

OSPS Training News

November 2007

Web Resources — OSPS-News Archives

OSPS has the OSPS-News distribution list through the Oregon State Library as a paperless way to quickly communicate with agency payroll staff.

The state library maintains an [archive](#) of prior e-mails since December 2001. Traditionally, we have been able to access them by date, "thread," subject, or author.

We can now also do a keyword search for that prior e-mail that you vaguely remember receiving on a given topic. An e-news from [February 6, 2007](#), describes the steps for doing a keyword search.

If you know someone who has not yet subscribed to the e-news, here is the website to ["sign-up."](#)



November Training — OSPA Exception Reports

We'll look at OSPA Payroll Exception Reports and screen prints to determine the reason the employee is on the report and whether corrections need to be made. This same class was offered in 2005.

DATE: Friday, November 16, 2007
TIME: 1:15 to 4:15 PM
PLACE: SFMS Conference Room, 1st Floor, Executive Building,
155 Cottage St. NE, Salem

[To Register](#)

November Forum

DATE: Friday, November 16, 2007
TIME: 9:00 to 10:30 am
PLACE: Veterans' Auditorium
700 Summer St NE, Salem

AGENDA:

[Year-end Process](#) — OSPS Staff

Did you know.....Union Dues for Employees Who Transfer



After cloning the employee's records, the gaining agency for an employee transferring from one state agency to another should make sure that the union deduction on the P070 Deductions and Deduction Adjustments is appropriate for the new employee's BENEFIT PKG CD on the P030 Job Status Data.

Please remember that if you do not initially notice that the cloned P070 deduction is incorrect and make the correction between run 1 and run 2, you will create a vendor negative. This is because OSPA generates the payment to the unions after run 1.

In addition, if the employee is an SEIU member (not fair share) who transfers to an unrepresented position (management service, classified unrepresented, or unclassified), the gaining agency should:

- Enter a deduction for associate membership unless the employee makes a written request
- Delete the deductions for dues and "issues" for the next pay period
- Keep the "OPAC / CAPE Program" deduction(s) unless the employee makes a written request

If the employee is an SEIU member and transfers to a position represented by another bargaining unit:

- Enter the deduction(s) for the new bargaining unit
- Delete the deductions for dues / fair share, "issues," and the OPAC / CAPE Program for SEIU
- Only enter an SEIU associate membership deduction if the employee requests it in writing

For additional information, see the Recommended Practice, [Transferring Employees](#).