

**2008
OSPS YEAR END
MINI-CONFERENCE**

**GROSS PAY
CORRECTIONS
PRESENTATION
HANDOUTS**

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2008 OSPS Year End Mini-Conference

Double-Paid December Wages

Worksheet for Year-End Decisions

Scenario:

The retiree was paid in 2008 with December P010 dates of 12/31/08, 12/31/08. On 1/5/09 you send an e-mail to the help desk to remove the December dates for your returning retiree, and they do it. This calculates all of December into 2009 (and it is still also in 2008) when December Run 2 processes.

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 for 2009?	CIRCLE ONE: INCREASE DECREASE

Other relevant questions:

Is the 2008 W-2 going to be correct?

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

Solution:

RESOURCES

- OSPS Processing Calendar
- Flow Chart: None
- Recommended Practice: Year End Payroll Processing

SOLUTION

Worksheet for Year-End Decisions

Scenario:

The retiree was paid in 2008 with December P010 dates of 12/31/08, 12/31/08. On 1/5/09 you send an e-mail to the help desk to remove the December dates for your returning retiree, and they do it. This calculates all of December into 2009 (and it is still also in 2008) when December Run 2 processes.

Standard Questions	Answer
What is today's date?	~1/15/09
Where does this fall within payroll runs?	After Dec Run 2, Before Jan Run 1
Where does this fall within the calendar year?	2009
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?	Double-payment of December wages
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage for 2009?	CIRCLE ONE: INCREASE <input type="radio"/> DECREASE <input checked="" type="radio"/>

Other relevant questions:

Is the 2008 W-2 going to be correct? YES

Solution:

Cancel the employee's 2009 check or ACH deposit. Request that OSPS put the original December dates back onto P010.