

# OREGON STATEWIDE PAYROLL SERVICES

## Sick Leave for Temporary Employees

While DAS-CHRO rolls out the final policy around sick leave for temporary employees, OSPS wanted to provide you the information around what we do know.

- ⇒ The leave code will be TS for temporary sick leave.
- ⇒ Temporary employees employed as of January 1, 2016 will be able use sick leave without a waiting period. (usable the month after accrual)
- ⇒ Temporary employees hired after January 1, 2016 will have a 90 day waiting period before eligible to use TS. They will be eligible on their 91st day.
- ⇒ The system will accrue leave on a pro-rated basis based on hours paid in the month. The maximum accrual is 6.14 hours per month.
- ⇒ The maximum use is 40 hours per calendar year.



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## SICK LEAVE FOR TEMPORARY EMPLOYEES (CONT'D)

- ⇒ OSPA will clear the TS hours used each year with the December leave accrual updates in early January.
- ⇒ Temporary employees who separate with a TS balance will have the leave transferred into the clearing account for 180 days. If the employee returns within that 180 day period, the TS leave is restored. If it is 181 days or greater, the TS leave is not reinstated.
- ⇒ Specific process examples will be discussed at our January Forum.

### *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.

## ETIME UPDATE

As of December 2015 eTime has been rolled out partially or in full at the following agencies; DAS, DOJ, DCBS, ODFW, ODVA, OHCS, PERS, Board of Nursing, OPRD, SOS, State Library, Energy, DHS, OLCC as well as a majority of DAS client agencies. There are over 10,000 employees currently using eTime.

Dept of Agriculture and Dept of Water Resources will start onboarding in January.

The ePayroll update is still on hold pending server changes per DAS ETS. They have received the hardware and are working on setting up the configuration of the server. This update is a secondary priority for OSPS as the mandatory sick leave (SB454) takes precedence, so the timeline for completion looks to be late winter or early spring.

Regarding the January 1, 2016 holiday and employees who's standard schedule on Friday is less than 8 hours, eTime will populate the number of HO hours to match the standard schedule on Friday and push any remaining hours to the next scheduled work day.

For example; if an employee's regular schedule on Friday is 4 hours, the remaining 4 hours of HO will move to Monday January 4 assuming that is their next scheduled work day.

Employees who are changing their work schedule the last week of December into January 1 will need to have a schedule change entered in the PO20 screen.

# Requesting a Replacement Check

## Confused About Which Form to Use?

Here is a breakdown between OSPS' Canceled, Stopped, and Lost Check Forms.

Form Name	Cancel an OSPS Issued Check	Stop Payment Notification	Lost Check Replacement Form
<b>Form Number</b>	OSPS.99.23	C-27	OSPS.99.03
<b>Original Check Required</b>	Yes	No	No
<b>Replacement Options</b>	Money will be returned to the employee on their P370 screen if you fill out Section B only. Or you can rewrite the check to a new payee if you fill out Section C, then you will receive a replacement check.	Replacement check only	Replacement check only
<b>Split Replacement Check Between Two Different Payees</b>	Yes	No	No
<b>OSPS Deadline</b>	11:30 AM if requesting a replacement check (Section C). If you just cancel the check (Section B only) OSPS will process throughout the day.	2:30 PM	11:30 AM
<b>Replacement Check Issued</b>	Same day if requesting a replacement check (Section C). A check will be available in your agency lockbox with manual checks.	Next business day. A check will be available in your agency lockbox with manual checks.	Same day. A check will be available in your agency lockbox with manual checks.
<b>Agency Liability if Original Check is Cashed</b>	None. You have the original check in hand so it cannot be cashed.	None. Treasury puts a stop on the check so it cannot be cashed.	Your agency is liable if the original check is cashed. You must reimburse OSPS.

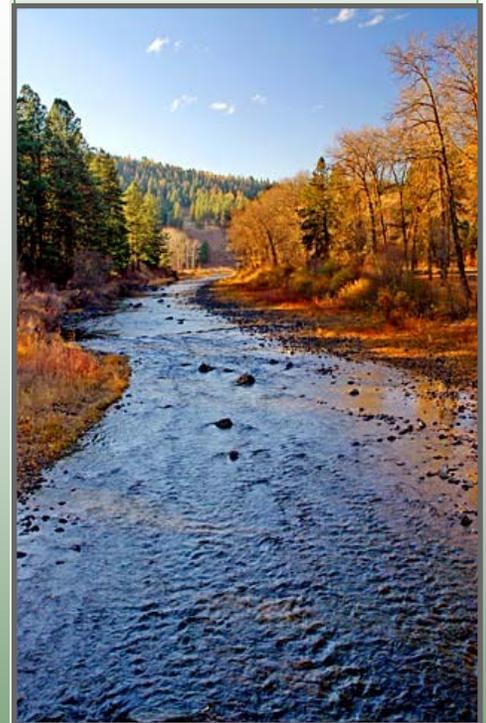
## EPAYROLL– PAYSTUB ENROLLMENT

Just a friendly reminder that when you enroll an employee for direct deposit on the P070 screen you must also set them up for the electronic paystub in ePayroll.

If the email address entered is rejected, we will forward the notification to the agency payroll office to correct.

If employees reply to the ePaystub email address, we will also forward them to agency payroll to assist them.

For questions about ePayroll please contact the OSPS Helpdesk at (503) 378-6777.



## JANUARY 2016

### FORUM TOPICS

The OSPS users forum will be held on Wednesday, January 13th from 2pm-4pm in the Employment Auditorium.

This forum will be dedicated to the topic of Senate Bill 454, and its impact to temporary employees who work for the state but do not currently accrue sick time.

Bridgette Otto from DAS-CHRO will join us once again to discuss the policy currently in development, and the remaining time will be spent on the OSPA system calculations, and process flows for different scenarios.

Please be sure to bring any specific questions you may have so that we can get you the answers you need.

See you in January.

### UPDATES & REMINDERS

- ⇒ 2015 Charitable Fund Drive deductions have been outdated on the P070 screen.
- ⇒ 2016 Charitable Fund Drive deductions have been loaded on the P070 screen.
- ⇒ PEBB codes not valid for 2016 are available for retro corrections only.
  - ⇒ 3% Plan codes
  - ⇒ 5% Plan codes for all but PEBB Statewide and Kaiser HMO
  - ⇒ Trillium Plan codes
- ⇒ 4th quarter and year end reports for 2015 will be available after December run 2.

### W4 Reminders

- ⇒ W4 form for 2016 is now available on the OSPS Website.
- ⇒ When submitting copies of W4 forms to OSPS for 10+ exemptions or for exempt employees, it must be on the 2016 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, 2016 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.



## UPCOMING EVENTS

December 25, 2015—Christmas Day Holiday

January 1, 2016—New Years' Day Holiday

January 13, 2016—OSPS Users Forum

January 20-21, 2016—OSPS Basic Payroll Training

February 2016—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 Geri Greeno-Sanders at [geri.l.greeno-sanders@oregon.gov](mailto:geri.l.greeno-sanders@oregon.gov)



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## 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](mailto: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](mailto:OSPS.Payroll@oregon.gov).