PTD1
PAYROLL DEDUCTION TABLE

SCREEN PURPOSE

OSPS staff enters and maintains deduction and plan codes on the ADD1 Payroll Deduction Table, ADD2 Payroll Ded/Plan Table and ADD3 Payroll Ded/Plan Table screens. Agency payroll staff have inquiry only access to this data through the following three screens:

- The PTD1 Payroll Deduction Table screen identifies the deduction code, displays the vendor name and address, and establishes general controls and business rules. All deduction codes will have entries on the PTD1 screen.

- The PTD2 Payroll Ded/Plan Table screen lists plan codes associated with a given deduction code. If there are standard costs, the costs will also be on the PTD2 screen. Not all deduction codes have plan codes. Reasons why OSPS may establish plan codes include:
  - The employee may have more than one deduction with the same deduction code; for example, direct deposit deductions (XDNN)
  - There is more than one plan option; for example, union dues / fair share or PEBB health insurance coverage
  - There are standard costs for a given plan for all employees; for example, parking or mass transit passes

- The PTD3 Payroll Ded/Plan Table screen lists the administrative fees and taxes associated with PEBB medical, dental and vision insurance only. For these deduction codes, OSPA uses the data on the PTD3 screen to populate the fields on the PTD2 screen.

ALSO KNOWN AS

PTD1

PREREQUISITES, IF ANY

OSPS must first enter a deduction code on the ADD1 Payroll Deduction Table screen.

SCREEN ACCESS KEY SEQUENCE

PTD1,A#A#,MMDDYY

A#A# = a four-digit alphanumeric code that designates a specific deduction code. See the OSPA Reference Manual, Codes, Deduction Codes, for a current list.

MMDDYY = effective date for code, optional. OSPA will default to 999999 (the current record in effect) or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.

SCREEN ELEMENTS

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A          B     C                                    D
PTD1    SWNN,999999                    PAYROLL DEDUCTION TABLE
                                G
E   Tran Type:    ? Deduction Information:              H              I
F     Deduction Code   SWNN Type   H Description PSWP        Category P
      Start Date 120111   Stop Date 999999
J                                    K

L     Payee    PEBB STATEWIDE PLAN
      Address
      City    M           N              State    Zip 000000000  O           P
          Central Y    Check Accum 2    S      Multiple DED 3   Admin Fee Payee S
Q        OPE Class H    Kaiser Code ____     Plan is Seq Num N
T     Share Basis V     R              U      Priority 01 Emp Co-Pay % 050
                                         X                              V
    Deferred Compensation, TSA and FSA Information:
W   Maximum PCT Curr    .00     Maximum PCT YTD    .00
Y   Maximum Amt Curr     .00   Maximum Amt YTD    .00   Non Taxable Code T
                                Z                          AA
BB  Restrict to Agency 00000 _____ _____ _____ _____ _____ _____ _____ _____ _____

    Union Dues Information:
    Rate PCT    .00   Plus Amt     .00   Min Amt    .00   Max Amt    .00
CC              DD             EE             FF
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LEGEND

No.	Description
A	Screen designation. Part of the screen access key sequence, required
B	Four-digit, alphanumeric deduction code. Part of the screen access key sequence, required. See the OSPA Reference Manual, Codes, Deduction Codes, for a current list.
C	End effective date for the code. The current codes have 999999. It is an optional part of the screen access key sequence. If you enter a date, OSPA will display the record in effect at that time.
D	Screen title

No.	Description
E	Not available on this screen. On the ADD1 Payroll Deduction Table screen, OSPS uses this field to indicate the kind of entry.
F	Four-digit, alphanumeric deduction code
G	Current values include: C = child support D = dental H = health I = other insurance L = life N = no deduction R = deferred compensation T = long-term disability U = union X = miscellaneous deduction
H	Brief title to describe purpose of deduction code
I	O = OSPS deduction P = PEBB deduction See OSPA Reasonability Edits, Category below
J	The first date you can use the deduction code, MMDDYY. Generally, the first day of the month.
K	Last date you can use the deduction code, MMDDYY. Current records will have 999999.
L	Name and address of the vendor
M	Y = OSPS will send the payment to the vendor, either with a check or ACH N = checks will go to agency payroll staff for mailing
N	Number of digits in two or more deduction codes that must be the same for OSPA to combine payments to the vendor for these deduction codes. For example, deduction codes DKAB, DKAC, and DKAD have check accum: 2. OSPA will combine the deductions with these codes into one payment to AFSCME. If they had check accum: 4, OSPA would generate three separate payments.

No.	Description
O	Controls the number of current ongoing (ADJ = blank) deductions an employee can have on the P070 Deductions and Deduction Adjustments screen with the same deduction code. Possible values include: 1 = the employee may only have one deduction with the same OPE Class and Type 2 = the employee may only have one deduction with this deduction code 3 = the employee may have more than one deduction with this code
P	Determines if the deduction will include an administrative fee and to whom OSPA will pay the fee. Possible values include: E = Department of Administrative Services N = no administrative fee S = PEBB
Q	Current values include: D = dental H = health L = life N = no OPE class P = PEBB Related (not dental or health) S = Fortis Benefit and unique life The following values may have been used in the past: C = composite benefit (SEBB/BUBB plans) T = long-term disability U = union
R	A plan code unique to, and assigned by, Kaiser insurances
S	This field is not currently used. Defaults to N.
T	Previously used to define how OSPA calculated the PEBB Admin value on the PTD2 screen. Values included: • E = percent of Empl Share on the PTD2 (now Emplr Share on the PTD2) • N = no board share • S = percent of STATE SHARE on the PTD2 (now Emple Share on the PTD2) • V = percent of Vendor Share on the ADD2
U	In the original design, if the employee's earnings fell below the total of the current deductions on the P070 Deductions and Deduction Adjustments, OSPA would drop the deductions in descending priority order (04 first), 01 to 04. If the employee's earnings were less than the total of all of the priority 01 deductions, OSPA would still pay all of the deductions and create a net pay negative. This functionality is not part of the current programming.

No.	Description
V	Percent of the Total Rate on the PTD3 screen that the employee will pay for PEBB medical, dental and vision insurance
W	Maximum **percent** of **current** gross pay that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities.
X	Maximum **percent** of **annual** gross pay that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities.
Y	Maximum **amount** within the **current month** that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities.
Z	Maximum **amount** for the **current year** that may be deducted pre-tax for deferred compensation, flexible spending accounts and tax sheltered annuities.
AA	Determines if OSPA will calculate Federal (FIT) and state (SIT) income tax or social security and Medicare (FICA) withholding before or after taking the deduction. Possible values include: • F – Not currently used. Developers planned that a positive amount would be exempt from FIT and SIT and subject to FICA. A negative amount would be subject to FIT, SIT, and FICA. Programming is required to use this code. • 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**, 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.
BB	Identifies agencies that may use this deduction code, #####. Up to 10 fields. 00000 indicates that all agencies may use the code.
CC	OSPA will multiply the employee's base salary by this percent to determine union dues / fair share.
DD	In addition to the percent, OSPA may subtract a fixed amount from the employee's pay for union dues / fair share.
EE	Minimum amount the employee will pay for union dues / fair share
FF	Maximum amount the employee will pay for union dues / fair share

NOTES

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SCREEN MESSAGE CODES

Code	Message with Code	Description
DD01	REC NOT ON FILE.	Deduction code is not on the PTD1 or it does not have plan codes on the PTD2 or PTD3.
DD05	SECURITY ERROR	Access not permitted to the screen
DD11	INV DED CODE	No deduction code after keying PTD1
DD12	INV DATE.	Date entered after deduction code as part of the inquiry. It is not in MMDDYY format or not a valid date.
DD50	NO DED REC.	No deduction code or an invalid code entered as part of the inquiry.
DD90	OSDEDPKG NOT OPEN	Deduction package table not open. OSPS will document action being taken, screen print error and fax to programmer
DD91	OSBENPKG NOT OPEN	Benefit package table not open. OSPS will document action being taken, screen print error and fax to programmer

See the OSPA Reference Manual, Codes, Screen Message Codes, for an alphanumeric list.

OSPA REASONABILITY EDITS

Category – If the Category = P (PEBB deduction) on the PTD1 screen, the deduction entered on the P070 Deductions and Deduction Adjustments screen will not clone from the P071 screen for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB "dot" benefits (PDB).

Type, OPE Class, Multiple DED – OSPA performs the following edits:
- If the Multiple DED = 1, allow only one on-going deduction on the P070 screen for a deduction code with the same ope class and type
- If the Multiple DED = 2, allow only one on-going deduction with a given deduction code on the P070 screen
- If the Multiple DED = 3, allow multiple on-going deductions with the same deduction code on the P070 screen

SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

See the OSPA Reference Manual, Screen Descriptions for additional information

AFFECTED BY

ADD1 Payroll Deduction Table – OSPS enters deductions on the ADD1 Payroll Deduction Table screen. The PTD1 screen gives agency payroll inquiry access to data on the ADD1 screen.

DIRECTLY AFFECTS

P070 Deductions and Deduction Adjustments – The P070 Deductions and Deduction Adjustments screen determines the deductions that will or have been taken from an employee's pay for a given pay period and payroll run. The deduction code must be on the PTD1 screen before you can enter it on the P070 screen.

P071 -- If the Category = P (PEBB deduction) on the PTD1 screen, the deduction entered on the P070 Deductions and Deduction Adjustments screen will not clone from the P071 screen for staff members who transfer in from another agency. The PEBB benefits will interface from PEBB "dot" benefits (PDB).

INDIRECTLY AFFECTS

P191 Register Summary – The P191 screen is an inquiry only screen that shows summarized pay registers for an employee. The display includes deductions entered on the P070 screen. OSPA updates the data after each final payroll run and maintains the data for three pay periods.

P192 Register Listing – The P192 screen is an inquiry only screen that displays the payroll register detail for a designated employee, pay period and payroll run. The display includes deductions from the P070 screen. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 screen displays payment information for transactions entered after the last final payroll run. It reflects the deductions in effect for a given pay period and check date.

CATEGORY / SCREEN CLASSIFICATION

General information / inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original document
01/09/06	1.1	Category field added to screen
02/15/06	1.2	Further clarification of the ope class, TYPE, and multiple ded fields.
11/22/06	1.3	Correct X and Y, gross pay
07/05/07	1.4	Correct BOARD PCT description
07/06/07	1.5	Synchronize with ADD1, add P191 and P192 (WR# 2884)
04/09/08	1.6	WR #3225, add Union Dues Information fields
02/20/09	1.7	Clarify Non Taxable Code field
05/13/09	1.8	WR#3503, add FSA to "Deferred Compensation, TSA, and FSA Information"
11/16/09	1.9	WR#3556, 3564, PEBB 2010 Plan Changes, change Board pct to PEBB Pct, PTD2 Adm/Stab Fee changed to PEBB Admin
12/09/11	1.10	WR#3859, PEBB 2012, delete PEBB PCT, add Emp Co-Pay %; change appendices to codes; periodic review
5/1/15	1.11	Add PEBB related value for OPE Class value listing