



OSPS Training News

February 2008

Web Resources — DAS HRSD

The Human Resource Services Division of the Department of Administrative Services has several payroll related resources on their web site, including:

- [HRSD State Policies](#)
- Current [Collective Bargaining Agreements](#)
- Documentation for the PPDB:
 - HRSD has added several new [Personnel Action Codes](#) and documentation for them
 - There are also new [PERS Wage Job Class Codes](#) . The documentation includes a crosswalk between P030 and P010 entries.

Next Forum

DATE: February 20, 2008

TIME: 1:00 to 4:30 PM

PLACE: Veteran's Auditorium, 700 Summer St., NE, Salem

AGENDA:

- Department of Revenue [Determination Letters](#) - Tom Stinnette, DOR
- New HRSD [State Policy on Family and Medical Leave](#) - Cindy Forest, DAS HRSD
- Tools for Tracking Protected Leave - Best Practices, Group Discussion

February Training

Processing Separating Employees in OSPA

DATE: Monday, February 4, 2008

TIME: 9:00 AM to 4:00 PM

PLACE: Room 301, Capitol Learning Center, Oregon State Library, 250 Winter St. NE, Salem

This hands-on computer-based class covers the recommended practice for [Separating Employees](#) .

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Requesting Corrected W-2's from OSPS

DATE: Wednesday, February 27, 2008

TIME: 1:15 to 4:15 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 This year, we have extended the length of the class to include practice sets. This same class was offered on January 30. See the [Recommended Practice](#).

[To Register](#)



PLEASE NOTE: SCD now 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.

Did you know.....Entering Overtime

Employees who are overtime eligible need to record the time they work beyond their normal work schedule separately.

If an employee is full-time, overtime eligible, and FLSA non-exempt, the employee should record any overtime as either OT (paid overtime) or CTA (compensatory time accrued). OSPA will multiply the hours recorded by a defined overtime rate.

If the employee is full-time, overtime eligible, and FLSA exempt, the employee should record any overtime as STA (straight time accrued). When the employee is ready to use the accrued time, s/he will enter ST (straight time). OSPA does not multiply these hours by an overtime rate.

If the employee is part-time or job-share, the employee should record the additional time as UST (unscheduled straight time) until s/he has worked hours equivalent to a full-time employee with the same work schedule. After that, the employee should enter time as OT or CTA.

See Data Entry Guides for more information on [timesheets](#) and entering time in [On-line Daily Time](#).

