



## OSPS Training News

July 2008

### Web Resources — DAS Newsletters

In addition to the OSPS Training News, several divisions in the Department of Administrative Services produce newsletters you might find helpful:

- [What's Up at DAS](#) is a quarterly newsletter for DAS customers
- [DAS HRSD Statewide Training](#) publishes newsletters on upcoming classes and AJ's Tips for using standard computer software
- The Enterprise Security Office publishes a monthly [Security Tips Newsletter](#) with lots of helpful advice for both home and office computers
- DAS Facilities publishes [Energy Updates and Waste Watchers](#) that provide tips on saving energy and the environment

Does your agency offer a newsletter that would interest other payroll staff?

### July Training — Processing Separating Employees

DATE: Monday, July 21, 2008

TIME: 9:00 AM to 4:00 PM

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

This hands-on computer-based class covers the recommended practice for [Separating Employees](#), including advancing, adjusting and paying off leave and evaluating final deductions.

[To Register](#)



### Next Forum

DATE: Wednesday, August 20, 2008

TIME: 1:00 to 4:00 pm

PLACE: Veterans' Auditorium

#### REMINDER:

In this biennium, SCD began charging 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.....Leave Accrual



#### LARS Automatically Adjusts AD, DL, and PB

When leave accruals for June run on July 10, LARS will adjust existing Administrative Leave (AD) and Discretionary Leave (DL) balances to zero. It will also zero out any personal business leave (PB) remaining for fiscal year 2007-08 and give all eligible employees a new balance for fiscal year 2008-09.

Part-time and job share employees are entitled to a pro-rated amount of personal business. **If your agency has part-time or job share employees, check the Leave Accrual Register for the June pay period (printed July 10) to make sure LARS pro-rated their PB correctly.** If not, make adjustments on the P435 Employee Leave Data. See [Entry Guides, Leave, Adjust Balances](#) for making the entries and [Interfaces, LARS](#) for pro-rating.

#### Leave Accrual for Employees with <32 Regular Paid Hours

Most benefit packages require an employee have at least 32 regular paid hours in a month to be eligible for sick leave (SL) and vacation leave (VA) accruals for that month. Over time, several of us have had questions about how LARS handles these accruals; so, we asked our system analysts to look at the edits in the program. Here's what we have learned.

If employees have <32 regular paid hours, they **will not accrue** leave if:

- They have a separation date and reason code not equal to 80 (transfer) on the P030 Job Status Data or
- On the P030, they have a LOA code with a beginning date in the current or a prior pay period, and a blank end date or an end date in the current or a future pay period

Even if employees have <32 regular paid hours, they **will accrue** leave if:

- They are in benefit package CU, XX, YM, YN, YP, or YS or
- They have a separation date and reason code of 80 (transfer) on the P030 or
- They do not have a separation code or LOA code on the P030

If you see the message LESS THAN 32 HRS AND ACCL on the Leave Accrual Register, make sure the employee is eligible for the leave accrual. For a new tool, watch for the new section of the Register that lists comments separately!