

# OREGON STATEWIDE PAYROLL SERVICES



Fall 2018

Volume 6, Issue 2

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## October 2018 Forum

Forum will be on Wednesday, October 17th at 2pm at the Employment Auditorium. Attendance is highly recommended. If you cannot attend in person, you may listen in remotely via Adobe Connect. (An eNews will be sent with the link)

### Topics for Forum:

- Year End
- Workday Updates
- Reminders
- Training Updates and Classes

## Oregon College Savings Plan—Bank Changes

Oregon State Treasury's Oregon College Savings Plan will be changing banking institutions. (A new payroll deduction guide, form and message went out to employees)

Employees who wish to continue to keep their payroll deduction active should use the guide and form to update their information. Any employee currently setup with an OCSP account will have their deposit reject for the September pay period. Employees should submit a new form to their payroll office.

For information on the change to the process, please reach out to [Oregon.College@ost.state.or.us](mailto:Oregon.College@ost.state.or.us) or call 503-373-1903.

For detailed information on the new payroll deduction process please call 866-772-8486.



## Bulk Manual Check Request Reminder

As a reminder, when requesting bulk checks, OSPS asks agencies to follow these guidelines:

Notify us before 9:00 a.m. on the same day you intend to submit bulk manual check requests.

Use the same Employee ID format for all requests; all EID is preferred.

If using more than one pay period, separate requests by period.

Alphabetize all check requests within each pay period.

An alternate fax line is available for large batches.

Group requests into batches of 100 or less and deliver them in person each hour.

Deadline Schedule:

21 to 75 requests 10:30 a.m.

76 to 150 requests 10:00 a.m.

150 + requests 9:30 a.m.



#### Separations in December

If separating employee will receive his/her pay during December, payment needs to be included in the current year's W2 (2018).

Force the wages into the current tax year by entering December P010 dates.

#### Transfers in December

Do not request check dates for transfers in December.

Without P010 dates, OSPA will combine the December wages from both agencies and report in the new tax year (2019).

#### P010 Final Check Dates

P010 Dates tell OSPA what date to print on paychecks.

Dates force the calculation of wages into the specified tax year.

#### Reasons to set dates in OSPA (P010 Dates)

An employee is separating from state service.

An employee transferred to another state agency in any month except December.

A corrective is set for November payroll run.

To force a December payment into the old tax year.

#### PERS Retro Changes

Remember to make retro PERS changes. Be sure to use/enter pay codes that are non PERS subject when applicable. Please refer to the following [PERS Reminders/Scenario Guidance](#) for help with entries.

#### Statewide Transit Tax (OTT)

State of Oregon employees will see a new item on their July paid August 1 paystub for Oregon's statewide transit tax. The tax is one-tenth of one percent (.001)—or \$1 of tax per \$1,000 of taxable wages. Your employer will be automatically withholding the tax—just like the personal income tax—so you don't have to do or change anything. Unlike the personal income tax, there's no withholding exemption for this tax. Revenue from the statewide transit tax will go to expanding public transportation throughout Oregon. For more information on how the tax revenues will be used, check out "HB 2017 Funding Package" under "Projects & News" on the Oregon Department of Transportation's website at [www.oregon.gov/odot](http://www.oregon.gov/odot).



### 2018 Upcoming Events & Training

Open Enrollment: October 1st – 31st

OSPS Forum: October 17th

OSPA for Beginners: October 23rd-24th

Veteran's Day (Observed): November 12th

Thanksgiving (Observed): November 22nd– 23rd

OSPS Critical Reports: December 19th

Christmas Day (Observed): December 25th

### Training & Development Corner

1. ePayroll Modules - I am currently in the process of creating new and updated ePayroll Training Modules for iLearn. Please look for those in the next few weeks!
2. Are you a new Payroll Professional? Since our OSPA for Beginners Class is only offered once a quarter, I do offer one on one training opportunities. If you are interested, send me an email. (Please remember to include your Manager in the email)
3. Is your agency interested in converting to ePayroll? Send me an email and we can schedule an ePayroll demo for your agency.

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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 and the 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.

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.

OSPS HelpDesk

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Shared Payroll Services

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Send your Newsletter ideas, forms or questions to [Sharae Epperheimer](mailto:Sharae.Epperheimer)