

OSPS Training News

February 2009

Web Resources — Family and Medical Leave

The FY 2008 National Defense Authorization Act amended the federal Family Medical Leave Act. The finalized rules from the U.S. Department of Labor went into effect January 16. Among other changes, it added two new categories for FMLA leave — military caregiver and military exigency leave. Resources on these changes include:

- [U.S. DOL Family Medical Leave](#)
- [Oregon BOLI response](#)
- DAS HR State Policy [60.000.15 Family and Medical Leave](#) and [Toolkit](#)
- New special indicators in [Appendix B Pay and Leave Codes](#)
- Recommended [Practice, Leave, Family and Medical](#)
- Two new Entry Guides — PEBB, Protected Leave, [Full-time Employees](#) and PEBB, Protected Leave, [Part-time and Job Share Employees](#).

Cindy Forest of DAS HRMC HRSD will join us at the February Forum to talk about the changes. If you have specific questions you would like her to address, send an e-mail to [Katherine Bremser](#) at OSPS by February 18.

February Training

Making Retroactive Entries in OSPA

DATE: February 3, 2009 (rescheduled from December)

TIME: 1:30 to 4:30 PM

PLACE: SFMS Conference Room, 1st Floor, [Executive Building](#), 155 Cottage St. NE, Salem

This seminar will cover research tools and specific examples, such as [adjusting PERS](#) contributions and wages, entering [DPT](#) and [IR](#) gross pay adjustments late, and adjusting PEBB deductions and taxes.

New Employees in OSPA

DATE: February 10, 2009

TIME: 9:00 AM to 4:00 PM

PLACE: PEBB Training Lab, [General Services Building](#), 1225 Ferry St. NE, Salem

This hands-on class uses the recommended practice on [new employees](#) to cover the basics of setting-up new hires in OSPA. It also includes discussion of PEBB [opt out](#), [waive benefits](#), and [domestic partner insurance](#).

[To Register](#)

Reminder — New W-4's

Remember that February 16 is the deadline for employees who claim exemption from income tax withholding to submit a new W-4. They will be on the [E370-06-1 Income Tax Exemptions](#) report. Forward a copy of the W-4 to Kathyron Parsons, OSPS Accountant. See Recommended Practices, [Year-end](#) and [Withholding](#).

February Forum

DATE: February 25, 2009

TIME: 1:00 to 4:00 pm

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

AGENDA:

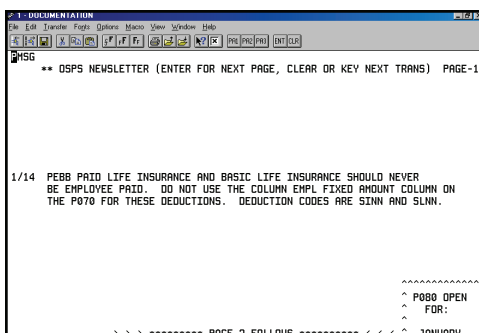
- Recent Changes in FMLA — Cindy Forrest, DAS, HRSD, HRMC
- CFD New Web-based Giving System — Deb Furry, CFD Campaign Management

Gold Star Awards

Now is the time! While year-end is still fresh in your mind, prepare your application for this year's Gold Star Awards!

[Application Information](#)

Did you know.....Savings Bonds



Have you noticed that the Help Desk has added a box in the lower right corner of the [PMSG](#) screen to tell you when the [P080 Bond Data Entry](#) screen is open? Have you also noticed that instead of being closed 10 business days each month, the screen is closed 1 to 2 business days each month?

OSPS closes the P080 at cut-off for run 2 to reconcile the P070 SVNN deductions to the purchase amounts on the P080. After the reconciliation, OSPS sends the electronic file to the Federal Reserve Bank for purchase. In the past we've waited for various printed reports and physical cartridges to travel back and forth between Publishing and Distribution, State Data Center, and OSPS. In partnership with these groups, we've re-engineered the process and shortened it to 1-2 business days!