



OSPS USERS' FORUM

JANUARY 16TH 2019

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

Agenda

Welcome/Introductions	Seth Lewis
Job Openings	Seth Lewis & Geri
Workday Update	Twyla Larson
Workday Follow Up	Geri Greeno
FMLA Update	Carol Williams
Oregon W-4	Sophia Sakoff, DOR
OSPS Reminders	Geri Greeno & Seth Lewis
PERS Pick Up & Training	Seth Lewis
Upcoming Training	Sharae Epperheimer

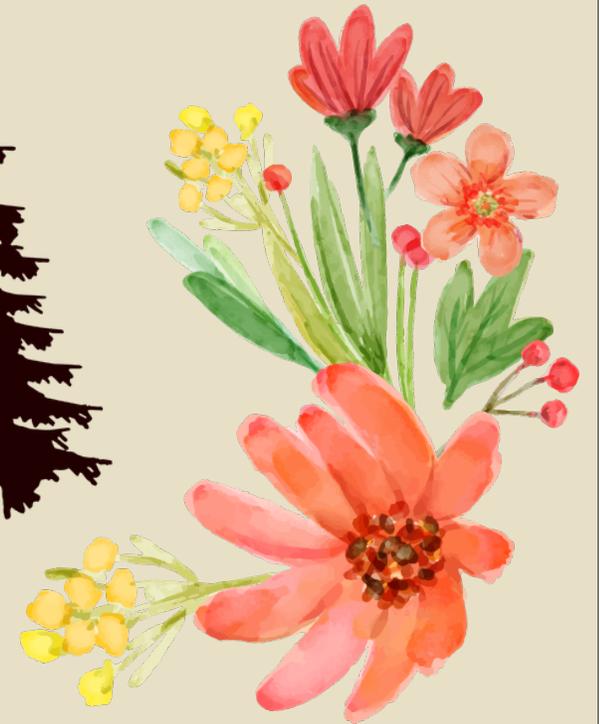
Welcome/Introductions



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

```
P030  OR2400014,73000,1,999999  JOB STATUS DATA  01/07/19  HRQA
      MARKET, WILLIE

*** JOB STATUS INFO ***
JOB STAT START/STOP  121018/999999
PERS AGY/POS/SC     73000/0081680/0
PT-FT CD/PCT       F/1.0000
APPOINTMENT TYP DT/CD 121018/P
EMP REPR/CLS/OPT/STEP 0A0 /C2446 /A/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          599119430
DOB                  111179

---FUND SPLITS---  -FIXED MLY DIFFS--
LABOR COSTING PCT  PAY  PCT/  PCT/
TYPE AMT  AMT
CD

4IN0914  000  1.0000

Te  SSL  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 eligibly 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

Base salary is \$10,422.00

Base salary plus differential is \$12,922.00

$\$12,922 - \$10,422 = \$2,500$

$\$2,500 / \$10,422 = .239$

$\$10,422 \times .239 = \$2,490.86$

$2,500 - 2,490.86 = \$9.14$

$\$2,490.86 + \$9.14 + \$10,422 = \$12,922.00$

$\$12,922 / 173.33 = \74.55 which is the hourly rate on the P030 screen

Changes to OSPA for Workday

Gregory Sevdy
Network Services Manager

Actions

Phone Email Team

- Summary
- Overview
- Personal
- Compensation**
- Contact
- Performance
- Career
- Job
- Pay
- Time Off
- Feedback

Compensation Estimated Annual Compensation All Current Jobs Pay Change History

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
12,922.00	10,422.00	USD	Monthly

Compensation

Compensation Package [General Compensation Package](#)

Grade [33](#)

Grade Profile [WTS-33X-IA](#)

Step [Step 10 - 10422 USD](#)

Total Base Pay Range [6,740.00 - 10,422.00 USD Monthly](#)

Company [Oregon State Treasury](#)

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment
06/15/2018	Salary	Monthly Salary Pro Rated for Less than Full Time	10,422.00 USD Monthly
12/01/2018	Allowance	Pay-Line Exception - Amount	2,500.00 USD Monthly: Individual Target

Changes to OSPA for Workday

P030 OR0091718,17000,1,999999
SEVDY, GREGORY

JOB STATUS DATA

01/10/19 HRQA

*** JOB STATUS INFO ***

JOB STAT START/STOP 120118/999999
PERS AGY/POS/SC 17000/0011779/0
PT-FT CD/PCT F/1.0000
APPOINTMENT TYP DT/CD 010110/P
EMP REPR/CLS/OPT/STEP WTS /X7008 /I/A/10

BENEFIT PKG CD XX
LEAVE ACCRUAL SVC CD 5
PERS JOB CLASS CODE 1

CREW-UNIT

WAGE BASIS CD S
PERSONNEL BASE RATE 10422.00
ADJUSTED BASE 12922.00
PERSONNEL PAY RATE 10422.00
EQUIVALENT RATE 74.55

HOLIDAY PKG CD 0
LOA BEG DT/CD/END
SEPARATION DT/REASON

O-T/FLSA CD N/E
TRAN DT 120718

*** CONCURRENT JOB INFO ***

REPORT DISTR CD 503
RECOG SVC DT 020695
SALARY ELIG DT 070113
STANDARD HRS PER DAY 8.000
MASS TRANSIT DIST S
TIMESHEET CD N
AUTH NO 000043770
EMPLOYEE ID
DOB 060872

---FUND SPLITS---

LABOR COSTING PCT

191401100000 1.0000

--FIXED MLY DIFFS--

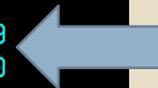
PAY PCT/ PCT/

TYPE AMT AMT

CD

WOC P 0.239

WOC A 9.140



Te SSL

R 1 C 9 ET63A108

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 W-4 Form

- Oregon W-4 Form
 - 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

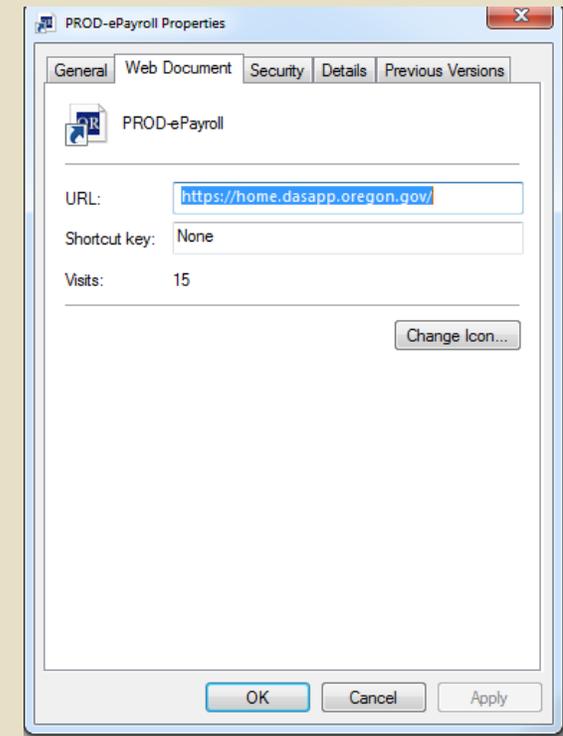


OSPS Reminders

- 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



PERS Pick Up, intro

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.



```
P010  OR0000000 99900          WITHHOLDING DATA / LOCATOR DATA
      LAST NAME, FIRST          WH02 ENTER UPDATES

RDC/CREW/CST CTR      000          -----MANDATORY WITHHOLDING-----
? TAX DATA FOLLOW-UP FLAG:      Y          BEG DATE  STAT  EXEM  ADDL  END DATE
? FINAL CHECK ISSUED:      000000 ? FED  000000          00  0000  000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00  0000  000000
A RETIREMENT START DATE:      022817

EFF      ----FEDERAL-----  -----STATE-----          RTMT RTMT RTMT          FICA SAIF UNEM
DATE  STAT EXEM  ADDL  STAT EXEM  ADDL          SYST STAT ACCT          SUBJ SUBJ SUBJ
? 000000  S  00  0000  S  00  0000          N   N          Y   Y   Y
?

-----WAIVERS-----
CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE  CLASS DATE
?           ?           ?           ?           ?           ?
```

E357-020

12345
E357-020

OREGON STATE PAYROLL SYSTEM
EMPLOYEES ELIGIBLE FOR PARTICIPATION IN RETIREMENT
CONTRIBUTIONS START DATE: 07 16

PAGE 5
DATE 06/27/16

RDC	PDC	EID	NAME	EMPLOYEE CLASS	WAGE BASIS CODE	BENEFIT PACKAGE	PERS JOB CLASS CODE	PAY PERIOD START DATE	RETIREMENT START DATE	REPR CODE
581	581	OR0000001	SMITH, JOHN K	C1488	S	S1	G	2016/07/31	2016/07/01	OAS
515	515	OR0000002	SMITH, JANE K	X0873	S	XX	G	2016/07/31	2016/07/01	MMN
751	751	OR0000003	TWIST, JIM	C4101	S	O1	G	2016/07/31	2016/07/01	OAO
340	340	OR0000004	VERA, IRENE	C1216	S	O1	G	2016/07/31	2016/07/01	OAO
581	581	OR0000005	WHITE, ANDREW	C1488	S	H2	G	2016/07/31	2016/07/01	OXNH

Pay period end date for P010 entry in OSPA

Start date in PPDB

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