

OSPS USERS' FORUM

Payroll System Support

Oregon Statewide Payroll Services

Financial Business Systems

Enterprise Goods and Services

Welcome & Introductions	Geri Greeno
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WELCOME & INTRODUCTIONS

Geri Greeno

HELLO FROM ORLANDO AND WORKDAY RISING



MATT SAYS HI FROM DISNEYLAND



2019 YEAR END

Corrected W2's

Year End Reminders

Year End dates

Year End timelines

Working with Overpayments

Helpful handouts

W-2C PROCESS

- Fill out and submit the Request for Corrected W-2 form. You can find it on our [website](#)*.
- The [OSPA Reference Manual for Income Taxes](#)* has a great walkthrough for this form.
- The OSPA Reference Manual for Income Taxes also has multiple examples; please use this resource
 - OSPS website:
<http://www.oregon.gov/DAS/Financial/payroll/Pages/index.aspx>
 - OSPA Reference Manual for Income Taxes:
<http://www.oregon.gov/das/Financial/Payroll/Documents/ProcessIncomeTaxes.pdf>

W-2C PROCESS

- Responsibility
 - You have the legal and fiduciary responsibility to correct the information as soon as you discover the error and determine the correct information to report.
- Reasons
 - Incorrect SSN
 - Misspelled name
 - Overpayments crossing tax years
 - Early redemption of December paid January paycheck
 - Under reported wages

W-2C PROCESS

- If the employee's taxable income was overstated and too much tax withheld, OSPS will submit a W-3c and request a refund of social security and Medicare taxes.
- If the employee's social security and Medicare income was understated, which resulted in taxes being under withheld, OSPS will:
 - Submit a W-3c and an additional payment to the IRS for social security and Medicare taxes
 - Ask the Accounting and Business Services Section, Operations Division, DAS to invoice your agency to reimburse the Joint Payroll Account for the additional taxes

W-2C PROCESS

- If you receive an invoice from DAS:
 - Work with your agency's accounting staff to pay the Joint Payroll Account
 - Work out a repayment plan with the employee for the employee's share of the taxes
 - If the employee will repay through a payroll deduction, make the PANN entry on the P070 Deductions and Deduction Adjustments screen
 - If the employee will repay through a check or money order, complete Payment Notification Form. Send the form and the payment to PSS for processing.
- OSPS will process the Corrected W-2 Request form and produce the W-2c along with a cover memo.
- We will distribute the W-2c and memo to the Agencies via the Secure Mailbox or US Mail for Agencies outside of Salem.

RESOURCES

- Prior Period Adjustments– IRS Pub 15*
- Safe Harbor- General Instructions for Forms W-2 and W-3**
- OSPS Reference Manual
- You do not need to request a W-2c if:
 - The employee was overpaid in a prior year and has not repaid the agency
 - The correction is for the current year
 - The employee has reported an address change
 - The employee has reported a name change because of a change in marital status
- *IRS Publication 15: <https://www.irs.gov/pub/irs-pdf/p15.pdf>
- ** General Instructions for Forms W-2 and W-3:
https://www.irs.gov/pub/irs-pdf/iw2w3.pdf?_ga=1.109648069.1797567584.1429207517

OSPS YEAR END REMINDERS

- **DO NOT** release December dated January 1 checks early.
 - For most, pay day is January 2, 2020
 - This will ensure employees do not cash their checks in December.
 - Checks cashed in December require wages to be included in the current tax year wages.
 - Checks cashed early require a corrected W2 for the employee for both 2019 and 2020
- W2's.
 - OSPA will use the address in Workday that is in there as of December Run 2.
- W4's.
 - Employees claiming exempt must fill out new W4 each year.
 - If agency does not receive a new W4, employee is set back to:
 - Single and 0 or,
 - To the last W4 received which was not exempt.
- Clear net pay negatives before year end.
 - This will ensure employees receive accurate W2's for the tax year.

OSPS YEAR END REMINDERS

- Work Your Reports
 - E260-200 Net Pay Negative Report (Run 1 only)
 - E305-007 Negative Vendor Ded Used in Vendor Check Print
 - E357-030 Separated Employees with Net Pay Positive Adjustments
 - XREF68B Tax and Retirement Negatives Report-Current
 - B850-01 November or December Pay Reported in Two Tax Years

OSPS YEAR END REMINDERS

- Clear net pay positives and negatives before year end
 - Start working to clear these with October payroll runs.
- Threshold changes to \$1.00 in November pay period
 - For termed employees, send request to clear to taxes prior to November run 1
 - System will generate a check (even for termed employees) on November run 1 for amounts greater than or equal to \$1.00

YEAR END- OVERPAYMENTS

- Why/When Overpayments Occur
 - Late reporting of LWOP.
 - Delayed pay-related personnel actions.
 - Ending work out of class or other differential pay from Workday after Run 1,
 - Termination business process not finished in Workday
 - Administrative error.
 - Deductions not entered until after Run 1 (insurance premiums, garnishments, etc.),
 - Vendor deductions removed after Run 1.
- Overpayment Notification to Employee
 - Earnings statement that reflects overpayment is generated which serves as the notice (paystub).
 - Agency many have standard letters/process in place for notification.

YEAR END- OVERPAYMENTS

- OAM 45.20.00.PO – “Overpayment returns are due and payable on discovery of the overpayment.”
- Net pay negatives generally are collected from the following Run I payroll.
- When they are not collected on the following Run I, the Agency must reimburse the Joint Payroll Account.
- If the employee has an overpayment that will be repaid by the end of the year (December 31st) in which it occurred and this net pay negative is in November, OSPA will automatically reduce the employee’s December wages. You do not need to make any adjustments.

YEAR END- OVERPAYMENTS

- Collection of Overpayments
 - If the employee is not expected to work/earn enough hours in the December paid January pay period to re-pay an overpayment at year end, you will need to reverse the entries that created the net pay negative in OSPA, so the employee's wages/taxes are not understated for the current year. The Agency is then responsible to collect the net pay negative by working with the Agency's accounting office to establish an account receivable (A/R).
 - When the employee does not repay all or part of the overpayment in the same year it is still taxable for that year. The employee received and used the funds during the year. After the employee has repaid the full amount, request a corrected W-2 for the year in which the overpayment occurred from the OSPA Accountant.
 - **Do not make negative P050 entries** to correct prior year overpayments; prior year negative entries will understate wages for the current tax year. Work with your Agency's accounting staff to set-up an A/R and request a corrected W-2 when the employee repays the full amount.

YEAR END DATES

- **P010 Final Check Dates**
 - P010 Dates tell OSPA what date to print on paychecks.
 - Dates force the calculation of wages into the specified tax year.
- **Reasons to set P010 Dates in OSPA:**
 - An employee is separating from state service.
 - An employee transferred to another state agency in any month except December.
 - A corrective is set for November payroll run.
 - To force a December payment into the old tax year.
- **After November Run 2**
 - A corrective can only be set for November pay period.
 - Corrections to prior months can only be made in November pay period.

YEAR END DATES

- If during December pay period you have:
 - Entered changes in November pay period.
 - Set the corrective flag for the November pay period.
- Notify OSPA so we can:
 - Enter the November P010 dates.
 - Use the P010 dates for November changes.
 - Apply November corrections to the old tax year (2019).
 - Apply December payroll to the new tax year (2020).
- December dates after Run I final
 - Is there a set on the P190 screen for December run I? - If yes, did that set calculate taxes for the new tax year (2020)?
 - Can you stop the ACH if applicable? - If yes, reverse check or cancel the ACH that the set created. Ask OSPS to set P010 dates.
 - If there is no P190 set for December run I, the P010 dates can be set.

YEAR END DATES

- Separations in December
 - If separating employee will receive his/her pay during December, payment needs to be included in the current year's W2 (2019).
 - Force the wages into the current tax year by entering December P010 dates.
- Transfers in December
 - **Do not** request P010 check dates for transfers in December.
 - Without P010 check dates, OSPA will combine the December wages from both agencies and report in the new tax year (2020).
- If you owe money to an employee who separated prior to December
 - Make entries on P050 screen.
 - When you make the entry OSPA will give you an error.
 - Make a screen print and write "please make entry", sign and date the screen print
 - Fax the screen print to OSPS.
 - If correction is prior to December 31, use 12/31/YY on P050 screen. This will calculate the entry in the current tax year (2019).
 - If correction is after December 31, use 01/31/YY on the P050 screen. This will calculate the entry in the new tax year (2020).

YEAR END DATES

- January Dates
 - P010 dates cannot be entered, changed or deleted until after final December run 2.
- Important to remember
 - If you need to process a correction to November, and the employee separates before December run 1, no corrective flag should be set for November. - Contact OSPS for assistance to ensure wages are not calculated in the next tax year.
 - Fringe benefits received in the current tax year should be reported to you prior to December run 1.
 - Example: employee received reimbursement for meals that are taxable in current tax year (2019).
 - Meals should be reported in OSPA prior to December run 1 to ensure they are included in current year W2.
 - OSPS will not issue any manual checks after the ACH stop cutoff on December 30th for the 2019 tax year.

2019 OSPA Year End Time Line

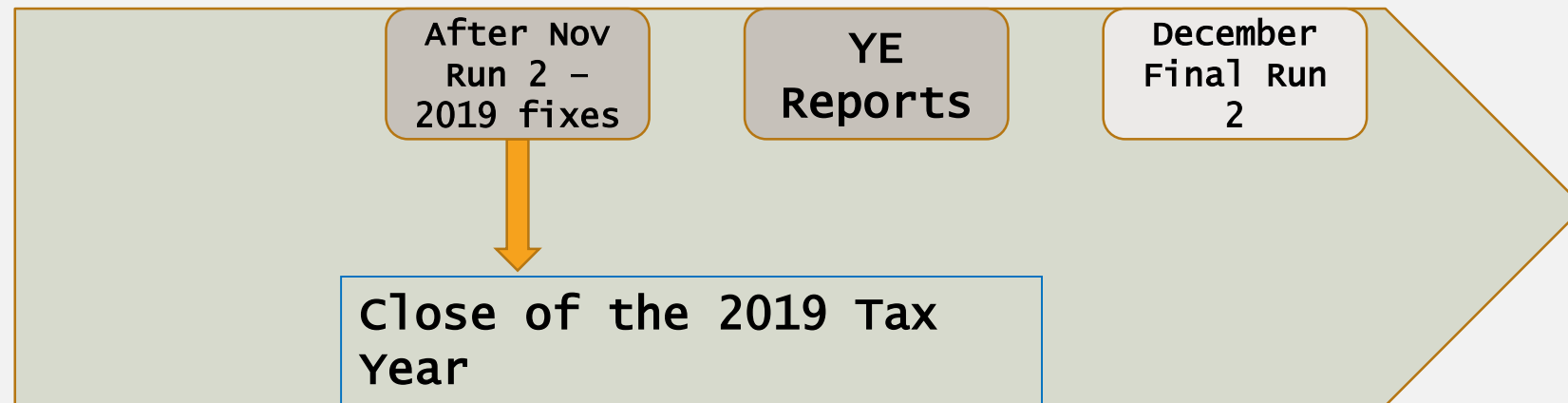


November Final Run 2 (12/09/19)

Agency	OSPS/DAS
<p>For months prior to November (Dec 2018 to Oct 2019) – last chance to,</p> <ul style="list-style-type: none">• Set P010 dates, except for separating employees• Set correctives for Dec 2018- Oct 2019• Enter cash payments for 2019 expense reimbursements for ongoing employees to be included in 2019 W2	<p>Assist agencies with complex corrections – ie, an October check is cut and no flag is set.</p>

2019 OSPA Year End Time Line

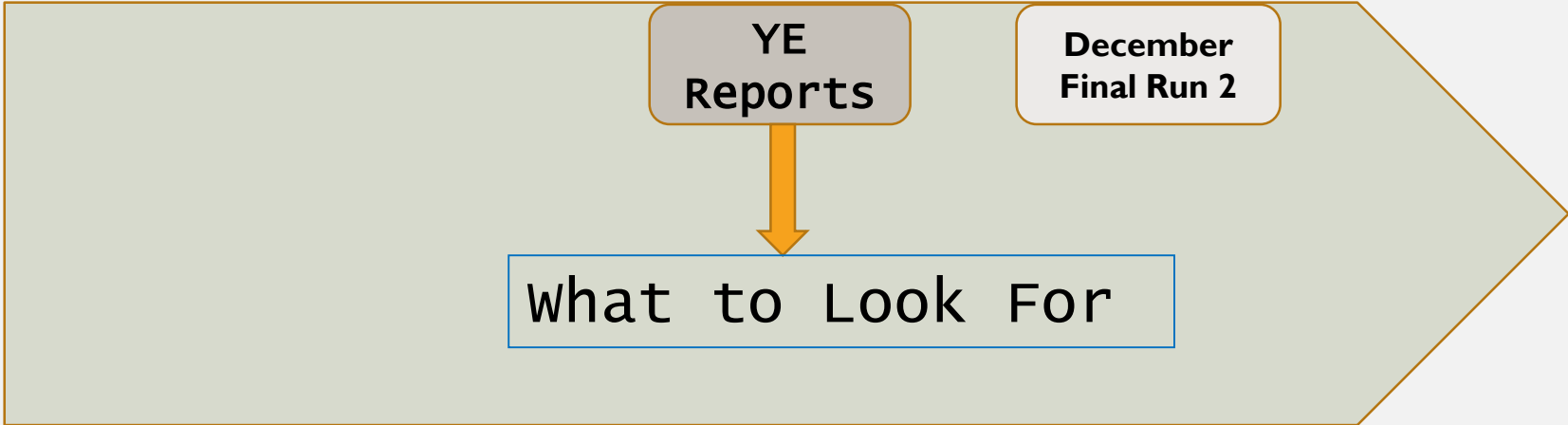
PLUG



**AFTER NOV RUN 2 – 2019 FIXES
(12/09/19 – 12/31/19)**

Agency	OSPS/DAS
<p>Cash payments made in which tax year?</p> <ul style="list-style-type: none"> • If receiving money in 2019, retro payments need to be made on the Nov P050. Set corrective flag for Nov and request manual check • If receiving money in 2020, make entry on the Dec P050 and let run with payroll. 	<p>Verify November P010 dates are entered and corrective flag is set.</p> <p>Issue manual check</p>
<p>Request P010 dates for December terms</p> <ul style="list-style-type: none"> • If TERM has not be sent from WD to OSPA, you will need to request P010 dates to be set for separating employees. 	<p>Enter P010 dates</p>
<p>No P010s for transfers</p>	<p>Review P010 date requests</p>

2019 OSPA Year End Time Line



YEAR END REPORTS – IMPORTANT DATES

Report	Agency	Results: If not cleared...
11/25/19: E260-200 Net Pay Negative Report	Review & correct <u>Clear by 12/31/19</u>	2019 W-2 is incorrect and W-2c will be needed
12/11/19: E492 Terminated Employees Having Leave Balances	Review & correct: P435 adj, P060 adj or request manual check <u>Clear by 12/31/19</u>	If pay date is in 2020 EE receives 2020 W-2

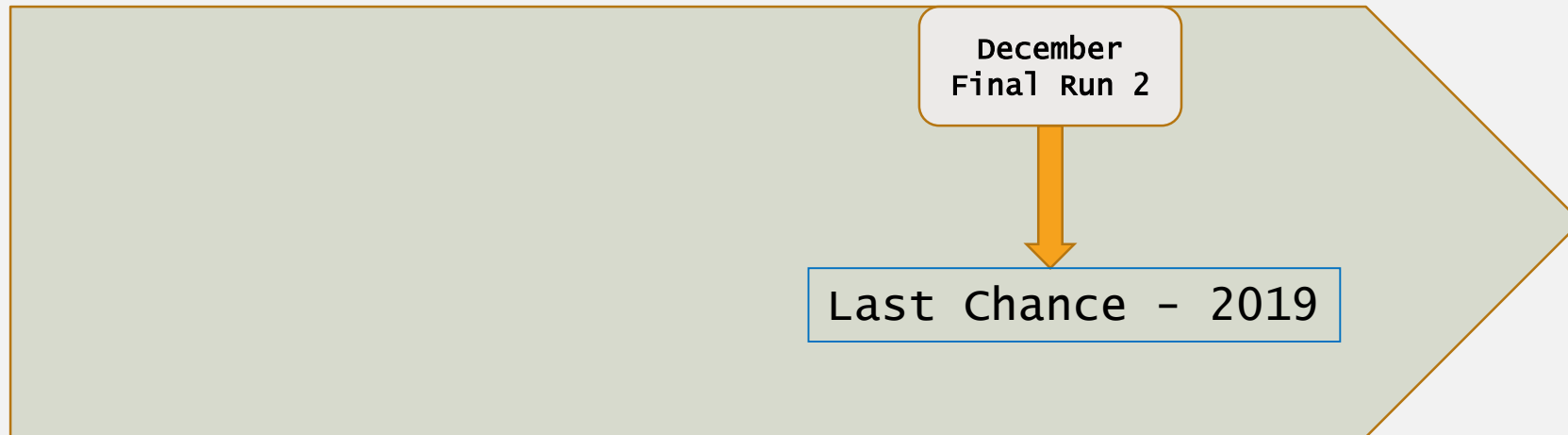
Report	Agency	OSPS/DAS
11/25/19: ANNLDEC Report	Review for completeness. Confirm dollar amount from OSPS accountant.	Send email to agency for final deceased payout. Create and send 1099s for State of Oregon.

YEAR END REPORTS – IMPORTANT DATES

Report	Agency	Results: If not cleared...
12/10/19: E357-030 Separated Employees with Net Pay Positive Adjustment	Review & correct: Request check by 12/31/19 or clear by 1/07/2020	Agency will need to request a 2019 and 2019 W-2C
12/10/19: XREF68N Employees with Negative Report	Review and correct: start with looking at P090 for negatives. Clear by 1/07/2020	No 2019 W2 produced for EE
12/27/19: B850-01 Nov or Dec Pay Reported in 2 Tax Years	Review & correct: Did employee have overpayment? Are wages posted in correct year?	2019 W2 is incorrect and W-2c will be needed

2019 OSPA Year End Time Line

ENDING



DECEMBER RUN 2 – 1/09/20

For 2019 tax year last day to...

Work all year end reports:

- XREF10-A
- ANNLDEC
- E260-200: Net Pay Negative
- E357-030: Separate EEs w/ Net Pay Pos
- E492: Term EEs Having Leave Balances
- XREF68N: EEs w/ Negative Report
- B850-01: Nov or Dec Pay Reported in Two Tax Years

Correct negative YTD amounts – see XREF68N

Request any final P060 tax adjustments for separated employees – see E357-030 & E492

Request check reversals

Enter non-cash reimbursements or taxable fringe benefits

Record return of overpayments for tax year 2019 – this may result in W-2c

IMPORTANT DATES

Agency
1/09/20: Last date to update employee addresses for W-2 printing
1/09/20: Able to set P010 dates and set corrective flags for 2019 tax year
1/10/20: E381-30-2, W-2 Distribution List available online
1/31/20: 2019 W-2s distribution deadline

OSPS
1/15/20: 2019 W-2 file sent to Printing and Distribution
1/27/20: Outdate 2019 Governor's Food Drive P070 for 02/28/20 pay period
1/31/20: 2019 1099s distribution deadline

HELPFUL HANDOUTS

- Year End Handout
 - Important Dates between now and January 31
- Corrected W2 Handout
 - Guidance on when to request a corrected W2
- Separations at Year End
 - Reminders regarding setting P010 dates and making prior month corrections
- Year End Transfer Flow Chart
 - Guidance on working with transfers at year end
- Year End Procedures
 - Updated recommended procedures available on OSPA Website

Year end questions?

Contact: OSPS Help Desk

Phone: (503) 378-6777

Email: OSPS.Help@Oregon.gov



PEBB REMINDERS

Geri Greeno

FAMILY TIER MEDICAL SUBSIDY

- Subsidy for employees enrolled in family tier medical plans only
 - \$10.00 for full time medical plans
 - \$24.00 for part time medical plans
 - Rate is based on enrolling in a full time or part time plan
- Subsidy is applied to employee share of medical premium
- If subsidy is more than employee share, employee share will be \$0.00
 - For part time employees enrolled in a part time medical plan:
 - Family tier subsidy is applied first to the employee share of the medical premium
 - Part time subsidy is calculated
 - If any family tier subsidy is left over, it is applied to the medical premium
 - Part time subsidy is applied

FAMILY TIER MEDICAL SUBSIDY

- PEBB subsidy amount + employee share + employer share = PEBB admin fee + vendor total
 - Subsidy is only for employee and family coverage
 - DDD, 104, 804, 806, and 807
- Do not delete the 901 entry for forced medical entries.
 - If you do, PEBB will send you notice you are short the subsidy amount
 - Must go into P070 and re-enter 901 for forced medical entry
 - Set corrective
 - Adjustment type must match (A, F,W)

PEBB TO OSPA PLAN YEAR 2020 TIMELINE

- Update deduction tables with new rates by November 12
- Outdate all PEBB related codes in OSPA on November 13 with 11/30/19 end dates
- OSPA turns off PEBB interface on November 14
- PEBB does term and re-enroll in PDB on November 15
- Load all open enrollment transactions on November 16 with start dates of 12/31/19
- Turn on PEBB interface on November 18

SICK LEAVE ACCRUAL

Geri Greeno

SICK LEAVE ACCRUAL

- Regular/Limited duration employees who work more than 240 hours in the month are entitled to additional SL accrual for that month
- Temporary employees who work more than 184 hours in the month are entitled to additional TS accrual for that month
- Currently this is a manual process for agencies to calculate additional accrual
- Starting January 1, 2020 OSPA will auto calculate the additional SL and TS
- TS has no annual limit for accrual, just 40 hour limit for usage each year
- SL has a 96 annual accrual limit
- Regular/LD employees who work more than 240 hours will accrue additional SL in the month
 - This means they will accrue less than 8 hours in the month later in the year due to 96 hour limit

VACATION PAY OUT REQUEST

Geri Greeno

VACATION PAY OUT REQUEST

- Employee goes to 'Request' worklet on homepage
- Select create request
- Request type = Leave Pay Out (executive branch)
- Enter in Description of request
- Select Representation status
- Submit (goes to manager to approve)

VACATION PAY OUT REQUEST

- Manager verifies employee is eligible for payout
 - Do they have up to 40 hours available for cash out
 - Will have 60 hours left after payout and approved VA leave requests
- Manager approves which sends request to payroll partner
- Payroll partner reviews request and makes entries as appropriate
 - See job aid handout
- The limit of one request per calendar year is based on request date, not pay date
- Payout runs with next payroll run; do not request off cycle checks
 - Per LRU the intent is not to add additional costs to agencies by requesting off cycle checks
 - Intent is to be paid on the next payroll run after request is received

Inbox

Actions (2) ArchiveViewing: All Sort By: Newest

Request Process : Leave Pay Out (Executive Branch) : Carol Williams
1 day(s) ago

Request Process : Leave Pay Out (Executive Branch) : Jessica Butler
1 day(s) ago

List of requests in in-box

Close Request

Request Process : Leave Pay Out (Executive Branch) : Carol Williams Actions

1 day(s) ago

Request Request : Leave Pay Out (Executive Branch) : Carol Williams
Request Type Leave Pay Out (Executive Branch)
Request Date 09/30/2019 01:19:26.797 PM
Requester Carol Williams
Description Please pay out December 1, 2019.

Worker
Request Subtype
Resolution *
Resolution Details

2 items

Question	Answers
Please select your Representation Status:	Management Service
I am submitting this request to pay out vacation hours pursuant to CHRO Vacation Leave policy 60.000.05 (1)(j). My submission of this form indicates I understand and agree to the following: - I am a regular status employee. - I may cash out up to 40 hours of accrued vacation hours. - After the pay out, I must have a balance of at least 60 vacation hours. The agency will consider any pre-approved vacation leave to determine if the minimum balance is maintained. - Payment is paid at the straight time rate of pay and is subject to ordinary deductions and withholdings. - Payments will be processed on the next regular payroll run, unless otherwise specified. Please indicate the number of vacation hours you would like to have paid out:	40

enter your comment

Process History

Attachments

Carol Williams Yesterday
Submit Send Back Save for Later Cancel

Close Request

Request Process : Leave Pay Out (Executive Branch) : Carol Williams Actions

1 day(s) ago

Request Request : Leave Pay Out (Executive Branch) : Carol Williams
Request Type Leave Pay Out (Executive Branch)
Request Date 09/30/2019 01:19:26.797 PM
Requester Carol Williams
Description Please pay out December 1, 2019.

Enter worker name

Worker

Request Subtype

Select resolution

Resolution *

 Denied
 Done
 Duplicate

Resolution Details

2 items

Question	Answers
Please select your Representation Status:	Management Service
I am submitting this request to pay out vacation hours pursuant to CHRO Vacation Leave policy 60.000.05 (1)(j). My submission of this form indicates I understand and agree to the following: - I am a regular status employee. - I may cash out up to 40 hours of accrued vacation hours. - After the pay out, I must have a balance of at least 60 vacation hours. The agency will consider any pre-approved vacation leave to determine if the minimum balance is maintained. - Payment is paid at the straight time rate of pay and is subject to ordinary deductions and withholdings. - Payments will be processed on the next regular payroll run, unless otherwise specified. Please indicate the number of vacation hours you would like to have paid out:	40

Entered in OSPA applicable pay period and date to be paid on



enter your comment

Process History

Attachments

Carol Williams - Yesterday

Submit Send Back Save for Later Cancel

Process history

Process History



Carol Williams

Request- Step Completed

- Yesterday



Madilyn Zike

Approval by Manager- Approved

- Yesterday



Geri Greeno

Close Request- Awaiting Action

Attachments

Drop files here

or

Select files

Submit

Send Back

Save for Later

Cancel

NEW P010 SCREEN

Geri Greeno

Department of the Treasury
Internal Revenue Service

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2020

Step 1:
Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; **or**
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____

Multiply the number of other dependents by \$500 ▶ \$ _____

Add the amounts above and enter the total here **3** \$ _____

Step 4 (optional):
Other Adjustments

(a) **Other income.** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . . **4(a)** \$ _____

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . **4(c)** \$ _____

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)
_____	_____	_____

P010 AND W4 CHANGES

- Employees will need to complete both state and federal W4 forms starting in 2020
- Federal form is changing (see handout)
 - Step 1: personal information (required)
 - Includes filing status
 - Single, married or head of household
 - Steps 2-4 employees complete only if they are applicable
- Revamped P010 screen to accommodate federal W4 form

P010 CURRENT

P010 OR0128529 10700
 GREENO, GERI L

WITHHOLDING/RETIREMNT INFO 09/24/19 PROD
 WH02 ENTER UPDATES

RDC/CREW/CST CTR 431 -----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 DATE	EXP DATE	----FEDERAL---			-----STATE----			RTMT SYST	RTMT STAT	RTMT ACCT	FICA SUBJ	SAIF SUBJ	UNEM SUBJ
DATE	DATE	STAT	EXEM	ADDL	STAT	EXEM	ADDL						
? 022819	999999	S	00	0000	S	00	0000	G	E	481382	Y	Y	Y
? 033118	013119	S	00	0000	S	00	0000	G	D	481382	Y	Y	Y
? 123116	022818	J	02	0000	J	02	0000	G	D	481382	Y	Y	Y

?
 ?
 ?

----WAIVERS----

CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE	CLASS DATE
?	?	?	?	?	?

P010 STARTING JANUARY 1, 2020

```

P010   OR0128529 10700           WITHHOLDING/RETIREMNT INFO 09/24/19 ACPT
      GREENO, GERI L                RDC/CREW/CST CTR 431
WH02 ENTER UPDATES                E      F S S S U S
                                      X **RETIRE**  I U A U N U
                                      E SY ST      C B I B E B
EFF   EXP   LINE   4C/   E SY ST      A J F J M J
DATE  DATE  STAT 2   3   4A   4B   ADDL M   ST AT ACCT
? 022819 999999 S   N 00000 0000000 0000000 00000 00 G   E 481382 Y   Y   Y
STATE S
? 033118 013119 S   N 00000 0000000 0000000 00000 00 G   D 481382 Y   Y   Y
STATE S
? 123116 022818 J   N 00000 0000000 0000000 00000 02 G   D 481382 Y   Y   Y
STATE J
?
STATE
?
STATE
?
STATE
FED MANDATORY
? 000000 000000          00000 0000000 0000000 00000 00
STATE MANDATORY
? 000000 000000          00000 00
? FINAL CHECK ISSUED:          000000          ? TAX DATA FOLLOW-UP FLAG: N
? FINAL CHECK PERIOD ENDING: 000000          ? RETIREMENT START DATE: 000000
  
```

WORKDAY UPDATES

Workday Updates

Short/Long Term Disability

ACA Reminders

WORKDAY

WORKDAY

- Payroll Replacement Project
 - Seth, Matt and Geri have been conducting agency visits
 - Fit Gap will start next month
 - Ramping up project team next July
- Short/Long Term Disability
 - We will be adding an option to record it in Workday
- ACA Reminders
 - Function in WD to record disability payments and what days they are for
 - ACA report in WD that will show who is/not in stability period

**PROTECTED LEAVE
(HR POLICY CLARIFICATION/UPDATES)**

PROTECTED LEAVE (HR POLICY CLARIFICATION/UPDATES)

- Cannot save leave and then use small amounts to cover premiums or other deductions. If saving leave it is all or nothing (per CBA, policy or saving all while on disability)
- Also, when an employee is receiving disability (standard or private) those hours count towards ACA stability
 - Function in WD to record disability payments and what days they are for
 - ACA report in WD that will show who is/not in stability period

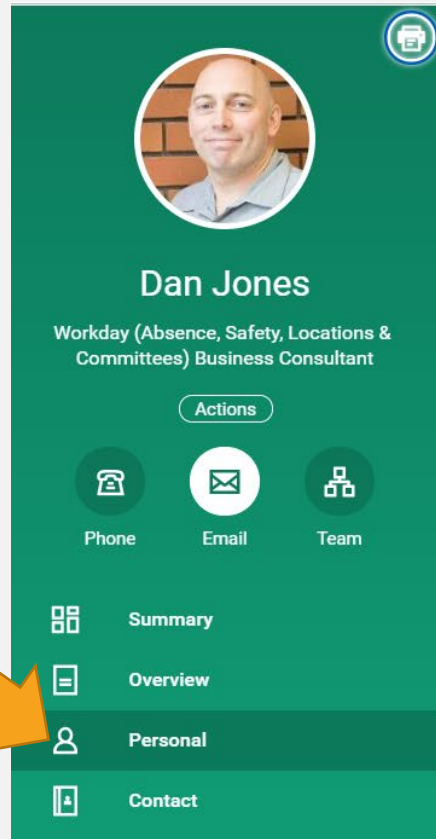
SHORT & LONG TERM DISABILITY
INSURANCE,
WORKDAY AND THE ACA



SHORT & LONG TERM DISABILITY
INSURANCE,
WORKDAY AND THE ACA



SHORT AND LONG TERM DISABILITY INSURANCE

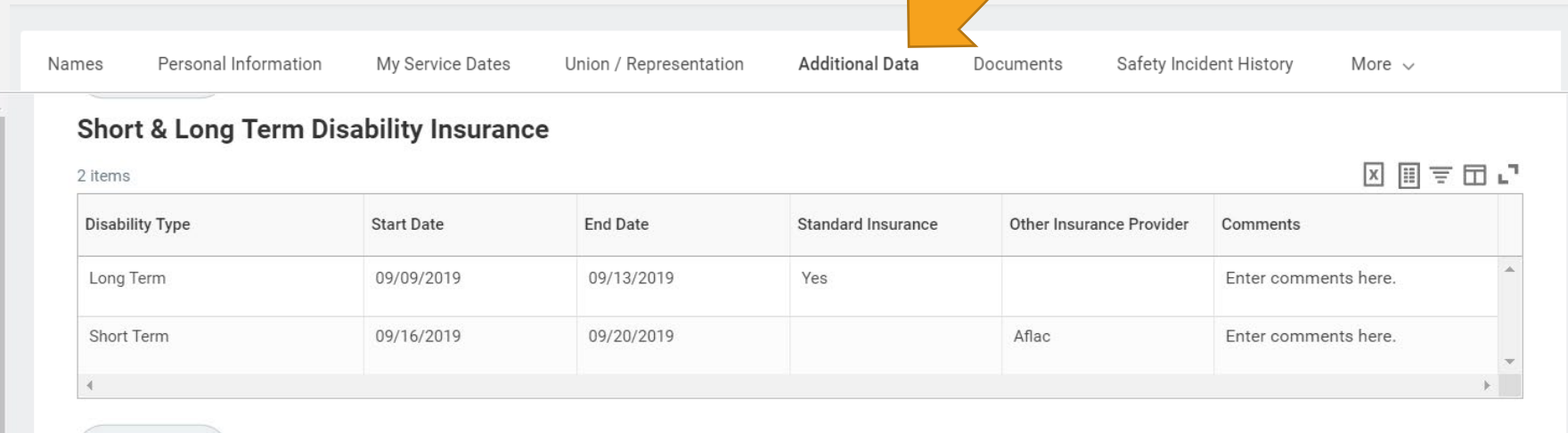


Dan Jones
Workday (Absence, Safety, Locations & Committees) Business Consultant

Actions

Phone Email Team

Summary
Overview
Personal
Contact



Names Personal Information My Service Dates Union / Representation **Additional Data** Documents Safety Incident History More

Short & Long Term Disability Insurance

2 items

Disability Type	Start Date	End Date	Standard Insurance	Other Insurance Provider	Comments
Long Term	09/09/2019	09/13/2019	Yes		Enter comments here.
Short Term	09/16/2019	09/20/2019		Aflac	Enter comments here.

Per the CHRO Patient Protection and Affordable Care Act policy, paid disability counts as hours of service towards an ACA stability period. To assist agencies, we have created a centralized place within Workday to track when an employee has received disability payments. This is located in the employee User Profile, Personal tab, Additional Data.

WHEN THE AGENCY RECEIVES NOTIFICATION OF A DISABILITY PAYMENT, THE PAYROLL PARTNER AND/OR HR PARTNER ENTERS THE SPECIFIC INSURANCE PAYMENT DETAILS INTO THE SHORT & LONG TERM DISABILITY INSURANCE DATA.

Names Personal Information My Service Dates Union / Representation **Additional Data** Documents Safety Incident History More ▾

Short & Long Term Disability Insurance

0 items

Disability Type	Start Date	End Date	Standard Insurance	Other Insurance Provider	Comments
No Data					

[Edit](#)

Edit Additional Data
Dan Jones [Actions](#)

Custom Object Short & Long Term Disability Insurance

Short & Long Term Disability Insurance

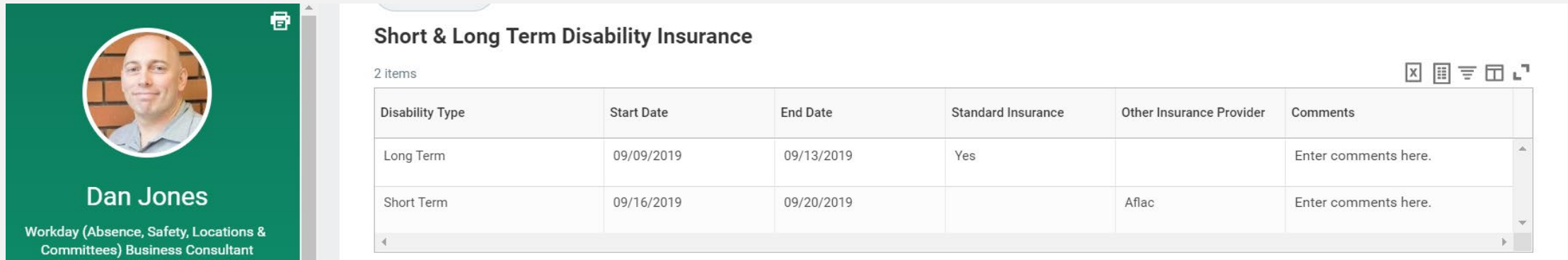
items

- Short Term
- Short Term - Intermittent Leave
- Long Term
- Long Term - Intermittent Leave

search

	Start Date	End Date	Standard Insurance	Other Insurance Provider	Comments
<input type="checkbox"/>	09/09/2019	09/13/2019	<input checked="" type="checkbox"/>		Enter comments here.
<input type="checkbox"/>	09 / 16 / 2019	09 / 20 / 2019	<input type="checkbox"/>	Aflac	Enter comments here.

THE EMPLOYEE AS SELF HAS VIEW-ONLY ACCESS TO THIS INFORMATION.



The screenshot displays a user profile for Dan Jones, a Business Consultant, on the left. On the right, a table titled "Short & Long Term Disability Insurance" shows two items. The table has columns for Disability Type, Start Date, End Date, Standard Insurance, Other Insurance Provider, and Comments.

Disability Type	Start Date	End Date	Standard Insurance	Other Insurance Provider	Comments
Long Term	09/09/2019	09/13/2019	Yes		Enter comments here.
Short Term	09/16/2019	09/20/2019		Aflac	Enter comments here.

We have also created the ACA Measurement Period report to assist you in determining if the employee has enough service hours during a measurement period to be in a stability period. This report includes ACA hours worked, as well as short and long term disability insurance information.

TO ACCESS THIS REPORT TYPE ACA MEASUREMENT PERIOD IN THE SEARCH FIELD. CLICK ON THE REPORT, THEN ENTER THE EMPLOYEE AND CHOOSE START/END DATES (THESE DATES DEFAULT TO THE PREVIOUS CALENDAR YEAR.)

W

Search Results

Categories

- Common
- Integrations
- Organizations

Search Results 2 items

- Tasks and Reports
- ACA Measurement Period

ACA Measurement Period Actions

Employee *

Start Date *

End Date *

← ACA Measurement Period Actions

Employee [Dan Jones](#) End Date 12/31/2018

Start Date 01/01/2018

FILTER: Click into the column header and follow the filter prompts.

2 items

Legal Name	User Profile Link	OR Number	ACA Hours Worked	Original Hire Date	Hire Date	Continuous Service Date	Employee Type	Time Type	Short & Long Term Disability Insurance					
									Disability Type	Start Date	Proposed End Date	End Date	Standard Insurance	Other Insurance Provider
Jones, Daniel L	<input type="text" value="Q"/>	OR0106467	2088	01/05/2004	01/05/2004	01/05/2004	Permanent	Full time	Long Term	09/09/2019		09/13/2019	Yes	
									Short Term	09/16/2019		09/20/2019		Aflac

WORKING UNION REPORTS

Geri Greeno

WORKING UNION REPORTS

- Union reports
 - If entries are missed, agency is liable for the amount not deducted from employee
 - Union will begin billing agencies for missed deductions. Agency will pay not employee
 - Union will no longer refund to the employee if deductions are not stopped. Agency will need to refund the employee
 - Be sure on job changes to check union dues. Dues must stop if employee has a job change where they are no longer member of union.
 - For agencies who have multiple AFSCME coalitions, when an employee has a job change that also changes their coalition, payroll will need to delete the old coalition union deduction from the P070 and add the new coalition deduction code
 - Direction received from AFSCME
 - Only for employees who are dues paying members
 - Only for internal transfers within the agency

WORKING UNION REPORTS

- Reconciliation process for SEIU and AFSCME
 - After each payroll run, print pages of XREF01 Deduction Reconciliation for union deduction codes
 - Review 'ADDS' and 'DELETES' columns
 - Make notation on why employee's union deduction is being added or deleted
 - New Dues payment member
 - Return from LWOP
 - Moving on Season
 - On LWOP
 - Separation/Retirement
 - Moving off Season

WORKING UNION REPORTS

- Reconciliation process for SEIU and AFSCME

- For SEIU send reports

SEIU Local 503
PO Box 12159
Salem, OR 97309

- For AFSCME scan and email reports to Ben Gibson at AFSCME

- bgibson@oregonafscme.org

OSPS UPDATES AND REMINDERS

Geri Greeno

OSPS UPDATES AND REMINDERS

- Update to Union Business leave per LRU
 - UBG- Un Bus Grieve: **Paid leave time to participate in union business related to a grievance (Step I-Arbitration activities or potential grievance for written disciplinary action)**
 - UBL-Un Business Leave: **Paid leave while on short or long term assignment for union business purposes, generally with arranged reimbursement from Union. (Short term leaves, Union President, contract specialist). Refer to CBA**
 - UBM- Un Bus Misc: **Paid leave time for conducting miscellaneous union business (NEO, approved committees, management requested meetings)**
 - UBP-Union Business: **Paid leave to participate in labor/management committee meetings**
 - UBS- Union Business: **Paid leave to represent employees in pre-dismissals, investigatory meetings and to be present upon request when an employee is reporting inappropriate workplace behavior**

OSPS UPDATES AND REMINDERS

- For employees separating from state service for any reason (not transfers) on a date that occurs after Dec RI final and agencies do not want a final check to run with December run I payroll, agencies should
 - Remove all hours and HEM entries and check the P370 so nothing will run on run I
 - After December RI final, agencies can enter hours and HEM entries (if applicable), set P010 dates for December and request a manual check
- If an agency does not want to remove hours and applicable GPA entries, agencies should
 - Set December P010 dates for RI to ensure the set is generated in the current tax year
- Letting the system generate a December RI set for the new tax year, and then needing to issue a final check in the current tax year can cause problems.
- Tax year setting correctives- December term and returns in next tax year cannot set correctives for December in a prior tax year.

OSPS UPDATES AND REMINDERS

- ACA Reminders
 - Coming up on the end of the standard measurement period
 - November 1 – October 31
 - If employee has 1560 hours they qualify for coverage in 2020 even if less than 80 paid hours
 - Separating employee has to have 80+ paid hours in final month to qualify for coverage in the month following separation
 - If separating in November with 80+ hours coverage ends December 31
 - If separating in November with less than 80 hours, coverage ends November 30

OSPS UPDATES AND REMINDERS

- ACH Cancel reminders
 - When agencies receive an ACH cancel request, payroll offices should go back to Dec of the prior year (start of tax year) to delete it
 - Or go to the oldest pay period in the current tax year to delete the XDNN 555 entry
 - When correctives are set, OSPA will try to make a payment to the account in a prior pay period

OSPS UPDATES AND REMINDERS

- November run I pay date is Friday November 29
 - This is not a banking holiday
 - Employees will receive ACH on the 29th
 - Employees with manual checks can submit an early release form to pick up checks on Wed
 - Checks cannot be cashed or deposited until Friday November 29
- OSPS will not be in the office on Friday November 29

OSPS UPDATES AND REMINDERS

- Questions and concerns regarding OSPA, payroll processes and procedures need to be sent to the OSPS team.
- Questions and concerns regarding Workday, HR related processes and procedures need to be sent to either CHRO or the Workday team.
- OSPS cannot refresh records in OSPA. Payroll shops should work with their HR office to have the request submitted to WD.

OSPS UPDATES AND REMINDERS

- PERS Start Date
 - Remember to add PERS start date on P010 screen for new hires
 - This flags employee on E357-020 'Employees Eligible for Participation in Retirement Report' report
 - Report is produced on run I for the next pay period
 - Example: Sept run I produced report for Oct start dates
 - Workday support team uses report to identify who to update to the 'P' range option code
 - Payroll uses report to enter on the P010 screen to start contributions

OSPS UPDATES AND REMINDERS

- Exception Reports and Fatal errors
 - Caused by a mismatch between P010 screen and range option code from Workday
 - If range option code is a 'P', P010 needs to be an 'E' under RTMT STAT
 - If range option code is an 'A', P010 needs to be an 'N' under RTMT STAT
 - Compare P030 screen with P010 screen entry.
- Changes to 'P' range option code must be effective 1st of the month

OSPS UPDATES AND REMINDERS

P030 Screen

```
*** JOB STATUS INFO ***
JOB STAT START/STOP   070119/999999
PERS AGY/POS/SC      10700/0015749/0
PT-FT CD/PCT        F/1.0000
APPOINTMENT TYP DT/CD 050116/P
EMP REPR/CLS/OPT/STEP MMN /X0872 /A/P/03
BENEFIT PKG CD       XX
```

P010 Screen

```
EFF   EXP   ----FEDERAL----  ----STATE----  RTMT  RTMT
DATE  DATE  STAT EXEM ADDL  STAT EXEM ADDL  SYS  STAT
? 022819 999999  S   00  0000  S   00  0000  G   E
```

OSPS UPDATES AND REMINDERS

- P060 entries
 - Make sure you are making them in the correct year and setting correctives for them
 - Once we past Nov run 2, you can only make 2019 P060 entries in Nov P060
 - Corrective set
 - Nov P010 dates set
 - After making P060 entries any time of year can check YTD totals via P370

OSPS UPDATES AND REMINDERS

INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT
TOTAL-R T	8113.00	184.00	8113.00	FIT	1230.31	AENN400 EMP	8.00
AHEM INC T			17.50	SIT	583.00	AHNN001 LONG	43.81
				SSEC	499.25	DCNN600 DEF/	100.00
				MEDR	116.76	PKNN444 PARK	65.00
				WBF	2.09	PV1NAAA PRCH	6.82
				OTT	7.47	SL1N001 BASI	.01
				RETG	486.78	STNN001 SHOR	55.98
				ERETG	1196.67	UDNNIII EMP	5.58
						UDNN100 EMP	6.82
						VS1NAAA VSP	.09
						WD1NAAA WILM	.53
						XANN111 OPEU	10.00
						XDNN555 DIRE	4902.20

GROSS 8130.50 TX/RT 2925.66 DED 5204.84 NET/ACH .00 / 4902.20
 CALC YTD? N PRINT CHECK? N CHECK TYPE? _ CORRECTIVE? N SEPARATION CHECK? N
 COMMENT: ACCT: 105477 5 15010000850232

Te TLS

R 1 C 9 ET63A108

OSPS UPDATES AND REMINDERS

(TXI) TAXABLE INCOME	81062.45	(SSS) SAIF-EMPLR CONTRIB.	0.00
(ROE) REIMB. OF EXPENSES	0.00	(PER) PERS ASSESMENT PAID	0.00
(NTI) NON-TAXABLE INCOME	5788.05	(ERB) ERB ASSESMENT PAID	24.34
(OTI) OTHER TAXABLE INCOME	0.00	(MTT) MASS TRANSIT TAX PAID	0.00
(OIT) ODOT INCOME TAX	81.06	(FSW) SOC SEC SUBJ WAGES	85992.17
(FIT) FED. TAX WITHHELD	13286.54	(FTE) SOC SEC TAX PD EMPLOYE	5331.51
(SIT) STATE TAX WITHHELD	6320.00	(FTS) SOC SEC TAX PD EMPLR	5331.51
(WES) WBF PAID - EMPLOYEE	23.34	(HSW) MEDR SUBJECT WAGES	85992.17
(WSS) WBF PAID - EMPLOYER	23.34	(HTE) MEDR TAX PD - EMPLOYEE	1246.89
		(HTS) MEDR TAX PD - EMPLR	1246.89

(LRO) LEGIS RETIREMENT OPT 0.00

----- RETIREMENT -----

SYSTEM ACCOUNT	(RSE) SUBJ WAGES	(RSP) STATE PU	(REP) EMP CONTRIB	(RSM) STATE MATCH
G 481382	86658.00	869.76	4329.72	10945.40

OSPS UPCOMING CHANGES TO PERS

- Starting with the 1/1/2020 pay period retirees will need to have match contributions sent
- Retiree will need to have an 'A' range option code, 6% pick up is not deducted or paid.
- Once we receive guidance from PERS, agencies will need to update P010 screen for new retirees as well as those who are currently active and working in the agency.
 - Update RTMT SYST field with code that matches what retiree's tier was
- Will have additional updates at the January forum

Please DON'T make changes until you receive direction from OSPS or CPERS

OSPS UPCOMING CHANGES TO PERS

P010 Screen

EFF	EXP	----FEDERAL---			-----STATE---			RTMT	RTMT	RTMT	FICA	SAIF	UNEM
DATE	DATE	STAT	EXEM	ADDL	STAT	EXEM	ADDL	SYST	STAT	ACCT	SUBJ	SUBJ	SUBJ
? 013120	999999	S	00	0000	S	00	0000	S	N	000000	Y	Y	Y
? 103119	123119	S	00	0000	S	00	0000	N	N	000000	Y	Y	Y
? 013118	093019	S	00	0000	S	00	0000	N	N	000000	Y	Y	Y
? 113016	123117	J	00	0000	J	00	0000	S	E	600863	Y	Y	Y
?													
?													

NOTHER

TRAINING OPPORTUNITIES

Sharae Epperheimer

UPCOMING TRAINING!

- OSPA For Beginners (Two 4 hour Sessions)
 - Day 1 – Interfaces and Screens
 - Understanding OSPA and basic system screens
 - October 23rd 2019 1pm-4pm
 - DAS East Computer Lab
 - Day 2 – Frequently used processes
 - In depth look at frequently used processes
 - October 24th, 2019 1pm-4pm
 - DAS East Computer lab

sign up for classes in iLearn.

UPCOMING TRAINING!

- OSPA Critical Reports Training
 - Overview of OSPA critical reports
 - DAS West- SFMS Conference Room
- December 2019 – Stay Tuned for date

NEXT FORUM...

- DATE: January 15, 2020
- TIME: 2:00 p.m.
- PLACE: Employment Auditorium
- AGENDA: New P010 process, Senate Bill 1049 Update

Email Sharae with your ideas about agenda items or training ideas at sharae.epperheimer@oregon.gov



Goodbye from
Orlando!