

**2008
OSPS YEAR END
MINI-CONFERENCE**

**GROSS PAY
CORRECTIONS
PRESENTATION
HANDOUTS**

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2008 OSPS Year End Mini-Conference

Late Timesheet from October

Worksheet for Year-End Decisions

Scenario:

On 12/3/08, your employee (or their manager) turns in a timesheet from October. The timesheet has 97 RG, 65 SL, 10 VA, and 4 LO. The P190 screen shows the employee got paid forecast hours of 176 RG. This employee is not terminated but will have no additional money due for November.

Standard Questions	Answer
What is today's date?	
Where does this fall within payroll runs?	
Where does this fall within the calendar year?	
Has there been a P190 set for the pay period yet?	
What tax year is the original P190 set in?	
Is there a pending set reversal?	
Are there November or December dates on the P010 screen?	CIRCLE ONE: No Yes, November Yes, December
What are you correcting?	
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: INCREASE DECREASE

Other relevant questions:

Will the employee fully repay this shortage by December Run 1?

Look at where this date falls within payroll runs. Can you still set an October corrective?

Solution:

RESOURCES

- OSPS Processing Calendar
- Flow Chart: Timesheet or Other Gross Pay Corrections for Months Prior to November
- Recommended Practice: Year End Payroll Processing

SOLUTION

Worksheet for Year-End Decisions

Scenario:

On 12/3/08, your employee (or their manager) turns in a timesheet from October. The timesheet has 97 RG, 65 SL, 10 VA, and 4 LO. The P190 screen shows the employee got paid forecast hours of 176 RG. This employee is not terminated but will have no additional money due for November.

Standard Questions	Answer
What is today's date?	12/3/08
Where does this fall within payroll runs?	After Nov R1, Before Nov R2
Where does this fall within the calendar year?	2008
Has there been a P190 set for the pay period yet?	Yes
What tax year is the original P190 set in?	2008
Is there a pending set reversal?	No
Are there November or December dates on the P010 screen?	CIRCLE ONE: <input type="radio"/> No Yes, November <input type="radio"/> Yes, December
What are you correcting?	RG -> leaves; leave without pay 4 hrs
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: INCREASE <input type="radio"/> DECREASE

Other relevant questions:

Will the employee fully repay this shortage by December Run 1? YES

Look at where this date falls within payroll runs. Can you still set an October corrective?
YES

Solution:

Make changes to OSPA P003/P005 screen and set an October corrective. Since the amount to collect is less than 5% of the employee's salary, the entire balance will be repaid as a deduction from the employee's next check (either Nov R2 or Dec R1).