

Oregon Statewide Payroll Services

Semi-Annual Update

Period Ending December 31, 2010

Training

During the period July through December 2010, OSPS provided 356 training hours. Training hours are computed using the formula students x class hours = training hours. Training offered included:

- Frequently Used Screens
- New Employees
- Separations
- Employee Transfers
- Payroll Registers
- Payroll Exception Reports

In November, we surveyed the subscribers to the OSPS e-News on the training they would like during 2011. In one survey, we asked them for specific directions for additional training and resources for Donated Hardship Leave, which we will implement jointly with DAS HRSD. In a second survey, we asked them about possible topics for the quarterly OSPS User's Forum and for more advanced payroll related training. We also asked them their preferences for the format, timing and duration of training and forums. Overall, the responders told us we were on the right course. In terms of changes, a high percentage of responders encouraged us to continue offering forums and classes remotely through iLincOregon and to explore on-line classes.

Payroll Statistics

- During the last six months of 2010, OSPS issued 292,000 system generated payroll payments and 7,534 manual checks.
- 87% of state employees use direct deposit
- 481 state employees use an AccelaPay card. Of those, 61% are using it to receive their net pay.
- From July through December, we prepared 451 reissued W-2 forms and replaced 190 lost or destroyed pay checks.
- After helping agencies through the due diligence review process for stale dated checks, we turned over \$10,262.75 to State Lands representing 111 stale dated checks from FY 2008.
- Refreshed 48 documents in the OSPA Reference Manual.

2010 Key Projects ~ July through December

OSPS staff worked on several high priority projects that require system changes and new or modified procedures, training or user resources. Here's a brief summary of the key projects in the past 6 months.

- In August and September we implemented electronic payroll reports for our agency customers. Using the secure web portal to the mainframe, registered users can log in and pick up payroll and labor cost reports as early as 7 am the morning after payroll is processed. This project represents significant savings in print costs and our reliance on paper. In July, we used 325,000 sheets of paper to print reports. In December we printed only 65,000. While there will be slight monthly fluctuations, we are comfortable that we will reduce our use of paper by 6 million sheets over the coming biennium. We are continuing to print a supervisor version of the payroll register and leave accrual reports by work division. These two reports remain on paper so that payroll offices can distribute them to divisional work units.

- In November we implemented a furlough management alert on leave accrual reports to identify employees with furlough obligation balances of 56 hours or more.
- OSPS partnered with DAS Human Resources Services Division (HRSD), PEBB and agencies to work through a number of challenges surrounding the management of donated hardship leave. This included a number of meetings, a special training session and presentation of Statewide HR policy, PEBB eligibility rules, provisions in collective bargaining agreements and an OSPS-created worksheet. We also created a new code to be used for donated leave.
- With the US Treasury's decision to end paper bond payroll savings plans, OSPS coordinated the end of the program, notified all participating employees and brought the program to a close after November payroll.
- The Internal Revenue Service (IRS) eliminated the advance payment of Earned Income Credit through payroll for tax year 2011. As a result, we made the modifications to OSPA to remove the EIC functionality from the P010 screen, the calculation module and eliminated tracking on the payroll register and various central OSPS reports.
- We successfully modified OSPA to meet the requirements of PEBB Plan Year 2011. Although most of the changes for 2011 were related to rates and other calculations already present in OSPA, the addition of a second tier of opt out required significant programming and testing.

Quarterly Customer Meetings

Customer meetings were held in October and December. The October meeting provided year-end close training and a timely open enrollment update from Bobbie Barrott and Isabel Joslen from PEBB. The December meeting focused on security and archive of payroll data with Dan Maguire from Secretary of State Archives Division and Cinnamon Albin from the DAS Enterprise Security Office. We have implemented remote access to our quarterly customer meetings through iLincOregon.

Meeting Agency Payroll Needs – OSPS Help Desk

- Through agency visits and meetings, OSPS presented Online Daily Time familiarization sessions to several agencies contemplating a conversion from paper timesheets.
- OSPS coordinated with the Charitable Fund Drive management to receive data from their online pledge application and upload to employee's deduction screens. This is our second year in this project which replaces handling and data entry at the agency level.
- OSPS published a comprehensive year-end close publication, year-end training and a number of e-mail alerts and reminders to support agencies as they manage the task of bringing the payroll year to a close.

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