

OSPS USERS' FORUM

JULY 13, 2016

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

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

AGENDA

WELCOME/INTRODUCTIONS	GERI GREENO-SANDERS, OSPS
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NEW PAYCARD FROM U.S. BANK	MELISSA TOMINAGA, OSPS
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UPCOMING TRAININGS	GERI GREENO-SANDERS, OSPS

DECEASED EMPLOYEE PAYOUT RULES



DECEASED EMPLOYEE PAYOUT RULES

- OSPS recommended practice
<http://www.oregon.gov/das/Financial/Payroll/Documents/practicedeceivee.pdf>
- ORS 652.190 Payment to surviving spouse or dependent children defines the payee.
 - Pay up to \$10,000 to surviving spouse, including same sex partner registered under the Family Fairness Act of 2007.
 - If no surviving spouse or partner, but dependent children pay up to \$10,000 dividing equally amount the children.
 - If none of the above, pay to the estate.
 - If more than \$10,000, pay estate amount above \$10,000.

DECEASED EMPLOYEE PAYOUT RULES

- The ORS does not define a dependent child.
- OSPA recommends using IRS Publication 501 Exemptions and Standard Deduction and Filing Information for guidance.
- IRS defines a qualifying dependent child as,
 - A son, daughter, stepchild or foster child,
 - Younger than the deceased employee.
 - Under 19 at the end of the year or,
 - Under 24 at the end of the year and a full-time student or,
 - Permanently and totally disabled,
 - Lived in the employee's household for more than half of the year.
 - Did not provide more than half of his/her own support for the year.

DECEASED EMPLOYEE PAYOUT RULES

- For payments made to the estate,
 - For payments made to an estate that is not probated estate follow ORS 293.490.
 - For a probated estate under ORS 114.225 to 114.350 and 114.385 and for a small estate under ORS 114.505 to 114.560 make the payment to,
 - The court appointed personal representative or,
 - The estate of the deceased employee.
- Questions?

FOCUS CARD FROM U.S. BANK



NEW PAY CARD FROM US BANK

- Moving from AccelaPay Visa Card to Focus MasterCard.
- All new card requests need to be on the new form and will be for the Focus card.
 - Form <http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.19.pdf>
- Current AccelaPay card holders will receive new cards from US Bank this month.
 - AccelaPay balances have to be used by September 1.
 - July run 1 will be deposited onto new Focus card.
- Questions?

REPORTING LEAVE WITHOUT PAY TO PERS



REPORTING LWOP TO PERS

- HR should enter PA into PPDB for permanent record of LWOP.
- PERS is not programmed to pick up LWOP coding from PPDB.
- Completing the form is the only way to report LWOP dates to PERS.
- PERS rules requires individual dates for LWOP (not just extended time periods).
- Agencies should complete the Leave Without Pay (LWOP) report form.
 - Copy of the form in forum handouts
 - Available on PERS' website
 - http://www.oregon.gov/das/Financial/Payroll/Documents/LWOP_Form.pdf

NEW SECURITY TEMPLATES



OSPA SECURITY TEMPLATES

- Transitioned to new format June 1, 2016.
- Last phase in testing right now to move P070 and time entry screens.
- New security reference guide
<http://www.oregon.gov/das/Financial/Payroll/Documents/Introsecurity.pdf>
- No change in requesting security for new users.
 - Agency security officer submits form to DAS SARS Security for OSPA accesses.
 - Payroll managers submit form to OSPS Helpdesk to request ePayroll and electronic reports access.
- Format cannot be changed meaning screens cannot be added to an existing profile.
 - New profiles can be requested by contacting OSPS Security officer.

OSPA SECURITY TEMPLATES

- User Type 79: Agency View Only
 - View access to OSPA
 - Generally for managers of payroll who do not process payroll
 - Agency HR, accounting, etc. may request view access
- User Type 69: Agency Payroll Tech option 1
 - Payroll manager/technician
 - Processes payroll centrally
 - Access to time entry screens, deduction and gross pay adjustment screens
 - Access to leave screens
 - Update access in order to process payroll

OSPA SECURITY TEMPLATES

- User Type 68: Agency Payroll Tech option 2
 - Limited to agencies 10000, 25500, 25700, 29100, 44300, 47100, 58100, 73000
 - Same as option 1
 - Adds screen access to the P130 to cancel checks
- User Type 49: Timekeeper option 1
 - Limited OSPA access
 - Enter time and work schedules
 - View access to leave and withholding screens
- User Type 48: Timekeeper option 2
 - Limited to time entry screens
 - View access to fewer screens

SEIU BENEFIT PACKAGE SPLIT & 6% PICK UP



SEIU BENEFIT PACKAGE SPLIT

- Will run next week, Monday or Tuesday night.
- Does not impact temporary benefit packages.

REPR	Description	BEN
OAH	SEIU STRIKEABLE HEALTH COALITION	H1
OAI	SEIU STRIKEABLE INSTITUTIONS COALITION	I1
OAO	SEIU STRIKEABLE ODOT COALITION	O1
OAS	SEIU STRIKEABLE SPECIAL COALITION	S1
OBO	SEIU SEAS STRKE ODOT COALITION	O2
OBS	SEIU SEAS STRKE SPECIAL COALITION	S2
OXNH	SEIU NONSTRIKE HEALTH COALITION	H2
OXNI	SEIU NONSTRIKE INSTITUTIONS COALITION	I2
OXNO	SEIU NONSTRIKE ODOT COALITION	O3
OXSO	SEIU SEAS NSTRK ODOT COALITION	O4

SEIU 6% PERS PICK UP

- Starts with November paid December 1.
- 6% pick up changes from employer paid to employee paid for SEIU employees.
- OSPS will run a job changing applicable employees from a 'D' to an 'E' on the P010 screen.
- Training for HR and Payroll staff in August and September (see training slide for dates and times).

REMINDERS AND UPDATES



STALE DATED CHECKS TIMELINE

- Outstanding checks to be purged report (E701-030-A) was available July 15
 - 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.

CHANGING HIRE OR TERM DATE IN PPDB

- Occasionally, an employee will have their start date changed in PPDB after time has populated in ePayroll.
 - HR needs to check with payroll before making changes to start date.
 - Time needs to be removed in ePayroll prior to new start date and,
 - Prior to the change in date occurring in PPDB.
- For term dates entered with time populated past end date in ePayroll.
 - Contact OSPA helpdesk to open job segment.
 - Go into ePayroll and remove time past end date.
 - Let helpdesk know to close job segment.

STOP PAYMENT VS. CANCEL CHECK FORM

- Cancel check form is to cancel a check you **have in your possession.**
 - Form 99.23
 - Can cancel check or,
 - Can cancel and rewrite check to one or more payees.
- Stop payment does not need the physical check.
 - Form C27
 - Will be for the same amount as original.
 - Made payable to original payee or agency or another person.
 - Cannot split amount between different payees.
- If you want to stop payment and issue in a different amount or to multiple payees,
 - Stop check,
 - Submit cancel/rewrite check form to reissue check to multiple payees.
 - Submit cancel check and submit P370 for corrected amount .



LOST CHECK FORM

- Lost check form is for checks under \$50.00 or more than 90 days old
 - Form 99.03
 - Can be written to original payee or agency
 - Can only be for the same amount as original check
- Cutoff for forms 99.23 and 99.03 is 11:30am
 - Will receive replacement check same day
- Cutoff for form C27 is 2:30pm
 - Will receive replacement check next business day
- Questions?

CANCEL AND REWRITE VENDOR CHECKS

- **DO NOT REWRITE HISTORY.** Meaning **do not delete** the entry off the P070 for the pay period the deduction is for.
 - Only delete the deduction from future pay periods.
- Submit the vendor check to be re-written using form 99.23—cancel an OSPS issued check
- Under section A, select the first option, need to rewrite a vendor check to one or more payees
- Under section B, fill in the information about the check you need to rewrite.
- Under section C, provide the information on who the check needs to be rewritten to. You may request one or more payees, but the total rewrites must equal the original check amount.
- Submit the signed form and the physical check to OSPS.



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

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

INSTRUCTIONS TO PAYROLL OFFICES:

1. Complete this form online at <http://go.usa.gov/BVNG>
2. Verify all required fields are complete.
3. Print form. Sign and date where indicated.
4. Bring or send canceled check and form to OSPS.*

* For agencies with a fax reversal authorization in place, fax to OSPS followed by original form and check marked as per agreement.

OSPS Use Only
Received Date Stamp

Revised 2/2016
Form No. OSPS.99.23

CANCEL AN OSPS ISSUED CHECK

Section A: Reason for Canceling the Check

- ☐ Need to rewrite a vendor check to one or more payee(s) (All Sections)
- ☐ Need to rewrite an employee check too old to reverse in OSPA (All Sections)
- ☐ Previously reported as lost. Reissued with ck# _____ dated _____
- ☐ To prevent an employee overpayment – Time removed: ☐ Yes ☐ N/A
- ☐ Wage attachment received after payroll ran
- ☐ Other (specify): _____

➤ A faxed P370 check request will follow: ☐ Yes ☐ N/A

Section B: About the Check

Agency #	Employee / Vendor Name (Payee)				
Employee ID / Vendor Code	P190 Set (01, 02, etc.) or <input type="checkbox"/> N/A	Pay Period End	Check Date	Check #	Check Amt

➤ P190 corrective flag set: ☐ Yes ☐ N/A

AGENCIES: Sign here ONLY if you do your own P130 reversal – AND ALSO in Section D.

OSPA check reversal (P130/P310) done by: _____ Date: _____

Section C: Replacement Instructions (Optional)

If rewriting a vendor check, or an employee check that is too old to reverse in OSPA, complete this section. **Do NOT complete if faxing P370 to rewrite check. CHECK AMT and TOTAL OF REWRITE must match.** If you need additional payee lines, use more forms.

Name of Payee / Make Payable To	Employee ID / Vendor Code	Replacement Check Date	Check Amt	OSPS USE ONLY

Total of Rewrite

(must match "Check Amt" in Section A)

Section D: Submitted By

Use your signature for print version, or email address for electronic submission.

Signature: _____ Date: _____

For OSPS Use Only

- ☐ Agency reversal flag verified / ☐ N/A
- ☐ Copy to SFMS / ☐ N/A
- For manual check cancellations:
☐ P370 attached / ☐ PPNN _____ / Run _____

Section A:

Reason for canceling the OSPS check.

Section B:

Information about the check you are canceling.

Section C:

Who are you rewriting the check to?

If there is more than one payee make sure the total rewrite amount equals the original check amount.

Section D:

Sign, date and submit with check to be canceled.

REWRITING VENDOR CHECKS

- If you delete the entry from the P070 screen,
 - The system will pay the money back to the employee through OSPA and create a vendor negative.
 - Now you have two payments for the same amount, the vendor check and the employee payment.
 - If you also rewrite the vendor check to the employee, they will receive the money twice.
 - Joint Payroll Account will be short the amount you paid to the employee.
 - Your agency is responsible for repaying the joint payroll account the money overpaid to the employee and recouping the double payment from the employee.
- Best practice is to leave the entry on the P070 and rewrite the vendor check.
- Questions?

ACA PROCESS REMINDERS

- HR should be completing the ACA Newly Hired Temporary Employee Offer of Coverage worksheet for all new temporary employees.
 - Did the employee work for any state agency in the past 12 months?
 - Was the employee in a standard or initial measurement period at any agency?
 - Is the new employee in a current standard or initial stability period?
- Only if employee was in a current standard or initial stability period are benefits offered within 30 days of temporary hire date.

ACA PROCESS REMINDERS

- If the agency expects temporary employee to work at least 30 hours a week at the time of hire:
 - Insurance will begin 1st of the 4th month.
 - HR enters a 167 or 168 PA upon hire and enters a 210 PA in accordance with the ACA calendar.
 - Employee should be provided a notice of coverage letter and the PEBB enrollment form upon hire. Keep copy of letter on file.
- If the temporary employee is replacing a full-time position,
 - Insurance will begin 1st of the 4th month.
 - HR enters a 167 or 168 PA upon hire and enters a 210 PA in accordance with the ACA calendar.
 - Employee should be provided a notice of coverage letter and the PEBB enrollment form upon hire. Keep copy of letter on file.



ACA PROCESS REMINDERS

- If the newly hired temporary employee's position is considered variable hours (the agency cannot reasonably determine hours based on the facts and circumstances up on the date of hire)
 - The agency measures hours worked over the 12 month initial measurement period (look back)
- If the newly hired temporary employee's position is not variable hours, and will not work 30 hours a week, the employee would not be eligible for benefits.
- Questions?

EPAYROLL REMINDERS

- Timesheet code must be an 'N' in PPDB
 - Upon initial entry into PPDB or,
 - Prior to Prelim run 1 the month before they are to start ePayroll.
 - Start August 1, timesheet code must be changed prior to July 22
 - Prior to employee being added to a group in ePayroll.
- Add to group after final run 2 of prior month.
 - Add to group after July run 2 on August 10
- Out of balance?
 - If after prelim run 1 and work schedule change is needed,
 - Change the schedule on P020
 - Go into ePayroll and select any day and hit save
 - Verify on P007 or P370 screens

EPAYROLL REMINDERS

- Out of Balance and payments
 - If employee puts themselves out of balance in ePayroll,
 - Will show on B055 Employee Time Exception Report,
 - Will need to fix before final run 2 ,
 - Employee will still be paid.
 - If system puts employee out of balance
 - Creates a fatal error,
 - Will show on B055 Employee Time Exception and E120-052 Payroll Exception Reports,
 - Will need to be corrected before employee can receive payment.

ROUNDTABLE





UPCOMING TRAININGS

- OSPA For Beginners
 - 2 Half-day sessions
 - July 19 and 20, 2016
 - 8am – 12 pm
 - DAS East Computer Lab
- SEIU PERS 6% Employee Pick Up
 - 4 possible sessions
 - Aug 16 and Sept 14
 - 9-11:30am or 1-3:30pm
 - Employment Department Auditorium

Register for trainings in iLearn