Wages not subject to OASI Medicare

Transaction Code:
ZHR_RPTPY632

Purpose

Use this procedure to identify employees within your agency who have wages that are not subject to Old Age Survivor Insurance (OASI) and Medicare due to:

- Being over the OASI maximum

  Or

- A Sick leave buyout due to :

  o A death

  o A disability

  o Dependent care.

Trigger

Perform this procedure to identify employees have wages not subject to OASI and Medicare.

Prerequisites

Payroll has been exited by the Department of Personnel

End User Roles

In order to perform this transaction you must be assigned one of the following roles:
Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer

Change History	Change Description
6/21/2007	Created
3/27/2008	Updates to the description of Period, and To dates that can be used to run this report.
8/4/2009	User procedure updated to provide current system screen shots

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Helpful Hints:

Refer to the Office of Financial Management website for information regarding the current OASI maximums.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY632**.

2. Under the **Periods** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	The pay period for which the report, transaction, or program is being run. ⚠️ There are five different reporting methods that can be selected 1. **Yearly Reports (Accumulative**) Example: 1/1/2009 to 12/31/2009 2. **Quarterly Reports (Accumulative)** **Example:** 01/01/2XXX to 3/31/2XXX ℹ️ End dates of each quarter 1st quarter ends **3/31/2XXX**

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		2nd quarter ends **6/30/2XXX**

		2nd quarter ends **6/30/2XXX** **3**rd quarter ends **9/30/2XXX** **4**th quarter ends **12/31/2XXX** 3. **Pay Period-** Value for the pay period only. This option is **not** accumulative. (To review pay periods refer to the HRMS Payroll and Reports Job Aid) **Example: 17/2009 (**pay dates: 8/16/2009 to 8/31/2009**)** 4. **Monthly Report:** As paid for the entire month **Example: 8/1/2009 to 8/31/2009** 5. **Lagged Monthly Report-** Pay periods. This is **not** accumulative. **Example: 8/16/2009 to 9/15/2009**

3.

Under the **Selections** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	**R/O/C**	**Description**
Personnel Number	O	The employee's unique identifying number. Leave this field blank, to capture all employees of your agency, or sub-agency. **Example: 40000200**
Personnel area	R	A specific agency/sub agency in the State of Washington **Example: 1110 (**Department of Personnel)
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. **Example: 0001-(Non Represented)**
Employee group	O	Status of an employee or position within the State of Washington. **Note:** This is the status of the position only, not the employee. **Example: 0 (Permanent)**
Employee subgroup	O	This is within an employee group for which personnel provisions have been defined. Employee sub-group defines employees who are processed according to similar payroll

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	or time rules.
	Example: 00 (Hourly (H) OT Exempt)

3. Click ![Execute icon] (Execute) to generate the report.

![info icon] This report results are longer than the screen, so two screen shots have been provided.

Screen 1 of 2

5 of 6

Screen 2 of 2

This report display the total gross Non

4. You have identified employees who are over the maximum for OASI/Medicare.

Results
You have generated the Wages not Subject to OASI/Medicare report.