

A day in the life of an employee paycheck

Presented by Oregon Statewide Payroll Services

Acronyms – Oh my!

OSGP – Oregon Savings Growth Plan

OSPA – Oregon Statewide Payroll Application

OSPS – Oregon Statewide Payroll Services

PEBB – Public Employees Benefit Board

PERS – Public Employee Retirement System

PPDB – Position Personnel Data Base

SFMA – Statewide Financial Management Application



This is Joe. **Hi Joe!**

Joe is a State of Oregon employee who wants to know about the process for getting paid.

Well Joe, we are glad you asked...



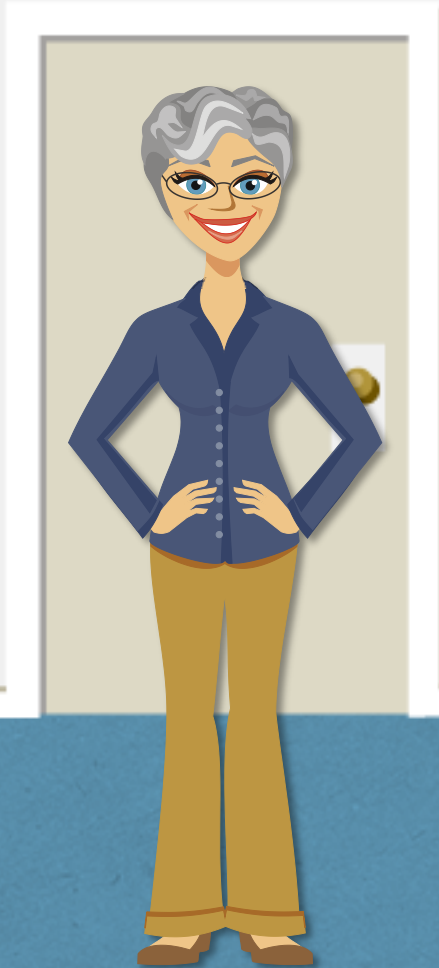


This is Susan. Hi Susan!



Susan works in the Human Resources department at Joe's agency. When Joe was first hired, she had many things to do to make sure Joe would get paid.

When Joe first started in his position, Susan was responsible for setting him up in **PPDB – the Position Personnel Database**. This is done through a Personnel Action (PA). Without this step, Joe wouldn't exist in the payroll system and he **WOULDN'T** get paid.



Fortunately for Joe, Susan entered all of the necessary information in PPDB. Things like his:

- Full name and address,
- Job classification,
- Benefit package,
- Compensation,
- Union representation,
- And other pieces of information that will help PPDB “talk” with OSPA when it’s time to calculate Joe’s payroll.

After Joe’s PA was completed by Human Resources, Payroll was able to go into OSPA and begin creating Joe’s record...

This is Robert. **Hi Robert!**



Robert works in the Payroll department at Joe's agency. After Susan gave Robert Joe's PA, Robert was able to go into the Oregon Statewide Payroll Application (OSPA) and customize Joe's payroll with his specific deductions like insurance, parking, flexible spending accounts and more.

When Joe was new to state service, Robert spent time with him discussing his different benefit options, ePayroll, time entry, direct deposit and other useful information that Joe needed to know.

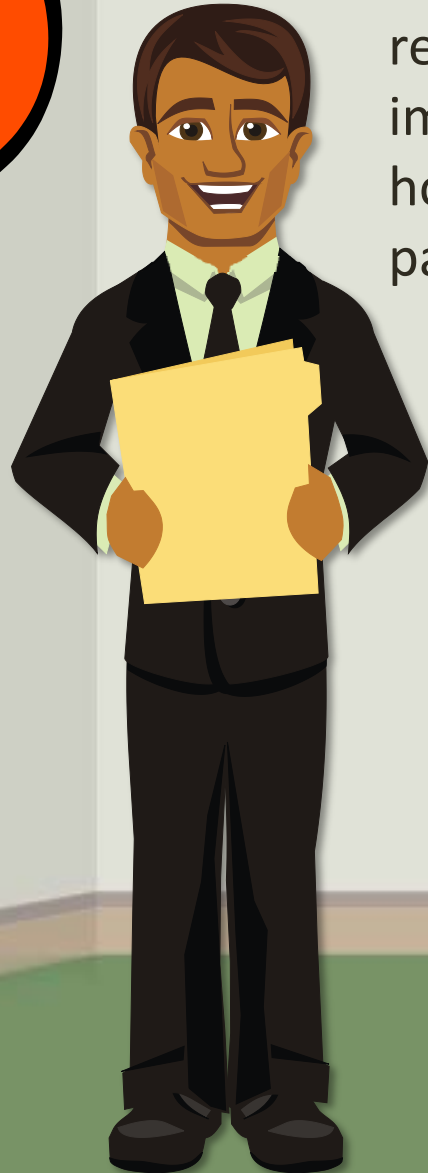


Now that Joe has worked for his agency for awhile, he knows he can call Robert anytime and talk with him about different issues that might affect his pay.



Since talking with Robert, Joe understands that entering his time accurately and as often as possible is really important. He has been really good at recording his time in ePayroll or other time and attendance applications which allows Joe to get paid on-time and accurately.





Joe also understands that if he were recording his time on a paper timesheet, keeping up on recording his daily time would be just as important so that payroll would know what hours to enter for him, ensuring that his paycheck is ready and accurate on payday.

Joe is very happy that he doesn't have to worry about getting paid. He knows that if he does his part, both Robert and Susan will take care of what they need to do. That makes Joe a very happy employee.

So how DO I get paid?



	STATE OF OREGON OREGON STATE PAYROLL SYSTEM 503-378-8777 TO THE STATE TREASURER, SALEM OREGON 97301	PAYABLE THROUGH US BANK	1115713	06/27 1999	
PAY EXACTLY	***4,237	DOLLARS	AND 94	CENTS	CHECK DATE 06/25/99
TO THE ORDER OF	JOE STATEWORKER		AMOUNT OF CHECK \$4,237.94		VOID AFTER 2 YEARS FROM DATE OF ISSUE
023 JOE STATEWORKER 155 COTTAGE STREET NE SALEM OR 97301					
⑈1115713⑈			⑈10503⑈		

Joe knows that there must be some kind of process behind how he gets paid each time, but he doesn't know what it is.

Good question, Joe!



Payroll Runs

In order to understand the complexity of payroll, it is important to understand the frequency and deadlines that payroll staff have to work with.

Payroll runs **FOUR** times per month:

- Preliminary Run 1
- Final Run 1
- Preliminary Run 2
- Final Run 2

Run 1 - ***“projecting”*** or ***“forecasting”*** run.

Run 2 - ***“perfecting”*** or ***“clean-up”*** run.

Payroll Runs

Run 1 – Projected or Forecasting payroll run

The forecasting run (1) processes in two phases:

- Preliminary – run to detect problems with forecasted payroll.
- Final – the processing of employee payroll and the release of funds.

Run 1 is called forecasting or projected because it runs **BEFORE** pay day and must anticipate employee time (based on their work schedule).

Preliminary Run 1 is about a week before pay day and Final Run 1 is about 4 days before pay day.

Payroll Runs

Run 2 – Perfecting or clean-up payroll run

Run 2 exists for a couple of reasons, including:

- To resolve issues with employee time after the forecast has completed in Run 1
- Bi-monthly paid employees (seasonal, temp, etc.)

Run 2 calculates corrections made to employee time, deductions or gross pay adjustments:

- Will create a check/deposit for employee, or;
- Will create deduction for employee overpayment - LWOP

Run 2 follows the same schedule as Run 1.

Payroll Runs

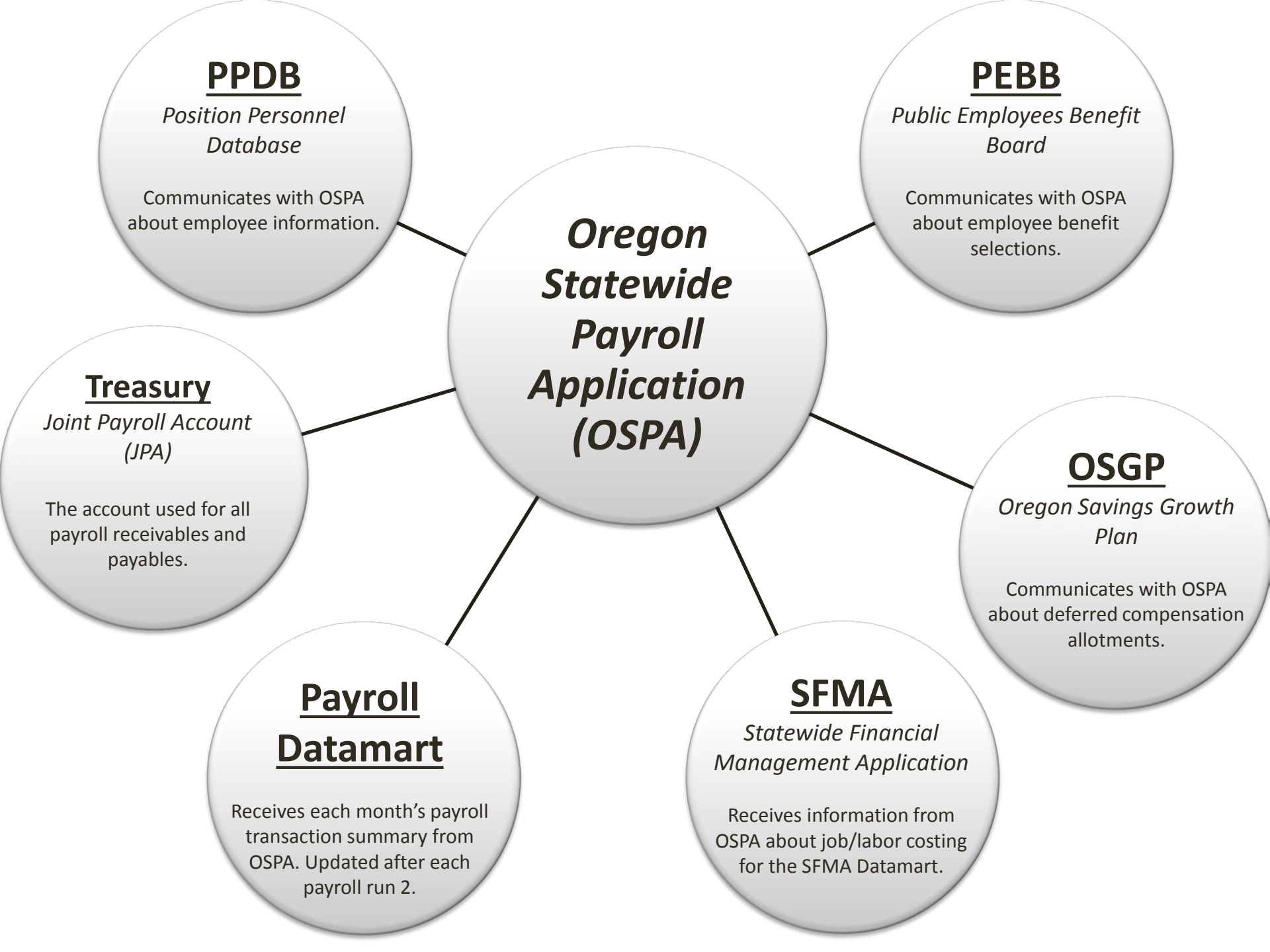
January 2014							February 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 14	2	3	4							
		7	PAYDAY STATE HOLIDAY	9									
5	6	Prelim Cutoff R2 - December 3:00pm Agency Interface File Due	Exception Reports Available	Final Cutoff R2 - December		11							
				15									
12	13	14	1099 Info to OSPS PAYDAY W-2's to Agencies from Publishing 2:00pm OSPS Forum	17		18							
	December Datamart Available Leave Reports Post to SFMA 10:15am ACH Stops	Q4 Reports A			17	18							
19	20	21			24	25							
	STATE HOLIDAY				Cutoff R1 - January 3:00pm Agency Interface File Due	Exception Reports Available							
26	27	28	29	30	31	Feb 1							
	Final Cutoff R1 - January	Load SFMA and ePayroll Payroll Reports Available	Post to SFMA 10:15am ACH Stops		PAYDAY W-2 and 1099 Distribution Deadline								

Payroll Runs

January 2014

January 2014							February 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 14	2	3	4
			PAYDAY STATE HOLIDAY	PAYCHECK distribution and ACH processing		
5	6	7	8	9	10	
		Prelim Cutoff R2 - December 3:00pm Agency Interface File Due	Exception Reports Available	Final Cutoff R2 December	10 Leave Accrual Update Load SFMA and ePayroll Payroll Reports	
12	13	14	15	16		
	December Datamart Available Leave Reports Post to SFMA 10:15am ACH Stops	Q4 Reports Available	1099 Info to OSPS PAYDAY W-2's to Agencies from Publishing 2:00pm OSPS Forum			
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PPDB

Position Personnel Database

Communicates with OSPA about employee information.

PEBB

Public Employees Benefit Board

Communicates with OSPA about employee benefit selections.

Oregon Statewide Payroll Application (OSPA)

Treasury

Joint Payroll Account (JPA)

The account used for all payroll receivables and payables.

OSGP

Oregon Savings Growth Plan

Communicates with OSPA about deferred compensation allotments.

Payroll Datamart

Receives each month's payroll transaction summary from OSPA. Updated after each payroll run 2.

SFMA

Statewide Financial Management Application

Receives information from OSPA about job/labor costing for the SFMA Datamart.

Employee/Time Module

- Job info *from PPDB*
- Gross pay adjustments
- Work schedules
- Leave info *from LARS*
- Employee hours entered
- Job costing info (PCA/Index) *from PPDB*
- Deduction/benefit info *from PEBB*

Registers Module

- Sends info to Agency e-Reports
- Sends info to ePayroll
- Sends agency "extract" files
- Send data to SFMA and Payroll Datamart

Check Module

- Manual check requests processed
- Creates one-time deduction on the P070 to be included in the next payroll run
- Cancel check requests processed

*Inside the Oregon
Statewide Payroll
Application (OSPA)*

–
Payroll Calculation
Module

LARS

- Updates balances with accrued time once a month (around the 10th)
- Real-time checking of employee accrued/taken leave balances when time is being entered
- Sends agency extract files
- Sends data to SFMA and Payroll Datamart

System Tables

- Benefit tables
- Deduction tables
- Work Schedule tables
- Tax tables
- Assessment tables

You're right Joe, **payroll is complicated!**
That's why it is so important that everyone who has a piece in the payroll process does what they need to do, correctly.

- **Susan** must set up an employee's personnel record in PPDB before they can be recognized by OSPA.
- **Robert** must enter the benefit information in PEBB.benefits, confirm the employee information in PBED, enter the employee's work schedule, tax withholding information, and deductions, among other things.
- **Joe**, you must record your time on a consistent basis and make sure to let HR and Payroll know if you have any changes.

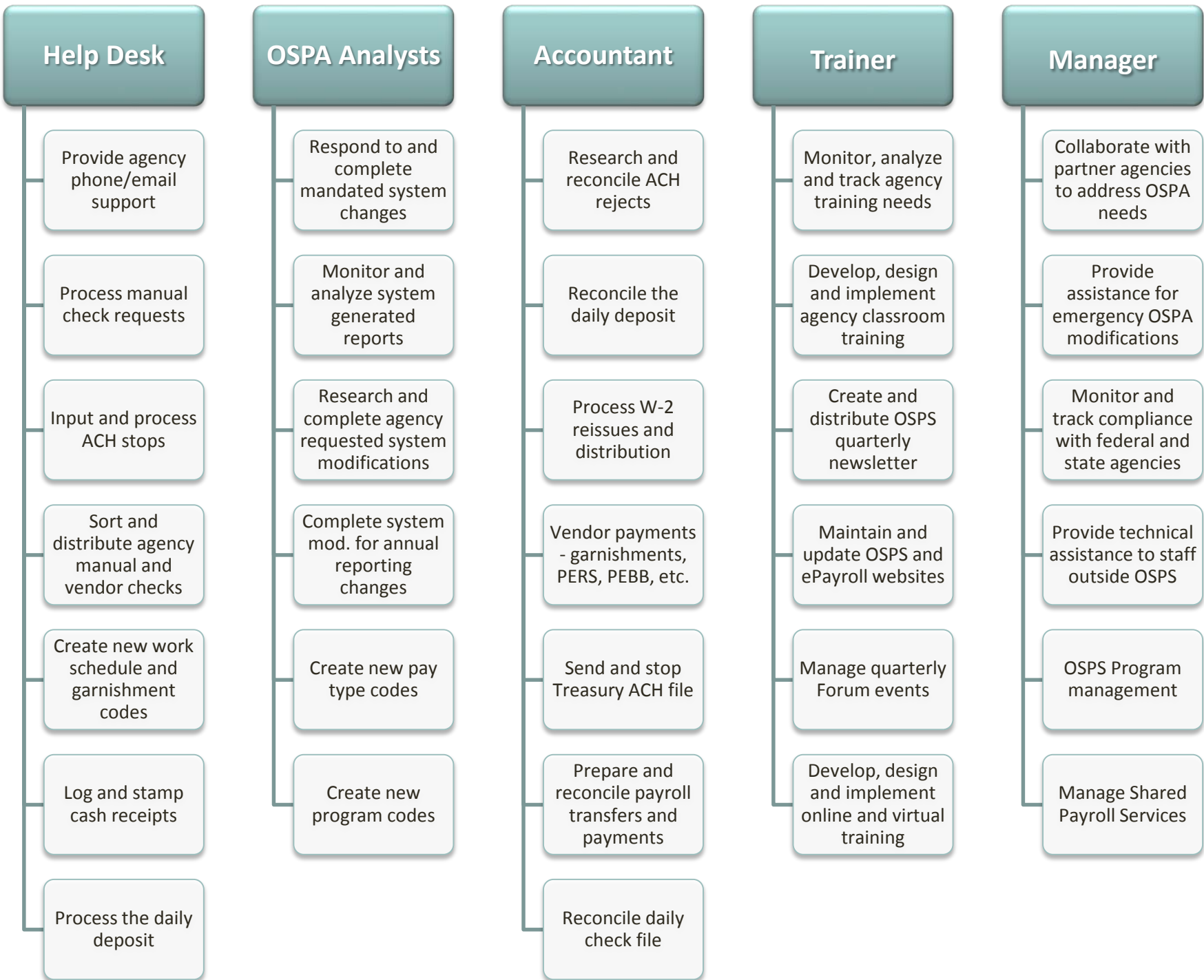
I had no idea payroll was so complicated!



In fact, without all the people who work with payroll everyday, lots of hard-working state employees wouldn't get their correct pay on payday.

That is where the Oregon Statewide Payroll Services (OSPS) staff can help support these hard-working payroll professionals by offering process guidance, advice and assistance when necessary. Let's see some of the activities OSPS staff are responsible for...



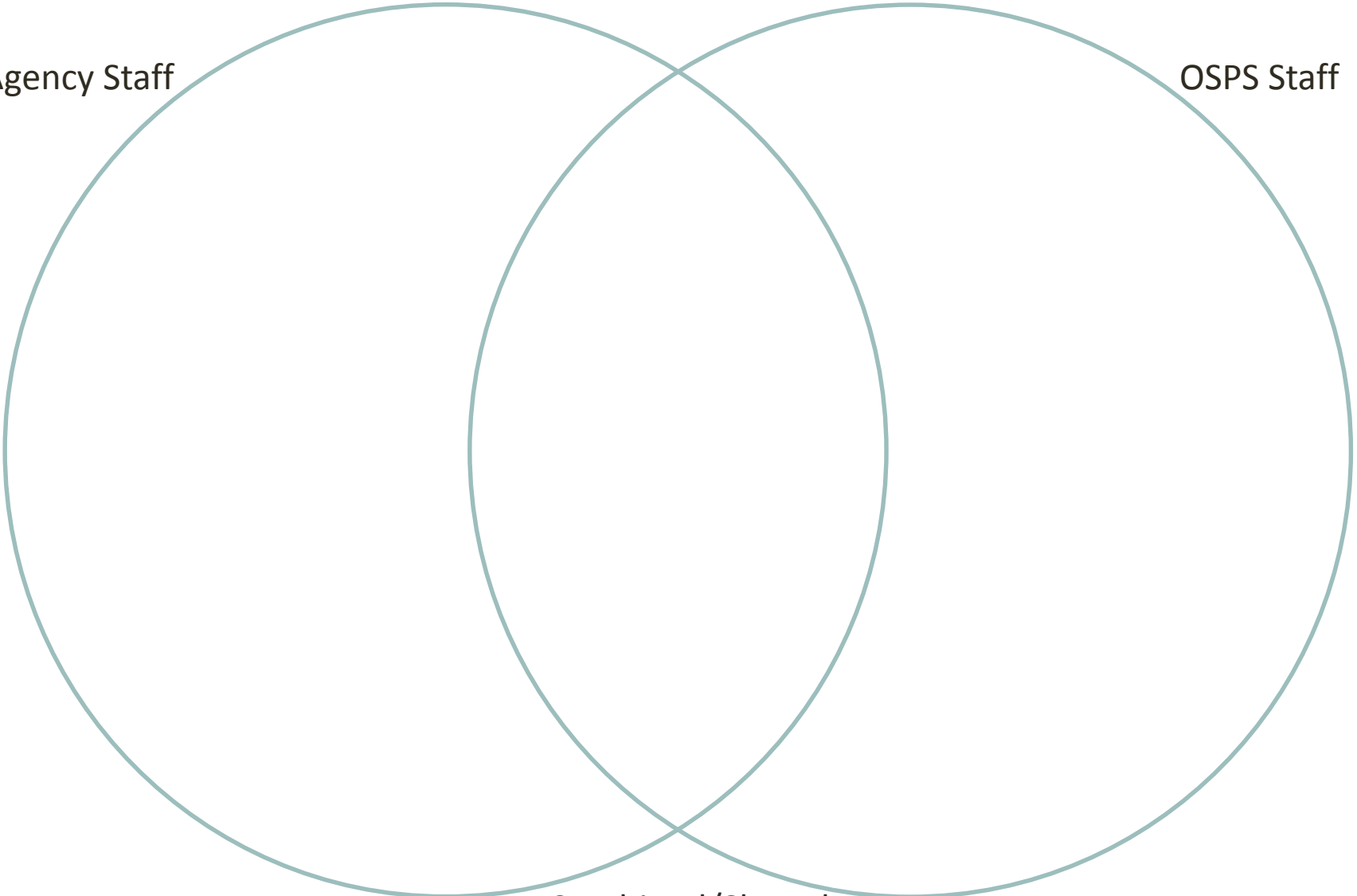


So, who does what?

Agency Staff

OSPS Staff

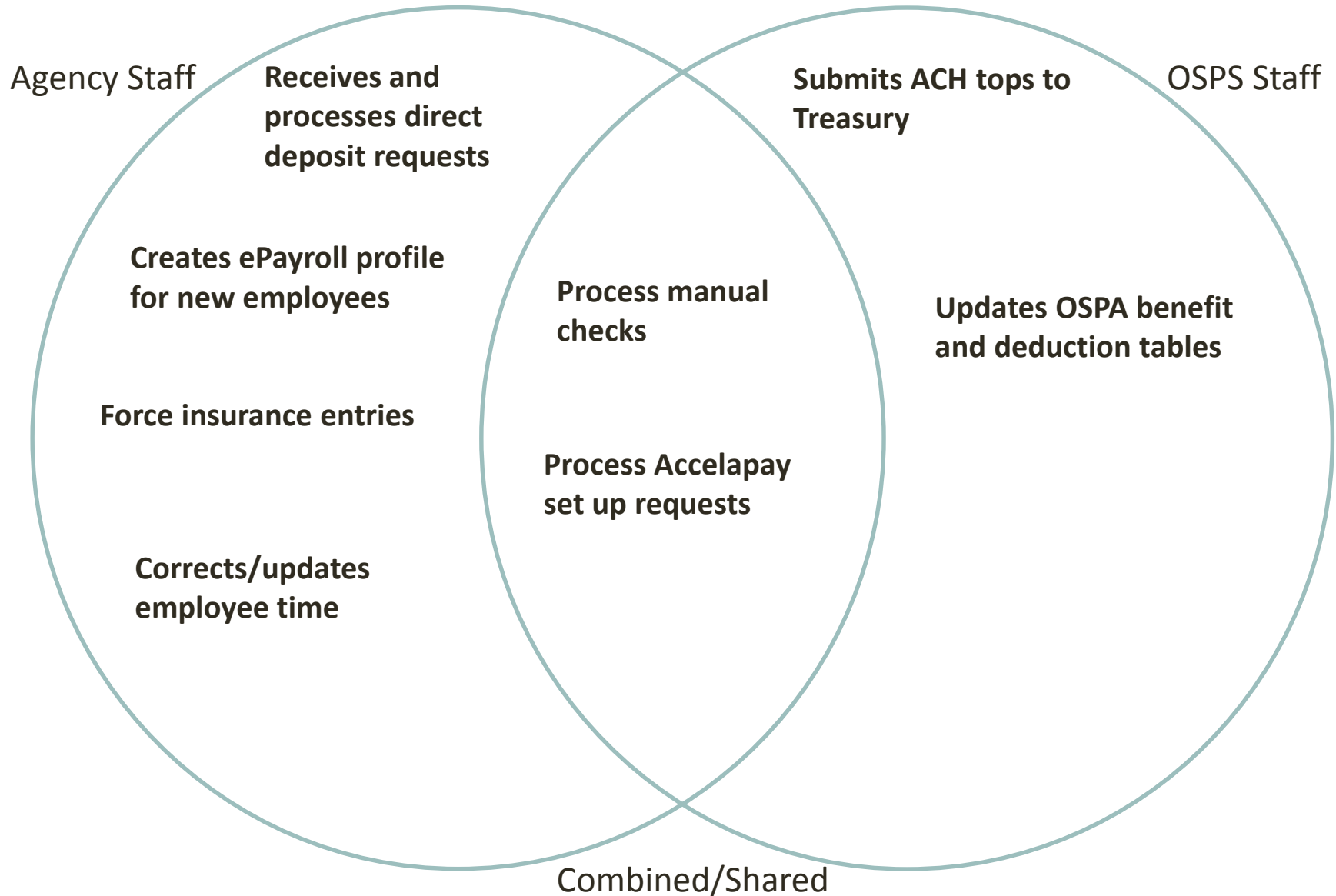
Combined/Shared



So, who does what?

1. Receives and processes employee direct deposit requests?
2. Submits ACH stops to Treasury?
3. Creates an ePayroll profile for a new employee?
4. Processes manual check requests?
5. Makes forced insurance entries?
6. Updates/corrects employee time?
7. Updates OSPA benefit or deduction tables?
8. Processes AccelaPay set up requests?

So, who does what?



RECAP:

- Statewide payroll communicates with several outside systems to calculate payroll correctly.
- There are several processes within OSPA that are involved in correctly calculating employee payroll.
- Besides the automated processes, business processes like new employee set up and employee time entry are extremely important for payroll to calculate on time and accurately.
- Outside influences, like Collective Bargaining, can have a big impact on the payroll calculation.
- Statewide payroll is complex!

Thank you for coming!

Questions? Call or email anytime!

OSPS Help Desk – 503.378.6777 or osps.help@oregon.gov

OSPS Website:

<http://www.oregon.gov/DAS/EGS/FBS/OSPS/pages/index.aspx>