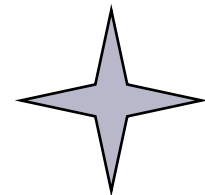


# OREGON STATEWIDE PAYROLL SERVICES



Winter 2018    Volume 6, Issue 3

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### January 2019 Forum

Forum will be on Wednesday, January 16th at 2pm at the Employment Auditorium. Attendance is highly recommended. If you cannot attend in person, you may listen in remotely via

Adobe Connect. (An eNews will be sent with the link)

#### Topics for Forum:

- Year End
- FMLA/OFLA Policy Change
- Oregon's W-4
- Workday Updates
- PERS Pick Up
- PEBB Recap
- Training Updates and Classes

- January 2019 Forum
- Year End Reminders
- Workday Updates
- Oregon Form W4
- PERS Pick Up
- FMLA Policy Change
- Training Updates & Classes

## Year-End Reminders

Now that November run 2 has closed here are some reminders for you:

- November is the only month correctives can be set for
- You cannot reverse ACH deposits for any month except November.
- Corrections for months prior to November must be summarized and entered into November only. Use P190 to set the required corrective flag (This action will set November P010 dates automatically).
- If a corrective flag is set for November, a manual check must be requested. This ensures wages are paid and recorded in the same tax year.
- December terminations that include prior-month corrections will need to have the corrections entered in December (cannot set a corrective flag for November.)

If an employee is separating in December (except transfers)

You must set December P010 dates. If the PA is entered, payroll offices can set their own December P010 dates. If the PA is not entered, you can request the OSPS Help Desk to set the P010 dates.

You cannot have a November correction for someone who is separating in December. If you owe the employee money for a pay period prior to December 2018, you will need to make all entries in the December pay period.

If you have a highly compensated employee who is separating (not a transfer) and you do a reversal of their November or December check, you will need to verify and possibly manually calculate their social security tax for the month (both payroll runs).

If you have questions about this or anything else please contact the OSPS Help Desk at 503.378.6777 '0' or by email at [OSPS.Help@oregon.gov](mailto:OSPS.Help@oregon.gov).

## Workday Updates

It's official, Workday is going live effective February 2019. Training will be delivered using the [just-in-time](#) method. Most employees will only need to reference online, on-demand materials available through Workday to prepare themselves for the new system. Specialized roles will receive additional resources and types of training. Many training materials are available now under the "Workday training" section on the project [web-site](#). We encourage you to visit the website frequently for new training materials. You can contact your [Agency Readiness Contact](#) or [Change Leader](#) to learn about opportunities to preview Workday at your agency.

Workday website: <https://www.workday.com/en-us/homepage.html>

Workday Project website: <https://www.oregon.gov/das/HR/pages/workday.aspx>

Workday introductory video: <https://youtu.be/cQjPWgmP6Oc>

Newsletter discussing just-in-time training: <https://content.govdelivery.com/accounts/ORDAS/bulletins/1e60cb8>

Agency Readiness Contact roster: <https://www.oregon.gov/das/HR/Documents/Workday - Agency readiness contacts.pdf>

Change Leader roster: <https://www.oregon.gov/das/HR/Documents/Workday%20Project%20-%20contacts%20by%20program%20area.pdf>

Workday Project blog: <https://workdayoregon.blog/>

Workday Project newsletter: <https://www.oregon.gov/das/HR/Pages/wd-newsletter.aspx>

## Oregon W4 Form

Oregon now has its own W-4 for state income tax withholding. We are asking employers to provide Form OR-W-4 to their employees anytime federal Form W-4 is provided. This replaces the federal Form W-4 with "For Oregon Only" written on top as the preferred method for documenting state income tax withholding designations.

To download and view an electronic version of the new Form OR-W4, you may visit [www.oregon.gov/dor/forms](http://www.oregon.gov/dor/forms), or [www.oregon.gov/dor](http://www.oregon.gov/dor) for more information.

However DAS OSPS' guidance would be similar to other questions related to personal income tax...call the Department of Revenue or consult with a tax advisor. At this time we are still learning about the implications of the new form. We will answer all questions regarding the new form at the January Forum.

## **PERS Pick Up**

As you already know, employees represented by SEIU began making their own 6% pick up effective in late 2016. Effective February 1<sup>st</sup>, 2019, AFSCME represented, Management Service, and Unrepresented employees who are Public Employee Retirement System (PERS) participating members will have their base salary increased by 6.95%. Upon becoming a PERS participating member, AFSCME represented, Management Service, and Unrepresented employees pay the employee 6% contribution to PERS. Workday will run a mass update job to change all PERS eligible employees to the 'P' range option code the first weekend in February. OSPS will run a mass update job to change the P010 from a 'D' to an 'E' for all PERS Participating members. Any AFSCME represented, Management Service, and Unrepresented employees will begin contributions in and after February will need to follow the recommended process; HR will update the range option code in Workday, and payroll will need to update the retirement information on the P010 screen.

If there is a mismatch between the P010 entry and the range option code, a fatal error will occur. Payroll will not process for the employee until the range option code in Workday and the RTMT STAT field on the P010 match.

Be sure to attend the January forum for more information and join us for training on January 10th and 29th.

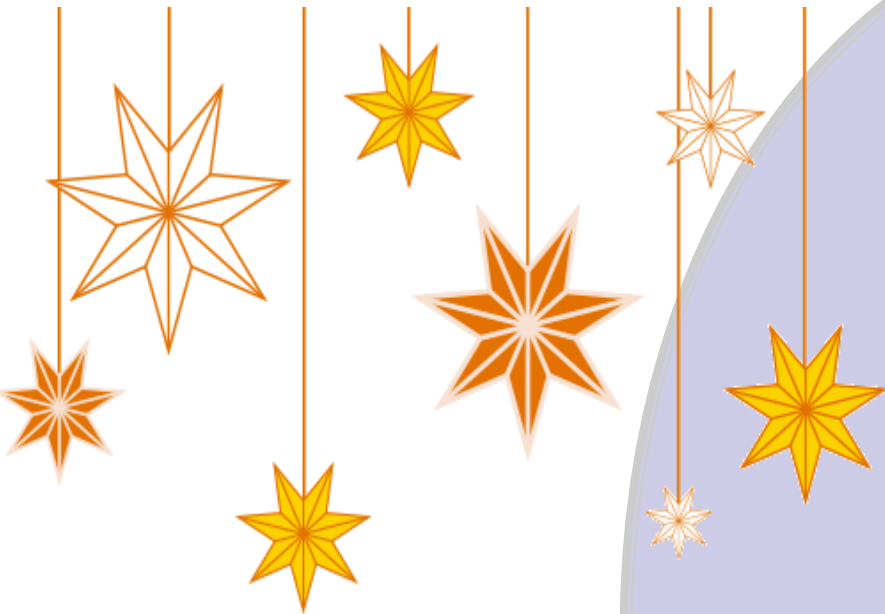
## **FMLA Policy Change**

Effective January 1, 2019, agencies will no longer determine the amount of protected leave for an eligible employee by using a rolling back year.

From January 1, 2019, forward, agencies will use a fixed calendar year – January 1 through December 31. Annually on January 1, all eligible employees may use up to 12 weeks of FMLA/OFLA leave for qualifying condition(s) through December 31 of the same year.

The updated policy, effective January 1, 2019, may be found at <https://www.oregon.gov/das/HR/Documents/60-000-15-1.pdf>.

**Questions? Contact your agency's Human Resources office or CHRO Policy, [chro.policy@oregon.gov](mailto:chro.policy@oregon.gov)**



### **2018 Upcoming Events & Training**

OSPS Critical Reports: December 19th

Christmas Day (Observed): December 25th

New Year's Day: January 1st

PERS Pick Up Training: January 10th

January Forum: January 16th

OSPA for Beginners: January 22nd and 23rd

PERS Pick Up Training: January 29th

### **Training & Development Corner**

1. ePayroll Modules - I am currently in the process of creating new and updated ePayroll Training Modules for iLearn. Please look for those in the next few weeks!
2. Are you a new Payroll Professional? Since our OSPA for Beginners Class is only offered once a quarter, I do offer one on one training opportunities. If you are interested, send me an email. (Please remember to include your Manager in the email)
3. Is your agency interested in converting to ePayroll? Send me an email and we can schedule an ePayroll demo for your agency.

### **Oregon Statewide Payroll Services**

OSPS, part of the Enterprise Goods and Services, Financial Business Systems section, consists of two units.

Payroll System Support (PSS) oversees state and the government's central payroll processing for approximately 39,000 state employees including tax reporting and issuance of W-2s, while also managing the maintenance and changes for the statewide payroll application.

Shared Payroll Services (SPS) provides full service payroll and benefit services for 36 client agencies, boards, and commissions including DAS and the Governor's Office.

#### OSPS HelpDesk

Phone: 503-378-6777

Fax: 503-378-3518

E-mail: [OSPS.Help@oregon.gov](mailto:OSPS.Help@oregon.gov)

#### Shared Payroll Services

Phone: 503-378-6778

Fax: 503-378-2901

Email: [OSPS.Payroll@oregon.gov](mailto:OSPS.Payroll@oregon.gov)