O SPS USERS’ FORUM
JULY 18, 2018

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome/Introductions</td>
<td>Seth Lewis, OSPS</td>
</tr>
<tr>
<td>Workday</td>
<td>Twyla Lawson &amp; Shanon Jackson, CHRO</td>
</tr>
<tr>
<td>Statewide Transit Tax</td>
<td>SETH LEWIS, OSPS</td>
</tr>
<tr>
<td>Janus vs. AFSCME</td>
<td>SETH LEWIS, OSPS</td>
</tr>
<tr>
<td>Stale Dated Checks</td>
<td>SETH LEWIS, OSPS</td>
</tr>
<tr>
<td>Updates and Reminders</td>
<td>SETH LEWIS &amp; GERI GREENO SANDERS, OSPS</td>
</tr>
<tr>
<td>Upcoming Training</td>
<td>SHARA E EPPERHEIMER, OSPS</td>
</tr>
</tbody>
</table>
Select how to receive payment for each type of pay. For direct deposits, be sure to add bank accounts before payment elections. If no payment elections exist, select the Add button under Payment Elections Requiring Setup.

**Worker**
- Default Country: United States of America
- Default Currency: USD
- Status: Successfully Completed
- Last Updated: 06/14/2018 09:00 AM

### Accounts

<table>
<thead>
<tr>
<th>Account Nickname</th>
<th>Country</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT UNION</td>
<td>United States of America</td>
<td>CREDIT UNION</td>
<td>Checking</td>
<td>**</td>
</tr>
<tr>
<td>BANK, N.A.</td>
<td>United States of America</td>
<td>BANK, N.A.</td>
<td>Checking</td>
<td>**</td>
</tr>
<tr>
<td>CREDIT UNION</td>
<td>United States of America</td>
<td>CREDIT UNION</td>
<td>Savings</td>
<td>**</td>
</tr>
</tbody>
</table>

### Payment Elections

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Payment Type</th>
<th>Account Nickname</th>
<th>Account Type</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Interface Rule</td>
<td>Direct Deposit</td>
<td>CREDIT UNION</td>
<td>Checking</td>
<td>**</td>
<td>Amount 500.00</td>
</tr>
<tr>
<td></td>
<td>Direct Deposit</td>
<td>CREDIT UNION</td>
<td>Checking</td>
<td>**</td>
<td>Amount 75.90</td>
</tr>
<tr>
<td></td>
<td>Direct Deposit</td>
<td>**</td>
<td>Savings</td>
<td>**</td>
<td>Science</td>
</tr>
</tbody>
</table>

[Add button]
W-4 Employee’s Withholding Allowance Certificate

Company: Department of Administrative Services

Effective Date: 07/16/2018

Name: (empty)

Social Security Number: (empty)

Address: United States of America

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

W-4 Data

Nonresident Alien: [ ]

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differ from SS: [ ]

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1391 for a replacement card.

Marital Status: [ ]

If married, but legally separated, or spouse is a nonresident alien, choose “Single”.

Number of Allowances: 0

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount: 0.00

Additional amount, if any, you want withheld from each paycheck.

Exempt: [ ]

I claim exemption from withholding for 2018 and I certify that I meet both of the following conditions for exemption.

* Last year, I had a right to a refund of all federal income tax withheld because I had no tax liability.
* This year, I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your “Electronic Signature” and will serve as your confirmation of the accuracy of the information being submitted. When you click in the “I Agree” checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form.

The form is not valid without a signature.

I Agree: [ ]

OK Cancel
### Compensation

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Estimated Annual Compensation</th>
<th>All Current Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>Total Salary &amp; Allowances</td>
<td>Total Base Pay</td>
</tr>
<tr>
<td></td>
<td>4,098.35</td>
<td>3,847.00</td>
</tr>
<tr>
<td></td>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td>Frequency</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**Compensation**

- **Compensation Package**: General Compensation Package
- **Grade**: 19
- **Grade Profile**: OAG-19AP
- **Step**: Step 6 - 3,847 USD
- **Company**: Department of Administrative Services

**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>10/01/2014</td>
<td>Salary</td>
<td>Monthly Salary Pro-Rated for Less than Full Time</td>
<td>3,847.00 USD Monthly</td>
</tr>
<tr>
<td>10/01/2014</td>
<td>Allowance</td>
<td>Work out of Class - Percent</td>
<td>5% Monthly</td>
</tr>
<tr>
<td>Start Date</td>
<td>Position</td>
<td>Organization</td>
<td>Pay Rate Type</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
<td>-------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>10/01/2014</td>
<td>Accounting Technician 3</td>
<td>Oregon State Payroll Svcs - DAS</td>
<td>Salary</td>
</tr>
<tr>
<td>01/16/2018</td>
<td>Operations &amp; Policy Analyst 1 (+)</td>
<td>Oregon State Payroll Svcs - DAS</td>
<td>Salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All amounts are annualized.
STATEWIDE TRANSIT TAX (OTT)
STATEWIDE TRANSIT TAX (OTT)

- On July 10, OSPS activated the transit tax and the majority of employees will see the tax on their July paid August 1 paystub.

- Going forward you will need to remember that any correctives set for any pay period within the tax year that OSPA will assess the transit tax on any taxable wages not previously calculated. For example: a retro work out of class is entered in PPDB in August that goes back to January. Correctives for December 2017 through June 2018 will trigger the transit tax assessment on all taxable wages during that timeframe. Then for July and August it will assess it on any taxable wages not previously calculated.

- The tax is setup similar to the income tax which goes by when the wages are received, also known as the check date. Unfortunately during this transition from no tax to the new tax OSPA’s tax program is not designed to treat it differently.
JANUS VS. AFSCME
SUPREME COURT DECISION

Seth Lewis, OSPS
FAIR SHARE DEDUCTION CODES IN OSPA

- ‘5200-UNION HRS WORKED AND NO UNION DED’ POPULATING FOR FAIR SHARE EMPLOYEES.
- **AEE** - DEDUCTION CODES DENN 222 & 333 WILL BE OUTDATED EFFECTIVE 5/31/18. THAT MEANS FOR JUNE RUN 2 THE EMPLOYEE WILL RECEIVE A REIMBURSEMENT FOR THEIR JUNE FAIR SHARE PAYMENT.
- **AFSCME** - THE UNION PROVIDED A LIST OF FAIR SHARE EMPLOYEES TO DAS OSPS. USING THEIR LIST DAS OSPS WILL OUTDATE EFFECTIVE 5/31/18 THE FAIR SHARE DEDUCTION CODE. THAT MEANS FOR JUNE RUN 2 THE EMPLOYEES ON THE LIST PROVIDED BY AFSCME WILL RECEIVE A REIMBURSEMENT FOR THEIR JUNE FAIR SHARE PAYMENT.
- **AOCE** - THE UNION WILL BE REIMBURSEING FAIR SHARE MEMBERS DIRECTLY. CSNN AND CLNN 112 WILL BE OUTDATED 6/30/18.
- **CIA** - HAS 100% MEMBERSHIP (PER THE UNION) SO NO CHANGES.
- **KFAFFA** - HAS 100% MEMBERSHIP (PER THE UNION) SO NO CHANGES.
- **ONA** - DEDUCTION CODE DINN WILL BE OUTDATED 5/31/18. THAT MEANS FOR JUNE RUN 2 THE EMPLOYEE WILL RECEIVE A REIMBURSEMENT FOR THEIR JUNE FAIR SHARE PAYMENT.
- **OPSA** - THE UNION WILL BE REIMBURSEING FAIR SHARE MEMBERS DIRECTLY. DFSA 112 WILL BE OUTDATED 6/30/18.
- **OSPOA** - HAS 100% MEMBERSHIP (PER THE UNION) SO NO CHANGES.
- **PANG** - HAS 100% MEMBERSHIP (PER THE UNION) SO NO CHANGES.
- **SEIU** - THE ONGOING GSNN, DSNN & TDNN (ISSUES $2.75 FLAT FEE) DEDUCTION CODES FOR FAIR SHARE MEMBERS ONLY WILL BE OUTDATED EFFECTIVE 5/31/18. THAT MEANS FOR JUNE RUN 2 THE EMPLOYEE WILL RECEIVE A REIMBURSEMENT FOR THEIR JUNE FAIR SHARE PAYMENT.
- **STEA** - HAS 100% MEMBERSHIP (PER THE UNION) SO NO CHANGES.
STALE DATED CHECKS
STALE DATED CHECKS TIMELINE

- **Outstanding Checks to be Purged Report (E701-030-A) became available July 11**
  - Lists outstanding checks that will be 2 years old as of June 30
- **For current employees and vendors**
  - Agencies work with payee to redeem or cancel and reissue outstanding check
  - Cannot be forwarded to State Lands
- **For payees who are not current employees or vendors**
  - Due diligence by August 31
  - Document efforts to locate and send results to OSPS by September 15
- See handout for additional details.
UPDATES AND REMINDERS
OSPS UPDATES AND REMINDERS

- AGENCY TABLE & PAGY
OSPS UPDATES AND REMINDERS

MANUAL CHECK

• **Timelines**
  • Daily deadline to fax to OSPS is 11:30AM to get a check the same day
  • **Bulk check deadlines are different**
    • 21 - 75 checks: 10:30AM
    • 76-150 checks: 10:00AM
    • 150+ checks: 9:30AM
    • Notify us by 9AM on the same day you are submitting bulk check request
  • Use OR for all requests
  • Alphabetize all check requests within the same pay period
  • Group requests into 100 or less and deliver them each out

• **Top pay notification cutoff is 2:30PM to receive check the next business day**
OSPS UPDATES AND REMINDERS

**Pre-paying PEBB Insurance Instructions**
- **PEBB does not like multiple payments for future months**
  - Causes difficulties with reconciliation

**Best Practice**
- Deposit money from employee with agency
- Agency does BT monthly for premiums
- Anything left over when employee returns is refunded
OSPS UPDATES AND REMINDERS

- **PERS Rate Changes for 17-19 Biennium**
  - Effective for checks dated July 1, 2017 or later
  - June 1 would be at prior rate (paid June 30)

<table>
<thead>
<tr>
<th>Code / Descriptive</th>
<th>*New Rate (17-19)</th>
<th>Old Rate (15-17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S / Tier 1/2-General</td>
<td>17.84%</td>
<td>13.28%</td>
</tr>
<tr>
<td>T / Tier 1/2-Police &amp; Fire</td>
<td>22.83%</td>
<td>16.60%</td>
</tr>
<tr>
<td>G / OPSPR-General</td>
<td>10.78%</td>
<td>7.31%</td>
</tr>
<tr>
<td>F / OPSPR-Police &amp; Fire</td>
<td>15.55%</td>
<td>11.42%</td>
</tr>
<tr>
<td>P / Judges Plan Member</td>
<td>18.05%</td>
<td>15.03%</td>
</tr>
</tbody>
</table>
UPCOMING TRAININGS
UPCOMING TRAININGS

• OSPA CRITICAL REPORTS TRAINING
  • UNDERSTANDING OSPA REPORTS AND REPORT RETENTION
  • JULY 26, 2018 1:30PM – 4:30PM
  • DAS WEST SFMS CONFERENCE ROOM
UPCOMING TRAININGS

- OSPA FOR BEGINNERS (TWO 4 HOUR SESSIONS)
  - DAY 1 – INTERFACES AND SCREENS
    - UNDERSTANDING OSPA AND BASIC SYSTEM SCREENS
    - OCTOBER 23RD 12:45PM – 4:45PM
    - DAS EAST COMPUTER LAB
  - DAY 2 – FREQUENTLY USED PROCESSES
    - IN DEPTH LOOK AT FREQUENTLY USED PROCESSES
    - OCTOBER 24TH 12:45PM – 4:45PM
    - DAS EAST COMPUTER LAB
Next Forum

- **Date:** October 17, 2018
- **Time:** 2:00 P.M.
- **Place:** Employment Auditorium
- **Agenda:** Year End & Workday

- Email Sharae with your ideas about agenda items at sharae.epperheimer@oregon.gov