

OSPS Training News

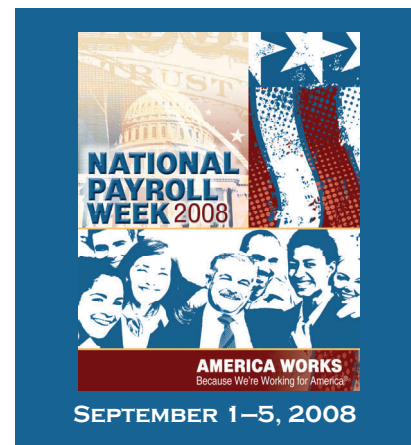
September 2008

Web Resources — Bureau of Labor & Industries

The web site for the Bureau of Labor and Industries (BOLI) has a number of resources for payroll staff. They include:

- FAQ's from [Technical Assistance](#) and the [Civil Rights Division](#)
- Back issues of [Employer Advice Columns](#)
- BOLI's [Administrative Rules](#), including new revisions
- [Current topics](#) and [press releases](#)
- Labor Commissioner's [Final Orders](#)
- Technical Assistance [Seminars](#) for employers
- Required [Workplace Posters](#)

Topics include [Final Pay](#), [Minimum Wage](#), [Injured Workers](#), [OFLA](#), and much more!



September Training — Employee Transfers

DATE: Wednesday, September 17, 2008

TIME: 8:30 AM to 4:30 PM

PLACE: SFMS Conference Room, 1st Floor, Executive Building, 155 Cottage St. NE, Salem

A seminar-style class, Processing Employee Transfers in OSPA follows the [Recommended Practice on Transferring Employees](#). We will look at the process for both the losing and gaining agency. Students will work in small groups on “case studies.”

To [register](#)

September Forum

DATE: Thursday, September 18, 2008

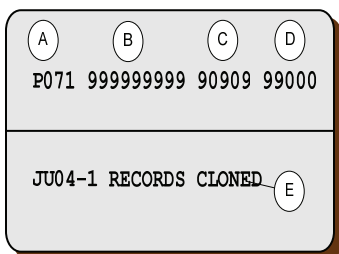
TIME: 1:00 to 4:00 pm

PLACE: Veterans' Auditorium

AGENDA:

- HRSD Statewide [Policy 60.000.11](#) “Leaves without Pay”
- [2009 PEBB Benefit Plan](#)
- OSPS implementation of [iLearnOregon](#)

Did you know.....Cloning



When an [employee transfers](#) to your agency, you can save time and ensure consistency by cloning the employee's data on the P010 Withholding Data / Locator Data, P020 Work Schedule Data, P050 Gross Pay Adjustments on File, and P070 Deductions and Deduction Adjustments.

To clone the data:

- On any OSPA screen, press [PAUSE] to clear the screen.
- Type [P071](#) Employee ID or SSN losing agency gaining agency (P071 OR##### #####
or P071,OR#####,#####,#####)
- Press [ENTER] and watch for the message “JU04-1 RECORDS CLONED.”
- If you do not enter a date after the gaining agency, OSPA will clone the entries with a current month start date.

There are a few things to remember when you clone:

- OSPA does not clone PEBB deductions. If the start date for the gaining agency is the next day after the separation date for the losing agency, [PDB](#) will automatically change the P070 deductions.
- Make sure the PEBB P070 deductions are still consistent with any [WAIVERS](#) on the P010 or [IR](#) or [DPT/DPN](#) entries on the P050.
- Cloning the [direct deposit](#) account information on the P070 will prevent a new pre-note.
- OSPA does not clone the employee's [savings bond](#) information on the [P080](#) Bond Data Entry. If the employee has an SVNN deduction, make the necessary P080 entries.
- The [P010 RTMT SYST](#) will clone from the old agency. Make sure it is still consistent with the employee's [PERS JOB CLASS CODE](#) on the [P030](#) Job Status Data.
- Make sure any existing [union deductions](#) still apply.



October 1 is the deadline for requesting rewrites for stale-dated checks