P090
YTD WAGES, TAXES, AND RETIREMENT

SCREEN PURPOSE

The P090 YTD Wages, Taxes, and Retirement screen is inquiry only and displays year-to-date wage, tax, and retirement information for an employee. OSPA updates the data after each final payroll run; i.e., the data displayed is as of the last payroll run.

ALSO KNOWN AS

P090

PREREQUISITES, IF ANY

The employee must have earned wages for the tax year used in the inquiry.

SCREEN ACCESS KEY SEQUENCE

P090, SSN or Employee ID, Agency, Year (P090,OR#######,#####,##)

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

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.

Year = tax year, ##. Optional, OSPA will default to the current tax year.

SCREEN ELEMENTS

```
 A      B        C    D                           E
P090   999999999,99000 XX              YTD WAGES, TAXES, AND RETIREMENT
    F  EMPLOYEE, TAYLOR
                                          ┌──────────────────────────┐
                                          │ Referenced by 3-character │
                                          │ code to the left (SSS, etc.)│
                                          └──────────────────────────┘
(TXI)  TAXABLE INCOME          4867.16    (SSS)  SAIF-EMPLR CONTRIB.      0.00
(ROE)  REIMB. OF EXPENSES         0.00    (PER)  PERS ASSESMENT PAID      0.00
(NTI)  NON-TAXABLE INCOME         0.00    (ERB)  ERB ASSESMENT PAID       2.70
(OTI)  OTHER TAXABLE INCOME       0.00    (MTT)  MASS TRANSIT TAX PAID    0.00
(EIC)  EARNED INCOME CREDIT       0.00    (FSW)  SOC SEC SUBJ WAGES    4867.16
(FIT)  FED. TAX WITHHELD        319.99    (FTE)  SOC SEC TAX PD EMPLYE  301.76
(SIT)  STATE TAX WITHHELD       243.00    (FTS)  SOC SEC TAX PD EMPLR   301.76
(WES)  WBF PAID - EMPLOYE         6.42    (HSW)  MEDR SUBJECT WAGES    4867.16
(WSS)  WBF PAID - EMPLOYER        6.42    (HTE)  MEDR TAX PD - EMPLOYE   70.57
                                          (HTS)  MEDR TAX PD - EMPLR     70.57
        ┌──────────────────────────┐
        │ Referenced by 3-character │
        │ code to the left (TXI, etc.) │      (LRO)  LEGIS RETIREMENT OPT   0.00
        └──────────────────────────┘
---------------------------- RETIREMENT------------------------
┌──────────────────────────────┐   (RSE)      (RSP)      (REP)        (RSM)
│ Referenced by 3-Character code│  SYSTEM ACCOUNT SUBJ WAGES STATE PU EMP CONTRIB STATE MATCH
└──────────────────────────────┘
                                G   000000    2208.00   132.48      0.00     177.52
                             G  S   999999    2659.16   159.55      0.00     125.25
                                    H         I         J           K        L
```

LEGEND

For additional information on the calculation for the three-digit codes and PERS subject wages, see Notes, Deduction Codes, and Pay and Leave Codes below.

No.	Description
A	Screen number. 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	Agency number, #####. Part of the screen access key sequence, optional. If you have logged on with a specific agency number, OSPA will default to that agency number.
D	Tax year, ##. Part of the screen access key sequence, optional. If you do not enter a specific year, OSPA will default to the current tax year. OSPA maintains three years of tax data.
E	Screen name

No.	Description
F	Employee's name from the P030 Job Status Data screen
(TXI)	Year-to-date total of the employee's wages that are subject to income tax. It is included in Box 1 on the employee's W-2.
(ROE)	Year-to-date total of business expense reimbursements. It is included in Box 12 on the employee's W-2.
(NTI)	Year-to-date total of the employee's wages which is not subject to income tax. The amount is included in Box 12 on the employee's W-2.
(OTI)	Year-to-date total of the employee's other taxable income. It is usually non-cash allowances or employer-paid benefits in excess of IRS rules. Examples include taxable fringe benefits, such as the use of a state vehicle, taxable reimbursement for meals, housing, the imputed value for domestic partner insurance, etc. It is included in Box 1 on the employee's W-2.
(EIC)	Year-to-date total of advance earned income credit for employees who have submitted an IRS Form W-5. The IRS discontinued AEIC in 2011. For prior tax years, it is included in Box 9 on the employee's W-2. See IRS Publication 15 (Circular E) Employer's Tax Guide.
(FIT)	Year-to-date total of federal income tax withheld. OSPA uses the employee's withholding information on the P010 Withholding Data / Locator Data screen for the calculation. Reported in Box 2 of the employee's W-2.
(SIT)	Year-to-date total of state income tax withheld. OSPA uses the employee's withholding information on the P010 Withholding Data / Locator Data screen to calculate. Reported in Box 17 of the employee's W-2.
(WES)	Year-to-date total amount the **employee** paid for the Workers' Benefit Fund Assessment. See the OSPA Reference Manual, Introduction, Payroll Calculation.
(WSS)	Year-to-date total amount the **employer** paid for the Worker's Benefit Fund Assessment. See the OSPA Reference Manual, Introduction, Payroll Calculation.
(SSS)	Employer contribution to SAIF. Field no longer used
(PER)	Assessment paid to the Human Resource Services Division of the Department of Administrative Services. Assessment and field no longer used
(ERB)	Year-to-date total of the assessment paid to the Employment Relations Board. See the OSPA Reference Manual, Introduction, Payroll Calculation.
(MTT)	The cumulative mass transit tax paid by the employer. Only employees for agency 17700, Lottery, will have a value in this field. For other agencies, R*STARS, rather than OSPA, calculates the mass transit tax. See the OSPA Reference Manual, Interfaces, Relational Statewide Accounting and Reporting System (R*STARS).

No.	Description
(FSW)	Year-to-date total of the employee's wages which are subject to social security tax. Reported in Box 3 of the employee's W-2.
(FTE)	Year-to-date total of social security tax paid by the **employee**. Reported in Box 4 of the employee's W-2.
(FTS)	Year-to-date total of the matching social security tax paid by the **employer**
(HSW)	Year-to-date total of the employee's wages that are subject to Medicare tax. Reported in Box 5 of the employee's W-2.
(HTE)	Year-to-date total of Medicare tax paid by the **employee**. Reported in Box 6 of the employee's W-2.
(HTS)	Year-to-date total of the matching Medicare tax paid by the **employer**
(LRO)	Used only by the Legislative branch when a Legislator opts out of PERS and has the 6% employee contribution deposited to a deferred compensation (OSGP) account. See Notes, PERS below.
G	RTMT SYST from the P010 Withholding Data / Locator Data screen. See Notes, PERS below.
H	RTMT ACCT number from the P010 Withholding Data / Locator Data screen. Only available for PERS Tier 1 and Tier 2 members.
I	Year-to-date total of the employee's wages that are subject to PERS contributions
J	Year-to-date total amount of the **employee's contribution** to PERS that the **state paid** (pick-up). RTMT STAT on the P010 screen = D. See Notes, PERS below.
K	Year-to-date total amount of the **employee's contribution** to PERS that the **employee paid**. RTMT STAT on the P010 screen = E. Currently, only used in agency 62800, Oregon Forest Services Institute. See Notes, PERS below.
L	Year-to-date total amount for the **employer's contribution** (match) paid to PERS. Based on the SYSTEM (see above). See Notes, PERS below.
(RSE)	P060 screen PERS entry code for employee's PERS subject wages.
(RSP)	P060 screen PERS entry code for the employee's contributions to PERS that the **state paid** (pick up).
(REP)	P060 screen PERS entry code for the employee's contributions to PERS that the **employee paid**; currently only used in agency 62800, Oregon Forest Service Institute.
(RSM)	P060 screen PERS entry code for the **employer's contributions** (match).

NOTES

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

Pay and Leave Codes – Indicators on the PTB2 Payroll Benefit Table screen determine how the pay codes used for a particular employee will affect the employee's wage reporting and withholding.

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 PTB2   CO,999999,CTH                           PAYROLL BENEFIT PACKAGE TABLE

  PKG CODE   CO   DESCRIPTION SEIU/OPEU EE

 TRN PAY   PAY TYPE        LV RATE TIM O/T   INCOME-SUBJ-TO   REG     INC O/T     SAIF
 TYP TYP DESCRIPTION       TP UNIT SHT ELG  SS-RMT-TAX-UNP-MT PY OT  TYP MLT      PCT
 ?   AST ADDNL STRGHT      N 00.00  Y N     Y    Y   Y   Y    Y N   B  T 1.0000 1.0000
 ?   BAV BP/AWRD VALU      N 00.00  N N     Y    Y   Y   N    N N   D  O 0.0000 0.0000
 ?   BPS SPECL AWARD       N 00.00  N N     Y    Y   Y   N    N N   N  T 0.0000 0.0000
 ?   BT  BREAK TIME        N 00.00  Y Y     Y    Y   Y   Y    Y N   O  T 1.5000 1.0000
 ?   CBO CALL BACK OT      N 00.00  Y N     Y    Y   Y   Y    Y N   O  T 1.5000 0.0000
 ?   CD  CAREER DVLP       N 00.00  Y N     Y    Y   Y   Y    Y Y   N  T 1.0000 1.0000
 ?   CDN CD NO ACCRL       N 00.00  Y N     Y    Y   Y   Y    Y Y   N  T 1.0000 1.0000
 ?   CDO CAR DVLP OT       N 00.00  Y Y     Y    Y   Y   Y    Y N   O  T 1.5000 1.0000
 ?   CLA CLOTH ALLOW       N 00.00  N N     N    Y   N   N    N N   N  R 0.0000 0.0000
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INCOME-SUBJ-TO -- determines if the dollar amount for the pay code will be subject to taxes. The values include:
- MT = subject to mass transit tax. For agency 17700 only, included in MTT
- RMT = subject to retirement, included in RETIREMENT SUBJ WAGES
- SS = subject to social security and Medicare, included in FSW and HSW
- TAX = subject to federal and state income tax withholding, included in TXI or OTI, depending upon the INC TYP

INC TYP -- determines how OSPA will categorize the pay type. The values include:
- N = not income, included in NTI
- O = other income, included in OTI
- R = reimbursement, included in ROE
- T = taxable, included in TXI

SAIF PCT – determines if the hours reported will be included in the calculation for the Worker's Benefit Fund Assessment. If the employee's record on the P010 Withholding Data / Locator Data screen has SAIF SUBJ = Y, OSPA will calculate as following:

# of hrs. with PAY TYPE X SAIF PCT X WBF assessment rate

PERS -- Agency payroll staff members make entries in the RTMT SYST and RTMT STAT fields on the P010 Withholding Data / Locator Data screen to tell OSPA when to contribute to PERS for an employee and the percent to use in the calculation.

The RTMT SYST on the P010 screen tells OSPA the following:
- If the employee is eligible for PERS contributions
- If eligible, the percent to use in calculating the employer and employee contributions

Possible values include:
- F -- Police and Fire, OPSRP
- G -- General Service, OPSRP
- L – Legislator who opts out of PERS. The 6% employee contribution goes to a deferred compensation account (OSGP). OSPA will not make an employer contribution.
- N -- OSPA will not make either an employee or employer PERS contribution. Default.
- P -- Judge Member
- S -- General Service, PERS, tier 1 or tier 2
- T -- Police and Fire, PERS, tier 1 or tier 2

The RTMT STAT field tells OSPA the following:
- Whether the employee is eligible for the employee's contribution to PERS
- If so, who will pay

Possible values include:
- D -- state pays the employee's contribution (pick-up)
- E -- employee paid
- N -- OSPA will not make an employee contribution to PERS. Default
- P -- OSPA will not make an employee contribution to PERS

See the OSPA Reference Manual, Handbooks, Public Employee Retirement System.

SCREEN MESSAGE CODES

Code	Message with Code	Description
EM-BL00	ERROR UNABLE TO PROCESS	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
YD01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
YD02	ACCESS UNAUTHORIZED	User not authorized to access screen
YD03	SIGN-ON IS "ALL" SO AGCY NUMBER REQ	When agency sign-on equals 'all,' then an agency number is required
YD04	PARAMETERS ARE UNIDENTIFIABLE. RE-ENTER.	
YD05	AN SSN PARAMETER IS REQUIRED	You must enter the employee's SSN or Employee ID to retrieve a record

Code	Message with Code	Description
YD06	NO PERSONNEL DATA FOUND	You entered an invalid SSN or Employee ID
YD07	* NO AGENCY PAYROLL INFO FOUND	You entered an inquiry with an invalid SSN or Employee ID or an invalid agency number
YD08	* NO YEAR TO DATE INFO AVAILABLE	You entered an inquiry for a calendar year that is no longer in OSPA or for a year where the employee did not work for the designated agency. Inquire for the current or two prior calendar years only. Make sure the employee worked for the specified agency.
YD09	* NO RETIREMENT DATA AVAILABLE	The employee was not a member of PERS in the calendar year designated.
YD10	ONLY CURR OR PREV YEAR ACCEPTED	
YD11	NON-NUMERIC SSN	SSN must be numeric
	XREF EMPLOYEE ID NOT FOUND	Employee ID not located

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

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

At year end the data on this screen should match the employee's W-2.

The tax calculations are based upon the employee's current IRS Form W-4.

OSPA SCREEN INTERACTIONS

See the OSPA Reference Manual, Screen Descriptions for additional information.

AFFECTED BY

P003, P004 Time Capture screens – The pay types entered on the time capture screens determine the employee's income that is subject to taxes, retirement, social security and Medicare. See Notes, Pay and Leave Codes above.

P010 Withholding Data / Locator Data – The P010 screen includes the following for each employee:
- Eligibility for retirement contributions

- Income tax withholding and exemptions
- Whether the employee has waived insurance benefits

P050 Gross Pay Adjustments on File – The pay types entered on the P050 screen also determine the employee's income that is subject to taxes, retirement, social security and Medicare. See Notes, Pay and Leave Codes above.

P060 Tax/OPE Adjustments on File – The P060 screen allows us to make adjustments to taxes and other payroll expenses in the current payroll month. The P090 screen will include these changes after the next final payroll run.

P070 Deductions and Deduction Adjustments – The deduction codes entered on the P070 screen may be taken prior to or after the the tax calculations. See Notes, Deduction Codes above.

P190 Payroll Register Data – The P190 screen allows us to set a corrective for up to three prior payroll months or to add a register for processing. These entries will cause OSPA to re-calculate a prior payroll period.

PTB2 Payroll Benefit Package Table – The PTB2 table determines the pay types that are subject to taxes, retirement, social security and Medicare. It also determines the income type (OTI, TXI, ROE, or NTI). See Notes, Pay and Leave Codes above.

PTD1 Payroll Deduction Table – The PTD1 screen indicates whether the deduction is exempt from (pre-tax) or subject to (post-tax) withholding for federal and state income, social security and Medicare taxes. See Notes, Deduction Codes above.

DIRECTLY AFFECTS

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INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
05/10/06	1.0	Original
09/27/07	1.1	WR #2958, T RETIREMENT SYSTEM added
04/08/08	1.2	WR #3278, FICA changed to social security

Date	Rev. No.	Modification
02/23/09	1.3	WR #3421, WCD changed to WBF; Notes on PTB2 and PTD1
05/20/09	1.4	Add Notes, PERS
02/01/10	1.5	PERS Handbook, appendices to codes
11/08/11	1.6	WR #3735, discontinue AEIC; WR #2564, LRO
03/24/15	1.7	WR #4282 Update screen shot due to PERS P060 code addition