXT:</b> name and telephone for the agency's payroll contact person</p>
J	<p><b>SAIF RATE:</b> current SAIF rate per SAIF subject hours. See Notes.</p> <p><b>IN DTE:</b> first date SAIF RATE is in effect</p> <p><b>SAIF RATE (-1):</b> prior SAIF rate per SAIF subject hours. Protected.</p> <p><b>OUT DTE:</b> last date SAIF RATE (-1) was in effect. Protected.</p>
K	<p><b>SAIF RATE (-2):</b> prior prior SAIF rate per SAIF subject hours. Protected.</p> <p><b>OUT DTE:</b> last date SAIF RATE (-2) was in effect. Protected.</p>

## OSPA Reference Manual

OSPA Screens

PBAP

No.	Description
L	<p>Start of the agencies work week, D HH MM. Used for OSPA overtime calculations. Established by bargaining agreement.</p> <p>Possible Values:  D = 1 (Sunday) or 2 (Monday)  HH = 00 to 24  MM = 00 to 60</p>
M	Employment Department account number. Not used.
N	<p><b>EIN FED:</b> Federal Employer Identification Number for tax reporting</p> <p><b>EIN STATE:</b> State Employer Identification Number given the agency by the Oregon Department of Revenue for tax reporting purposes</p>
O	Agency's SAIF risk level for computing insurance premiums. No longer used.
P	ERB assessment rate
Q	Worker's compensation flag
R	Personnel assessment rate. No longer used.
S	<p><b>MASS TRNST:</b> mass transit flag, Y = calculate mass transit tax for this agency. Currently, OSPA only calculates mass transit for agency 17700, Lottery. SFMA calculates mass transit for all other agencies, based upon data interfaced from OSPA.</p> <p><b>TRNST IN DTE:</b> date MASS TRNST was set, MMDDYY</p>
T	<p><b>MASS TRNST (-1):</b> prior value for MASS TRNST. Protected.</p> <p><b>TRNST OUT DTE:</b> last date MASS TRNST (-1) was in effect, MMDDYY. Protected.</p>
U	Unemployment rate. Protected.

# OSPA Reference Manual

OSPA Screens

PBAP

No.	Description
V	<p>Agency's retirement system. Possible values include: F = OPSRP Police and Fire G = OPSRP General Services N = Not subject P = Judges S = Tier 1 and Tier 2 General Services T = Tier 1 and Tier 2 Police and File</p> <p>Number assigned to the agency by the retirement system, #####</p>
W	<p>Governs reports, timesheets, forecast, and posting to SFMA.</p> <p><b>A</b> = Timesheet and paycheck distribution. When a report is described as being sorted by RDC, the report will be sorted according to the value in this field. Possible values include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data) I = Index P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data)</p> <p><b>B</b> = Timesheet Audit and Control reports. Possible values include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data) I = Index N = No report P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data)</p> <p><b>C</b> = Extra Copies of Registers and other Special Reports. Possible values include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data) I = Index N = No report P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data)</p> <p><b>D</b> = Leave Accrual Report. Possible values include: Blank = Cost Center</p>

## OSPA Reference Manual

OSPA Screens

PBAP

No.	Description
	<p>Y = Alpha</p> <p><b>E</b> = Controls forecast. Possible values include:            E = Forecast FLSA exempt employees only            S = Forecast all salaried employees</p> <p><b>F</b> = Posting periods for SFMA. Possible values include:            Blank = post run 2 to pay period month            Y = post run 2 to check date month</p> <p><b>G thru W</b> – not currently used</p>
X	<p>Unique, Treasury assigned number that appears in the “company” identifier field in the ACH file transmitted to the bank</p>
Y	<p><b>ACTION:</b> Allows the user to request update action for the screen. Possible values include:            ADD = enable an agency record segment, changes PAYROLL STATUS to Y            CHG = change the agency record segment            DEL = disable an agency record segment, changes PAYROLL STATUS to N</p> <p><b>LAST: ACTION CHG UPDT DTE:</b> last date record was changed, MMDDYY. Protected.</p>
Z	<p><b>BAM:</b> Y = record is used by Budget and Management Division (BAM), DAS. Controlled by the PBAB screen. Related to PICS. Protected.</p> <p><b>HRSD:</b> Y = record is used by Human Resource Services Division (HRSD), DAS. Controlled by the PBAG and PBAE screens. Protected.</p> <p><b>ACCT:</b> Y = record was used by the prior accounting application; SFMA does not use it. Controlled by the PBAA screen. Protected.</p>
AA	<p><b>NEXT ACT:</b> directs the application to display the screen entered. See Notes for possible values.</p> <p><b>AGENCY:</b> directs the application to display the record for the designated agency. You may use either the AGENCY or AGY DISTR number.</p>
BB	<p>Application messages. On the PBAP, press [F5] to view the possible messages and an explanation of each message’s meaning.</p>

NOTES

**Agency Table** – PPDB and OSPA share an agency table. Various screens provide inquiry and update access to different portions of the table. The screens include:

PBAB Agency Table – BAM – Maintained by Budget and Management Division, DAS. Used to establish position and agency budget information.

PBAE Agency Table – HRSD – Maintained by Human Resource Services Division, DAS.

PBAG Agency Table – General – Maintained by agency staff members. They maintain title, address, agency director, and payroll contact. Their access is limited to updating records for their specific agency.

PBAP Agency Table -- Payroll – Maintained by OSPS staff members. Establishes business rules and rates for payroll processing.

**NEXT ACT:** Possible values include:

- PBAA = AGENCY TABLE – ACCOUNTING
- PBAB = AGENCY TABLE – BAM
- PBAE = AGENCY TABLE - PLRD
- PBAG = AGENCY TABLE - GENERAL
- PBAP = AGENCY TABLE - PAYROLL
- PBCG = CLASS TABLE - CLASSIFICATIONS
- PBCS = CLASS TABLE - SKILLS
- PBEA = EMPLOYEE - ACTION NEEDED LOCATOR
- PBED = EMPLOYEE - DISPLAY
- PBEF = EMPLOYEE - PRINT FACILITY
- PBEL = EMPLOYEE - HISTORY LOCATOR
- PBEN = EMPLOYEE - SSN CORRECTION
- PBEP = EMPLOYEE - EMPLOYEES IN A POSITION
- PBER = EMPLOYEE - USER ID
- PBES = EMPLOYEE - SERVICE HISTORY WORKSHEET
- PBET = EMPLOYEE - WORK TELEPHONE
- PBEU = EMPLOYEE - UPDATE
- PBEV = EMPLOYEE - EMPLOYMENT VERIFICATION
- PBGW = PPDB - WELCOME
- PBGX = PPDB - CROSS-REFERENCE (XREF)
- PBNG = NEWSLETTER
- PBOG = P.S. FACTOR TABLE
- PBPA = PICS - LEGISLATIVE APPROVED
- PBPB = PICS - BUDGET PREPARATION
- PBPC = PICS - PENDING CONTROL
- PBPD = PICS - POSITION DISPLAY
- PBPI = PICS - POSITION INQUIRY

PBPN = PICS - PENDING PACKAGE  
PBPO = PICS - P.S. CALCULATION  
PBPX = PICS - BUDGET EXECUTION  
PBRD = RATE TABLE - MIN/MAX COMP RATE  
PBRG = RATE TABLE – GENERAL  
PBRR = RATE TABLE - RANGE NUMBER ASSIGNMENT  
PBRs = RATE TABLE - SALARY ADJUSTMENT FACTOR UPDATE  
PBSD = SECURITY - DISPLAY  
PBSU = SECURITY - UPDATE  
PBTG = SMALL TABLES  
PB5D = P5 - POSITION DISPLAY  
PB5L = P5 - HISTORY LOCATOR  
PB5P = PB5PB555 FILE CORRECTION (HRSD ONLY)  
PB5Q = P5 MAINTENANCE (HRSD ONLY)  
PB5U = P5 - POSITION UPDATE

**On-line Help** – PPDB has some on-line help aids that are accessible through the function keys.

**[F5]** – Place the cursor in a field on the PBAP screen and press [F5]. The application will display a brief explanation of the field.

**[F1]** – With the on-line help explanation displayed, press [F1] to view a list of window display commands.

**[F3]** – With the on-line help explanation displayed, press [F3] to return to PBAP.

**Remove Agency from OSPA Processing** – Removing an agency from OSPA involves two steps. First, retrieve the agency's record on PBAP. Then, change PARTICIPATION to 1 and press [ENTER]. Once the application saves the change, type DEL in the ACTION field and press [ENTER]. The application will change PAYROLL STATUS to N. With PARTICIPATION: 1, OSPA will stop printing reports for the agency.

**SAIF** -- Effective July 1, 1990, the Risk Management Division, Department of Administrative Services, bills agencies directly for SAIF premiums. Therefore, OSPA no longer calculates and pays the premiums. The application reports SAIF-subject wages on the XREF21 WBF Assessment & SAIF Premium Summary Report.

To calculate the SAIF-subject hours, OSPA uses P010 (SAIF SUBJ = Y) to determine if the employee is subject to SAIF. It then looks for hours entered on the time capture screens with a pay type with SAIF PCT ≠ 0.0000 on the PTB2 Payroll Benefit Table.

SCREEN MESSAGE CODES

Code	Message with Code	Description

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPS will make entries on the PBAP based upon an e-mail from agency staff members.

OSPA SCREEN INTERACTIONS

Affected By

See Agency Table under Notes

Directly Affects

Affects all agency specific OSPA screens, report production, and the payroll calculation

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

PPDB, Table Maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
08/25/06	1.0	Original
07/12/07	1.1	Add T code for PERS, WR #2958

# OSPA Reference Manual

OSPA Screens

PBAP

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/20/07	1.2	Correct Remove Agency note