



OREGON STATEWIDE PAYROLL SERVICES

PEBB Changes for 2016

OSPA is currently working on system changes for Open Enrollment for the 2016 plan year. Upcoming changes include:

- End dating of all PEBB related codes as of the 11/30/15 pay period,
- Out dating of the Trillium medical plan codes,
- Out dating of the 3% PEBB core benefit deduction codes
- Creation of new 1% PEBB core benefit deduction codes.

We are also working on changes to the interface process between PEBB.Benefits and OSPA.

These include:

- Rejections will be at the transaction level and not an employee level
- All 901 deduction codes that mirror the core benefits will be added automatically on the interface



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DATE CHANGES FOR NOVEMBER RUN 1

Due to changes in collective bargaining agreements and the unrepresented management service benefit package for FY 2016, OSPA will be recognizing the Friday after Thanksgiving as a holiday, November Run 1 days will need to be moved to earlier in the week. This is to ensure time is allowed for ACH stops as most if not all payroll staff will be out.

⇒ Prelim run 1 will be moved to Thursday, November 19th.

⇒ Exception Reports will be available on Friday November 20th.

⇒ Final run 1 will be moved to Monday November 23rd.

⇒ ACH stops are due by 10:15am Wednesday November 25th.

If you have any questions please contact the OSPS Help Desk.

Open Enrollment for employees begins October 1. Employees have until October 31st to complete their health assessment and open enrollment for the 2016 plan year.

OCTOBER 2015 FORUM TOPICS

Join us for our last forum of 2015 on October 14, 2015.

Topics for this forum include:

- Year End Discussions
- Sick leave for temporary employees
- PEBB Updates
- OSPA Updates

EPAYROLL UPDATE

As of August 2015 eTime has been rolled out partially or in full at the following agencies; DAS, DOJ, DCBS, ODVA, OHCS, PERS, Board of Nursing, OPRD, SOS, State Library, Energy, DHS as well as a majority of DAS client agencies.

Starting in October, we will begin once again transitioning agencies who are interested onto the eTime system.

The ePayroll update has been postponed indefinitely pending server changes per DAS ETS. The update will include the addition of a new landing page where employees can click on the task they wish to accomplish: Enter My Time; Approve Time (for supervisors); or View My Paystubs. Other new features will include the ability for temporary employees to record their time electronically and new labor cost reports for supervisors which can be accessed in real time. As an added bonus, agency payroll offices will be able to post reminders and announcements that only their employees will see.

INTERESTED IN USING ETIME?

You can contact Seth Lewis at (503) 373-0259 to discuss implementation timelines or call Geri Greeno-Sanders at (503) 373-0252 to schedule a demonstration for your agency.



Stale Dated Check Thank You

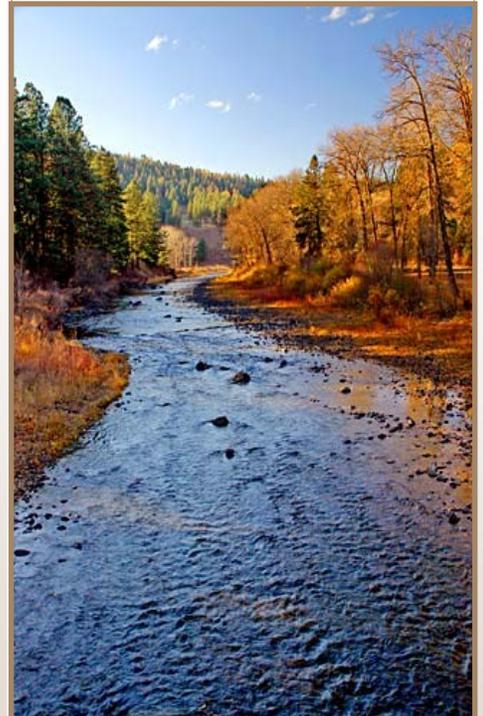
I would like to thank everyone for working their stale dated check reports this year. This is the shortest stale dated check list that I have seen since I started with DAS. If you haven't done so already please email me any checks you would like to send to State Lands. Also, if you have current employees still on the list please send in a Lost Check Form. For small dollar amounts we can add those to employee's current pay period so they will process on the employee's next check. If that is something you would like to do please give me a call and I will walk you through the process.

Thanks for all your hard work,

Melissa Tominaga

ARE YOU USING THE RIGHT GARNISHMENT CODE?

Some garnishment codes may have the same name as the Payee, however the addresses may be different. Verify that you are using the correct code by checking the PTD1 screen to match the address to the garnishment. The Help Desk is getting some check rewrites due to this issue, the biggest offender seems to be Office of the Trustee, Chapter 13. Recently Naliko Markel replaced Fred Long as the Trustee, this is not the only Chapter 13 Trustee that is in Memphis TN.



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. It could be sharing something you learned or developed that others might benefit from, asking a question of the OSPS staff you'd like to see answered in a newsletter, almost anything you can think of.

Send your ideas, forms or questions to Geri Greeno-Sanders at geri.l.greeno-sanders@oregon.gov

UPCOMING EVENTS

October 1-31, 2015: PEBB Open Enrollment

October 14, 2015: OSPS Users' Forum

October 19, 2015: Datamart & Hyperion Training

October 20-21, 2015: OSPS Basic Payroll Training



Payroll Services

155 Cottage Street NE
Salem, OR 97301

OSPS HelpDesk
Phone: 503-378-6777
Fax: 503-378-3518
E-mail:
OSPS.help@oregon.gov

Shared Payroll Services
(DAS and Client Agencies)
Phone: 503-378-6778
Fax: 503-378-2901
Email:
OSPS.Payroll@oregon.gov

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 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.