



# OREGON STATEWIDE PAYROLL SERVICES

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## **Payroll Services Consolidation Project**

*By Allyson Ford*

*By tapping statewide expertise and establishing consistent best practices, the Payroll Services Consolidation Project aims to increase the efficiency and accuracy of payroll processes in Oregon state government.*

**Project Background**

A recent comprehensive study of a variety of state payroll-related procedures and processes found there is ample room for improvement in the state’s payroll services. For example, Oregon’s cost per employee served is high compared to other states and similarly sized organizations, and our processes are heavily manual and time intensive. With this project, we have an opportunity to eliminate unnecessary, duplicative efforts at the enterprise level and leverage existing solutions, freeing up staff time for more important tasks.

This project is not a recommendation for new or different IT systems, however we are currently looking at existing timekeeping systems that could be shared.

**Project Update**

With the help of a dedicated group of subject matter experts from 13 different agencies, current payroll practices are being process mapped and documented. The group has been focusing on core payroll processes and benefits coordination. In mid-March, the group will be discussing best practices for implementation.

Additionally, the Payroll Services Consolidation Project Steering Committee has been determining metrics for baseline & benchmark data collection within the shared service centers.

In April, the Payroll Services Consolidation Project Steering Committee will select a pilot shared service center for payroll administration, based on business alignments within state agencies, beginning implementation soon thereafter.





## **WHAT'S NEW IN AGENCY PAYROLL:**

Lots of new staffing changes to report for agencies, including:

- *Emily Henness* - from the Oregon State Hospital (OHA) to DOC.
- *Tara Sell* to Forestry.
- *Connie Haralson*— from Housing to OSPS as the eProjects Trainer.
- *Judy Clawson*— from ODOT to OSPS as the eProjects Coordinator.
- *Ayouba Moussa-Issoufou* and *Patty Johnston* to DHS/OHA.

## **April OSPS Forum**

*April 16, 2014, 2:00 PM*

Employment Auditorium

Topic: Centralized PERS Services and Payroll (eTime demo/update at the end)

Attending remotely? Access the OregonConnect session by clicking here:

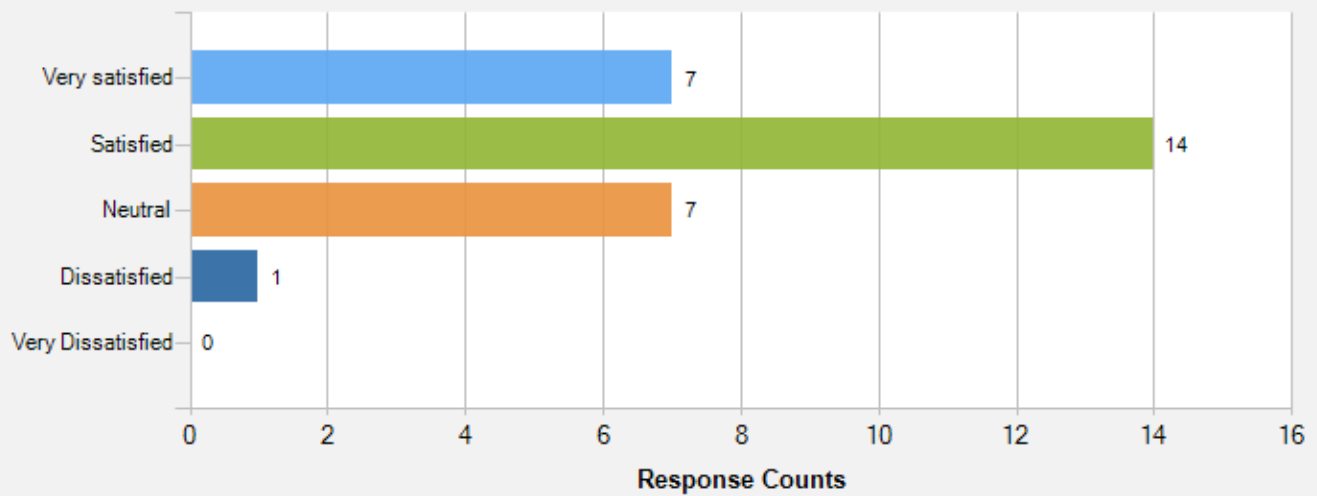
<https://oregonconnect.ilinc.com/register/cxkcvv>

## **OSPS Training Updates**

**Payroll Essentials** - Thanks to all who have attended one of the two sessions so far. There will be another class scheduled in August 2014, if the demand is great enough. We will keep you posted as to the dates and times.

**New Reports Class**— In late February, a survey was emailed to all payroll managers asking for feedback on reports they felt were most important to cover in a classroom setting for the purpose of designing a new class focused on reports that are most critical to your job. If you did not receive this email and would like to provide feedback on the design of a new reports class, please email or call Kari Kampert at [kari.kampert@das.state.or.us](mailto:kari.kampert@das.state.or.us) or 503.373.0252.

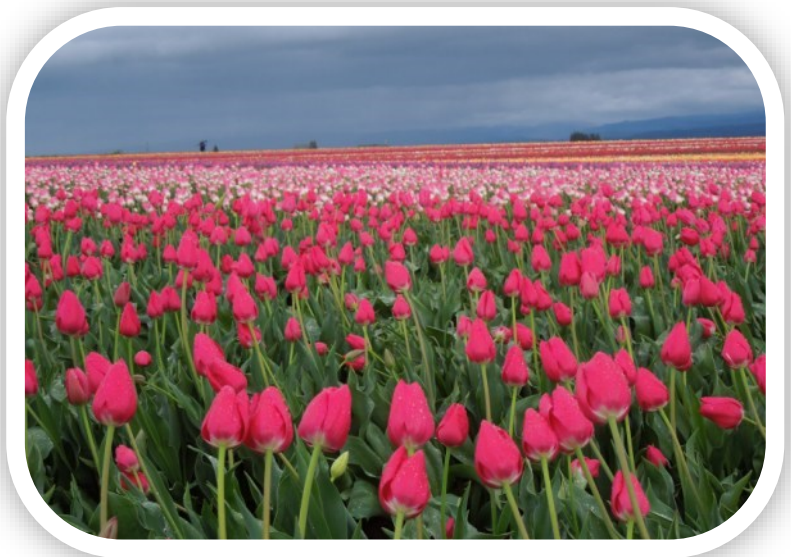
## Minimum Check Print Amount Feedback



Thank you to everyone who submitted feedback about changing the minimum amount for printing checks. It is clear from the responses that almost all respondents were satisfied or very satisfied with the minimum amount staying at \$10. In fact, many of the respondents who left comments suggested that the amount should be increased due to the rising costs for printing checks. OSPS will be leaving the minimum amount for printing checks at the \$10 threshold at this point. We appreciate the time you took to respond to our survey.

## New Garnishment Code Request Form

OSPS has created a new Garnishment Code Request Form due to the requirement of having a tax ID number for all attorneys receiving employee garnishment money. You will find the new form located on the OSPS website at: <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/form/OSPS.99.33.pdf>. This new form removes the garnishment code request from OSPS.99.27 and provides a new form (OSPS.99.33) so that OSPS can fulfill its obligation to report payments made to attorneys. OSPS asks that you fill out the new garnishment code request form as completely as possible and reminds you to call the OSPS Help Desk if you have questions or concerns. Garnishment code request forms for attorneys without a tax ID may be returned or delayed until the tax ID is provided.



# eTime Project Update

**eTime mission** – Web-based online daily entry and approval application.

**OSPA screens** – P004, P005, P006 and P007

**Next Demo** – OSPS Forum April 16<sup>th</sup>, 2014

eTime is currently in the testing phase. Programmers are almost finished with their part and OSPS is at the beginning stages of a robust testing plan which will incorporate the remaining pay periods of 2014. OSPS will be using volunteers from various agencies to help in the testing phase in the July/August time frame. Then moving into parallel testing in the August/September months. Pilot rollout is currently planned for October 1<sup>st</sup>, 2014 and then rolling out to agencies December 2014.

eTime will be accessed through the same portal as ePaystub. Once an employee logs into what will be called “ePayroll” they will have the choice of using ePaystub or eTime. eTime will be available for those agencies currently using Online Daily Time (e.g. P004/P005) and for those agencies choosing to move from whatever current payroll (paper or shadow) application they have now to eTime. If your agency is interested in helping out Please email Seth Lewis, Senior System Analyst, [Seth.Lewis@state.or.us](mailto:Seth.Lewis@state.or.us).

The screenshot shows the Oregon.gov ePaystub interface. At the top, it says "OREGON.GOV" and "State of Oregon: ePaystub". The main section is titled "Time for" and shows "Tuesday, February 18, 2014" with a status of "Open FORECASTED". Below this is a table for entering time entries:

Pay Code	Hours	Work Charge	Override	Delete
RG	8.00			<input type="checkbox"/>

Buttons for "Save", "Save and Next", "Reset", and "Add Row" are visible. Below the table is a "Summary View" for February 2014, showing a calendar grid with time entries for each day. For example, on Feb 18, there is an entry for "RG 8.00". To the right of the calendar are several summary tables:

- Leave Balances:** Shows balances for Dec 31, Feb, and Future Months for codes PB, RG, SL, and VA.
- Monthly Hours by Pay Code:** Shows hours for PB, RG, VA, and a Grand Total of 56.00.
- Forecasted Monthly Summary:** Shows Regular, LWOP, Total, and Grand Total hours and amounts.
- Employee Data:** Lists details for the current employee, including Concom Job #, Crew #, Position #, Work Schedule, Base, Overtime Eligible, FLSA, Holiday, Benefit Package, Appointment Type, and Last Update.

## Did you know...

- 92.5% of 47,427 payments made by OSPS were direct deposit during the January 2014 pay period.
- In January 2014, OSPS deposited funds on over 700 AccelaPay cards.
- 851 manual checks were produced, resulting in over \$1 million in payments, in February 2014.
- Between October and December 2013, 382 training hours were provided by OSPS.
- 500,000+ direct deposits were made by OSPS in 2013.
- 72 W-2c's were produced in 2013.
- OSPS created 306 duplicate checks for lost or destroyed ones in 2013.
- Shared Payroll Services works with 36 separate boards, commissions and agencies to provide payroll for over 2,000 employees.

# OSPA REMINDERS

- If there is no set on P190 for the month you need, ask OSPS to build one for you.
- Checked out your agency PBAP screen lately? Change details with your HR office.
- Need a P060 Adjustment? Check for current year FIT or SIT on the P090 first.
- Use the ACH Acct field as an extended comment field for non-XDNN codes.
- Manual checks only become a deduction on the next run. Taxes/deductions are taken then.
- Net pay calculator available at ADP.com or paycheckcity.com with no registration.
- PEBB salary subsidy max dollar amount may be found on PTB1 under "*st max cntrb*" column C.
- Please use the most recent version of forms. Check our website for updates!
- P435 \**F Accrual Bal*=total at agency, *Remain Adv*=total fiscal year, *Time Lost*=total calendar year.
- P/T employees' forecast hours are computed first by day, then by month.

## **PHOTO CREDITS INCLUDE:**

Page 1 – “*Iris Garden*” by Michael Spady

Page 2 – “*Yaquina Head*” by Neil Howard

Page 3 – “*Tulips*” by Terry Moore

Page 5 – “*Capitol Mall*” by Tollie Emerson

