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.
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.

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.
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?

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!
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.
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.
<table>
<thead>
<tr>
<th>Day</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1</td>
<td>6:00pm Final Cutoff November R2; Run Payroll</td>
</tr>
<tr>
<td></td>
<td>6:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 2</td>
<td>3:00pm Batch Tapes Due</td>
</tr>
<tr>
<td></td>
<td>6:00pm Prelim Cutoff December R1</td>
</tr>
<tr>
<td>Dec 3</td>
<td>6:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 4</td>
<td>6:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 5</td>
<td>7:00am Final Cutoff November R2</td>
</tr>
<tr>
<td></td>
<td>7:00am Exception Rpt.</td>
</tr>
<tr>
<td>Dec 6</td>
<td>6:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 7</td>
<td>7:00am Exception Rpt.</td>
</tr>
<tr>
<td>Dec 8</td>
<td>Leave Annual Update</td>
</tr>
<tr>
<td></td>
<td>7:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 9</td>
<td>8:00pm Leave Rpt.</td>
</tr>
<tr>
<td></td>
<td>8:00pm Lead S/MA/EPay</td>
</tr>
<tr>
<td>Dec 10</td>
<td>6:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 11</td>
<td>Nov Datamart Available</td>
</tr>
<tr>
<td></td>
<td>7:00am Leave Rpt.</td>
</tr>
<tr>
<td>Dec 12</td>
<td>8:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 13</td>
<td>PAYDAY</td>
</tr>
<tr>
<td>Dec 14</td>
<td>PAYDAY</td>
</tr>
<tr>
<td>Dec 15</td>
<td>3:00pm Batch Tapes Due</td>
</tr>
<tr>
<td></td>
<td>6:00pm Prelim Cutoff December R1</td>
</tr>
<tr>
<td>Dec 16</td>
<td>6:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 17</td>
<td>8:00pm Lead S/MA/EPay</td>
</tr>
<tr>
<td>Dec 18</td>
<td>6:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 19</td>
<td>8:00pm Table Backups</td>
</tr>
<tr>
<td>Dec 20</td>
<td>8:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 21</td>
<td>8:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 22</td>
<td>8:00pm Payroll Rpt.</td>
</tr>
<tr>
<td>Dec 23</td>
<td>6:00pm Final Cutoff December R1; Run Payroll</td>
</tr>
<tr>
<td></td>
<td>PAYDAY</td>
</tr>
<tr>
<td>Jan 1, 14</td>
<td>PAYDAY</td>
</tr>
<tr>
<td></td>
<td>STATE HOLIDAY</td>
</tr>
<tr>
<td>Jan 1, 14</td>
<td>PAYDAY</td>
</tr>
<tr>
<td></td>
<td>STATE HOLIDAY</td>
</tr>
</tbody>
</table>
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.
### January 2014

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 29</td>
<td>30</td>
<td>31</td>
<td>Jan 1, 14</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td>Final Cutoff R2 - December</td>
<td>9</td>
<td>Final Cutoff R2 - December</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>22</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>23</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Cutoff R1 - January</td>
<td>18</td>
<td>24</td>
<td>Final Cutoff R1 - January</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td></td>
<td>Feb 1</td>
</tr>
</tbody>
</table>

**15**
- 1099 Info to OSPS
- PAYDAY
- W-2's to Agencies from Publishing
- 2:00pm OSPS Forum

**7**
- Prelim Cutoff R2 - December
- 3:00pm Agency Interface File Due

**9**
- Final Cutoff R2 - December
### January 2014

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 29</td>
<td>30</td>
<td>31</td>
<td>Jan 1, 14</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

- **Dec 29**
  - PAYDAY
  - STATE HOLIDAY

- **Dec 31**
  - Prelim Cutoff R2 - December
  - Exception Reports Available
  - Final Cutoff R2 - December
  - 3:00pm Agency Interface File Due

- **Jan 10**
  - Leave Accrual Update
  - Load SFMA and ePayroll
  - Payroll Reports

- **Jan 15**
  - Q4 Reports Available
  - 2015 Info to OSPS

- **Jan 21**
  - Post to SFMA
  - Payroll Reports Available

- **Jan 26**
  - Final Cutoff R1 - January
  - Load SFMA and ePayroll
  - Payroll Reports Available

- **Feb 1**
  - PAYDAY
  - W-2 and 1099 Distribution Deadline
Oregon Statewide Payroll Application (OSPA)

**Payroll Datamart**
- Receives each month’s payroll transaction summary from OSPA. Updated after each payroll run 2.

**Treasury**
- Joint Payroll Account (JPA)
- The account used for all payroll receivables and payables.

**PPDB**
- Position Personnel Database
- Communicates with OSPA about employee information.

**PEBB**
- Public Employees Benefit Board
- Communicates with OSPA about employee benefit selections.

**OSGP**
- Oregon Savings Growth Plan
- Communicates with OSPA about deferred compensation allotments.

**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*

**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

**Registers Module**
- Sends info to *Agency* e-Reports
- Sends info to ePayroll
- Sends agency “extract” files
- Send data to SFMA and Payroll Datamart

**System Tables**
- Benefit tables
- Deduction tables
- Work Schedule tables
- Tax tables
- Assessment tables

**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

---

Inside the Oregon Statewide Payroll Application (OSPA)

Payroll Calculation Module
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.
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...
Help Desk

- Provide agency phone/email support
- Process manual check requests
- Input and process ACH stops
- Sort and distribute agency manual and vendor checks
- Create new work schedule and garnishment codes
- Log and stamp cash receipts
- Process the daily deposit

OSPA Analysts

- Respond to and complete mandated system changes
- Monitor and analyze system generated reports
- Research and complete agency requested system modifications
- Complete system mod. for annual reporting changes
- Create new pay type codes
- Create new program codes
- Log and stamp cash receipts
- Process the daily deposit

Accountant

- Research and reconcile ACH rejects
- Reconcile the daily deposit
- Process W-2 reissues and distribution
- Vendor payments - garnishments, PERS, PEBB, etc.
- Send and stop Treasury ACH file
- Prepare and reconcile payroll transfers and payments
- Reconcile daily check file

Trainer

- Monitor, analyze and track agency training needs
- Develop, design and implement agency classroom training
- Create and distribute OSPS quarterly newsletter
- Maintain and update OSPS and ePayroll websites
- Develop, design and implement online and virtual training
- Manage quarterly Forum events
- Develop, design and implement online and virtual training
- Manage Shared Payroll Services

Manager

- Collaborate with partner agencies to address OSPA needs
- Provide assistance for emergency OSPA modifications
- Monitor and track compliance with federal and state agencies
- Provide technical assistance to staff outside OSPS
- Manage quarterly Forum events
- Manage Shared Payroll Services
- OSPS Program management
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?
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: