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

P010
WITHHOLDING DATA / LOCATOR DATA

SCREEN PURPOSE

Agency payroll uses this screen to enter tax, retirement, employee separation and declination of PEBB benefit information into OSPA. It is employee and agency specific.

ALSO KNOWN AS

P010

PREREQUISITES, IF ANY

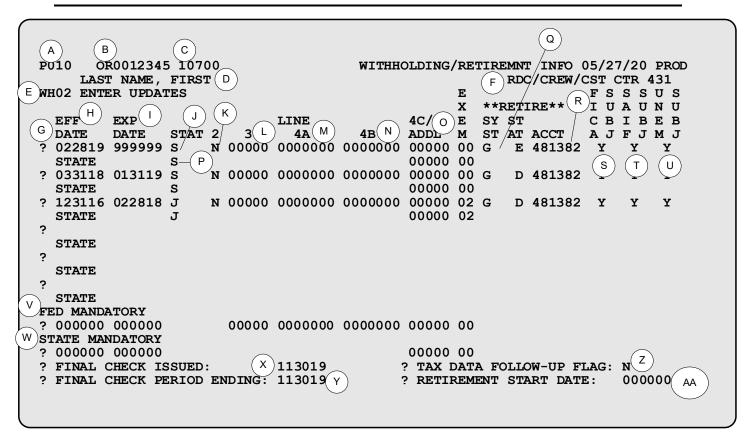Intentionally left blank

SCREEN ACCESS KEY SEQUENCE

P010, Employee ID, Agency (P010, OR#######, #####)

Employee ID = employee identification number, OR#######. Either SSN or Employee ID is required.

Agency = OSPA agency number, #####. Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency number.

Questions? Contact the OSPS Help Desk   e-mail: OSPS.Help@oregon.gov   Telephone: 503-378-6777

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SCREEN ELEMENTS

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  (A)      (B)           (C)                          (Q)
  P010    OR0012345 10700              WITHHOLDING/RETIREMNT INFO 05/27/20 PROD
        LAST NAME, FIRST  (D)                    (F) RDC/CREW/CST CTR 431
(E) WH02  ENTER UPDATES                          E              F S S U S
                                            X    **RETIRE** (R) I U A N U
    (H)      (I)      (J)   (K)       LINE      4C/ (O) E  SY ST  C B I B E B
(G) EFF    EXP                        (L)     (M)    (N)
    DATE   DATE     STAT 2  3    4A    4B     ADDL M ST AT ACCT  A J F J M J
  ? 022819 999999 S    N 00000 0000000 0000000 00000 00 G   E 481382  Y   Y   Y
    STATE          S  (P)                     00000 00           (S) (T) (U)
  ? 033118 013119 S    N 00000 0000000 0000000 00000 00 G   D 481382  Y   Y   Y
    STATE          S                          00000 00
  ? 123116 022818 J    N 00000 0000000 0000000 00000 02 G   D 481382  Y   Y   Y
    STATE          J                          00000 02
  ?
    STATE
  ?
    STATE
  ?
    STATE
(V) FED MANDATORY
  ? 000000 000000        00000 0000000 0000000 00000 00
(W) STATE MANDATORY
  ? 000000 000000                          00000 00
  ? FINAL CHECK ISSUED:      (X) 113019     ? TAX DATA FOLLOW-UP FLAG: N (Z)
  ? FINAL CHECK PERIOD ENDING: 113019 (Y)   ? RETIREMENT START DATE:   000000 (AA)
```

LEGEND

No.	Description
A	Screen designation, part of screen access key sequence, required
B	Employee's SSN (#########) or Employee ID (OR#######), part of the screen access key sequence, required
C	Employee's agency number, #####, part of the screen access key sequence. If you signed on with an agency number (rather than ALL), this field is optional – OSPA will default to your sign-on agency.
D	Employee's name from the P030 Job Status Data screen. Protected.
E	Area for screen messages. See Screen Message Codes below. Protected.

No.	Description
F	REPORT DISTR CD from the P030 Job Status Data screen. Indicates sorting order for reports. May designate a geographic location. Protected.
G	Type of action. Required when entering a transaction. You may only modify fields proceeded by a "?". Not all lines will allow all of the values listed below. See the Reasonability Edits below. Possible Values include: • A = add a new transaction • C = change an existing transaction • D = delete an existing transaction
H	Pay period end date for the period the line is effective, MMDDYY. Required if entering data on this line. See Notes, EFF DATE.
I	System generated expiration date. New entry will outdate 999999 with end date. Protected.
J	Federal income tax filing status. Required if entering data on this line. Possible values include: H = Head of household J = Married filing jointly N = Exempt from withholding S = single or married filing separately for Federal and married, but withhold at the higher single rate for State.
K	Claiming multiple jobs or if spouse works. If box is checked from federal W-4 Step 2(c), change default 'N' value to 'Y'. If not checked, leave as default.
L	Claiming dependents, stated in whole dollars. If entering data on this line, there must be a value in this field (#####). Defaults to 00000. Enter value from federal W-4 Step 3 line 3, if nothing listed leave as default.
M	Other income (not from other jobs), state in whole dollars. If entering data on this line, there must be a value in this field (#######). Defaults to 0000000. Enter value from federal W-4 Step 4 line 4(a), if nothing listed leave as default.
N	Additional deductions, stated in whole dollars. If entering data on this line, there must be a value in this field (#######). Defaults to 0000000. Enter value from federal W-4 Step 4 line 4(b), if nothing listed leave as default.

No.	Description
O	Additional amount to be withheld for federal and/or state withholding, stated in whole dollars (0010 = $10.00). If entering data on this line, there must be a value in this field (####). Defaults to 0000. Enter value from federal W-4 Step 4 line 4(c) on federal line. Enter value from Form OR-W-4 line 3 on state line.
P	Number of exemptions employee claims for state tax withholding purposes, ##. Required if entering data on this line. Defaults to 00. Leave as default for federal.

Q	PERS Contribution fields. Update fields when an employee is eligible for PERS contributions.
	    a. SYST = PERS Job Class Code. Defaults to N.
	• Change the "N" to one of the following depending on the "PERS Job Class Code" used on the P030
	    ○ F = OPSRP Police and Fire
	    ○ G = OPSRP General Service
	    ○ L = Legislator who has requested that the employee contribution go into a deferred compensation (OSGP) account. There is not an employer contribution.
	    ○ N = OSPA will not make an employee or employer PERS contribution. Default.
	    ○ P = Judge Member
	    ○ S = PERS tier 1 or tier 2 General Service
	    ○ T = PERS tier 1 or tier 2 Police and Fire
	The value entered in the RETIRE SYST field should correspond to the PERS JOB CLASS CODE on the employee's P030 Job Status Data screen. See http://www.oregon.gov/das/Financial/Payroll/Pages/cpersjobclass.aspx for a crosswalk for the P030 and P010 values.
	    b. STAT = who pays the 6 % PERS contribution
	
	• Change the "N" to one of the following depending on if contributions are employer or employee paid. Values are:
	    ○ N = Not applicable
	    ○ D = Employer Paid
	    ○ E = Employee Paid

R	Designates employee's retirement account number, ######, if the employee is a PERS Tier 1 or Tier 2 member. Optional. Defaults to 000000.
S	Determines if employee's wages will be subject to FICA (social security and Medicare) taxes. Required if entering data on this line. Enter a "Y" if subject or "N" if not subject.

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No.	Description
T	Determines if the employee is covered by the state's workers' compensation insurance. Required if entering data on this line. Enter a "Y" if subject or "N" if not subject.
U	Determines if employee is covered by unemployment compensation insurance. Required if entering data on this line. Enter a "Y" if subject or "N" if not subject.
V	Use these fields when you receive a lock-in letter from the IRS (FEDERAL). See Notes and OSPA Reasonability Edits below.

For row V (continued):

BEG DATE: pay period end date, MMDDYY, that the mandatory withholding will take effect. Required. See Notes, EFF DATE.

STAT: Income tax filing status. Required. Possible values include:

J = married, filing jointly

S = single or married and requesting the higher single withholding rate, default

EXEM: Number of exemptions IRS or DOR has determined that the employee is eligible to claim for federal or state tax withholding purposes, ##. Required, defaults to 00.

ADDL: Additional amount to be withheld for federal or state withholding, stated in whole dollars (0010 = $10.00). Required, defaults to 0000.

END DATE: Pay period end date to which mandatory withholding will be in effect, MMDDYY. OSPA will default to 999999, on-going.

Effective January 01, 2020 please contact the OSPS help desk for assistance with any federal lock in letter that still reflects exemptions higher than zero.

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No.	Description
W	Use these fields when you receive a lock-in letter from the Oregon Department of Revenue (STATE). See Notes and OSPA Reasonability Edits below. **BEG DATE**: pay period end date, MMDDYY, that the mandatory withholding will take effect. Required. See Notes, EFF DATE. **STAT**: Income tax filing status. Required. Possible values include: J = married, filing jointly S = single or married and requesting the higher single withholding rate, default **EXEM**: Number of exemptions IRS or DOR has determined that the employee is eligible to claim for federal or state tax withholding purposes, ##. Required, defaults to 00. **ADDL**: Additional amount to be withheld for federal or state withholding, stated in whole dollars (0010 = $10.00). Required, defaults to 0000. **END DATE**: Pay period end date to which mandatory withholding will be in effect, MMDDYY. OSPA will default to 999999, on-going.
X	Date OSPA will print on the check when a system check is generated and a FINAL CHECK ISSUED date has been entered. Used for separating and transferring employees and to place a payment in the correct tax year at calendar year-end, MMDDYY. Optional. Defaults to 000000. If Field "Y" is used, "X" is also required. See Notes, Final Check Dates below.
Y	Pay period end date for FINAL CHECK ISSUED, MMDDYY. Optional. Defaults to 000000. If Field "X" is used, "Y" is also required. See Notes, Final Check Dates below.
Z	For employees new to state service, OSPA will set the flag to "Y" (yes) as a signal that the agency needs to enter W-4 information. After entering tax information for the new employee, change the flag to "N" (no). Optional.
AA	The pay period end date in which the employee is eligible for PERS contributions. If the employee isn't eligible upon hire it's required that a date be entered. For the designated month, OSPA will include the employee on the E357-020 Employees Eligible for Participation in Retirement report. Generally, the date is six months after the hire date. See the Contribution start date (CSD) instructions (https://www.oregon.gov/das/Financial/Payroll/Pages/cpersCSDdates.aspx) and the Statewide Payroll Reference Manual, Payroll Processes, Public Employees Retirement System.

NOTES

EFF DATE – The IRS requires that you put a new W-4 into effect no later than the start of the first payroll period ending on or after the 30[th] day from the date you received the new W-4, unless there is a lock-in letter in effect.

Do not back date. If the employee submits a new W-4 prior to payroll run 1, enter the withholding with an effective date for the current pay period. Generally, if run 1 has already processed, enter an effective date for the next month. If you make an entry between run 1 and run 2 for that pay period and the entry will decrease the amount withheld, you will create a negative tax. OSPA will not allow you to enter a pay period end date after final run 2 for prior pay periods.

See the Statewide Payroll Reference Manual, Payroll Processes, Income Taxes

FICA SUBJ – If the employee submits documentation making the employee exempt for social security and Medicare taxes, change FICA SUBJ to N. Payees who may be exempt include:

Foreign Nationals exempt because of immigration status or a Totalization Agreement, see the Statewide Payroll Reference Manual, Payroll Processes, Income Taxes

Unpaid volunteers who are covered by workers' compensation, see the Statewide Payroll Reference Manual, Payroll Processes, Volunteers, Unpaid

CAUTION: If the employee is exempt from FICA, do not use a deduction and plan code on the P070 Deductions and Deduction Adjustments screen that is FICA exempt, see the Statewide Payroll Reference Manual, OSPA System Related Documentation, Screen Descriptions, P070. If you do make an entry with a FICA exempt code:

The entry will create negative social security and Medicare tax

You will see the message "5100-FICA EXEMPT W/INVALID PLAN DED CODE/PLAN = AAAA/AAA DATE = YYYYMMDD" on the P370 Calculation of Current Payoff screen and the E120-042A, E120-052A, E122-042A, E122-046A and E122-056A Payroll Exception Reports.

If you do not correct it before tax year end, the employee will not receive a W-2

Final Check Dates – Generally, agency payroll or OSPS enters dates in the FINAL CHECK ISSUED and FINAL PERIOD ENDING fields for the following circumstances:

An employee separated from state service. The dates will print on the employee's final check.

An employee transferred from one state agency to another in any month but December

Payroll set a corrective flag on the P190 screen for the November payroll run

Payroll wants to force a December payment into the old tax year

In general, during the payroll run, OSPA will only use P010 check dates that apply to the pay period(s) it is currently processing. If you enter P010 dates for a prior pay period, OSPA will only apply those dates if you have also entered changes and set a corrective for that pay period.

Exceptions to this include:

If an employee has a net pay positive adjustment of <$1.00, a SEPARATION DT/REASON (including transfers) on the P030 Job Status Data screen and FINAL CHECK ISSUED and FINAL PERIOD ENDING dates on the P010 screen, OSPA will make a negative net pay adjustment and a positive federal income tax withholding adjustment for the amount of the adjustment.

Normally, when an employee will receive a payment for <$10.00, there are edits in OSPA to suppress the check / pay stub and move the payment into the next payroll run. If a current employee has a net pay positive adjustment of <$10.00 and FINAL CHECK ISSUED and FINAL PERIOD ENDING dates on the P010 screen, OSPA will produce a pay stub for employees with direct deposit or a check for employees who normally receive a check.

See the Statewide Payroll Reference Manual, Payroll Processes, Year-end Payroll Processing and OSPA System Related Documentation, Report Descriptions, E357-030 Separated Employees with Net Pay Positive Adj.

MANDATORY WITHHOLDING – A Lock-in Letter from the IRS or a Determination Letter from the Oregon Department of Revenue overrides the employee's current W-4. Enter the withholding requirements described in the letter on the applicable MANDATORY WITHHOLDING line. See EFF DATE above and the Statewide Payroll Reference Manual, Payroll Processes, Income Taxes.

If the FEDERAL / STATE, etc. line has an EFF DATE that overlaps with the BEG DATE for MANDATORY WITHHOLDING, OSPA will use the MANDATORY WITHHOLDING entry.

When an employee transfers from one state agency to another, this data will automatically follow the employee to the new agency. It will display on the P010 screen prior to cloning. See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Screen Descriptions, P071, and Payroll Processes, Transfers.

The E370-09-1 Mandatory Withholding Determinations report provides a list of employees who have lock-in or determination letters entered on the P010 screen.

SAIF SUBJ – Change SAIF SUBJ to N under the following circumstances:

Agencies with AmeriCorps volunteers report and pay for workers' compensation insurance to DAS Risk Management directly, rather than through OSPA. See the Statewide Payroll Reference Manual, Payroll Processes, Volunteers, AmeriCorps.

Agencies who have unpaid volunteers may choose to not cover them under workers' compensation or to insure them under Risk Management's Volunteer Injury Coverage, which is reported and paid outside OSPA. See the Statewide Payroll Reference Manual, Payroll Practices, Volunteers, Unpaid.

Tax Withholding – See the Statewide Payroll Reference Manual, Payroll Processes, Income Taxes for more information on the following:

Different withholding allowances for federal and state taxes

Employees who claim exemption from withholding or more than 10 withholding allowances

Invalid W-4's

IRS Lock-in or DOR Determination Letters

Employees with an out-of-state duty station

Employees who are foreign nationals (aliens)

UNEM SUBJ – Under ORS 657.065 Employment; governmental service excluded; exceptions, and ORS 657.067 Employment; community work and training programs excluded….., set UNEM SUBJ: N for the following:

An elected public official

Members of Boards and Commissions who serve in policymaking or advisory positions which ordinarily do not require more than eight hours per week, see the Statewide Payroll Reference Manual, Payroll Processes, Volunteers, Boards and Commissions

A temporary employee hired because of a fire, storm, earthquake, flood, or similar emergency

A member of the Oregon Legislature or Oregon Judiciary

A member of the Oregon Army National Guard or the Oregon Air National Guard

An AmeriCorps Volunteer, see the Statewide Payroll Reference Manual, Payroll Processes, Volunteers, AmeriCorps

SCREEN MESSAGE CODES

Code	Message with Code	Description
MW01	MANDATORY W/HOLDING FUNCTION ERROR	The value in the ? field for MANDATORY WITHHOLDING must be A, C, or D
MW02	CAN'T DELETE MW RCRD NOW IN EFFECT	You entered a D over the ? field for an existing MANDATORY WITHHOLDING FED or STATE entry. The line does not have an END DATE. Enter an END DATE with a C over the ? field. Then, delete the line.
MW03	MANDATORY WH START DATE TOO EARLY	BEG DATE for MANDATORY WITHHOLDING <current pay period end date. Must be an open pay period, MMDDYY.
MW04	MANDATORY WH END DATE TOO EARLY	END DATE for MANDATORY WITHHOLDING <current pay period end date. Must be an open pay period, MMDDYY.
MW05	MANDATORY MAND WH EFF DATE ERROR	Invalid BEGIN DATE entered for MANDATORY WITHHOLDING FED or STATE. - Must be a pay period end date, MMDDYY.
MW06	MAND WH FED STATUS CODE ERROR	MANDATORY WITHHOLDING FED STAT ≠ J, N, or S. Defaults to S
MW07	MAND WH FED EXEM' ' NS ERROR	MANDATORY WITHHOLDING FED EXEM must be numeric, ##. Defaults to 00.
MW08	MAND WH FED ADD ' ' L AMOUNT ERROR	MANDATORY WITHHOLDING FED ADDL must be numeric, ####. Defaults to 0000. Use whole dollar amounts.
MW09	MAND WH STATE STAT CODE ERROR	MANDATORY WITHHOLDING STATE STAT ≠ J, N, or S. Defaults to S.
MW10	MAND WH STATE EXEM ' ' NS ERROR	MANDATORY WITHHOLDING STATE EXEM must be numeric, ##. Defaults to 00.
MW11	MAND WH STATE ADD' ' L AMOUNT ERROR	MANDATORY WITHHOLDING STATE ADDL must be numeric, ####. Defaults to 0000. Use whole dollar amounts.
MW12	MANDATORY WH END DATE IN ERROR	MANDATORY WITHHOLDING FED or STATE END DATE does not fit the MMDDYY format, does not match the end month, for example June 31, or the END DATE is prior to the BEGIN DATE.

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Code	Message with Code	Description
MW13	ONLY END DATE CAN BE CHANGED	C entered for ? by MANDATORY WITHHOLDING FED or STATE. For these fields, you may only use the change function for the END DATE.
MW14	END DATE NOT CHANGED	C entered for ? by MANDATORY WITHHOLDING FED or STATE and did not enter an END DATE. For these fields, you may only use the change function for the END DATE.
MW15	MAND TAX FUNCTION ERRO-USE "A"	If there are no existing entries for MANDATORY WITHHOLDING, FED or STATE, you may only enter A over the ? for either line.
MW91	TROUBLE READING MAND. TAX RECORD	Database Error. Document action taken, screen print error, and fax to OSPS.
MW92	TROUBLE INSERTING MAND. TAX RECORD	Database Error. OSPA cannot insert the new record. Document action taken, screen print error, and fax to OSPS.
MW93	TROUBLE DELETING MAND. TAX RECORD	Database Error. OSPA cannot delete the record. Document action taken, screen print error, and fax to OSPS.
WH01	ENTER KEY	Screen is ready for the transaction key to be entered.
WH02	ENTER UPDATES	The screen is ready for the operator to do any withholding data locator screen updating.
WH03	AGENCY NUMBER REQUIRED	An agency number is required in the key to access this transaction.
WH04	NO RECORD FOUND	No record could be found on file for this employee within the agency requested.
WH05	ACCESS NOT AUTHORIZED	Access not permitted for this particular agency, terminal or operator.
WH07	INVALID KEY	The key entered for this particular transaction is invalid. The SSN, EMPLOYEE ID, or agency may be invalid.
WH09	UPDATE COMPLETED	The update adds/changes/deletes have been completed as entered.
WH11	MAPFAIL CALL PROGRAMMER	Map Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH12	ERR; EIBFN; EIBRCODE: CALL PROGRAMMER	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

Code	Message with Code	Description
WH13	FILE XXXXXX NOT OPEN	The OSPS file noted is unavailable for use at this time - contact OSPS.
WH14	CALL COMPUTER CENTER	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH15	LENGTH ERROR; CALL PROGRAMMER	File not open. Document action being taken, screen print error and fax to OSPS
WH16	RECORD ALREADY EXISTS	The record attempting to be added already exists on file.
WH17	WRONG KEY PRESSED	Incorrect PF, PA or other key pressed.
WH18	TAX DATA FOLLOW-UP FUNCTION ERROR	You entered A or D on the ? for TAX DATA FOLLOW-UP FLAG.
WH19	TAX DATA FOLLOW-UP CODE ERROR	You entered a value other than Y or N in the TAX DATA FOLLOW-UP FLAG.
WH20	FINAL CHECK ISSUE FUNCTION ERROR	You entered an A or D over the ? for the FINAL CHECK DATE.
WH21	FINAL CHECK ISSUE DATE ERROR	Invalid date - must be 000000 or a valid date, MMDDYY, within the current year, unless for Dec entered in Jan of current year
WH22	FINAL CHECK PERIOD END FUNCTION ERR	You entered an A or D over the ? for the FINAL CHECK PERIOD ENDING.
WH23	FINAL CHECK PERIOD END DATE ERROR	Invalid date - must be 000000 or a valid date, MMDDYY, within the current year, unless for Dec entered in Jan of current year
WH24	FOR PGMMR: DIBSTAT AT LOCN __	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
WH25	RETIREMENT START DATE FUNCTION ERR	You entered an A or D over the ? for the RETIREMENT START DATE.
WH26	RETIREMENT START DATE ERROR	Invalid date - must be 000000 or a pay period end date, MMDDYY
WH31	W/HOLDING FUNCTION ERROR	You entered C or D on the ? for the FEDERAL / STATE, etc. line

Code	Message with Code	Description
WH32	W/HOLDING EFF DATE ERROR	Invalid date entered on the FEDERAL / STATE, etc. line. - Must be a pay period end date, MMDDYY
WH33	W/HOLDING FICA SUBJ ERROR	Invalid code - must be a "Y" (yes) or "N" (no).
WH34	W/HOLDING SAIF SUBJ ERROR	Invalid code - must be a "Y" (yes) or "N" (no).
WH35	W/HOLDING UNEM SUBJ CODE ERROR	Invalid code - must be a "Y" (subject) or "C" (CETA or other federal programs).
WH36	W/HOLDING RTMT SYST CODE ERROR	Code not F, G, L, N, P, S, or T
WH37	W/HOLDING RTMT STAT CODE ERROR	Code not D, R, N, or P
WH39	W/HOLDING FED STATUS CODE ERROR	Code not J, N, or S
WH40	W/HOLDING FED EXEM'NS ERROR	Invalid exemptions - must be numeric value. Defaults to zero, 00.
WH41	W/HOLDING FED ADD'L AMOUNT ERROR	Invalid amount - must be numeric. Defaults to zero, 0000. Use only whole dollar amounts.
WH42	W/HOLDING STATE STAT CODE ERROR	Code not J, N, or S
WH43	W/HOLDING STATE EXEM'NS RANGE ERROR	Invalid exemptions - must be numeric. Defaults to zero, 00.
WH44	W/HOLDING STATE ADD'L AMOUNT ERROR	Invalid amount - must be numeric. Defaults to zero, 0000. Use only whole dollar amounts.
WH45	WAIVER FUNCTION ERROR	You entered or changed waiver code(s) and/or date(s) and did not type A, C, or D over the ?.
WH46	WAIVER CLASS CODE ERROR	Code must be D, F, H, L, S, or T
WH47	WAIVER DATE ERROR	Invalid date - must be a valid date of the form MMDDYY.

Code	Message with Code	Description
WH52	DATA BASE NOT AVAILABLE	The OSPS Payroll Data Base is unavailable at the present time.
WH54	CAN'T ADD MORE WAIVERS	Only six waivers can be on file at any one time.
WH55	WH EFF DATE 2 TOO EARLY	Invalid date on the top line - must be equal to or greater than the current pay period month.
WH56	USE P190 FOR NOVEMBER CORRECTIVE	You tried to enter November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates during the December pay period. Set a corrective on the P190. OSPA will enter check dates on the P010.
WH57	USE P190 TO UNSET NOV CORRECTIVE	You tried to change November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 before the close of the December pay period. The Corr Flag on the P190 is Y for the November pay period.
WH58	NOVEMBER DATE(S) CANNOT BE ZEROS	You tried to change November FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 before the close of the December pay period. The Corr Flag on the P190 is C for the November pay period.
WH59	UNAUTH CHG TO WH RCRD NOW IN EFFECT	You entered an EFF DATE for a prior pay period. The withholding data currently in effect cannot be changed or deleted
WH60	WH EFF DATE 1 TOO EARLY	Invalid date -- the date must be equal to or greater than the current pay period month or the effective date for the current withholding
WH61	SPECIFIC AGCY SIGN-ON REQUIRED	Sign-on must be done for a specific agency.
WH62	W/HOLDING RTMT ACCT NR ERROR	Invalid retirement account number - must be numeric (even if all zeros).
WH63	INQUIRY ONLY THIS AGCY	The user is authorized for display only on this employee.
WH65	INVALID AGENCY KEY	Invalid agency - per the Agency Table.
WH66	ENTER NEW KEY OR MORE UPDATES	Transaction is complete - the system is ready for the next key or transaction.
WH67	CAN'T HAVE TWO PENDING WH LINES	Only one pending (future date) Tax data line is allowed.

Code	Message with Code	Description
WH68	NO AGCY-PAY RECRD .. NO UPDATE POSS	Employee has no current job in this agency
WH69	TROUBLE READING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH70	TROUBLE READING AGCY-PAY-RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH71	TROUBLE READING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH76	TROUBLE DELETING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH77	TROUBLE DELETING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH78	TROUBLE REPLACING AGCY-PAY RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH80	TROUBLE REPLACING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH82	TROUBLE INSERTING TAX RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH83	TROUBLE INSERTING AGCY-PAY RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH84	TROUBLE INSERTING FICA RCRD	Database Error. Document action being taken, screen print error and fax to OSPS
WH85	NO PERSON RCRD FOUND	Database Error. Document action being taken, screen print error and fax to OSPS
WH87	FNL CHK ISSUE/PD END DATE CONFLICT	The values entered in the FINAL CHECK ISSUED and the FINAL CHECK PERIOD ENDING must both be either 000000 or a valid date.
WH90	CAN'T DELETE WH RCD NOW IN EFFECT	You typed D over the ? on the withholding line currently in effect. The effective date is for a month that is already closed.

Code	Message with Code	Description
WH91	TROUBLE READING YTD RECORD	Database Error. Document action being taken, screen print error and fax to OSPS
WH93	TROUBLE REPLACING RETIREMENT RECORD	Database Error. Document action being taken, screen print error and fax to OSPS

See the Statewide Payroll Reference Manual, OSPS System Related Documentation, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

When entering values in the TAX DATA FOLLOW-UP FLAG, FINAL CHECK ISSUED, FINAL CHECK PERIOD ENDING, and RETIREMENT START DATE fields, you may only enter a C over the ?.

If there is only one line of data under FEDERAL / STATE, etc. or the EFF DATE is for a closed pay period, you may only enter an A over the ?.

If there is more than one line of data under FEDERAL / STATE, etc. and the EFF DATE is for an open pay period, you can enter A or D over the ? for the top line.

For the MANDATORY WITHHOLDING data, you may enter:

A over the ? when the existing BEG DATE = 000000

C over the ? to enter a valid date in the END DATE field

D over the ? if there is a valid date in the END DATE field

When entering WAIVERS, you may enter A, C, or D over the ?.

The FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates must be in the current year, except for a December entry made in the following January.

For the December pay period, the following conditions must exist for an agency to set December FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates:

On the P030 Job Status Data screen, there must be a value in the SEPARATION DT/REASON fields. The REASON may not be 80.

On the P190 Payroll Register Data screen, the Corr Flag must be N for the November pay period.

On the P190 screen, there may not be a REG SET for the December pay period.

The RETIREMENT START DATE and EFF DATE must be a pay period ending date.

The EFF DATE must be ≥ the ending date for an open pay period. For this screen, OSPA considers a pay period closed after the 10th of the following month.

There may be ≤ 6 WAIVERS.

SUPPORTING DOCUMENTATION

Final Check Date – Governed by ORS 652.140 Payment of wages on termination of employment; exception for collective bargaining

Form W-4 Employee's Withholding Allowance Certificate -- For income tax withholding instructions, the employee must submit a Form W-4 Employee's Withholding Allowance Certificate. An electronic form is available on the IRS web site (http://www.irs.gov/). See the Statewide Payroll Reference Manual, Payroll Processes, Income Taxes.

OSPA SCREEN AND REPORT INTERACTIONS

AFFECTED BY

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DIRECTLY AFFECTS

Screens

For additional information, see the Statewide Payroll Reference Manual, OSPA System Related Documentation, Screen Descriptions.

P090 YTD Wages, Taxes, and Retirement – The P090 screen displays YTD calculations for wages, taxes, and retirement. OSPA updates the screen after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – The P091 screen displays YTD on-line calculations for wages, taxes, and retirement based upon entries made since the last final payroll run. You can only access the P091 from the P370 Calculation of Current Payoff screen.

P190 Payroll Register Data – displays net pay amount for up to three months. Agencies use the screen to set correctives for a closed pay period. OSPA updates the screen after each final payroll run. It normally includes three months. See OSPA Reasonability Edits above for the relationship between November final checks on the P010 screen and the corrective flag on the P190 screen.

P191 Register Summary – The P191 screen shows summarized pay registers for an employee. The display includes federal and state income tax withheld and the STAT, EXEM, and ADDL from the P010 screen. It also includes PERS contributions and the RTMT SYST and RTMT STAT from the P010 screen. OSPA updates the screen after each final payroll run and maintains the data for three months.

P370 Calculation of Current Payoff – The P370 screen displays payment information entered since the last regular payroll run. It reflects the deductions in effect for a given pay period and check date, including taxes and retirement contributions. It displays the FEDERAL and STATE STAT, EXEM and ADDL, as well as the RTMT SYST and RTMT STAT from the P010 screen.

Reports

See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Report Descriptions for more information.

E357-020 Employees Eligible for Participation in Retirement – provides a list of employees who have a RETIREMENT START DATE for the next pay period. Used as a tickler to change the RTMT SYST and RTMT STAT when an employee is eligible to begin retirement contributions.

Employees with Non-blank Waivers – provides a list of employees that have values in the ----WAIVERS----- field(s). Used to ensure employees do not have waivers on the P010 screen and PEBB benefits on the P070 Deductions and Deduction Adjustments screen.

XREF10A FICA Mag-File Detail Note of Irregularities – Lists employees with irregularities in the electronic file that OSPA sends to the IRS. For employees on the report, OSPA will not transmit the income and withholding data to the IRS or produce a W-2 at year-end.

E370-06-01 Income Tax Exemptions – provides a list of employees who have more than 10 withholding allowances or are exempt from income tax withholding (STAT = N). Used to ensure employees submit new documentation each year.

E370-09-1 Mandatory Withholding Determinations -- Provides agency payroll with a list of employees who have either federal or state mandatory withholding entered on the P010 screen.

XREF16 Regular Contributions for Current Employees and XREF17 Regular Contributions for Terminated Employees – provides the amount contributed for the state's retirement plan for each eligible employee for the pay period.

E357-030 Separated Employees with Net Pay Positive Adj – provides a list of employees who have a SEPARATION DT/REASON on the P030 Job Status Data screen and a positive adjustment to pay that is <$10.00. If the P010 screen has FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates for the same pay period, OSPA will automatically adjust the amounts <$1.00 by applying them to income tax withholding.

XREF68 Year to Date – provides detailed employee year-to-date information, including taxes and retirement.

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
05/27/2020	1.0	Original

Questions? Contact the OSPS Help Desk   e-mail: OSPS.Help@oregon.gov   Telephone: 503-378-6777

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