



OSPS Training News

January 2008

Web Resources — W-2's

Yes, it's that time again! We will distribute the W-2's for 2007 on January 23. If you need to request a re-issued or a corrected W-2, the OSPS website has some tools:

- [2008 Processing Calendar](#) includes deadlines
- [Guide to Reading Your W-2](#)
- [How do I get a copy of my W-2?](#)
- [OSPS Form 99.04](#) Reissued IRS Form W-2 Request
- [Recommended Practice](#) on Corrected W-2's
- [Request for Corrected W-2](#)
- [OSPS Form 99.13](#) Social Security and Medicare Taxes Certification

December Training

Processing Employee Transfers in OSPA

DATE: Wednesday, January 16, 2008

TIME: 1:15 to 4:15 PM

PLACE: SFMS Conference Room, 1st Floor, Executive Building, 155 Cottage St. NE, Salem

This seminar class is based upon the recommended practice for [Transfers](#) and includes the process for both the losing and gaining agency.

Requesting Corrected W-2's from OSPS

DATE: Wednesday, January 30, 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.

[To Register](#)

Tax Related Web Sites:

- [2008 W-4](#)
- [2008 W-5](#)
- IRS [2008 Publication 15 \(Circular E\)](#)
- IRS [Withholding Calculator](#)
- Paycheck City [Withholding Calculator](#)



Next Forum

DATE: February 20, 2008

TIME: 1:00 to 4:30 PM

PLACE: Veteran's Auditorium

Did you know.....Some Reminders



Advance Earned Income Credit: With October run 2, OSPA produced the [EICRPT Earned Income Credit](#) report. Make sure agency employees on the report submit a new W-5 by January 1. If not, change the EIC setting on the [P010 Withholding Data / Locator Data](#).

Exemptions from Withholding: With November run 2 and February run 2, OSPA produces the [E370-06-1 Income Tax Exemptions](#) report. Make sure agency employees who have "exempt" on the report submit new W-4's by February 15. If not, enter their most recent withholding information or single with zero allowances on the P010. See [Recommended Practice](#).

Domestic Partner Insurance: Employees with insurance coverage for a domestic partner and/or eligible children should have a DPT entry on the P050 Gross Pay Adjustments to make the imputed value of the coverage taxable. OSPA outdated the 2007 entries effective 11/30/07. The [E820-1 Gross Pay Adjustments Outdated](#) report lists employees for whom who you may need to make 2008 entries. See [Entry Guide](#).

Deceased Employees: If your agency had deceased employees in 2007, you received the [ANNLDEC Deceased Employees — Agency Summary](#) report after November and December run 1. Make sure your agency's accounting office has information for 1099-MISC reporting. See [Recommended Practice](#) and [SFMS Desk Manual](#).