



**OREGON STATEWIDE
PAYROLL SERVICES
(OSPS)**

(503) 378-3518 fax

E-mail:

OSPS.Help@das.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. Ensure your agency number appears on the form.
4. Submit electronically using the email submit button.
5. For Mac users: Print, sign and fax completed form to OSPS.

OSPS Use Only
Received Date Stamp

Revised 06/2019
Form No. OSPS.99.28

OSPA SYSTEM TRANSACTION ENTRY REQUEST

Complete only the fields you want OSPS to enter. Leave other fields blank.

About the Employee (all fields required)

Agency #	Employee ID No. (no SSN)	Employee Name
	OR _____	

P010: Withholding Data / Locator Data (or N/A)

Final Check Issued or <input type="checkbox"/> Zero Current Date			Final Period Ending or <input type="checkbox"/> Zero Current Date		
W-4 FEDERAL Status	<input type="checkbox"/> Voluntary or Exemptions	<input type="checkbox"/> Mandatory Additional	W-4 STATE Status	<input type="checkbox"/> Voluntary or Exemptions	<input type="checkbox"/> Mandatory Additional
W-4 Effective Date:					

P050: Gross Pay Adjustments (or N/A)

Alternate request method: Complete the employee's P050 screen as you'd like it to appear and press enter. When you get the error message, print the screen. Write "please make entry" and sign it. Fax to OSPS.

Pay Period	Pay Code	Rate	Units	Amt	Comment (12 chars)	PCA Override

P060: Tax or Other OPE Adjustments (listed on P090 screen) (or N/A)

For cleanup adjustments to FIT / SIT:

Before you request an adjustment to FIT/SIT, complete these actions:

- Set final check and final pay period dates on P010 for the current open pay period
- Verify the employee's terminating PA has been processed (check P030)
- Check P370 after completing the above to see if OSPA will auto-adjust to taxes
- Check P090 for this tax year to make sure the existing FIT or SIT amount will cover this adjustment.

Tax/OPE Code	Current P090 Amt	Pay Period	P190 Set? <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Adjust Amt <input type="checkbox"/> + <input type="checkbox"/> -	Comment (12 chars)

Reason for Adjustment. Tax adjustment requests over \$10.00 may be denied.

P190: Corrective Set / Build (or N/A)

Alternate request method: Send e-mail to help desk with the employee ID and pay period to be built / set.

Pay Period	Reason for Corrective

Submitted By

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

Signature/Email: _____ Date: _____

For OSPS Use Only

Entry Completed by _____ Agency Notified ♦ File in Yellow Agency Tie-Downs