OSPS Newsletter

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

July 18, 2019

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Forum Updates & Reminders

The July 2019 Forum was on Wednesday July 18th. The OSPS Reminders reviewed include:

- PERS Rates changed effective July 1st (June PPE)

- Remove the HEM on the P050 for terminated employees.

- Cutoff for Manual Checks is at 11:30 am daily

- Work your Outstanding checks to be purged report for Stale Dated Checks

- 2020 W-4 changes: Due to changes to IRS W-4 form, OSPS will be changing the P010 screen. Please attend October Forum for updates.

- Union reports are mandatory. These must be completed by Final Run 1.

To see the handouts and forum presentation, visit the OSPS Website:

https://www.oregon.gov/das/Financial/Payroll/Pages/forum.aspx

Forum Q&A:

We were told that only 200 transactions can go through Workday a day. Is that true?

No, this is a myth. Workday has yet to reach their daily maximum for transactions.

When will the COLA be implemented? *Once the COLA has gone through the final processes, the Workday team will implement the changes to employee records. Depending on the effective date, the COLA can be applied retroactively.*

If there's a retro correction made to employee's pay or time in Workday will it create a split screen for employee timecards? *Yes, if a change takes place in the month that will impact an employee's timecard it is likely a split screen will occur.*

When will I see data in Workday that's been fed on the daily file? What's the turnaround time? *The following morning . Adhoc files are processed as soon as the file reaches the mainframe.*

What additional Workday Reports can Payroll utilize?

PAY Payment Election History: We encourage employees to complete their direct deposits in Workday. It's less paper for us and less room for data entry errors. No voided checks!

PAY W-4 Withholding Changes: Same as above. We like them to complete these online because it's less paper for us.

HCM Address Changes Between Selected Dates: We pull this report weekly and send a blind copy e-mail to all employees who have updated their address notifying them that payroll and PERS are updated automatically but they need to log in to the PEBB website and update it there as well. This is the one where we copy the OR#'s from the report and drop them into Workday. No need to enter all the names. They will populate based on the OR#'s.

HCM Employee Events in Progress by Selected Initiated and Effective Dates: We use this report to identify current and upcoming terms so we are aware of them timely.

HCM Employee Events by Selection Report: We use this report to identify transfers using the Previous and Current Company columns on the report. We may use this for other things as well. Most of the techs are gone for the day or I would ask them.

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Stale Dated Check Work-Around:

For current employees only with direct deposit:

1. Complete and Submit Lost Check Replacement Check Form

2. Make replacement check payable to "DAS Joint Payroll"

3. Complete and submit Payment Notification Form to apply the DAS Joint Payroll check to the employee's record for the current PPE

4. Leave Check Number blank (The help desk can fill out this field)

5. Submit both forms at the same time to the OSPS Help Desk

For more information please review the most recent eNews which further explains the Stale Dated Check process.

Upcoming Training

OSPA for Beginners

October 24th 1:00pm - 4:30pm

October 25th 1:00pm - 4:30pm

Shared Payroll Services Has Moved!

Shared Payroll Services — the team within Oregon Statewide Payroll Services* that provides payroll and benefit services to DAS and client agencies — is moving physically and organizationally, joining Shared Financial Services.

Oregon Statewide Payroll Services staff (payroll help desk, payroll accounting, training), are remaining on the 1st floor of the Executive Building at DAS with manager Seth Lewis, a unit of Financial Business Systems.

OSPS System Charges

The system fees for payroll checks/stubs and manual checks for the new biennium have been updated based on what was approved by the legislature. The fees listed here are for all of DAS FBS, which includes SFMS, CPERS and Datamart. If you are looking for more of DAS' prices go here…

https://pricelist.dasapp.oregon.gov/report/pricelist.pdf?20190718

Services	2019-21 Rate
SFMS: Number of accounting records	$0.015 per record
Datamart – Accounting and Payroll: Number of accounting records	$0.007 per record
PERS Reconciliation (police, fire, and/or seasonal): Number of state employees reported	$2.11/each
PERS Other Reconciliation: Number of state employees reported	$1.19/each
OSPS: Number of payroll checks/stubs	$2.89/each
OSPS: Number of manual checks	$11.21/each
SFMA Warrants and Return to Agency Warrants: Number of warrants	$2.23/each
SFMA ACH: Number of SFMA generated ACH transactions	$1.29/each
Non-routine/infrequent activities:	
Extraordinary Service Requirements: Actual per incident charges	Approved incident cost
SFMA Generated Pmt. File for Vendor Pmt. Srvc.: Number of records	$1.29/each
Training No-Show Fee: Number of occurrences	$50 per occurrence