OSPS USER FORUM
JULY 12, 2017
PAYROLL SYSTEM SUPPORT
OREGON STATEWIDE PAYROLL SERVICES
FINANCIAL BUSINESS SYSTEMS
ENTERPRISE GOODS AND SERVICES
# AGENDA

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<th>Title/Role</th>
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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

[Diagram of checkboxes for Unsubmitted, Submitted, Reviewed, and 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)

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

• 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