P070
DEDUCTIONS AND DEDUCTION ADJUSTMENTS

SCREEN PURPOSE

Agency payroll enters payroll deductions, such as charitable contributions, mass transit and parking, union dues, and wage withholding orders, on the P070 Deductions and Deduction Adjustments screen. The interfaces from the Charitable Fund Drive (CFD), PEBB "dot" benefits (PDB) and the Oregon Savings Growth Plan (OSGP) also create deductions on the P070 screen. The entries may be one-time or ongoing and are by pay period. Generally, they will reduce an employee's net pay.

ALSO KNOWN AS

P070

PREREQUISITES, IF ANY

This screen uses deduction codes from the Payroll Deduction Table. PSS enters the codes with the ADD1 Payroll Deduction Table, ADD2 Payroll Ded/Plan Table and ADD3 Payroll Ded/Plan Table screens. The PTD1 Payroll Deduction Table, PTD2 Payroll Ded/Plan Table and PTD3 Payroll Ded/Plan Table screens provide inquiry only access to the same data for agency payroll. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Deduction Codes, for a list of current codes.

SCREEN ACCESS KEY SEQUENCE

P070, Employee ID, Agency, Pay Period End Date (P070 OR####### ##### MMDDYY)

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

Agency = OSPA agency number (#####). Optional if you have logged on with an agency number (rather than ALL).

Date = the end date for the pay period to which the deduction will first apply, MMDDYY. Optional, if you do not enter a date, OSPA will default to the current pay period.

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SCREEN ELEMENTS

```
 (A)        (B)        (C)     (D)                        (E)
 P070    ORXXXXXXX,12345,113016          PAYROLL DEDUCTIONS      11/21/16
(F)────LAST NAME, FIRST
     (I)              (K)    (L)      (M)  (G)
                                          DA98 PRESS ENTER FOR NEXT PAGE        (Q)
    A DED   PLAN    DATE     -EMPLOYEE---SHARE-        (O) (P)                 (Q)
(H) D CD    CD  BEGIN  END     PCT PCT   FIXED   PEBB     EMPLR  PEBB    VENDOR
    J DESC DESC              GRS NET   AMOUNT  SUBSIDY    SHARE  ADMIN    SHARE
    ? A ADNN 300 053116 113016              .00    .00        .00    .00      .00
    OPE CD P EMP/DEP AD&D   POSTAX/300K   COMM              TRANS DATE 10 (U)16
       ACH ACCT                       ACCT CD (N) STATUS                (U)
            (J)                           (S)
    ?    AGNN 001 053116 113016           .00    .00     .00    .00      .00
    OPE CD P LONGTERM DIS   180 DAY/60%   COMM          TRANS DATE 100116
(R)    ACH ACCT                       ACCT CD     STATUS

    ?    LTNN 001 053116 113016           .00    .00     .00    .00      .00
    OPE CD P DEP LIFE       5K/DEPNDT     COMM          TRANS DATE 102016
       ACH ACCT                       ACCT CD     STATUS
                          (V)
    ?    XDNN 555 053116         100      .00    .00     .00    .00      .00
    OPE CD N DIRECT DEP    NET PAY        COMM CHASE         TRANS DATE 1020XX
       ACH ACCT   999999999999999999999      ACCT CD S  (T)
          (W)                            (X)
```

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 (####), optional part of the screen access key sequence. OSPA will default to your log-on agency.
D	Pay period end date, optional for the screen access key sequence. When entering a new deduction, use the end date for the pay period to which the deduction will first apply (MMDDYY). If you do not enter a specific date, OSPA will default to the end of the current month.
E	Screen title. Protected
F	Employee's name from the P030 Job Status Data screen. Protected

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No.	Description
G	System message area. See the Screen Message Codes section below. Protected
H	Adjustment type. Possible values include: • blank = ongoing until deleted, either operator or system calculated, default • A = one-time deduction, operator calculated • F = one-time deduction, operator calculated, to force core or required PEBB benefit premiums when an employee is on FMLA • W = ongoing, operator calculated, to force core or required PEBB benefit premiums for an employee who is on a SAIF claim or military leave of absence (USERRA) See Notes below, ADJ Codes section.
I	**DED CODE DESC** -- Deduction code from the PTD1 Payroll Deduction Table screen, 4 characters maximum. Required. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Deduction Codes, for a current list. **PLAN CODE DESC** – Plan code from the PTD2 or PTD3 Payroll Ded/Plan Table screen. Required for deduction codes that have plan codes. See Notes below, Plan Codes section.
J	**OPE CD** (other payroll expenses) from the PTD1 Payroll Deduction Table screen. System generated, protected. Values currently being used include: D = dental H = health L = life N = no OPE class S = Fortis Benefit and unique life
K	The end date for the pay period in which the deduction begins, MMDDYY. When you enter a new deduction or change an existing deduction, it will default to the date included in the screen access key sequence.

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No.	Description
L	The end date for the pay period in which this deduction ends, MMDDYY. System generated, based upon the ADJ code entered. Protected. Continuing deductions will have 999999 as an END date. One-time deductions will have the same BEGIN and END dates. When you delete or change an ongoing deduction, OSPA will automatically generate an END date for the pay period prior to the pay period used to delete or change the entry.
M	Employee paid amount for a fixed dollar deduction. The employee may designate the amount. For example, the employee wishes to have $25.00 deducted each month for a donation to a designated food bank. If the deduction code has plan codes with amounts on the PTD2 Payroll Ded/Plan Table screen, OSPA will look for an amount in the Emple Share field. If you are using an ADJ code, OSPA may require that you enter an amount; see Notes below, ADJ Codes section and Reasonability Edits section below. If you do not enter a decimal, OSPA will place the decimal to the right of the number entered; for example, 2525 becomes 2525.00.
N	**PEBB Subsidy** – applies to employees who enroll for the family tier of a medical plan. The subsidy amount reduces the employee's out of pocket contribution; PEBB pays the amount to the carrier.
O	Portion of the deduction the agency will pay. If the deduction code has plan codes with amounts on the PTD2 Payroll Ded/Plan Table screen, OSPA will look for an amount in the Emplr Share field. If you are using an ADJ code, OSPA may require that you enter an amount; see Notes below, ADJ Codes section and Reasonability Edits section below. If you do not enter a decimal, OSPA will place the decimal to the right of the number entered; for example, 2525 becomes 2525.00.
P	Administrative fee charged to administer a benefit program. Currently, only PEBB has administrative fees for medical, dental and vision insurance. PSS enters the amounts for fees and taxes on the ADD3 Payroll Ded/Plan Table screen (displayed on the PTD3 screen). OSPA summarizes them in the PEBB Admin field on the PTD2 Payroll Ded/Plan Table screen. For on-going (ADJ blank) deductions, OSPA will look up the value form the PTD2 screen. If you are using an ADJ code, OSPA edits may require that you enter an amount. See Notes below, ADJ Codes section and Reasonability Edits section below.

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No.	Description
Q	Amount paid to the vendor. If the deduction code has plan codes with amounts on the PTD2 screen, OSPA will look up the amount from the Vendor Share field on the PTD2 screen.
R	To add, change or delete a specific deduction, type the appropriate value over the ?. Required if making an entry. You may enter more than one transaction on the screen at once. Possible values include: A = add new deduction. You may enter it on a blank line or over an existing deduction. C = change an existing deduction. For an on-going deduction, OSPA will enter an END DATE on the deduction for the prior pay period and enter a new BEGIN DATE for the change. D = delete an existing deduction. OSPA will enter an END DATE for an on-going deduction for the prior pay period. In other words, enter the delete in the payroll period following the last pay period you wish the deduction to occur.
S	Percent of **gross** pay to be deducted for deduction code DCNN Traditional 457 Deferred Compensation, ###., for example, 25% = 025
T	Comment field, optional, up to 12 free-form text characters. Prints on the Payroll Registers.
U	Calendar date transaction was entered. System-generated, protected.
V	Percent of net pay for a direct deposit. Only used with XDNN 555, net pay direct deposit. Must be 100 (100%). See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit.
W	Routing, transit, bank and employee account number for a direct deposit. OSPA will edit for valid routing and transit numbers. Required for a direct deposit deduction. Maximum of 26 alphanumeric characters. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit.
X	Indicates type of account for direct deposit. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit. Values include: C = checking S = savings

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NOTES

ADJ Codes – The adjustment codes tell OSPA how to handle the deduction. If the ADJ field is blank, the deduction is ongoing. The other values include:

A   A one-time deduction, operator calculated. You must manually enter the amount(s) paid by the employee and/or employer and the amount(s) paid for an administrative fee or to the vendor, if applicable. If the deduction has plan codes, see the PTD2 Payroll Ded/Plan Table screen for amounts. PEBB related deductions with ADJ: A will be on the E315-009D Payroll Deduction Adjustment (A) Other report, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides.

F   A one-time deduction, operator calculated, to force the core or required PEBB premiums when an employee is on FMLA. You must enter the amounts(s). Deductions with the F ADJ code will print on the E315-009C Payroll Deduction Adjustment (F) FMLA report. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Family and Medical Leave, and PEBB Benefits

W   Ongoing, operator calculated, to force core or required PEBB premiums for a SAIF claim or military leave of absence (USERRA). Entries made with this code will print on the E315-009B Payroll Deduction Adjustment (W) Ongoing report.

   NOTE: If you use this ADJ, monitor the entries closely. If the employee does not have a LWOP code in the PPDB and has enough paid regular hours to qualify for paid benefits, OSPA may make duplicate payments.

   See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Military Leave of Absence and Injured Worker Leave.

Adjustments –You may enter either a positive or a negative FIXED AMOUNT. A negative amount will reduce a payment to a vendor or employee account. A positive amount will make a payment to a vendor or employee account. When entering a negative amount, enter the minus after the amount (5.00-). **CAUTION**: negative entries may create a vendor negative.

   If you wish to enter both a one-time and on-going deductions with the same code, enter the on-going deduction first.

New Deductions -- If you are adding a new deduction (? = A) and entering over an existing deduction, you must re-enter at least the first character of both the DED CODE DESC and PLAN CODE DESC (if applicable), even if they are the same as the existing deduction.

Oregon Savings Growth Plan (OSGP)

   Regular and Make-up Contributions -- When an employee participates in OSGP – the state's deferred compensation program -- the third-party administrator for OSGP (currently ING) sends electronic files to OSPA for each preliminary run 2. The files add, change and delete P070 deductions with deduction code DCNN Traditional 457 Deferred Compensation and/or RTNN Roth 457 IRA. The deductions may have plan code 100 (regular contributions) or 600 (make-up contributions). Do not change these

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deductions on the P070 screen unless OSGP or ING instruct you to do so. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Interfaces, OSGP.

Legislators -- Under ORS 237.650, a person appointed or elected as a member of the Legislative Assembly may choose to have the 6% employee contribution for PERS deposited in a deferred compensation account. If the Legislator chooses this option, the agency enters RTMT SYST: L and RTMT STAT: D on the P010 Withholding Data / Locator Data screen. They also enter a gross pay adjustment on the P050 Gross Pay Adjustments on File screen with pay code RPO and a deduction on the P070 screen with deduction code DCNN and plan code 010. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employee Retirement System.

PEBB Benefits

Core PEBB Benefits - Eligible employees are required to have the following "core" or mandatory PEBB insurances, unless they opt out of medical or medical and dental insurance or decline all benefits:

- o   Medical

- o   Dental

- o   Vision, required for the PPO plans

- o   Agency paid $5,000 basic life, except for benefit package YJ

If at least one of the mandatory or core insurances is missing and the employee has not opted out of medical or medical and dental or declined all benefits, OSPA will not pay the carriers for the employee's premiums.

For most benefit packages, the agency pays either 95% or 99% of the cost and the employee pays for 5% or 1% depending on the medical plan the employee enrolls in. For some CBA's or by policy, the employee may receive a subsidy for the employee contribution from the agency when the employee's wages are ≤ a defined amount.

Optional PEBB Benefits - In addition, eligible employees can select any of the following optional PEBB benefits:

- o   Accidental death & dismemberment

- o   Dependent Care or Health Care Flexible spending accounts

- o   Long-term care for employee and/or spouse/partner

- o   Long-term disability

- o   Optional life for employee and/or spouse/partner

- o   Short-term disability

Employees pay the premiums for these insurances.

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PEBB⬤benefits (PDB) - Employees enroll for benefits through PDB, a web-based application. Agency personnel or payroll staff members also make benefit entries in PDB. The information interfaces to OSPA every two minutes. If the interface finds any of the deductions on the P070 screen or the deductions are for a closed pay period, the interface will fail.

An employee may have only one ongoing (ADJ = blank) medical, dental and vision plan on the P070 screen. For deduction codes that have multiple ded = 1 on the PTD1 Payroll Deduction Table screen, OSPA will prevent duplicates.

OSPA Generated PEBB Entries – Besides the deductions that interface from PDB, OSPA may generate transactions, including:

o **Life Insurance** - The premiums for the first $50,000 of employee life insurance coverage are not taxable. PDB interfaces the deductions for the agency paid $5,000 basic life and optional employee life with pre-tax plan codes. When the coverage reaches $50,000, OSPA will generate an additional optional life insurance transaction with a post-tax plan code. See Notes, Taxes section below.

o **Opt Out** – When you manually enter an on-going OONN (medical opt out) or OHNN (medical and dental opt out) deduction on the P070 screen, OSPA looks for an existing on-going IR entry on the P050 screen. If it does not find one, it will create the entry on the P050 screen. On the P070 screen, you will receive the screen message DA96 TRANSACTION COMPLETE, GPA ADDED

o **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.

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 contribution to the core PEBB insurances.

The 901 plan code also displays any agency subsidy 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 Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

Forcing PEBB Premiums - If you are forcing PEBB premiums, you will likely use a non-blank ADJ code (see Notes, ADJ Codes above) and may need to enter amounts, rather than OSPA looking them up from the Payroll Deduction Table (displayed on the PTD2 screen). The P070 screen has edits for the following deductions:

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o   **FDNN, Dependent Care Flexible Spending Account** – Starting with the 2010 plan year, PEBB adopted a minimum deduction of $20.00 per month for dependent care flexible spending accounts. You must enter an EMPLOYEE SHARE FIXED AMOUNT of at least $20.00.

o   **FHNN, Health Care Flexible Spending Account** – Starting with the 2010 plan year, PEBB also adopted a minimum deduction of $20.00 per month for health care flexible spending accounts. You must enter an EMPLOYEE SHARE FIXED AMOUNT of at least $20.00.

o   **FQNN, Health Care Flexible Spending Account** – Use for post-tax entries for flexible spending accounts. Please note this deduction code has Plan Codes to differentiate between the different flexible spending accounts.

o   **OONN 001 or 002, Opt Out** – When an employee opts out of medical insurance, the employee may be entitled to an insurance return in lieu of a premium. A P050 Gross Pay Adjustments entry with PAY TYP IR gives the return to the employee. The P070 entry charges the agency and pays PEBB. You may only enter amounts in the EMPLR SHARE and PEBB ADMIN fields.

o   **Medical and Dental Deduction Codes** - For any of the medical and dental plans, you must enter a value in EMPLOYEE SHARE FIXED AMOUNT and/or EMPLR SHARE, PEBB ADMIN and VENDOR SHARE. See the PTD2 Payroll Ded/Plan Table screen for the values. Make sure EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE = PEBB ADMIN + VENDOR SHARE.

    ✓   **Starting with the 2017 benefit year, family tier plans will include a PEBB subsidy**. When forcing insurances for medical plans with family tier, payroll offices will need to reduce the EMPLOYEE SHARE FIXED AMOUNT by the amount of the subsidy, and include the subsidy entry on the P070 screen.

o   **901 Plan Code** – Even though you may see OSPA generated 901 plan codes for PEBB medical, dental, vision and basic life insurances, you **do not need to make 901 entries** when you force PEBB premiums. 901 entries will be added to the P070 screen automatically by OSPA.

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

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 the direct deposit deduction code

▪   The employee has multiple plan choices, such as PEBB health insurances

▪   The deduction is a set amount that will remain in effect for a defined period, such as parking

Generally, all PEBB medical, dental and vision insurances will have plan codes. Some PEBB life and the post-tax Flexible Spending Account codes also have them. Some of the other insurance benefits, union dues and mass transit codes also have plan codes. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Deduction Codes and Screen Guides, PTD2.

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With ADJ codes blank and T, you will not enter amounts on the P070 screen; OSPA will look them up on the Payroll Deduction Table. If you are using ADJ codes A, F or W, you will enter amounts from the PTD2 screen. See Notes above, Forcing PEBB Premiums section for additional edits for PEBB benefits.

Taxes – The Non Taxable Code on the PTD1 Payroll Deduction Table screen determines if OSPA will calculate federal (FIT) and state (SIT) income, and social security and Medicare (FICA) tax withholding before (pre-tax) or after (post-tax) taking the deduction.

Possible values 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** on the PTD2 Payroll Ded/Plan Table screen, 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 PTD1 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 dp's children for medical, dental and vision insurance. If the employee does not claim the dp 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.

NOTE: If an employee has FICA SUBJ: N on the P010 Withholding Data / Locator Data screen, do not use a deduction and plan code that is FICA exempt. This 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.

SCREEN MESSAGE CODES

Code	Message with Code	Description
DA01	SSN/AGENCY INVALID	Employee does not exist under this SSN/EID/Agency.
DA02	AGENCY INV	Not numeric.

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Code	Message with Code	Description
DA03	EMP ACCESSED	This employee has been accessed and/or updated by another operator since the deductions have been displayed. Reenter changes and try again.
DA04	INVALID DATES	The date entered is not the end of a pay period.
DA05	NO DEDUCTION SEGMENTS EXIST	No deductions exist for this employee.
DA06	FLDS MODIFIED	Fields have been modified but you did not enter an A, C, or D over the ? for the deduction where you modified fields
DA07	TRANS = A, C, D	Fields have been modified but you did not enter an A, C, or D over the ? for the deduction where you modified fields
DA08	OPE ERROR	A deduction with the same ope class on the PTD1 already exists. The multiple ded = 1 on the PTD1. The employee may have only one deduction with this ope class and the same "adj".
DA09	MULT DED ERROR	A deduction with this deduction code already exists. The multiple ded = 2 on the PTD1. The employee may have only one deduction with this code and the same "adj".
DA10	DUP KEY ERROR	A deduction with this deduction code already exists. The multiple ded = 2 on the PTD1. The employee may have only one deduction with this code and the same "adj".
DA11	CANT CHNG KEY	Cannot change the key values on a delete.
DA12	"PPNN" INV	Cannot change deduction code of "PPNN" at this terminal, and it must also be an "A" type of adjustment.
DA13	"9999" INV	Deduction code of "9999" cannot be modified.
DA14	PCT GROSS INV	Not numeric or value exceeds the maximum amount allowed.
DA15	PCT NET INV	Not numeric or value exceeds the maximum amount allowed.
DA16	FIXED AMT INV	Not numeric or value exceeds the maximum amount allowed.
DA17	JOB SHR INV	Not numeric.

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Code	Message with Code	Description
DA18	EMPLR SHR INV	Not numeric or value exceeds the maximum amount allowed.
DA19	PEBB ADMIN INV	The PEBB ADMIN field must have a value ≠ zero
DA20	VEND SHR INV	Not numeric or value exceeds the maximum amount allowed.
DA21	CHECK DAY ENT	If adjustment type is "R", the day must be entered
DA22	BEGIN DTE INV	Beginning date is not the end of the pay period used to retrieve the record
DA23	ONE EMP ALOWD	There is a value in more than one of the following fields: PCT GRS, PCT NET, and FIXED AMOUNT. You may only enter a value in one of the EMPLOYEE SHARE fields.
DA24	NO COMM PLAN	If the function is an add or change, and the deduction code is LBNN or LCNN, a plan must be entered in the comment field
DA25	FCCH NEED A A	You must enter ADJ: A with deduction code FCCH
DA26	ACCT INV	ACH ACCT does not meet the edits for a valid routing / transit and account number
DA27	ACCT CD INV	ACCT CD can be "S"avings or "C"hecking.
DA28	ACCT INV ABA	ABA Modulus 10 digit check is invalid.
DA40	CROSSFOOT SHR	You have entered amount(s) in one or more "SHARE" fields. EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE must = PEBB ADMIN + VENDOR SHARE.
DA41	> ZERO INV	If not plan coded, EMPLR SHARE, PEBB ADMIN and VENDOR SHARE must all be zero.
DA42	DED CODE INV	The deduction code is invalid.
DA43	AGCY NOT ALWD	The deduction is not allowed for this agency.
DA44	PLAN CODE INV	The plan code is invalid. View the PTD2 screen for the date you are working with to verify plan codes.

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Code	Message with Code	Description
DA45	NO CCJOB MTCH	When a continuing deduction and OPE related, the benefit code must match on a job status segment (and not be temporary).
DA46	COMPOSITE INV	If a plan code and an adjustment code of "T", OPE cannot be a "C"
DA47	FLEX AMTS INV	If OPE code is flex, the vendor share must be >0 and all other fields must be 0.
DA48	DEF CMP AMT	If the deduction is plan coded, the deduction type is T or blank, and the deduction is nontaxable income, the EMPLR SHARE, PEBB ADMIN and VENDOR SHARE must all equal zero
DA49	NON TAX AMT	Either the employee share or PCT gross must be greater than zero.
DA50	NO AMT ALLOWD	If the deduction is plan coded, the deduction type is T or blank, the OPE code is not flex, and the income type is taxable, EMPLOYEE SHARE FIXED AMOUNT, EMPLR SHARE, PEBB ADMIN and VENDOR SHARE must equal zero.
DA51	ACH AMT INV	Percent net must equal 100 or the fixed amount must be greater than zero.
DA52	ACH AMT INV	PCT net pay can only be 100% when the deduction code is XDNN and the plan code is 555
DA53	PCT NET INV	Can only be 100% when the deduction code is XDNN and plan code is 555.
DA54	> MAX AMT	If the deduction is nontaxable income and the adjustment type is "T" or blank, then percent gross must be ≤ the max percent allowed and the amount certain must be ≤ the max amount allowed.
DA55	JOB SHARE ERR	Job share percent cannot be greater than 100.
DA56	EMPLR SHR ERR	The EMPLR SHARE field must be zero.
DA57	PEBB ADMIN ERR	The PEBB ADMIN field must be zero.
DA58	SIGN AGY DIFF	The employee exists with the agency entered, but not with the agency that the operator signed on with.

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Code	Message with Code	Description
DA60	GROSS PCT INV	If percent gross is > zero, the nontaxable income flag on PTD1 must be "T" or "X" and the percent cannot exceed 100 and the adjustment type must be "T" or blank.
DA61	AMT CERT ONLY	Only amount certain can be entered for deduction code CUNN
DA62	ONLY 1 "CUNN"	If CUNN is a valid deduction code, only one is allowed to be entered on the P070 screen
DA63	AMT REQUIRED	If deduction adjustment type is A, W or F, an amount is required
DA64	NOT ALLOWED	Deduction not allowed
DA65	OVERLAP DED	Two deductions with the same code/plan/adjustment type and overlapping dates
DA66	INVALD AMTS	The EMPLOYEE SHARE FIXED AMOUNT field must be zero.
DA67	$20 MINIMUM	The FDNN or FHNN deduction must have an EMPLOYEE FIXED SHARE AMOUNT ≥ 20.00
DA68	>1 YR	The pay period end date used to create a new deduction or to change or delete an existing deduction is > 1 yr before or after the current leave share date
DA90	SECURITY ERROR	Unauthorized access, or the operator is not signed on.
DA91	SYSTEM UNAVAILABLE	System is unavailable for use. Try again later.
DA92	DATA BASE NOT AVAILABLE	Data base is unavailable for use. Try again later.
DA94	DEDUCTION FILE NOT OPEN	Contact PSS
DA95	HISTORY FILE NOT OPEN	Contact PSS
DA96	TRANSACTION COMPLETE	Changes made by the operator have been completed; the first page of deductions is displayed.
DA96	TRANSACTION COMPLETE, GPA ADDED	OSPA has saved an entry with the OHNN or OONN deduction code. It has also created an entry on the P050 screen with PAY TYP IR.

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Code	Message with Code	Description
DA97	OPERATOR ENTRY ERRORS	Operator has made entry errors on one or more of the lines.
DA98	PRESS ENTER FOR NEXT PAGE	Press Enter key for additional records
DA99	LAST PAGE	Last page of records
DA100	BENEFIT FILE NOT OPEN	Benefit file is not open
DA102	NEED CASE # ON SUNN	Case number is required
DA103	PRNN MUST HAVE AMT	Transaction requires an amount to be entered
DA104	NO 010 AMT ALLOWED	Amount or percent cannot be entered for deduction code DCNN and plan code 010
	TRANSACTION DIFFICULTY - PLEASE CALL EXEC SYSTEM 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 PSS to give to a programmer
	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 PSS to give to a programmer

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Screen Message Codes, for a list.

OSPA REASONABILITY EDITS

If entering amounts for deductions, EMPR SHARE + EMPLOYEE SHARE = PEBB ADMIN + VENDOR SHARE. Starting in 2017, for medical family tier, EMPLOYEE SHARE+EMPR SHARE+PEBB SUBSIDY = PEBB ADMIN + VENDOR SHARE.

For deferred compensation, the PCT GRS may not be > maximum pct curr or maximum pct ytd on the PTD1 Payroll Deduction Table screen.

For deferred compensation, the FIXED AMOUNT may not be > maximum amt curr or maximum amt ytd on the PTD1 Payroll Deduction Table screen.

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For the deferred compensation deduction code, either the PCT GRS or FIXED AMOUNT must be > .00.

For deduction code DCNN and plan code 010 (OSGP Legislator Retirement Option), the amount and percent fields must equal zero.

For the direct deposit deduction code, either the PCT NET or the FIXED AMOUNT must be > .00.

For the net pay direct deposit deduction code and plan code (XDNN 555), the FIXED AMOUNT must be .00 and the PCT NET must be 100.

If the deduction code has plan codes, the NON TAXABLE CODE on the PTD1 Payroll Deduction Table screen = N, and the ADJ = T or blank, the EMPLR SHARE, PEBB ADMIN, and VENDOR SHARE must all be .00.

The JOB SHR PCT must be < 100.

If the PCT GRS is > .00:

- The NON TAXABLE CODE on the PTD1 Payroll Deduction Table screen must be T or X

- The percent may not be >100

- The ADJ must be T or blank.

If DED CODE DESC = LCNN and the ADJ code is A, F, or W:

- The EMPLOYEE SHARE FIXED AMOUNT must be > 0.00 and < 500.00

- COMM may not be blank.

If DED CODE DESC = OONN or OHNN and the ADJ code = A, F, or W, the EMPLOYEE SHARE FIXED AMOUNT and VENDOR SHARE must = 0.00.

If DED CODE DESC = FDNN or FHNN, the EMPLOYEE SHARE FIXED AMOUNT must ≥20.00.

If the Type and OPE Class on the PTD1 screen = H or D and the ADJ code = A, F or W, EMPLOYEE SHARE FIXED AMOUNT or EMPLR SHARE, PEBB ADMIN and VENDOR SHARE may not = 0.00.

If DED CODE DESC = FCCH, the ADJ code must = A

If the employee has FICA SUBJ: N on the P010 Withholding Data / Locator Data screen, the deduction and plan codes may not be FICA exempt (the Non Taxable Code on the PTD1 Payroll Deduction Table screen may not be X or T with an alpha plan code)

SUPPORTING DOCUMENTATION

Deduction entries come from multiple sources, such as paper forms from the employee, applicable bargaining unit, or DAS Facilities Parking, the interface from PDB and OSGP and wage withholding orders submitted to the agency. Do not deduct anything from an employee's pay without authorization to do so.

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OSPA creates a permanent electronic audit file for all entries made on this screen by agency, terminal ID and operator ID. The B360 Employee Update Screen Activity report prints after each final payroll run and shows the changes since the last run.

OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides for additional information.

AFFECTED BY

ADD1 Payroll Deduction Table, ADD2 Payroll Ded/Plan Table, ADD3 Payroll Ded/Plan Table -- PSS enters deduction codes with these screens.

PTD1 Payroll Deduction Table, PTD2 Payroll Ded/Plan Table, PTD3 Payroll Ded/Plan Table – these screens provide inquiry only access to agency payroll for deduction codes

DIRECTLY AFFECTS

P050 Gross Pay Adjustments on File – Payroll uses the P050 screen to make either positive or negative adjustments to the employee's gross pay. Employees who opt out of PEBB medical or medical and dental insurance are eligible for a payment in lieu of premium. To give the employee the payment, payroll enters a transaction with an IR PAY TYP on the P050 screen. If you enter an on-going OONN (medical opt out) or OHNN (medical and dental opt out) with plan code 001 or 002 on the P070 screen, OSPA will create an IR transaction on the P050 screen.

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

P091 YTD Wages, Taxes, and Retirement – The P091 screen is the result of an on-line calculation for entries made since the last final payroll run. It displays YTD wages, taxes and retirement. You access this screen through the P370 screen (see below).

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

P192 Register Listing – The P192 screen 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.

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P370 Calculation of Current Payoff – The P370 screen displays an on-line calculation from entries, including deductions, made since the last final payroll run.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

General Information / Update (active)

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original document
03/09/06	1.1	Further clarification on adjustments and controls
05/16/08	1.2	WR#2884, new P191 and P192 screens
06/18/08	1.3	Delete DA25, change DA26 message
01/27/09	1.4	WR#3415, T ADJ and 901 plan code; LCNN edits, DA56 clarification
02/03/09	1.5	WR#3443, add OONN, SINN, SLNN amounts edits
02/27/09	1.6	Clarify F ADJ code, pre and post-tax deductions
05/04/09	1.7	Formatting changes
07/20/09	1.8	WR#3415, 901 plan code added automatically for T ADJ
11/16/09	1.9	WR#3556, 3564, PEBB 2010 Plan Year, BOARD SHARE changed to PEBB ADMIN, edits for FDNN and FHNN and PEBB ADMIN
12/23/09	1.10	DA14 to DA20, maximum amount; Military Leave of Absence Handbook
01/27/10	1.11	WR#3628, DA25; handbooks, appendices to codes
06/01/10	1.12	Correct field size for ACH ACCT, use of F ADJ code

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Date	Rev. No.	Modification
07/07/10	1.13	WR#3682, edit for FICA exempt employees
11/29/10	1.14	WR#3722, PEBB 2011 changes; WR#2564, clarify DA104 description and add DCNN 010 edits and Notes
04/12/11	1.15	WR#3783, add past and future date edit and DA68 message; WR#3760, title changes for E315-009B & C, new E315-009D
12/13/11	1.16	WR3859, PEBB 2012, add ADD3/PTD3, 901 plan code changes, delete SLNN edits
03/06/12	1.17	DA96 when IR added; add P050 to Directly Affects; hard coding for SLNN and domestic partner insurance; correct where 901 plan code displays
09/04/12	1.18	Correct DA08, DA09, DA10, PTD1 not PTD2; on-going opt out entries on the P070 create the IR entry on the P050; WR#3937, Roth 457 IRA; DAS and reference manual re-org
12/2/2016	1.19	WR04362- Updated P070 layout and description that changed with 2017 benefits and addition of the medical family tier subsidy. Added information regarding forcing benefits for the medical family tier subsidy. Removed 'T' forced entry as this is no longer available.

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