

ADD1 PAYROLL DEDUCTION TABLE

SCREEN PURPOSE

There are three OSPA screens available to OSPS staff to enter and maintain deduction and plan codes. These three Payroll Deduction Table screens include the following:

- The ADD1 Payroll Deduction Table screen establishes the deduction code, includes the vendor name and address, and establishes general controls and business rules. All deduction codes will have entries on the ADD1 screen.
- For deductions other than PEBB medical, dental and vision insurances, the ADD2 Payroll Ded/Plan Table screen lists plan codes associated with a given deduction code. Not all deduction codes have plan codes. PEBB medical, dental and vision insurances will have plan codes on the ADD3 screen rather than the ADD2 screen.

Reasons why OSPS may establish plan codes include:

- The employee may have more than one deduction with the same deduction code; for example, direct deposit deductions (XDNN)
- There is more than one plan option; for example, union dues / fair share or PEBB health insurance coverage
- There are standard costs for a given plan for all employees; for example, parking or mass transit passes
- The ADD3 Payroll Ded/Plan Table lists the administrative fees and taxes associated with PEBB medical, dental and vision insurance. Only these deduction codes will have plan codes and values on this screen. For these insurances, the ADD2 screen will be blank; OSPA will populate the PTD2 screen from the values entered on the ADD3 screen.

Only OSPS staff members have access to these screens.

ALSO KNOWN AS

ADD1

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

ADD1,A#A#,MMDDYY

A## = a four-digit alphanumeric code that designates a specific deduction code, required. See the OSPA Reference Manual, Codes, Deduction Codes for a current list.

MMDDYY = effective date for code, optional. OSPA will default to 999999 (the current record in effect) or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.

To make changes to the screen:

- Access the screen
- Retrieve a record
- Press [PAUSE] to clear the screen
- Access the screen and retrieve a record a second time

SCREEN ELEMENTS

A ADD1 **B** SWNN,999999 **C** **D** PAYROLL DEDUCTION TABLE

E Tran Type: ? Deduction Information: **H** **I** Category P

F Deduction Code SWNN Type H Description PSWP

J Start Date 120111 Stop Date 999999

L ACH Acct 1232001014430001384 **K** Acct Cd C **M**

N Payee PEBB STATEWIDE PLAN

O Address **P** State **Q** Zip 00000000 **R**

S Central Y **T** Check Accum 2 **U** Multiple DED 3 **W** Admin Fee Payee S

V OPE Class H **X** Kaiser Code **Y** Plan is Seq Num N **Z** Priority 01 Emp Co-Pay % 050

AA Share Basis V **BB** **CC** Non Taxable Code T

Deferred Compensation, TSA and FSA Information:

Maximum PCT Curr **Y** .00 Maximum PCT YTD **Z** .00

Maximum Amt Curr **AA** .00 Maximum Amt YTD **BB** .00

Restrict to Agency 00000 **DD**

Union Dues Information:

EE Rate PCT .00 **FF** Plus Amt .00 **GG** Min Amt .00 **HH** Max Amt .00

LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Four-digit, alphanumeric deduction code. Part of the screen access key sequence, required. See the OSPA Reference Manual, Codes, Deduction Codes, for a current list.

No.	Description
C	End effective date for the code. The current codes have 999999. Optional part of the screen access key sequence. If you enter a date, OSPA will display the record in effect at that time.
D	Screen title, protected
E	Indicates the kind of entry you are making. See Notes below. Possible values include: A = add C = change D = delete
F	Four-digit, alphanumeric deduction code
G	Values currently being used include: C = child support D = dental H = health I = other insurance L = life N = no deduction R = deferred compensation T = long-term disability U = union X = miscellaneous deduction
H	Brief title to describe the purpose of the deduction code
I	O = OSPS deduction P = PEBB deduction See OSPA Reasonability Edits, Category below
J	The first date you can use the deduction code, MMDDYY. Generally, the first day of the month.
K	Last date you can use the deduction code, MMDDYY. Current records will have 999999.
L	Routing, transit, bank, and vendor account number for a direct deposit to the vendor's account. OSPA will edit for valid routing and transit numbers. Maximum of 22 alphanumeric characters.

No.	Description
M	<p>Indicates type of account for direct deposit.</p> <p>Values include: C = checking S = savings</p>
N	<p>Name and address of the vendor. The zip code may be alphanumeric if the address is Canadian.</p>
O	<p>Y = OSPS will send the payment to the vendor, either with a check or ACH N = checks will go to agency payroll staff to be mailed to the vendor</p>
P	<p>Number of digits in two or more deduction codes that must be the same for OSPA to combine payments to the vendor for these deduction codes.</p> <p>For example, deduction codes DKAB, DKAC, and DKAD have check accum: 2. OSPA will combine the deductions with these codes into one payment to AFSCME. If they had check accum: 4, OSPA would generate three separate payments.</p>
Q	<p>Controls the number of current ongoing (ADJ = blank) deductions an employee can have on the P070 Deductions and Deduction Adjustments screen with the same deduction code.</p> <p>Possible values include: 1 = the employee may only have one deduction with the same OPE class and TYPE 2 = the employee may only have one deduction with this deduction code 3 = the employee may have more than one deduction with this code</p>
R	<p>Determines if the deduction will include an administrative fee and to whom OSPA will pay the fee.</p> <p>Possible values include: E = Department of Administrative Services N = no administrative fee S = PEBB</p>
S	<p>Current values include: D = dental H = health L = life N = no OPE class S = Fortis Benefit and unique life</p> <p>The following values may have been used in the past: C = composite benefit (SEBB/BUBB plans) T = long-term disability U = union</p>

No.	Description
T	A plan code unique to, and assigned by, Kaiser insurances
U	This field is not currently used. Defaults to N.
V	<p>No longer used. OSPS enters the PEBB admin fees on the ADD3 screen.</p> <p>Previously used to define how OSPA calculated the PEBB admin fees for the ADD2 screen. Values included:</p> <ul style="list-style-type: none"> • E = percent of Empl Share on the ADD2 screen (now Emplr Share on the ADD2) • N = no board share • S = percent of STATE SHARE on the ADD2 screen (now Emple Share on the ADD2) • V = percent of Vendor Share on the ADD2
W	<p>In the original design, if the employee's earnings fell below the total of the current deductions entered on the P070 Deductions and Deduction Adjustments screen, OSPA would drop the deductions in descending priority order (04 first), 01 to 04. If the employee's earnings were less than the total of all of the priority 01 deductions, OSPA would still pay all of the deductions and create a net pay negative. This functionality is not part of the current programming.</p>
X	Percent of the Total Rate on the ADD3 screen that the employee will pay for PEBB core insurances (medical, dental, vision and basic life insurance)
Y	Maximum percent of current gross pay that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities
Z	Maximum percent of annual gross pay that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities
AA	Maximum amount within the current month that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities
BB	Maximum amount for the current year that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities

No.	Description
CC	<p>Determines if OSPA will calculate federal (FIT) and state (SIT) income tax or social security and Medicare (FICA) withholding before or after taking the deduction.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • F – Not currently used. Developers planned that a positive amount would be exempt from FIT and SIT and subject to FICA. A negative amount would be subject to FIT, SIT and FICA. Programming is required to use this code. • N -- The deduction is exempt from FIT and SIT and subject to FICA. • T -- If the deduction code does not have a plan code or has a numeric plan code, the deduction is subject to FIT, SIT and FICA. With an alpha plan code, the deduction is exempt from FIT, SIT and FICA. • X -- The deduction is exempt from FIT, SIT and FICA.
DD	<p>Identifies agencies that may use this deduction code, #####. Up to 25 fields. 00000 indicates all agencies may use the code.</p>
EE	<p>OSPA will multiply the employee's base salary by this percent to determine union dues / fair share.</p>
FF	<p>In addition to the percent, OSPA may subtract a fixed amount from the employee's pay for union dues / fair share.</p>
GG	<p>Minimum amount the employee will pay for union dues / fair share</p>
HH	<p>Maximum amount the employee will pay for union dues / fair share</p>

NOTES

Add a deduction code by cloning an existing deduction code:

- Retrieve an existing deduction code
- Type a over the ? for TRAN TYPE
- Type the new deduction code over the existing deduction code
- Press [ENTER]
- OSPA will add the deduction code to both the ADD1 and ADD2 or ADD3 screens

Change an existing deduction code:

- Type c over the ? for TRAN TYPE
- Make the necessary changes
- Press [ENTER]

Delete a deduction code:

- Type d over the ? for TRAN TYPE

- Type deleteall over the zip
- Press [ENTER]
- OSPA will delete the deduction code from both the ADD1 and ADD2 or ADD3 screens

SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code is not on the ADD1 or it does not have plan codes on the ADD2.
DD02	REC ALREADY ON FILE	Record exists
DD03	ADD1 TRANSACTION COMPLETE	You have added or changed information on the screen and pressed [ENTER] to save the data.
DD05	SECURITY ERROR	Access not permitted to the screen
DD10	INVALID TRANSACTION	For screen ADD1, the transaction code must be A or D. For screen ADD2, the transaction code must be an A, C, or D.
DD11	INV DED CODE	No deduction code after keying ADD1
DD12	INV DATE.	Date entered after deduction code as part of the inquiry. It is not in MMDDYY format or not a valid date.
DD13	INV START DATE	Start date entered is not valid, MMDDYY
DD14	INV STOP DATE	Stop date entered is not valid, MMDDYY
DD15	INV CHECK ACCUM	Check accum field must be 1, 2, 3, 4, or space
DD16	INV MULTIPLE DED	Multiple deduction field must be 1, 2, or 3
DD17	INV FEE PAYEE	Admin fee payee field must be S, B, E, N, or P
DD18	INV OPE CLASS	OPE class field must be H, D, T, F, L, N, S, B, J, E, K, G, or M
DD19	INV SEQ NUMBER	Seq number field must be Y or N
DD20	INV SHARE BASIS CD	Share basis code must be S, E, V, or N
DD21	INV MAX PCT CURR	Max pct curr field must be numeric and ≤ 100
DD22	INV MAX PCT YTD	Max pct YTD field must be numeric and ≤ 100
DD23	INV MAX AMT CUR	Max amt cur field must be numeric
DD24	INV MAX AMT YTD	Max amt YTD field must be numeric
DD25	INV NON TAX FLAG	Non tax flag field must be T, N, F, or X
DD26	INV AGENCY	Agency must be numeric. This message will also appear if the first restricted agency number is not numeric and equal to 00000. For example, you cannot enter a restricted agency number of 10700 and then 00000.
DD27	COMPATIBILITY ERROR	Admin fee \neq N, share basis \neq N, and PEBB pct > 0.0 .
DD29	INV ZIP CODE	Address is not Canadian and zip code is not numeric

Code	Message with Code	Description
DD30	INV CENTRAL FLAG	Central Flag field must be Y or N
DD41	INV TYPE CODE	Type code must be H, D , L, T, I, C, R, N, X, U, or B
DD44	CATEGORY NOT O OR P	Category entered must equal an "O" or "P"
DD50	NO DED REC.	No deduction code or an invalid code entered as part of the inquiry.
DD51	NO BEN REC	No benefit record was found
DD80	INV ACH ACCT	ACH Acct does not meet the edits for a valid routing / transit and account number
DD81	INV ACH ACCT ABA	ABA Modulus 10 digit check is invalid.
DD82	INV ACH ACCT CD	ACCT CD can be "S"avings or "C"hecking.
DD90	OSDEDPKG NOT OPEN	Deduction package table not open. OSPS will document action being taken, screen print error and fax to programmer
DD91	OSBENPKG NOT OPEN	Benefit package table not open. OSPS will document action being taken, screen print error and fax to programmer

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

OSPA REASONABILITY EDITS

Category – If the Category = P (PEBB deduction) on the ADD1 screen, the deduction entered on the P070 Deductions and Deduction Adjustments screen will not clone from the P071 screen for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB “dot” benefits (PDB).

Type, OPE Class, Multiple DED – OSPA performs the following edits:

- If the Multiple DED = 1, allow only one on-going deduction on the P070 screen for a deduction code with the same ope class and type.
- If the Multiple DED = 2, allow only one on-going deduction with a given deduction code on the P070 screen.
- If the Multiple DED = 3, allow multiple on-going deductions with the same deduction code on the P070 screen.

SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

For additional information, see the OSPA Reference Manual, Screen Descriptions.

AFFECTED BY

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DIRECTLY AFFECTS

P070 Deductions and Deduction Adjustments – The P070 Deductions and Deduction Adjustments screen determines the deductions that will or have been taken from an employee's pay for a given pay period and payroll run. The deduction code must be on the ADD1 Payroll Deduction Table screen before you can enter it on the P070 screen.

P071 -- If the CATEGORY = P (PEBB deduction) on the ADD1 screen, the deduction entered on the P070 Deductions and Deduction Adjustments screen will not clone from the P071 screen for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB "dot" benefits (PDB).

PTD1 Payroll Deduction Table -- The PTD1 screen is an inquiry only screen that displays the data entered on the ADD1 screen.

INDIRECTLY AFFECTS

P191 Register Summary – The P191 is an inquiry only screen that shows summarized pay registers for an employee. The display includes deductions entered on the P070 Deductions and Deduction Adjustments screen. OSPA updates the data after each final payroll run and maintains the data for three pay periods.

P192 Register Listing – The P192 is an inquiry only screen that displays the payroll register detail for a designated employee, pay period, and payroll run. The display includes deductions from the P070 screen. OSPA updates the screen after each payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 screen displays payment information for transactions entered after the last final payroll run. It reflects the deductions in effect for a given pay period and check date.

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
04/26/06	1.0	Original
11/22/06	1.1	Correct X and Y, gross pay
07/05/07	1.2	Correct BOARD PCT description
07/06/07	1.3	Synchronize with PTD1, add P191 and P192 (WR# 2884)
04/09/08	1.4	WR #3225, add Union Dues Information fields
06/03/08	1.5	WR #3323, allow alphanumeric zip code for Canada
06/18/08	1.6	WR #3190, add ACH fields
02/20/09	1.7	Clarify Non Taxable Code field
05/13/09	1.8	WR#3503, add FSA to "Deferred Compensation, TSA, and FSA Information"
11/16/09	1.9	WR#3556, 3564, PEBB 2010 Plan Changes, Board pct changed to PEBB pct
12/02/11	1.10	WR#3859, PEBB 2012 Plan Changes, delete PEBB PCT and add Emp Co-Pay; appendices to codes; periodic review