

# **PTD2**

## **PAYROLL DED/PLAN TABLE**

### **SCREEN PURPOSE**

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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 deposits (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, see Screens, Affected By, ADD3 below.

### **ALSO KNOWN AS**

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PTD2

### **PREREQUISITES, IF ANY**

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The PTD2 Payroll Ded/Plan Table screen is an inquiry only screen. OSPS first enters the plan codes on the ADD2 or ADD3 Payroll Ded/Plan Table screen.

Prior to entering plan codes on the ADD2 or ADD3 Payroll Ded/Plan Table screen, OSPS must enter the deduction code on the ADD1 Payroll Deduction Table screen.

## **SCREEN ACCESS KEY SEQUENCE**

PTD2,####,MMDDYY

#### = a four-digit alphanumeric code for a specific deduction. 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, 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**

A	B	C	D										E	F		
PTD2	SWNN	,999999	PAYROLL DED/PLAN CODES 12/02/16													
			Payee	PEBB	STATEWIDE	PLAN	Deduction Description				PRSW	250	5%			
T	Plan	Description	Car	OPE	Emple	PEBB	Emplr	PEBB	Vendor	Code	Cvg	Tier	Sub	Share	Admin	Share
?	AAA	EMP ONLY	A	W	45.53	.00	864.98	4.36	906.15							
?	BBB	EMP&SPOUSE	B	X	75.12	.00	1427.21	7.18	1495.15							
?	CCC	EMP&CHILDREN	C	Y	63.74	.00	1210.97	6.10	1268.61							
?	DDD	EMP&FAMILY	D	Z	91.05	10.31	1729.96	8.71	1812.30							
?	ZZZ	PRIOR ADJ	—	—	.00	.00	.00	.00	.00							
?	001	PRIOR ADJ			.00	.00	.00	.00	.00							
?	101	EMP ONLY	A	W	45.53	.00	864.98	4.36	906.15							
?	102	EMP&SP/PTNR	B	X	75.12	.00	1427.21	7.18	1495.15							
?	103	EMP&CHILDREN	C	Y	63.74	.00	1210.97	6.10	1268.61							
?	104	EMP&FAMILY	D	Z	91.05	10.31	1729.96	8.71	1812.30							
?	802	EMP&PARTNER	B	X	75.12	.00	1427.21	7.18	1495.15							
?	803	EE/DP'S CHL	C	Y	63.74	.00	1210.97	6.10	1268.61							
?	804	EE/DP/EE CHL	D	Z	91.05	10.31	1729.96	8.71	1812.30							
?	805	EMP&BOTH CHL	C	Y	63.74	.00	1210.97	6.10	1268.61							
?	806	EE/DP/DP CHL	D	Z	91.05	10.31	1729.96	8.71	1812.30							
?	807	EE/DP/BTH CH	D	Z	91.05	10.31	1729.96	8.71	1812.30							
?	901	EE YTD/AGCY\$	—	—	.00	.00	.00	.00	.00							
?			—	—	.	.	—	—	—							
G	H	I	J	K	L	M	N	O	P							

## **LEGEND**

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	Specific deduction code, ####, alphanumeric. Part of the screen access key sequence, required. See the OSPA Reference Manual, Codes, Deduction Codes, for a current list.

No.	Description
C	End effective date for the deduction code, typically the last date the contract is in effect, MMDDYY. Optional part of the screen access key sequence. OSPA will default to 999999, the current record, or to the last record in effect. If you enter a date, OSPA will display the record that was in effect at that time.
D	Title of screen
E	Vendor from the PTD1 Payroll Deduction Table screen
F	Brief title from the PTD1 Payroll Deduction Table screen that describes the purpose of the deduction code.
G	Not available on this screen. For the ADD2 or ADD3 Payroll Ded/Plan Table screen, OSPS indicates the kind of entry to make with this field.
H	Plans available from the vendor, three-digits, alphanumeric. See Notes, Impact on Taxes and Plan Codes below.  If the deduction code has plan codes, you must enter a plan code on the P070 Deductions and Deduction Adjustments screen.
I	Brief description of the plan code, 12 alphanumeric characters
J	Used on reports for some vendors  Possible values include: A = employee only B = employee and spouse C = employee and children D = employee and family
K	Possible values include: W = employee only X = employee and spouse Y = employee and children Z = employee and family
L	EMPLE SHARE - Amount employee will pay  For PEBB medical, dental and vision insurance, it is 1% or 5% of the PEBB Admin + Vendor Share
M	PEBB Subsidy  For PEBB medical, family tier only. Reduces the amount of the EMPL SHARE by the dollar amount listed.

No.	Description
N	EMPLR SHARE Amount employer will pay  For PEBB medical, dental and vision insurance, it is 99% or 95% of PEBB Admin + Vendor Share.
O	PEBB ADMIN  Currently, only PEBB charges an administrative fee for medical, dental and vision insurances. Sum of Comm Fee, Admin Fee, Self Ins and Fund Fee from the PTD3 Payroll Ded/Plan Table screen.
P	VENDOR SHARE Amount paid to vendor / insurance carrier

## **NOTES**

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**Impact on Taxes** – OSPA uses the Non Taxable Code on the PTD1 screen with the plan codes on the PTD2 screen to decide whether to take the deduction before or after calculating federal (FIT) and state (SIT) income tax withholding and social security and Medicare taxes (FICA).

Possible values for the Non Taxable Code on the PTD1 screen 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**, 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 Agency Basic Life, the Non Taxable Code on the ADD1 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.

**Plan Codes** – A deduction code may have plan codes if:

- The employee may have more than one deduction with the same deduction code, such as the direct deposit deduction code
- The employee has multiple plan choices, such as PEBB health insurances and parking
- The deduction is a set amount that will remain in effect for a defined period

Where the deduction amount is set, OSPA will enter plan codes with the specific amounts on the ADD2 or ADD3 screen (summarized on the PTD2 screen). Generally, you will not enter these amounts on the P070 Deductions and Deduction Adjustments screen. Instead, OSPA will look

them up on the Payroll Deduction Table. See the OSPA Reference Manual, Screen Descriptions, P070.

**901 EE YTD/AGCY\$** -- For PEBB medical, dental, vision and basic life deductions, OSPA will create a second deduction on the P070 screen with the 901 EE YTD/AGCY\$ plan code.

- On the employee's pay stub and the XREF43, XREF44, XREF45 and XREF46 Payroll Register reports, the 901 plan code displays the year-to-date total of the employee's 5% contribution to the core PEBB insurances.
- The 901 plan code also displays the agency's subsidy of the employee's benefits on the P191 Register Summary and P192 Register Listing screens, the employee's pay stub and the XREF43, XREF44, XREF45 and XREF46 Payroll Register reports. This will occur for the following circumstances:
  - ✓ The employee is part-time with part-time insurance plans
  - ✓ The employee's salary is ≤ a minimum CBA or policy defined salary level

For additional information, see the OSPA Reference Manual, Handbooks, PEBB.

## **SCREEN MESSAGE CODES**

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
DD01	REC NOT ON FILE.	Deduction code has not been entered on the ADD1 or it does not have plan codes on the ADD2 or ADD3.
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**

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## **SUPPORTING DOCUMENTATION**

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## **OSPA SCREEN INTERACTIONS**

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See the OSPA Reference Manual, Screen Descriptions for additional information

### **AFFECTED BY**

**ADD2 Payroll Ded/Plan Table** – OSPS enters deductions and plan codes on the ADD1 and ADD2 or ADD3 screens. The PTD2 Payroll Ded/Plan Table screen gives agency payroll inquiry access to this data.

**ADD3 Payroll Ded/Plan Table** – For PEBB medical, dental and vision benefits, OSPS staff uses the ADD3 screen instead of the ADD2 screen to enter the plan codes. Agencies may view the data from the ADD3 screen on the PTD3 screen.

For these deductions, OSPA uses the data on the ADD3/PTD3 screen to populate the PTD2 screen as follows:

- PEBB Admin on the PTD2 screen = Comm Fee + Admin Fee + Self Ins + Fund Fee on the ADD3/PTD3 screen
- Vendor Share on the PTD2 screen = Vendor Fee on the ADD3/PTD3 screen
- Emplr Share + Emple Share on the ADD2 screen = Total Rate on the ADD3/PTD3 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 Payroll Deduction Table screen before you can enter it on the P070 screen. If the deduction code has plan codes on the PTD2 Payroll Ded/Plan Table screen, you must also enter a plan code.

### **INDIRECTLY AFFECTS**

**P090 YTD Wages, Taxes, and Retirement** – The P090 screen displays YTD calculations for wages, taxes and retirement. Settings on the PTD1 and PTD2 screens for deduction codes entered on the P070 screen will affect the employee's net pay and wages subject to taxes. OSPA updates the screen after each final payroll run.

**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 Deductions and Deduction Adjustments 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 entries made in OSPA since the last final payroll run. It reflects the deductions in effect for a given pay period and check date.

## **CATEGORY / SCREEN CLASSIFICATION**

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General information / inquiry only

## **REVISION HISTORY**

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Date	Rev. No.	Modification
12/16/05	1.0	Original document
10/01/07	1.1	WR#3145, add 1 digit to VENDOR SHARE and EMPL SHARE (9999.99) field
05/16/08	1.2	WR#3306, re-order columns to match P070; WR#2284 new P191 and P192 screens
11/16/09	1.3	WR#3556, 3564, PEBB 2010 Open Enrollment, Adm/Stab Fee changes to PEBB Admin
12/09/11	1.4	WR#3859, PEBB 2012, delete State Share, rename Empl Share to Empl Share, add Empl Share, add ADD3/PTD3 screen; appendices to codes; periodic review
02/17/12	1.5	SLNN hard coding, Description = 12 characters
03/20/12	1.6	Domestic partner insurance hard coding, correct where 901 displays
12/3/16	1.7	WR WR04362- layout changed due to PEBB medical family tier subsidy for OE 2017. Updated legend to match.