P071

SCREEN PURPOSE

The P071 is a transaction screen that "clones" employee data on the following screens for an employee who is transferring from one state agency to another:

- P010 Withholding Data / Locator Data
- P020 Work Schedule Data
- P050 Gross Pay Adjustments on File
- P070 Deductions and Deduction Adjustments

A staff member from the gaining agency will clone the entries from the losing agency on the P071.

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Transfers.

ALSO KNOWN AS

P71

PREREQUISITES, IF ANY

The transferring employee must be entered in the PPDB for the gaining agency before payroll in the gaining agency can process the transactions on the P071. The information will interface to OSPA and display on the P030 Job Status Data screen.

The employee must have at least one on-going deduction on the P070 Deductions and Deduction Adjustments screen.

SCREEN ACCESS KEY SEQUENCE

Access this screen from a clear screen -- press [PAUSE] to clear.

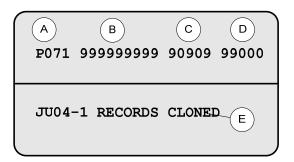P071,SSN or Employee ID,Losing Agency,Gaining Agency (P071,#########,#####,#####)

When you press [ENTER], OSPA will execute the cloning process. Look for the message "JU04-1 RECORDS CLONED." If you receive other messages, see the Screen Messages section below.

SSN = social security number, #########. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or Employee ID is required.

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

Losing Agency = OSPA agency number from which the employee is transferring, #####. Required.

Gaining Agency = OSPA agency number to which the employee is transferring, #####. Required.

SCREEN ELEMENTS

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   Ⓐ         Ⓑ         Ⓒ         Ⓓ
  P071  999999999  90909  99000


  JU04-1 RECORDS CLONED  Ⓔ
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LEGEND

No.	Description
A	Screen / function designation. Required for the cloning transaction.
B	Employee's SSN (#########) or Employee ID (OR#######). Required.
C	Losing agency, #####. Required.
D	Gaining agency, #####. Required.
E	OSPA messages. Protected.

NOTES

If you do not want deductions paid in the current month, after cloning them on the P071, retrieve the P070 Deductions and Deduction Adjustments records for the **next** pay period. On the P070, change the DATE BEGIN to the end day for that pay period. Then retrieve the deduction records for the current pay period and delete them for the current pay period.

OSPA will not clone PEBB deductions (CATEGORY = P on the PTD1 Payroll Deduction Table screen) to the P070 screen. The PPDB will send the transfer information to PEBB "dot" Benefits (PDB), which will outdate the PEBB deductions on the P070 screen in the losing agency and create new deductions on the P070 screen in the gaining agency.

SCREEN MESSAGE CODES

Code	Message with Code	Description
JU01	PARAMETERS INVALID	All parameters required not entered or are not in correct format
JU03	SSN IS NOT ON PAYROLL SYSTEM	SSN entered was not located in database
JU04-1	RECORDS CLONED	Record successfully cloned
JU04-2	NO DEDS COPIED	No deductions were cloned
JU05	OLD PAY RECORD NOT IN P010	Record not found in database
JU06	NEW JOB STATUS NOT FOUND	You tried to enter the transaction on the P071. The transfer has not yet been entered in PPDB.
JU07	INVALID START DATE	Start date entered invalid
JU08	DEDUCTION PKG FILE NOT OPEN	Deduction package file closed. Contact PSS, OSPS.
JU10	VSAM READ ERROR	Error reading VSAM file . Document action being taken, screen print error and fax to OSPS to give to a programmer
JU90	SECURITY ERROR	Access not permitted to screen
JU91	DATABASE NOT AVAILABLE	Database is currently closed. Document action being taken, screen print error and fax to PSS, OSPS to give to a programmer

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

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Transfers, Supporting Documentation / Forms and Notes, Documentation to Send sections.

OSPA SCREEN INTERACTIONS

For additional information, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides.

AFFECTED BY

P030 Job Status Data – Human Resources in both the losing and gaining agencies must process the transfer in the PPDB before payroll in the gaining agency can clone the employee's information. The information from the PPDB displays on the P030 screen in OSPA.

DIRECTLY AFFECTS

The P071 clones data on the following screens. **The gaining agency should check the data carefully to make sure the information still applies in the new agency**.

P010 Withholding Data / Locator Data – The P010 screen contains the employee's tax, retirement, and insurance waiver information. If the employee has MANDATORY WITHHOLDING because of an IRS Lock-in Letter or an Oregon Department of Revenue Determination Letter, the P010 screen will display the information even before cloning. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.

P020 Work Schedule Data – All employees must have a current record on the P020 screen. OSPA uses the schedule code to forecast and edit the employee's time on the P004 and P003 Time Capture screens and to print paper timesheets.

P050 Gross Pay Adjustments – Payroll may enter positive or negative transactions on the P050 screen to adjust the employee's gross wages. The employee will have on-going P050 entries if the employee opts out of PEBB medical or medical and dental insurance or insures a domestic partner and/or the partner's children through PEBB.

P070 Deductions and Deduction Adjustments – Voluntary deductions on the P070 screen reduce the employee's take home pay. They include such deductions as PEBB benefits, mass transit or parking, charitable contributions, union dues and insurances, fixed and net pay direct deposits, garnishments or withholding orders and child support.

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General information, update

REVISION HISTORY

Date	Rev. No.	Modification
04/26/06	1.0	Original

Date	Rev. No.	Modification
04/20/07	1.1	Correct Screen Access Key Sequence
07/25/12	1.2	Periodic review