

P130 CHECK REVERSAL / STOP PAYMENT

SCREEN PURPOSE

OSPS staff members use the P130 Check Reversal/Stop Payment screen to reverse employee payments (both checks and direct deposits) produced through a regular payroll run. They must still display on the P190 Payroll Register Data screen (not more than three months old). The P130 screen reverses the gross payment, including deductions, taxes and retirement, in the OSPA tables and returns the money from the Joint Payroll Account to the agency.

Some agencies have the authority to cancel their own employee checks. They do not have the ability to reverse an ACH.

ALSO KNOWN AS

Check reversal

PREREQUISITES, IF ANY

OSPS will not cancel a check in OSPA without the original voided check.

SCREEN ACCESS KEY SEQUENCE

P130

SCREEN ELEMENTS

(A) P130	(B) CHECK REVERSAL/STOP PAYMENT	130
(C) AGENCY : _____ SSN/EID : _____ (D) (E) CHECK/REG # : _____ PAY PER END : _____ (F) (G) DATE ISSUED : _____ MICR # : _____ (H) (I) NET PAY : _____ CHECK REV : _____ (J) (K) CANCELLATION : _ (L) STOP PAYMENT : _		

LEGEND

No.	Description
A	Screen designation. Screen access key sequence.
B	Screen title. Protected.
C	Employee's agency number. Required.
D	Employee's SSN, #####, or Employee ID, OR#####. Required.
E	REG SET from the P190 Payroll Register Data screen for the payment to cancel. Required.
F	PAY PER END DATE from the P190 Payroll Register Data screen. Required.
G	CHECK ISS DATE from the P190 Payroll Register Data screen. Required.
H	Check number. 000 for direct deposits. Required.
I	Check amount. 000 for direct deposits. Required.
J	Y = reverse or cancel this check
K	Not used

No.	Description
L	Not used

NOTES

Any payroll check or direct deposit may be rewritten. Reasons include LWOP, incorrect timesheet reporting, wage withholding order, death of an employee, etc. You must reverse the original transaction before rewriting the check or direct deposit.

OSPA issues system checks during a regular final payroll run. Manual or off-cycle check numbers generally start with 9.

SCREEN MESSAGE CODES

Code	Message with Code	Description
CR03	PAY PERIOD END DATE INVALID	Pay period end date must be numeric and in correct format (MMDDYY)
CR04	MICR NUMBER REQUIRED TO BE NUMERIC	Micr number of check must be numeric
CR05	ISSUE DATE INVALID	Check issue date must be numeric and in correct format (MMDDYY)
CR06	NET PAY REQUIRED TO BE NUMERIC	Net pay field must be numeric
CR07	REVERSAL FLAG INVALID	Reversal flag field must be a Y, N, __, or spaces
CR08	CHECK NUMBER INVALID	Check number must be numeric
CR10	PROCESSING ERRORS	Generic message - displayed when errors have occurred
CR11	INVALID AGENCY NUMBER	Agency number must be numeric
CR12	AGY REQUIRED TO EQUAL SIGNON AGY	Agency number must match the agency number used to log into OSPA
CR13	PERSON SEGMENT NOT FOUND	Person not found on database
CR14	NET PAY LENGTH IS OVER FIELD SIZE	Net pay figure entered is larger than size of field
CR15	SSN REQUIRED TO BE NUMERIC	SSN must be numeric
CR16	NET PAY IS IN ERROR	Net pay amount does not match the input check amount
CR17	ISSUE DATE IS IN ERROR	Issue date invalid Check format of date and original issue date
CR18	STOP PAYMENT FLAG INVALID	Stop payment flag must be a 'N' or '_' or spaces

Code	Message with Code	Description
CR19	ENTER REVERSAL/CANCEL/S/P FLAG	The transaction must be marked - and can only be marked as a reversal, cancel or stop pay
CR20	MICR NUMBER INVALID	Micr number not found
CR21	FIELDS DO NOT MATCH MICR NUMBER	Micr number does not match fields entered
CR22	DEDUCTION NOT FOUND	Information entered for deletion does not match database
CR25	HIGHLIGHTED FIELDS ARE INVALID	Format of highlighted field is invalid
CR26	REVERSAL TRANSACTION IS COMPLETE	Transaction successfully completed
CR27	STOP PAY TRANSACTION IS COMPLETE	Transaction successfully completed
CR28	CANCEL FLAG INVALID	Cancel flag must be a 'N' or '_' or spaces
CR56	REGISTER FILE UNAVAILABLE	Register file is closed. OSPS will document action being taken, screen print error and fax to programmer
CR62	NO DATA ENTERED	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR64	REVERSAL TRANSACTION COMPLETED	Transaction successfully completed
CR66	RCD LNGTH ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR67	DSIDERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR68	ILLOGIC ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR69	INVREQ ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR70	IOERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR71	ISCINVREQ ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR73	SYSIDERR ERROR	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR74	NO MORE SPACE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR75	OTHER ERROR TYPE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CR76	RECORD ALREADY PROCESSED	Check reversal record has been previously processed

Code	Message with Code	Description
CR77	CHECK IS ALREADY PROCESSED	Check has previously been processed
CR90	SECURITY ERROR	Access not permitted to screen or data
CR93	DATA BASE ERROR NOT ACCEPTED	Data base error, record not accepted. OSPS will document action being taken, screen print error and fax to programmer
CRXX	NO RECORD FOUND	Database Error. OSPS will document action being taken, screen print error and fax to programmer

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

OSPA REASONABILITY EDITS

The PAY PER END and DATE ISSUED are within the current calendar year.

AGENCY, PAY PER END, and NET PAY entered = AGENCY, PAY PER END, and NET PAY for the MICR # entered.

SUPPORTING DOCUMENTATION

OSPS.99.23 Cancel an OSPS Issued Check form with check attached

P190 Payroll Register Data Screen – provides much of the data needed, including CHECK/REG #, PAY PER END, DATE ISSUED and NET PAY. OSPA updates the screen after each final payroll run.

XREFRL Alpha Listing of Employee Checks Report prints with each final payroll run. It lists all employee checks printed, including the CHECK/REG #, DATE ISSUED, MICR # and NET PAY.

XREF87 Payroll Check Reversals Report prints after each final payroll run. We use the report to verify all system check reversals and all direct deposit stops, reversals and returns.

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

Intentionally left blank

DIRECTLY AFFECTS

P190 Payroll Register Data – When OSPS cancels the check, the REV FLAG on the P190 screen will display as Y until the next regular payroll run.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to OSPS staff members and specific agencies

REVISION HISTORY

Date	Rev. No.	Modification
07/20/06	1.0	Original
11/05/10	1.1	Periodic review; WR #3721, prevent agencies from reversing an ACH; appendices to codes
04/12/11	1.2	Delete system check numbers
05/09/11	1.3	OSPS.99.23 replaced OSPS.99.10