OSPS Users’ Forum

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

TWYLA LARSON & SHANON JACKSON
Vendor Negatives

Vendor Negatives occur when P070 entry is deleted after a check has been issued.
Do not delete P070 entries after payroll has run
- Creates vendor negative
- Will short the next payroll run’s check for vendor

If the check has already been sent out, you cannot refund to the employee.
Vendor will need to return the money to the agency or employee.
Vendor Negatives

If you need to pay money to an employee after a vendor check has been issued
  ◦ Use form 99.23 Cancel a check
  ◦ Section A: Need to rewrite vendor check to one or more payees
  ◦ Section B: fill out check information
  ◦ Section C: List name of payees
    ◦ Note check rewrite amounts must match vendor check total
  ◦ Sign and submit to OSPS with original copy of check
Correctives in OSPA

Correctives can be set for the current tax year in OSPA

Set when making corrections to prior month pay or benefits
  ◦ Pay increase/decrease
  ◦ Missing PEBB premiums
  ◦ Timesheet corrections

Correctives must be set when requesting manual checks and when submitting payment notifications for closed pay periods
Correctives in OSPA – Setting a corrective

- P190, OR number, agency number
- Tab to last run of closed month
- Type ‘C’ over ?
- Corr flag ‘Y’

- If more than 5 runs, must request OSPS Helpdesk to set corrective
Correctives in OSPA - Building a new set

- Type ‘A’ over ?
- Run type is ‘O’
- Corr flag is ‘Y’
- Pay PER end date

- If older than one month email OSPS helpdesk to build set

<table>
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<tr>
<th>Tax Year</th>
<th>Run Type</th>
<th>Tran Type</th>
<th>Rev Flag</th>
<th>Corr Flag</th>
<th>Reg Set</th>
<th>ACH</th>
<th>Net Pay</th>
<th>Check Iss Date</th>
<th>Pay Per End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>01</td>
<td>A</td>
<td>3094.92</td>
<td>010119</td>
<td>123118</td>
</tr>
</tbody>
</table>

EmpID: OR0229492 AGH: 10700 EPPERHEIMER, SHARAE S

PAYROLL REGISTER DATA 07/17/19 PROD
Manual Checks

OSPS processes manual, special or off-cycle checks daily, outside the two regular monthly payroll runs. Some of the reasons that you may need a manual check include:

- Pay advance
- Moving expense advance
- Final checks that you cannot let run with payroll run 1
- Error correction
- Replace lost check
- Wage withholding order received after the payroll run and prior to payday
- Replacement payment for a rejected direct deposit
Manual Checks

Examples of when to let checks run with payroll:

- New retro payments
  - Pay equity
    - New WOC amount that is effective dated retroactively
- Employees who start after final run 1
  - Can be paid on next applicable pay date
- Less than 35 days from when work was done
  - Can run with next pay date
- Final checks that can run with payroll
  - Set P010 dates, delete ACH and let run with final run 1
  - Will produce a check
Manual Checks

Cutoff for manual checks is 11:30am daily
This ensures checks are processed and returned to OSPS to distribute by 3pm
If running close to deadline, call OSPS Helpdesk. Do not email as it may be missed
Bulk Checks

Bulk check guidelines
- More than 25
- Earlier timeline depending on total number for agency
  - 21 to 75 requests 10:30 a.m.
  - 76 to 150 requests 10:00 a.m.
  - 150+ requests 9:30 a.m.
  - Do not send in small batches
- Send all at once in alphabetical order
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

Recommended practice available at OSPS Website
OSPS Updates and Reminders
OSPS Updates and Reminders

Workday
- Change of start date to a later date or job change that creates a break in service between segments after time has forecasted/entered
  - Time needs to be removed prior to these actions feeding to OSPA
  - Work with HR shops to notify payroll outside of WD reports when these will be occurring

- Purges should be coordinated between Workday and OSPS
  - If time is entered it has to be removed
  - It can cause issues with YTD totals
OSPS Updates and Reminders

Manual final check requests
- If less than 80 hours be sure to remove HEM
- Lots of tax adjustments over $10 due to HEM not being removed timely

Union Reports
- AFSCME and SEIU available prelim run 1
- Must work and make entire prior to final run 1 occurring
- Agency is liable for missed dues payments

Payment notification form
- Either BT or check
- Do not send both
OSPS Updates and Reminders

PERS Rates changed effective with the July 1 pay date (June run 1 pay period)

When using PERS calculation worksheet, be sure to select the correct time frame for correct rates
## OSPS Updates and Reminders

**Table 1:**

<table>
<thead>
<tr>
<th>PERS EARN</th>
<th>PLAN</th>
<th>TIME PERIOD</th>
<th>ER RATE</th>
<th>STATE MT</th>
<th>STATE PU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7/1/19 - Present</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

*ER Match calculation = [PERS subject Salary * ER Rate]*

**Table 2:**

<table>
<thead>
<tr>
<th>PERS EARN</th>
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*ER Match calculation = [PERS subject Salary * ER Rate]*

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Cells contain drop-down menus.

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Forward OSPS Dat...
## OSPS Updates and Reminders

| Table 1: |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| PERS EARN       | PLAN            | TIME PERIOD     | ER RATE         | STATE MT #      | STATE PU        |
|                 |                 | 7/1/17 - 06/30/19 | -               | -               | -               |

# ER Match calculation = \[ \text{PERS subject Salary} \times \text{ER Rate} \]

>> Use Table 2 only if corrections cross time periods with different rates <<

| Table 2: |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| PERS EARN       | PLAN            | TIME PERIOD     | ER RATE         | STATE MT #      | STATE PU        |
|                 |                 |                 | -               | -               | -               |

# ER Match calculation = \[ \text{PERS subject Salary} \times \text{ER Rate} \]
OSPS Report Changes

OSPS has shut off the XREF21 reports. This report was for WBF Assessment & SAIF Premium Summary information.

The SAIF subject wages and WBF amounts from those reports can be found on the summary page of the XREF43 reports instead.
2020 W-4: changes

P010 screen
- Redesign of screen to accommodate new federal W4 fields
- Removing blank waiver codes
2020 W-4: changes

E497 EMPLOYEES WITH NON-BLANK WAIVER CODES report will be turned off

More on W4 and P010 changes with October forum
Upcoming Trainings

SHARAE EPPERHEIMER
Upcoming Trainings

OSPA For Beginners (Two 4 hour Sessions)

◦ Day 1 – Interfaces and Screens
  ◦ Understanding OSPA and basic system screens
  ◦ October 23rd 1:00pm – 4:45pm
  ◦ DAS East Computer Lab

◦ Day 2 – Frequently used processes
  ◦ In depth look at frequently used processes
  ◦ October 24th 1:00pm – 4:45pm
  ◦ DAS East Computer lab
Next forum

DATE: October 16, 2019
TIME: 2:00 p.m.
PLACE: Employment Auditorium
AGENDA: Year end and Workday

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