

OSPS Training News

May 2008

Web Resources — National Direct Deposit Month

May is National Direct Deposit and Direct Payment Month. This is a good time to remind employees of the advantages of direct deposit, including:

- No more standing in line to deposit or cash a check
- Receiving pay on payday, even if the employee is away from work
- No more lost or stolen checks
- It's earth friendly
- Paying employees electronically saves the state money

Check out the web sites mypay.oregon.gov and electronicpayments.org.



U.S. Bank AccelaPay Visa Card

- Remember the [U.S. Bank® AccelaPay® Visa® card](#) for employees who do not have a bank account or are looking for a budgeting tool.



May Training — New Employees

TOPIC: Processing New Employees in OSPA

DATE: Monday, May 5, 2008

TIME: 9:00 AM to 4:00 PM

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

This hands-on class uses the recommended practice on [new employees](#) to cover the basics of setting-up new hires in OSPA. It also includes discussion of PEBB [opt out](#), [waive benefits](#), and [domestic partner insurance](#).

[To Register](#) by 5:00 pm on May 1

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.

May Forum

DATE: Friday, May 16

TIME: 1:00 to 4:00 PM

PLACE: Veterans' Auditorium
700 Summer St NE, Salem

AGENDA:

- **2007 Gold Star Awards**—Sharon McKeehan
- **Best Practices Discussion, Forms for Transferring Employees**—C. Cunningham, DAS Payroll

Did you know.....Designating Overtime Hours

In this final article on overtime, we will touch upon the regulations that govern overtime pay. The Fair Labor Standards Act (FLSA), Oregon Wage and Hour laws, Collective Bargaining Agreements (CBA), and HRSD Statewide policy provide guidance for overtime pay for state employees.

State and Federal regulations determine when a position is exempt or non-exempt from overtime. Your agency's HR office will periodically review each employee's job description against the regulations. In OSPA, the [P030 Job Status Data](#) indicates if the employee is exempt or non-exempt.

Exempt employees work a professional workweek on a salaried basis and are not eligible for overtime. State and federal laws define the workweek and when the agency must pay overtime for non-exempt employees. For represented employees, the CBA may have additional provisions.

For example, under FLSA a non-exempt employee becomes eligible for overtime pay after the employee has **worked** in excess of the employee's regular full-time schedule, which may be over 8 hours in a day, 40 hours in a week or 80 hours in 2 weeks. For FLSA, vacation, sick, and other paid time off does not count toward hours worked. Some CBAs include paid time-off in determining when the employee is eligible for overtime, depending upon the circumstances. SEIU has [examples](#) for their represented employees.

Currently, the state compensates the overtime eligible non-exempt employee at 1.5 times the employee's FLSA regular rate of pay (FRRP). The [March 2008 Training News](#) described the formula OSPA uses to calculate each employee's FRRP.

Web sites:

- [US DOL FairPay](#)
- [BOLI Technical Assistance](#)
- [HRSD Statewide Policy](#)
- [Collective Bargaining Agreements](#)