

## OSPS Training News

September 2009

### Web Resources — 2009-10 Transitions

#### Charitable Fund Drive 2009

The kick-off for the 2009 Charitable Fund Drive is September 10 on the Capitol Mall. There are exciting changes for this year:

- CFD is implementing a secure online pledge system.
- After the drive closes, CFD will give OSPS an electronic file. We will use the file to create the P070 deductions.
- All deductions will have a Q5NN deduction code. CFD will distribute the contributions through the information in the pledge system.

Watch the [CFD web site](#) and come to the OSPS forum for a live demo.

#### PEBB Open Enrollment 2010

With a new statewide medical plan, the PEBB Board voted to have mandatory open enrollment for medical insurance for plan year 2010. PEBB has begun sending out information to employees and agency benefits staff.

Watch two web sites for updates:

- [PEBB Information for Agencies](#)
- [Statewide Portal Page](#)

#### New Bargaining Agreements

Several collective bargaining units now have tentative agreements.

- See the [Recommended Practice, Collective Bargaining Agreements](#) for agency and OSPS responsibilities.
- DAS HRSD Labor Relations will post [CBA's](#) as they are ratified.

### September Training

#### Separating Employees in OSPA

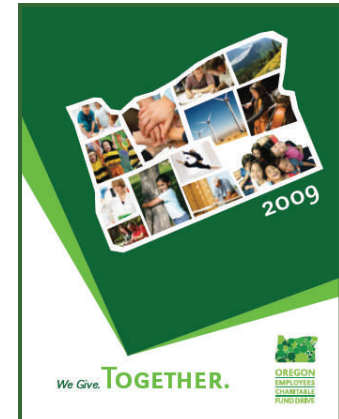
DATE: September 29, 2009

TIME: 9:00 AM to 4:00 PM

PLACE: Mt. Hood Room, [General Services Building](#), 1225 Ferry Street SE, Salem

This hands-on computer-based class covers the recommended practice for [Separating Employees](#), including [advancing](#), [transferring](#), [adjusting](#) and [paying off](#) leave and evaluating final deductions.

[To Register](#)



### Next Forum

DATE: September 17, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Veteran Affairs Auditorium](#), 700 Summer St. NE, Salem

#### AGENDA:

- CFD Pledge System Demo—D. Furry, CFD
- PEBB Updates—I. Joslen, PEBB
- Furloughs—S. McKeenan, P. Lewis, OSPS
- 2009 Year-end Timeline—M. Stalik, OSPS
- Best Practices, Contract Review—All, A. Absher, OSPS, Moderator

#### Remember to Register for the Year-end Mini-conference

- October 19, 2009, 1:00 to 4:00 pm, [Executive Building](#), Salem
- Register in [iLearnOregon](#)
- Go to My Learning Plan, Take Survey to sign-up for the sessions

### Did you know.....Reports for Program Managers

OSPS encourages you to send the following reports to program managers:

[XREF46D Payroll Register-OR ID Version](#) prints after both run 1 and run 2 final. It does not include confidential information. Managers should review the report for appropriate pay and leave codes, time reported, and gross pay adjustments.

[B470CM Leave Accrual – Detail Management Register](#) prints after each leave accrual. It summarizes each employee's leave accruals and usage for the month. We encourage managers to review it for appropriate use of leave, overtime hours, and leave balances.

[E122-077-02 Employee Furlough Leave Used by RDC](#) prints after the monthly leave accrual. It gives managers a tool for monitoring the furlough days employees have taken.

[E510C Agency Overtime Report](#) lists employees who have reported overtime for the pay period. It prints after each run 2 final. Managers can use it to monitor the use of overtime.

Questions or comments? E-mail us at [OSPS.Help@state.or.us](mailto:OSPS.Help@state.or.us) or call 503 378 6777



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