

PTB2

PAYROLL BENEFIT PACKAGE TABLE

SCREEN PURPOSE

The inquiry only PTB2 Payroll Benefit Table screen displays the specific pay types that may be used with a given benefit package. It also defines the business rules that govern each pay type.

ALSO KNOWN AS

PTB2

PREREQUISITES, IF ANY

OSPS must have entered the benefit package on the ADB1 and ADB2 Payroll Benefit Package Table screens.

SCREEN ACCESS KEY SEQUENCE

First, press [PAUSE] to create a blank screen.

Then, type PTB2,XX,MMDDYY,XXX

XX = an alpha benefit package code. See OSPA Reference Manual, Codes, Benefit Package Codes for a list.

MMDDYY = this is an optional field. If you do not enter a date, OSPA will default to 999999, the current record. If you enter a date, OSPA will display the benefit package that was in effect on that date.

XXX = a specific pay code. This is an optional field. If left blank, OSPA will default to the first pay code for the benefit package. If you enter a pay type, OSPA will display the screen that includes that pay type.

SCREEN ELEMENTS

(A)	(B)	(C)	(D)													(E)
PTB2	CO,999999,CTN													PAYROLL BENEFIT PACKAGE TABLE		
(F)	PKG CODE	CO	DESCRIPTION	SEIU/OPEU	EE											(G)
TRN	PAY	PAY TYPE	LV RATE	TIM	O/T	INCOME-SUBJ-TO					REG	INC	O/T	SAIF		
TYP	TYP	DESCRIPTION	TP UNIT	SHT	ELG	SS	RMT	TAX	UNP	MT	PY	OT	TYP	MLT	PCT	
?	AST	ADDNL STRGHT	N 00.00	Y	N	Y	Y	Y	Y	Y	Y	N	B	T	1.0000	1.0000
?	BAV	BP/AWRD VALU	N 00.00	N	N	Y	Y	Y	Y	N	N	N	D	O	0.0000	0.0000
?	BP	BONUS PAY	N 00.00	N	N	Y	Y	Y	Y	Y	Y	N	D	T	0.0000	0.0000
?	BPS	SPECL AWARD	N 00.00	N	N	Y	Y	Y	N	N	N	N	N	T	0.0000	0.0000
?	BT	BREAK TIME	N 00.00	Y	Y	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	1.0000
?	CBO	CALL BACK OT	N 00.00	Y	N	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	0.0000
?	CD	CAREER DVLP	N 00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	1.0000
?	CDN	CD NO ACCRL	N 00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	1.0000
?	CDO	CAR DVLP OT	N 00.00	Y	Y	Y	Y	Y	Y	Y	Y	N	O	T	1.5000	1.0000
?	CLA	CLOTH ALLOW	N 00.00	N	N	N	Y	N	N	N	N	N	N	R	0.0000	0.0000
?	CLT	CL ALW TXBL	N 00.00	N	N	Y	Y	Y	N	Y	N	N	N	T	1.0000	0.0000
?	CMN	MILG NONTAX	N 00.00	N	N	N	N	N	N	N	N	N	N	R	0.0000	0.0000
?	CPH	HO PAY DYOFF	N 00.00	Y	N	Y	Y	Y	Y	Y	Y	N	N	T	1.0000	1.0000
?	CTA	COMP TM ACCR	A 00.00	Y	Y	N	N	N	N	N	N	N	P	N	1.5000	1.0000
?	CTG	CTL CBIW LV	P 00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000
?	CTH	COMP TM HOL	A 00.00	Y	N	N	N	N	N	N	N	N	P	N	1.5000	1.0000
?	CTL	COMP TM TKN	P 00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000
?	CTN	CTL NO ACCRL	P 00.00	Y	N	Y	Y	Y	Y	Y	Y	Y	N	T	1.0000	0.0000
(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Benefit package code, XX. Part of the screen access key sequence, required. See OSPA Reference Manual, Codes, Benefit Package Codes for a current list.
C	Date, MMDDYY. Part of the screen access key sequence, optional. OSPA will default to 999999, the current record.
D	Pay code, XXX. Part of the screen access key sequence, optional. OSPA will default to the first screen of pay codes for the benefit package.
E	Screen title
F	Benefit package code, XX
G	Brief description of benefit package code
H	Indicates type of transaction (add, change, or delete). Not valid for this screen.

No.	Description
I	2-3 alphanumeric designation for the pay code
J	Brief description of the pay code
K	<p>LV TP: Indicates if this pay code is a leave code. Possible values include: A = accrued leave N = not a leave type P = paid leave U = unpaid leave, does not count as time worked W = unpaid leave, counts as time worked</p> <p>RATE UNIT: pay rate X HOURS entered with this pay code, for example, differentials.</p>
L	Y = a pay code that may be entered on the P003 or P004 Time Capture screens
M	Y = employee must have O-T = Y on the P030 Job Status Data screen to use this pay code
N	Y = hours entered with this pay code will be included for the calculation for social security and Medicare withholding
O	Y = hours entered with this pay code will be included in the calculation for retirement contributions
P	Y = hours entered with this pay code will be included in the calculation for federal and state income tax withholding
Q	Y = hours entered with this pay code will be included in the unemployment calculation. See Notes.
R	Y = hours entered with this pay code will be included in the mass transit calculation
S	Y = hours entered with this pay code will be included in the calculation of total reg on the P003 Time Capture and P004 Time Capture screens
T	<p>Used to calculate the FLSA regular rate of pay for the calculation of overtime.</p> <p>Possible values include: B = FLSA subject dollars and hours D = FLSA subject dollars N = neither dollars nor hours are FLSA subject O = FLSA subject hours, paid at recalculated overtime rate P = Paid according to the O/T MLT or the RATE UNIT rate on the PTB2 screen</p>

No.	Description
U	Income type. Possible values include: N = not income O = other R = reimbursement T = taxable
V	The percentage used to calculate overtime
W	Used in calculation of the assessment for the Workers' Benefit Fund and unemployment tax. See Notes below.

NOTES

Unemployment Tax – To identify the dollars and hours for the unemployment tax calculation, OSPA does the following:

- If UNP = Y, count the dollars as unemployment subject wages;
- If UNP = Y, number of units X SAIF PCT = unemployment subject hours

Workers Benefit Fund Assessment – The WBF assessment is based upon the hours or partial hours a subject employee is engaged in a work activity. OSPA does the calculation based upon the following:

- If on the P010 Withholding Data / Locator Data for the employee the SAIF SUBJ = Y, number of units for the PAY TYPE X SAIF PCT = WBF subject hours.

SCREEN MESSAGE CODES

Code	Message with Code	Description
BN01	SECURITY VIOLATION	Access not permitted to screen
BN05	NO RECORD FOUND	Record requested was not found by OSPA.
BN06	RCD LNGTH ERROR	Record length error. OSPS will document action being taken, screen print error, and fax to programmer.
BN07	DSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN08	ILLOGIC ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN09	INVREG ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN10	IOERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN11	ISCINVREQ ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN12	NOTOPEN ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN13	SYSIDERR ERROR	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN14	NO MORE SPACE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN15	OTHER ERROR TYPE	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
BN16	OSPS FILE UNAVAILABLE	OSPS file is not available for access. OSPS will document action being taken, screen print error, and fax to programmer
BN21	EDIT ERROR	Indicates an error was found and the screen returns with fields highlighted.
BN30	NO PAY TYPES FOR THIS BENEFIT	No pay type found for this benefit
BN90	PAY TABLE SIZE EXCEEDED	File error. OSPS will contact programmer.
	CICS RESPONSE CODE:	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	CURRENT CHANGES HAVE BEEN ROLLED BACK	Database error. OSPS will document action being taken, screen print error, and fax to programmer.
	LOG TABLE FAILURE CONTACT SUPPORT	Database error. OSPS will document action being taken, screen print error, and fax to programmer.

See OSPA Reference Manual, Codes, Screen Message Codes for a list.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPS will only make changes to the ADB1 and ADB2 Payroll Benefit Package Table screens when they are necessary to conform to changes in bargaining agreements, personnel rules or state or federal regulations.

OSPA SCREEN INTERACTIONS

Affected By

ADB2 Payroll Benefit Package Table -- OSPS enters the pay types displayed on the PTB2 screen with the ADB2 Payroll Benefit Package Table screen

Directly Affects

P003 Time Capture and P004 Time Capture – The PTB2 screen displays the pay types available to an employee with this benefit package. The PTB2 screen controls whether the pay type can be entered on the time capture screens, whether it will be included in the regular, LWOP, or other totals, and the unit rate or overtime percentage OSPA will use in calculating the employee's pay.

P030 Job Status Data – The P030 screen displays differential pay codes entered in the PPDB and interfaced to OSPA. They are included on the PTB2 screen for the employee's benefit package.

P050 Gross Pay Adjustments on File – Pay codes entered on the P050 screen adjust the employee's pay.

Indirectly Affects

P090 YTD Wages, Taxes, and Retirement – The P090 screen displays YTD calculations for wages, taxes, and retirement. These calculations include pay codes entered on the P003 and P004 Time Capture screens and on the P050 Gross Pay Adjustments on File screen. The PTB2 governs those calculations.

P091 YTD Wages, Taxes, and Retirement – The P091 screen is an on-line calculation accessed through the P370 screen. It displays YTD calculations for wages, taxes, and retirement.

P370 Calculation of Current Payoff – The P370 screen displays the results of entries made since the last final payroll run. It includes the pay codes entered on the P003 and P004 Time Capture and the P050 Gross Pay Adjustments on File screens for a given pay period and check date.

P430 Employee Leave Data – The P430 screen displays each employee’s leave balances. Leave entered on the P003 and P004 Time Capture screens and leave pay-offs entered on the P050 Gross Pay Adjustments on File screen immediately update the leave balances on the P430 screen.

P435 Employee Leave Data – The P435 screen displays adjustments made to the employee’s leave balances since the last leave accrual. Leave entered on the P003 and P004 Time Capture screens and leave pay-offs entered on the P050 Gross Pay Adjustments on File screen will display on the P435 screen until the next leave accrual.

CATEGORY / SCREEN CLASSIFICATION

General information, inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
04/05/06	1.0	Original
02/06/07	1.1	Correct Benefit Package Code Appendix
11/05/10	1.2	Periodic review, appendices to codes, clarify leave types