

**2008
OSPS YEAR END
MINI-CONFERENCE**

**GROSS PAY
CORRECTIONS

PRESENTATION
HANDOUTS**

Presented by:
Allison Absher
Lead OSPA Help Desk Analyst

**Oregon Statewide Payroll Services
155 Cottage St NE U50
Salem, OR 97301-3969**

**Phone: (503) 378-6777
Fax: (503) 378-3518
E-mail: OSPS.Help@das.state.or.us**



Double-Paid November Wages

Worksheet for Year-End Decisions

Scenario:

Employee's last day was 12/15/08. You did all calculations for final pay and requested a manual check and P010 dates to be set. After employee receives this final check, he says that last two weeks of November had not been paid. You enter the missing time and request a November manual check and set a November corrective. When December Run 1 processes, November re-calculates entirely into the new tax year (not just the missing two weeks).

| 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:

Is 2008 still open for OSPA correction?

Solution:

RESOURCES

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

SOLUTION

Worksheet for Year-End Decisions

Scenario:

Employee's last day was 12/15/08. You did all calculations for final pay and requested a manual check and P010 dates to be set. After employee receives this final check, he says that last two weeks of November had not been paid. You enter the missing time and request a November manual check and set a November corrective. When December Run 1 processes, November re-calculates entirely into the new tax year (not just the missing two weeks).

| Standard Questions | Answer |
|--|--|
| What is today's date? | ~ 12/24/08 |
| 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: No Yes, November <u>Yes, December</u> |
| What are you correcting? | November double-pay |
| Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage? | CIRCLE ONE: <u>INCREASE</u> DECREASE |

Other relevant questions:

Is 2008 still open for OSPA correction? YES

Look at where this date falls within payroll runs. Can you still set a November corrective? NO

Solution:

To fix 2009, cancel the November check or ACH. To fix 2008, move your November corrections into December.