

PPRM VARIABLE UPDATE SCREEN

SCREEN PURPOSE

OSPS uses the PPRM Variable Update Screen to set the following:

- Effective dates for:
 - Paychecks
 - ACH settlements
 - Vendor checks
 - Posting to R*STARS (See Interfaces, Relational Statewide Accounting and Report System)
- Check threshold for each payroll run
- Fees for:
 - Employee checks
 - Employee pay stubs
 - Vendor payments

OSPS sets the pay period effective dates and check thresholds in November for the next calendar year. They set the check, stub and vendor fees each biennium; see Notes, Check Fees.

ALSO KNOWN AS

PREREQUISITES, IF ANY

OSPS staff will first develop the OSPS Processing Calendar for the new calendar year. An OSPA system analyst then loads the dates from the prior year into the table. Finally, OSPS staff changes the dates to reflect the new calendar year.

SCREEN ACCESS KEY SEQUENCE

Press [PAUSE] to display a blank screen. In the upper left corner of the blank screen, type PPRM MMDDYY and press [ENTER].

PPRM = the screen designation, required

MMDDYY = PERIOD ENDING date that will display at the top of the list, optional. It defaults to the current pay period. You may change it to a prior or future date.

SCREEN ELEMENTS

PPRM 063009 **OREGON STATE PAYROLL SYSTEM** **DATE: 06/19/09**
VARIABLES UPDATE SCREEN **TIME: 8:10 AM**

PERIOD ENDING	RUN #	CHECK ISS DT	VENDOR DATE	DEPOSIT DATE	CHECK THRS	\$	SEMS EFF DT	LAST UPDATE	ERROR MESSAGE
063009	1	070109	070109	070109	010	.	062909	103108	
063009	2	071509	071509	071509	010	.	071309	103108	
073109	1	073109	073109	073109	010	.	072909	103108	
073109	2	081409	081409	081409	010	.	081209	103108	
083109	1	090109	090109	090109	010	.	082809	103108	
083109	2	091509	091509	091509	010	.	091109	103108	
093009	1	100109	100109	100109	010	.	092909	103108	
093009	2	101509	101509	101509	010	.	101309	103108	
103109	1	103009	103009	103009	010	.	102809	103108	
103109	2	111309	111309	111309	010	.	111009	103108	

MORE DATA

STUB MESSAGE:
CHECK FEE: 3 . 84 STUB FEE: 3 . 84 VENDOR FEE: 3 . 84

PF7: PREVIOUS PAGE PF8: NEXT PAGE PF9: UPDATE

MESSAGE:

LEGEND

No.	Description
A	PPRM: Screen designation. The screen access key sequence, required. MMDDYY: Screen access key sequence, optional. It defaults to the current pay period. The first PERIOD ENDING date will correspond to this date. You may change it to a past or future date.
B	Screen title, protected
C	System date and time, protected
D	Pay period ending date
E	Run number for pay period ending date
F	Date that will print on checks printed during the pay period and run, unless the P010 Withholding Data / Locator Date screen has FINAL CHECK ISSUED and FINAL CHECK PERIOD ENDING dates that apply to this run

No.	Description
G	Date that will print on vendor checks printed during the pay period and run and ACH settlement date for vendors
H	Employee ACH deposit settlement date
I	<p>OSPA will not make a payment that is less than this amount. Whole dollars, for example, 010 = \$10.00.</p> <p>If the employee or vendor is due an amount < the threshold amount, OSPA will combine it with the next payment made to the payee.</p>
J	Effective date for transactions posted to R*STARS. Same as the "Post to R*STARS" date on the OSPS Processing Calendar.
K	Date that the OSPS staff last updated this row. OSPA generated, protected.
L	Screen message codes that apply to a specific line. See Screen Message Codes below.
M	Not currently used
N	Fees OSPS will charge agencies for employee checks, pay stubs and vendor payments during the biennium. See Notes, Check Fees.
O	<p>Commands available from this screen.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • CLR = Exit – press [PAUSE] to display a blank screen • F7 = PREVIOUS PAGE – press the [F7] key to view a prior PPRM screen • F8 = NEXT PAGE – press the [F8] key to display the next PPRM screen • F9 = UPDATE – press the [F9] when you have completed entries and are ready to save them.
P	Screen message codes that apply to the whole screen. See Screen Message Codes below.

NOTES

Check Fee – As part of the biennial budget process, the Budget and Management Division (BAM), Department of Administrative Services (DAS) sets the check fee for the new biennium (July 1 of an odd numbered year to June 30 of the next odd numbered year).

The new fee is effective for payments posted to the new biennium. Payments for June run two of the old biennium will process in July of the new biennium. They are subject to the old fees. To accommodate this timeframe, OSPS will not change the check and stub fees on the PPRM until after June run two at the beginning of the new biennium.

Between the first of July and June run two, OSPS will request an edit in OSPA. The edit will tell the application to use the new rate for manual checks beginning on July 1.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	AT END OF FILE - PRESS PF7 TO PAGE BACKWARD	Message received when user has reached the end of the file and to go backward, the PF7 key must be used.
	AT START OF FILE - PRESS PF8 TO PAGE FORWARD	Message received when user has reached the start of the file and to go forward, the PF8 key must be used.
	AUTHORIZATION FAILURE	User not permitted access to screen.
	CHK \$ ERROR	Check threshold amount must be numeric and greater than zero
	CHK FEE ERROR	Check fee must be numeric
	CHK ISS ERROR	Check issue date entered is invalid
	CICS SYSTEM ERROR	CICS error. Document action being taken, screen print error and fax to programmer
	DEP DATE ERROR	Deposit date entered is invalid
	LINK TO OSPSL170 FAILED	Unable to find program OSPSL170. Document action being taken, screen print error and fax to programmer
	NO CHANGE ENTERED	Message received when the PF9 key is pressed but no changes have been made to the screen.
	NO COMMAREA FOUND IN OSPSSPRM	CICS error. Document action being taken, screen print error and fax to programmer
	NOT AUTHORIZED TO UPDATE	User not authorized to update screen
	PARAMETER FILE END BROWSE FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE READ NEXT RECORD FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE READ PREVIOUS RECORD FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE READ RECORD FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE START BROWSE FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE UNLOCK FAILED	File error. Document action being taken, screen print error and fax to programmer
	PARAMETER FILE UPDATE	Parameter file was updated.
	PARAMETER FILE UPDATE FAILED	Parameter file was not updated. Check error message listed

Code	Message with Code	Description
	PFKEY INVALID - NO ACTION	Only PF keys that function for this screen are PF7, PF8 and PF9.
	PRESS PF9 TO UPDATE INFORMATION	Press the PF9 key to update the changes made to screen
	SECURITY FILE UNAVAILABLE - TRY LATER	Security file unavailable. Document action being taken, screen print error and fax to programmer
	SFMS DT ERROR	SFMS effective date entered is invalid
	START MONTH/DAY INVALID - RE-ENTER VALUES	Month or day entered invalid.
	START YEAR INVALID -- PLEASE RE-ENTER VALUE	Year entered invalid.
	STUB FEE ERROR	Stub fee must be numeric
	TO ADD TERMINAL RECORD: FILL PARAMETERS, PRESS ENTER	Message appears when adding a new record
	VND DATE ERROR	Vendor date entered is invalid
	VNDR FEE ERROR	Vendor fee must be numeric

See Appendix E for an alphabetical list of OSPA message codes.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

The OSPS Help Desk will make before and after screen-prints when they make changes to the table. OSPA creates a report of the changes. The OSPS Help Desk receives an e-mail when the report is ready.

OSPA SCREEN INTERACTIONS

AFFECTED BY

DIRECTLY AFFECTS

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

Table maintenance, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
10/29/09	1.0	Original