Spring 2016 Volume 4, Issue 1

OREGON STATEWIDE PAYROLL SERVICES

DAS LAUNCHES REDESIGNED WEBSITE

The Department of Administrative Services rolled out a new public website on March 16th. More than a design update, the new site is organized around the tasks visitors can accomplish, as apposed to the DAS organizational chart. The website also improves accessibility and mobile device connectivity.

The new site is a result of nearly a year of work by staff from every DAS division. The end result is fewer pages to sift through and better access to the pages with the heaviest traffic.

You can access the updated payroll website at this address: http://oregon.gov/DAS/Financial/payroll/Pages/index.aspx

Our new page is divided into four sections:

- Payroll for DAS employees and client agencies
- Payroll system support
- Payroll technician resources
- Centralized PERS

Cont'd on page 2

INSIDE THIS ISSUE

Congratulations! 2
Lock Box procedure 2
DAS Web Redesign (cont'd) 2
New voice on Helpdesk. ..3
Calculate Gross to Net 3
Upcoming Dates..... ..4
Did you know?..... ..4

LOCKBOX PROCEDURE

Occasionally, agency payroll staff will come by to pick up checks at DAS and have forgotten their key. In order to ensure checks are being released to authorized agency staff, the following procedure is being implemented.

If agency staff do not have their lockbox key, they will need to complete the check Distribution Without a Key form when they arrive and provide identification (either a DL or state id badge) before OSPS will give you manual checks from the lockbox.

Congratulations to Seth Lewis on his recent promotion!

CONGRATULATIONS TO SETH LEWIS

If you missed the news, on February 1, 2016 Seth Lewis was promoted to the OSPS Manager, replacing Sandy Ridderbusch who promoted to the position of SABRS manager. Seth has worked for OSPS for the past several years as the OSPS Senior System Analyst. He's been married for 10 years and has five daughters. We are excited to see what he brings to this new role!

DAS LAUNCHES REDESIGNED WEBSITE

The first section is for employees who are assisted by the Shared Payroll Services section of OSPS. It is comprised of information for DAS employees as well as our client agencies.

The next section, is where you can find information on the support of the OSPA system. This includes system information, training and users' forums.

The third section is resources for you as payroll technicians. Here you will find the reference manual (which includes recommended practices, guides, and code lists), forms, research tools as well as links to other DAS websites such as the datamart, collective bargaining agreements and the ACA.

The last section is all about the Centralized PERS team here at DAS. You can find contribution start dates, forms, and other resources.

Check it out and let us know what you think! Feedback can be sent to Geri.l.greeno-sanders@oregon.gov.

HOW TO CALCULATE GROSS TO NET

Gross pay is the amount of money an employee earns before deductions, including taxes, benefits and retirement contributions. OSPA makes these calculations for us, using the following steps.

1. Determines gross pay including wages earned, taxable reimbursements, other taxable income, etc. on a monthly basis.
2. Determines deductions that are taken pre-tax thus lowering the taxable monthly income. These can include PEBB premiums, OSGP contributions, and parking to name a few.
3. Calculates taxes on the remaining taxable income.
4. Deducts post-tax deductions such as PEBB premiums , for example Long & Short Term Disability, Roth IRA deductions and union dues.
5. Employee receives net payment

Remember, OSPA calculates taxes on a monthly payroll cycle. Additional taxable income earned in the month will affect taxes as well. For a complete reference on federal tax calculations, refer to the IRS Publication 15, Employer's Tax Guide.

NEW VOICE ON THE OSPS HELPDESK

Recently, the OSPS Helpdesk position that was previously occupied by Allison Absher was filled by Julie Saunders. Julie began her career with the state working for Oregon State Police back in 1978 and moved to payroll in November of 1995.

Julie has been married for over 36 years and has 3 grown children and 4 grandchildren.

Please join us in welcoming Julie to her new position on the OSPS Helpdesk.

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

Did you know.....

Did you know that an employee's moving expenses, which an agency pays to a third party, are **NOT** included on an employee's W-2? All moving expenses paid directly to a vendor should be processed through SFMA. Only moving expenses paid directly to an employee should be processed through OSPA, so that they can be reported on the employee's W-2 in box 12 with code P. See IRS Publication 15-B.

UPCOMING EVENTS

OSPS Forum: April 13, 2016

OSPS Basic Training: April 19-20, 2016

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 PSS via email at 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.

Payroll Services

155 Cottage Street NE
Salem, OR 97301

OSPS HelpDesk
Phone: 503-378-6777
Fax: 503-378-3518
E-mail:
OSPS.help@oregon.gov

Shared Payroll Services
(DAS and Client Agencies)
Phone: 503-378-6778
Fax: 503-378-2901
Email:
OSPS.Payroll@oregon.gov