

# OSPS Users' Forum

## January 13, 2016



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

**DAS**  
DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

# Agenda



Introductions / Welcome	Geri Greeno-Sanders, OSPS
Temporary Sick Leave Policy	Bridget Otto, DAS CHRO
Senate Bill 454 and BOLI Rules	Geri Greeno-Sanders, OSPS
Temporary Sick Leave Process	Geri Greeno-Sanders, OSPS Seth Lewis, OSPS
eTime Updates	Seth Lewis, OSPS
OSPS Reminders and Updates	Seth Lewis, OSPS
Upcoming Training Opportunities	Geri Greeno-Sanders, OSPS

# Senate Bill 454 and BOLI rules



- **Senate Bill 454 covers all state employees**
- **Includes language that all hours worked (including OT for example) count toward sick leave accrual**
  - Applies to all state employees (temps, PT and FT with LWOP hours)
  - OSPA currently uses regular hours, UST, and HPI in accrual calculation for both SL and TS
    - ✦ Coding changes to be tested to include applicable pay codes
  - Employees will still not accrue more hours than the max per month
    - ✦ 8 Hours for non temps
    - ✦ 6.14 hours for temporary employees
  - Comp time accruals do not count when earned, hours count when leave is taken
- **BOLI language also considers differential paid as part of the regular rate of pay for sick leave**
  - Differential meant to compensate employee for worked performed under differing conditions such as shift differential
  - List of applicable codes on next slide and in handouts

# Senate Bill 454 and BOLI rules



- **Shift Differential Codes to be used along with SL or TS**
  - SDA – shift differential paid for evening hours worked between 6:00pm and 6:00am at institution and other 24- hour health related work environments.
  - SDB – shift differential paid for night hours worked between 11:00pm and 7:00am at 24-hour work environments.
  - SDC – shift differential for evening hours worked between 3:00pm and 11:00pm at institution and other 24-hour health related work environments.
  - SDD – shift differential paid for hours worked between 6:00pm and 6:00am (agencies 25700 and 84500)
  - SDE – shift differential paid for hours worked between 6:00pm and 6:00am Mon – Fri and all day Saturday and Sunday
  - SDH – percent shift differential paid for hours worked on weekends or between 6:00pm-6:00am (AFSCME DEQ only)
  - SDK – Operation Center differential under cba (TF Benefit package only)
  - SDP – Shift differential paid to RN's, LPN's, Nurse Practitioners and Health Service Technicians for hours between 6:00pm and 6:00am or weekends. (Specific to cba)
  - SDW – shift differential for weekend work duties
- **Only applies to sick leave (SL/TS) and not to other leave codes.**

# Temporary Sick Leave Process



- **Accrual starts in January 2016**
- **First possible month to use TS will be February 2016**
- **Employees will accrue TS at a rate of 6.14 per month**
  - Pro-rated based on the number of hours worked in a month
- **Maximum use of 40 hours per calendar year**
  - January 1 – December 31
  - OSPA will prevent more than 40 hours use
  - LARS will reset usage with the December leave accrual update in January each year
- **180 expiration date**
  - Must be 180 days from date of separation
  - Cannot use 6 months from date of separation

# Temporary Sick Leave Process



- **Scenarios to be discussed**
  - **Existing temp (hired before 1/1/2016)**
  - **Newly hired temp (hired on or after 1/1/2016)**
    - ✦ **No prior state service**
    - ✦ **181+ day break in service**
  - **PERS Tier 1 or 2 retiree returning as temp (retired on or after 1/1/2016)**
    - ✦ **180 days or less break in service**
    - ✦ **181+ days break in service**
  - **Non-temp to temp to non-temp**
    - ✦ **Less than 180 days break in service**
    - ✦ **Seasonal to temp to seasonal**
    - ✦ **LD to temp to LD**
    - ✦ **OPSRP retirees**

# Temporary Sick Leave Process



- **Temporary employees hired prior to 1/1/2016**
  - Start accruing TS in January pay period
  - Do not have to serve the 90 day wait time to use TS
  - If the temporary employee has SL in the clearing account **DO NOT** transfer sick leave to TS
    - ✦ This process will start with separations and temporary appointments after 1/1/2016
  - Unused TS is transferred to clearing account upon separation of temporary employee with 180 day expiration date
- **Temporary employees hired on or after 1/1/2016**
  - No prior state service or 181+ day break in service
  - Will accrue TS beginning with first month hired
  - Must wait 90 days before eligible to use
  - Unused TS is transferred to clearing account upon separation of temporary employee with 180 day expiration date

# Temporary Sick Leave Process

**If temporary employee is employed prior to January 1, 2016**



**Employee will begin to accrue TS in January 2016**

- Employee will not be credited SL from clearing account if applicable



**Employee will be eligible to use TS as of February 2016 (no waiting period)**



**Maximum usage for TS is 40 hours per calendar year**

**Temp separates from State service**



**Transfer unused TS to clearing account**



**Expiration date is 180 days from last day of State service**

# Temporary Sick Leave Process

Verify if temp has prior State service.  
If no prior State service or break in service is greater than 180 days:



If prior State service and employee has SL in clearing account, do not credit employee leave time if they have a break in service greater than 180 days



Employee will accrue pro-rated TS leave based on hours paid



Employee will be eligible to use TS leave after 90 days.

- Maximum use is 40 hours per calendar year



Payroll and managers will need to verify timesheets to ensure employee does not use TS leave prior to the 91st day

Temp separates from State service



Transfer unused TS to clearing account



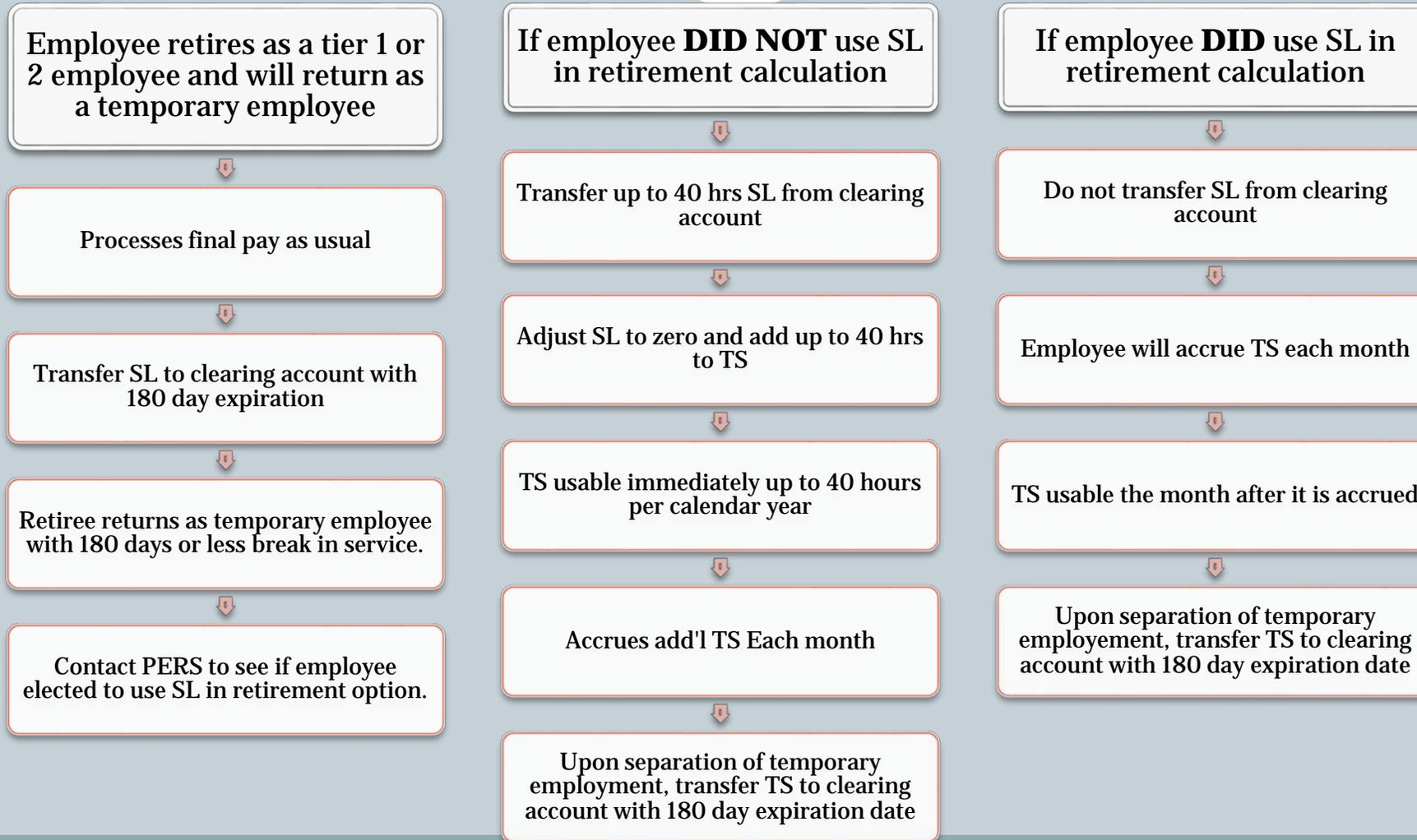
Expiration date is 180 days from last day of State service

# Temporary Sick Leave Process



- **PERS Tier 1 or 2 Retirees returning as temporary employees (retire date after 1/1/2016) with less than 180 days break in service**
  - SL is transferred to clearing account with 180 day expiration date upon retirement
  - Agency will confirm with PERS or employee if they opted for the SL calculation in retirement
    - ✦ Full formula or formula plus annuity calculations
    - ✦ If YES- **DO NOT** credit up to 40 hours of SL to TS
    - ✦ If NO- follow the transfer of up to 40 hours of SL to TS process
  - No waiting period to use TS
  - TS is transferred to clearing account upon separation with 180 day expiration date
- **PERS Tier 1 or 2 Retirees returning as temporary employees (retire date after 1/1/2016) with more than 180 days break in service**
  - SL is not transferred to TS
  - Employee will have 90 day wait to use TS

# Temporary Sick Leave Process



# Temporary Sick Leave Process



- **Employee goes from non-temp status to temporary status after 1/1/2016**
  - If break in service is greater than 180 days, follow newly hired temp process on prior slide
  - If break in service is 180 days or less
    - ✦ Transfer up to 40 hours of SL from clearing account
    - ✦ Adjust SL to zero balance and add hours to TS on P435 screen
    - ✦ TS usable immediately
    - ✦ Accrues additional TS each month
- **Employee then goes from temp status to non-temp status w/less than 180 day break in service**
  - Transfer TS to clearing account for term of temp process
  - Transfer TS from clearing account
  - Adjust TS to zero and add hours to SL
  - Transfer SL from clearing account if applicable
  - Check CBA for temp to perm SL rules\*

# Temporary Sick Leave Process



- **Temporary employee separates from state service and had SL credited as TS**
  - **Adjust TS on P435 to remove hours that were credited from SL**
    - ✦ **Can credit back up to 40 hours**
    - ✦ **Do not adjust more TS hours to SL than was originally credited**
    - ✦ **Transfer SL to clearing account with expiration date of 2 years from non-temp separation date**
  - **For TS accrued as a temporary employee**
    - ✦ **Transfer to clearing account with 180 day expiration date**

# Temporary Sick Leave Process

Employee goes from non-temp status to temp status w/less than 180 day break in service

Transfer SL to clearing account upon separation

Transfer 40 hrs SL from clearing account

Adjust SL to zero and add 40 hrs to TS

- TS usable immediately
- Accrues add'l TS Each month

Temp goes to non-temp status w/less than 180 day break in service

Transfer TS to clearing account for term of temp

Transfer TS from clearing account

Adjust TS to zero and add hours to SL

Transfer SL from clearing account if applicable

Check CBA for temp to perm SL rules

Temp separates from State service

Adjust any TS that was advanced from SL up to 40 hours back to SL and transfer to the clearing account

- expiration date for SL would be original expiration date for any remaining SL or 2 years from non-temp separation date

Transfer TS accrued as temp to clearing account with 180 day expiration

- If employee earned 12 hrs of TS as temp, transfer 12 hrs to clearing account as TS

# Questions??



- Questions about Senate Bill 454,
- BOLI Rules around mandatory sick leave,
- Temporary sick leave (TS)?

# eTime Update



- As of December 2015 eTime has been rolled out partially or in full at the following agencies; DAS, DOJ, DCBS, ODFW, ODVA, OHCS, PERS, Board of Nursing, OPRD, SOS, State Library, Energy, DHS, OLCC as well as a majority of DAS client agencies. There are over 10,000 employees currently using eTime.
- Dept of Agriculture and Dept of Water Resources will start onboarding in January.
- The ePayroll update is still on hold pending server changes per DAS ETS. They have received the hardware and are working on setting up the configuration of the server. This update is a secondary priority for OSPS as the mandatory sick leave (SB454) takes precedence, so the timeline for completion looks to be late winter or early spring.

# OSPS Updates and Reminders



- **ACA Reminder**
  - Verify if employees who didn't have coverage in 2015 are eligible for coverage in 2016
  - Verify for employees with under 80 paid hours if they qualify under ACA for continuation of coverage in 2016
  - Must have 1560 paid hours in the measurement period November 1, 2014 – October 31, 2015
- **2015 W-2 Reminder**
- **W4 Reminder**
  - Employees claiming exempt must complete a 2016 W4 and submit to payroll by February 16, 2016
  - If no new W4 form received, payroll must set them back to either:
    - ✦ Single and Zero
    - ✦ Last W4 on file before claiming exempt
  - Employees should be filling out 2016 W4. Payroll should not accept 2015 forms
- **PEBB Debrief – What worked? What needs to change?**
- **Test Website – New layout for OSPS & Centralized PERS**

# Upcoming Training!



- **OSPA for Beginners (Two 4 hour Sessions)**
  - **Day 1 – Intro to OSPA Screens and Uses**
    - ✦ **A beginners guide to OSPA and frequently used screens**
    - ✦ **January 20, 2016**
    - ✦ **DAS East Computer Lab**
  - **Day 2 – Payroll Processes**
    - ✦ **A look at frequently used processes in OSPA**
    - ✦ **January 21, 2016**
    - ✦ **DAS East Computer lab**

*Sign up for classes in iLearn.*

# Upcoming Training!



- **Payroll Reports Training**
  - June 10, 2016
  - 1:30pm – 4pm
  - Registration is open now in iLearn
  
- **ePayroll Administrator Training**
  - Is there an interest in another class?

*Sign up for classes in iLearn.*

# Next Forum...

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**DATE:** April 13, 2016

**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](mailto:geri.l.greeno-sanders@Oregon.gov)