OREGON STATEWIDE PAYROLL SERVICES

Fall 2017 Volume 5, Issue 3

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ePayroll Version 3: Launch Date 10/19/2017

As discussed at our July Forum, ePayroll is being updated. These changes are in response to changes in website security, agency feedback, and to update the overall appearance of the website to be similar to our other wonderful state websites. ePayroll V3 will be launched on October 19th. Please come to our October Forum to get a second look at some of the changes listed below.

- Can view employee paystubs in Admin
- Auto Lock evening of final run 2
- Improved History: Will take a Snap Shot of Groups for History View
- Will not have to delete old employees out of ePayroll
- Will show name not OR Number for separated employees
- New and combined access roles.

In August, we migrated the final change transitioning OSPA security from category based access to the user template access. As a result of this change OSPA no longer requires a terminal ID for access. Also users can have multiple sessions running at the same time.

There is still one screen that is impacted by terminal IDs, the P001. If you set up dates on the P001 and then log out of OSPA, you should verify the dates on the P001 when logging into OSPA again. Those dates may change after you logged out of OSPA. The P001 determines the dates used for time entry on the P003 screen.

October 2017 Forum Topics

Mark your calendars and don't forget to join us for our last forum of 2017 on October 11, 2017.

Topics for Forum:

- ePayroll V3
- Year End
- Reminders
- Upcoming Training Opportunities

Forum will take occur on Wednesday, October 11th at 2pm at the Employment Auditorium. New processes that impact all agencies will be discussed. Attendance is highly recommended. If you cannot intend in person, you may listen in remotely via Adobe Connect.

Bulk Manual Check Request Reminder

As a reminder, when requesting bulk checks, OSPS asks agencies to follow these guidelines:

Notify us before 9:00 a.m. on the same day you intend to submit bulk manual check requests.

Use the same Employee ID format for all requests; all EID is preferred.

If using more than one pay period, separate requests by period.

Alphabetize all check requests within each pay period.

An alternate fax line is available for large batches.

Group requests into batches of 100 or less and deliver them in person each hour.

Deadline Schedule

21 to 75 requests 10:30 a.m.

76 to 150 requests 10:00 a.m.

150 + requests 9:30 a.m.

YEAR END - Reminders

P010 Final Check Dates

P010 Dates tell OSPA what date to print on paychecks.

Dates force the calculation of wages into the specified tax year.

Reasons to set dates in OSPA:

An employee is separating from state service.

An employee transferred to another state agency in any month except December.

A corrective is set for November payroll run.

To force a December payment into the old tax year.

After November Run 2

A corrective can only be set for November pay period.

Corrections to prior months can only be made in Novem-

If during December pay period you have:

Entered changes in November pay period. Remember to set the corrective flag for the November pay period.

Notify OSPA so we can:

Enter the November P010 dates.

Use the P010 dates for November changes. Apply November corrections to the old tax year (2017). Apply December payroll to the new tax year (2018).

December dates after Run 1 final

Is there a set on the P190 screen for December run 1? - If yes, did that set calculate taxes for the new tax year (2018)?

Can you stop the ACH if applicable? - If yes, reverse check or cancel the ACH that the set created. Ask OSPS to set P010 dates. If there is no P190 set for December run 1, the P010 dates can be set.

Separations in December

If separating employee will receive his/her pay during December, payment needs to be included in the current year's W2 (2017).

Force the wages into the current tax year by entering December P010 dates.

Transfers in December

Do not request check dates for transfers in December.

Without check dates, OSPA will combine the December wages from both agencies and report in the new tax year (2018).

use 01/31/YY on the P050 screen. This will calculate the entry in the new tax year (2018).

Each quarter in our OSPS Newsletter we will have a section called "Payroll Corner' where we want to share what you, the payroll staff out on the front lines, are doing on a regular basis.

Send your ideas, forms or questions to Sharae Epperheimer at

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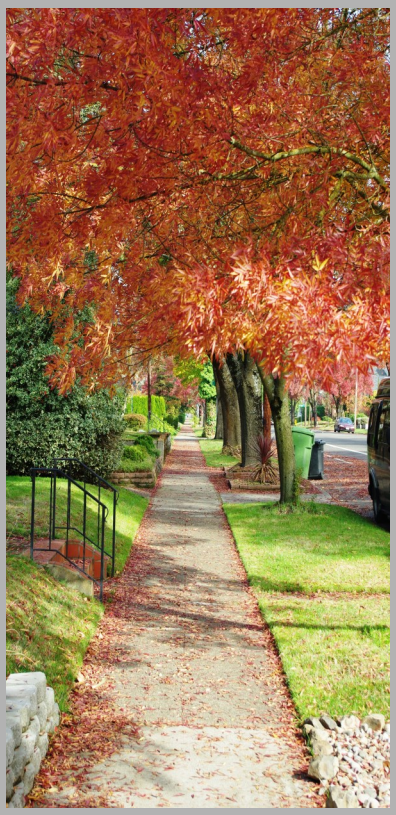

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Upcoming Events

OSPS Forum: October 11th, 2017

OSPS Basic Training: October 23rd-24th, 2017

ePayroll V3 Troubleshoot Session: November 17th, 2017 [Tentative]

OSPS Critical Reports Training: December 19th, 2017

Oregon Statewide Payroll Services

OSPS, part of the Enterprise Goods and Services, Financial Business Systems section, consists of two units.

Payroll System Support (PSS) oversees state and the government's central payroll processing for approximately 39,000 state employees including tax reporting and issuance of W-2s, while also managing the maintenance and changes for the statewide payroll application. You can contact PSS via email at OSPS.help@oregon.gov.

Shared Payroll Services (SPS) provides full service payroll and benefit services for 36 client agencies, boards, and commissions including DAS and the Governor's Office. You can contact SPS via email at OSPS.Payroll@oregon.gov.

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