

**2008
OSPS YEAR END
MINI-CONFERENCE**

**GROSS PAY
CORRECTIONS
PRESENTATION
HANDOUTS**

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2008 OSPS Year End Mini-Conference

Terminated Employee Owed More Wages

Worksheet for Year-End Decisions

Scenario:

Employee's last day was 12/20/08, and he was paid everything due, plus vacation and comp time payouts. On 1/21/09, a self-audit uncovers that the final vacation calculation was wrong and the employee has 10 more hours of VAP to payoff.

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:

Look at where this date falls within payroll runs. Can you still set a December 2008 corrective?

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:

Employee's last day was 12/20/08, and he was paid everything due, plus vacation and comp time payouts. On 1/21/09, a self-audit uncovers that the final vacation calculation was wrong and the employee has 10 more hours of VAP to payoff.

Standard Questions	Answer
What is today's date?	1/21/09
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: No Yes, November <u>Yes, December</u>
What are you correcting?	Paying more VAP
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: <u>INCREASE</u> DECREASE

Other relevant questions:

Look at where this date falls within payroll runs. Can you still set a December 2008 corrective? NO

Solution:

Since the employee is receiving the money in 2009, the payment should be added to January's P050 screen and paid to the employee. He will receive a 2009 W-2 for this money.