

PPDB RECORD CHANGES

WARNING: Timing of 530 transactions and PPDB changes is important.

(revision: 10/4/12)

Payroll loads to SFMA, without edits, during the nightly batch cycle. The complete payroll batch is on the 530 screen the next day in Edit Mode 0. The purpose is to allow an agency to **ADD** coding elements to the TC850 transaction that the payroll interface does not carry and, therefore, is not brought in to the TC850 transaction. **No** changes should be done to any of the coding elements already on the transactions. During the next nightly batch cycle the payroll batch edits and posts to SFMA.

The coding elements that are brought in by OSPA are: PCA / index / project / grant / COBJ / AOBJ. Changes to T-Code 850 Payroll interfaced transactions cause mismatches between OSPA and SFMA. When payroll transactions are changed on the 530 screen SFMA becomes out of sync with OSPA; auditors will question this so agencies must be sure to keep relevant documentation on why the two systems do not match.

Payroll Run 2 allows for corrections by reversing the original interface entry from Run 1 and posting the corrected entry. When a PPDB record is corrected between Run 1 and Run 2 payroll, Run 2 payroll in OSPA automatically backs out the interfaced coding received on Run 1 from PPDB and posts Run 2 with the corrected coding that PPDB now has. These correcting entries are then interfaced to SFMA.

Any action taken during run 1, and the timing of PPDB changes, must be considered before advising an agency what to do. See the scenarios below for [our guidance to agencies](#). *NOTE: these scenarios talk about fixing a particular coding element. Other errors and corrections may come into play, for example run 2 may generate a correction for payroll hours.*

- A. Transaction will post if the coding element is valid, but the agency knows that the coding is not correct. **ADVISE THE AGENCY:** Let run 1 post with incorrect coding element, update the PPDB with correct coding before run 2, and let run 2 make the correction by reversing the incorrect coding and posting the correct coding.
- B. Transaction will post if the coding element is valid, but the agency knows that the coding is not correct. The agency makes the change on the 530 screen for run 1. OSPA & SFMA are now out of synch and will remain this way. **ADVISE THE AGENCY:** Change PPDB **after** run 2 clears to prevent a run 2 correction (see A above).
- C. Transaction will post if the coding element is valid, but the agency knows that the coding is not correct. The agency makes the change on the 530 screen for run 1. OSPA and SFMA are now out of synch and will remain this way. The agency changes PPDB before run 2. **ADVISE THE AGENCY:** The agency will need to change the reversing portion of the batch **ON RUN 2** the same way they changed run 1; this will offset with the correcting portion of the batch and net to zero change. This will need to be done on the day after loading payroll to SFMA when it is on the 530 screen in Edit Mode 0, but before it edit/posts in the next nightly batch cycle.
- D. Transaction cannot post unless the coding element is changed on the transaction. Agency makes correction on TC850. OSPA and SFMA are now out of synch and will remain this way. **ADVISE THE AGENCY:** Change PPDB after run 2 clears to prevent a run 2 correction.
- E. Transaction cannot post unless the coding element is changed on the transaction. Agency makes correction on TC850 and OSPA and SFMA are now out of synch and will remain this way. Agency changes PPDB before run 2. **ADVISE THE AGENCY:** The agency will need to change the reversing portion of the batch **ON RUN 2** the same way they changed run 1; this will offset with the correcting portion of the batch and net to zero. This will need to be done on the day after loading payroll to SFMA when it is on the 530 screen in Edit Mode 0, but before it edit/posts in the next nightly batch cycle.