OSPS USERS’ FORUM
APRIL 17TH

Payroll System Support
Oregon Statewide Payroll Services
Financial Business Systems
Enterprise Goods and Services
<table>
<thead>
<tr>
<th>Agenda</th>
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<td>Welcome/Introductions</td>
<td>Geri Greeno, OSPS</td>
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<td>PERS Correction Process</td>
<td>Jannel Kropf, CPERS &amp; Geri Greeno, OSPS</td>
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<td>Updates and Reminders</td>
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<td>Workday Updates</td>
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<tr>
<td>Upcoming Training</td>
<td>Geri Greeno, OSPS</td>
</tr>
</tbody>
</table>
Welcome/Introductions

Geri Greeno, OSPS
PERS Correction

Jannel Kropf & Geri Greeno
Agenda

- Background
- Status Checks
- PERS Job Class Plan
- Contribution Start Date
- E357-020 Report
- Mismatches
- Dates to Remember
- P060 PERS Correction Process
Background

Effective February 1\(^\text{st}\), 2019, all employees except SEIU, AEE and AFSCME Parole & Probation who are Public Employee Retirement System (PERS) participating members will have their base salary increased by 6.95%. Effective June 1\(^\text{st}\), 2019, AEE and AFSCME Parole & Probation will have their base salary increase by 6% (AEE) and 6.5% (AFSCME P&P).

**AND**

Upon becoming a PERS participating member these employees pay the employee 6% contribution to PERS.

Currently Agency 19700, 97400 & elected officials remain as employer paid EPPT
Status Checks

- A Status Check provides state of Oregon Employers the PERS Retirement Plan and Membership status for the Employee.

- This information is necessary in the setup of the employee in both Workday and OSPA as it’s used to determine the correct coding in both systems. These codes have financial impact to the employee and agency.

- The Status Check provides the following information:

  **PERS Retirement Plan:**

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>OPSRP</th>
</tr>
</thead>
</table>

  **PERS Membership Status:**

  - No Record (employee not in PERS system)
  - Regular Wait (employee is in PERS system and needs to serve a wait time)
  - Eligible Upon Hire (employee’s PERS membership is met, contributions are due upon hire)
  - *Retired* (employee has retired with PERS)
  - Partial W/D (employee withdrew IAP only and returned to active PERS employment before 8/5/11)

  *If retired, status check also provides the retiree hour limit the employee is allowed to work.*
Status Checks – Requests

- CPERS recommends HR request the Status Check *prior* to completion of the hiring process in Workday. The PERS Plan and PERS Membership Status is needed to select the correct PERS Job Class Plan Code and Range Option Code that is entered into Workday.

- Status checks need to be completed on any employee for any position type (temp, LD, job share, part-time, permanent etc.) who is **NOT**:
  - An inmate of a state institution
  - An alien on a training or education visa
  - A board member
  - A volunteer
  - A student worker receiving school credit

- The PERS Job Class Plan Code entered into Workday interfaces over to the payroll system and can be seen in OSPA on the P030 screen.

- Status check information needs to be shared with payroll as they need to enter the appropriate coding into OSPA based on the PERS Plan and Membership Status.
Status Checks – Requests (cont’d)

- Status checks can be completed by one of the two following methods:
  1. Call PERS Employer Center between the hours of 8:30-12
  2. Status Check Request Form located on CPERS website
     a. Agency fills in PERS Employer Number, columns 1-3 in Section A, and faxes to PERS
     b. PERS completes Section B, columns 4-9, and faxes the form to the agency
     Fax numbers are located at the bottom of the form
- Status check information, whether by phone or form, needs to be shared between HR and payroll
- CPERS maintains the list of HR/Payroll staff authorized to obtain status checks from PERS. If you need to be added, contact CPERS at: Central.PERSServicesTeam@oregon.gov

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[Table]

<table>
<thead>
<tr>
<th>Section A: TO BE COMPLETED BY AGENCY</th>
<th>Section B: TO BE COMPLETED BY PERS</th>
<th>Section C: AGENCY USE ONLY</th>
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<tr>
<td>1. Employer Name (Required)</td>
<td>2. Full SSN All 9 digits (Required)</td>
<td>10. FIDOC Code</td>
</tr>
<tr>
<td>3. Hire Date mm/dd/yyyy (Required)</td>
<td>4. Plan Type:</td>
<td>11. ESR m-code</td>
</tr>
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<td>5. Waiting Time:</td>
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<td>No Record = NR</td>
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<tr>
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<td>Retired = R</td>
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<td>Partial Wkd = PW (Required)</td>
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<td>6. GSD (Required if eligible)</td>
<td>7. Retirement Date (Required if Box 5 + R)</td>
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Find this form at: http://oregon.gov/DAS/G55B5/CPERS/Pages/form.aspx
For questions email at: Central.PERSServicesTeam@oregon.gov
Status Checks — What happens when they’re not done?

- Agency HR enters incorrect PERS Job Class Plan in Workday and the wrong coding is reported to PERS
- Agency HR sets up the incorrect Range Option Code
- Agency payroll doesn’t enter Retirement Start Date or enters the wrong coding on P010 for sending Contributions/Employer Share

Impact to Employee
- Over or under paid due to incorrect Range Option Code
- Contributions not posting to employee IAP account due to suspended records or waiting for manually processed account corrections from CPERS/PERS Teams
- Incorrect PERS annual statement

Impact to Agency
- Causes financial impact if the incorrect PERS Job Class Plan is entered into Workday
- Causes financial impact if Contributions/Employer Share are not sent timely
- Creates extra work for HR/Payroll and CPERS Teams if salary adjustments are necessary
  - Payroll - if P060 adjustments need to be calculated and made due to a “late” or “early” start of contributions and employer share
- Creates extra work for CPERS team because this causes suspended records that need manually researched and corrected
- Creates extra work for CPERS team to research PERS Statements and determine if an Annual Invoice needs to be sent
The code entered into Workday reports to PERS and triggers how much employer share monies PERS expects to receive each month.
Contribution Start Date can be found on CPERS website:


### 2019-2020 OPSRP Contribution Start Date Worksheet

<table>
<thead>
<tr>
<th>First Day Of Employment</th>
<th>PERS Contribution Start Date (CSD)</th>
<th>OSPS Effective PPE</th>
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<tbody>
<tr>
<td>11/2/18 – 12/3/18</td>
<td>6/1/19</td>
<td>6/30/19</td>
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<tr>
<td>12/4/18 – 1/2/19</td>
<td>7/1/19</td>
<td>7/31/19</td>
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<td>1/3/19 – 2/1/19</td>
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<td>2/2/19 – 3/1/19</td>
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<tr>
<td>3/2/19 – 4/1/19</td>
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<tr>
<td>4/2/19 – 5/1/19</td>
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<td>11/30/19</td>
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**P010 Screen date entry**

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<tr>
<th>P010 OR0000000 99900</th>
<th>WITHHOLDING DATA / LOCATOR DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME, FIRST</td>
<td>WHO02 ENTER UPDATES</td>
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| RDC/CREW/CST CTR | 000 | ----------MANDATORY WITHHOLDING---------- |

<table>
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<tr>
<th>? TAX DATA FOLLOW-UP FLAG:</th>
<th>Y</th>
<th>BEG DATE</th>
<th>STAT</th>
<th>EXEM</th>
<th>ADDL</th>
<th>END DATE</th>
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<th>? FED</th>
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<th>? STATE</th>
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</table>

| A RETIREMENT START DATE: | 022817 |

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<th>RTMT</th>
<th>RTMT</th>
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<tr>
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| ----WAIVERS----- |
| CLASS DATE | CLASS DATE | CLASS DATE | CLASS DATE | CLASS DATE | CLASS DATE | CLASS DATE |
E357-020 Report

Employees Eligible For Participation in Retirement

- E357-020 Report is a payroll generated report that assists agency HR and Payroll in knowing when PERS contributions are to supposed to begin

- Workday central support team downloads a copy of the E357-020 and will update the employee’s record in Workday for the range option code which increases the employee’s salary by the appropriate percentage.

- OSPA will calculate and deduct the employee’s 6% pick up from the employee’s salary.
Payroll uses the PERS Membership Status information from the Status Check to determine the OSPS Effective PPE and enters it on the P010 in the Retirement Start Date Field.

Hints/Tips:

- Entering the PPE in this field sends no money to PERS.
- If Status Check for employee is “Eligible upon hire” or “Retired” it’s not necessary to enter OSPS Effective PPE in this field.
Report is available the pay period before contributions are due
 Agency HR
- Workday central support team will download report and make updates in Workday for all agencies

Agency Payroll
- Prior to final Run 1 and to avoid making a P060 adjustment, use report to enter appropriate coding in the RTMT SYST and RTMT STAT fields. Updating these fields sends the monies to PERS
  - Coding for RTMT SYST is found on the PERS Job Class Plan. This calculates and sends the employer share (aka RSM or State Match) to PERS

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<tr>
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</table>

- Coding for RTMT STAT is found on OSPA reference Manual. This sends the contributions as either Employee (MPPT) or Employer (EPPT) (aka REP, RSP or State PU) paid to PERS.

  - D = state pays the employee's contribution (pick-up)
  - E = employee pays the contribution (pick-up)
  - N = OSPA will not make an employee contribution to PERS. Default
  - P = OSPA will not make an employee contribution to PERS
Discrepancies

- Employee is not on report, why
  - Retirement Start Date was not entered
  - Incorrect date or year was entered

- Employee not on report, now what
  - Workday central support team does not receive the employee name to change the Range Option Code. Agency HR and Payroll will need to establish a separate process when this happens
  - Payroll will not know to update the P010 Screen (RTMT SYST and RTMT STAT)
  - Employee is paid incorrectly and adjustments are necessary
  - PERS receives no contributions and employer share for this employee
  - Creates extra work for HR, Payroll and CPERS as additional forms, calculations, communication between teams and entries are needed
  - May cause financial impact to Employee
  - May cause financial impact to Agency
Use report to enter retirement start information on the P010 screen. Enter ‘E’ instead of ‘D’ for RTMT STAT. Workday central support team will download report and make updates in Workday for all agencies.

<table>
<thead>
<tr>
<th>EFF</th>
<th>----FEDERAL----</th>
<th>-----STATE-----</th>
<th>RTMT</th>
<th>RTMT</th>
<th>RTMT</th>
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<td>E</td>
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----WAIVERS----

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<th>CLASS DATE</th>
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<th>CLASS DATE</th>
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</table>
Mismatches and Fatal Errors

◦ If there is a mismatch between Workday and OSPA, OSPA will produce a fatal error on an exception report for Prelim and Final runs.

◦ This error will cause the employee to receive no pay until Workday and OSPA match.

◦ Mismatches occur when:
  - Agency HR makes the changes to the employee’s Range Option code but Payroll does not make the changes to the employee’s P010 screen
  - Agency Payroll makes the changes to the employee’s P010 screen but Agency HR does not make the required changes to the employee’s Range Option code.
Dates to Remember

- As with SEIU there will be a date to bookmark when analyzing retro corrections. SEIU anything October 2016 or earlier is employer paid. Anything November 2016 or later is employee paid.

- This group will be tied to the following: January 2019 or earlier will be employer paid and February 2019 or later will be employee paid.

- AEE and AFSCME P&P will have a separate date. Anything May 2019 or earlier will be employer paid and June 2019 or later will be employee paid.

- Depending on the timeframe of the correction it will determine the bucket the PERS contribution gets paid from and the pay codes that need to be used.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2016 or earlier</td>
<td>PERS paid by employer for all agencies</td>
</tr>
<tr>
<td>11/01/2016 (PPE 11/30/16)</td>
<td>SEIU represented employees changed to employee paid (MPPT). All others remained employer paid (EPPT)</td>
</tr>
<tr>
<td>02/01/2019 (PPE 02/28/19)</td>
<td>*Remaining represented positions, Management Service and un-represented changed to employee paid (MPPT) (*except AEE and AFSCME Parole &amp; Probation)</td>
</tr>
<tr>
<td>06/01/2019 (PPE 06/30/19)</td>
<td>AEE and AFSCME Parole &amp; Probation change to employee paid (MPPT)</td>
</tr>
</tbody>
</table>

Currently– Agency 19700, 97400 and elected officials remain employer paid (EPPT)
P060 PERS CORRECTION PROCESS
P060 Adjustments — Current Tax Year ONLY

What are they
- P060 adjustments are used to adjust the monies in current tax year only that were either sent or not sent to PERS after the initial payroll run for that pay period.

Why are these adjustments needed
- Incorrect entry of PERS Job Class Plan and/or RTMT SYST and RTMT STAT will cause either an under or overpayment of Contributions and Employer Share to PERS. This causes a financial impact to both the agency and the employee’s retirement account.

What happens if P060 adjustments aren’t made
- After the close of the tax year, CPERS Accountant will review each agency PERS statements and determine if the agency has over or under paid. This financially impacts the agency’s budget. If PERS has closed the year, the agency may owe prior year earnings in addition to the contributions and employer share.
Early or Late Start

- Typically you will receive notice from CPERS that your employee has an incorrect Contribution Start Date entered.
- The Payroll Team will need to determine whether it was a Late Start or an Early Start:

1. Late Start – Contributions did not start on time (late) within the current tax year
   - EX: P010 ‘Retirement Start Date’ was not entered, or E357020 report was not worked, so contributions were not sent when the employee became a PERS Participating Member. It is considered a late start because the Payroll Team finds out at a later date. If Bob was supposed to start contributions in February 2019 but the Agency didn’t find out until April 2019.

2. Early Start – Contributions Started too early within the current tax year
   - EX: P010 ‘Retirement Start Date’ was entered incorrectly which starts PERS contributions earlier than when the employee becomes eligible. PERS sends an update on the employee’s eligibility that changes/moves the Start Date. Agency is notified at a later date. If Bob started contributions in January but didn’t become a PERS Participating Member until March 2019.

Before processing the changes, it is important to remember the employee’s representation and whether or not their PERS benefits are Employee Paid or Employer Paid.
Early or Late Start (continued)

- **Employee Paid**
  
  Contact OSPS helpdesk to have the P010 updated, be sure to include Employee’s Name, OR Number, Agency Number, Pay Period to start PERS, RTMT SYST and the RTMT STAT.
  
  [https://www.oregon.gov/das/Financial/Payroll/Documents/P010.pdf](https://www.oregon.gov/das/Financial/Payroll/Documents/P010.pdf) - link to P010 screen guide

  ![P010 Table](image)

  Set corrective for all impacted months on the P190

  Using the PERS P060 Calc worksheet create your P060 entry. To find the PERS subject wages, print the registers for each period to be adjusted, add them together and make one P060 entry for what originally ran with payroll. Recommended practice is to keep all back up for entry.

  [https://www.oregon.gov/das/Financial/Payroll/Pages/processingtools.aspx](https://www.oregon.gov/das/Financial/Payroll/Pages/processingtools.aspx) - link to PERS calc worksheet (see under ‘PERS Employer match rates for OSPA’)

  1. Late Start
Early or Late Start (continued)

- **Employee Paid (continued)**

  2. Early Start process is the same as late start only using Early Start as the reason.

  Make P060 entries for employee paid (REP) for PERS subject wages paid on the original payroll run(s).

  https://www.oregon.gov/das/Finance/Payroll/Documents/P060.pdf - link to P060 screen guide

  1. Late Start

    2. Early Start – negative P060 entries for employer paid (RSP) to reverse the PERS subject wages paid on the original payroll run(s).

      Print the P060 (once payroll posts this entry will disappear)

      Complete the CPERS year to date correction form and email to CPERS Team
Early or Late Start (continued)

- **Employer Paid**

  Update P010 to start or stop PERS contributions for the current pay period by changing the RTMT SYST and the RTMT STAT.

  1. **Late Start – Start contributions**

  

  Using the PERS P060 Calc worksheet create your P060 entry. To find the PERS subject wages print the registers for each period to be adjusted, add them together and make one P060 entry for what originally ran with payroll. Enter this amount in the worksheet. Recommended practice is to keep all back up for entry.

  1. **Late Start**

  ```
  Table 1:
<table>
<thead>
<tr>
<th>PERS EARN</th>
<th>PLAN</th>
<th>TIME PERIOD</th>
<th>ER RATE</th>
<th>STATE MT</th>
<th>STATE PU</th>
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<td>3,000.00</td>
<td>OPFSP GS (C)</td>
<td>7/1/17 - Present</td>
<td>10.78%</td>
<td>323.40</td>
<td>180.00</td>
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  To use Table 1 only if corrections cross time periods with different rates <<
  
  Table 2:
<table>
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<tr>
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<th>TIME PERIOD</th>
<th>ER RATE</th>
<th>STATE MT</th>
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  ER Rate calculation = (PERS subject hourly * HR Rate)
  
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  Bridge | P | 180.00 |
  OPFSP - GS | O | 323.40 |
  OPFSP - GS | O | 180.00 |
Early and Late Start (continued)

2. Early Start

Make P060 Entry for Employer paid (RSP)

1. Late Start

2. Early Start – negative P060 entries for employer paid (RSP) to reverse the PERS subject wages paid on the original payroll run(s)

Print the P060 (once payroll posts this entry will disappear)

Complete the CPERS year to date correction form and email to the CPERS Team
Wrong Plan

Receive notice from CPERS that employee is enrolled in the wrong tier plan:

Change tier in P010 as instructed by CPERS

1. Wrong tier (OPSRP)

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<td>7</td>
<td>03110</td>
<td>9999999</td>
<td>J</td>
<td>01</td>
<td>0000</td>
<td>J</td>
<td>01</td>
<td>0000</td>
<td>G</td>
</tr>
</tbody>
</table>

2. Correct tier (Tier 2)

Contact OSPS helpdesk to have the P010 updated if pay period is too old. Be sure to include the Employee’s Name, OR Number, Agency Number, Pay Period to start PERS, RTMT SYST and the RTMT STAT.

The P090 will have the YTD amounts paid. Use the amount from this screen to make your reversing entry.
Wrong Plan

Use the PERS Calc Worksheet to make the correcting entry

Table 1:

<table>
<thead>
<tr>
<th>PERS Earn</th>
<th>PLAN</th>
<th>TIME PERIOD</th>
<th>PAY RATE</th>
<th>STATE MT</th>
<th>STATE PU</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,299.00</td>
<td>Tier 1/2 (N)</td>
<td>7/1/17 - Present</td>
<td>17.84%</td>
<td>766.23</td>
<td>257.70</td>
</tr>
</tbody>
</table>

To correct transcription error with different rates, use Table 1 only if corrections cross time periods with different rates.

Table 2:

<table>
<thead>
<tr>
<th>CORRECTED P060 EARN</th>
<th>PERS EARN</th>
<th>PLAN</th>
<th>TIME PERIOD</th>
<th>PAY RATE</th>
<th>STATE MT</th>
<th>STATE PU</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,299.00</td>
<td>Tier 1/2 (N)</td>
<td>766.23</td>
<td>257.70</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the P060, you will make both negative and positive entries in the current pay period. Do not make any prior tax year adjustments in current year.

To check your entry prior to posting payroll, go to the P370 and pull up the employee in the period you made the P060 entry. Then tab to the “CALC YTS?” (on the bottom left side of screen) change the ‘N’ to ‘Y’ [enter]. This will take you to the P090 screen again and you will be able to see what it will look like once your P060 entry posts. If it doesn’t appear how you thought it should go back and check your entries.
Additional Payroll Hints/Tips

- LWOP may extend an employee’s waiting time. Work with your CPERS analyst to determine the correct CSD so the Retirement Start Date can be updated.
- If employee terminates in the month CSD starts, contributions are due. If P010 RTMT SYST and RTMT STAT have not been set prior to issuing final check, a P060 adjustment is necessary.
- If setting P010 between Run 1 and Run 2, P060 adjustments are necessary on Run 1 as PERS does not re-calculate Run 1.
- If setting correctives, P060 adjustment may be needed depending on what the P010 stated for that pay period.
- If using your own calculation method, check the Employer Share rates as they change.
If you need to make Prior Year P060 Adjustments, please communicate with the OSPS Help Desk, osps.help@oregon.gov.
Questions?
Updates and Reminders

Geri Greeno-Sanders, OSPS
OSPS Reminders

- Checks should be made payable to DAS/Joint Payroll when submitting with payment notification form
  - If made payable to agency, agency should deposit and send a BT
- Daily manual check deadline is 11:30am
  - Earlier deadlines for bulk check requests (20+)
- Mark revised or corrected on P370 if one has already been submitted
- Schedule changes after forecast has run (ePayroll)
  - Update P020 after forecast has run
  - Go to a day in ePayroll and hit ‘save’ or ‘save and next’ on any day to sync up with OSPA
Workday and OPSA

- Reminders
  - Integration runs once a day
    - Transactions completed by 3pm will be included in the nightly file
    - Transactions completed after 3pm will be included in the next night’s file
  - Ad-hoc
    - Used for emergency situations only
      - i.e. new hire needs to be in OSPA prior to final run occurring
      - If not requesting a manual check that day, can wait until nightly file
  - Refreshes
    - OPSS Helpdesk can no longer do refreshes
    - Refreshes overlay what is in OSPA currently
    - Should be coordinated with OPSS and WD Help
Workday and OPSA

- **Correction process**
  - Payroll notices an error in OPSA
  - Contact agency HR to make corrective entries
  - Agency HR works with WD Helpdesk if needed

- **Effective Dates**
  - Workday cannot send data prior to 1/1/19
  - Salary corrections prior to 1/1/19 should be treated like prior tax year adjustments
    - Enter on P050 screen

- **Transfers**
  - Will only feed to OPSA once both agencies have completed their applicable business processes
  - This includes the end date for the losing agency and the start date for the gaining agency
Workday and OPSA

- Not active in ePayroll
  - Usually missing service type code before classification number
  - Can see on P030 screen

```
*** JOB STATUS INFO ***
JOB STAT START/STOP  021119/999999
PERS AGY/POS/SC  73000/0066747/0
PT-FT CD/PCT  F/1.0000
APPOINTMENT TYP DT/CD  021119/P
EMP REPR/CLS/OPT/STEP 0401 /0103 /A/H/05
BENEFIT PKG CD  01
```
Workday and OPSA

- Not active in ePayroll
  - Agency HR needs to add Service Type code in WD
    - The service type is located on the position under the job classification group
    - Follow steps 1, 2, 3 and step 6 of job aid (do not edit the hours or pay basis), but it will get you where you need to go: https://www.oregon.gov/das/HR/Documents/HCM_Core%20HR_Edit%20Position%20FTE.pdf
    - And in step 6 you will add the appropriate Service type for the position (ex. X, C, U, Z, etc.).
  - OPSS cannot update employee records in ePayroll
Upcoming Training

Geri Greeno, OSPS
Training

The new ePayroll Employee Tutorial launched this month!
Upcoming training

- OSPA For Beginners (Two 4 hour Sessions)
  - Day 1 – Interfaces and Screens
    - Understanding OSPA and basic system screens
    - April 23rd 1pm – 4:30pm
    - DAS East Computer Lab
  - Day 2 – Frequently used processes
    - In depth look at frequently used processes
    - April 24th 1pm-4:30pm
    - DAS East Computer lab
Upcoming trainings

◦ OSPA Payroll Reports Training (3 hour session)
  ◦ Critical Reports
    ◦ Understanding payroll record retention
    ◦ Focus on critical reports
    ◦ How to work exception reports
    ◦ June 20th 1:30pm – 4:30pm
    ◦ DAS West SFMS Conference Room – First Floor
Next forum

◦ DATE: July 17, 2019
◦ TIME: 2:00 p.m.
◦ PLACE: Employment Auditorium
◦ AGENDA: TBD

◦ Email Sharae with your ideas about agenda items at sharae.epperheimer@oregon.gov