

PAYROLL EXCEPTION REPORTS

E120-042A, E120-052A, E122-042A, E122-046A, E122-056A

REPORT PURPOSE

The reports list the payroll exceptions encountered during the payroll run for current and corrective pay periods. Exceptions are not always errors; an exception is any calculation that is not a “normal” calculation (i.e. net pay negative for self-pay insurance).

REPORT FREQUENCY

OSPA produces E120-042A and E120-052A after each **preliminary** run 1 and 2. Each agency will have a minimum of two days to review the report and make any necessary changes before the final run.

OSPA produces E122-042A and E122-046A after each **final** run 1 and 2. Each agency should especially look for fatal errors, which indicate the employee will not receive a payment from the payroll run.

OSPA only produces E122-056A when the application abends (stops processing) during the payroll run. Only Payroll System Support (PSS) receives the report.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Review the reports as soon as they are available. Correct errors from the preliminary run prior to the cut-off for the final payroll run. If an employee has fatal errors after a final payroll run, you may need to request special handling from PSS to ensure that the employee receives his/her pay. See the Report Message Codes section below.

REPORT INFORMATION DETAILS

OSPA sorts E120-052A and E122-042A by agency and then alpha by employee.

OSPA sorts E120-042A and E122-046A by agency, RDC and then alpha by employee. Only a few agencies receive these reports.

OSPA sorts E122-056A by agency, RDC and then alpha by employee. Only PSS receives this report.

All of the reports include:

- AGENCY
- TAX YEAR
- PAY PERIOD ENDING
- EMPLOYEE NAME
- EMPLOYEE NUMBER – OR#####
- PAYROLL ITEMS – the job status data, gross pay adjustment, deduction, time entry, etc. that has created the exception
- MESSAGE – see Report Message Codes below

The final page of the report, for agency 99999, lists the following statewide counts:

- Labor units
- Gross pay adjustments
- Employee checks
- Net pay direct deposits

It also includes the total dollar amount for:

- Gross pay adjustments
- Reversals
- Corrective pay
- Gross pay
- Taxable income
- Expense reimbursements
- Other taxable income
- Assumed wages
- Nontaxable income
- Deductions
- Net pay
- Tax withheld

REPORT MESSAGE CODES

Code	Message with Code	Description
	0090-CALC-AN-EMPL-AGCY-SET	No person segment found
	1100-POSSIBLE TIME REMAINING BYPASSED	Message appears when timesheet and job status do not match, indicating that remaining timesheet time has been bypassed
	1100-TIMESHEET INVALID W/JOB STATUS	Timesheet and job status do not match. Check the P032 screen.
	1150-DETL LABR BEN PKG ENTRY NOT FOUND	No benefit package found for this entry for this employee
	1150-DETL LABR TEMP HOLIDAY NOT VALID	Fatal error. HO pay type is not valid for job status code 'T'
	1150-HP HOURS >HO HOURS	Employee has recorded more hours with pay code HP Holiday Premium Pay than with pay code HO Holiday Leave. Information only, it will not stop the calculation of the employee's pay.
	1150-PAY PERIOD OUT OF BALANCE	Fatal error. Total reg + LWOP must not be greater than F/T hours. The employee may have more than one job segment for the month. Delete the employee's time and re-enter the time to the appropriate job segments or correct RG and LO on detail lines.
	1150-TIMESHEET NOT MATCHED TO JOB	Fatal error. The employee's job status may have changed after the employee's time was entered. Usually, the time was captured for the wrong concurrent job or job segment. If the problem is not corrected prior to payroll update, the employee will not be included in the payroll calc and will require special handling to properly pay.
	1205-DOM PARTNER DPT/N/S GR PAY ADJUST	The employee has a DPT/DPN/DPS entry on the P050 screen
	1205-GR PAY ADJ BEN PKG ENTRY NOT FOUND	One or more of the pay codes entered on the P050 Gross Pay Adjustments on File screen is not included in the employee's benefit package.
	1205-NO TIME CAPTURED FOR GROSS PAY ADJUSTMENT	One or more of the pay codes entered on the P050 Gross Pay Adjustments on File screen for this employee require time be entered. Most likely, the IR has not been deleted for a terminated employee, an employee is on LWOP, or the timesheet is missing.
	5000-BENEFILE PKG NOT FOUND	Message seems to appear when no time is available for processing for time period
	5000-YONN DED/YC GPA NOT MATCHED	Error appears when the Young Case deduction and GPA are not in sync
	5100-ACTIVE UNION DUES FOR BEN PKG CU/XX	Employee has benefit package CU (Classified / Unrepresented) or XX (Executive / Management Service) and has union deduction(s) on the P070 Deductions and Deduction Adjustments screen. These employees are not represented by a union.
	5100-DED PKG ENTRY NOT FOUND	Deduction listed is not an active deduction code. Find last instance of deduction code and delete from P070 screen.

Code	Message with Code	Description
	5100-DISABILITY DED INVALID	Cannot have both ADNN and AENN disability entry.
	5100-FICA EXEMPT W/INVALID PLAN DED CODE/PLAN = AAAA/AAA DATE = YYYYMMDD	Employee has FICA SUBJ = N on the P010 Withholding Data / Locator Data screen and a FICA exempt deduction on the P070 Deductions and Deduction Adjustments screen. Change the deduction to one that is not FICA exempt to prevent negative tax.
	5100-HLT/DNTL & BEN PKG NOT MATCHED	Health and/or dental deductions do not match benefit package of employee
	5100-HOURS INVALID FOR DENTAL UNION DEDUCTION	An employee worked less than 50% of hours and dental union deduction is not allowed if deduction DKNN
	5100-INVALID DEDUCTION FOR BEN PKG	Deduction not valid with benefit package
	5100-LCNN AMOUNT INVALID DED CODE/PLAN = LCNN	LCNN deduction entered on the P070 Deductions and Deduction Adjustments screen with an amount >500. The amount must be >zero and <500.0
	5100-LONG TERM DISABILITY INVALID	LCNN deduction amount must be greater than zero
	5100-MULT HLT/DNTAL DED NOT PROCESSED	Multiple health and dental plans located and not processed by OSPA
	5100-MULTIPLE UNION DUES INVALID	More than one union dues deduction exists
	5200-DED-PKG-ENTRY NOT FOUND	Deduction package entry not found in deduction package table
	5200-DOM PART AND NO DPT GPA ENTERED	Employee has PEBB deduction codes on the P070 screen with 800 plan codes and does not have a DPT entry on the P050 screen
	5200-DOM PART GPA AND NO 800 DED PLAN	The employee has a DPT, DPS or DPN entry on the P050 screen and does not have a PEBB insurance deduction with an 800 plan code on the P070 screen
	5200-DOM PART REMOVE P050 DPT/DPN GPAS	The employee has a DPT, DPS or DPN entry on the P050 screen and does not have a PEBB insurance deduction with an 800 plan code on the P070 screen
	5200-DOM PART SCHG/NO DPS GPA EXISTS	The employee has a domestic partner related surcharge on the P070 screen and does not have a DPS entry on the P050 screen
	5200-DOM PART SCHG AND NO 800 DED PLAN	The employee has a DPS entry on the P050 screen and does not have a domestic partner related surcharge on the P070 screen
	5200-DOM PARTNER DEDUCTION	Employee has a domestic partner deduction on the P070 screen. Information only.
	5200-DOM PARTNER HOURS ER AMT = 9999.99 HRS/FT = ###.###/###.##	Employee has domestic partner deduction on the P070 screen. Indicates the employee's regular hours reported compared to the full-time equivalent. Information only, no entry needed.
	5200-DOM PARTNER SURCHARGE	On the P070 screen, the employee has a surcharge deduction with a plan code in the 800's

Code	Message with Code	Description
	5200-FLEX SPEND DED AND NO ADMIN FEE	Employee has deduction code FDNN and/or FHNN and does not have deduction code FSAF on the P070 screen. If the employee has one or more FSA's, enter one FSAF deduction.
	5200-FS ADMIN FEE DED AND NO FS DED	Employee has deduction code FSAF and does not have deduction code FDNN and/or FHNN on the P070 screen. The employee does not need an FSAF deduction if the employee does not have an FSA deduction.
	5200-UNION HRS WORKED AND NO UNION DED	Union regular hours worked but no union deduction was found
	5225-STD LIFE - NO BIRTH DATE TO CALC	System was not able to compute a birth date check to see if birth date listed is numeric and greater than zero
	5400-DEFERRED MONTHLY DUP ELIMINATED	More than one deferred compensation deduction exists and the second one has been bypassed
	5400-DEFERRED MONTHLY DUPLICATE ENTRY	More than one deferred compensation deduction exists
	5425-DISABILITY DED SHORT ON HRS WORKED	Employee has LWOP hours causing short and/or long term disability payments to be pro-rated
	5500-ACH ACCT/TRANS NUMBER NOT ENTERED	ACH and/or trans account information not entered
	5500-ACH CANCELLED DUE TO TERMINATION	An employee has a current SEPARATION DT/REASON on the P030 screen and a net pay direct deposit on the P070 screen. OSPA will ignore the direct deposit. If payment is due, OSPA will produce a paper check.
	5600-TEMP DUES INVALID	Deduction code for temporary dues has been entered for an employee who is not in the temporary bargaining unit. This error usually occurs when a temporary employee is hired into a permanent position or the employee is in an unrepresented position.
	5700-DED ADJ XFOOT AMOUNTS UNBALANCED	On the P070 screen EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE must = PEBB ADMIN + VENDOR SHARE
	5900-CASH BACK AND NO IR GPA	The employee has opted out of PEBB medical (deduction code OONN, plan code 001 or 002) or medical and dental (deduction code OHNN, plan code 001 or 002) insurance and does not have an IR entered on the P050 screen.
	5900-DUPLICATE DENTAL PLAN	More than one dental plan exists
	5900-DUPLICATE HEALTH PLAN	More than one health plan exists
	5900-DUPLICATE VISION PLAN	More than one vision plan exists
	5900-F/T STATUS WITH P/T BENEFIT	F/T employee has P/T benefit

Code	Message with Code	Description
	5900-HEALTH & VISION DED TYPES CLASHING	PPO medical plans require a corresponding Vision (VSNN) deduction entry
	5900-LEGIS RETIRE SYS AND NO DCNN/010	Retirement system code equals Legislative but no DCNN 010 deduction exists on the P070 screen
	5900-LEGIS RETIRE SYS AND NO RPO GPA	Retirement system code equals Legislative but does not have an RPO entry on the P050 screen
	5900-NON LEGIS RETIRE SYS WITH DCNN/010	Deduction DCNN with plan code 010 is only valid for use by employees eligible for Legislative retirement system
	5900-NON LEGIS RETIRE SYS WITH RPO GPA	RPO on the P050 screen exists for an employee not eligible for the Legislative retirement system
	5900-PEBB GPA AND NO HEALTH INS	Employee has an IR entry on the P050 screen but does not have deduction code OONN or OHNN with plan code 001 or 002 on the P070 screen
	5900-PEBB HEALTH INS MISSING	No health insurance information was located for qualifying employee
	5900-RPO OR DCNN010 REPR LE ONLY	Only employees with representation code 'LE' may have an RPO entry on the P050 screen and a DCNN 010 entry on the P070 screen
	5900-VISION AND HEALTH PLAN NOT MATCHED	PPO medical plans require a corresponding Vision (VSNN) deduction entry
	5900-VISION PLAN NOT EQUAL TO MEDICAL	Vision deduction plan does not match to the medical deduction plan
	5900-VISION PLAN NOT EQUAL TO MEDICAL	PPO medical plans require a corresponding Vision (VSNN) deduction entry
	5900-VISION REQUIRED FOR HEALTH PLAN	Vision deduction plan required
	5971-CNCL PEBB INSURANCES	OSPA is not deducting PEBB insurances. May be caused by various conditions, such as an employee has less than the required number of regular paid hours or deductions for required insurances are missing on the P070 screen
	5971-LIFE INS 901 PLAN MISSING	For plan year 2012 all core PEBB insurances have a second deduction with the 901 plan code. Delete the SLNN deduction and re-enter with plan code 001 or 101. OSPA will create the SLNN deduction with the 901 plan code.
	5971-PEBB DENTAL & SUBSIDY 900 PLAN INVALID	For core PEBB insurances, employees must have two deductions on the P070 screen – one that indicates the coverage and a 901 plan code. One of the two deductions is missing for the dental insurance. Delete the existing deduction and re-enter the deduction code with the plan code that indicates the coverage. OSPA will create the deduction with the 901 plan code.
	5971-PEBB DENTAL INS MISSING	PEBB dental insurance deduction not found

Code	Message with Code	Description
	5971-PEBB HEALTH & SUBSIDY 900 PLAN INVA	For core PEBB insurances, employees must have two deductions on the P070 screen – one that indicates the coverage and a 901 plan code. One of the two deductions is missing for the health insurance. Delete the existing deduction and re-enter the deduction code with the plan code that indicates the coverage. OSPA will create the deduction with the 901 plan code.
	5971-PEBB HEALTH INS MISSING	PEBB health insurance deduction not found
	5971-PEBB JUDICIAL LIFE INS MISSING	SLYJ deduction for judicial life insurance is not on the P070 screen for employee with benefit package YJ
	5971-PEBB STD LIFE INS MISSING	PEBB basic life (SLNN) is missing
	5971-SLNN NOT ELIGIBLE FOR JUDGES	SLNN PEBB Basic Life insurance present on the P070 screen for an employee in YJ benefit package. The employee is not eligible for the insurance
	5971L-MISSING INS COMPONENT	Life insurance deduction missing
	5971V-MISSING INS COMPONENT	Vision deduction missing
	5980-DEFCMP + LEGIS RPO EXCEEDS PRETAX	Monthly Pretax deferred comp amount exceeded
	5980-DEFCMP MONTHLY EXCEEDS PRETAX MAX	Monthly Pretax deferred comp amount exceeded and reduced
	5980-DEFERRED MONTHLY AMT EXCEEDS MAX	Monthly pretax deferred comp amount exceeded
	5980-DEFERRED MONTHLY AMT REDUCED	Monthly Pretax deferred comp amount exceeded and reduced
	5985-LEGIS RETIRE SYS AMT > PRETAX MAX / 5985-LEGIS RETIRE SYS AMT NOT REDUCED	Warning message - Monthly pretax amount exceeded - but not reduced
	5988-INVEST MONTHLY EXCEEDS PRETAX MAX	Monthly tax deferred annuity deduction exceeds the IRS allowable amount.
	5988-INVEST MONTHLY AMT REDUCED	Monthly tax deferred annuity deduction exceeds the IRS allowable amount. OSPA reduced the amount of the deduction taken.
	5990-OT-NEW OT RATE EXCESSIVE	The hourly rate used to calculate the employee's overtime pay is ≥ three times the employee's annualized hourly rate of pay. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation.
	5990-OT-NEW OT RATE GT 3 X SAL HR RATE	The hourly rate used to calculate the employee's overtime pay is ≥ three times the employee's annualized hourly rate of pay. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation.

Code	Message with Code	Description
	5990-OT-RECALC NET AMOUNTS NOT = SUM	Detail income does not equal net pay (after January 2003 pay period)
	5990-OT-RECALC NET DETAIL NOT = NET SUM	Detail income does not equal total summary income (after January 2003 pay period)
	8050 NET PAY NEGATIVE NET PAY = #####.##- GR PAY = #####.##	A prior month had a net pay negative. OSPA will subtract the net pay negative from the current gross pay.
	8050-TERMINATED EMPLOYEE RECEIVING PAY	Employee has a SEPARATION DT/REASON on the P030 Job Status Data screen and will receive a payment in this payroll run.
	8055-TERM-NP-TO-FED-TAX	The terminated employee has a small amount of net pay (less than \$1.00) that will be added to federal tax to eliminate the need for payment.
	8225-OVER 3 RETIRE SYSTEMS, BYPASSED	More than three retirement systems found
	8625-DEFCOMP YTD REDUCE MONTHLY DED	A deduction YTD amount will exceed maximum yearly amount within the next two months
	8625-DEFCOMP YTD WILL EXCEEDED SOON	YTD totals for deduction will exceed maximum yearly amount within two months
	8625-INVEST YTD AMOUNT EXCEEDS MAX	Tax deferred annuity deduction has exceeded the IRS allowable amount for the year. OSPA will not reduce the amount taken.
	8625-INVEST YTD WILL BE EXCEEDED SOON	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year.
	8625-INVEST YTD REDUCE MONTHLY DED	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year. OSPA will not reduce the amount taken.
	8625-YTD AMOUNT EXCEEDS MAXIMUM	YTD totals for deduction will exceed maximum yearly amount within two months
	8625-YTD AMT WILL EXCEED MAX NEXT MONTH	A deduction YTD total will exceed maximum yearly amount the next month
	8625-YTD REDUCE MONTHLY DED AMOUNT	A deduction YTD amount will exceed maximum yearly amount the following month
	BAD READ CUR TAX OPE	Program unable to read tax/ope segment in database. Contact PSS.
	DEDS AND BEN OPE CLASS NO MATCH	The OPE class in the benefit package table does not match the OPE class in the deduction table.
	DEDS-BEN PKG-ENTRY NOT FOUND	Deduction not matched with associated benefit package.
	DEFERRED AMOUNT EXCEEDS MAXIMUM	Amount to be deducted exceeds the limit for percent of gross pay for the pay period
	EMPTY RETIREMENT SYSTEM CODE	The retirement system code on the P010 screen is blank. It must be F, G, N, P, or S (identified in WH36).

Code	Message with Code	Description
	EXC INS PREM AND NO GPA	Judicial department only. Employee needs an EIP entry on the P050 Gross Pay Adjustments on File screen.
	FATAL ERROR – NON SEIU EMPLOYEE	Employee is in non SEIU position for the entire month with RTMT STAT of 'E' on P010 screen.
	FATAL ERROR – NOT PERS ELIGIBLE	Employee is in SEIU non 6.95% for entire month (range option code 'A') with RTMT STAT D or E on P010 screen.
	FATAL ERROR – PA SHLD BE ENTERED 1ST OF MO	Employee is in SEIU non 6.95% for partial month then moved to SEIU 6.95%. 6.95% changes should occur on the 1 st of the month.
	FATAL ERROR – PERS ELIGIBLE	Employee is in SEIU 6.95% for entire month (range option code 'P') with RTMT STAT 'N' or 'D' on P010 screen.
	FATAL ERROR – PERS ELIG EMPLOYER PAID	Employee is in SEIU 6.95% for partial month then moved to non-SEIU position with RTMT STAT 'N' or 'E' on P010 screen.
	GPA HOURS EXCEEDED	Pay code limits exceeded on the P050 screen.
	GPA HOURS LIMIT EXCEEDED	GPA equals VAL, the number of hours entered cannot exceed 274
	GPA HOURS LIMIT EXCEEDED	GPA equals VAP, the number of hours entered cannot exceed 250
	GPA HOURS LIMIT EXCEEDED	GPA equals VAQ, the number of hours entered cannot exceed 100
	G-PAY IR, OC, OR EIP AMT NOT = 0	On the P050 screen, there are amounts other than zero for an on-going entry with pay type IR, OC, or EIP.
	G-PAY IR, RPO OR EIP AMTS NOT = 0	There are amounts other than zero for an on-going entry with pay type IR, RPO, or EIP on the P050 screen.
	G-PAY P050 AMOUNTS NEED TO BE ZEROED.	
	INVALID DATA ELEM ID CUR TAX/OPE ADJ	Check the P060 screen for an invalid ID.
	MULT HLT DED NOT PROCESSED	Employee has more than one health insurance deduction. Processing stopped. Remove the incorrect deduction.
	NBT69 EXCESS LEAVE	Employee reported using more accrued leave than the employee's current balance
	NBT71 OVER MONTHLY MAX	Employee reported more HO hours than the forecast
	NET PAY NEGATIVE	Net pay for the employee is negative. Gross pay, taxes withheld, deduction amount and net pay amount will be listed under Payroll Items. If the amount is correct, it will be carried forward to the next payroll update as a Net Pay Adjustment. If a net pay negative is shown on a terminated employee, it must be corrected prior to year end.
	NO JOB CHANGE FOR GR PAY ADJUST	Pay code on the P050 Gross Pay Adjustments on File screen is not valid for current job status
	NO JOB STATUS FOR THIS EMPLOYEE	No job status for this pay period
	NO JOB STATUS PRECEDING LABOR SEGMENT	No job status found

Code	Message with Code	Description
	OT PAY TYPE INVALID WITH REG PAY	If OT pay type is 'O' and regular pay type equals 'Y', then OT is invalid
	STATE CORE LIFE AND NO IR GPA	Core life = basic life. Previously, a basic life deduction on the P070 screen required an IR adjustment on the P050. This is no longer required.
	STATE EMPL LIFE PLAN NOT ON FILE	Employee still has an outdated life insurance deduction on file. Delete the deduction.
	TAX SEGMENT NOT FOUND	There has been no entry made on the P010 screen for withholding of Federal and State income tax on the employee. If none is entered, OSPA will calculate pay as though the employee were single with no withholding allowances.
	TIME PERIOD OUT OF BALANCE	The employee's work schedule may have changed after the employee's time was entered.
	TIMESHEET DATE INVALID	Timesheet dates are to be numeric and end date cannot be before timesheet begin date
	TIMESHEET OUT OF BALANCE	When the employee has a status change during the pay period, OSPA creates an additional time capture screen. If all the time for the period is entered on one screen, instead of dividing it properly between the screens, this error message will be generated. If this problem is not corrected prior to the final payroll run, the employee will not be included in the payroll calc and will require special handling to properly pay.
	TOT DETL INCOME NOT = DETL INCOME FIELDS	Total detail income does not equal detail income fields
	TOT DETL INCOME NOT = TOT SUMMARY INCOME	Total detail income does not equal total summary total
	YTD AMOUNT EXCEEDS MAXIMUM	PTD totals for deduction will exceed the maximum yearly amount on the PTD1 screen.
	YTD AMOUNT WILL EXCEED MAX NEXT MONTH	If the same amount is deducted next month, this employee will exceed the maximum allowable (see the PTD1 screen for "maximum amount YTD").

SECURE STORAGE AND DESTRUCTION

The report may contain confidential information and requires secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact PSS to obtain a duplicate report if necessary.

OTHER INFORMATION

It is critical that you work exception reports for the preliminary payroll run as soon as you receive them.

It is also important to check the reports after final payroll run. Especially look for fatal errors. With these errors, the employee will not receive a payment and OSPA may have backed out all the information.

REVISION HISTORY

Date	Rev. No.	Modification
10/06/06	1.0	Original
01/17/07	1.1	New message -- 5100-Active union dues....WR2994
08/19/08	1.2	New Message -- 8050-Terminated Employee....WR3361
08/22/08	1.3	Correct "fata" typo
09/30/08	1.4	2009 PEBB plan does not include Samaritan Select
12/22/08	1.5	5100-LCNN message added, 5971 messages for PEBB life insurance added
01/26/09	1.6	WR3408, edits and 5988 & 8625 message codes added for tax deferred annuities; WR3346, SVNN maximum edits
07/07/10	1.7	WR3682, edit for FICA exempt employee with pre-tax deductions
11/29/10	1.8	WR3722, PEBB 2011 Plan Year; WR3700, end of payroll deductions for paper Series EE savings bonds
03/01/12	1.9	WR3859, PEBB 2012; add NBT69 & NBT71
05/17/12	1.10	WR3939, 1150-HP HOURS > HO HOURS
	1.11	WR3859, PEBB 2012, DP insurance messages; DAS and manual re-org
9/30/16	1.12	Added error message for disability deduction short on hours worked.
11/22/16	1.13	Added fatal error messages for SEIU PERS mismatch between range option code and P010 entries.