

Oregon State Payroll Application (OSPA) Datamart Master Table Reference Guide

| If you want this ... | | Look here |
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| (OLD) Field Name | Field Definition | Table |
| ACTIVITY DESC | Comment entered for a gross pay adjustment, if any. | JSL |
| ADDED FED TAX | The dollar amount an employee decides to withhold in addition to calculated federal income taxes. | NP |
| ADDED STATE TAX | The dollar amount an employee decides to withhold in addition to calculated state income taxes. | NP |
| ADJ BASE RATE | Employee's base salary rate plus any fixed pay differentials assigned by PPDB. | JSL, LV |
| ADJUST TYPE CD | Adjustment type for gross pay adjustments. "A" is a one-time entry, blank is ongoing. | JSL |
| AGENCY NUM | The 5-digit payroll agency number. This can be different from an employee's home agency, and is driven by the PPDB "PR AGENCY" field. | All except COST |
| AGY OBJ | The 4-digit SFMA agency object code associated with a pay type. The codes break down payroll expenditures by such categories as regular time, overtime, differential pay, etc. For Payroll objects, the agency and comptroller objects match. | COST, LC |
| AGY OBJ TITLE | The title for the agency object code used in the "AGY OBJ" field. | LC |
| AGY TRANS DATE | Effective date for SFMA posting. Most agencies choose to post to the pay period month, but some choose to post to the check date month. | LC |
| AMNT FED TAX | Federal tax withheld from employee pay based on earnings and exemptions. | NP |
| AMNT STATE TAX | State tax withheld from employee pay based on earnings and exemptions. | NP |
| APPN YEAR | The 2-digit biennium year identifier for budgetary fiscal postings. | LC |
| APPNT TYPE CODE | The type of appointment - (P)ermanent, (S)easonal, (L)imited duration, (T)emporary, (A)cademic Year. | JSL, LV |
| APPOINTMNT DATE | The date employee was appointed to this position. | JSL |
| AUTHNO (Irrelevant to most queries) | This number identifies the authorization of the position on PICS (Position Inventory Control System). PPDB field. | JSL, LC |
| BASE PAY RATE | The unadjusted base salary rate for the employee's classification as defined by the compensation plan. | JSL, LV |
| BENEFIT BRD CD (Irrelevant to most queries) | Code to indicate who receives administrative fees collected as part of a specific deduction premium. As of 2000, the only codes used are "S" for PEBB, "N" for None, or blank. Historical possibilities include (S)EBB, (B)UBB, (N)one or blank. | DED |
| BENEFIT PKG CDE (JSL) BENEFIT PKG CODE (LV) BENEFIT PKG CD (NP) | This is the 2-character code used by OSPA to reference benefit package tables which validate pay types, insurance benefits, and leave availabilities and accruals. See the benefit package code list for a complete listing of current benefit package codes. | JSL, LV, NP |
| BRD SHR PREM | The portion of a deduction that goes to PEBB as a fee for administering the benefit. | DED |

COST: OSPS_COST_CODE_XWALK | DED: OSPS_DED | JSL: OSPS_JS_LAB_ADJ | LC: OSPS_LABOR_COST
LV: OSPS_LV_ACCRUAL | NP: OSPS_NET_PAY | WS: OSPS_WORK_SCHED

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| (OLD) Field Name | Field Definition | Table |
| CHECK ISSUE DT | Date inscribed on the employee's paycheck. Normally 1st and 15th of the month, but can differ due to weekends or holidays, or by using the P010 date to change the default payday date. | NP |
| CITY CODE (Irrelevant to most queries) | The city code from PPDB which defines the employee's official duty station. | JSL |
| CLASSIFIED CODE | This code identifies the job class of an employee. | JSL, LV |
| CO REC REM NO | This code identifies the wage/job class code used by PERS to determine the benefit structure to which a member belongs. | JSL |
| CO SYS RETIRE 1 CO SYS RETIRE 2 CO SYS RETIRE 3 | <p>Equals the "RTMT STAT" field on the P010 screen. Shows responsibility for employee contributions. Possible codes:</p> <p>D – Employer E – Employee N – No contribution P – State match only, no ee contribution</p> <p>NOTE: Most state ees active in a pension plan = D.</p> | NP |
| CODE PAY TRANS (Irrelevant to most queries) | This code is the same as the P190 "TRAN TYPE" field – (O)riginal, (R)evernal, or (C)orrective. | DED, JSL, NP |
| CODE RUN PAY (DED, NP) CODE PRCS RUN PAY (JSL) (Irrelevant to most queries) | Payroll run and register process code. This code is the same as the P190 "RUN TYPE" field - (O)riginal or (R)etro process. Retro is currently unused. | DED, JSL, NP |
| CODE SRT SEQ (Irrelevant to most queries) | This code is used to allow records to be sorted into the correct sequence; 1=agency header; 2=year to date correction; and 3=payroll set, set of records for a particular pay check. 1 and 2 are currently not reported. | JSL, NP |
| COMMENT | Reflects the comment line information entered with the deduction code, if any. | DED |
| CONCRNT JOB NUM | Number computer-assigned by PPDB to permit separate control of multiple jobs for an employee within an agency. | JSL, LV, WS |
| COST ORIDE CD | The cost distribution code to which a pay code has been overridden from the PPDB default. | JSL |
| COUNTY CODE (Irrelevant to most queries) | The county code from PPDB which defines the employee's official duty station. | JSL |
| COVERAGE CODE | <p>Indicates type of insurance coverage associated with a deduction plan code.</p> <p>A- Employee Only B- Employee and Spouse or Domestic Partner (DP) C- Employee and Children (no spouse/DP) D- Employee and Family (spouse/DP and children)</p> | DED |
| CREW NUMBER | An optional field for agencies to define the work group to which an employee is assigned. Corresponds to the "PAY DISTR" field in PPDB. | JSL |
| DEDN ADJ TYPE | <p>Indicates the type of deduction adjustment.</p> <p>A- one-time adjustment F- FMLA-related one-time adjustment T- Table-driven (PTD2) one-time adjustment W- CBIW or USERRA-related ongoing adjustment Blank- ongoing deduction, not an adjustment</p> | DED |

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| (OLD) Field Name | Field Definition | Table |
| DEDN BEN PKG (Irrelevant to most queries) | This code is the last two digits of a deduction code. For instance, in code DCNN the "BEN PKG" would be "NN". Formerly used to identify OPE classifications and state match for insurance contributions. | DED |
| DEDN DESC | 12-character description of the deduction code. Prints in the vendor column of an employee's remittance advice or pay stub. | DED |
| DEDN PCT GROSS | Percent of gross used to compute a current deduction amount based on gross pay. | DED |
| DEDN PCT NET (Irrelevant to most queries) | Percent of net used to compute a current deduction amount after all other deductions are known. Not used. | DED |
| DEDN PKG | First two characters of a deduction code. Useful when querying for a family of deduction codes. For example, "BK" to capture all food bank deductions. | DED |
| DEDN PLAN CODE | Plan code associated with a deduction code, if applicable. Designates further breakdowns within a deduction code. Example: For deduction code XDNN, plan code 111 = first fixed deposit, 120 = second fixed deposit, 555 = a net deposit. | DED |
| DEDN PLAN DESC | 12-character description of the deduction code's plan code, if any. Prints in the description column of an employee's remittance advice or pay stub. | DED |
| DEDN PLAN DISTR (Irrelevant to most queries) | Code of various deduction options by distributor code; describing which of several contacts may apply for a given carrier. Example 1=basic, 2=major medical 3=comprehensive, 4=panel, 5=dental, etc. As of 1999, this field is no longer used. | DED |
| DEDN TYPE | Four-character deduction code which corresponds to an employee's P070 Net Pay Deduction screen. Also corresponds to an employee's deductions listed on the right-hand side of the paycheck. Example: XDNN (direct deposit) or SLNN (basic life) | DED |
| DIFF AMNT1 DIFF AMNT2 DIFF AMNT3 | The fixed dollar amount of employee's monthly differential(s) which make up the adjusted base rate. | JSL |
| DIFF PCNT1 DIFF PCNT2 DIFF PCNT3 | The fixed percentage of employee's monthly differential(s) which make up the adjusted base rate. | JSL |
| DOUBLE FILL CD (Irrelevant to most queries) | A suffix to the position number which allows association of more than one employee with one position number due to (A)dministrative, (L)eave Without Pay, or (T)raining purposes. | JSL, LV |
| EARN INC CR AMT | Amount of tax credited to employee under the Earned Income Tax Credit program. As of tax year 2011, this field is no longer used. | NP |
| EARN INC CR CD | Indicates eligibility for the Earned Income Tax Credit program. Valid codes are: (N)ot subject, (J)oint, or (S)ingle. As of tax year 2011, this field is no longer used. | NP |
| EAS ACCT CODE (Irrelevant to most queries) | Same as "AGY OBJ" field. Agencies that interface to SFMA on a summary level may see different data here. | LC |

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| (OLD) Field Name | Field Definition | Table |
| EE DEDN AMT | Employee-paid portion of deduction codes. Can be calculated if table-driven, or fixed if directly entered into the P070 "Share Fixed Amount" field. NOTE: Direct deposits are deductions and are included in this figure. | DED |
| EE FICA TAX | Amount of Social Security tax paid by employee. | NP |
| EE MEDR TAX | Amount of Medicare tax paid by employee. | NP |
| EE RETIRE NUM1 EE RETIRE NUM2 EE RETIRE NUM3 (Irrelevant to most queries) | Employee's retirement account number. No longer necessary or relevant; employee is now tracked by SSN or EIN. | NP |
| EE SHR DEDNS | Employee-paid portion of deduction codes. Can be calculated if table-driven, or fixed if directly entered into the P070 "Share Fixed Amount" field. NOTE: Direct deposits are deductions and are included in this figure. | NP |
| EE WORK CMP TAX | Amount of the Workers Benefit Fund paid by employee. | NP |
| EE YTD DEDN | Tax-year-to-date total that the employee has paid for the corresponding deduction. | DED |
| EMPLOYEE NAME | Name of employee as entered into the PPDB, last name first. | All except COST, WS |
| EMPLOYEE NUM | 9-character alphanumeric identifier beginning with "OR", assigned by PPDB to uniquely identify an employee without using a Social Security number. | All except COST |
| ER DEDN AMNT | Employee-paid portion of deduction codes. Can be calculated if table-driven, or fixed if directly entered into the P070 "Emplr Share" field. | DED |
| ER FICA TAX | Amount of Social Security tax paid by employer. | NP |
| ER MEDR TAX | Amount of Medicare tax paid by employer. | NP |
| ER SHR DEDNS | Employee-paid portion of deduction codes. Can be calculated if table-driven, or fixed if directly entered into the P070 "Emplr Share" field. | NP |
| ER WRK CMP TAX | Amount of the Workers Benefit Fund paid by employer. | NP |
| ERB ASMNT | Amount of assessment paid to the Employee Relations Board for an employee by the employer. | NP |
| ERB ASMT FLAG | Indicates whether or not the employees of an agency are subject to Employment Relations Board assessments. | JSL |
| EXPNS REIMBURS | Amounts associated with designated reimbursement pay codes. Examples are "ER", "MSN", or "TLA". Reimbursement pay types have an "R" in the "INC TYP" column on employee benefit code tables (PTB2). | NP |
| FED TAX EXMPTNS | Employee's federal income tax exemptions as claimed on IRS Form W-4. Two-digit number from 00 to 99. System default if no W-4 submitted is 00. | NP |
| FED TAX STATUS | Employee's filing status as reported on IRS Form W-4 for federal tax withholding. Choices are (S)ingle, (J)oint, or (N)one (for exempt). System default if no W-4 submitted is (S)ingle. | NP |
| FED TAX SUB INC | Amount of income subject to federal tax withholding. | NP |
| FICA SUB INC | Amount of income subject to Social Security withholding tax. | NP |

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| (OLD) Field Name | Field Definition | Table |
| FICA SUB PAY FL | Indicates whether or not employee is subject to Social Security and Medicare (FICA) withholding. Corresponds to the "FICA SUBJ" field on the P010 screen. Choices are (Y)es or (N)o. | NP |
| FICA SUB PAY FLAG | Indicates whether or not a pay type is subject to Social Security and Medicare (FICA) tax. | JSL |
| FICA TAX MAX | The maximum amount of Social Security tax to be collected for the tax year requested, as determined annually by the Social Security Administration. | NP |
| FIX DIFF CODE1 FIX DIFF CODE2 FIX DIFF CODE3 | Code associated with fixed monthly differential(s), assigned in PPDB, which make up the employee's adjusted base rate. | JSL |
| FLSA SUBJ FLAG | Indicates whether the employee is (E)xempt or (N)on-exempt from the Fair Labor Standards Act (FLSA). | JSL, LV |
| GRANT NO | A 6-digit number used to track payroll costs charged to various grants. Grant numbers and phases are captured on individual employee time and gross pay adjustment screens preceded by "GNT". Populates when specifically overridden only. | LC |
| GRANT PHASE | A 2-digit number to further track payroll costs charged to various phases of a grant. Grant numbers and phases are captured on individual employee time and gross pay adjustment screens preceded by "GNT". Populates when specifically overridden only. | LC |
| GROSS PAY AMNT | Total monies paid to an employee before deductions. | NP |
| HOLIDAY CODE (Irrelevant to most queries) | A code used by OSPA to forecast holidays for various employee groups. A-Actual B-Other D-School for Deaf E-STEA G-Observed/no furlough H-Student Assistance O-Observed T-Board of Dentistry Z-Lottery | JSL |
| HOURLY PAY RATE | Sometimes referred to as the equivalent hourly rate. The adjusted base divided by the annualized number of hours per month (typically 173.33) as indicated by the "STANDARD HRS PER DAY" field. | JSL, LV |
| INCOME AMNT | The gross dollar amount associated with a pay or reimbursement code. | JSL |
| INCOME TYPE (P050 gross pay adjustment) INCOME TYPE CD (Time screen) | This code indicates how the income will be reported on the employee's W-2. (T)axable income (R)eimbursement of an expense (O)ther taxable income (N)ot income such as assumed wages of volunteer workers and memo-only pay types such as leave without pay. | JSL |

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| (OLD) Field Name | Field Definition | Table |
| INDEX | A 5-digit SFMA code to classify accounting transactions at the lowest level of an agency's organization structure. If an agency doesn't designate to this degree, the index code defaults to 00000. | LC |
| INS WAIV 1 INS WAIV 2 INS WAIV 3 INS WAIV 4 INS WAIV 5 INS WAIV 6 INS WAIV 7 | Indicates which insurance coverage benefit is being waived (declined), if any. Choices are: D – Dental insurance F – Flexible spending accounts H – Health insurance L – Life insurance S – State Police insurance T – Long term disability | NP |
| JOB END DATE | The ending date of this assignment. All 9s in the stop date means no end date has been established; the job is ongoing. | JSL, LV |
| JOB SHR PCNT (Irrelevant to most queries) | As of 1999, this feature is no longer used. Percent by which a job share employee shares insurance benefits, etc. with his/her job share partner. | DED |
| JOB START DATE | The beginning date of this job assignment. | JSL, LV |
| LABOR COST PCT1 LABOR COST PCT2 LABOR COST PCT3 LABOR COST PCT4 | The percentage of this employee's costs to be assigned to the related cost center. | JSL |
| LABOR COST1 LABOR COST2 LABOR COST3 LABOR COST4 | The Biennium-PCA-Index number used to define where the employee's payroll costs are to be charged. Maximum of four can be assigned on a personnel action. | JSL |
| LEAVE ABS END | The actual date of return to pay status after an official leave without pay absence. | JSL |
| LEAVE ABS START | The date on which the employee began official leave without pay status. | JSL |
| LEAVE ACCRL CDE | A code used to indicate the employee's rate of vacation accrual, controlled by benefit package. | JSL, LV |
| LOAD DATE | The date that this information was loaded to the Datamart warehouse. This field has no relation to the Pay Period Ending date. | All except COST |
| LV ABS READ CD (Irrelevant to most queries) | The PPDB code defining the LWOP type. | JSL |
| LV ACTIVITY DATE | The pay period ending date for the last time the associated leave code had activity. Activity includes usage, accrual, or when the leave code is reset to zero. | LV |
| LV ADJ COMMENT | Comment field from the P435 Employee Leave Data Screen. Populated beginning May 2012. | LV |
| LV BALANCE DATE | Defines the "Beginning Balance" date for the pay period requested. Usually is one month prior to current date. | LV |
| LV CONTINUOUS DATE | Pay period ending date for the first time the leave was used after being reset to zero. | LV |
| LV COST AMT | Dollar value of leave taken within the requested pay period. Does not compute cost of leave without pay, including furlough. | LV |
| LV HOURS | Number of hours associated with the transaction code requested. Use in conjunction with the "TRANSACTION CODE" field. | LV |

COST: OSPS_COST_CODE_XWALK | DED: OSPS_DED | JSL: OSPS_JS_LAB_ADJ | LC: OSPS_LABOR_COST
LV: OSPS_LV_ACCRUAL | NP: OSPS_NET_PAY | WS: OSPS_WORK_SCHED

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| (OLD) Field Name | Field Definition | Table |
| LV HOURS ADVANCED | Leave hours given to an employee before their regular accrual using the "Remain Adv" P435 column. This typically happens when an employee leaves in the middle of a month or when employment negotiations allow immediate use of leave. | LV |
| LV HOURS LOST | Number of leave hours which an employee has lost due to accrual or usage limits. Transaction code 90 matches the P435 "Time Lost" column. | LV |
| LV LIABILITY AMT | Dollar value of the positive end balance of leave hours. | LV |
| LV TYPE | The two-character leave code used to report summary leave data. For example, three-character leave codes (i.e. VA2, VAF, VA4) roll up into one two-character leave type (i.e. VA). | LV |
| MASS TRAN DIST (Irrelevant to most queries) | Identifies the mass transit district location established for the position as determined by PPDB. | JSL, LC, NP |
| MASS TRAN FLG (Irrelevant to most queries) | Indicates whether or not a pay type is subject to mass transit tax levy. | JSL, LC |
| MEDR SUB INC | Amount of income subject to Medicare tax. | NP |
| MEDR TAX MAX | The maximum amount of Medicare tax to be collected for the tax year, as determined annually by the Social Security Administration. NOTE: Historically there hasn't been a maximum. This is a placeholder for future use. Current default value is \$19,999.99. | NP |
| NET PAY AMNT | Employee's gross wages minus all deductions (including direct deposits). NOTE: Employees with net pay deposits (XDNN 555) will show a zero in this field. | NP |
| NMBR ISS | This number reflects how many times the employee record has been calculated. Matches the "REG SET" number on P190. This is normally 1 for Run 1, 2 for Run 2, etc., but does vary depending on paperwork timing. | DED, JSL, NP |
| NMBR SEQ (Irrelevant to most queries) | This system-generated number is used to form a unique segment sequence-key. | JSL |
| NON TAXBL CODE | Flag in the deduction table indicating whether the deduction is to be taken before or after payroll income (I) or FICA (F) taxes are calculated. N - non-taxable (I) T - taxable X - non-taxable (I) and (F) | DED |
| NON TAXBL INC | Income not subject to state or federal income taxes. | NP |
| NUMBER OF HOURS | The number of hours associated with each agency object code. Some codes such as employee expenses (health premiums, taxes, etc.) won't have hours identified. | LC |
| NUMBER OF UNITS | The number of units (hour, piece, meeting, week, day, etc.) for which the associated pay code is calculated. | JSL |

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| (OLD) Field Name | Field Definition | Table |
| OPE CLASS CODE (Irrelevant to most queries) | Code used to group similar types of deductions for financial reporting purposes. C – composite benefit D – dental insurance F – flexible benefits H – health ins L – life ins N – not an OPE benefit S – state police ins T – long-term disability ins | DED |
| OTHR TAXBL INC | The taxable value of non-cash fringe benefits received by an employee. | NP |
| OVERTIME PAY IND | Used to calculate the FLSA regular rate of pay as base for overtime pay. B - Use both dollars and hours D - Use dollars only N - Not used for calc O - Use hours. Use dollars (but calc at P030 rate only). P - Not used for FLSA calc (paid at premium rate) | JSL |
| OVRTIME ELIGBL | Indicates eligibility for overtime pay with (Y)es or (N)o. | JSL, LV |
| PAY CODE | The way in which an employee's earnings are to be calculated - (S)alaried, (P)artial salary, (H)ourly, (U)ndefined. | JSL, LV |
| PAY DIST CODE | Also called the “check distribution code”. This is the sort order by which agencies have chosen to have their checks distributed. Choices are PCA, Crew-unit, RDC, or alphabetical. Driven from Payroll Report Option "A" on the agency's PBAP screen. | DED, JSL, LC, LV, NP |
| PAY LEAVE IND | (PTB2) Indicates if a pay code is also a leave code. A - paid accruable leave N - not a leave type P - paid but not accruable U - unpaid; does not count as time worked W - unpaid; does count as time worked | JSL |
| PAY OPTION CODE (Irrelevant to most queries) | Indicates the type of pay option on the compensation plan. “A” is the normal range; all other codes are restricted to specific classifications as set by PPDB. | JSL, LV |
| PAY PERIOD END | The pay period ending date is the last calendar day of any given month. Corresponds to the P190 “PAY PER END DATE” field. | All except COST, WS |
| PAY RATE | The pay rate entered through PPDB, which may be higher or lower than the base rate. Differences here are usually due to other-than-100% FTE percentages paid on a partial salary basis. This pay rate is dependent on the pay basis code. | JSL, LV |
| PAY RATE UNIT | Default pay rate assigned to the requested pay code. Can be overridden using the gross pay adjustment screen. | JSL |
| PAY STEP | The employee's pay range step. | JSL |
| PAY TYPE CODE | The pay code used for employee payments. Examples are RG, VA, CTA, etc. | COST, JSL, LV |
| PAY TYPE DESCR | Description associated with a pay type code. Examples are regular, vacation, comp tm accr, etc. | JSL |

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LV: OSPS_LV_ACCRUAL | NP: OSPS_NET_PAY | WS: OSPS_WORK_SCHED

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| PCA | The 5-digit SFMA Program Cost Account code identifies detailed program structure designated by the agency and is used to track revenue, expenditures, and transfers against the agency's Legislatively approved budget. | LC |
| PCNT AMNT CODE1 PCNT AMNT CODE2 PCNT AMNT CODE3 | Indicates whether the fixed monthly differential being received is a (P)ercentage or (A)ctual amount. | JSL |
| PERCNT POSITION | The FTE percentage for this employee. Refers to the percent of a position's regularly scheduled work hours that will be worked by a particular employee. | JSL, LV |
| PERS CLASS CODE | The PERS job class code as assigned by the PPDB. This code designates the retirement benefit structure to which an employee belongs. | JSL, NP |
| POSNO (Irrelevant to most queries) | The identifying number assigned to the position by the agency. Duplicates possible across agencies. | JSL, LC, LV |
| PRM WG NIC SAIF | Wages listed under the "SAIF SUB INC" field which are not subject to SAIF calculation. <i>Prior to PPE 8/31/04, this field did not get reported to SAIF. All SAIF wages were calculated outside of benefit table direction.</i> | NP |
| PROJECT NO | A 6-digit number used to track payroll costs charged to various projects. Project numbers and phases are captured on individual employee time and gross pay adjustment screens preceded by "PJT". Populates when specifically overridden only. | LC |
| PROJECT PHASE | A 2-digit number to further track payroll costs charged to various phases of a project. Project numbers and phases are captured on individual employee time and gross pay adjustment screens preceded by "PJT". Populates when specifically overridden only. | LC |
| PT FT CODE | Employment status code - (F)ull time, (P)art time, (J)obshare, (T)emporary. | JSL |
| RANGE OPTN CODE (Irrelevant to most queries) | Indicates the type of salary range on the compensation plan. "A" is the normal range; all other codes are restricted to specific classifications as set by PPDB. | JSL, LV |
| REC TYPE | Indicates whether the pay type was reported on the (G)ross pay adjustment or (T)imesheet screens. | JSL |
| RECOG SERVICE DATE | The date the employee started state service unbroken by chargeable leave without pay. Determined by personnel. | JSL, LV |
| REG WG NIC SAIF | Amount of regular wages which are not included in SAIF premiums (such as vacation leave, sick leave, etc.). | NP |
| REGULAR PAY IND | Also known as "RG*". Indicates whether or not a pay type is to be included in computing the regular pay (RG, VA, SL, etc.). Used in labor pricing and leave accrual calculation. | JSL |
| REPRESENT CODE | Code used to define an employee's representation group as assigned by PPDB. | JSL, LV |
| REPT DIST CODE | A code established by the agency for the identification of divisions/units for the purpose of personnel report distribution and subtotals. Corresponds to the "RDC" field in PPDB. | DED, JSL, LC, LV, NP |

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| (OLD) Field Name | Field Definition | Table |
| RETIRE EE SHR1 RETIRE EE SHR2 RETIRE EE SHR3 (Irrelevant to most queries) | Amount of funds paid by the employee into the employee's retirement system. This is typically 6% of the "RETIRE SUB INC" field. NOTE: Currently only one agency (62800) uses this method. All other employees use the "RETIRE ST PD" option. | NP |
| RETIRE ER SHR1 RETIRE ER SHR2 RETIRE ER SHR3 | Amount of funds "matched" by the state and paid into the employee's retirement system. This amount varies based on the employee's retirement system, and is calculated off of the "RETIRE SUB INC" field. | NP |
| RETIRE ST PD1 RETIRE ST PD2 RETIRE ST PD3 | Amount of funds "picked up" by the state and paid into the employee's retirement system. This is typically 6% of the "RETIRE SUB INC" field. | NP |
| RETIRE SUB INC1 RETIRE SUB INC2 RETIRE SUB INC3 | Amount of income subject to retirement. | NP |
| RETIRE SUBJ FLG | Indicates whether or not a pay type is included in the calculation for wages subject to retirement. | JSL |
| RETIRE SYS CD1 RETIRE SYS CD2 RETIRE SYS CD3 | Matches the "RTMT SYST" field on the P010 screen. Indicates to which retirement system employee belongs. F – OPSRP, police & fire G – OPSRP, general L – Legislature N – Not a member P – Judges plan S – PERS plan, general T – PERS plan, police & fire | NP |
| ROUTING NUM | For direct deposit XDNN deductions, this shows the "R&T" (routing & transit) number. Archival began PPE 5/31/2014. | DED |
| SAIF EXEMP WAGE | Wages show in this field if an employee's P010 screen is coded as not subject to SAIF. | NP |
| SAIF PCNT | Multiplier for SAIF-subject salary to determine applicable reportable income. | JSL |
| SAIF SUB INC | Amount of income subject to SAIF premiums. | NP |
| SAIF TAX EXMPT | This field is no longer used. | NP |
| SEP REASON CODE | The PPDB reason code for the employee's separation. | JSL |
| SEPARATION CODE (Irrelevant) | Data is inconsistently applied. Supposed to indicate if an employee has separated (Y) or not (0) from a position. Verified with programmers 5/18/15 to be inconsistent; does not display in OSPA or PPDB. | JSL, LV |
| SEPARATION DATE | This is the date of either actually leaving a position, or projected to leave a position. | JSL |
| SEQ KEY (Irrelevant to most queries) | CURRENTLY UNUSED. Secondary OSPS register variable sequence field. Contains variable information that is used for sequence and control of the register records. | JSL |
| SFMS AGENCY | The 3-digit agency code being charged for the associated payroll fiscal transactions. | LC |
| SFMS APPN YEAR | The 4-digit biennium year associated with a transaction. | LC |
| STAT TAX EXEMPT | Employee's state income tax exemptions as claimed on IRS Form W-4. Two-digit number from 00 to 99. System default if no W-4 submitted is 00. | NP |

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| (OLD) Field Name | Field Definition | Table |
| STATE TX STATUS | Employee's filing status as reported on IRS Form W-4 for state tax withholding. Choices are (S)ingle, (J)oint, or (N)one (for exempt). System default if no W-4 submitted is (S)ingle. | NP |
| STD HRS PER DAY (Irrelevant to most queries) | Hours per day which define the employee work week. This code tells OSPA how many hours to use for the "HOURLY PAY RATE" field. | JSL |
| SUM TOT INC | This amount is the total of the "GROSS PAY AMNT" field, plus all non-cash taxable fringe benefits (DPT, MS, etc.) | NP |
| TAX YEAR | The calendar year for which taxes were paid. | DED, JSL, NP |
| TAXABLE INC FLG | Indicates whether or not a pay type is subject to federal and state income taxes. Some hard-coding may exist to exempt particular pay codes from one or the other entities; not indicated in any field. | JSL |
| TEXT REG SEQ Mostly helpful with Online Daily Time or eTime queries. | Pay type location in the record. Gross pay adjustments contain a 4-digit number and the income type. Online Daily Time and eTime show the date, page, and line. P003 date = last day of the month or job segment. Ex.: 20XX030201001 = 3/2/XX, pg 1, line 1. | JSL |
| TIME PER END DT | Time period ending date for the associated pay code. This can be either the daily record or the monthly record date (may contain a mid-month date if the record is split). Gross pay adjustments always have the end of the month in this field. | JSL |
| TRANS AMT | The dollars being charged to each associated agency cost structure. | LC |
| TRANS SUB INC | Amount of income subject to the mass transit tax levy. | NP |
| TRANSACTION CODE (CRUCIAL to most queries) | 10-Begin Balance 20-Adjustment 30-Transfer in: Clearing Acct 35-Transfer in: Concurrent Job (CCJ) 40-Timesheet Accrual 50-Lv Taken 55-Lv Paid 60-Automatic Accrual 70-Transfer out: Clearing Acct 75-Transfer out: CCJ 80-Lost Lv 85-Dropped Lv 90-End Balance | LV |
| UNEMP SUB CD | Matches the "UNEM SUBJ" field on P010. Indicates whether or not employee is subject to unemployment tax. (Y)es or (N)o. NOTE: "S" was used when records were first populated, but is no longer valid. Existing records with no P010 change will still = S. | NP |
| UNEMP SUB FLG | Indicates whether or not a pay type is subject to unemployment insurance. | JSL |

COST: OSPA_COST_CODE_XWALK | DED: OSPA_DED | JSL: OSPA_JS_LAB_ADJ | LC: OSPA_LABOR_COST
LV: OSPA_LV_ACCRUAL | NP: OSPA_NET_PAY | WS: OSPA_WORK_SCHED

| If you want this ... | | Look here |
|--|---|-----------|
| (OLD) Field Name | Field Definition | Table |
| VENDOR AMNT | The portion of a deduction that goes to the vendor. | DED |
| VOL ASSUM WAGE | <p>This field is used by agencies to record assumed wages worked by volunteers, captured by agencies on the P050 screen using code "AW".</p> <p>This field is also used by Legislature to capture the 6% Legislative PERS option.</p> | NP |
| WC TAX SUB FLG | Corresponds to the "SAIF SUBJ" field on the P010 screen, and indicates whether or not employee is subject to Workers' Compensation tax. Choices are (Y)es or (N)o. | NP |
| WEEKS WORKED (Irrelevant to most queries) | Number of weeks worked this pay period. | NP |
| WG FOR PRM B | For percent-based deductions, this field identifies the wage used in the calculation. | DED |
| WORK CHARGE CD | <p>If there is any data in this field, it is informational only. No labor costing allocations occurred (unless also allocated using the "COST ORIDE CD" field).</p> <p>This does NOT give work charge override information.</p> | JSL |
| WORK FREQUENCY | Employment status code - (F)ull time, (P)art time, (J)obshare, (I)ntermittent | LV |
| WORK SCHED CODE | <p>This is the 3-character code used by OSPA to reference work schedule tables which specify hours projected to work each day.</p> <p>See the Work Schedule Code Database or code lists for a complete listing of current work schedule codes.</p> | WS |
| WORK SCHED END DATE | <p>The date this work schedule ended. See the dedicated work schedule table document for an explanation how to query for specific dates.</p> <p>NOTE: To query for codes without an end date, limit your query to 12/31/9999.</p> | WS |
| WORK SCHED START DATE | The date this work schedule began. See the dedicated work schedule table document for an explanation how to query for specific dates. | WS |
| YEAR PCA INDEX | <p>This number is a composite of the "APPN YEAR", "PCA CODE" and "INDEX CODE" fields. Contains all the same numbers, just in one field instead of three.</p> <p>This number and its components can be overridden on employee time and gross pay adjustment screens.</p> | LC |