P050
GROSS PAY ADJUSTMENTS ON FILE

SCREEN PURPOSE

Agency payroll and OSPS use the P050 Gross Pay Adjustments on File screen to make one-time or on-going adjustments to the employee's gross pay. Examples of adjustments include:

- Differentials
- Reimbursement of employee paid expenses
- Taxable fringe benefits
- Lump sum or special payments, including leave pay-offs
- Prior period adjustments

This screen is concurrent job and pay period specific.

ALSO KNOWN AS

P050

PREREQUISITES, IF ANY

ADB1, ADB2, PTB1, PTB2 -- This screen uses pay codes from the Payroll Benefit Package Table. OSPS enters the codes with the ADB1 and ADB2 Payroll Benefit Package Table screens. The PTB1 and PTB2 Payroll Benefit Package Table screens provide inquiry access for agency payroll.

SCREEN ACCESS KEY SEQUENCE

P050 SSN or Employee ID Agency CCJ Date

SSN = social security number (#########). Do not enter the hyphens. Enter any leading zeroes. You must enter either the SSN or the Employee ID.

Employee ID = OR#######. You must enter either the SSN or Employee ID.

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

CCJ = concurrent job number (#, 1-9). Optional. The records on this screen are concurrent job specific. If you do not enter a number, OSPA will default to 1.

Date = ending date for the pay period to which this adjustment applies, MMDDYY. If you do not enter a date, OSPA will default to the end date for the current pay period.

SCREEN ELEMENTS

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 A        B        C  D  E                    F
P050   999999999,99000,1,0430XX        GROSS PAY ADJUSTMENTS ON FILE
 G  EMPLOYEE, TAYLOR                  H  GP93 TRANSACTION COMPLETE
 I        J    K  L      M      N        O        P      Q      R
  PAY  STRT   STOP ADJ                          DAYS   TRAN
 S TYP  DATE   DATE TYP   RATE    UNITS    AMOUNT   WRKD   DATE  ERROR MSG
? SDE 0430XX 0430XX A      .50    12.00      6.00         0503XX
  SH DIFF 0.50      MISSED 02-23-XX      X XX1234567890 X COMMENT LATE T/S
 T                U                V      W          X                Y
? IR  0430XX 999999        .00      .00       .00         0411XX
  INS RETURN                              PRO            COMMENT INS RETURN

?                   A
                                                         COMMENT

?                   A
                                                         COMMENT

?                   A
                                                         COMMENT

?                   A
                                                         COMMENT
```

LEGEND

No.	Description
A	Screen designation, part of the 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	Concurrent job number (#, 1-9), part of the screen access key sequence. If you do not enter a value, OSPA will default to 1.
E	End date for the pay period to which the adjustment applies (MMDDYY), part of the screen access key sequence. If you do not enter a date, OSPA will default to the current pay period end date.
F	Screen title. Protected.
G	Employee's name from the P030 Job Status Data screen. Protected.

No.	Description
H	System message area for entire screen. See Screen Message Codes below. Protected.
I	Pay type code from the Payroll Benefit Package Table, 3 alphanumeric characters maximum. The pay type must be in the employee's benefit package (BENEFIT PACKAGE CD from the P030 Job Status Data screen). See the OSPA Reference Manual, Codes, Pay and Leave Codes, for a list.
J	The ending date of the first pay period in which this adjustment applies, MMDDYY. OSPA defaults to the date included in the screen access key sequence. May be entered. Must be the last day of the month.
K	The ending date of the final pay period in which this adjustment applies, MMDDYY. System generated, based upon the ADJ TYP and date included in the screen access key sequence. Must be the last day of the month or 999999. Protected. Current continuing adjustments will have 999999 as a STOP DATE. One-time deductions will have the same STRT DATE and STOP DATE. When you delete an on-going adjustment, OSPA will automatically generate a STOP DATE for the pay period prior to the pay period used in the screen access key sequence to delete the entry.
L	Adjustment type. Possible values include: • Blank – on-going, [SPACE] through the field to remove the default A • A – one-time adjustment, default
M	Rate in dollars and cents (####.##, 9999.99 maximum). You must enter the decimal. Optional, either enter RATE and UNITS or AMOUNT.
N	Number of units paid at the RATE (####.##, 9999.99 maximum). OSPA will place a decimal in the third character from the right. Optional, enter either RATE and UNITS or AMOUNT. May be a negative number (8.00-).
O	Total amount to be paid for this entry, #####.##, 99999.99 maximum. You may enter an AMOUNT or enter RATE and UNITS and OSPA will calculate the AMOUNT. If you enter all three fields, OSPA will verify your calculation. May be a negative number (342.65-).
P	Number of reportable days for workers' compensation tax. As of 1/1/95, OSPA uses the employee's hours worked and ignores this field.
Q	Calendar date on which transaction entered, MMDDYY. System generated, protected.
R	Screen message for this particular entry. The cursor will be in the field with the error. See Screen Message Codes below.

No.	Description
S	To add or change an adjustment, indicate your intent by entering a value over the "?". Required to make a change. You may make more than one change on different lines on the screen at the same time. Possible values include: • A = add new adjustment. You may enter on a blank line or type over an existing adjustment. • C = change an existing adjustment. You may change anything but PAY TYP. • D = delete an existing adjustment. For a one-time adjustment, the entry will disappear. For an on-going adjustment, OSPA will outdate (change the STOP DATE) in the prior period.
T	PAY TYPE DESCRIPTION from the PTB2 Payroll Benefit Package Table screen. Protected.
U	"Blind field," you can [TAB] to it. Twenty alphanumeric characters for entering grant number, project number or audit trail comments. When entering grant and/or project numbers, begin the entry with one of the following: PJT = project number, format = PJTprjct#ph GNT = grant number, format = GNTgrant#ph GAP = both project and grant numbers, format = GAPgrant#ph,prjct#ph
V	Blind field, [TAB] to it. If there is an X in this field, OSPA will not validate the grant and/or project numbers against the R*STARS tables.
W	Blind field, [TAB] to it. 12 numbers – 2-digit biennium, 5-digit PCA, 5-digit index.
X	Blind field, [TAB] to it. If there is an X in this field, OSPA will not validate the biennium, PCA, and index against the R*STARS tables.
Y	Twelve alphanumeric characters used to identify the reason for the adjustment. Prints on Payroll Registers.

NOTES

Adjustments for Multiple Months -- If an adjustment will continue for a set number of pay periods, enter a continuing (ADJ = blank) adjustment for the beginning pay period. Then, immediately call up the screen for the pay period <u>after</u> the adjustment will end. Delete the adjustment for this period (D over "?"). OSPA will automatically "outdate" the entry to the last day of the <u>prior</u> period.

Leave Adjustments – There are circumstances where payroll will adjust an employee's leave balance on the P050 screen, e.g. to pay off accrued compensatory time (CT) or vacation leave (VA) or to restore sick leave (SL) taken. There are some anomalies in the functionality among screens for these kinds of entries:

- The P050 edits do not include checking the employee's current leave balance. For example, OSPA will allow you to pay the employee for more CT or VA than the employee has, which will create a negative leave balance. If this occurs, the employee will have the message "NEGATIVE BALANCE" on the B470C, B470D and B470S Leave Accrual Detail Transaction Register.

- If you enter the number of hours to pay-off or adjust in the UNITS field on the P050 screen, the application will adjust the employee's leave balance. The application will display the new balance on the P430 and P435 Employee Leave Data screens as soon as you successfully save the entry on the P050 screen.

- The P003 and P004 Time Capture screens display current leave balances at the bottom of the screen. OSPA does not update these balances for P050 entries made since the last leave accrual.

- The edits for the P003 and P004 screens insure the employee has enough accrued leave for hours taken. The current balance for the edits reflects any saved P050 entries. Any hours that you pay-off on the P050 screen are not available for time entry on the P003 or P004 screen.

See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting; Report Descriptions and Screen Descriptions for additional information.

Maximum Number of Adjustments – You may enter up to 48 one-time and on-going adjustments on the P050.

Pay-off to Previously Separated Employee – OSPS can make P050 adjustments to issue a check to an employee who has previously separated from your agency. Bring up the employee's record on the P050 screen. (As long as the employee has a record on the P032 Job Status Display screen, OSPA will display the employee's ID and name on the screen.) Enter the pay code, gross pay amount and work charge code(s). OSPA will not allow you to save it. With the data displaying, make a screen print. Write in the reason for the adjustment. Send the screen print to OSPS for entry.

Prior Period Adjustments – On the P050 screen, retrieve the record for the last day of the period for which you want to make the adjustment. Add (A over the "?") and a one-time (ADJ TYP = A) adjustment. Then, set the corrective flag on the P190 Payroll Register Data screen.

SCREEN MESSAGE CODES

Code	Message with Code	Description
GP01	SSN/AGENCY/CCJOB INVALID	The employee with this SSN/Employee ID/agency/concurrent job does not exist.
GP02	DATE INVALID	Date is not numeric or in the proper format (MMDDYY)
GP03	NO ADJUSTMENT SEGMENTS EXIST	No gross pay adjustments exist for this employee for the date entered on the inquiry. Valid dates = the end of a pay period.
GP04	EMPLOYEE ACCESSED	The employee's adjustments have been accessed by another operator since the last display.

Code	Message with Code	Description
GP40	NO AMT ALLOWED	The benefit package table has the pay type flagged as LWOP, the amount must equal zero (entered or calculated amount)
GP41	MUST HAVE AMT	The benefit package table has the pay type flagged as taxable or non-taxable and the pay type equals "AW", the amount must be greater than zero
GP42	UNIT/RATE REQ	Unit and rate fields are required if GPA is a payoff
GP46	YR/PCA/INDX INV	OSPA cannot validate the labor costing entered on the PCA and index tables
GP47	VAL INVALID	VAL cannot be more than 274 hours
GP48	VAL RQ VAP/VAQ	VAL requires a VAP and VAQ entry
GP51	INVALID AGENCY ACCESS	Operator does not have access to the agency entered
GP90	SECURITY ERROR	Operator is not allowed access.
GP91	DATA BASE NOT AVAILABLE	Data base in not available at this time.
GP92	OPERATOR ENTRY ERRORS	Operator has made entry errors. OSPA will display a more specific error message on the applicable detail line(s).
GP93	TRANSACTION COMPLETE	All changes made by the operator have been completed.
GP94	HISTORY FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
GP95	BENEFIT FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
GP96	PROJECT FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
GP97	COST CENTER FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
GP98	SFMS YR/PCA FILE NOT OPEN	File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	ADJ TYPE INV	Adj type must be blank or "A"
	AMOUNT INV	Amount is not numeric.
	AMT OVERFLOW	If rate and units are entered, rate times units may not be >9999.99
	CHANGE INV	On a "C" or "D," the adjustment must have been previously displayed.
	CK DAY ENT	The adj type must be blank or "A".
	DAYS WRKED INV	Days worked is not numeric.
	DUP KEY	This adjustment is already present on the file.
	FLDS MODIFD	You modified fields but did not type a, c, or d over the ?. Enter a, c, or d over the ? and press [ENTER].
	FND/BI/CC INV	The fund/bi/cost center is not valid on the EXAS file of valid cost centers.

Code	Message with Code	Description
	KEY CHANGE	You have entered a D over the "?" and changed one of the fields for the adjustment line. None of the fields may be changed when deleting an adjustment. Either change the D to C (change) and press [ENTER] or [PAUSE] off the screen and return to enter the delete.
	OV WORK CHG INV	The override field to the right of the work charge field must be X or blank
	PAY TYPE INV	The pay type is not valid on the benefit package table.
	RATE INV	Rate is not numeric.
	RT/UNIT/AMT INV	If rate is entered, unit must be entered, and if unit is entered, rate must be entered. You may also receive this message if the AMOUNT will exceed a defined maximum amount. For example, you may not enter an amount >300 for pay type IR.
	START DATE INV	You have entered a STRT DATE rather than allowing it to default. The date is either not a pay period end date or a valid date.
	TRANS A,C,D	You entered a value other than a, c, or d over the ?.
	TRANSACTION DIFFICULTY - PLEASE CALL EXEC ACCOUNTING AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	UNIT INV	Unit is not numeric.
	UNIT/RATE REQ	Unit and rate fields are required if GPA is a payoff
	WORK CHG INV	The work charge is not valid on the EXAS file of valid projects.

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

OSPA REASONABILITY EDITS

STRT and STOP DATES must be the end of a pay period.

RATE x UNITS must = AMOUNT.

PAY TYP must be on the Payroll Benefit Package Table for the employee's benefit package.

For a given pay period, the employee can only have one entry with any given pay type, unless each entry for the pay type has different entries in the work charge code fields (will be charged to a different grant, project, PCA, and/or index or includes comments).

SUPPORTING DOCUMENTATION

OSPA creates a permanent audit file for all entries made on this screen by agency, terminal ID and operator ID. See the OSPA Reference Manual, Report Descriptions, B360 Employee Update Screen Activity Report.

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

Payroll Benefit Package Table – The Payroll Benefit Package Table determines the pay and leave codes available to an employee with a specific benefit package. It also defines business rules and controls associated with each pay and leave code. OSPS enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. You may view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

P032 Job Status Display – For separated employees, OSPA will display the employee's name on the P050 screen as long as a record exists on the P032 screen.

DIRECTLY AFFECTS

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.

P370 Calculation of Current Payoff – The P370 screen displays the results of an on-line calculation for entries made since the last final payroll run.

P430 Employee Leave Data – The P430 screen displays each employee's leave balances. Leave pay-offs entered on the P050 Gross Pay Adjustments on File screen immediately update the leave balances on the P430 screen.

P435 Employee Leave Data – The P435 screen displays adjustments made to the employee's leave balances since the last leave accrual. Leave pay-offs entered on the P050 Gross Pay Adjustments on File screen will display on the P435 screen until the next leave accrual.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
08/24/06	1.1	Clarify field U
10/31/06	1.2	Clarify GAP override entry
08/15/08	1.3	WR#3339, display name for separated employee
09/30/08	1.4	Clarify RATE/UNIT/AMT INV message
03/22/10	1.5	Periodic review, appendices to codes
03/20/12	1.6	Clarify GP46 YR/PCA/INDX IN message; WR#3549, describe anomalies for leave entries on the P050 screen