

PTD3 PAYROLL DED/PLAN 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 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.

ALSO KNOWN AS

PTD3

PREREQUISITES, IF ANY

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

SCREEN ACCESS KEY SEQUENCE

PTD3,A#A#,MMDDYY

A##A# = 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	
PTD3		SWNN,999999		PAYROLL DED/PLAN TABLE									
Payee		PEBB STATEWIDE PLAN		Deduction Description				PSWP					
T	Plan Code	Description	Car Cvg	OPE Tier	Vendor Fee	Comm Fee	Admin Fee	Self Ins	Fund Fee	Total Rate			
?	AAA	EMP ONLY	A	W	948.63	1.61	3.80	9.50	12.93	976.47			
?	BBB	EMP&SPOUSE	B	X	1271.04	2.16	5.09	12.73	17.33	1308.35			
?	CCC	EMP&CHILDREN	C	Y	1090.86	1.85	4.37	10.93	14.87	1122.88			
?	DDD	EMP&FAMILY	D	Z	1299.48	2.21	5.21	13.02	17.71	1337.63			
?	ZZZ	PRIOR ADJ	—	—	.00	.00	.00	.00	.00	.00			
?	001	PRIOR ADJ	—	—	.00	.00	.00	.00	.00	.00			
?	101	EMP ONLY	A	W	948.63	1.61	3.80	9.50	12.93	976.47			
?	102	EMP&SPOUSE	B	X	1271.04	2.16	5.09	12.73	17.33	1308.35			
?	103	EMP&CHILDREN	C	Y	1090.86	1.85	4.37	10.93	14.87	1122.88			
?	104	EMP&FAMILY	D	Z	1299.48	2.21	5.21	13.02	17.71	1337.63			
?	802	EMP&PARTNER	B	X	1271.04	2.16	5.09	12.73	17.33	1308.35			
?	803	EE/DP'S CHL	C	Y	1090.86	1.85	4.37	10.93	14.87	1122.88			
?	804	EE/DP/EE CHL	D	Z	1299.48	2.21	5.21	13.02	17.71	1337.63			
?	805	EMP&BOTH CHL	C	Y	1090.86	1.85	4.37	10.93	14.87	1122.88			
?	806	EE/DP/DP CHL	D	Z	1299.48	2.21	5.21	13.02	17.71	1337.63			
?	807	EE/DP/BTH CH	D	Z	1299.48	2.21	5.21	13.02	17.71	1337.63			
?	901	EE YTD/AGCY\$	—	—	.00	.00	.00	.00	.00	.00			
?													

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.
C	End effective date for the deduction code, typically the last date the contract is in effect, MMDDYY. Current records have 999999. Optional part of the screen access key sequence. If you enter a date, OSPA will display the record in effect at that time.
D	Title of screen

No.	Description
E	Vendor from the PTD1 Payroll Deduction Table screen
F	Brief title that describes the purpose of the deduction code from the PTD1 Payroll Deduction Table screen
G	Function not available on this screen. For the ADD3, it indicates the kind of entry
H	Plans available from the insurance carrier, three-digit, alphanumeric. See Notes, Impact on Taxes and Plan Codes below.
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 tier values include: W = employee only X = employee and spouse Y = employee and children Z = employee and family
L	Amount paid to insurance carrier, #####.##
M	Commission fee
N	PEBB administrative fee
O	Self insurance administrative fee for Providence Choice and the PEBB Statewide Plan
P	Funding load fee
Q	Vendor Fee + Comm Fee + Admin Fee + Self Ins + Fund Fee, OSPA calculated

NOTES

Impact on Taxes – OSPA uses the Non Taxable Code on the PTD1 screen with the plan codes on the PTD2 or PTD3 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 (FICA) taxes.

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 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.

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 direct deposits
- 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, OSPS will enter plan codes with the specific amounts on the ADD2 or ADD3 screen. Generally, users 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

Code	Message with Code	Description
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.

Code	Message with Code	Description
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

See the OSPA Reference Manual, Screen Descriptions for additional information on these screens.

AFFECTED BY

ADD1 Payroll Deduction Table – The deduction code must be on the ADD1 Payroll Deduction Table screen before you can enter plan codes on the ADD3 screen.

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. OSPA summarizes the data on the ADD3/PTD3 screen to the PTD2 screen.

Directly Affects

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Indirectly Affects

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CATEGORY / SCREEN CLASSIFICATION

General information / inquiry only

REVISION HISTORY

Date	Rev. No.	Modification
12/09/11	1.0	Original, WR#3859, new screen for PEBB 2012 plan year
02/17/12	1.1	SLNN hard coding, Description = 12 characters
03/20/12	1.2	Domestic partner insurance hard coding, correct where 901 displayed