

OREGON STATEWIDE PAYROLL SERVICES

Summer 2017

Volume 5, Issue 3



INSIDE THIS ISSUE

- July Forum & CPERS1
- Upcoming Events and Important Reminders2
- SEIU Mid-Month Dues3

July Forum 2017

Please mark your calendars for the upcoming OSPS Forum. This forum will primarily focus on the updates to the ePayroll and how to navigate through the updated site.

With ePayroll V3, you will see an updated look and feel on the employee site complete with a submit button and new security roles. You will also see a revamped admin site with a new way to look up employees, see their history, and payments all in one place.

If your agency uses ePayroll for time recording or for ePaystub, then it is imperative that you attend this training opportunity. It is likely, that this will be the only in person training about the changes to ePayroll. We encourage those who usually listen remotely, to come to forum. This will be the best way to see the changes, and a great opportunity to ask questions.

Forum will take place in the Employment Building from
2:00pm—4:00pm on Wednesday July 12th, 2017

PERS Account Numbers

On May 26th, OSPS ran an update that loaded employee's PERS account numbers to the OSPA, P010 screen. They have received a number of questions about how to obtain PERS numbers for newly hired employees.

There are currently two primary ways of retrieving this information:

1. Employees may log into their PERS Online Member Services (OMS) account anytime and access their PERS number.
2. OSPS will continue to run updates annually (each March) to add the PERS number to P010 for any newly hired employees.

On occasion, PERS staff have added the PERS number to status check forms when requested by agencies. This is not something that will continue to happen in the future. If you have a time sensitive need for the employees PERS number, please contact Central.PERSservicesTeam@oregon.gov and they can provide it to you.



Upcoming Events

July 4, 2017—State Holiday

July 12, 2017—OSPS Users Forum

July 18-19, 2017—OSPS for Beginners

Photo: Matt Horton (EGS), "Silver Falls Lookout Sunset"

OSPA Basic Payroll Training

Do you have new payroll professionals working at your agency? Do you need an opportunity to relearn some of the most common OSPA screens and processes? If yes, please enroll in the OSPA for Beginners class. The training is scheduled for Tuesday July 18th and Wednesday July 19th from 8am - 12pm. You may enroll in this course via iLearn. OSPA for Beginners will take place in the DAS East Computer Lab.

If you have any questions about training, please feel free to email Sharae Epperheimer, sharae.epperheimer@oregon.gov

Biennium Crosswalk

For agencies who track their payroll labor costs for the 17-19 Biennium and/or the 17-18 Fiscal Year, OSPS has gathered the information for those labor cost changes to be entered for you in PPDB. Changes will be uploaded to the personnel system (PPDB), based on the supplied list, via mass update which will in turn interface into OSPA. Changes will be effective in both systems July 1, 2017, for the July payroll period with a pay date of 8/01/17.

Default Process

OSPS sent a reminder on June 16 about the deadline for submitting crosswalks for 17-19. If we have not received information or instructions from your agency, we will set up a default crosswalk to change the biennial indicator from 17 to 19 on all payroll labor cost numbers for both the employee and position records in PPDB. Please double check your list! The mass change process into PPDB does not go through any edits and will upload numbers from your list even if they are invalid. Any manual changes effective in July 2017 that are entered prior to the upload will be overwritten by the mass update in PPDB.



Wishing Bret West, our Chief Administrative Officer, the best of luck and a ton of happiness as he prepares to retire from state service at the end of June. Many of you have worked closely with Bret over the years and know him to be incredibly knowledgeable about DAS and state government, customer service oriented, and just an all-around great guy.

Thank you for your service Bret!

On Monday May 1st, 2017, OSPS migrated the update to the P010 screen that was discussed at the last forum.

Union Dues for SEIU to non-SEIU mid-month

The topic of how union dues should be handled for SEIU to non SEIU mid-month changes recently came up and OSPS has confirmed with labor relations that the process has not changed.

The following should occur if an employee transfers from SEIU-represented status to management service mid-month or transfers mid-month from SEIU-represented status to classified unrepresented status:

- 1) The 1.7% SEIU dues is, in effect, prorated for the month during which the transfer occurs. (This occurs as a result of the fact that the 1.7% percentage factor is applied only to the portion of the employee's earnings that are attributable to SEIU-represented status);
- 2) The \$2.75 additional dues (TDNN), however, is not prorated for the month in which the transfer occurs. The employee is charged the full \$2.75 for that month.
- 3) The conversion to associate dues does not occur until the first of the month following the date of transfer. The agency will begin deducting associate dues (currently \$10 per month) starting with the month following the date of transfer. There should be no deduction of associate dues for the month during which the transfer occurs.
- 4) Once the employee is on associate dues, the \$2.75 additional dues deduction does not apply.

Reminder: It is important to remember to verify the union deductions when employees promote or transfer from one representation to another

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

Each quarter in our OSPS Newsletter we will have a section called

"Payroll Corner" where we want to share what you 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.

Send your ideas, forms or questions to Sharae Epperheimer at

sharae.epperheimer@oregon.gov