

OREGON STATEWIDE PAYROLL SERVICES

Winter 2016

Volume 4, Issue 4



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SEIU PERS Pick-Up Reminders

Payroll must enter the Retirement Start Date on the P010 screen.

E357-020 Employees Eligible for Participation in Retirement report

- Triggers HR to enter the 'P' range option code

- Triggers payroll to enter 'E' in the RTMT STAT on the P010 screen.

Please remember if you make P010 entries from the E357-020 report from Run 1, the record will not appear on the report for Run 2.

Mismatches will generate fatal errors and employees will not get paid until fixed.

Remember any percentage base deduction codes are now being calculated on higher wages.

- Deferred Comp – there are employees who have this deduction based on a percentage.
- Long Term Disability
- Short Term Disability
- SEIU union dues will calculate on the higher wages.
- Social Security
- Medicare
- PERS 6% Pick Up
- Federal & State withholding tax – look at the P191 screens or pay registers to compare any variances. The PERS PU is pre-withholding tax.

Also note that for their December paid January paystub there will be a 2.75% COLA which will once again increase any of the above items.

Contact OSPS Helpdesk if you need to correct the P010 RTMT SYST & RTMT STAT fields in a closed pay period.



December Run 2—1/09/17	for 2016 tax year last day to...
Work all Year End Reports	Request check reversals
XREF10-A - FICA mag-file detail note of irregularities report	Enter non-cash reimbursements or taxable fringe benefits
ANNLDEC —Deceased employees, agency report	Record return of overpayments for tax year 2016—this may result in W-2c
E357-030 —Separated Employees with net pay positive adjustment report	Request any final P060 tax adjustments for separated employees see E357-030 & E492
E492 —Terminated employees having leave balances report	
XREF68N —Employees w/ negative amounts listed report	Correct negative YTD Amounts see XREF68N
B850-01 —Nov or Dec pay reported in two tax years report	E260-200 —Net pay negative report

- If you make P010 or PPDB entries between Run 1 & 2, OSPA only calculates the Run 2 wages. It does not correct Run 1.

IE: If an employee goes from SEIU represented to management services between Runs and HR makes their promotion retroactive, then you will need to make a P060 entry in order to change the PERS contribution from employee paid to employer paid. OSPA will not correct this on it's own. It will be up to payroll professionals to make the P060 entry. Changing from RSP to REP.

W4 REMINDERS

- ⇒ When submitting copies of W4 forms to OSPS for 10+ exemptions or for exempt employees, it must be on the 2017 form.
- ⇒ Anyone who is exempt is required to complete a W4 form for the new tax year. Check your reports for a list of names.
- ⇒ If a new W4 is not submitted to you by February 16, 2017 you must set them back to Single and zero, or to the withholding rate on the last W4 on file before the employee claimed exempt.
- ⇒ Questions? Contact Melissa Tominaga at 503-373-0738 or Tim Wheeler at 503-373-0219

Agency
1/09/17: Last date to update employee addresses for W-2 printing
1/10/17: Able to set P010 dates and set corrective flags for 2017 tax year
1/13/17: E381-30-2, W-2 Distribution List available online
Approx. 1/17/17: P&D distribution of 2016 W-2s (2-4 day turn around time)
1/31/17: 2016 W-2s distribution deadline

OSPS
1/13/17: 2016 W-2 file sent to Printing and Distribution
1/20/17: Outdate 2016 Governor's Food Drive P070 for 02/28/17 pay period
1/31/17: 2016 1099s distribution deadline

The Charitable Fund Drive has been outdated for 2016 and is now updated for 2017.

The Oregon Statewide Payroll System
replaced the mechanical Joint Payroll
System 30 years ago in
December 1986!

DO NOT make negative P050 entries for a prior year adjustment

PEBB 2017—Family tier subsidy

The PTD2 screen lists the subsidy under family plan codes only. The screen shows the employee out of pocket which is 5% of 1%. It lists the PEBB subsidy \$10.31 full time plans or \$22.18 for part time plans.

How does this work when making forced entries on the P070? The cross foot is the employee share + the PEBB subsidy + the employer share = PEBB Admin + the Vendor share. You will need to reduce the employee share by the PEBB subsidy from the PTD2 screen in order for the entry to cross foot correctly. For example, employee has PEBB statewide and is full time. PTD2 shows SWNN, DDD as \$91.05 for employee share which is 5% of the PEBB admin and Vendor share. When making the forced entry on the P070 the employee share would be \$80.74, the PEBB subsidy would be \$10.31 and the Employer share would be \$1,729.96. The PEBB admin \$8.71 and Vendor share would be \$1,812.30. The total amount for the cross foot would be \$1,821.01

January 2017 Forum

Topics:

- PEBB Family Tier Subsidy
- PEBB 2017 Changes & Updates
- SEIU PERS corrections & More

**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

OAO Strikeable O1

OBO Seasonal Strike O2

OXNO Non-Strike O3

OXSO Seasonal NS O4

Special Agency Coalition

OAS Strikeable S1

OBS Non-strike S2

**Recording Leave Time
due to inclement**

weather:

**Please refer to the CBA's
before making any
changes to an EE's time. If
you would like to review
the guide for Leave-
Related Questions for
Temp Interruption of
Employment, use the link
below.**

[http://www.oregon.gov/
das/Policies/60-015-
01_attachment.pdf](http://www.oregon.gov/das/Policies/60-015-01_attachment.pdf)

Upcoming Events

December 26, 2016—Christmas Day Holiday

January 2, 2017—New Years' Day Holiday

January 11, 2017—OSPS Users Forum

January 18-19, 2017—OSPS Basic Payroll Training

February 2017—Governor's Food Drive

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 Sharae Epperheimer at sharae.epperheimer@oregon.gov

Happy Holidays



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

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