

PBAP AGENCY TABLE – PAYROLL

SCREEN PURPOSE

The PBAP Agency Table – Payroll screen accesses the Agency Table in the Position and Personnel Database (the PPDB, see OSPA Reference Manual, Interfaces, Position and Personnel Database). The screen includes the following:

- General agency data, such as name and address
- Fields that establish rates and business rules for processing agency payroll

OSPS staff members maintain the payroll related data on this screen. Agencies maintain the general agency information through other screens in the PPDB.

The State Controller's Division (SCD), Department of Administrative Services (DAS) assigns agency numbers. The PPDB Group, HR Systems and Services Section, Human Resource Services Division (HRSD), DAS makes the initial mainframe entries for a new agency.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

To access the screen:

- Log on to CICS – see the OSPA Reference Manual, Introduction, Introduction to OSPA
- When the screen displays the message “DFHCE3549 Sign-on is complete (Language E)”:
 - Press [PAUSE] to clear the screen
 - Type PBAP
 - Press [ENTER]

To retrieve the information about a specific agency on the PBAP:

- In the PBAP AGENCY field, type agency number (#####)
- Press [ENTER]

SCREEN ELEMENTS

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A  PBAP
                                     B
                                     DEPT OF ADMIN SVCS
                                     AGENCY TABLE - PAYROLL
C                                     D                                     E                                     F                                     G
AGENCY: 99900 AGY DISTR: 99090 AGY PR: 99900 PARTICIPATION: 5 PAYROLL STATUS: Y
AGENCY TITLE: DEPARTMENT OF <<MISC. AGENCY NAME>>
I  NAME: DEPT OF <<MISC. NAME>>
I  CITY: SALEM ZIP: 97301 0000
J  DIRECTOR: DIRECTOR NAME
J  PAYROLL: PAYROLL NAME
K  SAIF RATE: 00.490 IN DTE: 000000 SAIF RATE (-1): 00.049 OUT DTE: 000000
K  SAIF RATE (-2): 00.000 OUT DTE: 000000 WORK WEEK START: . . . . . L
M  EMP ACCTNO: . . . EIN FED: 930592162 EIN STATE: . . . . .
M  SAIF CLASS CODE: . . . O N P ERB RATE: 01.350 WRK CMP: Y Q
R  PSNL RATE: 00.000 S TRNST TRNST: Y TRNST IN DTE: 000000
R  MASS TRNST (-1): . TRNST OUT DTE: 000000 UNEMP RATE: 00.000 U
T  RETIREMENT CODES AND NUMBERS: S 9999 F 9999 G 9999
V  PAYROLL REPORT OPTIONS
V  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z X
Y  H H P Y S Y . . . . . 9 9 9 Z
ACTION: . . . LAST: ACTION CHG UPDT DTE 061704 (STATUS OF: BAM Y HRSD Y ACCT Y)
CANCEL: . NXT ACT: PBAP AGENCY: 10000 EMP: . . . . . JOBNO: .. POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 000000 OTHER: . . . . .
MSG AREA:
BB
AA
NOTE: Fields without a designator are either
non-addressable or not for use with this screen.
  
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LEGEND

No.	Description
A	Screen designation. Protected.
B	Screen title. Protected.
C	Number that identifies a state agency as a legal entity, #####. Assigned by the State Controller's Division (SCD), Department of Administrative Services (DAS). Protected.
D	Hierarchical number to identify separate or special processing needs, #####. The first three numbers indicate the parent agency. The last two numbers indicate the specific organization within the agency. Assigned by the State Controller's Division, DAS.
E	Prior agency number, #####. Indicates if an agency has merged with or split from another agency.

No.	Description
F	<p>Identifies the level of the agency's participation in the payroll and personnel applications.</p> <p>Possible values include: 1 = PPDB only 2 = PPDB and OSPA 3 = PPDB, OSPA and EAS (no longer applicable) 4 = Higher Education 5 = PPDB, OSPA and SFMA (see OSPA Reference Manual, Interfaces, Relational Statewide Reporting and Accounting System, R*STARS)</p>
G	<p>Y = agency uses OSPA</p>
H	<p>Full legal name of the agency, as established by the Legislature</p>
I	<p>NAME: full name of the agency</p> <p>STREET: street address for the agency's main headquarters</p> <p>CITY / ZIP: city and zip code for the agency's main headquarters</p> <p>TAX BANK: not used</p> <p>DIRECTOR / PHONE / EXT: name and telephone for the agency's director</p> <p>PAYROLL / PHONE / EXT: name and telephone for the agency's payroll contact person</p>
J	<p>SAIF RATE: current SAIF rate for SAIF subject hours. See Notes, SAIF.</p> <p>IN DTE: first date SAIF RATE is in effect</p> <p>SAIF RATE (-1): prior SAIF rate for SAIF subject hours. Protected.</p> <p>OUT DTE: last date SAIF RATE (-1) was in effect. Protected.</p>
K	<p>SAIF RATE (-2): prior prior SAIF rate for SAIF subject hours. Protected.</p> <p>OUT DTE: last date SAIF RATE (-2) was in effect. Protected.</p>
L	<p>Start of the agencies workweek, D HH MM. Used for OSPA overtime calculations. Established by bargaining agreement.</p> <p>Possible Values: D = 1 (Sunday) or 2 (Monday) HH = 00 to 24 MM = 00 to 60</p>
M	<p>Employment Department account number. Not used.</p>

No.	Description
N	<p>EIN FED: Federal Employer Identification Number for tax reporting</p> <p>EIN STATE: State Employer Identification Number given the agency by the Oregon Department of Revenue for tax reporting purposes</p>
O	Agency's SAIF risk level for computing insurance premiums. No longer used.
P	ERB assessment rate
Q	Worker's compensation flag
R	Personnel assessment rate. No longer used.
S	<p>MASS TRNST: mass transit flag, Y = calculate mass transit tax for this agency. Currently, OSPA only calculates mass transit for agency 17700, Lottery. SFMA calculates mass transit for all other agencies, based upon data interfaced from OSPA. See OSPA Reference Manual, Introduction, Payroll Calculation and Interfaces, Relational Statewide Accounting and Reporting System, R*STARS.</p> <p>TRNST IN DTE: date MASS TRNST was set, MMDDYY</p>
T	<p>MASS TRNST (-1): prior value for MASS TRNST. Protected.</p> <p>TRNST OUT DTE: last date MASS TRNST (-1) was in effect, MMDDYY. Protected.</p>
U	Unemployment rate. Protected.
V	<p>Agency's retirement system. Possible values include:</p> <p>F = OPSRP Police and Fire</p> <p>G = OPSRP General Services</p> <p>N = Not subject</p> <p>P = Judges</p> <p>S = Tier 1 and Tier 2 General Services</p> <p>T = Tier 1 and Tier 2 Police and File</p> <p>Number assigned to the agency by the retirement system, #####</p>

No.	Description
W	<p>Governs reports, timesheets, forecast and posting to R*STARS.</p> <p>A = Timesheet and paycheck distribution. When OSPA sorts a report by RDC, it will sort according to the value in this field. Possible values include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data screen) I = Index P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data screen)</p> <p>B = Timesheet Audit and Control reports. Possible values for the sort include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data screen) I = Index N = No report P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data screen)</p> <p>C = Extra Copies of Registers and other Special Reports. Possible values for the sort include: C = Cost Center H = Crew Number (CREW-UNIT on the P030 Job Status Data screen) I = Index N = No report P = Program Cost Account (PCA) R = Report Distribution Code (REPORT DISTR CD on the P030 Job Status Data screen)</p> <p>D = Leave Accrual Report. Possible values for the sort include: Blank = Cost Center Y = Alpha</p> <p>E = Controls forecast. Possible values include: Blank = Forecast time for FLSA non-exempt salaried employees only E = Forecast time for FLSA exempt employees only S = Forecast time for all salaried employees</p> <p>F = Posting periods for R*STARS. Possible values include: Blank = post run 2 to pay period month Y = post run 2 to check date month</p> <p>M = Controls printing of paper personnel action (PA) forms when there are mass changes in the PPDB. Possible values include: Blank = PA will not print N = PA will not print Y = PA will print</p>

No.	Description
X	Unique, Treasury assigned number that appears in the "company" identifier field in the ACH file transmitted to the bank
Y	<p>ACTION: Tells the PPDB to update the screen. Possible values include: ADD = enable an agency record segment, changes PAYROLL STATUS to Y CHG = change the agency record segment DEL = disable an agency record segment, changes PAYROLL STATUS to N</p> <p>LAST: ACTION CHG UPDT DTE: last date record was changed, MMDDYY. Protected.</p>
Z	<p>BAM: Y = record is used by Budget and Management Division (BAM), DAS. Controlled by the PBAB screen. Related to the Position Inventory Control System (PICS). Protected.</p> <p>HRSD: Y = record is used by Human Resource Services Division (HRSD), DAS. Controlled by the PBAG and PBAE screens. Protected.</p> <p>ACCT: Y = record was used by the prior accounting application; SFMA does not use it. Controlled by the PBAA screen. Protected.</p>
AA	<p>NEXT ACT: directs the application to display the screen entered. See Notes, NEXT ACT below for possible values.</p> <p>AGENCY: directs the application to display the record for the designated agency. You may use either the AGENCY or AGY DISTR number.</p>
BB	Application messages. On the PBAP screen, press [F5] to view the possible messages and an explanation of each message's meaning.

NOTES

Agency Table – The PPDB and OSPA share an agency table. Various screens provide inquiry and update access to different portions of the table. The screens include:

PBAB Agency Table – BAM – Maintained by Budget and Management Division, DAS. Used to establish position and agency budget information.

PBAE Agency Table – HRSD – Maintained by Human Resource Services Division, DAS.

PBAG Agency Table – General – Maintained by agency staff members. They maintain title, address, agency director and payroll contact. Their access is limited to updating records for their specific agency.

PBAP Agency Table -- Payroll – Maintained by OSPS staff members. Establishes business rules and rates for payroll processing.

NEXT ACT: Possible values include:

PBAA = AGENCY TABLE – ACCOUNTING
 PBAB = AGENCY TABLE – BAM
 PBAE = AGENCY TABLE - PLRD
 PBAG = AGENCY TABLE - GENERAL
 PBAP = AGENCY TABLE - PAYROLL
 PBCG = CLASS TABLE - CLASSIFICATIONS
 PBCS = CLASS TABLE - SKILLS
 PBEA = EMPLOYEE - ACTION NEEDED LOCATOR
 PBED = EMPLOYEE - DISPLAY
 PBEF = EMPLOYEE - PRINT FACILITY
 PBEL = EMPLOYEE - HISTORY LOCATOR
 PBEN = EMPLOYEE - SSN CORRECTION
 PBEP = EMPLOYEE - EMPLOYEES IN A POSITION
 PBER = EMPLOYEE - USER ID
 PBES = EMPLOYEE - SERVICE HISTORY WORKSHEET
 PBET = EMPLOYEE - WORK TELEPHONE
 PBEU = EMPLOYEE - UPDATE
 PBEV = EMPLOYEE - EMPLOYMENT VERIFICATION
 PBGW = PPDB - WELCOME
 PBGX = PPDB - CROSS-REFERENCE (XREF)
 PBNG = NEWSLETTER
 PBOG = P.S. FACTOR TABLE
 PBPA = PICS - LEGISLATIVE APPROVED
 PBPB = PICS - BUDGET PREPARATION
 PBPC = PICS - PENDING CONTROL
 PBPD = PICS - POSITION DISPLAY
 PBPI = PICS - POSITION INQUIRY
 PBPN = PICS - PENDING PACKAGE
 PBPO = PICS - P.S. CALCULATION
 PBPX = PICS - BUDGET EXECUTION
 PBRD = RATE TABLE - MIN/MAX COMP RATE
 PBRG = RATE TABLE – GENERAL
 PBRR = RATE TABLE - RANGE NUMBER ASSIGNMENT
 PBRS = RATE TABLE - SALARY ADJUSTMENT FACTOR UPDATE
 PBSO = SECURITY - DISPLAY
 PBSU = SECURITY - UPDATE
 PBTG = SMALL TABLES
 PB5D = P5 - POSITION DISPLAY
 PB5L = P5 - HISTORY LOCATOR
 PB5P = PB5PB555 FILE CORRECTION (HRSD ONLY)
 PB5Q = P5 MAINTENANCE (HRSD ONLY)
 PB5U = P5 - POSITION UPDATE

On-line Help – The PPDB has some on-line help aids that are accessible through the function keys.

[F5] – Place the cursor in a field on the PBAP screen and press [F5]. The application will display a brief explanation of the field.

[F1] – With the on-line help explanation displayed, press [F1] to view a list of window display commands.

[F3] – With the on-line help explanation displayed, press [F3] to return to PBAP.

Remove Agency from OSPA Processing – To remove an agency from OSPA:

- Retrieve the agency’s record on the PBAP screen
- Change PARTICIPATION to 1
- Press [ENTER]
- Once the application saves the change, type DEL in the ACTION field
- Press [ENTER]. The application will change PAYROLL STATUS to N.

With PARTICIPATION: 1, OSPA will not print reports for the agency.

SAIF -- Effective July 1, 1990, the Risk Management Section, State Services Division, Department of Administrative Services, bills agencies directly for SAIF premiums. Therefore, OSPA no longer calculates and pays the premiums. The application reports SAIF-subject wages on the XREF21 WBF Assessment & SAIF Premium Summary Report.

To calculate the SAIF-subject hours:

- OSPA determines if the employee is subject to SAIF (SAIF SUBJ = Y on the P010 Withholding Data / Locator Data screen)
- It then looks for hours entered on the time capture screens with a pay type with SAIF PCT ≠ 0.0000 on the PTB2 Payroll Benefit Table screen.

SCREEN MESSAGE CODES

Code	Message with Code	Description

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

If your agency needs Payroll related changes on the PBAP screen, send an e-mail to the OSPS Help Desk.

OSPA SCREEN INTERACTIONS

AFFECTED BY

See Agency Table under Notes

DIRECTLY AFFECTS

Affects all agency specific OSPA screens, report production and the payroll calculation

INDIRECTLY AFFECTS

CATEGORY / SCREEN CLASSIFICATION

Table Maintenance for the PPDB, update access for OSPS staff members only

REVISION HISTORY

Date	Rev. No.	Modification
08/25/06	1.0	Original
07/12/07	1.1	Add T code for PERS, WR #2958
09/20/07	1.2	Correct Remove Agency note
03/01/10	1.3	Add blank option for forecast, periodic review
11/05/10	1.4	M added to Payroll Report Options