

# OREGON STATEWIDE PAYROLL SERVICES

## New and Updated Pay/Leave Codes

We have updated and added some pay codes in the OSPA system. The new codes went into effective March 1.

We updated two pay codes which are used to pay non-taxable mileage reimbursement through OSPA when an employee uses their private vehicle for state travel.

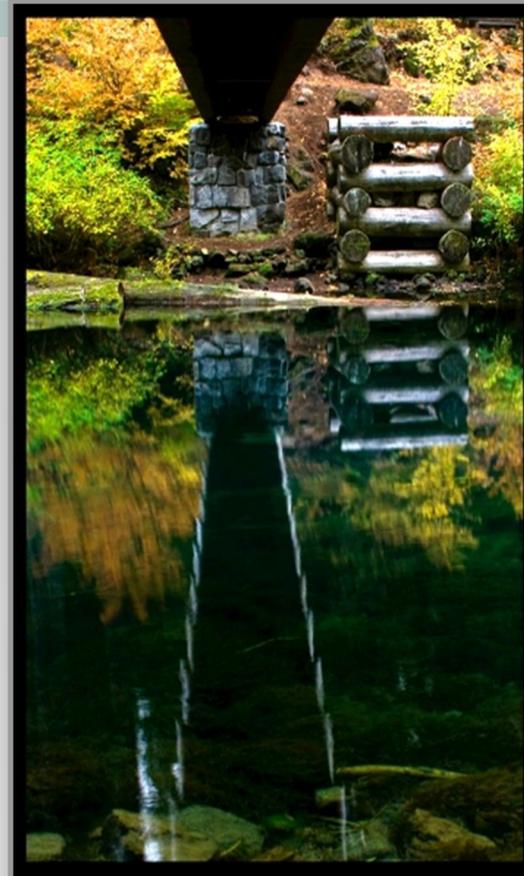
- MIF which is paid at the reduced rate has been changed to MIC
- MOF which is paid at the full reimbursement rate has been changed to MOC.

The change was made to prevent entries for mileage reimbursement paid in OSPA from reflecting on the FMLA/OFLA Leave Hours reports, E512A and E512C.

Also changing is the LG code used to record leave without pay due to a workers' compensation claim (SAIF). The new code will be LOG.

New codes that were added are:

- TCE is used to record out of state telecommuting hours of work. This is an out of state version of the TCM code.
- ZPD is used for retroactive pay for adjustments made in PPDB.



### Inside this issue

Payroll Corner .....	2
eTime Update.....	2
P090 Modification.....	3
PEBB Rate Changes.....	3
Training Update .....	4
OSPA Tips & Tricks .....	4
OSPS Contact Info>.....	5

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## *eTime Update*

As of March 2015 the eTime project has been closed by the Improving Government Steering Committee. We are continuing to roll out eTime to DAS client agencies.

Outside of DAS and our client agencies, DOJ, DCBS and Board of Nursing have fully implemented eTime. ODFW and OLCC are in the process of implementing eTime and other agencies are waiting to begin the implementation process.

Plans are already in the works to implement phase 1 of enhancements to eTime later this year.

## *INTERESTED IN USING ETIME?*

You can contact Seth Lewis at (503) 373-0259 to discuss implementation timelines or call Geri Greeno-Sanders at (503) 373-0252 to schedule a demonstration for your agency.

## Payroll Corner

Do you ever think, “I wonder how other agency payroll offices handle certain payroll situations”, or “I have this really great process, procedure or form I’d like to share with payroll staff outside my agency”?

Each quarter in our OSPS Newsletter we will have a section called “Payroll Corner” where we want to share what you, the payroll staff out on the front lines, are doing on a regular basis. It could be sharing something you learned or developed that others might benefit from, asking a question of the OSPS staff you’d like to see answered in a newsletter, almost anything you can think of.

Send your ideas, forms or questions to Geri Greeno-Sanders at [geri.l.greeno-sanders@oregon.gov](mailto:geri.l.greeno-sanders@oregon.gov)

## *P090 Modifications*

In case you missed our eNews, we are happy to announce a small, yet useful modification to OSPA!

The P090 screen now includes the 'Data Element ID' above the various PERS items at the bottom of the screen. The 'Data Element ID' is the RSE, RSP, RSM and REP codes used on the P060 screen for PERS adjustments.

You will be able to use these to quickly identify which parts need to be adjusted, and what 'Data Element ID' to use for the P060 PERS adjustment!

If you have any questions regarding the codes or P060 adjustment, please see the OSPA Reference Manual, P060 Screen Guide at <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/screens/p060.pdf>

### **Data Element ID Code Definitions:**

RSE= PERS Subject Wages

RSP= PERS 6% Pick up

RSM= PERS State Match

REP= Employee Paid Contributions



## PEBB Rate Changes

As previously announced by PEBB, effective February 1, 2015 there was a rate change to members for short term disability from \$.069 to \$.064. The \$.005 portion of the premium will be paid out of the premium deposit account held by Standard for the remainder of 2015.

Also, some of you may have received a notice from UN-UM regarding a rate increase of approximately 15% effective June 1, 2015. Members were notified in January by UNUM of their rate increases. For more information please go to <http://unuminfo.com/pebb/>



*"Willamette River"*

## OSPS Training Update

OSPS will offer our basic training course on the OSPA screens coming up again in April. This course is designed for employees who are newer to payroll in the State or Oregon or for those who would like a little more hands on instruction on processing payroll in OSPA.

The next training session will be April 21-22, 2015 from 8:00 a.m.—12:00 p.m. each day. Employees who are interested in attending may register through [iLearn](#).

*Next payroll forum is April 15, 2015  
Employment Auditorium  
2:00pm—4:00pm*

## Payroll Corner

Often times payroll staff will need to see an employee's record the same day it was entered into the Position & Personnel Database (PPDB) however when you enter in the OR number it brings back an error message.

When a new employee is entered into PPDB, the Social Security Number (SSN) functionality in OSPA is available immediately, however the OR number screen call functionality is not available until after the crosswalk has been synchronized by either the following manual process or over-

night every evening with the "after six" jobs.

To force the OR number screen call functionality to work in OSPA use the following process:

1. Bring up the P030 screen for the employee using the SSN
2. Verify the OR number is in the Employee ID Field
3. Hit F10



*"Ramona Falls"*

## Oregon Statewide Payroll Services

OSPS, part of the Enterprise Goods and Services, Financial Business Systems section, consists of two units.

**Payroll System Support (PSS)** oversees state government's central payroll processing for approximately 39,000 state employees including tax reporting and issuance of W-2s, while also managing the maintenance and changes for the statewide payroll application. You can contact PPS via email at [OSPS.help@oregon.gov](mailto:OSPS.help@oregon.gov)

**Shared Payroll Services (SPS)** provides full service payroll and benefit services for 36 client agencies, boards, and commissions including DAS and the Governor's Office. You can contact SPS via email at [OSPS.Payroll@oregon.gov](mailto:OSPS.Payroll@oregon.gov).

## Upcoming National Awareness Events

March:

- [Colon Cancer Awareness Month](#)
- [National Nutrition Month](#)

April:

- [National Child Abuse Prevention Month](#)
- [Autism Awareness Month](#)
- [Alcohol Awareness month](#)

Click on the links above for more information.



*"McNary Creek"*

## Oregon Statewide Payroll Services

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