

P140 MANUAL CHECKS

PURPOSE

Payroll System Support (PSS), Oregon Statewide Payroll Services (OSPS) uses the P140 Manual Checks screen to enter the data for manual checks for state employees and to post an employee's repayment of an overpayment. Reasons to request manual (also called special or off-cycle) checks include:

- Pay advances
- Final checks
- Error corrections
- Leave payoffs

Only PSS staff members have update access to the P140 screen. PSS staff members request the printing of the checks on the P320 Check Print Request screen.

ALSO KNOWN AS

P140

PREREQUISITES, IF ANY

Form 75.45.01.FO Authorized OSPA Signatures -- Each agency must submit Form 75.45.01.FO Authorized OSPA Signatures for the agency staff members who may request manual checks. PSS staff members will check the current form when processing a request for a manual check.

OSPA Entries – depending upon the reason for the manual check, agency staff members may need to make entries in OSPA, including setting a corrective on the P190 Payroll Register Data screen, before submitting the written request.

P130 Check Reversal / Stop Payment Screen – If reissuing an employee's check, first, cancel the original check on the P130 screen or the P310 Vendor Check Reversal / Stop Payment screen. Use the P130 screen for checks with numbers that do not begin with 9 that are still on the P190 Payroll Register Data screen. The P130 reverses the calculations in OSPA and returns the money from the joint payroll account to the agency. PSS must have the original check before they will cancel and rewrite it. The entries that generated the payment will remain in OSPA and may generate another payment if the reversal occurs between run 1 and run 2 or you set a corrective for the pay period.

P190 Payroll Register Data Screen – We can only process manual checks for payroll runs that still display on the P190 screen.

P310 Vendor Check Reversal / Stop Payment Screen -- PSS staff members use the P310 Vendor Check Reversal/Stop Payment screen to cancel vendor checks, employee off-cycle or manual checks (where the check number begins with 9), or regular payroll run employee checks that are no longer on the P190 Payroll Register Data screen. The P310 screen cancels the check in the OSPA check file and returns the money from the joint payroll account to the agency. If the payroll run is still on the P190 screen, it will reverse the calculations in OSPA. If the run is not on the P190, It does not reverse the calculations. PSS must have the original check before they will cancel and rewrite it.

Written request – Agency staff members who want PSS to produce a manual check must make the request in writing with an authorized signature by noon on the day they want the check. The required documentation varies, depending upon the reason for the check; see the Documentation section below and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Checks, Manual Checks.

SCREEN ACCESS KEY SEQUENCE

P140

SCREEN ELEMENTS

(A)	P140		(B)	MANUAL CHECKS	140
			(C)	MC60 * TO ADD AN EMPLOYEE CHECK REQUEST	
				MC61 * FILL PARAMETERS, PRESS ENTER	
(D)	SSN/EID	:			
	AGENCY	:			
(F)	PAY PER ENDING	:			(E)
	ISSUE DATE	:			
(H)	MICR #	:			(G)
	AMOUNT	:			
(J)	ISSUED FROM	:			(A = AGENCY REVOLVING FUND, J = OSPS ACCOUNT)
	CORRECTIVE?	:			(Y OR N)
(L)	SEPARATION CHECK?	:			(Y OR N)
	CHECK SOURCE	:			(S = SYSTEM, M = MANUAL)
(N)	CHECK TYPE	:			(BLANK = REGULAR, P = PAY ADVANCE)
(O)	COMMENT	:			
	ACCOUNTING INFO	:			105477 5 15010000850232
			(P)		

LEGEND

No.	Description
A	Screen designation. Screen access key sequence, required.
B	Screen title, protected
C	OSPA messages, protected. See the Screen Message Codes section below.
D	SSN (#####) or Employee ID (OR#####) for the employee who will receive the check
E	Employee's agency, #####
F	End date of the pay period to which the check will post, MMDDYY
G	The date for the check, MMDDYY. Date must be in the prior, current, or next calendar year.
H	Leave this line blank if processing a manual check. Zero-fill this line if processing a return of overpayment or making corrective entries for a manual check. Do not use the original check number.
I	Amount of manual check or return of overpayment. The return of overpayment will be a negative amount (250.00-).
J	Indicates the source for the funds that will cover the check. Currently, it is always J . Earlier, the value may have included A, agency revolving fund
K	Possible values include: N = payment is for current open pay period Y = payment is for a closed pay period. Will change the COR FLAG to Y on the P190 Payroll Register Data screen for the PAY PERIOD END.

No.	Description
L	<p>Possible values include: N = default Y = Only used when:</p> <ul style="list-style-type: none"> ▪ It is for a final December check ▪ The agency has requested that PSS set P010 dates, and ▪ PSS cannot use the P370 screen to generate the check <p>OSPA will populate the final check dates on the P010 Withholding Data / Locator Data screen:</p> <ul style="list-style-type: none"> • ISSUE DATE on the P140 = FINAL CHECK ISSUED on the P010 screen • PAY PER ENDING on the P140 = FINAL CHECK PERIOD ENDING on the P010
M	<p>Indicates the source for the check you're requesting.</p> <p>Possible values include: M = return of overpayment S = manual check</p>
N	<p>For a pay advance, enter P. For others, leave blank. With a P, OSPA will use deduction code PPPA on the P070 screen. For others, it will use deduction code PPNN.</p>
O	<p>Unused; data entered here only displays on the B360 Employee Update Screen Activity Report. It does not print on manual checks, to the check file or on the P070 screen.</p>
P	<p>Unknown.</p>

NOTES

Checks for a net amount of \$15,000.00 or more must be counter-signed by the OSPS Manager.

Deadlines – Agency staff members must fax their requests to PSS by noon on the working day they want the check. PSS staff members will distribute the checks to agency lockboxes by 3:00 PM on the same day.

SCREEN MESSAGE CODES

Code	Message with Code	Description
MC01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPA system not available. OSPS will document action being taken, screen print error and fax to programmer
MC02	ACCESS UNAUTHORIZED	User not authorized to access screen

Code	Message with Code	Description
MC04	REQUESTED DATA NOT FOUND	Correct the highlighted information and retry.
MC05	THIS IS DB PROBLEM CONTACT ISS	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC07	THE SCREEN UPDATE FILE IS CLOSED	Screen activity log file is not available to access. PSS will document action being taken, screen print error and give to a programmer.
MC08	WHEN CHECK SOURCE IS EQUAL TO R	CHECK SOURCE equals 'R' and this error appears, the second error indicates the field to check For example, if message MC22A appears, the micro number must be spaces when check source equals 'R'
MC09	WHEN CHECK SOURCE IS EQUAL TO M	CHECK SOURCE equals 'M' and this error appears, the second error indicates the field to check OSPA will highlight the field.
MC10	AGENCY # REQD TO BE SIGNON AGENCY	User signed on with an agency number. AGENCY must be the same number.
MC11	AGENCY # REQUIRED TO BE NUMERIC	AGENCY must be numeric
MC12	SSN REQUIRED TO BE NUMERIC	SSN/EID is blank or the SSN or employee ID entered is not in the correct format, ##### or OR#####.
MC14	PAY PERIOD ENDING DATE INVALID	PAY PER ENDING is not a valid date in the current year. It may not be a future pay period.
MC15	ISSUE DATE IS AN INVALID DATE	ISSUE DATE is blank or invalid. It must be a valid date in the prior, current, or next calendar year.
MC15A	ISSUE DATE MUST BE SPACES	ISSUE DATE must be spaces when check source equals 'R'
MC16	ISSUE FROM CD MUST BE A "J"	ISSUED FROM must be "J"
MC16A	ISSUE FROM CD, MUST BE SPACES	ISSUED FROM must be spaces when check source equals 'R'
MC16B	ISSUE FROM CD, MUST BE AN "A"	ISSUED FROM must be an A for an Agency operator
MC17	SEPARATION CHK MUST BE Y OR N	SEPARATION CHECK? must = Y or N
MC18	CHECK TYPE, MUST BE "R" OR SPACE	CHECK TYPE must be "P" or blank
MC18A	CHECK TYPE, MUST BE SPACES	CHECK TYPE must be spaces when CHECK SOURCE equals 'R'
MC19	AMOUNT REQUIRED TO BE NUMERIC	AMOUNT must be numeric
MC19A	NEGATIVE AMOUNT NOT ALLOWED	If CHECK SOURCE equals 'S', a negative amount is not allowed

Code	Message with Code	Description
MC20	AMOUNT CANNOT BE ZERO	AMOUNT cannot be zero
MC21	AMOUNT IS OVER \$99,999.99 LIMIT	AMOUNT cannot be greater than 9999999
MC22	MICR NUMBER MUST BE NUMERIC	MICR # must be spaces
MC22A	MICR NUMBER MUST BE SPACES	MICR # must be spaces when check source equals "S"
MC22B	MICR NUMBER MUST BE ZEROS	MICR # must be zeroes when CHECK SOURCE equals 'M'
MC23	RETRO CHK CANT BE LST DAY OF MTH	If CHECK TYPE equals 'R', then check date cannot be last day of month
MC24	REGLR CHK MUST BE LST DAY OF MTH	If CHECK TYPE is blank or "P", then check date must be last day of the month
MC25	HIGHLIGHTED FIELDS ARE INVALID	Entry in highlighted field is invalid
MC27	PAY PRD CAN'T BE IN FUTURE MONTH	PAY PER ENDING cannot equal a future month
MC28	WHEN CHECK SOURCE IS EQUAL TO S	CHECK SOURCE equals 'S' and this error appears, the second error indicates the field to check. OSPA will also highlight the field.
MC29	CHECK SOURCE MUST BE S OR M	CHECK SOURCE field must equal 'S' or 'M'
MC30	CHECK FEE REQUIRED TO BE NUMERIC	Check fee field must be numeric
MC31	EMP ID NOT ON CROSS REF FILE	This EID does not appear in the PPDB/OSPA cross-reference file.
MC32	NO CHK FEE IS REQUIRED!!	If CHECK SOURCE equals 'R', check fee amount is not required
MC33	CHECK FEE LENGTH OVER FLD SIZE	Amount entered in check fee field is too long
MC34	CORRECTIVE MUST BE AN N OR SPACE	When CHECK SOURCE equals 'R', CORRECTIVE? must equal a 'N' or space
MC35	SEPARATION CHK MUST BE N OR SPACE	When CHECK SOURCE equals 'R', SEPARATION CHECK? must equal a 'N' or space
MC36	BIENNIUM SHOULD BE SPACES	When CHECK SOURCE equals 'R', biennium field should be spaces or zeros
MC37	BIENNIUM SHOULD BE NUMERIC	Biennium field entry must be numeric
MC38	CORRECTIVE SHOULD BE Y OR N	CORRECTIVE? must equal 'Y' or 'N'

Code	Message with Code	Description
MC39A	SET # MUST BE ZEROS OR SPACES	If CHECK SOURCE equals 'R', CORRECTIVE? must be zeros or spaces
MC42	SYSTEMS RECORD NOT FOUND!!	Record not found
MC43	DBASE 401 CORRECT REPLACE ERROR	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC44	DBASE 401 CORRECTIVE NOT FOUND	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC46	SYSTEMS RECORD REPLACE ERROR!!!!	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC47	DBASE5 CHK ISSUE INSERT ERROR!!	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC48	DBASE5 CHK REVRSAI INSERT ERROR	Database Error. PSS will document action being taken, screen print error and give to a programmer
MC50	UPDATE MADE TO DAILY LOG FILE	Update completed
MC51	REQUEST NUMBER =	Request number of manual check entered
MC52	CHECK RETURNED ADDED	Check return successfully added
MC53	MANUAL ISSUED CHECK ADDED	Manual check added
MC54	SYSTEMS ISSUED CHECK ADDED	System issued check successfully added
MC55	TRANSACTION COMPLETED	Transaction completed as entered
MC60	TO ADD AN EMPLOYEE CHECK REQUEST	Message appears on screen when first entering screen
MC61	FILL PARAMETERS, PRESS ENTER	Message appears on screen when first entering screen
MC62	CORRECTIVE NO LONGER POSSIBLE	Corrective cannot be set for prior year pay period or in current year if past December cut off date
MC75	FOR OR##### \$ ____	Transaction successfully saved for this employee ID number and dollar amount.
MC76	CICS XREF ERROR	Database Error.PSS will document action being taken, screen print error and give to a programmer
	** TRANSACTION DIFFICULTY - PLEASE CALL EXEC SYSTEMS AND SERVICES, AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. PSS will document action being taken, screen print error and give to a programmer

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

OSPA REASONABILITY EDITS

ISSUE DATE must be a valid date in the prior, current, or next calendar year

SUPPORTING DOCUMENTATION

Forms – The circumstances will determine which form(s), if any, you will submit to request a manual check or record a return of overpayment. Related forms include:

Form 75.45.02.FO Request for Payroll Advance,
<http://oregon.gov/DAS/SCD/SARS/policies/oam/75.45.02.FO.pdf>

Form OSPS.99.24 [Payment](#) Notification Form,
<http://oregon.gov/DAS/SCD/OSPS/docs/forms/OSPS.99.24.pdf>

P370 Calculation of Current Payoff Screen Print – for correctives, separating employees or deceased employees, the agency staff member confirms the entries made in OSPA on the P370 screen. The staff member then sends a screen print of the P370 that includes an authorized signature and the reason for the request to PSS to request the manual check.

Reports – The following OSPA reports provide documentation for payments and adjustments. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides, for additional information.

XREFRA ACH Direct Deposit Register – OSPA produces this report after each final payroll run. It lists the employees that received payment through direct deposits for that payroll run. Information includes employee, employee ID, transit number, account number, amount deposited, trace number and kind of account.

XREFRL Alpha Listing of Employee Checks -- OSPA produces this report after each final payroll run. It lists the employees that received paper checks for that payroll run. Information includes employee, check or MICR number, check date, amount and set number. This is the only report that includes the check number.

XREF76, XREF76C Deduction Register – OSPA produces the XREF76 after each final payroll run; it contains deductions from the P070 Deductions and Deduction Adjustments screen for that run only. OSPA produces the XREF76C after each final payroll run 2; it combines the P070 deductions from both runs for the pay period. The reports include the PPNN and PPPA deductions with the employee's name and the amount. Use this report to reconcile PPNN and PPPA deductions to manual check requests and return of overpayment documentation.

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

P190 Payroll Register Data – The P190 screen must still display the REG SET for the applicable pay period to process a manual check.

P370 Calculation of Current Payoff – for correctives, separating employees or deceased employees, the agency staff member confirms the entries made in OSPA on the P370 screen and sends a screen print of the P370 to PSS to request the check. PSS staff members can request a manual check directly from the P370 screen, rather than making the request on the P140 screen.

DIRECTLY AFFECTS

P010 Withholding Data / Locator Data – If the SEPARATION CHECK? field = yes on the P140 screen, OSPA will populate the FINAL CHECK ISSUED and the FINAL CHECK PERIOD ENDING dates on the P010 screen with the dates from the P140 screen.

P070 Deductions and Deduction Adjustments – When OSPA processes a manual check or a return of overpayment, it automatically enters a PPNN or PPPA (pay advance) deduction on the employee's P070 screen for the next pay period. The employee's next payment will reflect the PPNN or PPPA entry.

P190 Payroll Register Data – If CORRECTION? = Y on the P140 screen, OSPA will change the Corr Flag to Y for the same pay period on the P140 screen.

P320 Check Print Request –OSPA lists the check requests from the P140 screen on the P320 screen. PSS staff members request the printing of the checks on the P320 screen.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to PSS staff members

REVISION HISTORY

Date	Rev. No.	Modification
08/07/06	1.0	Original
10/02/06	1.1	Edit added, MICR # only zeroes or blank, WR2949
06/05/08	1.2	WR#3325, add MC31 screen message
02/11/09	1.3	WR#3319, delete check fee field, remove "R" option for CHECK SOURCE, change MC29 message
06/22/09	1.4	Periodic review
03/01/10	1.5	WR#3575, edit for ISSUE DATE
05/09/11	1.6	OSPS.99.24 replaced OSPS.99.12
08/03/12	1.7	WR#3612, add deduction code PPPA pay advance and CHECK TYPE "P"; DAS re-org; manual re-org; electronic reports