

OSPS Training News

June 2008

Web Resources — June Training Resources

We recently published several new or revised documents to the web. We will use several of them in the Protected Leave and OSPA class (below). They include:

- [Family and Medical Leave Recommended Practice](#)
- [Donated Hardship Leave Recommended Practice](#) and [worksheet](#)
- [Entry Guide to Force PEBB Premiums](#)
- [Entry Guide for PEBB Benefits for Part-time and Job Share Employees](#), used with the [Insurance Force Entry Worksheet](#)

We will soon also add a recommended practice and entry guide for injured workers.

June Training — Protected Leave and OSPA

This hands-on class will include entering time for employees on protected leave (FMLA, OFLA, CBIW), forcing PEBB premiums (including the Part-time and Job Share Force Insurance Worksheet), donated leave (including the revised worksheet), and restoring CBIW related leave.

DATE: Monday, June 16, 2008

TIME: 9:00 AM to 4:00 PM

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

[To Register](#)

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.



Next Forum

DATE: Wednesday, August 20, 2008

TIME: 1:00 to 4:00 pm

PLACE: Veterans' Auditorium

Did you know.....Upcoming Fiscal Year-end Processes



State-dated Checks/Unclaimed Property

In May, agencies received the E701-030-A Outstanding Checks to be Purged from Check Recon Report. It lists employee and vendor checks printed prior to July 1, 2006 that have not been cashed. You have the legal requirement to exercise "due diligence" to find payees for checks of \$100.00 or more and for checks to current state employees. You must return the report with the status of checks to the OSPS Accountant by October 1. OSPS will submit the "unclaimed property" to the Oregon State Lands by October 31. For guidelines and suggestions, see the [Power-Point slides](#) from last year's forum, which we have updated with 2008 dates.

Personal Business

On June 30 of each year, OSPA zeroes out any unused personal business leave. Starting with the April 30 pay period, OSPA is printing "in danger of losing" messages on employees' [pay stubs](#) and on the [Leave Accrual Register](#) for employees that still have PB for this fiscal year. You may want to remind employees to use their PB. It cannot be carried to the next year and does not have a cash value.

Accrued Compensatory Time

With the April pay period, OSPA started printing "in danger of losing" messages on the [Leave Accrual Register](#) for FLSA non-exempt employees who have accrued compensatory time. After May run 2, you will receive the [E404-09-1 Agency Employees with Leave Type CT](#). If employees do not use the CTA by June 30, they may be eligible for a pay-off. See you [collective bargaining agreement](#) and the [Entry Guide for Leave Pay-off](#).

If you have SEIU represented employees who are exempt from FLSA, you received the [E475-B OPEU FLSA Exempt Employees with Comp Time Balances](#) after March run 2. These employees are not eligible for a pay-off. Your agency may allow them to carry-over time earned in the last 90 days. If they do not use it and it will not carry-over, adjust the balance to zero on the P435 Employee Leave Data (negative number in HOURS LEAVE and a positive number in TIME LOST) after June 30.