



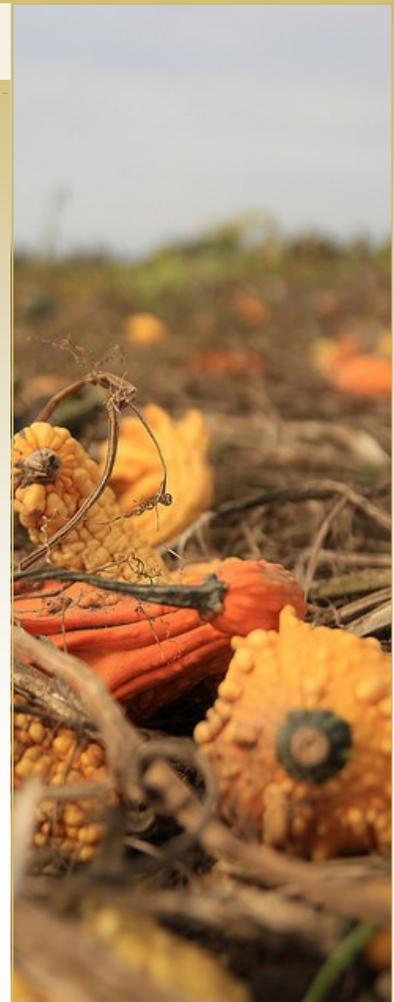
OREGON STATEWIDE PAYROLL SERVICES

SEIU Coalition Breakout Update

As you know by now, the SEIU coalition breakout job has been completed in PPDB and employee records have been updated with the new REPR and benefit package codes.

The 4 old benefit package codes, CO, CS, NS, and SN have been made inactive as of August 31, 2016. The new benefit package codes went into effect as of September 1, 2016. On the E120-052A you may see an exception message: 5000– Benefit Pkg not found. This will occur when the employee’s record in PPDB has the old benefit package in their record as of 9/1/2016 or if they have the new benefit package in their record as of 8/31/2016 or prior. You will need to have your HR shop work with PPDB to make any corrections.

Please contact the OSPS helpdesk if you have any questions or are noticing other issues as a result of the change.



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NEGATIVE P050 ENTRIES

Often times, payroll will receive notice that an employee was overpaid wages in a prior tax year. What do you do when this happens? Do you find yourself making negative P050 entries to determine the overpayment amount?

By making negative P050 entries, you actually impact the employee's taxable wages and retirement contributions for the current year. The correct way to process this is to collect the overpayment outside of OSPA, and once the overpayment is repaid, request a corrected W2 from OSPS and submit the [PERS Year to Date Correction Form](http://www.oregon.gov/das/Financial/Payroll/Documents/YTD_CorrectionForm_2016.pdf) to Centralized PERS. Only by processing prior year corrections following this process can you ensure the current year's taxes and retirement contributions are correct.

To submit year to date corrections for prior year PERS contributions, use the PERS Year to Date Correction form located http://www.oregon.gov/das/Financial/Payroll/Documents/YTD_CorrectionForm_2016.pdf

Meet the new OSPS Trainer

Sharae Epperheimer joined OSPS in August as the new trainer for payroll assuming the role Geri Greeno-Sanders held before promoting to the Senior System Analyst position.

Sharae comes to us from the private sector and has spent the past month immersing herself in the OSPS reference manual.

Join us in welcoming Sharae to OSPS!

OCTOBER 2016 FORUM TOPICS

Join us for our last forum of 2016 on October 12, 2016.

Topics for this forum include:

- Year End Discussion
- PERS 6% Pick-up for SEIU
- PEBB changes for 2017
- System Security Changes
- Mandatory Sick Leave Reminders

The forum will take place on Wednesday, October 12th at 2pm at the Employment Auditorium. We highly recommend you come to this. There will be new processes which we will be going over that each agency will need to work out.



SEIU PERS 6% Pick-Up Update

As you already know, employees represented by SEIU will begin making their own 6% pick up contributions. PPDB will run a mass update job to change all PERS eligible employees to the 'P' range option code the first weekend in November. OSPS will run a mass update job to change the PO10 from a 'D' to an 'E' for all SEIU PERS eligible employees on November 7.

Any SEIU employees who will begin contributions in and after November will need to follow the recommended process; HR will update the range option code in PPDB, and payroll will need to update the retirement information on the PO10 screen.

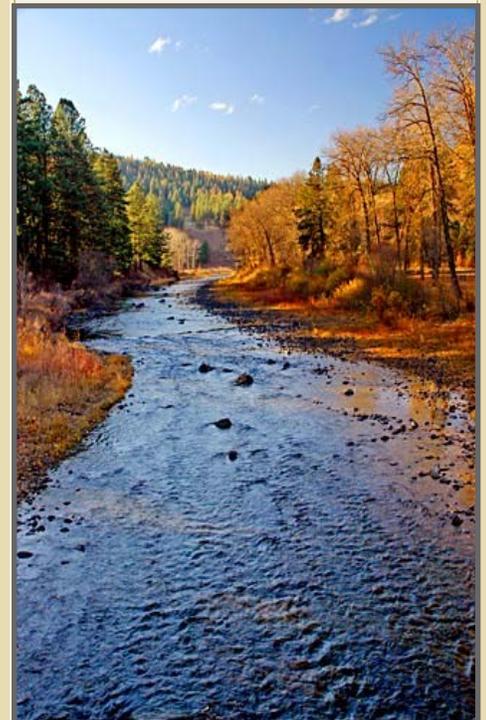
If there is a mismatch between the PO10 entry and the range option code, a fatal error will occur. Payroll will not process for the employee until the range option code in PPDB and the RTMT STAT field on the PO10 match.

Be sure to attend the October forum for more information.

CHANGING A NET DEPOSIT ACCOUNT

Just a quick reminder, when an employee wants to change their net deposit account information, the XDNN 555 entry for the old account must be deleted and a new XDNN 555 entry must be created.

Do not use 'C' to change the existing entry as OSPA will not go through the pre-note process resulting in the employee's direct deposit not processing correctly on the next payroll run.



UPCOMING EVENTS

OSPS Forum: October 12, 2016

OSPS Basic Training: October 18-19, 2016

OSPS Critical Reports Training: December 14, 2016

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



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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.