

P370 CALCULATION OF CURRENT PAYOFF

SCREEN PURPOSE

The P370 Calculation of Current Payoff is an inquiry only screen. It shows the results of an on-line calculation from entries made since the last final payroll run. Entries from the following screens affect the P370:

- P003 or P004 Time Capture
- P050 Gross Pay Adjustments on File
- P060 Tax and OPE Adjustments on File
- P070 Deductions and Deduction Adjustments
- P190 Payroll Register Data

OSPA does not post the entries reflected on this screen to the payroll tables until the next final payroll run.

ALSO KNOWN AS

P370

PREREQUISITES, IF ANY

If the payroll set does not yet display on the P190 Payroll Register Data screen, the data will display on the P370 screen under the following circumstances:

- Time entered on the P003 or P004 Time Capture screens
- A one-time adjustment (ADJ TYP = A) on the P050 Gross Pay Adjustments on File screen
- A current (CUR/YTD = C) adjustment on the P060 Tax and OPE Adjustments on File screen

If the payroll set displays on the P190 screen, the P370 screen will display transactions for that set after you make a change on the P003, P004, P050, or P070 screens and set a corrective on the P190 screen.

SCREEN ACCESS KEY SEQUENCE

P370, SSN or Employee ID, Agency, Pay Period, Check Date, Payroll Run (Optional)
(P370,OR#####,#####,MMDDYY,MMDDYY,X)

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.

Pay Period – The last day of the pay period for the inquiry, MMDDYY. Required. May be any valid pay period end date in the prior, current or next calendar year.

Check Date – Date that will print on the check, either from a regular payroll run or for a manual or off-cycle check, MMDDYY. Required. May be any valid date in the prior, current or next calendar year.

Payroll Run – Optional field that defaults to O (Original). Normally, you will not change this field.

SCREEN ELEMENTS

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LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required.

No.	Description
C	Employee's agency number, #####. Part of the screen access key sequence, optional. If you sign-on with an agency number, OSPA will default to that number.
D	<p>Pay period ending date, MMDDYY. Part of the screen access key sequence, required.</p> <p>Check date, MMDDYY. Part of the screen access key sequence, required. If you are requesting a manual or off-cycle check, it is the date that you wish to have on the check; i.e., the date that you will give it to the employee. It may be any valid date in the prior, current or next calendar year.</p> <p>Payroll run type, X. Part of the screen access key sequence. Defaults to O (original). You normally will not enter this value. You may change it to R (reversal).</p>
E	Screen title
F	Employee's name from the P030 Job Status Data screen
G	Screen messages. See Screen Message Codes section below.
H	<p>Source of INCOME TYPE.</p> <p>Possible values include: A = adjustment on the P050 Gross Pay Adjustments on File screen Blank = time entered on the P003 or P004 Time Capture screen</p>
I	<p>Brief description of the entry.</p> <p>Possible values include: TOTAL – R = total reg from the P003 or P004 screen TOTAL L = lwop from the P003 or P004 screen 7 character description from the PAY TYPE DESCRIPTION on the PTB2 Payroll Package Codes screen</p>
J	<p>INC TYP from the PTB2 Benefit Package Codes screen for that pay code.</p> <p>Possible values include: N = not income O = other R = reimbursement T = taxable</p>
K	Rate of pay for the pay code. May be the employee's monthly or hourly rate of pay, the RATE UNIT from the PTB2 Benefit Package Codes screen, or the RATE from the P050 Gross Pay Adjustments on File screen.
L	Number of units paid at the RATE. May be from the P003 or P004 Time Capture screen or the P050 Gross Pay Adjustments on File screen.

No.	Description
M	RATE x UNITS or the AMOUNT from the P050 screen
N	<p>Codes for tax withholding and retirement contributions entered on the P060 Tax and Ope Adjustments on File screen and/or displayed on the P090 and P091 YTD Wages, Taxes, and Retirement screens.</p> <p>Some of the common descriptions include: FIT = federal income tax withheld MEDR = the employee's share of the Medicare tax RET = PERS contributions. The following characters may be added:</p> <ul style="list-style-type: none"> ▪ No character in front (RET) = employee has paid the employee's contribution, RTMT STAT field on the P010 Withholding Data / Locator Data screen = E ▪ E in front (ERET) = state match or employer contribution ▪ S in front (SRET) = the state has picked-up or paid the employee's contribution, RTMT STAT on the P010 screen = D ▪ Character following (for example, RETG) = PERS retirement plan, code in the RTMT SYST field on the P010 screen <p>SIT = state income tax withheld SSEC = employee's share of the social security tax WBF = employee's share of the workers' benefit fund assessment</p>
O	Amount of taxes withheld and retirement contributions made on behalf of the employee
P	Deduction code and, when applicable, the plan code entered on the P070 Deductions and Deduction Adjustments screen. See Notes.
Q	<p>ADJ from the P070 Deductions and Deduction Adjustments screen</p> <p>Possible values include: blank – ongoing until deleted, either operator or system calculated, default A = one-time deduction, operator calculated F = one-time deduction, operator calculated, to force core PEBB benefits when an employee is on FMLA. See the Statewide Payroll Reference Manual, Payroll Processes, Family and Medical Leave. T = one-time deduction, system calculated (table driven) for OPE adjustments (ope class on the PTD1 Payroll Deduction Table screen ≠ N) W = ongoing, operator calculated, to force core PEBB benefits for a SAIF claim or military leave of absence (USERRA), see the Statewide Payroll Reference Manual, Payroll Processes, Military Leave of Absence or Injured Worker Leave</p>
R	First four characters of the description on the PTD1 Payroll Deduction Table screen for the deduction code listed
S	Deduction amount where there is a cost to the employee. The AMOUNT will be blank when the deduction is employer paid.
T	Total gross pay from this calculation

No.	Description
U	Total of employee-paid taxes and retirement
V	Total of DEDUCTIONS AMOUNT
W	The net payment calculated for the employee NET = check ACH = net pay direct deposit
X	If you change the N to Y and press [ENTER], OSPA will display the P091 YTD Wages, Taxes and Retirement screen. This is an on-line calculation of the year-to-date impact of the calculations from the P370 screen.

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 Ded/Plan 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.

EXCEPTIONS: Because of hard coding in OSPA, the following deduction / plan codes are exceptions to these settings:

- For SLNN PEBB Basic Life, the Non Taxable Code on the PTD1 screen is T. Plan code 001 is **not subject** to FIT, SIT or FICA. Plan code 101 **is subject** to FIT, SIT and FICA.
- An employee may cover a domestic partner and/or the partner's children for medical, dental and vision insurance. If the employee does not claim the partner and/or children as tax dependents, the deductions have plan codes in the 800 series. Although numeric, OSPA treats these deductions as exempt from FIT, SIT and FICA.

NOTE: If an employee has FICA SUBJ: N on the P010 Withholding Data / Locator Data screen, do not use a deduction and plan code that is FICA exempt. This entry will create negative social security and Medicare tax.

Off-cycle or Manual Checks – Payroll System Support (PSS) uses a printout of this screen to process off-cycle or manual checks. To request a manual check, do an inquiry with the date you want on the check (must be a current or future date, not a prior date, in the current or next calendar year) and send a screen print to PSS. When PSS processes the manual check, OSPA will automatically create a PPNN deduction on the P070 Deductions and Deduction Adjustments screen. See the Statewide Payroll Reference Manual, Payroll Processes, Checks, Manual.

Pay and Leave Codes – Indicators on the PTB2 Benefit Package Codes 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 follows:

$$\# \text{ of hrs. with PAY TYPE X SAIF PCT X WBF assessment rate}$$

Screen Page 1 and Page 2 – If the data for the employee and date fills more than one screen, press [ENTER] to view the second page. Press [ENTER] again and OSPA will return to page 1.

SCREEN MESSAGE CODES

Code	Message with Code	Description
OC01	OSPS SYSTEM CURRENTLY UNAVAILABLE	OSPA is not available. Document action being taken, screen print error and fax to OSPS who notify a programmer
OC02	ACCESS UNAUTHORIZED	Access not permitted to screen
OC03	SIGN-ON IS 'ALL' SO AGCY PARM REQ	User signed on as 'All' so an agency must be entered
OC05	* PARMS ARE UNIDENTIFIABLE OR ERROR	You have not entered a valid pay period end date for the prior, current or next calendar year
OC06	* SSN AND CHECK DATE PARMS ARE REQD	You only entered the employee’s SSN or Employee ID for the inquiry. Enter SSN/Employee ID, agency, pay period end day, check date.
OC50	CHECK REQUEST COMPLETE - ENTERED	Check request completed and entered in system
OC51	AS REQUEST NUMBER	Message appears with OC50 message and indicates the check request number
OC52	AMOUNT CHANGED - NO RQ MADE	Amount of check to be printed has changed but no request to change found

Code	Message with Code	Description
OC53	PRINT CHECK MUST BE Y OR N	Print check field can only equal 'Y' or 'N'
OC54	CORRECTIVE MUST BE Y OR N	Corrective field must equal Y or N
OC56	SEPARATION CHECK MUST BE Y OR N	Separation check field must equal Y or N
OC57	INVALID CHECK FEE	Check fee amount is not in correct format
OC58	INVALID ACCOUNT BIENNIUM	Field must be numeric
OC59	EMPLOYEE HAS CHECK REQUEST #	Request number of employee check in system
	0030-CHECK-NMBR-AGCY-LOADED AGENCY TABLE LOAD EQUALS ZERO	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	0030-READ-AGCY-CNTL-FILE AGENCY FILE OPEN ERROR	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	0030-READ-AGCY-CNTL-FILE AGENCY TABLE LOAD CAPACITY	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	00334-INIT-CTL-TABLE CTL-TABLE/AGCY-CNTL- TABLE UNEQUAL OCCURS	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	0800-SINGLE-EMPL-RETRO- REG	Database error when checking agency number. Document action being taken, screen print error and fax to PSS to notify a programmer
	1150-HP HOURS >HO HOURS	Employee has recorded more hours with pay code HP Holiday Premium Pay than with pay code HO Holiday Leave. Information only, it will not stop the calculation of the employee's pay.
	1205-DOM PARTNER DPT/N/S GR PAY ADJUST	The employee has a DPT/DPN/DPS entry on the P050 screen
	5000-BENEFILE PKG NOT FOUND	Message seems to appear when no time is available for processing time period requested on P370 screen
	5000-YONN DED/YC GPA NOT MATCHED	Error appears when the Young Case deduction and GPA are not in sync
	5100-DED-PKG-ENTRY NOT FOUND	Deduction listed is not an active deduction code. Find last instance of deduction code and delete from P070 screen.
	5100-DISABILITY DED INVALID	Cannot have both ADNN and AENN disability entry.
	5100-FICA EXEMPT W/INVALID PLAN DED CODE/PLAN = AAAA/AAA DATE = YYYYMMDD	Employee has FICA SUBJ = N on the P010 Withholding Data / Locator Data screen and a FICA exempt deduction on the P070 Deductions and Deduction Adjustments screen. Change the deduction to one that is not FICA exempt to prevent negative tax.

Code	Message with Code	Description
	5100-HLT/DNTL & BEN PKG NOT MATCHED	Health and/or dental deductions do not match benefit package of employee
	5100-HOURS INVALID FOR DENTAL UNION DEDUCTION	An employee worked less than 50% of hours and dental union deduction is not allowed if deduction DKNN
	5100-INVALID DEDUCTION FOR BEN PKG	Deduction not valid with benefit package
	5100-LCNN AMOUNT INVALID DED CODE/PLAN = LCNN	LCNN deduction entered on the P070 screen with an amount >500. The amount must be >zero and <500.0
	5100-LONG TERM DISABILITY INVALID	LCNN deduction amount must be greater than zero
	5100-MULT HLT/DNTAL DED NOT PROCESSED	Multiple health and dental plans located and not processed by system
	5100-MULTIPLE UNION DUES INVALID	More than one union dues deduction exists
	5200-DED-PKG-ENTRY NOT FOUND	Deduction package entry not found in deduction package table
	5200-DOM PART AND NO DPT GPA ENTERED	Employee has PEBB deduction codes on the P070 screen with 800 plan codes and does not have a DPT entry on the P050 screen
	5200-DOM PART GPA AND NO 800 DED PLAN	The employee has a DPT, DPS or DPN entry on the P050 screen and does not have a PEBB insurance deduction with an 800 plan code on the P070 screen
	5200-DOM PART REMOVE P050 DPT/DPN GPAS	The employee has a DPT, DPS or DPN entry on the P050 screen and does not have a PEBB insurance deduction with an 800 plan code on the P070 screen
	5200-DOM PART SCHG/NO DPS GPA EXISTS	The employee has a domestic partner related surcharge on the P070 screen and does not have a DPS entry on the P050 screen
	5200-DOM PARTNER DEDUCTION	Employee has a domestic partner deduction on the P070 screen. Information only.
	5200-DOM PARTNER HOURS ER AMT = 9999.99 HRS/FT = ###.###/###.##	Employee has domestic partner deduction on the P070 screen. Indicates the employee's regular hours reported compared to the full-time equivalent. Information only, no entry needed.
	5200-DOM PARTNER SURCHARGE	On the P070 screen, the employee has a surcharge deduction with a plan code in the 800's
	5200-FLEX SPEND DED AND NO ADMIN FEE	Employee has deduction code FDNN and/or FHNN and does not have deduction code FSAF on the P070 screen. If the employee has one or more FSA's, enter one FSAF deduction.
	5200-FS ADMIN FEE DED AND NO FS DED	Employee has deduction code FSAF and does not have deduction code FDNN and/or FHNN on the P070 screen. The employee does not need an FSAF deduction if the employee does not have an FSA deduction.
	5200-UNION HRS WORKED AND NO UNION DED	Union regular hours worked but no union deduction was found

Code	Message with Code	Description
	5225-STD LIFE - NO BIRTH DATE TO CALC	System was not able to compute a birth date check to see if birth date listed is numeric and greater than zero
	5400-DEFERRED MONTHLY DUP ELIMINATED	More than one deferred compensation deduction exists and the second one has been bypassed
	5400-DEFERRED MONTHLY DUPLICATE ENTRY	More than one deferred compensation deduction exists
	5425-DISABILITY DED SHORT ON HRS WORKED	Employee has LWOP hours causing short and/or long term disability payments to be pro-rated
	5500-ACH ACCT/TRANS NUMBER NOT ENTERED	ACH and/or trans account information not entered
	5500-ACH CANCELLED DUE TO TERMINATION	An employee has a current SEPARATION DT/REASON on the P030 screen and a net pay direct deposit on the P070 screen. OSPA will ignore the direct deposit. If payment is due, OSPA will produce a paper check.
	5600-TEMP DUES INVALID	Deduction code for temporary dues has been entered for an employee who is not in the temporary bargaining unit. This error usually occurs when a temporary employee is hired into a permanent position or the employee is in an unrepresented position.
	5700-DED ADJ XFOOT AMOUNTS UNBALANCED	On the P070 screen EMPLOYEE SHARE FIXED AMOUNT + EMPLR SHARE must = PEBB ADMIN + VENDOR SHARE
	5700-DED-PROCESS-CROSSFOOT	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	5900 - VISION PLAN NOT EQUAL TO MEDICAL	Vision deduction plan does not match to the medical deduction plan
	5900-CASH BACK AND NO IR GPA	The employee has opted out of PEBB medical (deduction code OONN, plan code 001 or 002) or medical and dental (deduction code OHNN, plan code 001 or 002) insurance and does not have an IR entered on the P050.
	5900-DUPLICATE DENTAL PLAN	More than one dental plan exists
	5900-DUPLICATE HEALTH PLAN	More than one health plan exists
	5900-DUPLICATE VISION PLAN	More than one vision plan exists
	5900-F/T STATUS WITH P/T BENEFIT	F/T employee has P/T benefit
	5900-HEALTH & VISION DED TYPES CLASHING	PPO medical plans require a corresponding Vision (VSNN) deduction entry
	5900-LEGIS RETIRE SYS AND NO DCNN/010	Retirement system code equals Legislative but no DCNN 010 deduction and plan code exists on the P070 screen

Code	Message with Code	Description
	5900-LEGIS RETIRE SYS AND NO RPO GPA	Retirement system code equals Legislative but no RPO GPA exists on the P050 screen
	5900-NON LEGIS RETIRE SYS WITH DCNN/010	Deduction DCNN with plan code 010 is only valid for use by employees eligible for Legislative retirement system
	5900-NON LEGIS RETIRE SYS WITH RPO GPA	RPO GPA on the P050 screen exists for an employee not eligible for the Legislative retirement system
	5900-PEBB GPA AND NO HEALTH INS	Employee has an IR GPA but does not have deduction code OONN or OHNN with plan code 001 or 002 on the P070 screen
	5900-PEBB HEALTH INS MISSING	No health insurance information was located for qualifying employee
	5900-RPO OR DCNN010 REPR LE ONLY	Only employees with representation code 'LE' may have an RPO entry on the P050 screen and a DCNN 010 entry on the P070 screen
	5900-VISION AND HEALTH PLAN NOT MATCHED	PPO medical insurers require a corresponding Vision (VSNN) deduction entry
	5900-VISION REQUIRED FOR HEALTH PLAN	Vision deduction plan required
	5971-CNCL PEBB INSURANCES	OSPA is not deducting PEBB insurances. May be caused by various conditions, such as the employee has less than the required number of regular paid hours or deductions for required insurances are missing on the P070 screen.
	5971-LIFE INS 901 PLAN MISSING	For plan year 2012 all core PEBB insurances have a second deduction with the 901 plan code. Delete the SLNN deduction and re-enter with plan code 001 or 101. OSPA will create the SLNN deduction with the 901 plan code.
	5971-PEBB DENTAL & SUBSIDY 900 PLAN INVALID	For core PEBB insurances, employees must have two deductions on the P070 screen – one that indicates the coverage and a 901 plan code. One of the two deductions is missing for the dental insurance. Delete the existing deduction and re-enter the deduction code with the plan code that indicates the coverage. OSPA will create the deduction with the 901 plan code.
	5971-PEBB DENTAL INS MISSING	PEBB dental insurance deduction not found
	5971-PEBB HEALTH INS MISSING	PEBB health insurance deduction not found
	5971-PEBB JUDICIAL LIFE INS MISSING	SLYJ deduction for judicial life insurance is not on the P070 screen for employee with benefit package YJ
	5971-PEBB STD LIFE INS MISSING	PEBB basic life (SLNN) is missing
	5971-SLNN NOT ELIGIBLE FOR JUDGES	SLNN PEBB Basic Life insurance present on the P070 screen for an employee in YJ benefit package. The employee is not eligible for the insurance

Code	Message with Code	Description
	5971L-MISSING INS COMPONENT	Life insurance deduction missing
	5971V-MISSING INS COMPONENT	Vision deduction missing
	5980-DEFCMP + LEGIS RPO EXCEEDS PRETAX / 5980-DEFERRED MONTHLY AMT REDUCED	Monthly Pretax deferred comp amount exceeded
	5980-DEFCMP MONTHLY EXCEEDS PRETAX MAX	Monthly Pretax deferred comp amount exceeded and reduced
	5985-LEGIS RETIRE SYS AMT > PRETAX MAX / 5985-LEGIS RETIRE SYS AMT NOT REDUCED	Warning message - Monthly pretax amount exceeded but not reduced
	5988-INVEST MONTHLY EXCEEDS PRETAX MAX	Monthly tax deferred annuity deduction exceeds the IRS allowable amount.
	5988-INVEST MONTHLY AMT REDUCED	Monthly tax deferred annuity deduction exceeds the IRS allowable amount. OSPA reduced the amount of the deduction taken.
	5990-OT-NEW OT RATE EXCESSIVE	The hourly rate used to calculate the employee's overtime pay is ≥ three times the employee's annualized hourly rate of pay. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation.
	5990-OT-NEW OT RATE GT 3 X SAL HR RATE	The hourly rate used to calculate the employee's overtime pay is ≥ three times the employee's annualized hourly rate of pay. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Introduction, Payroll Calculation.
	5990-OT-RECALC NET AMOUNTS NOT = SUM	Message received when detail income does not equal net pay
	5990-OT-RECALC NET DETAIL NOT = NET SUM	Message received when detail income does not equal total summary income
	5990-POST CONTROLS	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	7075-CALL-TAX-CALC MODULE	Database Error. in calling tax calc module Document action being taken, screen print error and fax to PSS who will notify a programmer
	8050 NET PAY NEGATIVE NET PAY = #####.##- GR PAY = #####.##	A prior month had a net pay negative. OSPA will subtract the net pay negative from the current gross pay.
	8050-TERMINATED EMPLOYEE RECEIVING PAY SEPARATION DATE = YYYYMMDD REASON CD= ##	The employee has a SEPARATION DT/REASON on the P030 Job Status Data screen and will receive pay for the next payroll run.

Code	Message with Code	Description
	8055-TERM-NP-TO-FED-TAX	The terminated employee has a small amount of net pay (less than \$1.00) that will be added to FIT to eliminate the need for payment
	8225-OVER 3 RETIRE SYSTEMS, BYPASSED	OSPA found more than three retirement systems for the employee
	8625-DEFCOMP YTD REDUCE MONTHLY DED	A deduction YTD amount will exceed maximum yearly amount within the next two months
	8625-DEFCOMP YTD WILL EXCEEDED SOON	YTD totals for the deduction will exceed the maximum yearly amount within two months
	8625-INVEST YTD AMOUNT EXCEEDS MAX	Tax deferred annuity deduction has exceeded the IRS allowable amount for the year. OSPA will not reduce the amount taken.
	8625-INVEST YTD WILL BE EXCEEDED SOON	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year.
	8625-INVEST YTD REDUCE MONTHLY DED	Within two months, the tax deferred annuity deduction will exceed the IRS allowable amount for the year. OSPA will not reduce the amount taken.
	8625-YTD AMOUNT EXCEEDS MAXIMUM	YTD totals for deduction will exceed maximum yearly amount within two months
	8625-YTD AMT WILL EXCEED MAX NEXT MONTH	YTD total will exceed maximum yearly amount the next month
	8625-YTD REDUCE MONTHLY DED AMOUNT	A deduction YTD amount will exceed maximum yearly amount the following month
	8650-UPDATE DED SEG I/O ERROR ON REPL OF OS0212	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8675-ADD-NEW-DED-SEG I/O ERROR ON INSRT OF OS0212	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8800-FLIP-FLOP PASS 1 - INVALID REC TYPE (RT-X) IN REG TBL	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8800-FLIP-FLOP PASS 2 - INVALID REC TYPE (RT-NX) IN REG TBL	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8800-FLIP-FLOP PASS 3 - INVALID REC TYPE (1) IN REG TBL	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8800-MAIN, BAD SORT OF REG TABLE	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8830-FIND-LOC-FIRST DED; FIRST DED NOT FOUND IN REG TABLE	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer

Code	Message with Code	Description
	8900-UPDT-NET-PAY-ADJUST; NOT FOUND NET PAY ADJ 201 SEG	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	8900-UPDT-NET-PAY-ADJUST; REWRITE FAIL OS201 SEG	Database Error; rewrite error when writing out record to OS201. Document action being taken, screen print error and fax to PSS who will notify a programmer
	9050-MOVE-SELECTED-SIZE; BAD REGISTER TABLE REC TYPE	Database Error; bad register record type. Document action being taken, screen print error and fax to PSS who will notify a programmer
	9050-TBL-SIZE-EXCEEDED; REGISTER TABLE SIZE EXCEEDED	Database Error; register table size exceeded. Document action being taken, screen print error and fax to PSS who will notify a programmer
	9050-TYPE-NOT-FOUND; RECORD TYPE IN ERROR	Database Error; record type not found. Document action being taken, screen print error and fax to PSS who will notify a programmer
	9100-REVERSE-REGISTER- DATA; RECORD TYPE NOT C, E, F, I, J, P, X	Database error. The record type of data was not recognized. Document action being taken, screen print error and fax to PSS who will notify a programmer
	9200-POST-CONTROLS	Set Type other than R, E or O
	9210-LABOR-POSTING	Income Type Invalid in Register Table
	9250 NET PAY POSTING	CNTL Type not O or set type not R
	9250-NET-PAY-RECORD	Variance located in net pay record Amount of variance is listed
	9310-POST-CTL-BRGH-FWD	Invalid record in register table for control record brought forward
	9320-POST-CTL-CURR	Invalid record in register table for current control type record
	9350-BEN-PKG-FILE-NOT OPEN BENEFIT PACKAGE FILE NOT OPEN	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	9380-WCD-BEN-REPR- SEARCH SQL SELECT ERROR, RC=00000080N	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	9400-DED-PKG-FILE-NOT- OPEN DEDUCTION PACKAGE FILE IS NOT OPEN	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	9998-FILE NOT OPEN; HISTORY FILE NOT OPEN	Database file not open. Document action being taken, screen print error and fax to PSS to notify a programmer
	9998-ISRT 501 ISRT ERROR; CHECK-ACT-PRI-STAT-CODE	Database error when attempting to insert record in database segment. Document action being taken, screen print error and fax to PSS to notify a programmer

Code	Message with Code	Description
	9998-READ 501 - SEC INDEX; CHECK-ACT-SEC-STAT-CODE	Database Error. when attempting to read secondary index for record
	9998-READ 501 I/O READ ERROR; CHECK-ACT-PRI- STAT-CODE	Database Error. when attempting to read a record in database segment
	9998-REPLACE 501 I/O ERROR; CHECK-ACT-PRI- STAT-CODE	Database Error. when attempting to replace a record in database segment
	AGENCY TABLE ENTRY NOT FOUND	Database error when agency number was not located on agency table. Document action being taken, screen print error and fax to PSS to notify a programmer
	ALLOC-SUM-TO-DETAIL LAST JOB CHANGE POINTER IN TABLE = 1	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD ACCESS AGENCY PRIMARY KEY - OS0201S01Q	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD AGENCY YTD READ - 205 SEG; 9500-YTD-TAX-DATA- READ	Database error in reading database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD EMPL YTD FICA INSERT - 150 SG; 9530-READ-EMPL- YTD-FICA	Database error when attempting to insert YTD FICA record. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS150 SEG - DUP ADD; 9559-REPLACE-150- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS150SEG; 9559- REPLACE-150-SEG	Database error when attempting to insert a record in database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS205 SEG - DUP ADD; 9956-INSERT-205- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS205 SEG; 9556-INSERT-205-SEG	Database error when attempting to insert a record to database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS210 SEG - DUP ADD; 9655-INSERT-210- SEG	Database error when attempting to insert a duplicate record to database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD INSERT OS210SEG; 9655- INSERT-210-SEG	Database error when attempting to insert a record to database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD RE-ACCESS AGCY PRIM KEY - OS0101S01Q	Database error when attempting to access primary key in segment. Document action being taken and fax to PSS to notify a programmer

Code	Message with Code	Description
	BAD RE-ACCESS AGCY PRIM KEY - OS0201S01Q	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD READ CUR TAX OPE	Program unable to read tax/ope segment in database. Call PSS.
	BAD READ NEXT RETIRE SEG; 9575-YTD-SEQ-RTMNT-SG-RD	Database error when attempting to read the next retirement database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD READ YTD TAX AND OPE ADJ	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD REPLACE CUR TAX AND OPE ADJ	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD REPLACE OS150SEG; 9564-REPLACE-150-SEG	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD REPLACE OS205SEG; 9557-REPLACE-205-SEG	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	BAD REPLACE OS210 SEG; 9658-REPLACE-210-SEG	Database Error. when attempting to replace a record in database segment
	BAD REPLACE YTD TAX AND OPE ADJ	Database Error. when attempting to replace a record in database segment
	CANNOT REPLACE REG D/B ROOT SEG FOR EMPL	Database error when attempting to replace a record in database segment. Document action being taken, screen print error and fax to PSS to notify a programmer
	DED PKG ENTRY NOT FOUND	No such deduction on deduction table.
	DEDS AND BEN OPE CLASS NO MATCH	The OPE class in the benefit package table does not match the OPE class in the deduction table.
	DEDS-BEN PKG-ENTRY NOT FOUND	Deduction not matched with associated benefit package.
	DEFERRED AMOUNT EXCEEDS MAXIMUM	Amount to be deducted exceeds the limit for percent of gross pay for the pay period
	DEFERRED MONTHLY AMT EXCEEDS MAX	Monthly pretax deferred comp amount exceeded
	DETL LABR BEN PKG ENTRY NOT FOUND	No benefit package found for this entry for this employee.
	DETL LABR TEMP HOLIDAY NOT VALID	HO pay type is not valid for job status code 'T'
	DOM PARTNER DPT/N GR PAY ADJUST	Check for GPA on current job status
	EMPTY RETIREMENT SYSTEM CODE	The retirement system code on the P010 screen is blank. It must be F, G, N, P, or S (identified in WH36).

Code	Message with Code	Description
	EXC INS PREM AND NO GPA	Judicial department only. Employee needs an EIP entry on the P050 screen.
	GPA HOURS LIMIT EXCEEDED	Employee has an entry on the P050 screen with PAY TYP VAL, the number of hours entered cannot exceed 274
	GPA HOURS LIMIT EXCEEDED	Employee has an entry on the P050 screen with PAY TYP VAP, the number of hours entered cannot exceed 250
	GPA HOURS LIMIT EXCEEDED	Employee has an entry on the P050 screen with PAY TYP VAQ, the number of hours entered cannot exceed 100
	G-PAY ADJ UNMATCHED BAD D/B POINTER SET TO FIRST JOB STAT	GPA not found and error on database Document action being taken, screen print error and fax to PSS who will notify a programmer
	G-PAY IR, OC, OR EIP AMT NOT = 0	There are amounts other than zero for an on-going entry with pay type IR, OC, or EIP on the P050 screen.
	G-PAY IR, RPO OR EIP AMTS NOT = 0	There are amounts other than zero for an on-going entry with pay type IR, RPO, or EIP on the P050 screen.
	G-PAY P050 AMOUNTS NEED TO BE ZEROED.	
	GR PAY ADJ BEN PKG ENTRY NOT FOUND	One or more of the pay codes entered on the P050 screen is not included in the employee's benefit package.
	INVALID DATA BASE STATUS CODE	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	INVALID DATA ELEM ID CUR TAX/OPE ADJ	Check the P060 screen for an invalid ID.
	INVALID DATA ELEM ID YTD TAX/OPE ADJ	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	INVALID DATABASE STATUS CODE	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	INVALID PRIMARY STATUS CODE	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	MULT HLT DED NOT PROCESSED	Employee has more than one health insurance deduction. Processing stopped. Remove the incorrect deduction.
	NBT69 EXCESS LEAVE	Employee reported using more accrued leave than the employee's current balance
	NBT71 OVER MONTHLY MAX	Employee reported more HO hours than the forecast
	NET PAY NEGATIVE	Net pay for the employee is negative. Gross pay, taxes withheld, deduction amount and net pay amount will be listed under "Items in Error". If the amount is correct, it will be carried forward to the next payroll update as a Net Pay Adjustment. If a net pay negative is shown on a terminated employee, it must be corrected prior to the end of the tax year.
	NO JOB CHANGE FOR GR PAY ADJUST	Pay code on the P050 screen is not valid for current job status.

Code	Message with Code	Description
	NO JOB STATUS FOR THIS EMPLOYEE	No job status for this pay period.
	NO JOB STATUS PRECEDING LABOR SEGMENT	No job status found
	NO REG D/B VAR SEGS FOUND FOR EMPL	Database Error. when no register or variance segments found for employee Document action being taken and fax to PSS to notify a programmer
	NO TIME CAPTURED FOR GROSS PAY ADJUSTMENT	One or more of the pay codes entered on the P050 screen for this employee require time be entered.
	OS0101 PERSON SEGMENT NOT FOUND	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	OS0201 AGCY-PAY SEGMENT NOT FOUND	Database error when checking agency number. Document action being taken, screen print error and fax to PSS to notify a programmer
	OS0401 REG CORR SEG NOT FOUND	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	OS0401 REG CORR SEGMENT NOT READ	Database error when attempt to read the next segment for corrective. Document action being taken and fax to PSS to notify a programmer
	OS0401 REGISTER SEG REPL NOT DONE	Database error when attempting to replace a corrective record in database segment. Document action being taken and fax to PSS to notify a programmer
	OT PAY TYPE INVALID WITH REG PAY	If OT pay type is 'O' and regular pay type equals 'Y', then OT is invalid
	PAY PERIOD OUT OF BALANCE	The employee may have more than one job segment for the month. Delete the employee's time and re-enter the time to the appropriate job segments.
	PAYROLL TYPE OR ACCESS PARM ERROR	Access error Check information entered in parm
	POSSIBLE TIME REMAINING BYPASSED	Message appears when timesheet and job status do not match indicating that remaining timesheet time has been bypassed
	SDOSDB02 AGCY START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	SDOSDB02 START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	SDOSDB04 START POSITION PROBLEM	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	STATE CORE LIFE AND NO IR GPA	Core life = basic life. Previously, a basic life deduction on the P070 screen required an IR adjustment on the P050 screen. This is no longer required.
	STATE EMPL LIFE PLAN NOT ON FILE	Employee still has an outdated life insurance deduction on file. Delete the deduction.

Code	Message with Code	Description
	SUM LABOR TO REG NO SUMMARY RECS ON SUM TABLE	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	SUMMARY ADD/SUMMARY TABLE OVERFLOW	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	TAX SEGMENT NOT FOUND	There has been no entry made on the P010 screen for withholding of Federal and State income tax on the employee. If none is entered, PSS will calculate pay as though the employee were single with no exemptions.
	TIME PERIOD OUT OF BALANCE	The employee's work schedule may have changed after the employee's time was entered.
	TIMESHEET DATE INVALID	Timesheet dates are to be numeric and end date cannot be before timesheet begin date
	TIMESHEET INVALID W/JOB STATUS	Timesheet and job status do not match
	TIMESHEET NOT MATCHED TO JOB	The employee's job status may have changed after the employee's time was entered. Usually, the time was captured for the wrong concurrent job or job segment. If the problem is not corrected prior to payroll update, the employee will not be included in the payroll calc and will require special handling to properly pay.
	TIMESHEET OUT OF BALANCE	When the employee has a status change during the pay period, an additional time capture screen is created. If all the time for the period is entered on one screen, instead of dividing it properly between the screens, this error message will be generated. If this problem is not corrected prior to payroll update, the employee will not be included in the payroll calc and will require special handling to properly pay.
	TOT DETL INCOME NOT = DETL INCOME FIELDS	Total detail income does not equal detail income fields
	TOT DETL INCOME NOT = TOT SUMMARY INCOME	Total detail income does not equal total summary total
	TRANSACTION DIFFICULTY - THE FOLLOWING ERROR OCCURRED FOR PRINT REQUEST NUMBER (SPECIFIC PRINT REQUEST NUMBER WILL APPEAR)	Database Error. Document action being taken, screen print error and fax to PSS who will notify a programmer
	TROUBLE READING REG CHILD SEG	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	TROUBLE READING REG ROOT SEGMENT	Database Error. Document action being taken, screen print error and fax to PSS to notify a programmer
	XRF1 EMPLOYEE ID NOT FOUND	Employee ID was not located

Code	Message with Code	Description
	YTD AMOUNT EXCEEDS MAXIMUM	PTD totals for deduction will exceed the maximum yearly amount on the PTD1 screen.
	YTD AMOUNT WILL EXCEED MAX NEXT MONTH	If the same amount is deducted next month, this employee will exceed the maximum allowable (see the PTD1 screen for "maximum amount YTD").

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

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

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

AFFECTED BY

P003, P004 Time Capture – INCOME TYPE, RATE UNITS and AMOUNT on the P370 screen include entries from the P003 and P004 screens.

P050 Gross Pay Adjustments on File – INCOME TYPE, RATE, UNITS and AMOUNT on the P370 screen include entries from the P050 screen. If the first letter in the INCOME TYPE = A, it is an entry on the P050.

P060 Tax/OPE Adjustments on File – The P060 screen allows us to adjust the current month's taxes and other payroll expenses. The current (CUR / YTD = C) changes will affect the TAX/RET and AMOUNT columns on the P370 screen.

P070 Deductions and Deduction Adjustments – The deduction codes entered on the P070 screen will display in the DEDUCTIONS and AMOUNT (if employee paid) columns on the P370 screen. The deduction codes must be on the PTD1 Payroll Deduction Table screen.

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. You can view the results on the P370 screen until the change processes during a regular payroll run.

PTB2 Benefit Package Codes – The PTB2 screen determines the pay types that are subject to taxes and retirement. The last letter of the INCOME TYPE on the P370 screen comes from the INC TYP on the PTB2 screen. 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

P091 YTD Wages, Taxes, and Retirement – The P091 is an inquiry only screen that displays year-to-date tax and retirement information calculated on-line from the P370 screen. You can only access the P091 from the P370 screen.

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General Information, display only, on-line calculation

REVISION HISTORY

Date	Rev. No.	Modification
05/08/06	1.0	Original
04/08/08	1.1	WR #3278, change FICA to social security
05/21/08	1.2	WR #3298, add ability to view second screen
08/22/08	1.3	WR #3361, new 8050 Terminated Employee message
09/30/08	1.4	2009 PEBB plan does not include Samaritan Select
12/26/08	1.5	5100-LCNN message added, 5971 messages for PEBB life insurance
01/26/09	1.6	WR #3408, edits and 5988 & 8625 message codes added for tax deferred annuities; WR #3346, SVNN maximum edits
02/27/09	1.7	WR #3421, WCD changed to WBF; clarify P070 F adj; describe PTD1 non taxable code
05/27/09	1.8	Clarify RET
01/27/10	1.9	Appendices to Codes, FMLA Handbook
03/02/10	1.10	WR #3575, limit check issue date to prior, current or next year
07/07/10	1.11	WR #3682, edit for FICA exempt employee with pre-tax deductions
11/30/10	1.12	WR #3700, end payroll deductions for paper Series EE savings bonds; WR #3722, PEBB 2011 Plan Year
04/12/11	1.13	Add 0800-SINGLE-EMPL-RETRO-REG message
03/06/12	1.14	WR #3859, PEBB 2012; hard coding for SLNN and domestic partner insurances; NBT69 & NBT71 messages; clarify 5971 901 subsidy messages

Date	Rev. No.	Modification
05/17/12	1.15	WR #3939, 1150-HP HOURS message added
	1.16	WR #3859, PEBB 2012, domestic partner messages; DAS and manual re-org; PTB1 and PTB2 title change
5/24/15	1.17	WR# 4099 removed furlough requirements
8/28/15	1.18	Added 9380 error message