

## OSPS Training News

November 2009

### Web Resources — Additions to OSPS Web Site

Have you been to the [HELP CENTER](#) at the OSPS "On-line Resource Center" (formerly, OSPS web site)? It provides another way to find some of the great on-line information for both employees and payroll offices.

Also, the homepage for the On-line Resource Center now has [Year-end Resources](#), including:

- Presentations from the 2008 and 2009 Year-end Mini-Conferences
- Flowcharts for specific situations that arise at year-end
- A sample year-end plan
- The Year-end Recommended Practice

### Upcoming Training

#### Deceased Employees in OSPA

DATE: December 10, 2009

TIME: 8:30 AM to 12:00 PM

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

This seminar-style class will follow the [Recommended Practice on Deceased Employees](#).

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#### Requesting Corrected W-2's from OSPS

DATE: December 16, 2009

TIME: 1:00 to 4:30 PM

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

As in [prior years](#), we'll look at the [basics of requesting a W-2c](#). Students will then have the opportunity to practice with specific examples.

[To Register](#) for either class.



[National Recycling Coalition](#)  
[DAS Sustainability Program](#)  
[Payroll Direct Deposit](#)

*For the November Forum, we will offer a telephone conference call for anyone outside the Salem area. If you wish to participate, contact [Katherine Bremser](#).*

### Next Forum

DATE: November 17, 2009

TIME: 1:00 to 4:00 pm

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

#### AGENDA:

- PEBB Open Enrollment Follow-up — I. Joslen & B. Barott, PEBB
- Furloughs—S. McKeehan, OSPS & M. Rasmussen, DAS HRSD HRMC
- Changes to Military Donated Leave Program—R. Gray, DAS HRSD HRMC

### Did you know.....Year-end

#### Year-end Process Underway

We've begun implementing changes for the new tax and benefit year:

- OSPA has outdated the 2009 PEBB plan year DPT and DPN entries on the P050 Gross Pay Adjustments screen. OSPS has distributed the E820 Gross Pay Adjustments Outdated reports. Remember to make new entries for 2010 after open enrollment.
- PEBB will load the 2010 open enrollment file into OSPA on November 15 with effective dates of 12/31/09.
- The Charitable Fund Drive will send OSPA the electronic file of payroll deductions before December run 1. They too will have 12/31/09 effective dates.
- LARS reduced ML leave balances to zero with the September leave accrual. GL leave balances will go to zero with the October leave accrual.

#### 2010 Forum Schedule

With the October 30 web updates, OSPS posted the 2010 OSPS Processing Calendar. We have made some changes to the 2010 OSPS Users' Forums:

- There will once again be a forum each quarter — March 17, June 3, October 19, and December 17.
- We've changed the start time from 1:00 to 2:00 pm. The end times will remain at 4:00 pm.
- We've changed the location from the Veterans' Affairs Auditorium to the Mt. Mazama Room, Basement, [General Services Building](#), 1225 Ferry St. SE, Salem.
- The change in location will allow us to offer participation through iLincOregon for staff members outside Salem.
- Rather than a separate year-end mini-conference, the October 19 forum will focus on year-end.