OSPS USER FORUM JULY 12, 2017

PAYROLL SYSTEM SUPPORT

OREGON STATEWIDE PAYROLL SERVICES

FINANCIAL BUSINESS SYSTEMS

ENTERPRISE GOODS AND SERVICES

DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S

AGENDA

WELCOME/INTRODUCTIONS	GERI GREENO-SANDERS, OSPS
PPDB SEPERATION CODES	GERI GREENO-SANDERS, OSPS
EPAYROLL VERSION 3.0 TRAINING	GERI GREENO-SANDERS
UPDATES AND REMINDERS	SETH LEWIS, OSPS
UPCOMING TRAINING	SHARAE EPPERHEIMER, OSPS

PPDB SEPARATION CODES

- PPDB PA CODES FOR SEPARATIONS

  - 510 – 592 PA CODES

    - OSPA HANDLES 580 DIFFERENTLY THAN OTHERS

    - 580 WON'T STOP ACH/ALL OTHERS WILL

  - SECONDARY CODES (SEE HANDOUT)

    - DO PAYROLL OFFICES USE SEPARATION REASON CODES?

EPAYROLL VERSION 3.0

EPAYROLL V3.0

- ADMIN ROLES: SECURITY IS GRANTED BY OSPA HELPDESK USING FORM 99.30
  - PAYSTUB
    - ACCESS TO SET UP EMPLOYEE'S EPAYSTUB ACCESS FOR ASSIGNED AGENCIES
  - EPAYROLL
    - EPAYSTUB ACCESS
  - ETIME
    - VIEW ONLY FOR AGENCY

EPAYROLL V3.0

- EMPLOYEE ROLES WITHIN TIME GROUP: SECURITY ACCESS DETERMINED BY AGENCY PAYROLL OFFICE
  - MEMBER (EMPLOYEE)
    - NEW SUBMIT BUTTON FOR TIMESHEET
  - REVIEWER (NEW)
    - CAN MARK TIMESHEETS "REVIEWED" IN GROUP, NO APPROVAL AUTHORITY
  - SUPERVISOR
    - CAN "APPROVE" TIMESHEETS IN GROUP
  - BACKUP
    - CAN "APPROVE" TIMESHEETS IN GROUP
  - TIMEKEEPER (NEW)
    - CAN ENTER TIME ON BEHALF OF EMPLOYEE IN GROUP

EPAYROLL V3.0

- COMBINED ROLES (NEW)
  - MEMBER/REVIEWER
    - CAN EDIT OWN TIME
    - CAN SEE TIMESHEETS IN GROUP AND MARK "REVIEWED"
  - MEMBER/TIMEKEEPER
    - CAN EDIT OWN TIME
    - CAN EDIT TIMESHEETS IN GROUP

EPAYROLL V3.0

- COMBINED ROLES (NEW)
  - MANAGER/TIMEKEEPER
    - CAN EDIT AND "APPROVE" TIMESHEETS IN GROUP
  - BACKUP/TIMEKEEPER
    - CAN EDIT AND "APPROVE" TIMESHEETS IN GROUP
  - BACKUP/REVIEWER
    - CAN "REVIEW" AND "APPROVE" TIMESHEETS IN GROUP

EPAYROLL V3.0

- EMPLOYEE SITE OPTIONS
  - MY TIME
    - EMPLOYEES GO TO ENTER THEIR TIME
    - WILL HAVE ICON FOR EACH CONCURRENT JOB
  - MY PAYSTUBS
    - EMPLOYEES GO TO VIEW THEIR PAYSTUBS

EPAYROLL V3.0

- EMPLOYEE SITE OPTIONS
  - MY GROUPS
    - SUPERVISOR
    - BACKUPS
    - REVIEWERS
    - TIMEKEEPERS

Unsubmitted	☑
Submitted	☐
Reviewed	☑
Approved	🔒

EPAYROLL V3.0

- EPAYROLL CHANGES
  - CAN VIEW EMPLOYEE PAYSTUBS
  - AUTO LOCK EVENING OF FINAL RUN 2
  - IMPROVED HISTORY
    - WILL TAKE A "SNAP SHOT" OF GROUPS FOR HISTORY VIEW
    - WILL NOT HAVE TO DELETE OLD EMPLOYEES OUT OF EPAYROLL
    - WILL SHOW NAME NOT OR NUMBER FOR SEPARATED EMPLOYEES
  - AGENCY MESSAGES
    - PAYROLL ADMINS WILL BE ABLE TO EDIT AGENCY SPECIFIC MESSAGES (COMING SOON)

EPAYROLL V3.0

- PAYROLL ADMIN CAN ONLY ENTER STATE EMAIL ADDRESS
  - WILL COME FROM PPDB IF ENTERED IN PPDB

- EMPLOYEE CAN ADD/UPDATE PERSONAL EMAIL ADDRESS

- NO LONGER RESET PASSWORD OPTION ON ADMIN SIDE
  - CAN RESEND WELCOME EMAIL
  - EMPLOYEES CAN RESET THEIR OWN PASSWORDS

EPAYROLL V3.0

- SECURITY CHANGES
  - WELCOME EMAIL LINK IS VALID FOR 10 DAYS
    - NO MORE TEMPORARY PASSWORDS
    - VALID FOR ONE YEAR
  - PASSWORD RESET EMAIL IS VALID FOR 30 MINUTES
  - EMPLOYEE SITE AUTO LOG OUT AFTER 15 MINUTES OF INACTIVITY
  - ADMIN SITE AUTO LOG OUT AFTER 30 MINUTES OF INACTIVITY

EPAYROLL V3.0

- SECURITY CHANGES
  - PASSWORD REQUIREMENTS
    - 8 CHARACTERS
    - AT LEAST 1 UPPER CASE
    - AT LEAST 1 NUMBER
    - AT LEAST 1 SPECIAL CHARACTER
    - CANNOT BE YOUR LAST PASSWORD
  - ACCOUNT WILL LOCK AFTER 5 FAILED ATTEMPTS
    - PAYROLL ADMIN CAN UNLOCK
    - EMPLOYEE CAN RESET PASSWORD TO UNLOCK

EPAYROLL V3.0

- DEMO

HTTPS://HOME-TEST.DASAPP.OREGON.GOV/

UPDATES AND REMINDERS

OSPS UPDATES AND REMINDERS

- FREE BUS PASS PROGRAM
  - CHERRIOTS HAS GRACIOUSLY EXTENDED THE FREE BUS PASS UNTIL THE END OF JULY
    - DAS FLEET AND PARKING SENT EMAILS TO NOTIFY MEMBERS
  - 15X ROUTE VALID UNTIL SEPTEMBER BUT REQUIRES PAYMENT STARTING IN AUGUST
  - EMPLOYEES WILL NEED TO SUBMIT NEW ENROLLMENT FORM TO BEGIN BUS PASS DEDUCTIONS
    - JULY PAID AUG 1 IS FOR AUGUST BUS PASSES
  - FORM IS AVAILABLE ON DAS FLEET AND PARKING WEBSITE
    - HTTP://WWW.OREGON.GOV/DAS/FLEETPARK/PAGES/FORMS.ASPX

STALE DATED CHECKS TIMELINE

- OUTSTANDING CHECKS TO BE PURGED REPORT (E701-030-A) IS AVAILABLE AS OF YESTERDAY 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 SEPT 15
  - DOCUMENT EFFORTS TO LOCATE AND SEND RESULTS TO OSPS BY OCT 1

- SEE HANDOUT FOR ADDITIONAL DETAILS.

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%

HRIS UPDATE

- WORK DAY DEMO HERE TOMORROW (7/13)
  - TWO SESSIONS
    - 9AM-11AM
    - 2PM-4PM
  - KEEPING PAYROLL IN THE LOOP OF WHAT IS HAPPENING
  - WILL BE STREAMED LIVE AND RECORDED WHICH WILL BE AVAILABLE ON ILEARN

UPCOMING TRAININGS

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- OSPA FOR BEGINNERS (TWO 4 HOUR SESSIONS)

  - DAY 1 – INTERFACES AND SCREENS

    - UNDERSTANDING OSPA AND BASIC SYSTEM SCREENS

    - JULY, 2017 8AM - 12PM

    - DAS EAST COMPUTER LAB

  - DAY 2 – FREQUENTLY USED PROCESSES

    - IN DEPTH LOOK AT FREQUENTLY USED PROCESSES

    - JULY 19, 2017 8AM – 12PM

    - DAS EAST COMPUTER LAB

NEXT FORUM

- DATE: OCTOBER 14, 2017

- TIME: 2:00 P.M.

- PLACE: EMPLOYMENT AUDITORIUM

- AGENDA: YEAR END

- EMAIL GERI WITH YOUR IDEAS ABOUT AGENDA ITEMS AT GERI.L.GREENO-SANDERS@OREGON.GOV