

# OREGON STATEWIDE PAYROLL SERVICES

Spring 2018

Volume 6, Issue 1



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### **OSPS User Forum: April 2018**

Please join us for our Spring OSPS User Forum on April 17th from 2:00pm—4:00pm at the Employment Department. Forum will take in the auditorium. Below are a list of some of the topics that will be discussed.

- Inclement Weather Policy –Update
- ODOT—Transportation Payroll Tax
- HRIS Workday—Updates
- Oregon Savings Growth Plan—Updates
- DAS CHRO –update on FMLA/OFLA policy
- OSPS– Reminders
- Upcoming Training

Should you have any questions or suggestions for our July Forum, please feel free to email Sharae Epperheimer,

[sharae.epperheimer@oregon.gov](mailto:sharae.epperheimer@oregon.gov)



On March 30th, 2018, OSPS removed time (P002-P007, including eTime) and register (P190) data for the prior year off of OSPA. This will be for December 2016 through November 2017. This information can be pulled from the Datamart and/or online reports.

As a reminder, the Backup Withholding Rate has changed from 28% to 24%. For deceased employee payouts you are required to withhold Federal Income Tax in the amount of 24% of gross wages if the payee fails to provide a TIN or SSN.

The P070 entry must cross foot. The employee share, PEBB subsidy, employer share must equal the PEBB admin and the vendor share. If you are looking at the PTD2 screen you must take the employee share amount and reduce it by the PEBB subsidy amount.

Do not change the employer share, PEBB admin fee or vendor share amounts to get the system to cross foot.

The PEBB subsidy cannot be for more than the employee share is for.

## Upcoming Events

April 18th - OSPA Users Forum  
May 28th - Memorial Day (State Holiday)  
June 19th & 20th —OSPA for Beginners  
July 4th—Fourth of July (State Holiday)  
July 18th—OSPA Users Forum

## Oregon Statewide Payroll Services

OSPA, 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 [OSPA.help@oregon.gov](mailto:OSPA.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 [OSPA.Payroll@oregon.gov](mailto:OSPA.Payroll@oregon.gov).

### Payroll Services

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

Each quarter in our OSPA 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 OSPA staff you’d like to see answered in a newsletter, almost anything you can think of.

Send your ideas, forms or questions to Sharae Epperheimer at [sharae.epperheimer@oregon.gov](mailto:sharae.epperheimer@oregon.gov)