

OSPS Training News

November 2008

Web Resources — Year-end

As we begin year-end, the OSPS web site has many resources, including:

- Recommended Practices for:
 - [Year-end](#)
 - [Expense Reimbursements and Taxable Fringe Benefits](#)
 - [Corrected W-2's \(W-2c\)](#)
- [Flowcharts](#) for select procedures
- Oregon Accounting Manual, [Travel](#) and [Tax Issues](#)
- IRS web site for [W-4](#), [W-5](#), [Publication 15-B](#), and [FSLG Taxable Fringe Benefits Guide](#)
- [Guide to Understanding Your W-2](#)
- [Request for Corrected W-2 \(W-2c\)](#)



November Training — Protected Leave in OSPA

DATE: Tuesday, November 25, 2008

TIME: 8:30 AM to 4:30 PM

PLACE: McKenzie Room, DHS Cherry Ave Training Center, 3414 Cherry Ave. NE, Suite 150, Salem

This computer-based class includes entering time for employees on protected leave, [forcing PEBB premiums](#) (including the [Part-time and Job Share Force Insurance Worksheet](#)), and [donated hardship leave](#) (including the [worksheet](#)).

[To register](#)

REMINDER:

SCD 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.

Year-end Mini-Conference

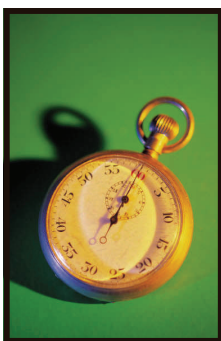
DATE: Wednesday, November 19, 2008

TIME: 1:00 to 4:00 pm

PLACE: Conference Rooms A, B, and C, Public Service Building, [255 Capitol St. NE](#), Salem

Our customers told us that they would like something different for the year-end forum. We put our heads together and created a “mini-conference” for the varied needs of experienced and new payroll staff members. We're offering a “[menu](#)” of 13 different topics. You can choose which four 30-minute sessions will best prepare you for year-end. Come join us!

Did you know.....Year-end Process Continues



GL and ML Leave Balances

With the September leave accrual, LARS reduced any existing ML (military leave) balances to zero. With the October leave accrual, it will reduce existing GL (Governor's leave) balances to zero to prepare for the 2008 holiday period.

Annual Maximum For Series EE Savings Bonds

This year, [U.S. Treasury](#) has a \$5,000 annual purchase limit for primary owners (SSN or TIN of the first person on the bond) of paper Series EE savings bonds. After we update the datamart for October run 2, OSPS will query the OSPA datamart for P070 SVNN deductions. If the annual total of SVNN deductions for an employee is likely to be \geq \$5,000, OSPS will notify you. Confirm that the savings bond purchases have one primary owner and, if so, work with the employee to remaining 2008 purchases.

PEBB 2009 Plan Year

PEBB will send the open enrollment file to OSPA at 6:45 AM on November 17. At 5:00 PM on the 17th, they will add the SINN deductions for the PEBB \$20,000 pre-tax basic life insurance. The new deductions will have a BEGIN DATE of 12/31/08 on the P070. After open enrollment, the applications will automatically create the SINN deduction for any new SLNN (agency, basic life, \$5,000 pre-tax) entry. Because PEBB is paying the \$4.40 premium for the PEBB life, the amount on the premium will not display on the employee's pay stub, the on-line registers, or the report registers. When you force premiums, you will only enter the \$4.40 in the VENDOR SHARE field on the P070.



Questions or comments? E-mail us at OSPS.Help@state.or.us or call 503 378 6777