

## Oregon State Payroll Application (OSPA) OSPS\_JS\_LAB\_ADJ Table Reference Guide

NOTE: Unused fields are listed below the main table

| Field Name  | Field Definition   | OSPA Screen Reference |
|---|--|-----------------------|
| ACTIVITY DESC                                     | Comment entered for a gross pay adjustment, if any.  | P050                  |
| ADJ BASE RATE                                     | Employee's base salary rate plus any fixed pay differentials assigned by PPDB.   | P030                  |
| ADJUST TYPE CD                                    | Adjustment type for gross pay adjustments. "A" is a one-time entry, blank is ongoing.  | P050                  |
| AGENCY NUM  | The 5-digit payroll agency number. This can be different from an employee's home agency, and is driven by the PPDB "PR AGENCY" field.  | P030                  |
| APPNT TYPE CODE                                   | The type of appointment - (P)ermanent, (S)easonal, (L)imited duration, (T)emporary, (A)cademic Year.   | P030                  |
| APPOINTMNT DATE                                   | The date employee was appointed to this position.  | P030                  |
| AUTHNO<br>(Irrelevant to most queries)            | This number identifies the authorization of the position on PICS (Position Inventory Control System). PPDB field.  | N/A                   |
| BASE PAY RATE                                     | The unadjusted base salary rate for the employee's classification as defined by the compensation plan.   | P030                  |
| BENEFIT PKG CDE                                   | This is the 2-character code used by OSPA to reference benefit package tables which validate pay types, insurance benefits, and leave availabilities and accruals.<br><br>See the benefit package code list for a complete listing of current benefit package codes. | P030                  |
| CITY CODE<br>(Irrelevant to most queries)         | The city code from PPDB which defines the employee's official duty station.  | P030                  |
| CLASSIFIED CODE                                   | This code identifies the job class of an employee.   | P030                  |
| CO REC REM NO                                     | This code identifies the wage/job class code used by PERS to determine the benefit structure to which a member belongs.  | P030                  |
| CODE PAY TRANS<br>(Irrelevant to most queries)    | This code is the same as the P190 "TRAN TYPE" field - (O)riginal, (R)eversal, or (C)orrective.   | P190                  |
| CODE PRCS RUN PAY<br>(Irrelevant to most queries) | Payroll run and register process code. This code is the same as the P190 "RUN TYPE" field - (O)riginal or (R)etro process. Retro is currently unused.  | P190                  |
| CODE SRT SEQ<br>(Irrelevant to most queries)      | This code is used to allow records to be sorted into the correct sequence; 1=agency header; 2=year to date correction; and 3=payroll set, set of records for a particular pay check. 1 and 2 are currently not reported.   | N/A                   |
| CONCRNT JOB NUM                                   | Number computer-assigned by PPDB to permit separate control of multiple jobs for an employee within an agency.   | P030                  |
| COST ORIDE CD                                     | The cost distribution code to which a pay code has been overridden from the PPDB default.  | P050, P003/4          |
| COUNTY CODE<br>(Irrelevant to most queries)       | The county code from PPDB which defines the employee's official duty station.  | P030                  |

| Field Name   | Field Definition  | OSPA Screen Reference |
|--|---|-----------------------|
| CREW NUMBER  | An optional field for agencies to define the work group to which an employee is assigned. Corresponds to the "PAY DISTR" field in PPDB.   | P030                  |
| DIFF AMNT1<br>DIFF AMNT2<br>DIFF AMNT3             | The fixed dollar amount of employee's monthly differential(s) which make up the adjusted base rate.   | P030                  |
| DIFF PCNT1<br>DIFF PCNT2<br>DIFF PCNT3             | The fixed percentage of employee's monthly differential(s) which make up the adjusted base rate.  | P030                  |
| DOUBLE FILL CD<br>(Irrelevant to most queries)     | A suffix to the position number which allows association of more than one employee with one position number due to (A)ministrative, (L)eave Without Pay, or (T)raining purposes.  | P030                  |
| EMPLOYEE NAME                                      | Name of employee as entered into the PPDB, last name first.   | P030                  |
| EMPLOYEE NUM                                       | 9-character alphanumeric identifier beginning with "OR", assigned by PPDB to uniquely identify an employee without using a Social Security number.  | P030                  |
| ERB ASMT FLAG                                      | Indicates whether or not the employees of an agency are subject to Employment Relations Board assessments.  | N/A                   |
| FICA SUB PAY FLAG                                  | Indicates whether or not a pay type is subject to Social Security and Medicare (FICA) tax.  | PTB2                  |
| FIX DIFF CODE1<br>FIX DIFF CODE2<br>FIX DIFF CODE3 | Code associated with fixed monthly differential(s), assigned in PPDB, which make up the employee's adjusted base rate.  | P030                  |
| FLSA SUBJ FLAG                                     | Indicates whether the employee is (E)xempt or (N)on-exempt from the Fair Labor Standards Act (FLSA).  | P030                  |
| HOLIDAY CODE<br>(Irrelevant to most queries)       | A code used by OSPA to forecast holidays for various employee groups.<br><br>A-Actual<br>B-Other<br>D-School for Deaf<br>E-STEAM<br>G-Observed/no furlough<br>H-Student Assistance<br>O-Observed<br>T-Board of Dentistry<br>Z-Lottery | P030                  |
| HOURLY PAY RATE                                    | Sometimes referred to as the equivalent hourly rate. The adjusted base divided by the annualized number of hours per month (typically 173.33) as indicated by the "STANDARD HRS PER DAY" field.                                       | P030                  |
| INCOME AMNT  | The gross dollar amount associated with a pay or reimbursement code.  | PTB2, P050            |

| Field Name  | Field Definition  | OSPA Screen Reference |
|---|---|-----------------------|
| INCOME TYPE<br>(P050 gross pay adjustment)<br><br>INCOME TYPE CD<br>(Time screen) | This code indicates how the income will be reported on the employee's W-2.<br><br>(T)axable income<br>(R)eimbursement of an expense<br>(O)ther taxable income<br>(N)ot income such as assumed wages of volunteer workers and memo-only pay types such as leave without pay. | PTB2                  |
| JOB END DATE  | The ending date of this assignment. All 9s in the stop date means no end date has been established; the job is ongoing.   | P030                  |
| JOB START DATE  | The beginning date of this job assignment.  | P030                  |
| LABOR COST PCT1<br>LABOR COST PCT2<br>LABOR COST PCT3<br>LABOR COST PCT4          | The percentage of this employee's costs to be assigned to the related cost center.  | P030                  |
| LABOR COST1<br>LABOR COST2<br>LABOR COST3<br>LABOR COST4                          | The Biennium-PCA-Index number used to define where the employee's payroll costs are to be charged. Maximum of four can be assigned on a personnel action.   | P030                  |
| LEAVE ABS END   | The actual date of return to pay status after an official leave without pay absence.  | P030                  |
| LEAVE ABS START   | The date on which the employee began official leave without pay status.   | P030                  |
| LEAVE ACCRL CDE   | A code used to indicate the employee's rate of vacation accrual, controlled by benefit package.   | P030                  |
| LOAD DATE   | The date that this information was loaded to the Datamart warehouse. This field has no relation to the Pay Period Ending date.  | N/A                   |
| LV ABS READ CD<br>(Irrelevant to most queries)                                    | The PPDB code defining the LWOP type.   | P030                  |
| MASS TRAN DIST<br>(Irrelevant to most queries)                                    | Identifies the mass transit district location established for the position as determined by PPDB.   | P030                  |
| MASS TRAN FLG<br>(Irrelevant to most queries)                                     | Indicates whether or not a pay type is subject to mass transit tax levy.  | PTB2                  |
| NMBR ISS  | This number reflects how many times the employee record has been calculated. Matches the "REG SET" number on P190. This is normally 1 for Run 1, 2 for Run 2, etc., but does vary depending on paperwork timing.  | P190                  |
| NMBR SEQ<br>(Irrelevant to most queries)  | This system-generated number is used to form a unique segment sequence-key.   | N/A                   |
| NUMBER OF UNITS   | The number of units (hour, piece, meeting, week, day, etc.) for which the associated pay code is calculated.  | P050, P003/4          |

| Field Name  | Field Definition   | OSPA Screen Reference |
|---|--|-----------------------|
| OVERTIME PAY IND                                      | Used to calculate the FLSA regular rate of pay as base for overtime pay.<br>B - Use both dollars and hours<br>D - Use dollars only<br>N - Not used for calc<br>O - Use hours. Use dollars (but calc at P030 rate only).<br>P - Not used for FLSA calc (paid at premium rate) | PTB2                  |
| OVRTIME ELIGBL  | Indicates eligibility for overtime pay with (Y)es or (N)o.   | P030                  |
| PAY CODE  | The way in which an employee's earnings are to be calculated - (S)alaried, (P)artial salary, (H)ourly, (U)ndefined.  | P030                  |
| PAY DIST CODE   | Also called the "check distribution code". This is the sort order by which agencies have chosen to have their checks distributed. Choices are PCA, Crew-unit, RDC, or alphabetical. Driven from Payroll Report Option "A" on the agency's PBAP screen.                       | P030                  |
| PAY LEAVE IND   | (PTB2) Indicates if a pay code is also a leave code.<br>A - paid accruable leave<br>N - not a leave type<br>P - paid but not accruable<br>U - unpaid; does not count as time worked<br>W - unpaid; does count as time worked   | PTB2                  |
| PAY OPTION CODE<br>(Irrelevant to most queries)       | Indicates the type of pay option on the compensation plan. "A" is the normal range; all other codes are restricted to specific classifications as set by PPDB.   | P030                  |
| PAY PERIOD END  | The pay period ending date is the last calendar day of any given month. Corresponds to the P190 "PAY PER END DATE" field.  | P190                  |
| PAY RATE  | The pay rate entered through PPDB, which may be higher or lower than the base rate. Differences here are usually due to other-than-100% FTE percentages paid on a partial salary basis. This pay rate is dependent on the pay basis code.                                    | P030                  |
| PAY RATE UNIT   | Default pay rate assigned to the requested pay code. Can be overridden using the gross pay adjustment screen.  | PTB2, P050            |
| PAY STEP  | The employee's pay range step.   | P030                  |
| PAY TYPE CODE   | The pay code used for employee payments. Examples are RG, VA, CTA, etc.  | PTB2                  |
| PAY TYPE DESCR  | Description associated with a pay type code. Examples are regular, vacation, comp tm accr, etc.  | PTB2                  |
| PCNT AMNT CODE1<br>PCNT AMNT CODE2<br>PCNT AMNT CODE3 | Indicates whether the fixed monthly differential being received is a (P)ercentage or (A)ctual amount.  | P030                  |

| <b>Field Name</b>                               | <b>Field Definition</b>   | <b>OSPA Screen Reference</b> |
|---|---|------------------------------|
| PERCNT POSITION                                 | The FTE percentage for this employee. Refers to the percent of a position's regularly scheduled work hours that will be worked by a particular employee.  | P030                         |
| PERS CLASS CODE                                 | The PERS job class code as assigned by the PPDB. This code designates the retirement benefit structure to which an employee belongs.  | P030                         |
| POSNO<br>(Irrelevant to most queries)           | The identifying number assigned to the position by the agency. Duplicates possible across agencies.   | P030                         |
| PT FT CODE                                      | Employment status code - (F)ull time, (P)art time, (J)obshare, (T)emporary.   | P030                         |
| RANGE OPTN CODE<br>(Irrelevant to most queries) | Indicates the type of salary range on the compensation plan. "A" is the normal range; all other codes are restricted to specific classifications as set by PPDB.  | P030                         |
| REC TYPE  | Indicates whether the pay type was reported on the (G)ross pay adjustment or (T)imesheet screens.   | P050, P003/4                 |
| RECOG SERVICE DATE                              | The date the employee started state service unbroken by chargeable leave without pay. Determined by personnel.  | P030                         |
| REGULAR PAY IND                                 | Also known as "RG*". Indicates whether or not a pay type is to be included in computing the regular pay (RG, VA, SL, etc.). Used in labor pricing and leave accrual calculation.                        | PTB2                         |
| REPRESENT CODE                                  | Code used to define an employee's representation group as assigned by PPDB.   | P030                         |
| REPT DIST CODE                                  | A code established by the agency for the identification of divisions/units for the purpose of personnel report distribution and subtotals. Corresponds to the "RDC" field in PPDB.                      | P030                         |
| RETIRE SUBJ FLG                                 | Indicates whether or not a pay type is included in the calculation for wages subject to retirement.   | PTB2                         |
| SAIF PCNT                                       | Multiplier for SAIF-subject salary to determine applicable reportable income.   | PTB2                         |
| SEP REASON CODE                                 | The PPDB reason code for the employee's separation.   | P030                         |
| SEPARATION DATE                                 | This is the date of either actually leaving a position, or projected to leave a position.   | P030                         |
| STD HRS PER DAY<br>(Irrelevant to most queries) | Hours per day which define the employee work week. This code tells OSPA how many hours to use for the "HOURLY PAY RATE" field.  | P030                         |
| TAX YEAR  | The calendar year for which taxes were paid.  | P190                         |
| TAXABLE INC FLG                                 | Indicates whether or not a pay type is subject to federal and state income taxes. Some hard-coding may exist to exempt particular pay codes from one or the other entities; not indicated in any field. | PTB2                         |

| Field Name   | Field Definition   | OSPA Screen Reference |
|--|--|-----------------------|
| <p>TEXT REG SEQ</p> <p>Mostly helpful with Online Daily Time or eTime queries.</p> | <p>Pay type location in the record.</p> <p>Gross pay adjustments contain a 4-digit number and the income type.</p> <p>Online Daily Time and eTime show the date, page, and line. P003 date = last day of the month or job segment.</p> <p>Ex.: 20XX030201001 = 3/2/XX, pg 1, line 1.</p> | <p>P003/4, P050</p>   |
| <p>TIME PER END DT</p>   | <p>Time period ending date for the associated pay code. This can be either the daily record or the monthly record date (may contain a mid-month date if the record is split). Gross pay adjustments always have the end of the month in this field.</p>                                  | <p>P003/4, P050</p>   |
| <p>UNEMP SUB FLG</p>   | <p>Indicates whether or not a pay type is subject to unemployment insurance.</p>   | <p>PTB2</p>           |
| <p>WORK CHARGE CD</p>  | <p>If there is any data in this field, it is informational only. No labor costing allocations occurred (unless also allocated using the "COST ORIDE CD" field).</p> <p>This does NOT give work charge override information.</p>  | <p>P003/4, P050</p>   |

These fields are no longer used:

|   |  |             |
|---|--|-------------|
| <p>SEPARATION CODE<br/>(Unreliable Data)</p>    | <p>Data is inconsistently applied. Supposed to indicate if an employee has separated (Y) or not (0) from a position. Verified with programmers 5/18/15 to be inconsistent; does not display in OSPA or PPDB.</p> | <p>P030</p> |
| <p>SEQ KEY<br/>(Irrelevant to most queries)</p> | <p>CURRENTLY UNUSED. Secondary OSPA register variable sequence field. Contains variable information that is used for sequence and control of the register records.</p>   | <p>N/A</p>  |