

FAMILY AND MEDICAL LEAVE

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INTRODUCTION

This document describes the payroll issues that may apply when an employee is on family or medical leave.

Family and medical leave is time off from work for an employee:

- To tend to his or her own serious health condition or the serious health condition of a family member
- For Parental leave
- For Sick Child leave to care for the employee's own child with a non-serious health condition requiring home care
- To care for the employee's child, parent, spouse or next-of-kin who is an injured or ill covered military service member
- To attend to qualifying exigencies when a family military service member is called to active duty
- To recover or deal with circumstances arising from being a victim of domestic violence, stalking, harassment or sexual assault.

The Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) set the parameters for family and medical leave. They define:

- When an employee is eligible
- The reasons an employee may take leave
- How much protected leave the employee may take
- When the employee has a right to his or her job upon return.

All employees follow the provisions of State HR Policy 60.000.15 Family and Medical Leave. Collective bargaining agreements (CBA) may further define leave for represented employees.

FMLA and OFLA are not optional. The law requires that the State of Oregon, as an employer, provide the entitlements described in the laws and implementing rules. Your agency's Family and Medical Leave Coordinator will determine if an employee qualifies for FMLA and/or OFLA leave. Because they are not optional, the agency can designate leave as FMLA or OFLA without the employee's consent or agreement.

The leave is unpaid protected time off. Under statewide policy and collective bargaining agreements (CBA), the employee must first use accrued leave, before going on leave without pay (LWOP). Under some circumstances an employee may reserve a leave balance, see Background Information, Authority / References section below.

RESPONSIBILITIES

Applies To

These guidelines apply to all agencies that use OSPA and have employees with FMLA and/or OFLA leave.

Organizational Units

Both within your agency and statewide, several individuals play a role when an employee has family or medical leave. They include:

Entity	Responsibility
Employee on Family or Medical Leave	<ul style="list-style-type: none"> • Follows the agency's notification procedure for taking family and medical leave • Makes written request to receive leave • When requested, obtains appropriate certification and permission to return to work from his or her health care provider • When possible, completes and signs timesheets or enters time in On-line Daily Time (ODT) • If eligible, may request donated hardship leave, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Donated Hardship Leave
Employee's Manager	<ul style="list-style-type: none"> • Ensures employee's time and leave are entered with the correct designation (See Leave Codes section below) • Approves time and leave reported • Monitors employee's leave balances • Notifies HR and Payroll of potential employee FMLA/OFLA leave
Agency FMLA / OFLA Coordinator	<ul style="list-style-type: none"> • Determines employee's eligibility and notifies agency Human Resources and Payroll offices, including when the employee: <ul style="list-style-type: none"> ▪ Is FMLA / OFLA eligible ▪ Has exhausted leave entitlement ▪ Is on LWOP status ▪ Returns to work or decides not to return to work
Agency Human Resources	<ul style="list-style-type: none"> • May enter LWOP status in the PPDB
Agency HR or Payroll	<ul style="list-style-type: none"> • Maintains record of FMLA / OFLA hours taken • Monitors eligibility
Agency Payroll	<ul style="list-style-type: none"> • Ensures that an eligible employee receives benefits • Monitors for overpayments • Processes payments when employee self-pays PEBB benefits • See General Practice section below
Payroll System Support (PSS) Oregon Statewide Payroll Services (OSPS), Financial Business Systems (FBS), Enterprise Goods and Services (EGS), Department of Administrative Services (DAS), OSPS.Help@oregon.gov	<ul style="list-style-type: none"> • Processes payments received from agencies for employee self-payment of benefits and return of overpayments • Maintains OSPA tables, including the Payroll Benefit Package and Payroll Deduction Tables
Chief Human Resources Office (CHRO), DAS	<ul style="list-style-type: none"> • Maintains HR statewide policies and collective bargaining agreements (CBA) • Provides guidance on policy and CBA requirements
Public Employee Benefit Board (PEBB), Oregon Health Authority (OHA), inquiries.pebb@state.or.us	<ul style="list-style-type: none"> • Provides insurance benefit options for state employees • Provides guidance on PEBB policies and benefits

Systems / Applications

The following computer systems / applications help manage employee benefits, leave and pay:

System / Application	Functionality
Position and Personnel Data Base (the PPDB)	<ul style="list-style-type: none"> • Maintains employment history for each employee, including LWOP status • Sends the data to: <ul style="list-style-type: none"> ▪ OSPA “real-time” ▪ PEBB “dot” benefits (PDB) nightly ▪ PERS jClarety monthly
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> • Provides electronic data to PEBB “dot” Benefits (PDB) and PERS jClarety after each final payroll run 2 • Pays PEBB carriers • Calculates, pays and records taxes and retirement • Produces paychecks, pay stubs and employee W-2’s
PEBB “dot” Benefits (PDB)	<ul style="list-style-type: none"> • Manages PEBB benefits • Interfaces benefit changes to OSPA every two minutes
PERS jClarety	<ul style="list-style-type: none"> • Maintains retirement data for PERS participants

GENERAL PRACTICE

For a given employee, the agency payroll may do all or some of the following:

Action	More
1. Process any Donated Hardship Leave, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Donated Hardship Leave	
2. Ensure that the employee has time recorded in OSPA. Make sure that the pay types include the applicable special designator for the type of leave. See Leave Codes section below.	

Action	More
<p>3. Review PEBB benefits and make any necessary entries, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.</p> <p>Some considerations specific to family and medical leave include the following:</p> <ul style="list-style-type: none"> ▪ If the employee is on FMLA leave and does not have enough paid regular hours for OSPA to pay PEBB premiums, make one-time entries on the P070 Deductions and Deduction Adjustments screen to force the premiums. ▪ If the employee is on OFLA only leave, process a COBRA notice in PEBB.benefits (PDB) if the employee: <ul style="list-style-type: none"> ○ Does not have enough paid regular hours for OSPA to pay the PEBB premiums OR ○ Is not in an ACA stability period OR ○ Has not received enough donated hardship leave to give the employee the following (see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Donated Hardship Leave): <ul style="list-style-type: none"> ✓ Enough regular paid hours to qualify for PEBB benefits AND ✓ Pay other payroll expense, if required by the CBA or state HR policy ▪ If the employee opts out of medical or medical and dental insurance, see PEBB Benefits below, Required Benefits, Opt Out section. ▪ If the employee will self-pay optional insurances or normally has out-of-pocket costs for core PEBB insurances and is on LWOP, prepare a Self-Pay Letter and process the resulting payments. See State HR Policy 60.000.15 Family and Medical Leave, Policy Attachments and Toolkit, http://oregon.gov/DAS/HR/Pages/FMLA.aspx 	
<p>4. For each payroll run, review the employee’s records for potential overpayments. See Net Pay Negative section below.</p>	
<p>5. Assist the agency’s FMLA / OFLA coordinator in tracking leave hours. See Background Information below, Reports section.</p>	
<p>6. When the employee returns to work, ensure that the P070 screen has ongoing PEBB deductions for an eligible employee. See OAR 101-030-0015 (FMLA) or OAR 101-030-0020 (OFLA).</p>	

LEAVE ALLOTMENTS

Total allotments per type of protected leave, per 12 month period:

FMLA/OFLA: 12 weeks or 480 hours for full time status. Can be taken intermittently or in a block of time.

Parental Leave*: 12 weeks or 480 hours, for full time status. Usually taken in a block of time but can be taken intermittently for the purposes of adoption or foster placement, or with agency approval.

OFLA Sick Child: 12 weeks or 480 hours for full time status. Can be taken intermittently or in a block of time.

FMLA Military Caregiver: 26 weeks or 1040 hours for full time status. Can be taken intermittently or in a block of time.

FMLA Qualifying Exigency: 12 weeks or 480 hours for full time status. Can be taken intermittently or in a block of time.

OFLA Military Family: 14 days per occurrence or 112 hours for full time status. Can be taken intermittently or in a block of time.

OFLA Bereavement Leave (beginning 1/1/14): two weeks per occurrence, subject to the total OFLA entitlement. Can be taken intermittently or in a block of time.

** If an employee is using FMLA/OFLA for a pregnancy-related disability, AND they elect to use the full 12 weeks of parental leave, they will be entitled to an additional 12 weeks of OFLA Sick Child Leave. The total allotment for this kind of leave would be 36 weeks or 1440 hours for full time employees. This type of leave cannot be pro-rated because employees must take the full 12 weeks of parental leave to qualify. Part-time employees are not eligible to receive the full 12 week parental leave allotment, so they are ineligible for the 36 weeks of leave.*

LEAVE CODES

Under State HR Policy 60.000.15 Family and Medical Leave and CBA's, the employee must first use accrued leave. These documents may dictate the order in which the employee uses the leave and whether the employee may reserve a balance while on leave. Once an employee exhausts all of the accrued leave required, the employee may go on LWOP. Leave will continue to accrue as long as the employee has enough paid regular hours to qualify for the accrual.

Bereavement Leave - An employee must be in paid status on the date immediately before the effective date for requested bereavement leave. If the employee is on paid OFLA or FMLA leave and has a qualifying event, the employee may take bereavement leave. Code the FL pay type with the special OFLA or FMLA designator. See Special Designators for Leave Types in this section below, any applicable CBA and State HR Policy 60.000.10 Special Leaves with Pay.

- **Under OFLA Only (beginning 1/1/14):** Employees may take up to **56 additional hours** of unpaid leave to deal with the death of a family member by:
 - Attending the funeral or alternative to a funeral

- Making arrangements necessitated by the death
 - Must complete the leave within 60 days of the notice of the death
 - Applies against the 12 week OFLA entitlement
 - Can use the leave multiple times but can't exceed their OFLA entitlement
 - Two or more family members who are employees may take this leave at the same time.

Compensatory and Straight Time Accrued - The employee is not required to use accrued compensatory time. If the employee decides to use accrued comp or straight time, the hours are included in the hours counted towards FMLA or OFLA.

Donated Hardship Leave – If the employee receives donated hardship leave from other state employees, use the OSPA Donated Hardship Leave worksheet (see Background Information below, Forms section) to convert the donated leave to dollars to pay any required expenses and to leave hours for the receiving employee. Use the P435 Leave Data screen to record the DH (donated leave) hours available for the receiving employee. Record the leave taken with leave code DH on the P003 or P004 Time Capture screen. This pay code will accept FMLA and OFLA related special indicators. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Donated Hardship Leave.

Legislatively Required Leave (LR) - House Bill 3263 made changes to [ORS 659A.270](#), [ORS 659A.285](#) and [ORS 659A.290](#).

Legislatively Required Leave provides 160 hours of employer-paid leave per calendar year for an *eligible employee*, per ORS 659A.270, who is a victim of domestic violence, a victim of harassment, a victim of sexual assault or a victim of stalking. All other forms of paid leave must be exhausted prior to use of the additional 160 employer-paid leave hours.

NOTE: The LR pay type code **WILL** accrue leave, so employees using LR will need to use all accrued leave prior to using the LR pay type code again.

Leave without Pay – Agency human resources may enter a leave of absence (with or without pay) code in the PPDB. It interfaces to OSPA and displays in the LOA BEG DT / CD field on the P030 Job Status Data screen. When the employee returns to work, HR outdates the LOA code, which also displays on the P030 screen (LOA BEG DT / CD / END).

A LOA code without an END date on the P030 screen will impact leave hours entered on the P003 or P004 Time Capture screens. If the LOA BEG DATE ≠ blank and the LOA END = blank on the P030 screen and:

- The LOA CD is for a paid leave of absence, the TYPE must have a pay code with LV TYPE P, U or W on the PTB2 screen
- If the LOA CD is for an unpaid leave of absence, the TYPE must have a pay code with LV TYPE U on the PTB2 screen

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2.

Special Designators for Leave Types - Some OSPA pay and leave codes may accept an additional digit to indicate that the employee is on a special leave status. Pay codes that may have special designators have an asterisk (*) beside them in the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes. The indicators that apply to OFLA and FMLA include:

Code	Used for	e.g.
F	Hours taken under FMLA only	VAF, GLF
1	Hours taken under OFLA only	LO1, VA1
2	Hours taken under both FMLA and OFLA, not CBIW	SL2, GL2
3	Hours taken under both FMLA and CBIW	SL3, VA3
5	Hours taken under OFLA Bereavement Leave	SL5, LO5
6	Hours taken under FMLA Exigency Leave	VA6, CT6
7	Hours taken under FMLA Exigency Leave and OFLA Leave	PB7, ST7
8	Hours taken under FMLA Military Caregiver Leave	VA8, GL8
9	Hours taken under FMLA Military Caregiver Leave and OFLA	LO9, VA9

Use pay type LS (LWOP Sick) if the employee:

- Exhausts OFLA, FMLA and/or CBIW
- Does not have donated hardship leave
- Is still unable to return to work from a medical condition; and
- The employee's manager approves the extended leave.

Otherwise, use LU (LWOP Unauthorized).

INTERMITTENT OR REDUCED SCHEDULE LEAVE

Per State HR Policy 60.000.15 Family and Medical Leave, employees may not reserve accrued paid leave when on intermittent or reduced schedule leave and not receiving payments from a disability or workers' compensation provider (unless the employee's CBA specifically allows this).

Part-time employees: Leave entitlements for part-time employees will be pro-rated based on the average hours worked per week. Leave taken on an intermittent basis will be taken by the hour. For example, if an employee normally works 30 hours per week, they are entitled to 360 hours of FMLA/OFLA leave (3/4 of full-time FMLA/OFLA leave of 480 hours = 360 hours).

NET PAY NEGATIVE

When an employee has LWOP or reduced hours, you may see a negative NET PAY amount on the P370 Calculation of Current Payoff screen or a NET PAY NEGATIVE message on the E120-042A, E120-052A, E122-042A, E122-046A or E122-056A Payroll Exception reports.

The following circumstances may create negatives:

- The employee is salaried. The employee reported the LWOP after final payroll run 1. The employee received an overpayment based upon the forecast.

- The employee does not have enough pay to cover the premiums for the employee’s share of core PEBB insurances and/or the premiums for optional insurances. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.
- The employee may have medical or dental insurance for a domestic partner and/or the partner’s dependent children. The employee has not claimed them as tax dependents. The employee’s wages do not cover the tax liability for the imputed value of these premiums. See PEBB Benefits below, Required or Core Benefits, Domestic Partners section.
- The employee may have a fixed ADDL amount for FEDERAL and/or STATE withholding on the P010 Withholding Data / Locator Data screen and the wages do not cover the additional amount withheld. Request a new W-4 from the employee to give you permission to delete the ADDL amount. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Income Taxes.
- The employee has some paid regular hours and the wages do not cover the employee’s existing voluntary deductions. Obtain written permission from the employee to delete deductions from the P070 screen. Especially look at fixed amount direct deposits and charitable contributions.

PEBB BENEFITS

Normally, a non-job-share employee, who is in a PEBB eligible position, must have at least 80 paid regular hours in a month to be eligible for PEBB insurance coverage in the next month. A job-share employee must have at least one paid regular hour in the month. If the employee has less than the required number of paid regular hours, OSPA will not pay PEBB insurance premiums for that employee for coverage for the next month.

Even when the employee does not have the required hours, the employee may be eligible for continued PEBB coverage if:

- The employee is on protected FMLA or CBIW leave and has not exhausted the benefit period
- The employee is on OFLA or LWOP and meets the following criteria:
 - Has enough regular paid hours through donated hardship leave to qualify for PEBB benefits
 - Has enough donated hardship leave to pay the employer’s share of core PEBB insurances and other payroll expenses, if required by CBA or statewide policy
 - Otherwise qualifies under ACA

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Donated Hardship Leave and PEBB Benefits.

REQUIRED OR “CORE” BENEFITS (MEDICAL, DENTAL, VISION, BASIC LIFE)

Under OAR 101-030-0015, if an employee is on FMLA, the employee is eligible for the required or core PEBB benefits, even if the employee is on LWOP. The agency continues to pay the employer’s share for the employee’s medical, dental, vision and basic life (\$5,000) insurance. The employee must continue to pay the employee’s share.

Under OAR 101-030-0020, if an employee is on OFLA leave only, the state will continue to pay the employer's share of the premiums for the employee's PEBB required insurances if the employee has enough paid regular hours to meet PEBB eligibility requirements and the employee continues to pay their share of the premiums. It is a COBRA event for medical, dental, and vision coverage if the employee's regular paid hours fall below the normal PEBB eligibility requirements or the employee does not pay the employee's share of premiums.

Domestic Partner Insurance

Under federal and state tax law, health insurance benefits provided by an employer to an employee and the employee's spouse or eligible dependents are not taxable to the employee. The employee may submit a PEBB Domestic Partner Certification for Dependent Tax Status to claim the employee's domestic partner and/or the partner's children as tax dependent(s). If the employee does not, the market or imputed value of the benefit for the domestic partner and/or the DP's eligible children is taxable income to the employee.

Agency payroll makes a DPT (Domestic Partner Taxable) entry on the P050 Gross Pay Adjustments on File screen when an employee has medical and/or dental insurance coverage for a domestic partner and/or the DP's children who are not tax dependents. This makes the imputed value of the premium taxable income and increases the employee's federal (FIT) and state (SIT) income tax, social security and Medicare (FICA) taxes.

Agency payroll also makes a DPS (Domestic Partner Surcharge) entry on the P050 screen if the employee pays surcharge(s) because the covered domestic partner:

- Could have obtained insurance through another employer plan or
- Reported the use of tobacco or
- Chose not to participate in the Health Engagement Model or did not complete the HEM health assessment or the required e-learning lessons by the deadlines

The DPS entry makes the imputed value of the surcharge taxable income and increases the employee's withholding for FIT, SIT and FICA.

If a job share or part-time employee has part-time medical insurance and out-of-pocket costs for the domestic partner insurance, the agency may also make a negative DPN (Domestic Partner non-Taxable) entry on the P050 screen. This reduces the employee's taxable income by the out-of-pocket costs.

As long as the state is paying the employer's share of premiums for health and dental insurance and the DP and/or children are not tax dependents, the employee is financially responsible for the taxes on the DPT entry. If the employee does not have enough wages to cover the taxes, you will see a negative NET PAY on the P370 screen or Exception Reports. The employee must pay the agency for the federal and state withholding and the employee's share of social security and Medicare taxes.

Opt Out

If the employee opts out of medical coverage, the P070 screen will include deduction code OONN with plan code 001 or 002. If the employee opts out of medical and dental coverage, the P070 will include deduction code OHNN with plan code 001 or 002. If the employee has less than the required regular paid hours, do not force the OONN or OHNN deduction on the P070 screen. The OONN or OHNN deduction triggers the IR payment. The employee is not eligible for the insurance return dollars (IR on the P050 screen) because the federal regulation requires that employers provide the same "health coverage" during the protected leave. The regulation does

not require the continuation of a cash payment for opting out of medical insurance coverage. The IR benefit might cause harm to an employee who is utilizing Short or Long Term Disability due to income restrictions during their FMLA leave and thus no IR entries should be forced for anyone utilizing FMLA protected leave (See Public Law 103-3, The Family Medical Leave Act of 1993; 29 CFR Part 825).

If the employee opts out of medical coverage (deduction code OONN and plan code 001 or 002), the employee is still eligible for dental insurance while on FMLA protected leave.

If the employee is part-time and opts out of medical or medical and dental insurance, use the opt out amount for the Full-time Monthly Benefit Amount on the Insurance Force Entry worksheet. The worksheet has the current amounts as determined by PEGB. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEGB Benefits for instructions and examples.

OPTIONAL BENEFITS

The following PEGB administrative rules provide information on the optional PEGB benefits the employee may continue:

- 101-030-0015 Continuation of Core Benefit Coverage for Employees Covered under the Federal Family Medical Leave Act (FMLA)
- OAR 101-030-0020 Continuation of Group Medical and Dental Insurance Coverage for Employees Covered under the Oregon Family Leave Act (OFLA) -- ORS 659A.150-186
- OAR 101-030-0027 Non-medical Leave Without Pay (LWOP) -- Continuation of Optional Insurance Plans

If the employee uses accrued leave, the paid regular hours may cover the optional insurances. If the employee exhausts accrued leave or the wages do not cover the premiums, the employee may self-pay to continue coverage. Force the premiums after you have received payment from the employee. Do not force deductions for flexible spending accounts; the employee pays the PEGB third-party administrator (TPA). See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEGB Benefits.

Standard Disability Insurance

When the employee is eligible for FMLA and has short or long-term disability insurance, the employee may choose whether to use accrued sick leave or receive disability payments from Standard Insurance. If the employee elects to use sick leave, the employee may still receive a minimum monthly benefit from Standard.

If the employee receives disability payments under short or long-term disability coverage from Standard Insurance, Standard may waive the short and/or long-term disability premiums. If you receive notification from Standard, discontinue the disability premiums. If Standard approved the claim retroactively, refund the applicable premiums.

If the employee received a full disability payment from Standard and had regular paid hours for the same month, Standard may require that the employee return the disability payment.

If the employee receives disability from Standard and receives wage loss payments from SAIF, Standard may reduce the disability amount.

An employee who is on FMLA and receiving payments from a disability provider is not required to use any of his or her paid leave. The employee is still responsible for making his or her share of the premium payment and any surcharges related to their plan.

PERS

If a PERS Chapter 238 Program (Tier 1 and Tier 2) member has a “greater fraction of a month” on LWOP, the employee will not have PERS creditable service for that month. See State HR Policy 60.000.11 Leaves without Pay.

SAIF CLAIM

An employee with a job-related injury may fall under the FMLA protections. If so, the entitlements for FMLA and CBIW (Continuation of Benefit for Injured Workers) run concurrently. An employee who has an approved or deferred disabling compensable on-the-job injury is not eligible for the OFLA designation. If SAIF denies the employee’s claim, the employee may then be eligible for OFLA. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Injured Worker Leave.

TAXES

As long as the state is paying the employer’s share of premiums for health and dental insurance for a domestic partner and/or the partner’s children and the DP and/or children are not tax dependents, the employee is financially responsible for the taxes on the imputed value of the insurance. If the employee does not have enough wages to cover the taxes, the employee must pay the agency for the federal and state withholding and the employee’s share of social security and Medicare taxes. See PEBB Benefits above, Required or Core Benefits, Domestic Partners section.

BACKGROUND INFORMATION

AUTHORITY / REFERENCES

Federal Regulations:

- Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), <http://www.dol.gov/dol/topic/health-plans/cobra.htm>
- Federal Family and Medical Leave Act, <http://www.dol.gov/whd/fmla/index.htm>
- Publication 15 (Circular E) Employer’s Tax Guides, <http://www.irs.gov/pub/irs-pdf/p15.pdf>
- IRS Publication 15-A Employer’s Supplemental Tax Guide, <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

Oregon Revised Statutes, https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

- Chapter 243 Public Employee Rights and Benefits
- 659A.150 to 659A.186 Oregon Family Medical Leave Act

Oregon Administrative Rules, <http://arcweb.sos.state.or.us/banners/rules.htm>

- Chapter 101, Public Employees' Benefit Board
- Chapter 839, Division 009, Oregon Family Medical Leave Act

State HR Policies, <http://oregon.gov/DAS/Pages/policieshr.aspx>

- 60.000.01 Sick Leave with Pay
- 60.000.05 Vacation Leave
- 60.000.10 Special Leaves with Pay
- 60.000.11 Leaves without Pay
- 60.000.15 Family and Medical Leave, including Toolkit
- 60.025.01 Donated Leave, including Toolkit

Collective Bargaining Agreements (CBA), <http://oregon.gov/DAS/HR/Pages/LRU.aspx>

Oregon Accounting Manual, <http://oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx>

- 45.20.00 Cash Insurance Payments
- 45.50.00.PO and 45.50.00.PR Collection of Overpayment

Bureau of Labor and Industries (BOLI), Civil Rights Division web site,
<http://oregon.gov/BOLI/CRD/pages/index.aspx>

PEBB Resources:

- PEBB Web Site, <http://oregon.gov/DAS/PEBB/pages/index.aspx>
- PEBB Information for Agencies, <http://oregon.gov/DAS/PEBB/PDB/Pages/index.aspx>
- Public Employees' Benefit Board FMLA-OFLA Benefit Matrix,
http://oregon.gov/DAS/CHRO/docs/advice/fmla/fmla_ofla_benefitmatrix.pdf

PERS:

- Employer Manual, http://oregon.gov/pers/EMP/docs/er_general_information/employer_manual.pdf

Statewide Payroll Reference Manual, <http://oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx>

FORMS

Donated Hardship Leave Worksheet, <http://oregon.gov/DAS/Financial/Payroll/Pages/processingtools.aspx>
OSPS.99.24 Payment Notification Form, <http://oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.24.pdf>
Sample Self-Pay Letter, <http://oregon.gov/DAS/HR/Documents/Template%20Insurance%20Self-pay%20Letter.doc>

REPORTS

For additional information about these reports, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides.

XREF76, XREF76C, Deduction Register Detail – Available after each final payroll run, the report lists the employee name, deduction and plan code, and the amounts for each deduction code. XREF76C combines the deductions from both run 1 and run 2.

B055CC, B055RG Employee Time – Exception Report – Available after both preliminary and final run 1 and run 2, the reports list employees that have entered time that does not match the forecast.

E315-009A Employees Unqualified for State Pay Benefits – Available after each final payroll run, this report lists employees who have not met the criteria to qualify for PEBB mandatory or core benefits and have PEBB deductions on the P070 Deductions and Deduction Adjustments screen. Employees on LWOP will be included on this report.

E512A, E512C FMLA/OFLA Leave Hours – Available after each final payroll run 2, this report summarizes the FMLA or OFLA hours by employee and pay type for the pay period.

E460 Leave Accrual – Adjustments and Transfers – LARS produces this report after the monthly leave accrual process, which runs after payroll run 2 final. It lists the entries made on the P435 Employee Leave Data screen since the last leave accrual, the reason for the adjustment, and the processing operator. Once the leave accrual program runs, the transactions will drop off the P435 screen. This report, along with the B470C, B470CM, B470D Leave Accrual Register, provides an audit trail of the entries.

B470C, B470CM, B470D Leave Accrual Register – LARS produces these reports after the monthly leave accrual process, which runs after payroll run 2 final. They summarize each employee’s leave usage and accrual during the pay period. They are a tool for payroll, accounting and managers to review the accuracy of entries and appropriateness of leave usage, to answer questions and to maintain an audit trail.

E315-009D Payroll Deduction Adjustment (A) Other – Available after every final payroll run, this report provides a list of employees who have entries on the P070 screen with ADJ = A that also meet the following criteria:

- The deduction code has Type = D (dental), H (health), L (life) or T (long-term disability) on the PTD1 Payroll Deduction Table screen or
- The deduction code is FDNN Dependant Care Flexible Spending Account or FHNN Flexible Health Care Account

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits

E315-009C Payroll Deduction Adjustment (F) FMLA – Available after every final payroll run, this report provides a list of employees who have entries on the P070 screen with ADJ = F. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

E315-009B Payroll Deduction Adjustment (W) Ongoing – Available after every final payroll run, this report provides a list of employees who have entries on the P070 screen with ADJ = W. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

E120-042A, E120-052A, E122-042A, E122-046A, E122-056A Payroll Exception – Available after each preliminary and final payroll run, each of these reports lists payroll exceptions for current and corrective pay periods. See the report guide for possible exception messages.

XREF43, XREF44, XREF45, or XREF46 Payroll Register – Available after each preliminary and final payroll run, these reports summarize labor and list deductions for each employee for a pay period and payroll run. Use them to identify the employee’s time and leave and deductions. XREF44 and XREF46 combine the data from both run 1 and run 2, including any correctives.

XREF51 PEBB Insurance Exceptions – Available after each final payroll run 2, this report lists employees who are missing one or more of the mandatory PEBB insurances or who have exceptions. They are useful in checking entries when you force PEBB premiums.

B065A, B065C Timesheet Audit and Control Report – Available after every final payroll run, this report displays the employee’s time from the P003 or P004 Time Capture screen.

SCREENS

For additional information about any of these screens, see the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides.

P002, P003, P004, P007 Time Capture Screens – OSPA uses the time and leave on the P003 or P004 screen to determine if the employee is eligible for PEBB benefits for the next month. The P002 and P007 are inquiry screens that display the employee’s time for a given pay period.

P030 Job Status Data – The P030 is an inquiry only screen that displays the data entered in the PPDB. The PT-FT CD/PCT indicates if the employee is part-time or job share and the percent of full-time. If the employee has a LOA BEG DT / CD without an end date, OSPA limits the pay codes you may enter on the P003 or P004 Time Capture screens. See Leave Codes section above.

P070 Deductions and Deduction Adjustments -- Agency payroll enters payroll deductions, such as charitable contributions, mass transit and parking, union dues, and wage withholding orders, on the P070 Deductions and Deduction Adjustments screen. The interfaces from PEBB “dot” benefits (PDB), the Charitable Fund Drive (CFD) and the Oregon Savings Growth Plan (OSGP) also create deductions on the P070 screen. The entries may be one-time or ongoing. They are by pay period. Agencies use this screen to force PEBB premiums for eligible employees with LWOP.

P430 Employee Leave Data – The P430 is an inquiry screen that summarizes all of the employee’s leave balances. A leave transaction entered on the P003 or P004 Time Capture, P435 Employee Leave Data or the P050 Gross Pay Adjustments on File screen will change the balance of the applicable leave on the P430 screen as soon as you save the transaction. The P430 screen is agency and CCJ specific.

P435 Employee Leave Data -- Agency payroll uses the P435 Employee Leave Data screen to update an employee’s leave balances manually. The screen also displays leave activity entered on the P003 and P004 Time Capture and the P050 Gross Pay Adjustments on File screens. The transactions drop off the P435 screen after the next leave accrual.

PTB1 and PTB2 Payroll Benefit Package Table – The Payroll Benefit Package Table determines the pay and leave codes available to an employee with a specific benefit package. It also defines business rules and controls for PEBB benefits and for the pay and leave codes for the benefit package. OSPS enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. Agency payroll can view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

PTD1, PTD2 and PTD3 Payroll Deduction Table – Agency staff members have inquiry access to the PTD1, PTD2 and PTD3 screens to view deduction and plan codes. PSS staff members enter them on the ADD1, ADD2

and ADD3 Payroll Deduction Table screens. The deduction codes must be on the PTD1 and plans codes on the PTD2 screens before you can enter them on the P070 screen.

REVISION HISTORY

Date	Rev. No.	Modification
05/13/16	3.2	Updated web links
1/13/14	3.1	Added "5" designation for OFLA Additional Bereavement Leave. Added language regarding OFLA bereavement leave to leave allotment and leave code sections. Additional clarifier to use of LS. Corrected grammatical errors.
11/19/13	3.0	Updated per new FMLA/OFLA requirements. Deleted furlough language, added Legislatively Required and OFLA Bereavement Leaves. Added Intermittent Leave and Leave Allotments sections. Corrected grammatical errors.
09/12/12	2.0	Handbook to Payroll Process format; PEBB moved from DAS to OHA; WR#3859, PEBB 2012; DAS, web and manual re-org; WR#3760, XREF51 name change
05/24/11	1.5	OSPS.99.24 Payment Notification Form replaced OSPS.99.09 Return of Overpayment; clarify P030 LOA and pay codes; change for FMLA / PEBB / Standard for use of SL / disability
03/15/11	1.4	WR#3760, XREF51, E315-009B and E315-009C title changes, new E315-009D; Income Tax Handbook
12/27/10	1.3	New Donated Hardship Leave Handbook; WR#3722 PEBB 2011
08/12/10	1.2	Changes to donated hardship leave worksheet
06/09/10	1.1	Correct requirements for donated hardship leave under OFLA
01/26/10	1.0	Original Handbook