

P190

Payroll Register Data

SCREEN PURPOSE

The P190 Payroll Register Data shows net pay, check issue date, and pay period ending date for the past three months. OSPA updates the screen after each payroll run.

Agency payroll staff members can use this screen to set the corrective flag for any pay periods still on the P190 or, where the register data is missing, to enter new register data and set the corrective flag for the prior calendar month. They can also use this screen to drill down to the P191 Register Summary and P192 Register Detail.

ALSO KNOWN AS

PREREQUISITES, IF ANY

The payroll calculation must have run for the pay period.

The employee must have earned wages sometime in the past three months.

SCREEN ACCESS KEY SEQUENCE

From any screen, type P190, SSN or Employee ID, agency (P190,OR#####). In addition, from the 191 Register Summary or 192 Register Listing, press [F3].

SSN = social security number (#####). Do not enter the hyphens. Enter any leading zeroes. You must enter either the SSN or Employee ID.

Employee ID = employee identification number (OR#####). You must enter either the SSN or Employee ID.

Agency = OSPA agency number (#####). Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency number.

SCREEN ELEMENTS

(A)	P190										(G) PROD
(B)	EmpID: 9999999 AG#: 99900										(E) Oregon State Payroll - Register Data
(C)	EMPLOYEE, TAYLOR										(F)
(H)	Tax Year	Run Type	Tran Type	Rev Flag	Corr Flag	Reg Set	ACH	Net Pay	Check Iss Date	Pay Per End Date	
?	XX	O	O	N	N	01	A	5890.54	0330XX	0331XX	
?	XX	O	O	N	N	02		0.00	0315XX	0228XX	
?	XX	O	O	N	N	01	A	5656.86	0301XX	0228XX	
?	XX	O	O	N	N	02		0.00	0215XX	0131XX	
?	XX	O	O	N	N	01	A	5657.16	0201XX	0131XX	
?											
(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)		
(S)	ENT=Fwd/Upd/Sel CLR=Exit F7=Bwd F8=Fwd										

Legend

No.	Description
A	Screen identifier. Part of screen access key sequence, required.
B	Employee's SSN (#####) or ID (OR#####). Part of screen access key sequence, required.
C	Employee's agency number, #####. Part of the screen access key sequence, optional. If you have signed-on with a specific agency number, OSPA will default to that number.
D	Screen title. Protected.
E	Employee's name from the P030 Job Status Data. Protected.
F	Application messages. Protected. See Screen Message Codes.
	The cursor will move to the field with the error. The field will also change to red.

No.	Description
G	<p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • FORS = Special region for training • PEBB = Special region for PEBB.benefits interface testing • PROD = Production region • STST = Special region for programmers to test application changes • TEST = Special region for OSPA to test application changes
H	<p>Indicates action for OSPA to take when you press [ENTER].</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • A = add • C = change • D = delete • L = link to P192 Register Listing • S = link to P191 Register Summary <p>See Notes for additional information.</p>
I	<p>Tax year to which this line applies, ##. OSPA calculated, protected.</p>
J	<p>The type of payroll run that generated this payroll line. OSPA generated, protected.</p> <ul style="list-style-type: none"> • Current value is O, original • R, retroactive, may have been used in the past •
K	<p>The payroll transaction that generated this payroll run. OSPA generated, protected.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • C = corrective • O = original • R = reversal, check or ACH has been cancelled
L	<p>OSPA generated when OSPA cancels a check or an ACH. Protected.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • N = no reversal • P = OSPA processed a reversal in a prior payroll run • Y = OSPA will reverse this pay in the next payroll run

No.	Description
M	<p>Agency payroll staff members change this field when they have made an adjustment to a prior closed payroll period. OSPA will re-calculate the employee's pay for that pay period.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • C = OSPA processed a corrective for this pay period during a prior payroll run • N = no corrective for this pay period • Y = OSPA will re-calculate this pay period during the next payroll run
N	<p>Payroll run. OSPA generated for each payroll run where OSPA calculates a transaction for this pay period. Protected.</p> <p>When you enter a new line on the P190, OSPA will assign 00.</p>
O	<p>Method of payment. OSPA generated, protected.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • A = net pay direct deposit • Blank = check issued
P	<p>The amount of net pay for this payroll run. Protected.</p>
Q	<p>Date printed on the check, MMDDYY. Protected.</p>
R	<p>End of pay period, MMDDYY. Always the last day of the month. Protected.</p>

No.	Description
S	<p>Commands available for this screen include:</p> <p>ENT = Fwd/Upd/Sel – When you press the [ENTER] key: If you do not type a value over the ? or enter a screen number in “A”, OSPA will display the next page of registers, if the employee has more than one screen If you type A, C, or D over the ?, OSPA will update the run designated. If you type L over the ?, OSPA will display the P192. If you type S over the ?, OSPA will display the P191. If you type a new screen number in “A”, OSPA will display that screen.</p> <p>CLR = Exit – press [PAUSE] to display a blank screen</p> <p>F7 = Bwd – press the [F7] key to return to the first screen, if the employee has lines that fill more than one screen and you have pressed [F8] or [ENTER] to view the second screen</p> <p>F8 = Fwd – press the [F8] key to display a second screen, if the employee has lines that fill more than one screen</p>

NOTES

Add a Register -- If a register does not exist for a prior payroll period that has already run and the payroll data needs to be processed, you can use the add function to create a line for the prior calendar month. Generally, this happens because a Personnel Action has been processed after the payroll run or a corrective was not set for a reversal.

To add the line:

- ? : A
- **RUN TYPE:** O
- **COR FLAG:** Y
- **PAY PER END DATE:** end of pay period being added, MMDDYY.

We may only change the prior calendar month. Do not enter lines for future pay periods.

If you have requested an off-cycle or manual check and the register data is not present on the P190, the check-write system will not print a check. In addition, the error will cause the check-write system to “crash,” and prevent the printing of any other checks in the batch.

Corrective -- The most common use for the P190 is to set a corrective for a prior payroll run when that month's data has changed. The corrective flag tells OSPA to re-calculate the employee's pay for the designated payroll month. One corrective flag will re-process the entire month.

To set a corrective, on the line of the payroll run you wish to re-calculate:

- ? : C.
- COR FLAG: Y
- Press [ENTER]

Future Pay Period – For this screen, a month is a “future pay period” until final run 2 for that pay period.

Screen Edits – This screen has limited add (A), change (C), and delete (D) functions.

We can only use the change function on OSPA-created lines to set the corrective flag.

You can only use the delete function for lines that you have added to the P190 and they have not yet processed (Reg Set = 00). Once a register has processed, you cannot delete it.

SCREEN MESSAGE CODES

Code	Message with Code	Description
RG01	UPDATE COMPLETED	OSPA successfully updated the data entered
RG02	ACCESS NOT AUTHORIZED	User does not have access to this screen.
RG03	INQUIRY ONLY THIS AGCY	You cannot change data on this screen.
RG04	INVALID AGENCY NUMBER	Number that you entered in the AG# field is not numeric or a valid agency number.
RG05	FUNC CODE MUST BE A, C, D, L, OR S	You have entered a code over the ? on the P190. You may only enter A, C, D, L, or S.
RG06	RUN TYPE ERROR, O=REGULAR	The Run Type column must have an O for each register set
RG07	CORRECTIVE FLAG MUST BE Y OR N	There must be an N or Y in the Corr Flag for each register set.
RG08	DUPLICATE COR FLAG FOR PAY PERIOD	The Corr Flag has Y for more than one Reg Set for the same pay period.
RG09	PAY PERIOD DATE IS FUTURE	When adding a new register line, you can only enter a Pay Per End Date for the prior month.
RG10	PAY PERIOD IS TOO OLD	You have tried to add a register for a pay period other than the prior month.

OSPA Reference Manual

Screens

P190

Code	Message with Code	Description
RG11	EITHER KEY OR LINE FUNC, NOT BOTH	You have entered an A, C, D, L, or S over the ?, changed the Employee ID/SSN, and pressed [ENTER]. You may either change the Employee ID/SSN or enter a function.
RG12	FUNC A, C, OR D NOT ALLOWED	Your security is inquiry only and you have entered an A, C, or D over the ?. With inquiry only, you can only enter L or S.
RG13	INVALID EMP ID ENTERED	Invalid SSN or Employee ID entered
RG14	EMP ID/SSN NOT FOUND	Employee was not found on the databases
RG15	NO REGISTERS FOUND FOR EMP ID	Employee was found, but does not have registers in the requested agency
RG16	INVALID YEAR IN PAY PERIOD	Non-numeric year entered
RG17	INVALID PAY PERIOD END DATE	Date entered is not a pay period ending date
RG18	CANNOT DO SEL & CHG FUNC SAME TIME	Cannot have a S or L mixed with a A, C, or D
RG19	ONLY ONE SELECT FUNCTION AT A TIME	Cannot do more than one S or L function at a time
RG20	ADD ON BLANK LINES ONLY	You can only add a new register line on a blank line on the P190.
RG21	NO CHANGE ON BLANK LINES	You have entered C over the ? on a blank line. You can only enter A on a blank line.
RG22	CAN DELETE ONLY REG SET 00	Deleting is restricted to Run 00 Register Sets
RG23	RUN 01 NOT FOUND, CHANGE RESTRICTED	Occurs when attempting to set a corrective on a run when there is no Run 01 still on the register
RG24	SET ONLY ON LATEST RUN	Corrective can only be set on the latest run
RG25	TAX YEAR INVALID	Tax year entered is not numeric
RG26	NO MORE PAY PERIODS FOR EMPLOYEE	OSPA has reached the end of the pay periods for the employee
RG27	FUNC S OR L ON BLANK LINE INVALID	You typed S or L over the ? on a blank line on the P190.
RG29	AGENCY NOT VALID FOR EMP ID	There is not a record for this Employee ID and agency number
RG60	REGISTER ADD PROBLEM	Document action being taken, screen print error and fax to OSPS
RG61	REGISTER READ FOR UPDATE PROBLEM	Document action being taken, screen print error and fax to OSPS
RG62	REGISTER REPLACE PROBLEM	Document action being taken, screen print error and fax to OSPS

Code	Message with Code	Description
RG63	REGISTER READ FOR DELETE PROBLEM	Document action being taken, screen print error and fax to OSPS
RG64	REGISTER DELETE PROBLEM	Document action being taken, screen print error and fax to OSPS
RG65	REGISTER READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG66	NET PAY SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG67	ACH DEDUCTION SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG68	PERSON SEGMENT READ PROBLEM	Document action being taken, screen print error and fax to OSPS
RG69	DATA BASE NOT AVAILABLE	Document action being taken, screen print error and fax to OSPS
RG98	FILE XXXXXXXXX NOT OPEN	Database Error. Document action being taken, screen print error, and fax to OSPS.
RG99	EIBFN XXXX EIBRCD XXXX PARA-XXXXXX CALL PAYROLL	Database Error. Document action being taken, screen print error, and fax to OSPS.

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

The PAY PER END DATE may not be for pay periods more than one month prior.

The PAY PER END DATE must be the last day of the month.

REG SET must = 00 if ? = D.

If ? = A, data must be entered on a new line.

When changing Corr Flag to Y for November, there cannot be December FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates on the P010 Withholding Data / Locator Data.

After November run 2 final, OSPA will set November 30 FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates when you change the Corr Flag to Y for November.

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P003, P004 Time Capture screens – The pay types entered on the time capture screens determine the employee’s gross pay.

P050 Gross Pay Adjustments – The pay types entered on the P050 also impact the employee’s gross pay.

P060 Tax/OPE Adjustments on File – The P060 allows us to make adjustments to current taxes and other payroll expenses. These changes may impact the employee’s net pay.

P070 Deductions and Deduction Adjustments – The deduction codes entered on the P070 will impact the employee’s net pay and determine whether the employee will receive a check or has a net pay direct deposit.

P130 Check Reversal / Stop Payment – The P190 will change when OSPS reverses a payroll check on the P130.

Directly Affects

The P190 affects the payroll calculation when a corrective is set or when a new line is entered.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General information, update

REVISION HISTORY

Date	Rev. No.	Modification
05/08/06	1.0	Original
05/08/07	1.1	WR#2884, add P191 and P192
08/27/07	1.2	WR#3103, add REV FLAG P, reversal will remain on

Date	Rev. No.	Modification
		screen for three months
11/10/08	1.3	Add possible values for Corr Flag field
12/19/08	1.4	WR#3395, year-end edits
03/24/09	1.5	WR#3481, research and disable R Run Type