# AGENDA

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
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<tr>
<td>WELCOME/INTRODUCTIONS</td>
<td>GERI GREENO-SANDERS, OSPS</td>
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<tr>
<td>PEBB</td>
<td>BOBBIE BAROTT, PEBB</td>
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<tr>
<td>OPEN ENROLLMENT OSPA CHANGES</td>
<td>GERI GREENO-SANDERS, OSPS</td>
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<tr>
<td>PERS 6% PICK UP</td>
<td>GERI GREENO-SANDERS, OSPS</td>
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<tr>
<td>UPDATES AND REMINDERS</td>
<td>SETH LEWIS, OSPS</td>
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<tr>
<td>HRIS UPDATE</td>
<td>TWYLA LAWSON, PPDB</td>
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<tr>
<td>UPCOMING TRAINING</td>
<td>SHARAE EPPERHEIMER, OSPS</td>
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</table>
PEBB

- PEBB PLAN YEAR REMINDERS (HANDOUT)
  - OPT OUT AND LWOP
  - STD/LTD AND WAIVER OF PREMIUMS
  - CANCELLATION OF COVERAGE DUE TO NON-PAYMENT
  - REMINDERS AND IMPORTANT DATES
2017 PEBB CHANGES

GERI GREENO-SANDERS, OSPS
2017 PEBB CHANGES IN OSPA

• FORCING INSURANCES
  • STARTING WITH JANUARY PP, VPNN WILL WORK LIKE ALL OTHER PEBB INSURANCE DEDUCTIONS
    • WAS DEDUCTING EVEN WITH LESS THAN 80 HOURS
    • WILL NOT REQUIRE 80 HOURS TO DEDUCT AUTOMATICALLY
  • NO LONGER A ‘T’ OPTION FOR FORCING
    • ‘A’ AND ‘F’ FOR ONE TIME ENTRIES
    • ‘W’ FOR ONGOING ENTRIES
  • 901 IS AUTOMATICALLY ADDED WHEN FORCING MEDICAL INSURANCES
    • DO NOT DELETE
    • REQUIRED TO ENSURE SUBSIDY INFORMATION IS REPORTED
2017 PEBB CHANGES IN OSPA

• FORCING FAMILY TIER MEDICAL PLANS
  • NEED TO REDUCE THE EMPLOYEE SHARE BY THE SUBSIDY AMOUNT
  • NEED TO ENTER IN THE SUBSIDY AMOUNT ON THE P070
## 2017 PEBB CHANGES IN OSPA

### Payroll Ded/Plan Codes

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PERS CORRECTIONS IN OSPA

GERI GREENO-SANDERS, OSPS
PERS CORRECTIONS IN OSPA

• P060/P090 PERS CODES
  • RSE = SUBJECT WAGES
  • RSM = STATE MATCH
  • RSP = STATE PAID 6% PICK UP
  • REP = EMPLOYEE PAID 6% PICK UP

• REP P060 ENTRY WILL DEDUCT FROM THE EMPLOYEE’S PAY (OR CREDIT IF NEGATIVE ENTRY)
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## PERS CORRECTIONS IN OSPA

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PERS CORRECTIONS IN OSPA - REMINDERS

• WHEN CLONING TRANSFERS YOU MUST CHECK THE P010 AND UPDATE THE “RTMT STAT” FIELD
  • IF GOING FROM SEIU TO NON-SEIU YOU WILL NEED TO UPDATE THE “RTMT STAT” FIELD FROM AN ‘E’ TO A ‘D’ IN THE FIRST PAY PERIOD WITH YOUR AGENCY.
  • IF GOING FROM NON-SEIU TO SEIU, YOU WILL NEED TO UPDATE THE “RTMT STAT” FIELD FROM A ‘D’ TO AN ‘E’ IN THE FIRST PAY PERIOD WITH YOUR AGENCY.
• FAILURE TO DO SO WILL CAUSE A FATAL ERROR AND THE EMPLOYEE WILL NOT GET PAID
• IF UPDATES ARE NOT MADE PRIOR TO THE MONTH CLOSING, YOU WILL NEED TO EMAIL THE OSPS HELPDESK TO ASSIST YOU.
PERS CORRECTIONS IN OSPA - REMINDERS

- MID-MONTH CHANGES OR CORRECTIONS BETWEEN RUN 1 AND 2
  - NEED TO DO P060 ENTRIES FOR RUN 1, RUN 2 WILL ONLY PICK NEW WAGES FOR RUN 2
  - OSPA WILL NOT RECALCULATE THE FULL MONTH

- EMPLOYEE GOES FROM SEIU TO NON-SEIU; PA IS ENTERED AFTER RUN 1 (SAME AGENCY)
  - LOA BETWEEN SEIU AND THE STATE SAYS PARTIAL MONTHS ARE ALL EMPLOYER PAID
  - EMPLOYEE STILL GETS THE 6.95% INCREASE TO THEIR SALARY (YOU DO NOT REDUCE)
  - NEED TO DO P060 ENTRIES MOVING PICK UP FROM EMPLOYEE TO EMPLOYER PAID
PERS CORRECTIONS IN OSPA - EXAMPLES

• SEIU TO NON-SEIU SAME AGENCY PRIOR TO RUN 1
  • HR ENTERS THE PA IN PPDB
  • PAYROLL CHANGES THE P010 “RTMT STAT” TO A ‘D’
  • EMPLOYEE WILL RECEIVE AN INCREASE IN NET PAY SINCE THE FULL MONTH IS EMPLOYER PAID
  • EMPLOYEE IS PAID ON THE 1ST OF THE MONTH WITH PERS CONTRIBUTIONS EMPLOYER PAID
PERS CORRECTIONS IN OSPA -EXAMPLES

• SEIU TO NON-SEIU SAME AGENCY BTW RUN 1 AND 2
  • HR ENTERS THE PA INTO PPDB BETWEEN RUN 1 AND RUN 2
  • PAYROLL CHANGES THE P010 “RTMT STAT” TO A ‘D’ FOR THE CURRENT PAY PERIOD
  • PAYROLL MAKES P060 ENTRIES TO BACK OUT EMPLOYEE PAID CONTRIBUTIONS DEDUCTED ON RUN 1 AND ENTERS THE SAME AMOUNT AS EMPLOYER PAID
    • NEGATIVE REP AMOUNT
    • POSITIVE RSP AMOUNT
  • EMPLOYEE WILL RECEIVE A MID-MONTH PAYMENT FOR THE EMPLOYEE PAID CONTRIBUTIONS
PERS CORRECTIONS IN OSPA - EXAMPLES

• SEIU TO NON-SEIU SAME AGENCY AFTER RUN 2
  • HR ENTERS THE PA INTO PPDB AFTER RUN 2
  • PAYROLL CONTACTS THE OSPS HELPDESK TO HAVE THE P010 “RTMT STAT” CHANGED TO A ‘D’ STARTING WITH THE IMPACTED PAY PERIOD
• PAYROLL MAKES P060 ENTRIES TO BACK OUT EMPLOYEE PAID CONTRIBUTIONS AND ENTERS THE SAME AMOUNT AS EMPLOYER PAID
  • NEGATIVE REP AMOUNT
  • POSITIVE RSP AMOUNT
• SET A CORRECTIVE
• EMPLOYEE WILL RECEIVE A PAYMENT FOR THE EMPLOYEE PAID CONTRIBUTIONS FOR THE IMPACTED MONTHS
PERS CORRECTIONS IN OSPA -EXAMPLES

• NON-SEIU TO SEIU SAME AGENCY PRIOR TO RUN 1
  • HR ENTERS THE PA IN PPDB
    • RANGE OPTION CODE ‘P’ FOR SEIU JOB SEGMENT
  • PAYROLL CHANGES THE P010 “RTMT STAT” TO ‘E’ FOR THE NEXT PAY PERIOD
  • EMPLOYEE IS PAID ON THE 1ST OF THE MONTH WITH PERS CONTRIBUTIONS EMPLOYER PAID
PERS CORRECTIONS IN OSPA -EXAMPLES

• NON-SEIU TO SEIU SAME AGENCY BTW RUN 1 AND 2
  • HR ENTERS THE PA INTO PPDB
    • RANGE OPTION CODE ‘P’ FOR SEIU JOB SEGMENT
  • PAYROLL CHANGES THE P010 “RTMT STAT” TO ‘E’ FOR THE NEXT PAY PERIOD
  • PERS CONTRIBUTIONS REMAIN EMPLOYER PAID UNTIL THE FIRST FULL MONTH THEY ARE SEIU
PERS CORRECTIONS IN OSPA - EXAMPLES

• NON-SEIU TO SEIU SAME AGENCY AFTER RUN 2
  • HR ENTERS THE PA INTO PPDB
    • RANGE OPTION CODE ‘P’ FOR SEIU JOB SEGMENT
  • PAYROLL SETS CORRECTIVES IF EMPLOYEE IS OWED/OWES WAGES FOR PRIOR MONTHS
• IF MULTIPLE MONTHS ARE IMPACTED
  • PARTIAL MONTH AS SEIU IS EMPLOYER PAID
  • ALL OTHER MONTHS AS FULL SEIU NEED TO HAVE AN ‘E’ IN THE “RTMT STAT” FIELD
  • ALL OTHER MONTHS MAY NEED P060 ENTRIES TO CHANGE FROM EMPLOYER TO EMPLOYEE PAID
• OSPS HELPDESK CAN ASSIST UPDATING “RTMT STAT” FIELD FOR PRIOR MONTHS
PERS CORRECTIONS (CURRENT AND PRIOR YEAR)

• CURRENT YEAR, SET CORRECTIVES WHERE YOU CAN
• IF YOU HAVE TO DO POSITIVE P050 ENTRIES FOR CURRENT YEAR CORRECTIONS
  • YOU MUST SEND YTD CORRECTION FORM OR SPREADSHEET TO CPERS WITH DETAILS
• DO NOT MAKE NEGATIVE P050 ENTRIES
  • THIS IMPACTS THE EMPLOYEE’S CURRENT MONTH’S PERS SUBJECT WAGES AND CONTRIBUTIONS
PERS CORRECTIONS (CURRENT AND PRIOR YEAR)

• IF MONEY IS OWED TO AN EMPLOYEE FOR A PRIOR YEAR
  • DETERMINE IF PICK UP SHOULD BE EMPLOYEE OR EMPLOYER PAID BASED ON WHEN THE WAGES WOULD HAVE BEEN EARNED
    • IF EMPLOYER PAID, USE NON PERS SUBJECT P050 CODES
      • MAKE P060 ENTRIES (RSP FOR PICK UP AMOUNT)
      • SEND YTD CORRECTION FORM OR SPREADSHEET TO CPERS WITH DETAILS
    • IF EMPLOYEE PAID, USE PERS SUBJECT P050 CODES
      • SEND YTD CORRECTION FORM OR SPREADSHEET TO CPERS WITH DETAILS

• P090 RETIREMENT DATA WILL BE OFF FOR THE CURRENT TAX YEAR
PERS CORRECTIONS (CURRENT AND PRIOR YEAR)

• IF NO WAGES ARE OWED.....
UPDATES AND REMINDERS

• TEMPORARY SICK LEAVE (TS) HAS A USAGE CAP OF 40 HOURS PER CALENDAR YEAR
  • THE BALANCE CAN CARRY FORWARD, NO ANNUAL ACCRUAL LIMIT
  • ONLY THE USAGE LIMIT RESETS AS OF JANUARY 1

• SUBMITTING OSPS FORMS
  • PLEASE DO NOT INCLUDE PAPERWORK THAT IS NOT REQUIRED BY A FORM
  • PLEASE DO NOT STAPLE TOGETHER, PAPER CLIP IF NECESSARY
  • MAKE SURE FORM IS COMPLETED IN FULL
    • SOME FORMS ARE MISSING A SIGNATURE AND IN A LARGE AGENCY WE DON’T KNOW WHO TO CONTACT
UPDATES AND REMINDERS

• FOR AGENCIES WHO USE P&D TO MAIL OUT SYSTEM GENERATED CHECKS
  • THE LIST FOR WHO CAN PICK UP AT P&D IS DIFFERENT THAN THE LIST OF AUTHORIZED SIGNERS PROVIDED TO OSPS BY AGENCIES WHO CAN SIGN FOR CHECKS THAT ARE DELIVERED
  • EMAIL ADDRESS TO UPDATE WHO CAN PICK UP FROM P&D
    • PDSECURE.GAPDSECURE@OREGON.GOV

• 2016 W2 SHOULD BE DELIVERED TO YOU SOON.
  • DISTRIBUTE BY THE END OF JANUARY
UPDATES AND REMINDERS

• 2017 W4 AVAILABLE ON OUR WEBSITE

• ANYONE WHO IS CLAIMING EXEMPT MUST SUBMIT A 2017 W4 TO YOU BY FEBRUARY 15
  • IF YOU DO NOT RECEIVE A NEW ONE YOU MUST RESET THEIR WITHHOLDING TO EITHER SINGLE AND ZERO OR TO WHAT THEIR LAST W4 WAS THAT WAS NOT EXEMPT

• TAX RATES FOR 2017
  • 2017 TAX RATES WERE LOADED ON JANUARY 12
UPDATES AND REMINDERS

• STAFFING CHANGES
  • PLEASE BE SURE TO USE THE HELP DESK EMAIL AND PHONE NUMBER FOR QUESTIONS
  • DO NOT EMAIL INDIVIDUALS AS THEY MAY BE OUT OF THE OFFICE
  • USING OSPS HELPDESK EMAIL AND PHONE NUMBER WILL ENSURE SOMEONE WILL ANSWER YOUR QUESTIONS
TRAININGS

• TRAINING SURVEY
  • TWICE A YEAR
  • DISCOVER AREAS WHERE TRAINING IS NEEDED OR DESIRED
  • PLEASE KEEP IN MIND, NOT EVERYTHING LISTED AS A TRAINING TOPIC IS SOMETHING THAT CAN BE OFFERED BY OSPS
• DROP OFF SURVEY AS YOU LEAVE OR, EMAIL COPY TO SHARAE.EPPERHEIMER@OREGON.GOV
UPCOMING TRAININGS

• OSPA FOR BEGINNERS (TWO 4 HOUR SESSIONS)
  • DAY 1 – INTERFACES AND SCREENS
    • UNDERSTANDING OSPA AND BASIC SYSTEM SCREENS
    • APRIL 18, 2017 8AM - 12PM
    • DAS EAST COMPUTER LAB
  • DAY 2 – FREQUENTLY USED PROCESSES
    • IN DEPTH LOOK AT FREQUENTLY USED PROCESSES
    • APRIL 19, 2017 8AM – 12PM
    • DAS EAST COMPUTER LAB
NEXT FORUM

• DATE: APRIL 12, 2017  
• TIME: 2:00 P.M.  
• PLACE: EMPLOYMENT AUDITORIUM  
• AGENDA: TBD

• EMAIL GERI WITH YOUR IDEAS ABOUT AGENDA ITEMS AT GERI.L.GREENO-SANDERS@OREGON.GOV