

ADB1 PAYROLL BENEFIT PACKAGE TABLE

SCREEN PURPOSE

OSPS staff members use two screens to enter new and maintain existing benefit packages:

- For each benefit package, the ADB1 Payroll Benefit Table screen includes:
 - Usage and accrual rules for leave types
 - Minimum hours an employee must work to qualify for PEBB benefits
 - Parameters for the monthly subsidy for PEBB benefits
 - Insurance return amounts if the employee opts out of PEBB medical or medical and dental insurance
- The ADB2 Payroll Benefit Table screen:
 - Lists the specific pay types that an employee in a given benefit package may use
 - Defines the business rules that govern each pay type

ALSO KNOWN AS

ADB1

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

Press [PAUSE] to clear the screen. In the upper left corner, type ADB1,XX,MMDDYY,#

XX = an alphanumeric benefit package code. Required. See the OSPA Reference Manual, Codes, Benefit Package Codes for a current list.

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. Optional.

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

SCREEN ELEMENTS

A		B		C		D											
ADB1		CO 999999		PAYROLL BENEFIT PACKAGE TABLE													
G		E		H		F		I		J		K		L			
PKG TRAN ?		PKG CODE CO		DESC SEIU/OPEU EE		CONTR EXP		063013		LAM Y ATE		Y PYF M					
START DT		120111		STOP DT		999999		CONTR		EXP		063013		LAM Y ATE		Y PYF M	
OPE CLS/MTCH		L 0001.00		C 0040.00		S 0000.85		N 0000.00		N 0000.00		N 0080.00					
ST MAX CNTRB		W 9999.99		X 9999.99		Y 9999.99		Z 9999.99		C 2816.00							
OPT OUT AMTS		0387.00		0154.00		0233.00		0193.50		0193.50							
TRN	LV	DESCRIPTION		ACCR MO	ACCR RATE	MAX ALLWD	MON	MAX USE	WAIT								
?	CT	COMP TIME		00	000.00	0240.0	00	0000.0	00								
?	DH	DONATED LV		00	000.00	9999.0	00	0000.0	00								
?	FL	FUNERAL LV		00	000.00	0000.0	06	0072.0	00								
?	GL	GIVEN/GOV LV		00	000.00	0000.0	10	0008.0	00								
?	LA	FURLOUGH LV1		08	080.00	0080.0	00	0000.0	00								
?	LA	FURLOUGH LV2		08	096.00	0096.0	00	0000.0	00								
?	LA	FURLOUGH LV3		08	112.00	0112.0	00	0000.0	00								
?	ML	MILITARY LVE		00	000.00	0000.0	09	0150.0	05								
?	OC	OCA 6-1 F/H		00	000.00	0024.0	00	0000.0	00								
?	PB	PERSONAL BUS		06	024.00	0024.0	06	0000.0	05								
?	PR	PRERETIRE LV		00	000.00	0000.0	00	0028.0	00								
?	SL	SICK LEAVE		00	008.00	9999.0	00	0000.0	00								
?	ST	STRAIGHT TM		00	000.00	9999.0	00	0000.0	00								
?	VA	VACATION-LC1		00	008.00	0325.0	00	0000.0	06								
?	VA	VACATION-LC2		00	010.00	0325.0	00	0000.0	00								
?	VA	VACATION-LC3		00	012.00	0325.0	00	0000.0	00								

LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Two-digit, alpha or numeric, benefit package code, ##. Part of the screen access key sequence, required. See the OSPA Reference Manual, Codes, Benefit Package Codes for a current list.
C	<p>Date, MMDDYY. Part of the screen access key sequence, optional. If you enter a date, OSPA will display the benefit package in effect on that date. If the date is blank, OSPA will default to the current record, 999999, or the last record in effect, MMDDYY.</p> <p>#, screen number. It will default to 1, which does not display. To view a second screen or create a new screen, type the screen number after the date. See Notes, View Additional Screen below.</p>

No.	Description
D	Screen title. Protected. PKG TRN ? : Indicates the action for OSPA to take. Possible values include: <ul style="list-style-type: none"> ▪ A = add new benefit package (clone the package displayed) ▪ C = change the data in any of the fields on the screen ▪ D = delete (outdate) the displayed package. Note: you also need to enter a STOP DT.
E	Benefit package code. See the OSPA Reference Manual, Codes, Benefit Package Codes for a current list.
F	Brief description of the benefit package
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	Pay frequency. It is currently M (monthly) for all employees. Other possible values include: <ul style="list-style-type: none"> • S = Supplemental • W = Weekly per diem

No.	Description
M	<p>We currently use the following:</p> <ul style="list-style-type: none"> • C = amount of monthly subsidy applied to the 5% employee contribution for PEBB benefits if the employee's monthly base salary is ≤ ST MAX CNTRB C. See Notes, PEBB Monthly Subsidy below. • L = premium rate for PEBB basic life insurance • Last set of these fields = the number of regular paid hours an employee must have in the month to qualify for PEBB benefits <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 • N = no OPE deduction • S = State Police insurance • T = long-term disability • U = union
N	<p>The first four fields indicate the maximum amount the state will pay toward the cost of an employee's required or core PEBB benefits, based upon the employee's choice for medical insurance. While the programming is still in place, the values are currently 9999.99 to ensure payment of 95% of the full-time employee's selected insurances.</p> <p>Possible values for the first four fields 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 <p>The fifth field (C) indicates the maximum base salary for full-time employees to qualify for the monthly subsidy for the 5% employee contribution to PEBB benefits. For the sample screen, a full-time employee with a base salary of \$2,816.00 or less will receive a \$40.00 (OPE CLS/MTCH C) monthly subsidy. See Notes, PEBB Monthly Subsidy below.</p>

No.	Description
O	<p>Values used to calculate the insurance return for an employee who opts out of PEBB medical or medical and dental insurance.</p> <p>There are five fields:</p> <ul style="list-style-type: none"> • First = the amount the agency will pay • Second = the amount sent to PEBB if the employee opts out of medical insurance • Third = amount available for the employee if the employee opts out of medical insurance • Fourth = amount sent to PEBB if the employee opts out of medical and dental insurance • Fifth = amount available for the employee if the employee opts out of medical and dental insurance <p>See Notes, PEBB Opt Out below.</p>
P	<p>Indicates the desire to add, change or delete a leave type.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • A = add a new LV. Note: enter a new leave code on a blank line. If you enter it over an existing LV code, OSPA will replace the old code with the new one. • C = change designated LV • D = delete designated LV
Q	<p>Leave types included in this benefit package</p>
R	<p>Description of leave type</p>
S	<p>Calendar month LARS will give eligible employees a leave balance. For example, during the June leave accrual process each year, LARS gives eligible employees a new Personal Business (PB) leave balance for the new fiscal year.</p>
T	<p>Rate at which leave balance will accrue</p>
U	<p>Maximum balance an employee may have for this leave</p>
V	<p>Calendar month that the leave balance will go to zero. For example, during the June leave accrual process each year, LARS reduces the personal business (PB) balance for the ending fiscal year to zero. During the October leave accrual process, it reduces governor's leave to zero.</p>
W	<p>Maximum amount of leave that the employee may use at one time</p>
X	<p>Number of employment months before an employee may use leave. For our example, the employee must wait five months before using PB.</p>

NOTES

PEBB Monthly Subsidy -- Under some CBA's and agency policy, employees who have a base monthly salary that is \leq a defined amount receive a monthly subsidy to apply against the 5% employee contribution to the costs for PEBB core (health, dental and basic life) insurances.

OSPA manages the subsidy as follows:

- The applicable CBA or policy will define eligible employees
- The ADB1/PTB1 screens include the maximum salary amount (ST MAX CNTRB C) and the amount of the monthly subsidy (OPE CLS/MTCH C)
- When OSPA processes deductions during the payroll run, it will apply the subsidy to the employee's 5% contribution for core insurances until it has used the entire subsidy. It will apply it in alphabetical order by the deduction code.

PEBB Opt Out – OAR 101-020-0015 allows an employee who has medical insurance coverage under another employer sponsored group plan to opt out of PEBB medical or medical and dental insurance. The employee may opt out when first hired, during open enrollment or as the result of a qualifying family status change (QSC). The employee who opts out may receive cash in lieu of coverage, if made available by the PEBB Board for that plan year.

To give the employee the cash, agency payroll enters an on-going transaction on the P050 Gross Pay Adjustments on File screen with pay type IR. OSPA will not calculate cash in lieu of coverage unless the employee has both an opt out deduction on the P070 Deductions and Deduction Adjustments screen and the IR entry on the P050 screen.

- If the employee opts out of medical insurance, PDB will interface deduction code OONN with plan code 001 or 002 to the P070 screen
- If the employee opts out of medical and dental insurance, the P070 screen will have deduction code OHNN with plan code 001 or 002

OSPA uses the OPT OUT AMTS on the ADB1 screen to calculate the amount the employee will receive.

- If the employee opts out of medical insurance, OSPA:
 - Starts with the third OPT OUT AMT on the ADB1 screen
 - Subtracts the Emplr Share amount from the PTD2 screen for the employee's dental insurance
 - Subtracts 95% of the basic life insurance premium (currently \$1.00)
- If the employee opts out of both medical and dental insurance, OSPA:
 - Starts with the fifth OPT OUT AMT on the ADB1 screen
 - Subtracts 95% of the basic life insurance premium (currently \$1.00)

The OPT OUT AMTS are for an employee with PT-FT CD / PCT = F/1.000 on the P030 Job Status Data screen. If the employee is part-time or job share, OSPA will pro-rate the amount by the percent of full-time.

See the OSPA Reference Manual, Handbooks, PEBB Benefits.

View an Additional Screen – If the benefit package has more leave types than will fit on one screen, you can change the screen number to view the additional leave types. Also, when you are adding new leave types, you need a blank line. If the screen is full, bring up the next screen.

To view the next screen:

- Press [PAUSE] to clear the screen
- On a blank screen, in the upper left corner, type ADB1, benefit package, date (999999), new screen number (ADB1 AA 999999 #)
- Press [ENTER]. OSPA will display a new screen.

SCREEN MESSAGE CODES

Code	Message with Code	Description
BN01	SECURITY VIOLATION	Access not permitted to screen
BN02	BENEFIT ALREADY EXISTS	Benefit exists in table
BN03	NO DATA ENTERED	Map error. OSPS will document action being taken, screen print error, and fax to programmer.
BN04	BENEFIT TRANSACTION COMPLETED	Transaction completed as entered.
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

Code	Message with Code	Description
BN20	TRANSACTION ERROR	You pressed [ENTER] and had not changed any data on the screen.
BN21	EDIT ERROR	Indicates an error was found and the screen returns with fields highlighted.
BN24	NON NUMERIC	When adding new package codes, field changed to "*" must be numeric
BN25	INVALID DATE	No dates entered or dates are not in correct format
BN27	NEW BENEFIT CREATED	Transaction has been created or outdated
BN28	DUPLICATE PAY TYPE	You tried to add a pay type that already exists on the table
BN29	DUPLICATE BENEFIT	You tried to enter a benefit type that already exists on the table
BN30	NO PAY TYPES FOR THIS BENEFIT	No pay type found for this benefit
BN31	BEGIN/END DATA ERROR	Begin / end dates are not valid
BN32	OVERLAPPING DATES	Start / stop dates entered overlap each other
BN33	OPTOUT NOT = PEBB + EMPL	2nd + 3 rd and 4 th + 5 th OPT OUT AMTS must equal the 1 st OPT OUT AMT
BN34	DATE CHANGE INVALID	Not able to back date screen
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.
	LOG TABLE FAILURE CONTACT SUPPORT	Database error. OSPS will document action being taken, screen print error, and fax to programmer.

See the OSPA Reference Manual, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

OSPS will only make entries on the ADB1 and ADB2 Payroll Benefit Package Table screens when the agency requesting the entry provides the applicable citation from a bargaining agreement, personnel rule or state or federal regulation.

OSPA SCREEN INTERACTIONS

See the OSPA Reference Manual, Screen Descriptions for additional information.

AFFECTED BY

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DIRECTLY AFFECTS

Leave Accrual and Reporting System (LARS) – The Payroll Benefit Package Table screens establish 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 business rules on the Payroll Benefit Package Table screens.

PTB1 Payroll Benefit Table – The PTB1 is an inquiry only screen available to agency payroll to view the benefit packages entered on the ADB1 screen.

INDIRECTLY AFFECTS

ADB2 Payroll Benefit Table – When OSPS adds a benefit package to the ADB1 screen, OSPA will also add the package to the ADB2 screen.

PTB2 Payroll Benefit Table – The PTB2 is an inquiry only screen available to agency payroll to view the benefit packages entered on the ADB2 screen.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
07/20/06	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
05/16/08	1.3	Delete instructions to change table, see OSPS Desk Manuals
01/27/09	1.4	PEBB 2009 plan changes; WR3420, clarify OPE CLS/MTCH and OPT OUT AMTS
05/04/09	1.5	Correct ACCR MO; access to second screen

Date	Rev. No.	Modification
09/10/09	1.6	View additional page; WR#3539 research on OPE CLS/MTCH fields
02/08/10	1.7	Appendices to Codes, PEBB Handbook
12/09/10	1.8	WR#3722, add dental opt out for PEBB plan year 2011
11/30/11	1.9	WR#3859, PEBB plan year 2012, add monthly subsidy fields, 95/5% premium contributions