

SEPARATING EMPLOYEES

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INTRODUCTION

This document describes the general process in OSPA when an employee leaves state service.

If the employee is transferring to another state agency, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Transfers. For deceased employees, see Payroll Processes Using OSPA, Deceased Employees.

RESPONSIBILITIES

Applies To

This process applies to all agencies that use OSPA. The process may vary by bargaining agreement, employment status, etc.

Organizational Units

Several organizational units within state government play a role in the separation process. They include the following:

Entity	Responsibility
Employee's Manager	<ul style="list-style-type: none"> • Notifies agency Human Resources that employee is leaving • Approves employee's final timesheet or employee's final time entered in On-line Daily Time (ODT) or in ePayroll
Separating Employee	<ul style="list-style-type: none"> • May submit new W-4 for final pay • Enters time in ODT, in ePayroll, or submits final timesheet • May submit additional forms or instructions to change deductions
Agency Human Resources	<ul style="list-style-type: none"> • Enters separation in the Position and Personnel Database (the PPDB) • Communicates separation to agency Payroll Office

Entity	Responsibility
Agency Payroll Office	<ul style="list-style-type: none"> • Approves separation in PEBB “dot” benefits (PDB) and may request a COBRA notice through PDB • Confirms data entered in the PPDB and interfaced to OSPA by reviewing the OSPA P030 Job Status Data screen or the PPDB PBED screen • Makes necessary entries in OSPA. See General Process Section below. • Requests manual check from PSS, if applicable • Notifies agency accounting staff to set-up an account receivable for an overpayment, if necessary
Agency Authorized OSPA Signatory	<ul style="list-style-type: none"> • Authorizes manual check, if requested
Agency Accounting	<ul style="list-style-type: none"> • Manages collection of the account receivable for an overpayment, if necessary
Centralized PERS Services Team, SFMS Systems Management, Financial Business Systems (FBS), Enterprise Goods and Services (EGS), Department of Administrative Services (DAS), central.persservicesteam@oregon.gov	<ul style="list-style-type: none"> • Acts as liaison between state agencies and PERS • Prepares electronic file for PERS • Reconciles PERS reporting
Payroll System Support (PSS), Oregon Statewide Payroll Services (OSPS), FBS, EGS, DAS, OSPS.Help@oregon.gov	<ul style="list-style-type: none"> • Processes manual check, when requested • Maintains OSPA

Systems / Applications

The following computer applications / programs manage employee information and benefits:

System / Application	Functionality
Position and Personnel Database (the PPDB)	<ul style="list-style-type: none"> • Interfaces the separation PA and reason code to OSPA instantly and to PDB nightly • Sends the separation to EDX/jClarety after run 2 final
PEBB “dot” Benefits (PDB)	<ul style="list-style-type: none"> • After approval, interfaces the stop date for PEBB benefits to OSPA every two minutes • On the Friday after separation is approved, <ul style="list-style-type: none"> ▪ Notifies insurance carriers ▪ If COBRA notice is requested, notifies the third-party administrator (TPA)
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> • After final run 1 sends premiums to PEBB carriers • After final run 2 sends: <ul style="list-style-type: none"> ▪ Hours worked and deductions on the P070 screen to PDB ▪ Reports to PEBB carriers ▪ Hours worked and contributions to PERS EDX / jClarety • Generates PPNN deduction when a manual check is requested
PERS EDX/jClarety	<ul style="list-style-type: none"> • Manages public employee retirement contributions and benefits

DIRECT DEPOSIT

All employees receive their final pay with a paper check, even if they normally have a net pay direct deposit. OSPA does not delete the deduction code from the P070 Payroll Deductions screen. Agency payroll still needs to delete all direct deposits for the first month still listed on the P190 Payroll Register Data screen. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit.

FINAL CHECKS

ORS 652.140 establishes timing requirements for the employee's final pay. If the employee's separation date is near the end of the month, you may be able to process the final pay with final payroll run 1. If the employee's separation date is the payday for final run two or a few days after, process the final pay for final run 2. For other times of the month, request a manual check (see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Checks, Manual). The FINAL CHECK ISSUED date on the P010 Withholding / Retirement Info screen will print on the check.

GENERAL PROCESS

The general process for separating employees follows. For interagency transfers and deceased employees, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Deceased Employees and Transfers.

PREREQUISITES

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EXCEPTIONS

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Action	More
<p>1. Confirm data interfaced from the PPDB to OSPA on the P030 Job Status Data screen, including:</p> <ul style="list-style-type: none"> ▪ JOB STAT START – If a new job segment for the current or prior month includes PERSONNEL TRANS CD 232 or 237, see Leave below, Leave Accrual Service Code Change section. ▪ JOB STAT STOP – separation date ▪ PT-FT CD/PCT – is employee part-time or full-time? ▪ APPOINTMENT TYPE DT/CD ▪ PERSONNEL TRANS CODE – see http://oregon.gov/DAS/HR/Documents/PA%20Codes.pdf for definitions ▪ BENEFIT PKG CD – see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Benefit Package Codes ▪ LEAVE ACCRUAL SVC CD ▪ WAGE BASIS CD ▪ EQUIVALENT RATE – to be used for vacation and/or comp time pay-off ▪ SEPARATION DT / REASON -- see http://oregon.gov/DAS/HR/Documents/sepcodedef.pdf for definitions for voluntary separations ▪ TIMESHEET CD 	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030</p>

Action	More
<p>2a. If the employee has a timesheet, enter the employee’s time with the P001 Session Default Values and P003 Time Capture screens.</p> <p>On the P001 screen:</p> <ul style="list-style-type: none"> ▪ Timesheet start date = the first of the month ▪ Timesheet end date = JOB STAT STOP date from the P030 screen, if separation has been entered in the PPDB, or last day of employment ▪ Pay period ending date = last day of the month <p>2b. If the employee is on On-line Daily Time (ODT), make sure that the employee has entered time on the P004 Time Capture screen. Make sure the employee’s manager has approved the time on the P006 Payroll Time Capture – Supervisor Entry Menu screen.</p> <p>2c. If the employee is on ePayroll, make sure that the employee has entered time in ePayroll. Make sure the employee’s manager has approved the time in ePayroll.</p>	<p>If the employee’s time has not been entered for the prior month, ensure the time is entered and approved.</p> <p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, On-line Daily Time, ePayroll or Timesheet Entry and OSPA System Related Documents, Screen Guides</p>
<p>3. Make applicable entries on the P010 Withholding / Retirement Info screen, including:</p> <ul style="list-style-type: none"> ▪ FINAL CHECK ISSUED -- the date that will print on the final check. Use the JOB STAT STOP from the P030 screen, if separation has been entered in the PPDB ▪ FINAL CHECK PERIOD ENDING – last day of the month for the FINAL CHECK ISSUED ▪ FEDERAL / STATE WITHHOLDING – change if employee submits a new W-4 	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P010 and Payroll Processes Using OSPA, Income Taxes.</p> <p>See Final Checks section above</p>

Action	More
<p>4. Accrue, transfer, and/or pay-off leave:</p> <ul style="list-style-type: none"> ▪ If the leave accrual has not run for the prior month and the employee is eligible, accrue (advance) sick and vacation leave for the prior month on the P435 Employee Leave Detail screen. ▪ If the employee is eligible, accrue (advance) sick and vacation leave for the hours the employee will work for your agency in the current month on the P435 screen. ▪ If the employee has compensatory time and will not use it in the final month and the employee’s benefit package allows it, pay off the compensatory time on the P050 Gross Pay Adjustments screen. ▪ If the employee is not on trial service, has vacation leave, will not use it in the final pay, and is eligible, pay it off on the P050 screen, up to the maximum amount allowed. ▪ If the employee is not on trial service and has more VA leave than the applicable policy or bargaining agreement allows for pay-off, adjust the remaining balance to zero on the P435 screen after making the P050 screen entry. ▪ If the employee is on trial service, has VA leave, and is under State HR Policy 60.000.05 Vacation Leave or a CBA that allows the reinstatement of VA if the employee returns to state service, transfer the VA to the clearing account. See Leave below, Trial Service Employees section. ▪ If the employee is on trial service and does not meet the criteria under State HR Policy 60.000.05 Vacation Leave or a CBA, adjust any VA balance to zero. ▪ Use the P435 screen to transfer sick leave and personal business to the clearing account. ▪ On the P435 screen, adjust other leave balances to zero. 	<p>See the Leave section below and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.</p>
<p>5. Approve the separation in PDB. Confirm changes on the P070 Payroll Deductions screen in OSPA.</p>	<p>See the PEBB Benefits section below</p>
<p>6. Check for any outstanding overpayments. If there is an outstanding balance, deduct the amount from the employee’s final pay. If the final pay does not cover the outstanding amount, and you have not already done so, establish an account receivable.</p>	<p>See OAM Chapter 35 & 45.50.00.PO/PR, ORS 292.170, ORS 293.231, Bargaining Agreements</p>

Action	More
<p>7. Evaluate voluntary deductions on the P070 screen.</p> <ul style="list-style-type: none"> ▪ Union deductions are for the current month. If the employee is in a represented position, leave the deduction(s) for the final pay and delete for the following pay period. ▪ Parking deductions for DAS owned parking are for the current month. Leave the deduction for the final pay and delete it for the next pay period. If the employee has a deduction for DAS parking and leaves before the end of the month, DAS, Enterprise Asset Management, Fleet and Parking Services will pro-rate the final payment. Contact DAS Fleet and Parking Services for the pro-rated amount. ▪ Parking deductions for privately owned parking frequently pay for parking in advance. If so, delete these deductions in the current pay period. ▪ If the employee participates in the Oregon Savings Growth Plan (deferred compensation) and does not want a deduction for the final pay, do not delete the deduction. Instead, ask the employee to contact OSGP staff, who will contact you. Generally, delete the deduction for the next pay period. ▪ The employee may have up to nine direct deposit deductions. Delete them in the earliest pay period listed on the P190 Payroll Register Data screen. This will prevent an accidental direct deposit if you later set a corrective. ▪ If the employee has a wage withholding order, recalculate it for the final pay. ▪ For other voluntary, non-PEBB deductions, determine if the employee will have enough pay to cover them. If the employee will not have enough pay, ask the employee to give you written authorization to delete them for the final payment. 	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Interfaces, Oregon Savings Growth Plan.</p> <p>See the Direct Deposit section above.</p>
<p>8. Delete the following PEBB related entries on the P050 Gross Pay Adjustments screen. If the employee will have 80 or more regular paid hours in the final month or is job share, delete them in the following month. If the employee will have less than 80 regular paid hours and is not job share, delete them for the final month.</p> <ul style="list-style-type: none"> ▪ PAY TYP: HEM for the Health Engagement Model Incentive Pay ▪ PAY TYP: IR for medical or medical and dental opt out ▪ PAY TYP: DPT, DPS, DPN if the employee has domestic partner insurance and has not claimed the partner and/or children as tax dependents 	<p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.</p>

Action	More
9. Use the P370 Current Pay Calculation screen to check your entries and make sure the employee will not have a net pay negative for the final check	See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P370.
10. If the employee will receive a manual or off-cycle check, print the P370 screen and have an Authorized Signatory sign the screen print	See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Checks, Manual
11. If the final pay will be with a manual check, send the approved P370 screen print to PSS by 11:30 a.m. on the day you need the check	
12. After the final payment has been made: <ul style="list-style-type: none"> ▪ If the employee declined PEBB benefits, delete the WAIVERS on the P010 screen ▪ If the employee uses On-line Daily Time, wait until the employee’s supervisor has approved the final time and then delete the employee from the PSEC Time Entry Access Tbl screen 	See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits and OSPA System Related Documents, Screen Guides, PSEC.

LEAVE

There are several leave adjustments and details to watch when processing a separating employee, they include the following:

B470C, B470D, B470S LEAVE ACCRUAL – DETAIL TRANSACTION REGISTER

LARS produces the Leave Accrual Detail Transaction Registers after each leave accrual. The registers summarize each employee’s leave activity and balances for the pay period. The B470C, B470D and B470S registers include COMMENTS that will alert you to needed adjustments and adjustments that occurred during leave accrual.

COMMENTS that specifically apply to separating employees include:

- **BASIS** -- indicates the accrual rate LARS used to accrue SL and VA. If the employee has a small remaining balance, this may show the reason for the difference.
- **DROPPED** – If the employee has a SEPARATION DT on the P030 screen that is prior to the leave accrual date, LARS may drop (delete) the leave balance for some non-accrued leaves and LOST accrued leave
- **NEGATIVE BALANCE** – A negative balance for CT or VA may indicate that you overpaid the employee

- **SEPARATED EMPLOYEE WITH LEAVE BALANCE** – This message will display if the employee has a SEPARATION DT on the P030 screen and the employee still has a balance for ACCRUAL BAL, REMAIN ADV or LOST on the P430 Employee Leave Total screen

PRO-RATING LEAVE

If the employee will not work a full month and is eligible for sick and vacation leave accrual (advance), pro-rate the accrual rate, using the following formula:

$$\text{Monthly accrual rate from the PTB1} \quad \times \quad \frac{\text{Employee's regular paid hours for mo.}}{\text{F-T Hours for mo. for employee's schedule}}$$

Under some bargaining agreements, the employee must work 32 hours in the month to be eligible for accrued leave for that month. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.

SICK LEAVE

If eligible, you will need to advance the employee's sick leave that LARS would normally accrue for the month in which the employee leaves. If the employee leaves before leave accrual for the prior month, you will also need to advance leave to the employee for the prior month.

Employees who return to state service within two years may be eligible to have their sick leave reinstated. Transfer the sick leave balance to the clearing account with an expiration date for two years from the separation date.

Retirees are not eligible to have their sick leave reinstated if they opt to retire under a plan that uses their sick leave balance in calculating retirement benefits. For retirees, transfer the sick leave balance to the clearing account in the month the employee separates with an expiration date of 180 days.

TEMPORARY SICK LEAVE

If eligible, you will need to advance the employee's temporary sick leave that LARS would normally accrue for the month in which the employee leaves. If the employee leaves before leave accrual for the prior month, you will also need to advance leave to the employee for the prior month.

Temporary employees who return to state service within 180 days may be eligible to have their temporary sick leave reinstated. Transfer the sick leave balance to the clearing account with an expiration date for 180 days from the separation date.

E492 TERMINATED EMPLOYEES HAVING LEAVE BALANCES REPORT

This report includes employees who have a SEPARATION DT/REASON on the P030 Job Status Data screen and have a balance in ACCRUAL BAL or REMAIN ADV on the P430 Employee Leave Data screen for CT, LA, ML, PB, PR, SL or VA.

In processing a separating employee, you may do some or all of the following (see this same section, Vacation Leave, Trial Service Employees below for exceptions):

- Accrue (advance) sick and vacation leave
- Transfer sick leave and personal business to the clearing account
- Pay-off accrued comp time and accrued vacation leave up to the maximum allowed
- Adjust other leave balances, including REMAIN ADV and TIME LOST, to zero

Some of the reasons that the report may display balances after the employee's separation date include:

- LARS rounded the SL and VA accrual differently
- The employee's LASC changed during the final month
- The employee's regular paid hours changed
- You paid off vacation leave to the maximum allowed and did not zero out the remaining amount on the P435 screen
- You have not yet adjusted all of the leave balances

Normally, the employee is entitled to receive pay for the remaining balance of comp time that you may have missed during the final processing. Unless the employee is still on trial service, the employee is also entitled to receive pay for the remaining balance of VA leave. Your agency may have a policy to write-off small fractions of VA.

After the employee's separation date on the P030 screen, you will not be able to make a P050 entry to pay-off a leave balance. You can request that PSS make the entry:

- Bring up the employee's record on the P050 screen. (As long as the employee has a record on the P032 Job Status Display screen, OSPA will display the employee's ID and name on the P050 screen.)
- Enter the pay code, gross pay amount and work charge code(s).
- Press [ENTER] to save your entries. OSPA will prevent the save and give an error message. With the data and error message displaying, make a screen print.
- Write the reason for the adjustment on the screen print.
- Send the screen print to PSS for entry.

VACATION LEAVE

Accrual

If eligible, you will need to advance the employee's vacation leave that LARS would normally accrue for the month in which the employee leaves. If the employee leaves before leave accrual for the prior month, you will also need to advance leave to the employee for the prior month.

To calculate the number of hours of vacation leave to accrue:

- Find the employee's JOB STAT START, PT-FT CD/PCT, BENEFIT PKG CD and LEAVE ACCRUAL SVC CD on the P030 screen. If the JOB STAT START DATE is in the prior or current month, see this section, Leave Accrual Service Code Change above.
- Look up the employee's benefit package on the PTB1 Payroll Benefit Package Table screen. Look for LV: VA. The DESCRIPTION will have VACATION-LC#. Look for the # that corresponds to the employee's LEAVE ACCRUAL SVC CD. Use the ACCR RATE for that VA.
- If the employee will work the entire month, multiple the ACCR RATE from the PTB1 by the employee's PT-FT/PCT. If the employee worked a partial month, you will need to pro-rate the accrual amount. See this section, Pro-rating Leave above.

Leave Accrual Service Code (LASC) Change

The Leave Accrual and Reporting System (LARS) uses the LASC to calculate the number of hours of accrued vacation leave the employee will receive in a given month. An automated program in the PPDB sets the employee's LASC. It interfaces to the P030 Job Status Data screen in OSPA with Personnel Action Code 232 Service Related Data Change or 237 Compensation Related Data Change.

The PPDB provides a monthly audit report that lists employees who are eligible for a new LASC. The third working day of the following month, the PPDB Automated Step Increase (ASI) program will automatically update the LASC for the eligible employees. The change will be effective for the prior month; LARS will use the new LASC for the accrual after run 2 for that month.

The ASI will create a new job segment when the employee's LASC changes. Depending on the benefit package, the change will be effective on the beginning of the prior month or will coincide with the employee's RECOG SVC DT on the P030 screen. If it coincides with the recognized service date, the change could be effective anytime during the prior month.

When you are manually accruing leave for a separating employee, you need to use the LASC that is in effect during the applicable month(s). If an employee's LASC changes during the month, you will prorate the hours worked under each LASC.

For example:

- An employee's LASC changed from 1 to 2 on the 15th of the month.

- For the employee’s benefit package the accrual rate for an LASC of 1 = 8 hours per month. The accrual rate for an LASC of 2 = 10 hours.
- The full-time employee worked 80 hours between the 1st and 14th of the month and 96 hours between the 15th and 31st.
- The full-time hours for the month for the employee’s schedule = 176 hours.
- You would calculate the leave as explained in Pro-rating Leave in this section above:

$$\begin{array}{rclcl}
 8 \text{ hrs / mo.} & \times & 80 \text{ hrs.} & = & 3.64 \text{ hrs.} \\
 & & \hline
 & & 176
 \end{array}$$

$$\begin{array}{rclcl}
 10 \text{ hrs / mo.} & \times & 96 \text{ hrs.} & = & 5.45 \text{ hrs.} \\
 & & \hline
 & & 176
 \end{array}$$

- You would accrue 9.09 hours of vacation leave for the month.

If the LASC changes in the employee’s final month of employment, you may not know about the change until leave accruals process after final run 2 for that month. In that case, the employee will be on the E492 Terminated Employees Having Leave Balances Report. In addition, the B470C, B470D and B470S Leave Accrual – Detail Transaction Register will have the message “SEPARATED EMPLOYEE HAS LEAVE BALANCE.” If the employee was no longer on trial service, the employee is entitled to a pay-off for the additional vacation leave accrued. Your agency may have the business practice of writing off balances below a defined minimum. See this section, Trial Service Employees below.

Pay-off

Unless the employee is on trial service, s/he is entitled to a pay-off for any unused vacation leave, up to the maximum amount designated in the applicable policy or bargaining agreement.

First, enter the pay-off on the P050 Gross Pay Adjustments screen. If the employee has leave remaining after you have paid-off the maximum amount allowed, adjust the remaining balance to zero on the P435 Employee Leave Detail screen. If you enter RATE and UNITS, the P050 entry will post to the P435 screen as soon as you save the transaction. NOTE: an adjustment on the P050 screen does not reduce the leave balances that display on the P003 and P004 Time Capture screens. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.

Trial Service Employees

Generally, separating employees who are still on trial service are not eligible to use their vacation leave or for a vacation pay-off. Some CBA's may have provisions for a vacation pay-off or carrying forward a VA for seasonal employees. Employees covered by HR State Policy 60.000.05 "Vacation Leave" are eligible to have their vacation reinstated if they return to state service.

If the employee is eligible to have the vacation leave reinstated if s/he returns, transfer the vacation leave to the clearing account. Enter an expiration that reflects the period during which the leave may be reinstated.

For other trial service employees, adjust the vacation balance to zero.

OVERPAYMENTS

OAM 45.50.00 PO and PR Collection of Overpayment and collective bargaining agreements require that agency payroll deduct an outstanding overpayment from the employee's final check. If the final check will not cover the entire amount owed, work with your agency's accounting staff to establish an account receivable. See OAM Chapter 35 Accounts Receivable Management. If your agency is not able to collect the remaining amount from a separated employee who is no longer in state service, ORS 292.170 provides the authority to declare the account delinquent and forward it to the Oregon Department of Revenue for collection.

PEBB BENEFITS

Unless directed to do so by a PEBB staff member, do not delete deductions for PEBB benefits from the P070 Payroll Deductions screen. Instead, an agency staff member will approve the separation in PDB, which will interface the change in benefits to OSPA.

Non-job share employees must have 80 regular paid hours in the month to be eligible for benefits in the following month. When an agency staff member approves the separation in PDB, the application will use the separation date from the PPDB to determine the end date for OSPA benefit deductions. If the separation date is in the first nine business days of the month, PDB enters an END DATE for the prior pay period. If the separation date is beyond the first nine business days of the month, PDB will enter an END DATE for the current pay period. If the employee has either a dependent care or health care flexible spending account, PDB will enter an END DATE for the prior pay period for the FSA, regardless of the number of days of regular paid hours (see OAR 101-020-0060 Dependent Care Flexible Spending Account and OAR 101-020-0065 Health Flexible Spending Arrangement).

If the non-job share employee will have less than 80 regular paid hours in the final month and has an HEM, IR, DPT, DPS or DPN entry on the P050 screen, delete those entries with an END DATE in the prior pay period. If the employee will have ≥80 regular paid hours for the final month or is job share, delete the entries with an END DATE in the current pay period.

Each Friday, PDB sends a data file to the third-party administrator (TPA) for PEBB Benefits. If you request a COBRA notice when you approve the separation in PDB, the TPA will send the notice to the employee.

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

PERS EDX / JCLARETY

Within three working days after payday for final run 2, the DAS, Enterprise Goods and Services, Financial Business Systems, SFMS Systems Management, PERS Centralized Services Team sends an electronic file to PERS jClarety via EDX.

Data from OSPA includes the following:

- Contribution amounts
- Hours worked
- Sick leave ending balance and sick leave transferred to the clearing account for all state employees

Demographic (employee) data comes from the PPDB. The separation Personnel Action (PA) codes trigger inclusion in the file. Deceased employees have a separate indicator.

See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employee Retirement System.

BACKGROUND INFORMATION

AUTHORITY / REFERENCES

IRS Publication 15 (Circular E) Employer's Tax Guide,

<http://www.irs.gov/pub/irs-pdf/p15.pdf>

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

- 292.170 Procedure when employee leaves employment after overpayment
- 293.231 Collection of liquidated and delinquent accounts by private collection agency or Department of Revenue
- 652.140 Payment of wages on termination of employment

Oregon Administrative Rules, Chapter 101 Public Employees Benefit Board,

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_101/101_tofc.html

PEBB:

Questions? Contact the OSPS Help Desk

e-mail: OSPS.Help@oregon.gov

Telephone: 503-378-6777

- Information for Employees: <http://www.oregon.gov/das/pebb/pages/index.aspx>

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PERS: <http://egov.oregon.gov/PERS/index.shtml>

Chief Human Resource Officer, Department of Administrative Services:

Collective Bargaining Agreements: <http://www.oregon.gov/DAS/HR/Pages/LRU.aspx>

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

PPDB, HR Operations and Systems, Enterprise Human Resource Services, DAS:

<http://www.oregon.gov/das/HR/Pages/HRsys.aspx>

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

- Chapter 35 – A/R Management
- 45.50.00 PO and PR – Collection of Overpayment

Statewide Payroll Reference Manual,

<http://www.oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx>

REPORTS

See the Statewide Payroll Reference Manual, OSPA Related Documents, Report Guides for information about these reports.

- E322-01 Deductions Past Job Ending Date
- E421-260-1 EID Security Table Entries by RDC/Supervisor
- B075A, B075B Gross Pay Adjustments
- E260-100 Gross Pay Over 2.0 x Ajd Base Exception Report
- E460 Leave Accrual – Adjustments and Transfers
- B470C, B470CM, B470D, B470S Leave Accrual – Detail Transaction Register
- E260-200 Net Pay Negative Report
- XREF24 P & F Extra Retirement Units for Terminated Employees
- XREF17 Regular Contributions for Terminated Employees
- E357-030 Separated Employees with Net Pay Positive Adj
- E492 Terminated Employees Having Leave Balances

SUPPORTING DOCUMENTATION / FORMS

Links to many of these forms are available from the OSPS website: <http://www.oregon.gov/das/Financial/Payroll/Pages/forms.aspx>

- IRS Form W-4, <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Form 75.45.01.FO Authorized OSPA Signatures, <http://www.oregon.gov/das/Financial/Acctng/Documents/75.45.01.fo.pdf>
- OSGP forms, http://www.oregon.gov/pers/OSGP/Pages/osgp_forms.aspx
- PEBB forms, <http://www.oregon.gov/das/pebb/pages/forms.aspx>
- PERS forms, <http://www.oregon.gov/pers/mem/Pages/section/form/index.aspx>

TROUBLESHOOTING

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REVISION HISTORY

Date	Rev. No.	Modification
03/08/07	1.0	Original
04/20/07	1.1	Correct P010 entries
08/01/07	1.2	Clarify leave accrual process
02/29/08	1.3	Clarify vacation leave pay-off
06/02/08	1.4	New Entry Guide, Leave, Advance
02/09/09	1.5	PEBB 2009 plan changes, paying off VA for a separated employee
09/22/09	1.6	Repair HRSD links; title change for E421-260-1 report; WR #3560, #3572, furloughs
03/17/10	1.7	Zero out LA, FSA's, Handbooks
11/05/10	1.8	AEITC program ends in 2011, clarify DCNN, savings bond deductions end 11/30/10

Date	Rev. No.	Modification
03/11/11	1.9	Expand VA for trial service; WR #3725, zero balance will remain on P420 until transfer out or expire; Income Taxes Handbook
05/17/11	1.10	LOST balances not included on E492; dropped leave; add PA code 232; add B470 Registers
10/31/11	1.11	Update SOS web link, PERS reporting process, add PERS Central Team
05/31/12	1.12	DAS re-org; changes in DAS web addresses; additional CBA's link; recognized service date to LASC effective date; WR#3859, PEBB 2012 added DPS; restructure Reference Manual
01/15/13	1.13	WR#3820, screen title changes; recommended practice to process; PEBB 2013; clarify trial service
05/12/16	1.14	Updated web links added information regarding changes due to SB 454

ATTACHMENTS