



OREGON STATEWIDE PAYROLL SERVICES

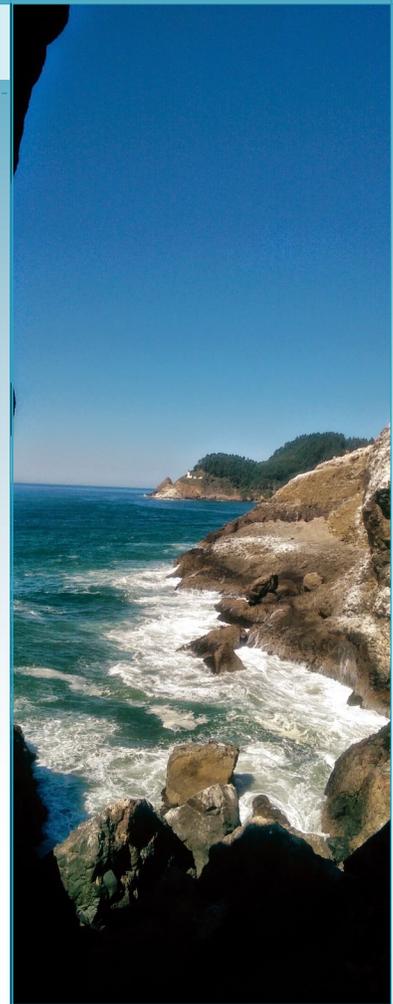
Stale Dated Check Reminder

The E701-030-A Outstanding Checks to be Purged from Check Recon Report will be available to agencies on July 1, 2016. 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 current employees or vendors, agency payroll must exercise ‘due diligence’ by September 15, document the efforts and submit to OSPS by October 1, 2016. ‘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/Financial/Payroll/Documents/practicechecksmanual.pdf>



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SEIU BENEFIT PACKAGE SPLIT

As you may remember from the last payroll forum, we have been asked to work with CHRO and PPDB to switch employees in SEIU covered positions into separate benefit packages by Union Coalition. (This will not impact temporary employee benefit packages). The four coalitions will include Health Services, Institutions, ODOT and Special Agency. You can see a list of the new class-comp codes as well as the benefit package codes on the right side of the page.

By breaking out employees into their respective coalitions, the application of union rules that are specific to each coalition will be easier to manage both at the agency level as well as at the enterprise level.

PPDB is expected to run a job switching everyone to their new benefit package in the month of July. At this time, we are testing how this will impact employees in OSPA and ensure payroll calculations are not affected.

Look for further communication as we get closer to implementation.

SEIU NEW BENEFIT PACKAGE CODES

Health Services Coalition

OHA	Strikeable	H1
OXNH	Non-strike	H2

Institutions Coalition

OAI	Strikeable	I1
OXNI	Non-strike	I2

ODOT Coalition

OA0	Strikeable	O1
OBO	Seasonal Strike	O2
OXNO	Non-Strike	O3
OXSO	Seasonal NS	O4

Special Agency Coalition

OAS	Strikeable	S1
OBS	Non-strike	S2

PROCESS TO RE-WRITE VENDOR CHECKS

Often times, you will receive a release of garnishment from a creditor after payroll run 1 has occurred. When this happens, OSPS asks that you follow these steps to have the vendor check rewritten if it is still in your position.

- 1) Do not rewrite history. Meaning do not delete the entry off the PO70 for the pay period the deduction is for. Only delete the deduction from future pay periods.
- 2) Submit the vendor check to be re-written using form 99.23—cancel an OSPS issued check
- 3) Under section A, select the first option, need to rewrite a vendor check to one or more payees
- 4) Under section B, fill in the information about the check you need to rewrite.
- 5) Under section C, provide the information on who the check needs to be re-written to. You may request one or more payees, but the total rewrites must equal the original check amount.
- 6) Submit the signed form and the physical check to OSPS.

OSPS TIPS AND TRICKS

With changes in payroll staff both internally here at DAS and in agency payroll shops, we thought we'd offer some friendly reminders, tips and tricks when it comes to payroll processing.

Here are some general reminders:

- For overpayments that are for an amount less than the cost of a money order, you can send cash in to repay it. (i.e. \$.05)
- When submitting forms to OSPS, be sure they are completed in full.
- Please be sure to paperclip forms and other documents together; do not staple.
- Only use the employee's OR number on payroll forms, do not use the social security number (with the exception of the W4 and W-2C).
- Be sure when emailing the OSPS helpdesk, you do not send sensitive information such as a social security number or banking information. Documents containing sensitive information should be hand delivered, faxed or sent via shuttle.

Interested in ePayroll for your agency?

For agencies who are still using paper timesheets and are looking for a way to move to electronic timekeeping, ePayroll may be able to help you.

Timekeeping in ePayroll is a way for employee's to enter their time through a web-based platform directly into OSPA. It is a webified version of the OSPA online daily time screens.

ePayroll is more user friendly than online daily time, and can save agency payroll offices time by eliminating the need for paper timesheet entry.

If you are interested in a demonstration, please call Geri Greensanders at 503-373-0259 or email at geri.l.greensanders@oregon.gov.

OSPA Transition to New Security Format

Starting on June 1st, the DAS SFMA-OSPA security form has changed for OSPA requests. OSPS has developed 'User Type Templates' which are similar to 'User Class Templates' for R*STARS. Current users of OSPA should see no change to their access during this transition.

The process for requesting security for new users will remain the same; agency security officers will submit the form for access to OSPA to DAS SARS Security, and agency payroll managers will submit the form to request access to ePayroll and electronic reports to the OSPS helpdesk.

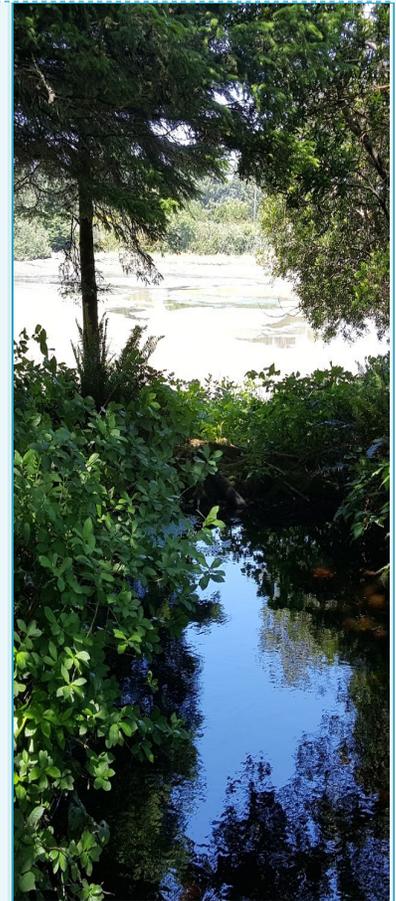
“Our new security reference guide can be found at <http://www.oregon.gov/das/Financial/Payroll/Documents/Introsecurity.pdf>.”

The security request form has been updated on the DAS SARS Security website located here—<http://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>.

You can also find a new reference guide, 'Introduction to OSPA security' on our website which will take you through the different user types that have been developed. A link to the new reference guide can be found here <http://www.oregon.gov/das/Financial/Payroll/Documents/Introsecurity.pdf>.

There will only be a few agency specific user types for timekeepers, payroll techs, and view only. If a user type is not fitting your agency's needs have the Payroll manger contact the OSPS Help Desk. We anticipate adding more user types and will rely on agencies communicating their specific needs.

If you have any questions about this or anything else please contact our Help Desk at 503.378.6777 'o' or by email osps.help@oregon.gov.



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

Payroll Services

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OSPS.help@oregon.gov

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

Did you know.....

If your agency wants to post an agency specific message to its employees on ePayroll, you can send a request to the OSPS.ePaystub@oregon.gov email address. Your message will be reviewed and posted within 48 hours.

UPCOMING EVENTS

OSPS Forum: July 13, 2016

OSPS Basic Training: July 19-20, 2016

PERS 6% pick up for SEIU Training: August 16 and September 14, 2016



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.

