



# OSPS Training News

March 2008

## Web Resources — “Human” Resources

OSPS is responsible for ensuring that OSPA processes payroll in compliance with laws, rules, statewide policy, and collective bargaining agreements. Other offices within state government determine what we need to do to comply. They provide help desk support for compliance issues:

- [PPDB Help Desk](#)
- [PERS Central Services Team](#)
- [PDB Functionality](#)
- [PEBB Eligibility and Benefits](#)
- [DAS HRSD Information](#)
- [BOLI inquiries](#)

## THANK YOU!!!!

OSPS receives amazing support for OSPA from the system analysts in the DAS Operations Division. They include:

- Joe Adelman, Manager
- Francis Guarnes, Application Supervisor
- Kathy Flynn, Senior Systems Analyst
- Rovi Villa, Systems Analyst
- J.B. Malanyaon, Systems Analyst

We are grateful for their “can do” attitude and expertise!

## March / April Training — OSPA Overview

Designed as an introduction to state payroll and OSPA, the OSPA Overview class covers payroll resources on the web, other applications that interface to OSPA, and the most commonly used screens in OSPA. It is a two-day class.

DATE: Monday, March 17 and April 21, 2008  
 TIME: 8:30 AM to 4:30 PM  
 PLACE: Room 303, Oregon State Library, 250 Winter St. NE, Salem

### To Register

**Please Note: Beginning July 1, 2007, as part of the 2007-09 Price List of Goods and Services, SCD will charge 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 - Gold Star Awards

DATE: Friday, May 16  
 TIME: 1:00 to 4:30 pm  
 PLACE: Veterans' Auditorium



[Application Information](#)

## Did you know.....Overtime Calculation

Last month we talked about the pay types for recording overtime worked. Now, let's see what OSPA does with them.

OSPA calculates the amount the employee will receive for overtime by multiplying the employee's overtime hours by a calculated FLSA regular rate of pay (FRRP) multiplied by 1.5. The employee's FRRP may vary from month to month.

To determine the FRRP and calculate overtime pay, OSPA uses the following data elements:

- TYPE and HOURS entered on the P003 or P004 Time Capture
- PAY TYPE and AMOUNT from the P050 Gross Pay Adjustments
- ADJUSTED BASE and EQUIVALENT RATE from the P030 Job Status Data
- LV TP, RATE UNIT, REG PY, OT, and O/T MLT from the PTB2 Payroll Benefit Table

For each pay type, OSPA uses the PTB2 OT indicator to determine whether to use the hours and/or dollar value for an entered pay type in the overtime calculation. The possible values include:

TP	UNIT	REG	PY	OT	MLT	REG	OT	MLT	REG	OT	MLT
B											
D											
N											
O											
P											

- B = Both dollars and hours are FLSA subject and included in the overtime calculation, paid at hours \* (AHRP \* O/T MLT)
- D = FLSA subject dollars, included in the overtime calculation, specific AMOUNT entered on P050
- N = neither dollars nor hours are FLSA subject and are not included in the overtime calculation
- O = FLSA subject overtime hours, paid at FRRP overtime rate
- P = Partial or premium hours (like differentials), added to the FRRP according to the O/T MLT or the RATE UNIT from the PTB2, paid at HOURS \* RATE UNIT or HOURS \* (AHRP \* O/T MLT)

For additional information and an example, see pp. 6-9 in [Payroll Calculation](#), Introduction, OSPA Reference Manual.