OSPS USERS’ FORUM
JANUARY 16TH 2019

PAYROLL SYSTEM SUPPORT
OREGON STATEWIDE PAYROLL SERVICES
FINANCIAL BUSINESS SYSTEMS
ENTERPRISE GOODS AND SERVICES
## Agenda

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Welcome/Introductions
Job Openings

- Accounting Technician 3 (Accounts Payable Tech) – Fish & Wildlife
- Accounting Technician 3 (Payroll & Payables Tech) – Department of Administrative Services
- Operations & Policy Analyst 1 (Benefit Process Analyst) – Public Employees Retirement System
- Accountant 1 – Revenue
Workday Updates
Workday – Follow Up
Changes to OSPA for Workday

- Fields removed from OSPA databases
  - Double fill code
  - City/County code
  - Gender code
  - Ethnicity code
  - Handicap code
  - Personnel Number
  - Personnel Action (PA) Code
- Any reports with these fields will be blank after WD goes live
Changes to OSPA for Workday

- File will come nightly from Workday to OSPA instead of ‘real time’
  - File starts generating at 3pm for that evening
  - Records entered after 3pm will be on the next day’s file
- Ad-hoc runs for immediate needs
  - Processed centrally by WD support team
- P030 screen changes
  - Add Salary Eligibly Date field (benefit service date in Workday)
  - Add Workday Authorization Number
  - Add employee’s Date of Birth
  - Remove the PERSONNEL TRANS CD field
Updated P030 screen

*** JOB STATUS INFO ***
JOB STAT START/STOP 121018/999999
PERS AGY/POS/SC 73000/0081668/0
PT-FT CD/PCT F/1.0000
APPOINTMENT TYP DT/CD 121018/F
EMP REPR/CLS/OPT/STEP ORA /C2446 /R/A/02

BENEFIT PKG CD 01
LEAVE ACCRUAL SVC CD 1
PERS JOB CLASS CODE G
CREW-UNIT 9905
WAGE BASIS CD S
PERSONNEL BASE RATE 2696.00
ADJUSTED BASE 2696.00
PERSONNEL PAY RATE 2696.00
EQUIVALENT RATE 15.55
HOLIDAY PKG CD 0
LOA BEG DT/CD/END
SEPARATION DT/REASON
O-T/FLSA CD Y/N
TRAN DT 121118

*** CONCURRENT JOB INFO ***
REPORT DISTR CD 091
RECOG SVC DT 121018
SALARY ELIG DT 010120
STANDARD HRS PER DAY 8.000
MASS TRANSIT DIST S
TIMESHEET CD N
AUTH NO 000435350
EMPLOYEE ID 593119430
DOB 111179

---FUND SPLITS---
FIXED MLY DIFFS---
R 1 C 9 ET63A105
Changes to OSPA for Workday

- Monthly vacation leave accrual code changes
  - Starting in February effective date will be the 1st of the month for all employees
  - Does not impact eligibility for new hires to use vacation leave

- Differentials (Allowances)
  - All will show as WOC on P030 screen
  - 3 WOC sections will be populated as follows
    - 1- Percentage
    - 2- Flat Dollar
    - 3- SED for PERS related differential
Changes to OSPA for Workday

- Differentials (Allowances) Calculation
  - Total salary – Base salary = allowance amount
  - Allowance amount / Base salary = % for WOC-1
  - WOC-2 contains flat dollar to get allowance to equal amount

<table>
<thead>
<tr>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base salary is $10,422.00</td>
<td>$12,922-$10,422 = $2500</td>
</tr>
<tr>
<td>Base salary plus differential is $12,922.00</td>
<td>$10,422X .239 = $2490.86</td>
</tr>
<tr>
<td>$2500/$10,422 = .239</td>
<td>2500-2490.86= $9.14</td>
</tr>
<tr>
<td>$2490.86+$9.14+$10,422 = $12,922.00</td>
<td>$12,922/173.33 = $74.55 which is the hourly rate on the P030 screen</td>
</tr>
</tbody>
</table>
Changes to OSPA for Workday

### Compensation

<table>
<thead>
<tr>
<th>Total Salary &amp; Allowances</th>
<th>Total Base Pay</th>
<th>Currency</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,922.00</td>
<td>10,422.00</td>
<td>USD</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

### Compensation Details

- **Compensation Package**: General Compensation Package
- **Grade**: 33
- **Grade Profile**: WTS-33K-IA
- **Step**: 9, step 90, 10422 USD
- **Total Base Pay Range**: 6,740.00 - 10,422.00 USD Monthly
- **Company**: Oregon State Treasury

### Plan Assignments

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Plan Type</th>
<th>Compensation Plan</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/2018</td>
<td>Salary</td>
<td>Monthly Salary Pro Rated for Less than Full Time</td>
<td>10,422.00 USD Monthly</td>
</tr>
<tr>
<td>12/01/2018</td>
<td>Allowance</td>
<td>Pay-Line Exception - Amount</td>
<td>2,500.00 USD Monthly; Individual Target</td>
</tr>
</tbody>
</table>
Changes to OSPA for Workday
FMLA Update
FMLA Update

- Effective January 1, 2019, agencies will no longer determine the amount of protected leave for an eligible employee by using a rolling back year.

- From January 1, 2019, forward, agencies will use a fixed calendar year – January 1 through December 31. Annually on January 1, all eligible employees may use up to 12 weeks of FMLA/OFLA leave for qualifying condition(s) through December 31 of the same year.

- The updated policy, took effect January 1, 2019, may be found at https://www.oregon.gov/das/HR/Documents/60-000-15-1.pdf.
Oregon now has its own W-4 for state income tax withholding. DOR is asking employers to provide Form OR-W-4 to their employees anytime federal Form W-4 is provided. This replaces the federal Form W-4 with “For Oregon Only” written on top as the preferred method for documenting state income tax withholding designations.

To download and view an electronic version of the new Form OR-W4, you may visit www.oregon.gov/dor/forms, or www.oregon.gov/dor for more information.

DAS OSPS’ guidance would be similar to other questions related to personal income tax…call the Department of Revenue or consult with a tax advisor.
OSPS Reminders

Temporary Sick Leave
PEBB Recap
W-4
OSPS Reminders

Temporary Sick Leave

- Temporary employees hired prior to 1/1/2016
  - Start accruing TS in January pay period
  - Do not have to serve the 90 day wait time to use TS
  - If the temporary employee has SL in the clearing account **DO NOT** transfer sick leave to TS
    - This process will start with separations and temporary appointments after 1/1/2016
  - Unused TS is transferred to clearing account upon separation of temporary employee with 180 day expiration date

- Temporary employees hired on or after 1/1/2016
  - No prior state service or 181+ day break in service
  - Will accrue TS beginning with first month hired
  - Must wait 90 days before eligible to use
  - Unused TS is transferred to clearing account upon separation of temporary employee with 180 day expiration date
OSPS Reminders

- Shift Differential Codes to be used along with SL or TS
  - SDA – shift differential paid for evening hours worked between 6:00pm and 6:00am at institution and other 24-hour health related work environments.
  - SDB – shift differential paid for night hours worked between 11:00pm and 7:00am at 24-hour work environments.
  - SDC – shift differential for evening hours worked between 3:00pm and 11:00pm at institution and other 24-hour health related work environments.
  - SDD – shift differential paid for hours worked between 6:00pm and 6:00am (agencies 25700 and 84500)
  - SDE – shift differential paid for hours worked between 6:00pm and 6:00am Mon – Fri and all day Saturday and Sunday
  - SDH – percent shift differential paid for hours worked on weekends or between 6:00pm-6:00am (AFSCME DEQ only)
  - SDK – Operation Center differential under cba (TF Benefit package only)
  - SDP – Shift differential paid to RN’s, LPN’s, Nurse Practitioners and Health Service Technicians for hours between 6:00pm and 6:00am or weekends. (Specific to cba)
  - SDW – shift differential for weekend work duties
- Only applies to sick leave (SL/TS) and not to other leave codes.
OSPS Reminders

- **Temporary Sick Leave Process**
  - Accrual started in January 2016
  - Employees will accrue TS at a rate of 6.14 per month
    - Pro-rated based on the number of hours worked in a month
  - Maximum use of 40 hours per calendar year
    - January 1 – December 31
    - OSPA will prevent more than 40 hours use
    - LARS will reset usage with the December leave accrual update in January each year
  - 180 expiration date
    - Must be 180 days from date of separation
    - Cannot use 6 months from date of separation
OSPS Reminders

◦ PEBB Recap
  ◦ The PEBB to OSPA Interface was a success for 2019. We processed 322,954 total transactions and 2,222 were rejects.
  ◦ 2019 rates did change. Please review the PTD2 or PEBB website to see the rates.
  ◦ PEBB subsidy for 2019 ($15 full time and $36 part time) and forced insurance entries on the P070.

◦ W-4
  ◦ Employees claiming exempt must complete a 2019 Federal W4 and submit to payroll by February 15, 2019
  ◦ If no new W4 form received, payroll must set them back to either:
    ◦ Single and Zero
    ◦ Last W4 on file before claiming exempt
  ◦ Employees should be filling out 2019 W4. Payroll should not accept 2018 forms
OSPS Reminders

- ePayroll email addresses
  - Updates from PPDB/Workday only if work address is blank in ePayroll
- ePayroll common errors
  - ERROR
    - Usually wrong OR number, or space before/after OR number
    - New hire that has not yet been fed to ePayroll
  - 400 error
    - Shortcut saved with incorrect URL saved
- Pay Equity
  - Effective January 1, 2019
  - Notifications will be sent to impacted employees the last week of January
  - Questions – should be directed to HR
PERS Pick Up
Effective February 1st, 2019, all represented (including management service and unrepresented) employees except SEIU, AEE and AFSCME Parole & Probation who are Public Employee Retirement System (PERS) participating members will have their base salary increased by 6.95%.

Effective June 1st, 2019, AEE and AFSCME Parole & Probation will have their base salary increase by 6% (AEE) and 6.5% (AFSCME P&P).

AND

Upon becoming a PERS participating member, these employees pay the employee 6% contribution to PERS.

◦ Salary range with option code ‘A’ will be used in recruitment advertising.

◦ Offer letter will include starting salary with range option code ‘A’.
PERS Pick-Up – Hiring Process

- If employee is not PERS Participating member, payroll enters pay period start date on P010 screen.
- With both final run 1 and 2, the E357-020 Employees eligible for participation in retirement report will be produced.
### Pay period end date for P010 entry in OSPA

- **Smith, John K**: 2016/07/31
- **Smith, Jane K**: 2016/07/31
- **Twist, Jim**: 2016/07/31
- **Vera, Irene**: 2016/07/31
- **White, Andrew**: 2016/07/31

### Start date in PPDB

- **Smith, John K**: 2016/07/01
- **Smith, Jane K**: 2016/07/01
- **Twist, Jim**: 2016/07/01
- **Vera, Irene**: 2016/07/01
- **White, Andrew**: 2016/07/01
Payroll Process & Corrections

◦ Use report to enter retirement start information on the P010 screen. Enter ‘E’ instead of ‘D’ for RTMT STAT.

◦ Starting in February, changing the range option code from ‘A’ to ‘P’ will be handled centrally by the Workday support team.
Payroll Corrections

◦ For payroll retro corrections payroll offices will need to add 2/1/19 as another tracking date. Similar to SEIU and 11/1/16.

◦ Employees will have employer PERS paid contributions January 2019 or earlier but employee PERS paid contributions February 2019 or later.

◦ AEE and AFSMCE P&P will have a separate date. Anything May 2019 or earlier will be employer paid and June 2019 or later will be employee paid.

◦ Depending on the timeframe of the correction it will determine the bucket the PERS contribution gets paid from and the pay codes that need to be used.
Mismatch Between Workday & OSPA

- If there is a mismatch between Workday and OSPA, OSPA will produce a fatal error on an exception report for Prelim and Final runs.
- This error will cause the employee to receive no pay until Workday and OSPA match.
Transfers or Promotions
Within State Service

- Conduct PERS status check
- Moving to or from AEE & AFSCME Parole & Probation look to base salary range number.
- Anything else look to higher range salary.
Transfers or Promotions Within Agency Exception

OSPA is unable to calculate a partial employer contribution and a partial employee contribution from the same agency in the same month. In these circumstances, you must treat the entire month as Employer Contribution. This should be greatly minimized. Only AEE and AFSCME Parole and Probation positions impacted until June 2019.
Process for one time conversion

- OSPS will generate list of employees for HR to convert in Workday
- Starting February 8, OSPS will convert P010 RTMT STAT from ‘D’ to ‘E’ for employees that have had the ‘P’ range option code fed over
  - Will run process weekly until all impacted employees are updated
- For termed employees during this time, you will need to verify range option and P010 RTMT STAT field
- Do not enter future dated W4 forms on P010 until March if possible
  - Future dated W4 entries will not be converted
  - Agencies will be notified and will need to manually update P010 for future dates
  - Fatal error will occur in future months if P010 is not changed from ‘D’ to ‘E’ in RTMT STAT field
PERS Pick Up Training

- January 29 – 9am to 12pm
  - Employment Auditorium

- February 12 & February 28 – 9am to 12pm
  - Employment Auditorium
Training
Upcoming Training

- OSPA For Beginners (Two 4 hour Sessions)
  - Day 1 – Interfaces and Screens
    - Understanding OSPA and basic system screens
    - January 23rd 1pm-5pm
    - DAS East Computer Lab
  - Day 2 – Frequently used processes
    - In depth look at frequently used processes
    - January 24th 1pm-5pm
    - DAS East Computer lab
Next forum

- **DATE:** April 17, 2019
- **TIME:** 2:00 p.m.
- **PLACE:** Employment Auditorium
- **AGENDA:** TBD

Email Sharae with your ideas about agenda items at [sharae.epperheimer@Oregon.gov](mailto:sharae.epperheimer@Oregon.gov)