

2008
OSPS YEAR END
MINI-CONFERENCE

GROSS PAY
CORRECTIONS

PRESENTATION
HANDOUTS

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2008 OSPS Year End Mini-Conference

No November P010 Dates / Removed Dates

Worksheet for Year-End Decisions

Scenario:

On 12/20/08 you make a correction to November wages so you set the November P010 dates and set a November corrective. You later go in and remove November dates before the next run processes. When December Run 1 processes, you find this needs to be fixed.

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 2008?	CIRCLE ONE: INCREASE DECREASE

Other relevant questions:

What year will November calculate into on December Run 1?

Can you fix November before 2008 is closed to corrections?

Solution:

RESOURCES

- OSPS Processing Calendar
- Flow Chart: Timesheet or Other Gross Pay Corrections
- Recommended Practice: Year End Payroll Processing

SOLUTION

Worksheet for Year-End Decisions

Scenario:

On 12/20/08 you make a correction to November wages so you set the November P010 dates and set a November corrective. You later go in and remove November dates before the next run processes. When December Run 1 processes, you find this needs to be fixed.

Standard Questions	Answer
What is today's date?	~ 12/30/08
Where does this fall within payroll runs?	After Dec Run 1, Before Dec 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: <u>No</u> Yes, November Yes, December
What are you correcting?	November calc
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage for 2008?	CIRCLE ONE: <u>INCREASE</u> DECREASE

Other relevant questions:

What year will November calculate into on December Run 1? 2009

Can you fix November before 2008 is closed to corrections? YES

Solution:

Because you didn't tell OSPA to put November's wages into 2008, the entire record calculated in 2009 – double-paying the employee. To fix 2008, you need to put November dates on the P010 screen and set another corrective. To fix 2009, you need to reverse the check or stop the ACH.