

October 25, 2019

## In This Issue:

- Forum Updates & Reminders
  - Upcoming Training
  - Sick Leave Accrual
  - HR Policy Change
- Year End - Important Dates

## Forum Updates & Reminders

- Remember to add the PERS start date on the P010 for new hires
- Make sure when making P060 changes, you are making them in the correct year and setting correctives
- Reminder to work your Union reports to avoid agency becoming liable for the amount not deducted from employee
- HR Policy Clarification—Agencies can no longer save leave and then use small amounts to cover premiums when employee is out on protected leave
- The P010 Screen is changing to reflect changes to the Federal W4 Form
- Now is the time to begin preparing for Year End Processes, please revisit the forum presentation and handouts for more information
- In OSPA part-time schedules will round to the nearest tenth if it is not .25 or .75. So if you have a PPT schedule that is 5.83 OSPA will round it to 5.80.
- ACH Cancels: When agencies receive an ACH cancel request, payroll offices should go back to Dec of the prior year (start of tax year) to delete it. Or they should go to the oldest pay period in the current tax year to delete the XDNN 555 entry.
- Please review the forum presentation for instructions on how to best process Year End Terminations.

To see the handouts and forum presentation, visit the OSPS Website: <https://www.oregon.gov/das/Financial/Payroll/Pages/forum.aspx>

### Upcoming Training

Critical Reports Training

December 19th 2:30p-4:30p

## Sick leave system accrual changes

Regular/Limited duration employees who work more than 240 hours in the month are entitled to additional SL accrual for that month

Temporary employees who work more than 184 hours in the month are entitled to additional TS accrual for that month

Currently this is a manual process for agencies to calculate additional accrual

Starting January 1, 2020 OSPA will auto calculate the additional SL and TS

TS has no annual limit for accrual, just 40 hour limit for usage each year

SL has a 96 annual accrual limit

Regular/LD employees who work more than 240 hours will accrue additional SL in the month

This means they will accrue less than 8 hours in the month later in the year due to 96 hour limit



## HR protected leave policy clarifications

Employees cannot save leave and then use small amounts to cover premiums or other deductions. If saving leave it is all or nothing (per CBA, policy or saving all while on disability)

Also, when an employee is receiving disability (standard or private) those hours count towards ACA stability. ACA report in WD that will show who is/not in stability period

## OSPS Help Desk Reminders

### PERS Start Date

Remember to add PERS start date on P010 screen for new hires

This adds the employee to the E357-020 'Employees Eligible for Participation in Retirement Report' report

This report is produced on run 1 for the next pay period

Example: Sept run 1 produced report for Oct start dates

Workday support team uses report to identify who to update to the 'P' range option code

Payroll uses report to enter on the P010 screen to start contributions

### ACH Cancel reminders

When agencies receive an ACH cancel request, payroll offices should go back to Dec of the prior year (start of tax year) to delete it

Or go to the oldest pay period in the current tax year to delete the XDNN 555 entry

When correctives are set, OSPA will try to make a payment to the account in a prior pay period

# YEAR END DATES

## 2019 Timeline

Dates	Activity	Responsibility
11/13/19	Outdate DPT P050 gross pay adjustments effective 11/30/19	OSPS
10/27/19	Outdate Charitable Fund Drive P070 deductions effective 11/30/19	OSPS
11/25/19	ANNLDEC (Deceased Employee Report) available online E260-200 Net Pay Negative Report	OSPS Agencies
12/09/19 (November Run 2)	For months prior to November, the last day for Agencies to: <ul style="list-style-type: none"> <li>• Set P010 check dates, except for separating employees</li> <li>• Set correctives for the 2019 tax year</li> <li>• Request check reversals</li> <li>• Enter cash payments for 2019 expense reimbursements for ongoing employees</li> </ul>	Agencies
12/31/19	For tax year 2019, last day for the following actions: <ul style="list-style-type: none"> <li>• Pay-off leave balances for employees who separated prior to December</li> <li>• Accept payment from employees for the return of a 2019 overpayment without the need for a corrected W-2</li> <li>• Request manual checks for separated employees with net pay positive balances</li> </ul>	Agencies
1/02/20	Remind employees to give updated address information to HR for W-2s	OSPS Agencies
1/09/20 (December Run 2)	For 2019 tax year last day to: <ul style="list-style-type: none"> <li>• Request check reversals</li> <li>• Enter non-cash expense reimbursements or taxable fringe benefits</li> <li>• Correct negative YTD amounts. Use the XREF68N – Employees with Negative Amounts report</li> <li>• Request P060 tax adjustments for separated employees</li> <li>• Record return of overpayments for tax year 2019</li> <li>• Correct payments reported in 2 tax years – Report B850-01</li> </ul>	Agencies
1/10/20	First date with access to set P010 dates for 2019	Agencies
1/16/20	Approximate date 2019 W-2 documents distributed to Agencies	OSPS
1/22/20	Outdate 2019 Governor's Food Drive P070 deductions effective 2/28/20	OSPS
1/31/20	Deadline to have all W-2 documents mailed/distributed to employees	Agencies