

OSPS Training News

August 2008

Web Resources — iLearnOregon

DAS HRSD will soon implement a new learning management system. The pilot agencies and DAS Statewide Training and Development plan to go on-line in September. The State Controller's Division, including OSPS, is planning to implement November 30. iLearnOregon will benefit us with:

- An on-line catalog of training opportunities
- On-line class registration with automatic e-mails to confirm registration
- An on-line training record for each of us

If you would like additional information, see the [iLearnOregon](#) web site. Plan to come to the September 19 OSPS Forum to see a demo.



August Training — Protected Leave in OSPA

DATE: Monday, August 4, 2008

TIME: 8:30 AM to 4:30 PM

PLACE: Room 303, Oregon State Library, 250 Winter St. NE, Salem

This hands-on class includes entering time for employees on protected leave, [forcing PEBB premiums](#) (including the [Part-time and Job Share Force Insurance Worksheet](#)), and [donated hardship leave](#) (including the revised [worksheet](#)).

This section of the class is full. Follow our [normal registration](#) process if you would like to be on the waiting list for the next section.

REMINDER:

SCD charges a \$50.00 fee when a student is registered for an OSPS computer-based class and does not cancel 48 hours prior to the class or send a substitute.

Next Forum — Date Changed

To allow more time for emerging issues, we have changed the next forum from August to September. The next forum will be:

DATE: Thursday, September 18, 2008

TIME: 1:00 to 4:00 pm

PLACE: Veterans' Auditorium

DRAFT AGENDA:

- HRSD Statewide [Policy 60.000.11](#) "Leaves without Pay"
- 2009 PEBB Benefit Plan
- OSPS implementation of iLearnOregon (see Web Resources)

Did you know.....Some General Reminders



Work Schedule Codes

The [PTW1 Payroll Work Schedule Table](#) can accommodate work schedules that go up to 49 days before repeating. [Appendix A](#) in the Reference Manual only includes 7-day and 14-day schedules. If you have an employee with a work schedule that repeats less frequently, contact the [OSPS Help Desk](#). They will search the work schedule data base for an existing code. If they do not find one, they will establish a new one.

Manual or Off-cycle Check Requests

If an employee transfers from your agency to another state agency, do not request a manual check for the employee's final pay from your agency. Instead, allow the payment to process through the normal payroll run. OSPA will combine the payments from the losing and gaining agencies. If the employee normally has a net pay direct deposit, the pay from both agencies will be included in the direct deposit. See [Recommended Practices, Transfers](#).

In addition, if an on-going employee is eligible for a vacation leave pay-off (see applicable [collective bargaining agreements](#) or state-wide policy), process the pay-off with the normal payroll run. Do not request a manual check unless there are special circumstances. See [Entry Guides, Leave, Pay-off](#).

Employees with Direct Deposits

You may want to periodically remind employees to notify your agency's payroll office if their banking information for a direct deposit changes. If a direct deposit rejects, OSPS will not issue a replacement check until the bank has returned the funds. This can take up to 11 days after we transmit the ACH file.