DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S
STATE CONTROLLERS
DIVISION

ADD3
PAYROLL DED/PLAN 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 values on this screen. For these insurances, the ADD2 screen will be blank; OSPA will populate the PEBB Admin field on the PTD2 screen from the values entered on the ADD3 screen.

Only OSPS staff members have access to these screens.

ALSO KNOWN AS

ADD3

PREREQUISITES, IF ANY

Prior to entering plan codes on the ADD3 Payroll Ded/Plan Table screen, OSPS must establish the deduction code on the ADD1 Payroll Deduction Table screen.

SCREEN ACCESS KEY SEQUENCE

ADD3,A#A#,MMDDYY

A#A# = a four-digit alphanumeric code for a specific deduction. 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, or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.

SCREEN ELEMENTS

```
 A        B       C                                    D

ADD3    SWNN,999999                        PAYROLL DED/PLAN TABLE
                                E                                   F
 Payee PEBB STATEWIDE PLAN          Deduction Description  PSWP

 T   Plan  Description   Car  OPE Vendor   Comm    Admin   Self    Fund    Total
     Code                Cvg  Tier Fee      Fee     Fee    Ins     Fee     Rate
 ?   AAA   EMP ONLY       A    W   948.63  1.61    3.80    9.50   12.93    976.47
 ?   BBB   EMP&SPOUSE     B    X  1271.04  2.16    5.09   12.73   17.33   1308.35
 ?   CCC   EMP&CHILDREN   C    Y  1090.86  1.85    4.37   10.93   14.87   1122.88
 ?   DDD   EMP&FAMILY     D    Z  1299.48  2.21    5.21   13.02   17.71   1337.63
 ?   ZZZ   PRIOR ADJ      _    _      .00   .00     .00     .00     .00      .00
 ?   001   PRIOR ADJ      _    _      .00   .00     .00     .00     .00      .00
 ?   101   EMP ONLY       A    W   948.63  1.61    3.80    9.50   12.93    976.47
 ?   102   EMP&SPOUSE     B    X  1271.04  2.16    5.09   12.73   17.33   1308.35
 ?   103   EMP&CHILDREN   C    Y  1090.86  1.85    4.37   10.93   14.87   1122.88
 ?   104   EMP&FAMILY     D    Z  1299.48  2.21    5.21   13.02   17.71   1337.63
 ?   802   EMP&PARTNER    B    X  1271.04  2.16    5.09   12.73   17.33   1308.35
 ?   803   EE/DP'S CHL    C    Y  1090.86  1.85    4.37   10.93   14.87   1122.88
 ?   804   EE/DP/EE CHL   D    Z  1299.48  2.21    5.21   13.02   17.71   1337.63
 ?   805   EMP&BOTH CHL   C    Y  1090.86  1.85    4.37   10.93   14.87   1122.88
 ?   806   EE/DP/DP CHL   D    Z  1299.48  2.21    5.21   13.02   17.71   1337.63
 ?   807   EE/DP/BTH CH   D    Z  1299.48  2.21    5.21   13.02   17.71   1337.63
 ?   901   EE YTD/AGCY$   _    _      .00   .00     .00     .00     .00      .00
 G   H          I            J   K     L        M       N       O       P       Q
```

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Specific deduction code, ####, alphanumeric. 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 deduction code, typically the last date the contract is in effect, MMDDYY. Current records 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	Title of screen, protected
E	Vendor from the ADD1 Payroll Deduction Table screen, protected
F	Brief title that describes the purpose of the deduction code from the ADD1 Payroll Deduction Table screen, protected
G	Indicates the kind of entry being made Possible values include: A = add C = change D = delete
H	Plans that are available from the insurance carrier, three-digit, alphanumeric. See Notes, Impact on Taxes and Plan Codes below.
I	Brief description of the plan code, 12 alphanumeric characters
J	Used on reports for some vendors Possible values include: A = employee only B = employee and spouse C = employee and children D = employee and family
K	Possible tier values include: W = employee only X = employee and spouse Y = employee and children Z = employee and family
L	Amount paid to insurance carrier, ####.##
M	Commission fee
N	PEBB administrative fee
O	Self insurance administrative fee for Providence Choice and the PEBB Statewide Plan
P	Funding load fee

No.	Description
Q	Vendor Fee + Comm Fee + Admin Fee + Self Ins + Fund Fee, OSPA calculated

NOTES

Impact on Taxes – OSPA uses the Non Taxable Code on the ADD1 screen with the plan codes on the ADD2 or ADD3 screen to decide whether to take the deduction before or after calculating federal (FIT) and state (SIT) income tax withholding and social security and Medicare (FICA) taxes.

Possible values for the Non Taxable Code on the ADD1 screen include:
- 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

EXCEPTIONS: Because of hard coding in OSPA, the following deduction / plan codes are exceptions to these settings:
- For SLNN Agency Basic Life, the Non Taxable Code on the ADD1 screen is T. Plan code 001 is **not subject** to FIT, SIT or FICA. Plan code 101 **is subject** to FIT, SIT and FICA.

- An employee may cover a domestic partner and/or the partner's children for medical, dental and vision insurance. If the employee does not claim the partner and/or children as tax dependents, the deductions have plan codes in the 800 series. Although numeric, OSPA treats these deductions as exempt from FIT, SIT and FICA.

Plan Codes – A deduction code may have plan codes if:
- The employee may have more than one deduction with the same deduction code, such as direct deposits
- The employee has multiple plan choices, such as PEBB health insurances and parking
- The deduction is a set amount that will remain in effect for a defined period

Where the deduction amount is set, OSPS will enter plan codes with the specific amounts on the ADD2 or ADD3 screen. Generally, users will not enter these amounts on the P070 Deductions and Deduction Adjustments screen. Instead, OSPA will look them up on the Payroll Deduction Table. See the OSPA Reference Manual, Screen Descriptions, P070.

**901 EE YTD/AGCY$** -- For PEBB medical, dental, vision and basic life deductions, OSPA will create a second deduction on the P070 screen with the 901 EE YTD/AGCY$ plan code.

- o On the employee's pay stub and the XREF43, XREF44, XREF45 and XREF46 Payroll Register reports, the 901 plan code displays the year-to-date total of the employee's 5% contribution to the core PEBB insurances.

- o The 901 plan code also displays the agency's subsidy of the employee's benefits on the P191 Register Summary and P192 Register Listing screens, the employee's pay stub and

the XREF43, XREF44, XREF45 and XREF46 Payroll Register reports. This will occur for the following circumstances:
- ✓   The employee is part-time with part-time insurance plans
- ✓   The employee's salary is ≤ a minimum CBA or policy defined salary level

For additional information, see the OSPA Reference Manual, Handbooks, PEBB.

SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code has not been entered on the ADD1 or it does not have plan codes on the ADD2 or ADD3.
DD02	REC ALREADY ON FILE	Record exists
DD05	SECURITY ERROR	Access not permitted to the screen
DD07	ADD3 TRANSACTION COMPLETE	Transaction entered and successfully saved
DD08	USE ADD2 TO ADD/CHG/DELETE PLAN	Only use the ADD3 to enter plan codes for PEBB medical, dental and vision insurance. Use the ADD2 to enter plan codes for all other deduction codes.
DD10	INVALID TRANSACTION	For screen ADD1, the transaction code must be A or D. For screen ADD2 and ADD3, the transaction code must be an A, C, or D.
DD40	CANNOT CHANGE PLAN	When transaction code is "C", the deduction code cannot be changed
DD42	INV VENDOR SHARE	Vendor share must be numeric
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
DD52	INV TIER CODE	OPE Class Tier Code field must equal a space, _, W, X, Y or Z
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 an alphanumeric list.

OSPA REASONABILITY EDITS

Intentionally left blank

SUPPORTING DOCUMENTATION

Intentionally left blank

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

ADD1 Payroll Deduction Table – The deduction code must be on the ADD1 Payroll Deduction Table screen before you can enter plan codes on the ADD3 screen.

Directly Affects

ADD2 Payroll Ded/Plan Table – OSPS uses the ADD2 screen to enter plan codes for deduction codes established on the ADD1 screen. For PEBB medical, dental and vision insurance, OSPS will use the ADD3 screen rather than the ADD2 screen, which will be blank.

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. If the deduction code has plan codes on the ADD2 or ADD3 Payroll Ded/Plan Table screen, you must also enter a plan code. Generally, if the deduction code has plan codes with values on the ADD2 or ADD3 screen, you will not enter amounts on the P070 screen.

PTD2 Payroll Ded/Plan Table -- The PTD2 screen is an inquiry only screen that displays the data entered on the ADD2 or ADD3 screen. For deductions that have plan codes entered on the ADD2 screen, the data will display on the PTD2 screen. For PEBB medical, dental and vision insurances with plan codes on the ADD3 screen, OSPA summarizes the data from the ADD3 screen on the PTD2 screen (the ADD2 screen is blank) as follows:

PTD2 Field	From this Field on the PTD3
Vendor Share	Vendor Fee
PEBB Admin	Comm Fee + Admin Fee + Self Ins + Fund Fee
Emplr Share	95% of Total Rate
Emple Share	5% of Total Rate

PTD3 Payroll Ded/Plan Table – The PTD3 screen is an inquiry only screen that displays the data from the ADD3 screen.

Indirectly Affects

P090 YTD Wages, Taxes, and Retirement – The P090 screen displays YTD calculations for wages, taxes and retirement for a given tax year. Settings on the ADD1 and ADD2 or ADD3 screens for deduction codes on the P070 screen will affect the employee's wages that are subject to taxes. OSPA updates the screen after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – summarizes the employee's earnings, taxes and retirement contributions for a designated tax year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff screen.

P190 Payroll Register Data – displays the employee's net pay amount for up to three months. OSPA updates the screen after each final payroll run.

P191 Register Summary – The P191 is an inquiry only screen that shows summarized pay registers for an employee by pay period and payroll run. 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 information 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 final payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 screen displays the results of entries made since 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
12/13/11	1.0	Original, WR#3859, new screen for PEBB 2012 plan year
02/17/12	1.1	SLNN hard coding, Description = 12 characters
03/20/12	1.2	Domestic partner insurance hard coding, correct where 901 displays