

OSPS Training News

August 2009

Web Resources — National Payroll Week

NPW coincides with the celebration of Labor Day. It celebrates the economic, cultural and social achievements of American workers. It is also a national campaign to teach workers about their paychecks, withholding and benefits. Consider participating or sponsoring a NPW activity:

- Volunteer for the 4th annual [Money Matters National Education Day](#)
- Provide employees with information on [How to Get More from Their Paychecks](#)
- Encourage employees to [plan for retirement](#) with information on [social security](#), [OGSP](#), [PERS](#), the [U.S. Treasury](#) and [IRA's](#).
- Finally, tap your foot, hum along or lustily sing out the [NPW Song](#)

August Training

New Employees in OSPA

DATE: August 18, 2009

TIME: 9:00 AM to 4:00 PM

PLACE: Mt. Hood Room, [General Services Building](#), 1225 Ferry Street SE, 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 PEBA [opt out](#), [waive benefits](#), and [domestic partner insurance](#).

OSPA Exception Reports

DATE: August 27, 2009

TIME: 1:00 to 4:00 PM

PLACE: SFMS Conference Room, 1st Floor, [Executive Building](#), 155 Cottage St. NE, Salem

We'll look at OSPA [Payroll Exception Reports](#) and screen prints to determine the reason the employee is on the report and whether we should make changes.

[To Register](#)



National Payroll Week
September 7-11, 2009

Next Forum

DATE: September 17, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Veteran Affairs Auditorium](#), 700 Summer St. NE, Salem

YEAR-END MINI-CONFERENCE

DATE: October 19, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Executive Building](#), 155 Cottage St. NE, Salem

Register in [iLearnOregon](#). Then, go to My Learning Plan and take the survey to indicate the sessions you wish to attend.

Did you know..... 2009-11 Fee and Rate Changes

OSPS Check Fee

OSPS is one of the DAS program units that receives funding through a user fee. For us, it is a per check charge. We used the number of payments for 2007-09 to estimate the number of payments for 2009-11. The Budget and Management Division (BAM) of DAS then divided our budget by that number to set the per check fee of \$3.54 for 2009-11, an 8% decrease from the 2007-09 biennium.

OSPA will charge your agency \$3.54 each time it produces a vendor check or ACH or an employee check or pay stub. The charge is the same for payments through the regular payroll runs and off-cycle or manual checks. If you set a corrective for a closed pay period and it results in a payment, OSPA will charge for each pay period corrected.

PERS Rates

Just a reminder that the PERS rates for the employer contribution or "match" changed effective July 1, 2009. The new rates are on the [OSPS web site](#). If you need to adjust employer contributions for January to June 2009, use the old rates. If you make adjustments for ≥July 1, 2009, use the new rates. Do not adjust PERS contributions and subject wages for prior tax years in OSPA. Instead, contact the [PERS Centralized Services Team](#), HR Systems and Services, DAS Human Resource Services Division.

