

OSPS Training News

December 2008

Web Resources — Mainframe

As mainframe users, we have some unique information needs. Department of Administrative Services web sites have useful resources:

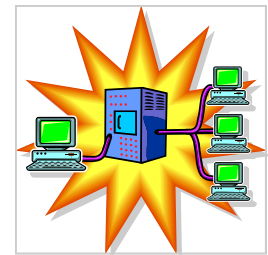
- The Enterprise Security Office has guidelines for [mainframe passwords](#) and [information security policies](#).
- Statewide Accounting and Reporting Services (SARS) has guidelines on [system security](#). The Oregon Accounting Manual [45.30.00.PO](#) covers dual access to OSPA and the PPDB.
- Human Resources Services Division has new procedures for [security for the PPDB](#).

Next Forum

DATE: February 25, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Veteran Affairs Auditorium](#), Salem



December Training

Making Retroactive Entries in OSPA

DATE: Tuesday, December 16, 2008

TIME: 1:30 to 4:30 PM

PLACE: SFMS Conference Room, 1st Floor, [Executive Building](#), 155 Cottage St. NE, Salem

This seminar class will cover research tools and specific examples, such as restoring accrued leave for [CBIW](#), [adjusting PERS](#) contributions and wages, and entering [DPT](#) and [IR](#) gross pay adjustments late.

Requesting Corrected W-2's from OSPS

DATE: Wednesday, December 17, 2008

TIME: 1:00 to 4:30 PM

PLACE: SFMS Conference Room, 1st Floor, [Executive Building](#), 155 Cottage St. NE, Salem

As in [prior years](#), we'll look at the [basics of requesting a W-2c](#). Students will then have the opportunity to practice with specific examples.

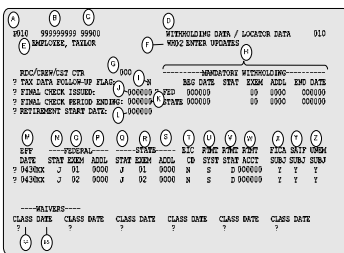
To Register for Classes

OSPS is now using [iLearnOregon](#) for class registrations. [Our web site](#) includes the link to the [log-in](#) and "job aids" to [create an account](#) and [find and register for a class](#).

After you log on, go to the Course Catalog. Search for OSPS, OSPA, or payroll.

In the Course Catalog, the New Agency Payroll Staff has a Delivery Method of "curriculum." If you enroll in the curriculum, iLearn will put all of the beginning classes in your learning plan.

Did you know.....P010 Check Dates



The FINAL CHECK ISSUED and the FINAL CHECK PERIOD ENDING dates on the [P010 Withholding Data / Locator Data](#) screen play several important roles:

Separations: When an employee leaves state service, the FINAL CHECK ISSUED date will print on the final manual or regular payroll run check. For an employee leaving state service in December, the check dates force the final December payment into the old tax year.

E357-030 Separated Employees with Net Pay Positive Adj Report: lists employees who have a SEPARATION DT / REASON on the [P030 Job Status Data](#) screen and <\$10

positive adjustment to their pay. If there are P010 check dates for the same pay period, OSPA will adjust the employee's taxes. You will see "8055-TERM-NP-FED-TAX" on the [Payroll Exception reports](#). If there are not P010 dates, request a tax adjustment from OSPS or pay the employee.

At Year-end: the P010 dates may become critical for putting an entry in the correct tax year. For example, if you need to set a corrective for November in December, you force the November entries into the old tax year with November P010 dates. December pay will be reported in the new tax year. For additional examples, see the [Recommended Practice on Year-end](#).

Employee Paystubs for Small Amounts: Have your employees received mid-month (run 2) paystubs that show payments of a few cents as a result of a small adjustment, such as [Workers' Benefit Fund calculation](#)? Check the employee's P010 for check dates. Any dates will trigger the pay stub.

