

OSPS USERS' FORUM

JULY 18, 2018

PAYROLL SYSTEM SUPPORT

OREGON STATEWIDE PAYROLL SERVICES

FINANCIAL BUSINESS SYSTEMS

ENTERPRISE GOODS AND SERVICES

AGENDA

WELCOME/INTRODUCTIONS	Seth Lewis, OSPS
WORKDAY	Twyla Lawson & Shanon Jackson, CHRO
STATEWIDE TRANSIT TAX	SETH LEWIS, OSPS
JANUS VS. AFSCME	SETH LEWIS, OSPS
STALE DATED CHECKS	SETH LEWIS, OSPS
UPDATES AND REMINDERS	SETH LEWIS & GERI GREENO SANDERS, OSPS
UPCOMING TRAINING	SHARAE EPPERHEIMER, OSPS

WORKDAY

TWYLA LAWSON & SHANON JACKSON

Payment Elections

Shanon Jackson Actions

Select how to receive payment for each type of pay. For direct deposit, 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 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
CREDIT UNION *****	United States of America	CREDIT UNION *****	Checking	*****	Edit Remove
BANK, N.A. *****	United States of America	BANK, N.A.	Checking	*****	Edit Remove
CREDIT UNION *****	United States of America	CREDIT UNION *****	Savings	*****	Edit Remove

[Add](#)

Payment Elections 3 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	CREDIT UNION *****	*****	Amount 500.00	Edit
	Direct Deposit	CREDIT UNION *****	*****	Amount 75.00	
	Direct Deposit	*****	*****	Balance Yes	



← W-4 Employee's Withholding Allowance Certificate

Company Department of Administrative Services

Effective Date 07/16/2018

Name

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 Differs from SS

If your last name differs from that shown on your social security card, check here.
You must call 1-800-772-1213 for a replacement card.

Marital Status *

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

Number of Allowances

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

Additional Amount

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 and

* 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



Search



Accounting Technician 3



Actions



Email



Team



Summary



Overview



Personal



Compensation



Contact



Performance



Career



Time Off



Feedback

Compensation Estimated Annual Compensation All Current Jobs

Totals 1 item



Total Salary & Allowances	Total Base Pay	Currency	Frequency
4,039.35	3,847.00	USD	Monthly

Compensation

Compensation Package: General Compensation Package

Grade: 19

Grade Profile: OAS-19-AP

Step: Step 6 - 3847 USD

Company: Department of Administrative Services

Plan Assignments 2 items



Effective Date	Plan Type	Compensation Plan	Assignment
10/01/2014	Salary	Monthly Salary Pro Rated for Less than Full Time	3,847.00 USD Monthly
10/01/2014	Allowance	Work out of Class - Percent	5% Monthly

Compensation

Estimated Annual Compensation

All Current Jobs

All amounts are annualized

All Current Jobs 2 items



Start Date	Position	Organization	Pay Rate Type	FTE	Weekly Hours	Blended FTE
10/01/2014	Accounting Technician 3	Oregon State Payroll Svcs - DAS	Salary	100%	40	100%
01/16/2018	Operations & Policy Analyst 1 (+)	Oregon State Payroll Svcs - DAS	Salary	0%	0	
Total:				100%	40	100%

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 REIMBURSING 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 REIMBURSING 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
 - STOP 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 R1 WOULD BE AT PRIOR RATE (PAID JUNE 30)

CODE / DESCRIPTIVE	*NEW RATE (17-19)	OLD RATE (15-17)
S / TIER 1/2-GENERAL	17.84%	13.28%
T / TIER 1/2-POLICE & FIRE	22.83%	16.60%
G / OPSRP-GENERAL	10.78%	7.31%
F / OPSRP-POLICE & FIRE	15.55%	11.42%
P / JUDGES PLAN MEMBER	18.05%	15.03%

UPCOMING TRAININGS

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- 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