

OSPS USERS' FORUM

JANUARY 11, 2017

PAYROLL SYSTEM SUPPORT

OREGON STATEWIDE PAYROLL SERVICES

FINANCIAL BUSINESS SYSTEMS

ENTERPRISE GOODS AND SERVICES

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

AGENDA

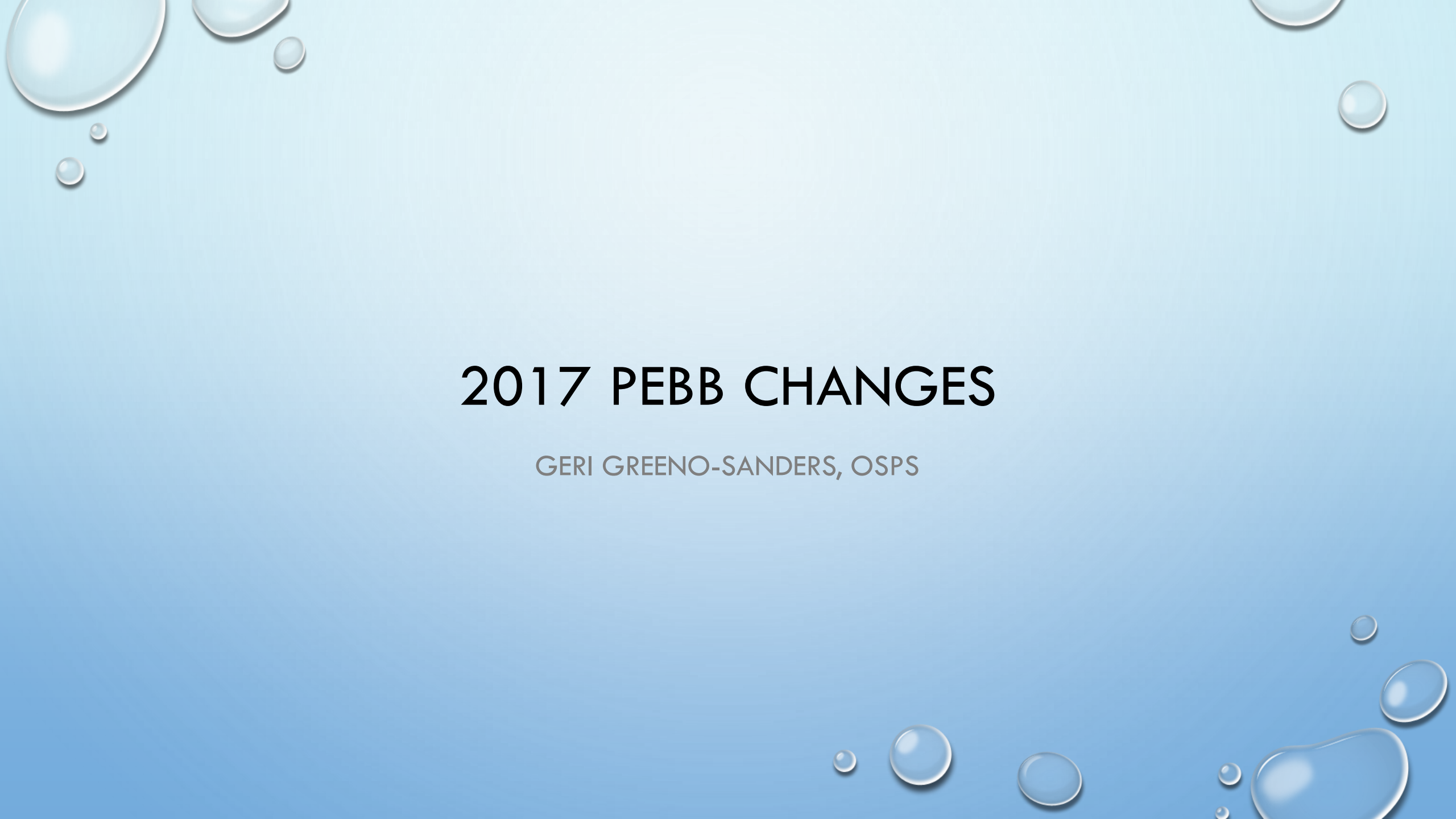
WELCOME/INTRODUCTIONS	GERI GREENO-SANDERS, OSPS
PEBB	BOBBIE BAROTT, PEBB
OPEN ENROLLMENT OSPA CHANGES	GERI GREENO-SANDERS, OSPS
PERS 6% PICK UP	GERI GREENO-SANDERS, OSPS
UPDATES AND REMINDERS	SETH LEWIS, OSPS
HRIS UPDATE	TWYLA LAWSON, PPDB
UPCOMING TRAINING	SHARAE EPPERHEIMER, OSPS

PEBB

BOBBIE BAROTT, PEBB

PEBB

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

The background is a light blue gradient. In the top-left and bottom-right corners, there are several realistic-looking water droplets of various sizes, some overlapping. The droplets have highlights and shadows, giving them a 3D appearance.

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

PTD2		PV1N,999999		PAYROLL DED/PLAN CODES		01/06/17		PROD	
Payee PEBB PROVIDENCE CHOICE PP					Deduction Description		PRCH 250 1%		
T	Plan Code	Description	Car Cvg	OPE Tier	Emple Share	PEBB Sub	Emplr Share	PEBB Admin	Vendor Share
?	AAA	EMP ONLY	A	W	7.63	.00	755.55	3.65	759.53
?	BBB	EMP&SPOUSE	B	X	12.59	.00	1246.65	6.02	1253.22
?	CCC	EMP&CHILDREN	C	Y	10.68	.00	1057.77	5.11	1063.34
?	DDD	EMP&FA			15.26	10.31	1511.09	7.29	1519.06
?	ZZZ	PRIOR ADJ			.00	.00	.00	.00	.00
?	001	PRIOR ADJ	-	-	.00	.00	.00	.00	.00
?	101	EMP ONLY	A	W	7.63	.00	755.55	3.65	759.53
?	102	EMP&SP/PTNR	B	X	12.59	.00	1246.65	6.02	1253.22
?	103	EMP&CHILDREN	C	Y	10.68	.00	1057.77	5.11	1063.34
?	104	EMP&FAMILY	D	Z	15.26	10.31	1511.09	7.29	1519.06
?	802	EMP&PARTNER	B	X	12.59	.00	1246.65	6.02	1253.22
?	803	EE/DP'S CHL	C	Y	10.68	.00	1057.77	5.11	1063.34
?	804	EE/DP/EE CHL	D	Z	15.26	10.31	1511.09	7.29	1519.06
?	805	EMP&BOTH CHL	C	Y	10.68	.00	1057.77	5.11	1063.34
?	806	EE/DP/DP CHL	D	Z	15.26	10.31	1511.09	7.29	1519.06
?	807	EE/DP/BTH CH	D	Z	15.26	10.31	1511.09	7.29	1519.06
?	901	EE YTD/AGCY\$	-	-	.00	.00	.00	.00	.00
?			-	-	.00	.00	.00	.00	.00

2017 PEBB CHANGES IN OSPA

P070 ORXXXXXXXX,12345,013117
LAST NAME, FIRST NAME

PAYROLL DEDUCTIONS 01/06/17
DA96 TRANSACTION COMPLETE
DA98 PRESS ENTER FOR NEXT PAGE

A	DED	PLAN	DATE	-EMPLOYEE-	SHARE-	EMPLR	PEBB	VENDOR
D	CD	CD	BEGIN	END	PCT PCT	FIXED	PEBB	SHARE
J	DESC	DESC			GRS NET	AMOUNT	SUBSIDY	SHARE
? F	PV1N	DDD	013117	013117		4.95	10.31	1511.09
OPE	CD	H	PRCH	250 1%	EMP&FAMILY	COMM FMLA		7.29
ACH	ACCT					ACCT CD	STATUS	1519.06
								TRANS DATE 010617
? F	PV1N	901	013117	013117		.00	.00	.00
OPE	CD	H	PRCH	250 1%	EE YTD/AGCY\$	COMM FMLA		.00
ACH	ACCT					ACCT CD	STATUS	.00
								TRANS DATE 010617
? ADNN	400	123116	999999			.00	.00	.00
OPE	CD	P	EMP/DEP	AD&D	POSTAX/400K	COMM		.00
ACH	ACCT					ACCT CD	STATUS	.00
								TRANS DATE 120316
? AHNN	001	123116	999999			.00	.00	.00
OPE	CD	P	LONGTERM	DIS	90 DAY/60%	COMM		.00
ACH	ACCT					ACCT CD	STATUS	.00
								TRANS DATE 120316



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)

PERS CORRECTIONS IN OSPA

P090 ORXXXXXXXX 10700 16
LAST NAME, FIRST

YTD WAGES/TAXES/RETMT 09/30/16 TEST

(TKI)	TAXABLE INCOME	50833.82	(SSS)	SAIF-EMPLR CONTRIB.	0.00
(ROE)	REIMB. OF EXPENSES	0.00	(PER)	PERS ASSESMENT PAID	0.00
(NTI)	NON-TAXABLE INCOME	556.18	(ERB)	ERB ASSESMENT PAID	23.04
(OTI)	OTHER TAXABLE INCOME	0.00	(MTT)	MASS TRANSIT TAX PAID	0.00
(EIC)	EARNED INCOME CREDIT	0.00	(FSW)	SOC SEC SUBJ WAGES	51104.84
(FIT)	FED. TAX WITHHELD	5414.50	(FTE)	SOC SEC TAX PD EMPLOYE	3168.50
(SIT)	STATE TAX WITHHELD	3240.00	(FTS)	SOC SEC TAX PD EMPLR	3168.50
(WES)	WBF PAID - EMPLOYE	29.61	(HSW)	MEDR SUBJECT WAGES	51104.84
(WSS)	WBF PAID - EMPLOYER	31.45	(HTE)	MEDR TAX PD - EMPLOYE	741.02
			(HTS)	MEDR TAX PD - EMPLR	741.02

(LRO) LEGIS RETIREMENT OPT 0.00

----- RETIREMENT -----

		(RSE)	(RSP)	(REP)	(RSM)
SYSTEM ACCOUNT		SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH
G	000000	50970.00	2787.18	271.02	3725.89

PERS CORRECTIONS IN OSPA

P060 ORXXXXXXXX,12345,123116
LAST NAME, FIRST

TAX/OPE ADJUSTMENTS ON FILE

[illegible]

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.....

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UPDATES AND REMINDERS

SETH LEWIS, OSPS

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

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HRIS UPDATE

TWYLA LAWSON, PPDBD

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TRAINING

SHARAE EPPERHEIMER, OSPS

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