

OSPS Users' Forum

PAYROLL SYSTEM SUPPORT

OREGON STATEWIDE PAYROLL SERVICES

FINANCIAL BUSINESS SYSTEMS

ENTERPRISE GOODS AND SERVICES

Agenda

Welcome/Introductions	Seth Lewis, OSPS
Workday	Twyla Lawson & Shanon Jackson, CHRO
Vendor Negatives	Geri Greeno, OSPS
Setting Correctives in OSPA	Geri Greeno, OSPS
Manual & Bulk Checks	Geri Greeno, OSPS
Stale Dated Checks	Geri Greeno, OSPS
Updates and Reminders	Geri Greeno, OSPS
2020 W-4 Form	Geri Greeno, OSPS
Upcoming Training	Sharae Epperheimer, OSPS

Workday

TWYLA LARSON & SHANON JACKSON

Vendor Negatives

Vendor Negatives occur when P070 entry is deleted after a check has been issued

Do not delete P070 entries after payroll has run

- Creates vendor negative
- Will short the next payroll run's check for vendor

If the check has already been sent out, you cannot refund to the employee.

Vendor will need to return to the money to the agency or employee

Vendor Negatives

If you need to pay money to an employee after a vendor check has been issued

- Use form 99.23 Cancel a check
- Section A: Need to rewrite vendor check to one or more payees
- Section B: fill out check information
- Section C: List name of payees
 - Note check rewrite amounts must match vendor check total
- Sign and submit to OSPS with original copy of check

Correctives in OSPA

Correctives can be set for the current tax year in OSPA

Set when making corrections to prior month pay or benefits

- Pay increase/decrease
- Missing PEBB premiums
- Timesheet corrections

Correctives must be set when requesting manual checks and when submitting payment notifications for closed pay periods

Correctives in OSPA – Setting a corrective

- P190, OR number, agency number
- Tab to last run of closed month
- Type 'C' over ?
- Corr flag 'Y'

- If more than 5 runs, must request OSPS Helpdesk to set corrective

```
P190                PAYROLL REGISTER DATA                07/17/19  PROD
EmpID: 0R0229492  AG#: 10700                EPPERHEIMER, SHARAE S
```

	Tax Year	Run Type	Tran Type	Rev Flag	Corr Flag	Reg Set	ACH	Net Pay	Check Iss Date	Pay Per End Date
C	19	0	0	N	Y	02		0.00	071519	063019
	19	0	0	N	N	01	A	3096.19	070119	063019
?	19	0	0	N	N	02		0.00	061419	053119
?	19	0	0	N	N	01	A	3095.96	053119	053119
?	19	0	C	N	N	03		0.00	053119	043019
?	19	0	0	N	N	02		0.00	051519	043019
?	19	0	0	N	N	01	A	3246.28	050119	043019
?	19	0	0	N	N	02		0.00	041519	033119
?	19	0	0	N	N	01	A	3100.96	040119	033119
?	19	0	0	N	N	02		0.00	031519	022819
?	19	0	0	N	N	01	A	3106.26	030119	022819
?	19	0	0	N	N	02		0.00	021519	013119
?	19	0	0	N	N	01	A	3106.00	020119	013119
?	19	0	0	N	N	02	A	11.59	011519	123118
?	19	0	0	N	N	01	A	3094.92	010119	123118
?										
?										

```
ENT=Fwd/Upd/Sel CLR=Exit F7=Bwd F8=Fwd
Tel SSL                R 7 C 2 ET63A105
```


Manual Checks

OSPS processes manual, special or off-cycle checks daily, outside the two regular monthly payroll runs. Some of the reasons that you may need a manual check include:

- Pay advance
- Moving expense advance
- Final checks that you cannot let run with payroll run 1
- Error correction
- Replace lost check
- Wage withholding order received after the payroll run and prior to payday
- Replacement payment for a rejected direct deposit

Manual Checks

Examples of when to let checks run with payroll:

- New retro payments
 - Pay equity
 - New WOC amount that is effective dated retroactively
- Employees who start after final run 1
 - Can be paid on next applicable pay date
- Less than 35 days from when work was done
 - Can run with next pay date
- Final checks that can run with payroll
 - Set P010 dates, delete ACH and let run with final run 1
 - Will produce a check

Manual Checks

Cutoff for manual checks is 11:30am daily

This ensures checks are processed and returned to OSPS to distribute by 3pm

If running close to deadline, call OSPS Helpdesk. Do not email as it may be missed

Bulk Checks

Bulk check guidelines

- More than 25
- Earlier timeline depending on total number for agency
 - 21 to 75 requests 10:30 a.m.
 - 76 to 150 requests 10:00 a.m.
 - 150 + requests 9:30 a.m.
 - Do not send in small batches
- Send all at once in alphabetical order

Stale Dated Checks

Stale Dated Checks Timeline

Outstanding checks to be purged report (E701-030-A) became available July 11

- Lists outstanding checks that will be 2 years old as of June 30

For current employees and vendors

- Agencies work with payee to redeem or cancel and reissue outstanding check
- Cannot be forwarded to State Lands

For payees who are not current employees or vendors

- Due diligence by August 31
- Document efforts to locate and send results to OSPS by September 15

Recommended practice available at OSPS Website

- <https://www.oregon.gov/das/Financial/Payroll/Documents/practicechecksstaledated.pdf>

OSPS Updates and Reminders

OSPS Updates and Reminders

Workday

- Change of start date to a later date or job change that creates a break in service between segments after time has forecasted/entered
 - Time needs to be removed prior to these actions feeding to OSPA
 - Work with HR shops to notify payroll outside of WD reports when these will be occurring
- Purges should be coordinated between Workday and OSPS
 - If time is entered it has to be removed
 - It can cause issues with YTD totals

OSPS Updates and Reminders

Manual final check requests

- If less than 80 hours be sure to remove HEM
- Lots of tax adjustments over \$10 due to HEM not being removed timely

Union Reports

- AFSCME and SEIU available prelim run 1
- Must work and make entire prior to final run 1 occurring
- Agency is liable for missed dues payments

Payment notification form

- Either BT or check
- Do not send both

OSPS Updates and Reminders

PERS Rates changed effective with the July 1 pay date (June run 1 pay period)

Effective 07/01/2019

Effective payroll periods paid	Tier 1/Tier 2	Tier 1/Tier 2 Police and fire	OPSRP General service	OPSRP Police and fire
07/01/19 - Present	21.21%	27.31%	14.75%	19.38%

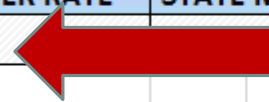
When using PERS calculation worksheet, be sure to select the correct time frame for correct rates

OSPS Updates and Reminders

second table below.

Table 1:

- 1. Enter PERS subject earnings.
- 2. Choose the correct plan.
- 3. Choose the time period during which earnings were paid.

PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
		7/1/19 - Present			-
# ER Match calculation = [PERS subject Salary * ER Rate]					


>> Use Table 2 **only** if corrections cross time periods with different rates <<

Table 2:

PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
				-	-
# ER Match calculation = [PERS subject Salary * ER Rate]					

Cells contain drop-down menus.

OSPS Updates and Reminders

Table 1:					
1. Enter PERS subject earnings.	2. Choose the <u>correct</u> plan.	3. Choose the time period during which earnings were paid.			
PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
		7/1/17 - 06/30/19		-	-
# ER Match calculation = [PERS subject Salary * ER Rate]					
>> Use Table 2 only if corrections cross time periods with different rates <<					
Table 2:					
PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
				-	-
# ER Match calculation = [PERS subject Salary * ER Rate]					



OSPS Report Changes

OSPS has shut off the XREF21 reports. This report was for WBF Assessment & SAIF Premium Summary information.

The SAIF subject wages and WBF amounts from those reports can be found on the summary page of the XREF43 reports instead.

2020 W-4: changes

P010 screen

- Redesign of screen to accommodate new federal W4 fields
- Removing blank waiver codes

```
RDC/CREW/CST CTR          005          -----MANDATORY WITHHOLDING-----
? TAX DATA FOLLOW-UP FLAG:          N          BEG DATE  STAT  EXEM  ADDL  END DATE
? FINAL CHECK ISSUED:          000000 ? FED  000000          00  0000  000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00  0000  000000
? RETIREMENT START DATE:          000000

EFF    EXP    ----FEDERAL---  ----STATE----  RTMT RTMT    RTMT FICA SAIF UNEM
DATE   DATE   STAT EXEM ADDL  STAT EXEM ADDL  SYST STAT    ACCT SUBJ SUBJ SUBJ
? 022819 999999  S  00 0000  S  00 0000  G    E  876558  Y  Y  Y
? 043016 013119  S  00 0000  S  00 0000  G    D  876558  Y  Y  Y
?
?
?
?

----WAIVERS----
CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE
?           ?           ?           ?           ?           ?

Te  SSL                                          R 6 C 2 ET63A108
```



2020 W-4: changes

E497 EMPLOYEES WITH NON-BLANK WAIVER CODES report will be turned off

More on W4 and P010 changes with October forum

Upcoming Trainings

SHARAE EPPERHEIMER

Upcoming Trainings

OSPA For Beginners (Two 4 hour Sessions)

- Day 1 – Interfaces and Screens
 - Understanding OSPA and basic system screens
 - October 23rd 1:00pm – 4:45pm
 - DAS East Computer Lab
- Day 2 – Frequently used processes
 - In depth look at frequently used processes
 - October 24th 1:00pm – 4:45pm
 - DAS East Computer lab

Next forum

DATE: October 16, 2019

TIME: 2:00 p.m.

PLACE: Employment Auditorium

AGENDA: Year end and Workday

Email Sharae with your ideas about agenda items at sharae.epperheimer@Oregon.gov