

OREGON STATEWIDE PAYROLL SERVICES

NEW HOLIDAY CODES

OSPS has added two new pay codes to several OSPA benefit packages. STS & STH should be used for FLSA exempt employees who either work on a holiday or the holiday falls on the employees scheduled day off. These new pay codes are similar to the CTS and CTH pay codes that are used for FLSA non-exempt employees (overtime eligible).

STS – Holiday Straight Time Accrual. STS would be used when a holiday falls on a FLSA exempt employee’s day off. For instance, if an employee’s work schedule is Tuesday thru Saturday then the Monday Memorial Day should be coded as 8 STS. (If the employee was FLSA non-exempt then the pay code would be CTS.) STS accrues at one to one.

STH – Holiday Time & 1/2 Accrual. STH would be used when an FLSA exempt employee works on a holiday. The holiday would still be recorded with 8 HO but the actual hours worked would be coded to STH. (If the employee was FLSA non-exempt then the pay code would be CTH.) STH accrues at one and one-half (1.5) hour to every one hour worked.

These codes were added to help manage accrued time for FLSA exempt employees. Past practice for holiday time has been to use compensatory time (CT*) for both FLSA exempt and non-exempt employees. CT carries as a financial liability for the agency until used or paid in full per FLSA. The ST* code for FLSA exempt employees is accrued leave that must be used within the fiscal year earned or will be lost.



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UPCOMING IMPORTANT DATES

- STALE DATED CHECKS REPORT; JULY 1
- JULY FORUM; JULY 15
- BASIC PAYROLL TRAINING; JULY 21-22
- STALE DATED CHECKS DUE DILIGENCE COMPLETED; SEPTEMBER 15



PERS REMINDERS

The DAS Centralized PERS team has asked us to send out some reminders:

- ◆ After completing a status check on a newly hired OPSRP employee, the employee will need to serve a waiting period. The employee does not need to work 600 hours during the waiting time period, but during the calendar year to qualify for contributions. The contribution start date does not change unless there is a break in service, the employee has leave without pay, or the employee is not employed on the contribution start date.
- ◆ Be sure to enter P010 dates in the retirement start date field for all new hires based on the Start Date Guide located at <http://www.oregon.gov/DAS/EGS/FBS/CPERS/Pages/dates.aspx>
- ◆ Be sure to work report E357-020 “employee eligible for participation in retirement,” before final run 1.

If you have questions or need assistance, please be sure to contact the Centralized PERS Team at Central.PERSServicesTeam@oregon.gov

ETIME UPDATE

As of June 2015, eTime is in full implementation at the following agencies; DAS, DCBS, DOJ, ODVA, OHCS, PERS and Board of Nursing along with several DAS client agencies. ODFW & OPRD have their main offices on eTime and are looking at how eTime would work for their field offices. DHS has started a pilot group and is developing a rollout plan for the rest of their agency.

Phase 1 enhancements which include a landing page, temporary employee parameters and real time labor cost reports is currently in the testing phase with production migration occurring this summer.

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- MANUAL CHECKS

Frequently, OSPS is asked why the P370 manual check calculations differ from the payroll-run system calculations. You may see variances in regards to P070 deductions and the tax withholdings. One way to look at this is similar to how Final Run 1 and Final Run 2 work. Run 1 is the forecast or projection of what will happen. Final Run 2 is the 'perfecting' run to what actually happened

When requesting a manual check, the P370 is a calculation based on the current information in OSPA. However, no deductions or tax withholdings are actually processed and sent to the respective parties (Insurance carriers, Department of Revenue, etc.) until the next applicable payroll run. On the next payroll run OSPA will calculate the actual pay check with the final P070 deductions and tax withholdings that will be passed onto the respective parties, as mentioned above. You will also see a deduction for the amount of the manual check. This system processed paycheck is where you will see how OSPA perfected the calculation of the employee's paycheck from the manual paycheck.



“Agency payroll must exercise ‘due diligence’ by September 15th for stale dated checks for former employees or vendors.”

STALE DATED CHECK REMINDER

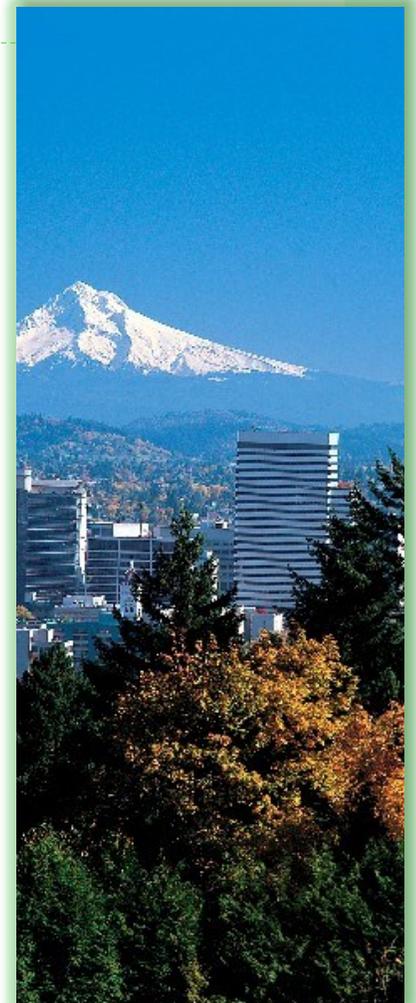
The E701-030-A Outstanding Checks to be Purged from Check Recon Report will be available to agencies on July 1, 2015. This report lists outstanding checks that will be at least 2 years old on June 30th.

Agency payroll identifies current state employees and vendors on the report and works with them to either redeem or cancel and reissue the outstanding check. Checks for current employees and vendors cannot be forwarded to Department of State Lands.

For payees who are not cur-

rent employees or vendors, agency payroll must exercise 'due diligence' by September 15, document the efforts and submit to OSPS by October 1, 2015. 'Due diligence' includes sending written notice to the payee at their last known address that let's them know the agency will send their property to State Lands if they do not respond by October 1st.

For more information see our recommended practice at <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/practice/practicechecksstaledat->



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

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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.

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.

