

P191 REGISTER SUMMARY

SCREEN PURPOSE

The P191 Register Summary shows the pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPAs updates the screen after each final payroll run.

ALSO KNOWN AS

P191

PREREQUISITES, IF ANY

The final payroll calculation must have run for the pay period.

The employee must have earned wages in at least one of the past three months.

The employee must have a detail time record for the pay period entered. Look for the screen message code RG70 NO JOB STATUS. PLEASE VIEW WITH P192. This indicates the employee had other entries for the pay period. You can view a summary of the entries on the P192 Register Listing screen.

SCREEN ACCESS KEY SEQUENCE

You can drill down to the P191 screen from the P190 Payroll Register Data screen:

- Type S next to the pay period you wish to view
- Press [ENTER]

You can also access the P191 screen from any other screen:

- Press [PAUSE] to clear the screen
- In the upper left corner, type P191, SSN or Employee ID, agency, tax year, pay period end date (P191,OR#####,#####,YY,MMDDYY)
- Press [ENTER]

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

EmpIID = employee identification number (OR#####). Either SSN or Employee ID is required.

Agency = OSPA agency number (#####). Required to retrieve a record. If you logged-on with an agency number, OSPA will default to that agency number.

Tax year = tax year that applies to the designated pay period, YY. Required.

Pay period = the last day of the month for which you wish to view data, MMDDYY. Required.

SCREEN ELEMENTS

| | | | | | | | | |
|-----|---|---------|-------------------|---------------|-------------|--------|--------|------|
| (A) | P191 | (B) | (C) | (D) | (E) | (F) | (G) | (H) |
| | Oregon State Payroll - Register Summary | | | | | | | PROD |
| | EmpID: ORXXXXXX AG#: 99900 TxY: XX Pay Per: 0228XX EMPLOYEE, TAYLOR | | | | | | | |
| | RG05 FUNC CODE MUST BE A, C, D, L OR S | | | | | | | |
| (J) | ORIGINAL | Run: 01 | Check Iss: 0301XX | Job: 1 1201XX | Rep/Cls: OA | C8423 | (I) | |
| | Ben: CO Adj Base: 3044.00 Basis: S PT/FT: F Hr-Rt: 17.56 | | | | | | | |
| (K) | A Typ | Units | Rate | Amt | A DED/PL | EE Amt | ER Amt | |
| | T/S RG* | 160.00 | 3044.00 | 3044.00 | AENN050 | 1.00 | | |
| | GPA IR | | | 170.50 | DONN | 51.75 | | |
| | Total Gross | | | 3214.50 | OONN001 | | 154.00 | |
| (L) | Tax/Ret | ER Amt | EE Amt | Subj Amt | OPNNAAA | | 61.40 | |
| | FIT J 0 | | 315.01 | 3193.37 | SLNN001 | | 1.10 | |
| | SIT J 0 | | 198.00 | | TDNN | 2.75 | | |
| | FICA | | 197.99 | 3193.37 | UFNNGGG | 21.13 | | |
| | MEDR | | 46.30 | 3193.37 | UFNN080 | 16.47 | | |
| | WBF | | 2.13 | | 9999001 | -0.98 | | |
| | SRETS | 192.87 | | 3214.50 | | | | |
| | ERETS | 279.34 | | 3214.50 | | | | |
| | Total Deductions | | | | | 92.12 | 216.50 | (M) |
| (O) | Net Pay | | | 2362.95 | ACH: N | | | (P) |
| (Q) | CORRECTIVE | Run: 02 | Check Iss: 0315XX | Job: 1 1201XX | Rep/Cls: OA | C8423 | | |
| (R) | ENT=Fwd/Sel CLR=Exit F3=P190 F4=Prev PP F5=Next PP F7=Bwd F8=Fwd | | | | | | | |

LEGEND

| No. | Description |
|-----|---|
| A | Screen designation. Part of screen access key sequence, required. |
| B | Employee's SSN (#####) or Employee ID (OR#####). Part of screen access key sequence, required. |
| C | Employee's agency number, #####. Part of the screen access key sequence, required. If you log-on with an agency number (rather than all), OSPA will default to that agency. |
| D | Screen title. |

| No. | Description |
|-----|---|
| E | Tax year for the register you wish to view, YY. Part of the screen access key sequence, required. |
| F | Ending date of the pay period that you wish to view, MMDDYY. Part of the screen access key sequence, required. |
| G | Employee's name from the P030 Job Status Data screen. |
| H | <p>Active mainframe computer region.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • FORS = Special region for Department of Forestry and OSPS training • PEBB = Special region for PEBB.benefits (PDB) interface testing • PROD = Production region • STST = Special region for programmers to test application changes • TEST = Special region for OSPS to test application changes |
| I | Screen messages. See Common Error Messages below. |

| No. | Description |
|-----|--|
| J | <p>ORIGINAL: Indicates the tran type for the payroll run from the P190 screen. Possible values include:</p> <ul style="list-style-type: none"> ▪ CORRECTIVE – OSPA has re-run a prior closed payroll period because of a corrective flag on the P190 screen ▪ ORIGINAL – the data from the first time that OSPA calculated this pay period run ▪ REVERSAL – the entries for this run were reversed through the P130 Check Reversal / Stop Payment screen <p>Run: run number for register set displayed</p> <p>Check Iss: payment date for the register set displayed</p> <p>Job: employee’s concurrent job number. If the employee has more than one concurrent job, the data for the additional job(s) will follow in numeric order</p> <p>Rep/Cls: the first four digits = the employee’s representation code. The employee’s classification code follows. Both are from the P030 Job Status Data screen.</p> <p>Ben: employee’s BENEFIT PKG CD from the P030 screen. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Benefit Package Codes.</p> <p>Adj Base: employee’s ADJUSTED BASE salary from the P030 screen</p> <p>Basis: WAGE BASIS CD from the P030 screen. Possible values include:</p> <ul style="list-style-type: none"> ▪ D = daily ▪ H = hourly ▪ P = partial salary (part-time salaried) ▪ S = salaried ▪ U = undefined <p>PT/FT: PT-FT CD from the P030 screen. Possible values include:</p> <ul style="list-style-type: none"> ▪ F = full-time ▪ I = intermittent ▪ J = job share ▪ P = part-time ▪ T = temporary <p>Hr-Rt: EQUIVALENT RATE from P030 screen, employee’s average hourly rate</p> <p>FIXED DIFF: If the employee has FIXED MLY DIFFS on the P030 Job Status Data, the pay types will display. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes.</p> |

| No. | Description |
|-----|--|
| K | <p>Source of income. Possible values include:</p> <ul style="list-style-type: none"> ▪ T/S = P003 or P004 Time Capture screen ▪ GPA = P050 Gross Pay Adjustments on File screen <p>A: For GPA listings, the ADJ TYP from the P050 Gross Pay Adjustments on File screen. Possible values include:</p> <ul style="list-style-type: none"> ▪ A = one-time adjustment ▪ Blank = on-going adjustment <p>Typ: Pay type from the P003, P004 or P050 screen. RG* includes all regular pay types (REG PY = Y on the PTB2 Payroll Benefit Package Table screen).</p> <p>UNITS: Number of hours entered with this pay type on the P003, P004 or P050 screen</p> <p>RATE: Rate OSPA used to calculate the Amt from the Units entered, such as the employee's adjusted base salary or hourly rate from the P030 screen, RATE UNIT from the PTB2 screen, or a calculated amount.</p> <p>Amt: Amount employee received from this pay type</p> <p>Total Gross: Employee's gross pay for this payroll run / check issue date</p> |

| No. | Description |
|-----|--|
| L | <p>Tax/Ret: Tax withholding and retirement contributions. For a list of possible codes, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P060 and P090. Some of the common descriptions include:</p> <ul style="list-style-type: none"> ▪ ERET <ul style="list-style-type: none"> ○ A value in the ER Amt = state match or employer contribution ○ A value in the EE Amt = employee has paid the employee's contribution (RTMT STAT on the P010 Withholding Data / Locator Data screen = E) ○ The last character (F, G, P, S or T) indicates the PERS retirement plan (RTMT SYST on the P010 screen) ▪ FIT = federal income tax withheld, displayed with the FEDERAL STAT, EXEM, and ADDL from P010 Withholding Data/Locator Data screen ▪ MEDR = the employee's share of the Medicare tax ▪ SIT = state income tax withheld displayed with the STATE STAT, EXEM, and ADDL from the P010 screen ▪ SRET = the state has picked-up or paid the employee's PERS contribution (RTMT STAT on the P010 screen = D). The last character (F, G, P, S or T) indicates the PERS retirement plan (RTMT SYST on the P010 screen). ▪ SSEC = employee's share of the social security tax ▪ WBF = employee's share of the workers' benefit fund assessment <p>ER Amt: Amount of taxes and retirement contributed by the state on the employee's behalf</p> <p>EE Amt: Amount of taxes and retirement withheld from employee's wages</p> <p>Subj Amt: Amount of employee's wages that OSPA used to calculate the designated tax or retirement contribution</p> |

| No. | Description |
|-----|--|
| M | <p>A: ADJ from the P070 Deductions and Deduction Adjustments screen. Possible values include:</p> <ul style="list-style-type: none"> ▪ blank – ongoing until deleted ▪ A = one-time deduction, person making the entry calculates and enters the amounts ▪ F = one-time deduction, the person making the entry calculates and enters the amounts. We use it to force required or core PEBB insurance premiums when an employee is on FMLA. ▪ T = one-time deduction, system calculated (table driven) for OPE adjustments (ope class on the PTD1 Payroll Deduction Table ≠ N). We typically use this when entering PEBB benefits late. ▪ W = ongoing, person making the entry calculates and enters the amounts. We use it to force core or required PEBB insurance premiums when an employee has a SAIF claim or is on military leave (USERRA). ▪ See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P070 <p>Ded/PI: Deduction code and, when applicable, the plan code entered on the P070 Deductions and Deduction Adjustments screen.</p> <p>EE Amt: Employee paid amount for the deduction code</p> <p>ER Amt: Employer paid amount for the deduction code</p> |
| N | Total of the EE Amt and ER Amt for Ded/PI |
| O | The net pay calculated for the employee |
| P | <p>Indicates whether employee has a net pay direct deposit or receives a paper check.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • N = employee receives a paper check • Y = employee has a net pay direct deposit (XDNN 555) |
| Q | For this screen example, this is the beginning of the record for the next payroll run for this pay period. OSPA will display the next record immediately after the prior one. |

| No. | Description |
|-----|---|
| R | <p>Commands available from this screen include:</p> <p>ENT = Fwd/Upd/Sel – Press [ENTER] to retrieve a new record on the P191 screen or to display a different OSPA screen</p> <p>CLR = Exit – press [PAUSE] to display a blank screen</p> <p>F3 = P190 – press [F3] to display the P190 Register Data screen for the employee</p> <p>F4 = Prev PP – press [F4] to display the prior pay period for the same employee. OSPA will display run 1, job 1 for that pay period. OSPA will display “RG26 NO MORE PAY PERIODS FOR EMPLOYEE” when you reach the end of the registers for the employee.</p> <p>F5 = Next PP – press [F5] to display the next pay period for the same employee. OSPA will display run 1, job 1 for that pay period. OSPA will display “RG26 NO MORE PAY PERIODS FOR EMPLOYEE” when you reach the end of the registers for the employee.</p> <p>F7 = Bwd – press the [F7] key to return to the first screen for the employee and the pay period</p> <p>F8 = Fwd – press the [F8] key to display the next screen for the pay period. OSPA will scroll through all of the runs for the employee for the pay period. It stops when it reaches the end of the pay period.</p> |

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 (post-tax) or after (pre-tax) 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 Package Table screen determine how the pay codes used for a particular employee will affect the employee’s wage reporting and withholding.

- 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
- SS = subject to social security and Medicare
- TAX = subject to federal and state income tax withholding

INC TYP -- determines how OSPA will categorize the pay type. The values include:

- N = not income
- O = other income
- R = reimbursement
- T = taxable

SAIF PCT – determines if the hours reported will be included in the calculation for the Worker's Benefit Fund Assessment (WBF). 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

COMMON ERROR CODES

| Code | Message with Code | Description |
|-------------|------------------------------------|---|
| RG02 | ACCESS NOT AUTHORIZED | User does not have access to this screen. |
| RG04 | INVALID AGENCY NUMBER | Number that you entered in the AG# field is not numeric or a valid agency number. |
| 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 |
| 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 |
| 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 |

| Code | Message with Code | Description |
|-------------|---|--|
| RG70 | NO JOB STATUS, PLEASE VIEW WITH P192 | The employee does not have a detail time record for the pay period entered. There may be data on the P192 for that pay period. |
| RG98 | FILE XXXXXXXXXX NOT OPEN | Document action being taken, screen print error and fax to OSPS |
| RG99 | EIBFN XXXX EIBRCH XXXX PARA-XXXXXX CALL PAYROLL | Document action being taken, screen print error and fax to OSPS |

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

OSPA REASONABILITY EDITS

Intentionally left blank, inquiry only screen

SUPPORTING DOCUMENTATION

Intentionally left blank

OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides for additional information on any of these screens.

AFFECTED BY

P003, P004 Time Capture screens – The P191 screen lists the pay types entered on the time capture screens.

P050 Gross Pay Adjustments on File – The P191 screen lists the pay types entered on the P050 screen.

P060 Tax/OPE Adjustments on File – The P060 screen allows us to adjust current retirement, taxes and other payroll expenses.

P070 Deductions and Deduction Adjustments – The P191 screen lists the deduction codes entered on the P070 screen.

P130 Check Reversal / Stop Payment – The P191 screen will display REVERSAL for a payment that Payroll System Support (PSS), OSPS has reversed on the P130 screen.

P190 Register Data – The P190 screen lists the register sets for the last three pay periods. You can drill down from the P190 screen to the P191 screen.

PTB2 Payroll Benefit Package Table – The PTB2 screen determines the pay types that are subject to taxes and retirement. See Notes above, Pay and Leave Codes section.

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

DIRECTLY AFFECTS

Intentionally left blank

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

| Date | Rev. No. | Modification |
|-------------|-----------------|--|
| 05/08/07 | 1.0 | Original, new screen, WR#2884 |
| 05/30/07 | 1.1 | Add message RG70 |
| 04/08/08 | 1.2 | WR #3278, change FICA to social security |
| 02/26/09 | 1.3 | WR #3421, change WCD to WBF; clarify P070 adj F; add PTD1 Non Taxable Code |
| 05/27/09 | 1.4 | Clarify SRET and ERET |
| 03/11/11 | 1.5 | Include RG70 in Prerequisites, Codes, periodic review |
| 08/03/12 | 1.6 | Periodic review |