



Oregon Statewide Payroll Services



Burehl, a St. Bernard who was one of the guardians of Timberline, welcoming a small guest, 1935-1940. *Image courtesy of the Oregon State Library.*

INSIDE THIS ISSUE:

Employee Time Altering & Personal Liability	2
eTime Project Update	2
Agency Staffing Updates	3
PERS Retirees & Sick Leave Restoration	3
OSPA Updates	4
Travel Reimbursement Box on the Direct Deposit Form	4
Payroll Consolidation Project Update	5
July Forum— <i>New Date!</i>	5

Welcome to the historical version of the OSPS quarterly newsletter. In this edition you will find photos from Oregon’s past. Enjoy a trip down memory lane as you get up-to-date on new payroll related items.

Did you know...:

The **transaction date** on the P070 screen is system generated when someone creates, changes or deletes a specific deduction code. This field contains the date of the most recent action for the specific deduction code. The transaction date, when updated, will display the **updated date** in all pay periods on the P070 screen—meaning that the prior date will be removed and only the most current date will remain for all displayed pay periods. Additionally, no interfaced transactions, like PEBB entries, will trigger a transaction date in the P070 screen unless there is a manual change.

PERSONAL LIABILITY & EMPLOYEE TIME ALTERING

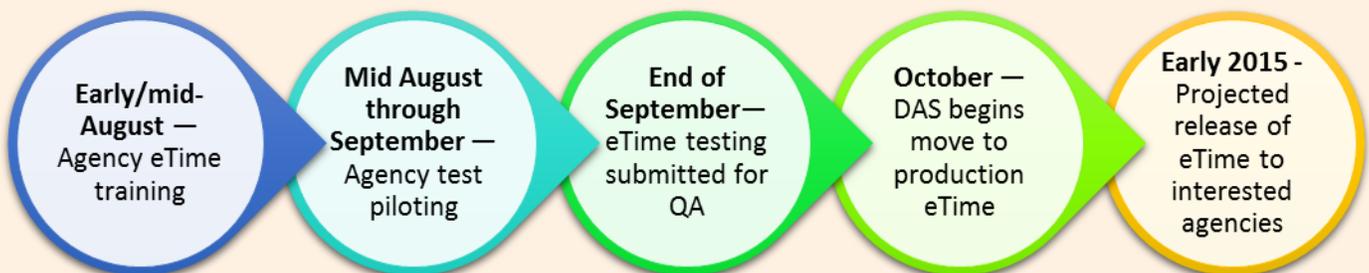
According to the June 2014 edition of *The HR Specialist* newsletter, a new court case states that supervisors, executives and HR professionals can be personally liable for altering employee pay records. The court case—**Chao v. SelfPride, No. 06-1203, 4th Cir.**, ordered the CEO of the company to pay more than \$500,000 to employees, including a \$150,000 fine for signing off on altered employee time sheets, in addition to the wages and benefits inappropriately withheld from the employees. The Fair Labor Standards Act allows employees to sue their supervisors, managers and directors for personal liability for altering their pay records. For that reason alone, supervisors, managers and payroll staff should not alter an employee's pay record without their express consent.



State Fair Tractor exhibit: The latest Ford tractors and Ferguson implements on display at the State Fair. Image courtesy of the Oregon State Library.

E TIME PROJECT UPDATE

The eTime project team has been working diligently on testing the new web-based time entry system. Internal testing is now wrapping up and volunteer agencies will be joining the team as they enter the same payroll transactions in both eTime and OSPA to continue testing scenarios. The current timeline for the project's rollout is:



To view available sections and sign up for Agency Training (required for agencies wishing to be involved in the test pilot phase of eTime), visit <https://ilearn.oregon.gov//DL.aspx?id=E6BA1ECB33AD4BBD8C082AF6668EB184>.

AGENCY STAFFING UPDATES

- OYA is pleased to welcome Sarah Bernard to the team with the promotion of DeeAnn Smith.
- DOC says goodbye to Shawn Harksen as she moves to DHS/OHA in an Accountant 1 position.
- DAS payroll welcomes Michelle Walz to the team, while Julie Saunders is on a job rotation.
- OSPS welcomes Kazue Woolery to the help desk as Allison Absher moves to the PERS unit on a special assignment. We also say goodbye to Connie Haralson as she leaves OSPS to take a permanent position at Western Oregon University.
- Oregon Medical Board welcomes Angela Allen to their team, replacing Linda Sears who retired.

Salem depot: Salem-Falls City & Western RR at the Salem Train Depot. (On the photo envelope: "McKeen Railcar - diesel #65, ca. 1911.") At the left of the photo are two men by or on a baggage cart, one of them reading a newspaper, and a small boy stands at the corner of the depot, possibly waiting with the crowd to board. *Image courtesy of the Oregon State Library.*



NO RESTORATION OF SICK LEAVE FOR PERS RETIREES

by Trudy Vidal—DAS Financial Business Systems Manager

PERS is required by statute to calculate an employee's benefit using both the Full Formula and Money Match calculations, then pay the person whichever is the greater payout. In the Full Formula method, the unused sick leave balance at retirement is used and can increase the employee's Final Average Salary, which impacts the benefit amount. See **ORS 459-017-0060 Reemployment of Retired Members** (12) Sick leave. Accumulated unused sick leave reported by an employer to PERS upon a member's retirement, as provided in ORS 238.350, may not be made available to a retired member returning to employment under sections (2) or (7) of this rule. See OAM 45.06.00 Sick Leave Balances at Retirement <http://www.oregon.gov/DAS/CFO/SARS/policies/oam/45.06.00.po.pdf>.

Email questions to: central.persserviceteam@state.or.us

OSPA UPDATES

OSGP/ING Loan Interface – Completed. The deduction code LONN is now updating the P070 screen in an interface file similar to the Deferred Comp (DCNN) and the Roth (RTNN) information. Per Gay Lynn Bath at OSGP, payroll admins will no longer receive “payroll memo’s” for new loans, due to this interface.

Purging off Tax Year 2013 on the P190 and Time screens – Completed. This was done in April and will be scheduled on an annual basis to be run in the March/April timeframe.

HB 3263 Paid Victim Leave – The new pay type code LR has been added to several benefit packages. Also the third character “5” to track OFLA protected bereavement leave (VA5, SL5, PB5, FL5, etc...) has been added too.

CURRENT PROJECTS:

- B010A Batch Time Report – make it spreadsheet compatible.
- PERS Monthly Reports – combine Run 1 & 2 and make it spreadsheet compatible.
- P032, P090 and P160 migration to the PUSC security screen.
- PERS \$260,000 Annual Subject Wages.
- Open P009 Access to Agency Payroll – agency payroll offices using Online Daily Time would be given the ability to scrub pins.



Landscape workers: Groundsmen stand with lawnmowers in front of the Oregon State Hospital, 1910. Image courtesy of the Oregon State Library.

TRAVEL REIMBURSEMENT BOX ADDED TO DIRECT DEPOSIT TEMPLATE

By Trudy Vidal—DAS Financial Business Systems Manager

Based on customer feedback and coordination with the direct deposit process in the Statewide Financial Management Application, OSPS has recently updated the Payroll Direct Deposit Form on our website: <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/form/osps.99.25.pdf> . The update includes a new box for Travel Reimbursements on the front of the form and an explanation for when to use this box in the instructions. This box should be used for current and new state employees who will travel as part of their position with the state. OSPS and SFMS have agreed to allow agency payroll offices to fax the completed form to the SFMS ACH Coordinator at 503-378-8940 or mail (interagency is accepted) a copy of the completed form to:

Confidential
Department of Administrative Services
EGS FBS SFMS/ACH Coordinator

155 Cottage Street NE U60
Salem, OR 97301-3963

Emails are not allowed since these forms contain confidential bank account information. Each agency will need to work with their accounting unit to set the employee up as a vendor on SFMA if the employee will receive their travel reimbursement payment outside of the payroll system. If agencies modify the OSPS form and want to use it for travel reimbursements on SFMA, the agency specific form will need to include the travel reimbursement box and the instructions for use. SFMA will not accept forms that do not have this box or if the box is not checked. It is at the discretion of each agency whether or not they chose to use this process for travel reimbursements. The SFMS vendor direct deposit form can still be used for employee travel advances: <http://www.oregon.gov/DAS/EGS/FBS/SFMS/pages/ach.aspx>. Email ACH.Coordinator@state.or.us.

PAYROLL CONSOLIDATION PROJECT UPDATE

- By Allyson Ford

We're making progress towards increasing the accuracy and efficiency of payroll and payroll-related services for State of Oregon employees. In January, we announced the beginning of the Payroll Services Consolidation Project, sponsored by the Enterprise Leadership Team's Improving Government Steering Committee. With the help of a dedicated group of subject matter experts from 13 different agencies, current payroll practices were documented, processes mapped and improvements recommended. This group focused on core payroll processes and benefits coordination. These processes and recommendations will be sent to payroll managers statewide for a two-week comment period in June.

More than simply updating processes, we're also exploring a shared service model for complementary agencies. Currently, Department of Justice, Department of Consumer and Business Services, and Department of Revenue have completed a business plan for a shared payroll services environment, and are working together on implementation to bring their payroll teams together to serve as a single unit supporting the three agencies. Those agencies are represented on the Payroll Services Consolidation Steering Team. Other agencies represented on the committee are the Oregon Youth Authority, Department of Transportation, Department of Administrative Services, Department of Human Services/Oregon Health Authority, Department of Fish and Wildlife, Department of Corrections and Parks and Recreation.

A second potential pilot group is developing a shared services business plan. This group is made up of agencies with seasonal employees, and includes: ODOT, ODFW, Forestry and Parks and Recreation.

As we said in March, your involvement is critical to the success of the Payroll Services Consolidation Project. You are the people who know the work, and the challenges of existing processes and systems. We encourage you to take part as opportunities to provide input arise.



N. Paiute: Captain Oliver C. Applegate with Northern Paiute children at the September 1929 opening of the Southern Pacific Railroad's Alturus-Klamath Falls cut-off. The site of the celebration was at Hackamore, CA, northwest of Alturus and southeast of Klamath Falls. The rails are visible in the foreground of the photograph. *Image courtesy of the Oregon State Library.*

JULY FORUM

WHEN: July 23rd, 2014—**NEW DATE!**

WHERE: Employment Auditorium

WHAT: Tax & Retirement Reports

TIME: 2 pm

Based on your feedback from the agency report training needs survey, OSPS will be devoting the majority of this forum to demonstrating how to understand and use the OSPS Tax & Retirement Reports. A full agenda will be sent via e-news closer to the date of the forum.