

P060 TAX/OPE ADJUSTMENTS ON FILE

SCREEN PURPOSE

We use the P060 Tax / OPE Adjustments on File screen to adjust taxes and other payroll expenses (OPE). It is pay period specific.

Agency payroll may only make PERS related current month adjustments on the P060 screen. Only OSPS staff members can make other types of adjustments.

ALSO KNOWN AS

P060

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

P060, SSN or Employee ID, Agency, date (P060,OR#####,#####,MMDDYY)

SSN = social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or Employee ID is required.

Employee ID = employee identification number, OR#####. Either the SSN or Employee ID is required.

Agency = OSPA agency number, #####. Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency number.

Date = last date of the applicable pay period, MMDDYY. Optional. OSPA will default to the current pay period. See Notes, Date for Screen Access Key Sequence.

SCREEN ELEMENTS

| | | | | | | | | |
|----------------------|----------------------------|--------------------|---------------|---------------------------------|-------------|----------------|------------|-----------|
| (A) P060 | (B) 999999999,99000,0430XX | (C) | (D) | (E) TAX/OPE ADJUSTMENTS ON FILE | (M) 1000.00 | (N) LATE START | (O) 0503XX | (P) |
| (F) EMPLOYEE, TAYLOR | | | | (G) TO93 TRANSACTION COMPLETE | 8.71 | LATE START | 0503XX | |
| (H) TAX YEAR | (I) CUR/ YTD | (J) RET SYS/ MS TR | (K) --DATA ID | (L) ELEMENT-- DESC | ADJ VALUE | REASON | TRAN DATE | ERROR MSG |
| ? | C | G | RSE RET | SUB EARN | 1000.00 | LATE START | 0503XX | |
| (Q) ? | C | G | RSM RET | STATE MT | 8.71 | LATE START | 0503XX | |
| ? | C | G | RSP RET | STATE PU | 6.00 | LATE START | 0503XX | |
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LEGEND

| No. | Description |
|-----|---|
| A | Screen designation. Part of the screen access key sequence, required. |
| B | Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required. |
| C | Employee's agency number, #####. Part of the screen access key sequence, optional. If you sign-on with a specific agency number, OSPA will default to that agency number. |
| D | Last day of the applicable pay period, MMDDYY. Part of the screen access key sequence, optional. OSPA will default to the current pay period. See Notes, Date for Screen Access Key Sequence below. |
| E | Screen title, protected |
| F | Employee's name from the P030 Job Status Data screen, protected |

| No. | Description |
|-----|--|
| G | OSPA messages. Applies to the entire screen, protected. See Screen Message Codes below. |
| H | Tax year to which a year-to-date adjustment applies, #####. See Notes, CUR/YTD below. |
| I | <p>Type of adjustment. Currently, we only enter C (current month) adjustments. See Notes, CUR/YTD below.</p> <p>OSPA will also allow R (retroactive) and Y (year-to-date) entries.</p> |
| J | <p>One-character alpha code used to designate the group for retirement or mass transit tax changes.</p> <p>Except for Lottery, agency 17700, do not enter mass transit tax adjustments. R*STARS currently calculates mass transit for all agencies, except agency 17700. See the OSPA Reference Manual, Interfaces, Relational Statewide Accounting and Reporting System (R*STARS).</p> <p>See Notes, RET SYS below.</p> |
| K | Three-character, alpha code for the data element to change. See Notes, DATA ELEMENT ID / DESC below. |
| L | Description of the data element to change, application generated. Protected |
| M | Amount of the adjustment, #####.##. May be positive or negative. If negative, type – after the number (for example, 400.00-). Enter the decimal and two digits after the decimal. |
| N | Reason for adjustment, 12 alphanumeric characters |
| O | Calendar date transaction entered, application generated. Protected. |
| P | Application message. Applies to specific transaction. See Screen Message Codes below. |
| Q | <p>To make an entry, type over the ? with one of the following values:</p> <p>A = add a new adjustment C = change existing data on the designated line D = delete the designated line</p> |

NOTES

CUR/YTD – While this screen has the functionality to make current month (C), retroactive (R) and year-to-date (Y) adjustments, we now only make current month adjustments.

The retroactive and YTD adjustments change the data files; they do not create cash transactions. This creates an imbalance between the data records and the cash we actually paid to outside agencies.

To make adjustments for the current tax year, OSPS will enter current month adjustments. For prior tax years, request a corrected W-2; see the OSPA Reference Manual, Handbooks, Income Taxes.

DATA ELEMENT ID, DESC -- We are currently using the following DATA ELEMENT IDs:

| DATA ELEMENT | | Definition |
|--------------|--------------------|---|
| ID | DESC | |
| FIT | Fed Tx Whld | Employee's Federal Income Tax Withheld |
| FSW** | Soc Sec Sub Wage | Employee's Wages Subject to social security taxes |
| FTE | Soc Sec Pd Empl | Social security tax paid by the employee |
| FTS | Soc Sec PD Emplr | Social security tax paid by the employer |
| HSW** | MEDR Subject Wages | Employee's wages that are subject to Medicare taxes |
| HTE | MEDR Tax Pd Empl | Medicare taxes paid by the employee |
| HTS | MEDR Tax Pd Empr | Medicare taxes paid by the employer |
| REP | Ret Employ Pd | Employee's contribution to PERS paid by the employee |
| RSE | Ret Sub Earn | Employee's Wages Subject to PERS |
| RSM | Ret State Mtch | Employer's contribution to PERS (match) |
| RSP | Ret State PU | Employee's contribution to PERS paid by the state (pick-up) |
| SIT | St Tx Whld | Employee's State Income Tax Withheld |
| WES | WBF Paid Empole | Worker's Benefit Fund Assessment paid by the employee |
| WSS | WBF Empr Shr | Workers' Benefit Fund Assessment paid by the employer |

**Make a FSW or HSW entry. OSPA will recalculate both employee and employer social security (FTE and FTS) or Medicare (HTE and HTS) taxes.

The following table includes DATA ELEMENT IDs that require programmer intervention or that we no longer use:

| DATA ELEMENT | | Definition |
|--------------|----------------------|---|
| ID | DESC | |
| EIC | Earn Inc Cr | Employee's Advanced Earned Income Tax Credit. IRS discontinued advance EIC in 2011. |
| ERB | ERB Assmt | Employer ERB Assessment Paid. Programmer. |
| LRO | LEGIS RETIREMENT OPT | Legislator opts out of PERS. The 6% employee contribution is deferred to the Oregon Savings Growth Plan. Programmer. |
| MTT | Mass Tr Tx | Employee's Mass Transit Tax Paid. Except for Lottery, agency 17700, Mass Transit taxes are now calculated by R*STARS. |
| NTI | Non-Tx Inc | Employee Non-Taxable Income. YTD calculation. |
| OTI | Othr Tx Inc | Employee's Other Taxable Income. YTD calculation. |

| DATA ELEMENT | | Definition |
|--------------|------------------|--|
| ID | DESC | |
| PER | Pers. Div. Assmt | Employer Personnel Division Assessment Paid. No longer assessed. |
| ROE | Reimb of Exp | Reimb. of Employee's Expenses |
| SSS | SAIF Empr Cn | Employer SAIF Amount Paid. No longer used. |
| TXI | Taxable Inc | Employee Taxable Income. YTD calculation. |
| USW | Unemp Sub Wage | Employee's Wages Subject to Unemployment Taxes |
| UTS | Empr Tx Unem | Employer Unemployment Taxes Paid. YTD calculation. |

Date for Screen Access Key Sequence – OSPA will make the P060 entries effective on the date in the Screen Access Key Sequence. For current month entries, allow the date to default to the end date for the current pay period.

RET SYS -- Agency payroll staff members make entries in the RTMT SYST and RTMT STAT fields on the P010 Withholding Data / Locator Data screen to tell OSPA when to make contributions to PERS on behalf of an employee and the percent to use in the calculation.

The RTMT SYST on the P010 screen tells OSPA the following:

- If the employee is eligible for PERS contributions
- If eligible, the percent to use in calculating the employer and employee contributions

Possible values include:

- F -- Police and Fire, OPSRP
- G -- General Service, OPSRP
- L – Legislator who opts out of PERS. The employee contribution is deposited to a deferred compensation account. OSPA will not make an employer contribution.
- N -- OSPA will not make either an employee or employer PERS contribution. Default.
- P -- Judge Member
- S -- General Service, PERS, tier 1 or tier 2
- T -- Police and Fire, PERS, tier 1 or tier 2

If there is a value other than N or L in RTMT SYST, OSPA will make employer contributions.

The RTMT STAT field tells OSPA the following:

- Whether the employee is eligible for the employee's contribution to PERS
- If so, who will pay

Possible values include:

- D -- state pays the employee's contribution (pick-up)
- E -- employee paid
- N -- OSPA will not make an employee contribution to PERS. Default
- P -- OSPA will not make an employee contribution to PERS

If the RTMT SYST field is N, OSPA will not make an employee contribution, even if the RTMT STAT value is D or E.

See the OSPA Reference Manual, Handbooks, Public Employee Retirement System.

SCREEN MESSAGE CODES

| Code | Message with Code | Description |
|------|------------------------------|---|
| TO01 | SSN/AGENCY INVALID | Employee with this SSN/Employee ID/Agency does not exist. |
| TO02 | AGENCY INV | Agency is not numeric. |
| TO03 | EMP ACCESSED | The employee's Tax/OPE adjustments have been modified since the last display. |
| TO04 | INVALID DATES | Date is not numeric or in the proper format (MMDDYY) |
| TO05 | NO ADJUSTMENT SEGMENTS EXIST | Employee does not have any Tax/OPE adjustments on file for the date entered. |
| TO06 | SIGN ON AGY INV | The employee does not exist under the signed-on agency. |
| TO90 | SECURITY ERROR | Operator not allowed access. |
| TO91 | DATA BASE NOT AVAILABLE | Database file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer |
| TO92 | HISTORY FILE NOT OPEN | File not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer |
| TO93 | TRANSACTION COMPLETE | All changes made by the operator have been completed. |
| TO94 | OPERATOR ENTRY ERRORS | Operator has made entry errors. OSPA will display a more specific error message on the applicable detail line(s). |
| | ADJ VAL INV | Adjustment value is not numeric. |
| | CHANGE INV | Cannot change or delete an adjustment that is not displayed on the screen |
| | CK DAY MNTH | The inquiry date and the CUR/YTD values do not meet edit requirements. If CUR/YTD = C or Y, the inquiry date must be the end of a pay period. If CUR/YTD = R, the inquiry date may not be the end of a pay period. |
| | CK TAX YEAR | When tax year is present, the Cur/YTD field must be a "Y". |
| | COMBO INV | The CUR/YTD, RET SYS/MS TR, and DATA ELEMENT ID do not meet edit requirements. There must be a value in the RET SYS/MS TR column if the DATA ELEMENT ID impacts the retirement contribution or the mass transit tax calculation. |
| | CUR/YTD INV | Current/year-to-date field must be C,R,Y. |
| | DUP KEY | This Tax/OPE adjustment already exists. |
| | FLDS MODIFD | You modified fields but did not type a, c, or d over the ?. Enter a, c, or d over the ? and press [ENTER]. |
| | KEY CHANGE | You have entered a D over the "?" and changed one of the fields for the adjustment line. None of the fields may be changed when deleting an adjustment. Either change the D to C (change) and press [ENTER] or [PAUSE] off the screen and return to enter the delete. |

| Code | Message with Code | Description |
|------|-------------------|---|
| | RESTRICTED | Entry limited to master (ALL agency) operator only |
| | RET/MAS | Code must be F, G, N, P, S, or T |
| | TRANS A,C,D | You entered a value other than a, c, or d over the ?. |
| | XFOOT INV | You entered RATE, UNITS, and AMOUNT. OSPA's calculations do not agree with what you entered for AMOUNT. |

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

OSPA REASONABILITY EDITS

When the TAX YEAR is entered, the CUR/YTD must = Y.

When CUR/YTD = Y, TAX YEAR must be entered.

If CUR/YTD = C or Y, inquiry date must be the end of a pay period.

If CUR/YTD = R, inquiry date may be any valid date, except the end of a pay period.

If the DATA ELEMENT ID = REP, RSE, RSM, or RSP, the RET SYS/MS TR field must have a valid retirement system code.

If the DATA ELEMENT ID = MTT, the RET SYS/MS TR field must have a valid mass transit district code.

SUPPORTING DOCUMENTATION

OSPA maintains a permanent audit file for entries made on the P060 screen. They print on the B360 Employee Update Screen Activity report after each final payroll run.

XREF85 YTD & Current Correction Report -- OSPA prints the XREF85 report when an adjustment has been made on the P060 screen for an employee in a given agency. It lists the adjustments for that pay period and includes the data entered on the P060 screen. OSPS recommends keeping screen prints of the entries with the report as an audit trail for changes.

P091 YTD Wages, Taxes, and Retirement – Data on the P091 screen is the result of on-line calculations that include entries made since the last final payroll run. You can only access the P091 screen from the P370 Calculation of Current Payoff screen. On the P370 screen, change the CALC YTD? to Y and press [ENTER]. OSPS recommends taking screen prints of the P091 screen before and after each entry to create an audit trail.

P370 Calculation of Current Payoff – Data on the P370 screen is the result of on-line calculations that include entries made since the last final payroll run. OSPS recommends taking screen prints of the P370 screen before and after each entry to create an audit trail.

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

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DIRECTLY AFFECTS

P090 YTD Wages, Taxes, and Retirement – OSPA updates the data on the P090 YTD Wages, Taxes, and Retirement screen after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – Data on the P091 screen is the result of on-line calculations that include entries made since the last final payroll run. Entries on the P060 that display on the P370 screen may impact the display on the P091.

P191 Register Summary – An inquiry only screen, the P191 screen shows the pay registers for an employee for the last three pay periods in run, register set and concurrent job number order. The display includes P060 adjustments. OSPA updates the screen after each final payroll run.

P192 Register Listing -- An inquiry only screen, the P192 displays the payroll register detail for a designated employee, pay period and payroll run. The display includes P060 adjustments. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The display on the P370 screen is the result of an on-line calculation of the entries made since the last final payroll run. Current month entries on the P060 screen will display on the P370.

Employee's Form W-2

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

General information, update access

REVISION HISTORY

| Date | Rev. No. | Modification |
|------|----------|--------------|
|------|----------|--------------|

| Date | Rev. No. | Modification |
|----------|----------|---|
| 05/16/06 | 1.0 | Original |
| 08/28/07 | 1.1 | P191 and P192, WR#2884, and add T PERS Group, WR#2958 |
| 01/27/09 | 1.2 | WR#3270, FICA changed to social security |
| 02/26/09 | 1.3 | WR#3421, WCD changed to WBF |
| 05/21/09 | 1.4 | Add Notes, RET SYS |
| 01/29/10 | 1.5 | PERS Handbook, appendices to codes |
| 02/15/11 | 1.6 | WR #3735, end of AEITC; Income Tax Handbook |
| 11/08/11 | 1.7 | Clarify PERS Legislator, periodic review |