

**2008
OSPS YEAR END
MINI-CONFERENCE**

**GROSS PAY
CORRECTIONS
PRESENTATION
HANDOUTS**

Presented by:
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2008 OSPS Year End Mini-Conference

Manual Check not Reported / Captured

Worksheet for Year-End Decisions

Scenario:

Employee's last day was 9/22/08 and he logged his time correctly. You find out about the termination on 11/15/08 and payout his vacation and comp time, using the P050 screen for September. Employee was paid the vacation and comp time with a manual check, but no corrective was set for the closed pay period. When the next run processed (November Run 1), this manual check and the adjustments you made for September were not processed. You find the missed corrective before the November Run 2 final cutoff.

Variation A:

What happens if you find the missed corrective after December Run 1?

Variation B:

What happens if you find the missed corrective after December Run 2?

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:

Before November Run 2, can you still set a September corrective?

After December Run 1, can you still set a September corrective?

After December Run 2, can you still correct 2008 in OSPA?

Solution:

RESOURCES

- OSPS Processing Calendar
- Flow Chart: Timesheet or Other Gross Pay Corrections
- 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:

Employee's last day was 9/22/08 and he logged his time correctly. You find out about the termination on 11/15/08 and payout his vacation and comp time, using the P050 screen for September. Employee was paid the vacation and comp time with a manual check, but no corrective was set for the closed pay period. When the next run processed (November Run 1), this manual check and the adjustments you made for September were not processed. You find the missed corrective before the November Run 2 final cutoff.

Variation A:

What happens if you find the missed corrective after December Run 1?

Variation B:

What happens if you find the missed corrective after December Run 2?

Standard Questions	Answer
What is today's date?	~12/4/08
Where does this fall within payroll runs?	Before Nov Run 2
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: No Yes, November Yes, December
What are you correcting?	Capture 9/08 wages
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: INCREASE DECREASE

Other relevant questions:

Before November Run 2, can you still set a September corrective? YES

After December Run 1, can you still set a September corrective? NO

After December Run 2, can you still correct 2008 in OSPA? NO

Solution:

Before Nov Run 2 you can still set the September corrective, so your action is just to do that.

A For **Variation (A)**, you will need to move your September adjustments into November and ask that OSPA move the PPNN for the manual check into November. Set November P010 dates and P190 screen.

B For **Variation (B)**, you cannot correct OSPA. You will need to work with Kathyron to process a Corrected W-2.