

PTB1 PAYROLL BENEFIT PACKAGE TABLE

SCREEN PURPOSE

The PTB1 Payroll Benefit Package Table is an inquiry only screen. It reflects the data OSPS enters on the ADB1 Payroll Benefit Package Table. For each benefit package, the PTB1 includes:

- Usage and accrual rules for leave types
- Minimum hours an employee must work to qualify for PEBB benefits
- Maximum dollar amount the state will contribute for an employee's PEBB core or required benefits
- Insurance return amounts if the employee opts out of PEBB medical insurance

ALSO KNOWN AS

PREREQUISITES, IF ANY

The PTB1 is an inquiry only screen. OSPS enters the benefit package on the ADB1 Payroll Benefit Package Table.

SCREEN ACCESS KEY SEQUENCE

Press [PAUSE] to clear the screen. Then type:
PTB1,XX,MMDDYY,#

XX = an alpha benefit package code. See Appendix H for a list of current codes.

MMDDYY – if you leave the field blank, OSPA will default to the current record (MMDDYY = 999999). If you enter a date, OSPA will display the benefit package that was in effect on that date.

= screen number, optional. A few benefit packages have more than one screen of leave types. To view the second screen, type 2 after the date.

SCREEN ELEMENTS

A		B		C		D		E		F		G		H		I		J		K		L	
PTB1		CO				PAYROLL BENEFIT PACKAGE TABLE																	
PKG TRN ?		PKG CODE		CO		DESC		SEIU/OPEU		EE		CONTR		EXP		0630XX		LAM Y		ATE Y		PYF M	
START DT		0501XX		STOP DT		999999		CONTR		EXP		0630XX		LAM Y		ATE Y		PYF M					
OPE CLS/MTCH		L 0001.00		N 0000.00		S 0000.85		N 0000.00		N 0000.00		N 0000.00		N 0080.00									
ST MAX CNTRB		W 0728.14		X 0981.12		Y 0840.59		Z 1002.97															
OPT OUT AMTS		0387.00		0154.00		0233.00																	
TRN	LV	DESCRIPTION		ACCR	MO	ACCR	RATE	MAX	ALLWD	MON	P	MAX	USE	WAIT									
?	CT	COMP TIME		00		00.00		0240.0		00		0000.0		00									
?	GL	GIVEN/GOV LV		00		00.00		0000.0		10		0008.0		00									
?	ML	MILITARY LVE		00		00.00		0000.0		09		0088.0		05									
?	PB	PERSONAL BUS		06		24.00		0024.0		06		0000.0		05									
?	PR	PRERETIRE LV		00		00.00		0000.0		00		0028.0		00									
?	SL	SICK LEAVE		00		08.00		9999.0		00		0000.0		00									
?	ST	SPL TIME		00		00.00		9999.0		00		0000.0		00									
?	VA	VACATION-08		00		08.00		0325.0		00		0000.0		06									
?	VA	VACATION-10		00		10.00		0325.0		00		0000.0		00									
?	VA	VACATION-12		00		12.00		0325.0		00		0000.0		00									
?	VA	VACATION-14		00		14.00		0325.0		00		0000.0		00									
?	VA	VACATION-16		00		16.00		0325.0		00		0000.0		00									
?	VA	VACATION-16		00		16.00		0325.0		00		0000.0		00									
?				00		00.00		0000.0		00		0000.0		00									
?				00		00.00		0000.0		00		0000.0		00									
?				00		00.00		0000.0		00		0000.0		00									

LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Two-digit, alpha, benefit package code. Part of the screen access key sequence, required. See Appendix H for current codes.
C	Date , MMDDYY. Part of the screen access key sequence, optional. If you enter a date, OSPA will display the benefit package in effect for that date. If the date is blank, OSPA will default to the current record, 999999. #, screen number. It will default to 1, which does not display. To view a second screen, type the screen number after the date.
D	Screen title PKG TRN ? : Edit capabilities are not available on this screen.
E	Benefit package code. See Appendix H for current codes.
F	Brief description of the benefit package

No.	Description
G	Date the benefit package goes into effect, MMDDYY
H	Last date the benefit package will be in effect, MMDDYY. Current packages will have 999999.
I	Date contract that applies to the benefit package will expire, MMDDYY
J	Y = leave may accrue mid-month
K	Y = benefit package is available to temporary employees
L	<p>Pay frequency. It is currently M (monthly) for all employees.</p> <p>Other possible values include:</p> <ul style="list-style-type: none"> • S = Supplemental • W = Weekly per diem
M	<p>We currently only use the last set of these fields. This set indicates the number of hours an employee must work in the month to qualify for PEBB benefits.</p> <p>Historical values for OPE CLS include:</p> <ul style="list-style-type: none"> • C = composite benefit (SEBB/BUBB plans) • D = dental • F = flexible benefits • H = health • L = life • N = no OPE deduction • S = State Police insurance • T = long-term disability • U = union
N	<p>The maximum amount the state will pay toward the cost of an employee's core or required PEBB benefits, based upon the employee's medical insurance choice.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • W = employee only • X = employee and spouse / domestic partner • Y = employee and children • Z = employee and family
O	Field deleted, WR2766-G, PEBB Plan Year 2006

No.	Description
P	<p>Values used to calculate the insurance return for an employee who opts out of PEBB medical insurance (Deduction code OONN and plan code 001 or 002 on the P070 Deductions and Deduction Adjustments). The amounts are for an employee with PT-FT CD / PCT = F/1.000 on the P030 Job Status Data. If the employee is part-time or job share, OSPA will pro-rate the amount. See Entry Guides, PEBB, Part-time and Job Share Employees.</p> <p>There are three fields:</p> <ul style="list-style-type: none"> • First = max contribution available for insurance return • Second = amount of contribution that will be sent to PEBB • Third = amount of contribution available for employee. To determine the insurance return the employee will receive, OSPA will calculate the following: <p style="margin-left: 40px;">Third OPT OUT AMTS Minus Empl Share from the PTD2 for employee's dental insurance Minus \$1.10 for the agency paid \$5,000 pre-tax basic life Equals Employee's insurance return</p> <p>See Entry Guides, PEBB, Opt Out.</p>
Q	Indicates the desire to add, change, or delete a leave type. Functionality is not available on this screen.
R	Leave types included in this benefit package
S	Description of leave type
T	Calendar month LARS will give eligible employees a new leave balance. For example, in June each year, LARS gives eligible employees a new Personal Business (PB) leave balance for the new fiscal year.
U	Rate at which leave balance will accrue
V	Maximum balance an employee may have for this leave.
W	Calendar month that leave balance goes to zero. For example, in June of each year, LARS reduces the personal business (PB) balance for the ending fiscal year to zero. In October, it reduces governor's leave to zero.
X	Maximum amount of leave that may be used at one time
Y	Number of employment months before an employee may use leave. For our example, the employee must wait five months before using PB.

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
BN01	SECURITY VIOLATION	Access not permitted to screen
BN05	NO RECORD FOUND	Record requested was not found by OSPA.
BN06	RCD LNGTH ERROR	Record length error. OSPS will document action being taken, screen print error, and fax to programmer.
BN07	DSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN08	ILLOGIC ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN09	INVREG ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN10	IOERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN11	ISCINVREQ ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN12	NOTOPEN ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN13	SYSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN14	NO MORE SPACE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN15	OTHER ERROR TYPE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN16	OSPS FILE UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
BN21	EDIT ERROR	Indicates an error was found and the screen returns with fields highlighted.
BN30	NO PAY TYPES FOR THIS BENEFIT	No pay type found for this benefit
BN90	PAY TABLE SIZE EXCEEDED	File error. OSPS will contact programmer.
	CICS RESPONSE CODE:	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	CURRENT CHANGES HAVE BEEN ROLLED BACK	Database error. OSPS will document action being taken, screen print error, and fax to programmer.

Code	Message with Code	Description
	LOG TABLE FAILURE CONTACT SUPPORT	Database error. OSPA will document action being taken, screen print error, and fax to programmer.

See Appendix E for an alphabetical list of OSPA message codes.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPS will only make entries on the Payroll Benefit Package Table when the agency requesting the entry provides the applicable citation from a bargaining agreement, personnel rule, or state or federal regulation.

OSPA SCREEN INTERACTIONS

AFFECTED BY

ADB1 Payroll Benefit Package Table -- OSPA enters leave types for the Payroll Benefit Package with the ADB1 Payroll Benefit Package Table screen. The PTB1 Payroll Benefit Package Table accesses this data.

DIRECTLY AFFECTS

Leave Accrual and Reporting System (LARS) – The Payroll Benefit Package Table establishes the business rules for pay and leave codes.

P003 Time Capture and P004 Time Capture –OSPA edits leave types entered on the Time Capture screens against the rules defined on the Payroll Benefit Package Table.

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
04/05/06	1.0	Original
09/20/06	1.1	DENT field deleted, MAX CASH BCK replaced with OPT OUT AMTS. WR2766-G, PEBB Plan Year 2006.
02/06/07	1.2	Correct Benefit Package Code Appendix
01/28/09	1.3	PEBB 2009 plan changes; WR3420, clarify OPE CLS/MTCH and OPT OUT AMTS
05/04/09	1.4	Correct ACCR MO; access to second screen
09/10/09	1.5	WR#3539 research on OPE CLS/MTCH fields