

OSPS Users' Forum

July 15, 2015



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

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Agenda



Welcome and Introductions	Geri Greeno-Sanders, OSPS
Union Dues- Local and Representation Changes	Karen Bahnsen, AFSCME
Records Retention	Geri Greeno-Sanders, OSPS
Tax Refund Certification Changes	Melissa Tominaga, OSPS
Net Pay Negatives vs. Employee Negative Amounts	Melissa Tominaga, OSPS
Stale Dated Checks	Melissa Tominaga, OSPS
Comp Time and Straight Time – Holidays	Geri Greeno-Sanders, OSPS
Collective Bargaining Update	Tom Perry, DAS LRU
Agency Transfer/Cloning Process	Geri Greeno-Sanders, OSPS
OSPS Updates and Reminders	Seth Lewis, OSPS
eTime Updates	Seth Lewis, OSPS
Upcoming Training Opportunities	Geri Greeno-Sanders, OSPS

Record Retention Schedule

- The records retention schedule designates the appropriate length of time to maintain official records.
- Set by Secretary of State.
- Payroll is part of State Agency General Records. Retention
 - 166-300-0035
- Covers all state agencies.

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html

Record Retention Schedule



- **Deduction Registers**
 - Retain registers documenting taxes 5 years
 - Retain all other deduction registers 4 years
- **Employee Payroll Records**
 - Retain PERS enrollment records 75 years
 - Retain garnishment records 4 years after resolution
 - Retain deduction authorization 3 years after superseded, eligibility expired or employee separation
 - Retain all other employee records 3 years after separation
- **Employee Time Records**
 - Retain 4 years

Record Retention Schedule



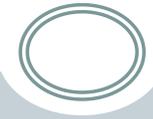
- **Tax Records**
 - Retain W-4s 5 years after superseded or separation.
 - Retain all other tax records 5 years.
- **Family Medical Leave Records**
 - Retain record documents on leave taken under family medical leave 3 years.
 - Does not include medical records- these are kept separate from personnel and payroll files.
- **Leave Application**
 - Retain record documents on leave requests submitted by employees 1 year.

Record Retention Schedule



- **OSPA Reports**
 - OSPS maintains the statewide record copy of the following:
 - ✦ Leave Accrual Detail Transaction Register 1987-present for 10 years,
 - ✦ Payroll Register Detail Report 1951-present for 4 years,
 - ✦ Payroll Year to Date Register 1976-present for 10 years,
 - ✦ Retain years prior to listed above for 75 years.
- Retain all other payroll reports 4 years.
- **Payroll Admin Reports (non-OSPA)**
 - Retain all non-OSPA reports 4 years.
- **Unemployment Claim Records**
 - Retain claim records including claims, notices, reports, appears, 4 years.
 - Retain documents with employee earnings used to determine costs and charges for claims 4 years.

IRS proposed changes for employee refund consent
(e.i. Tax Refund Certification Form OSPS.99.13)



INTERNAL REVENUE BULLETIN 2015-9

IRS proposed changes for employee refund consent



- **Employees must be given a reasonable period of time to respond - no less than 45 days**
- **OSPS will be making changes to the Tax Refund Certification Form to meet the following requirements:**
 - (1) Contain the name, address, and social security number of the employee;
 - (2) Contain the name, address, and employer identification number of the employer;
 - (3) Contain the tax period(s), type of tax (*e.g.*, social security and Medicare taxes), and the amount of tax for which the employee consent is provided;
 - (4) Affirmatively state that the employee authorizes the employer to claim a refund for the overpayment of the employee share of tax;
 - (5) For amounts collected in a prior year, include the employee's written statement;
 - (6) Identify the basis of the claim (*e.g.*, request for refund of the social security and Medicare taxes withheld with regard to excess transit benefits provided in 2014 due to a retroactive legislative change); and
 - (7) Be dated and contain the employee's signature under penalties of perjury. The penalties of perjury statement should be located immediately above the required signature.



OREGON STATEWIDE
PAYROLL SERVICES
(OSPS)
(503) 378-3518 fax
E-mail:
OSPS.Help@oregon.gov

Online Resource Center:
<http://go.usa.gov/bEJk>

**INSTRUCTIONS TO
EMPLOYEES:**
Complete this form online
at <http://go.usa.gov/BVNG>
1. Print and give to your
agency payroll office.

**INSTRUCTIONS TO
PAYROLL OFFICES:**
1. Collect employee
certification signature.
2. Retain for your records.
3. Mark the related
checkbox on the
Request for Corrected
W-2 form.

Authority:
The Internal Revenue
Service requires employers to
obtain certification from
employees regarding the
treatment of over-collected
taxes.

Relevant Language:
"...you received written
statements from the
employees stating that they
did not and will not receive
a refund or credit for the
prior year taxes." --
Instructions for Form 941X,
Page 4.

Find this information online
at:
[http://www.irs.gov/pub/irs-
pdf/i941x.pdf](http://www.irs.gov/pub/irs-pdf/i941x.pdf)

Revised 6/2015
Form No. OSPS.99.13

TAX REFUND CERTIFICATION

Use this form to document the employee's choice for receiving a refund of social security and Medicare taxes resulting from a Corrected W-2.

Employee Name	Employee SSN
	_____ - _____ - _____

Employee Address

Agency No.	Agency	Agency Phone Number
		_____ - _____ - _____

Agency Address	EIN
	93-1070707

Corrected W-2 Detail

Reason for Corrected W-2

	Tax Year Being Corrected		Difference
	Original Amount	Corrected Amount	
Social Security Tax			
Medicare Tax			
	TOTAL REFUND		

Employee Certification

I choose to collect the social security and Medicare tax refund due to me as outlined above by (choose one):

Filing a claim for refund directly with the Internal Revenue Service

 **STOP!** If you checked the option above, do not complete the rest of this form. You are not eligible for direct payment by your employer.

Receiving a check from the State of Oregon.

→ Complete and sign the certification statement below:

I certify that I choose to receive payment for the over-collected taxes outlined above directly from my employer. I authorize my employer to claim a refund for the overpayment of my share of taxes from the Internal Revenue Service. I have not and will not file a claim with the Internal Revenue Service for recovery of this refund. I declare, under penalties of perjury, that I have examined the above statements and information and to the best of my knowledge and belief they are true, correct, and complete.

Signature: _____ Date: _____

Net Pay Negatives vs. Employees with Negative Amounts



Net Pay Negatives vs. Employees with Negative Amounts



- **Net pay negatives are the result of an employee being overpaid**
- **Examples include**
 - Reduction of hours after run 1
 - Increase in an employee's deductions after run 1
 - Taxable non-cash meals added after run 1
- **Net Pay Negatives appear on the P370 screen and on E260-200 Net Pay Negative Report**
- **Common ways to clear a net pay negative**
 - BT or check with Payment Notification Form
 - Clear to taxes (for terminated employees with less than \$10.00)
 - Adding hours back (if they were removed in error)

Net Pay Negatives vs. Employees with Negative Amounts



- Employees with Negative Amounts are the result of an income category on the P090 going negative

P090	CR9999999 99900 15		YTD WAGES/TAXES/RET/NT	07/08/15	PROD
	SNOW, WHITE				
(TKI)	TAXABLE INCOME	371.70-	(888)	SAIF-EMPLR CONTRIB.	0.00
(ROE)	REIMB. OF EXPENSES	0.00	(PER)	PERS ASSESMENT PAID	0.00
(NTI)	NON-TAXABLE INCOME	371.70	(ERB)	ERB ASSESMENT PAID	0.00
(OTI)	OTHER TAXABLE INCOME	0.00	(MTT)	MASS TRANSIT TAX PAID	0.00
(EIC)	EARNED INCOME CREDIT	0.00	(FSW)	SOC SEC SUBJ WAGES	371.70-
(FIT)	FED. TAX WITHHELD	0.00	(FTE)	SOC SEC TAX PD EMPLOYE	23.05-
(SIT)	STATE TAX WITHHELD	0.00	(FTS)	SOC SEC TAX PD EMPLR	23.05-
(WES)	WBF PAID - EMPLOYE	0.00	(HSW)	MEDR SUBJECT WAGES	371.70-
(WSS)	WBF PAID - EMPLOYER	0.00	(HTE)	MEDR TAX PD - EMPLOYE	5.39-
			(HIS)	MEDR TAX PD - EMPLR	5.39-
			(LRO)	LEGIS RETIREMENT OPT	0.00
			-----RETIREMENT-----		
		(RSE)	(RSP)	(REP)	(RSM)
	SYSTEM ACCOUNT	SUBJ WAGES	STATE PU	EMP CONTRIB	STATE MATCH
	T	634866	0.00	0.00	0.00

Net Pay Negatives vs. Employees with Negative Amounts



- **Examples include**
 - Employees on LWOP with pre-tax insurance deductions
 - A negative P050 entry for a prior year
 - Error on a P060 PERS move
 - New hires (these will clear the following month)
- **Negative Amounts appear on the P090 screen and on XREF68N Employees with Negative Amounts Report**
- **Common ways to clear a Negative on the P090 screen**
 - Changing insurance deductions to post-tax
 - Correcting P060 entries for PERS negatives
 - Removing negative P050 entries and going through the corrective W-2 process

Stale Dated Check Reminders



- **July 15**
 - OSPS distributes the E701-030-A Outstanding Checks to be Purged from Check Recon report
- **July 15 – September 15**
 - **Agency Payroll**
 - Contact current employees and vendors to redeem outstanding checks or reissue
 - Send written notification to non-current employees and vendors
 - Last known address
 - Warning that property will be sent to State Lands if response is not received by Oct 1
 - Complete due diligence efforts by Sept 15
- **October**
 - Request all check rewrites by Oct 1
 - Send due diligence documentation to OSPS by Oct 1
 - OSPS will perform due diligence on centrally paid checks and forward list of unclaimed property to State Lands by Oct 31

Comp Time and Straight Time Pay/Leave Codes- Holidays



- **STS** – Holiday Straight Time Accrual. STS would be used when a holiday falls on a FLSA exempt employee's day off. For instance, if an employee's work schedule is Tuesday thru Saturday then the Monday Memorial Day will show as 8 STS. STS accrues at one to one.
 - If the employee was FLSA non-exempt then the pay code would be CTS.
 - The system default is CTS as this is the most common situation. Exempt employees need to change this to STS.
- **STH** – Holiday Time & 1/2 Accrual. STH would be used when an FLSA exempt employee works on a holiday. The holiday would still be recorded with 8 HO but the actual hours worked would be coded to STH. STH accrues at one and one-half (1.5) hour to every one hour worked.
 - If the employee was FLSA non-exempt then the pay code would be CTH.

Comp Time and Straight Time Pay/Leave Codes- Holidays



FLSA Non Exempt

Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HP or CTH	8 RG	8RG	8 RG	8 RG	

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 CTS	8 RG	8 RG	8 RG	8 RG	8 RG
Works		8 CTS + 8 OT or CTH	8 RG	8RG	8 RG	8 RG	8 RG

Please note that hours worked over 8 on a holiday would be coded as overtime (or CTH) for FLSA Non-Exempt Employees.

FLSA Exempt

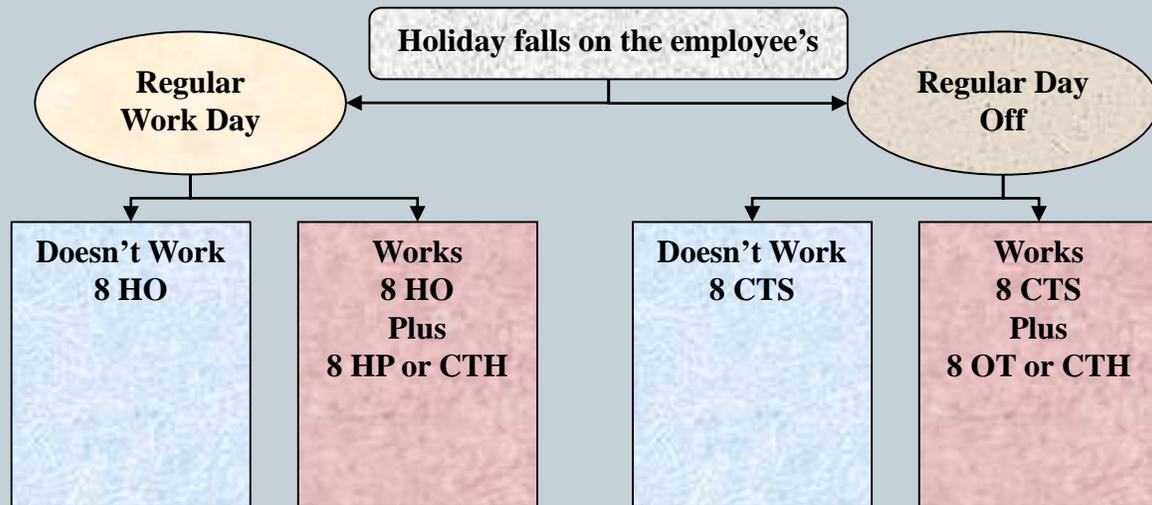
Regular Work Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 HO	8 RG	8 RG	8 RG	8 RG	
Works		8 HO + 8 HP or STH	8 RG	8RG	8 RG	8 RG	

Regular Day Off	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Does not work		8 STS	8 RG	8 RG	8 RG	8 RG	8 RG
Works		8 STS + 8 HP or STH	8 RG	8RG	8 RG	8 RG	8 RG

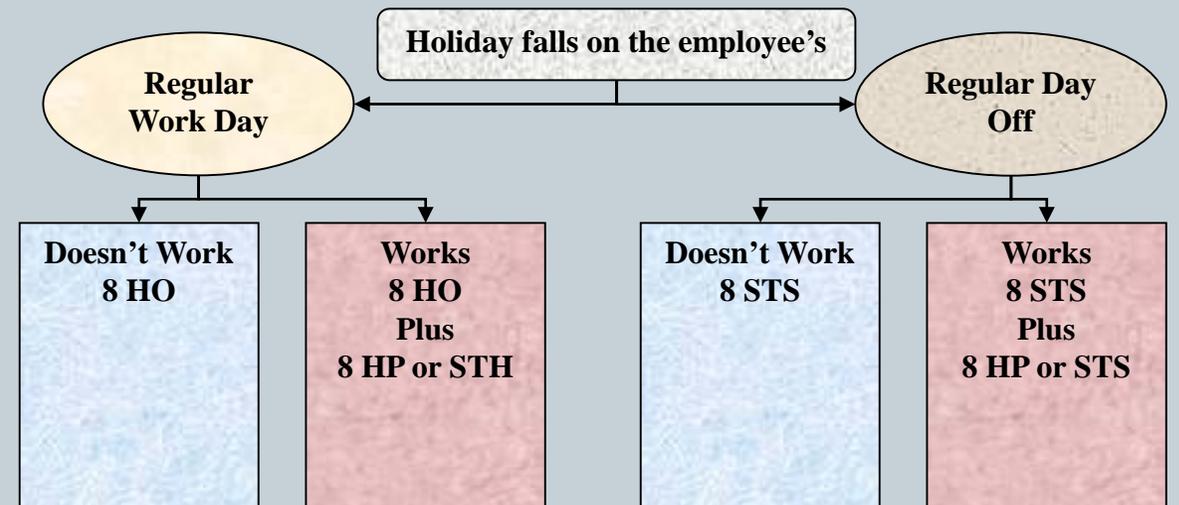
Please note that hours worked over 8 on a holiday would be coded as HPI (or STH) for FLSA Exempt Employees.

Comp Time and Straight Time Pay/Leave Codes- Holidays

FLSA Non Exempt



FLSA Exempt



Transfer/Cloning Process reminders



• Employee Transfer Out Reminders

- Losing agency pays deductions if start date is not 1st of the month
 - PEBB Benefits
 - Deferred Comp fixed amounts
 - Parking (if applicable)
- Communicate with gaining agency leave balances being transferred
- Don't delete deductions and/or P010 data until after employee has been cloned

• Employee Transfer In Reminders

- Let losing agency know when the cloning process is completed
- Remember to check deductions and end non-applicable ones
 - Parking
 - Union deduction (delete or change)
 - Fixed deductions that are agency specific
 - Health clubs

OSPS Updates and Reminders



- **PERS Rates for 15-17 Biennium**
 - S / Tier 1/2-General 13.28%
 - T / Tier 1/2-Police & Fire 16.60%
 - G / OPSRP-General 7.31%
 - F / OPSRP-Police & Fire 11.42%
 - P / Judges Plan Member 15.03%
- **OSPS Fees for 15-17 Biennium**
 - \$2.99 – System Generated Checks/Stubs (was \$2.86)
 - \$3.40 – Manual Checks (was \$3.29)
- **ERB Rates for 15-17 Biennium - \$1.92 (was \$1.65)**
- **Labor Cost Crosswalk**
- **PTD1 screen changes**
 - TIN 1099 Address 2
- **Purge of P190 & Time for Tax Year 2014 (7/16/15)**

eTime Update



- **Agencies fully implemented**

- | | | | |
|---------------------|--------------------|-------------|----------------------|
| ○ DAS | Board of Nursing | ODFW | OHCS |
| ○ DCBS | ODVA | PERS | Board of Accountancy |
| ○ DOJ | ODPR | SOS | PUC |
| ○ Tax Practitioners | Chiropractic Board | Real Estate | SOS |
| ○ Board of Pharmacy | ERB | DOE | |

- **Agencies currently onboarding –DHS, State Lands, Treasury, State Library & OLCC**
- **Timecard Report (ETV7ALP) – now being produced with Prelim & Final Run 1 & Run 2**
- **Onsite agency demo & trainings available**
- **Interested in eTime? Contact Seth**
- **Currently being tested**
 - Employee Landing Page (will include spot for agency specific messaging)
 - Labor Cost Report (real time report)
 - Temp Time Entry (limit time entry to 1-15 until final run 1)

Upcoming Training!



- **Introduction to Payroll Processing (Two 4 hour Sessions)**
 - **Day 1 – New Hires, Terms and Transfers**
 - ✦ **Understanding the basic screen functions used in these processes**
 - ✦ **July 21, 2015 8am- 12pm**
 - ✦ **DAS East Computer Lab**
 - **Day 2 – Deductions, taxes and PERS oh my**
 - ✦ **In depth look at frequently used screens in OSPA**
 - ✦ **July 22, 2015 8 am – 12pm**
 - ✦ **DAS East Computer lab**

Sign up for classes in iLearn.

Upcoming Training!



- **ePayroll Training**

- **ePayroll Administrator Training**

- ✦ **July 30th 9:00am SFMA Conference Room**
- ✦ **Email to reserve your spot if interested in coming**

- **Trainings being worked on- watch for dates**

- **Reports Training coming soon**

- **PCHG Screen Tutorial coming soon**

Sign up for classes in iLearn.

Next Forum...



DATE: **October 14, 2015**

TIME: **2:00 p.m.**

PLACE: **Employment Auditorium**

AGENDA: **TBD**

Email Geri with your ideas about agenda items or training ideas at geri.l.greeno-sanders@Oregon.gov