**Oregon Statewide Payroll Services**
**State Controller's Division, Department of Administrative Services**

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE CONTROLLER'S DIVISION

# OSPS Training News

**April 2009**

## Web Resources — Economic Issues

There are several web resources for information on the Federal American Recovery and Reinvestment Act (ARRA) of 2009 and the state budget as it impacts payroll, including:

- State Budget:
  - 2007-09 Temporary Cost Reductions / Furloughs including changes in OSPA
  - Lay-off Information
  - Transition Services for State Employees
- ARRA:
  - Making Work Pay Tax Credit and Updated Withholding Tables
  - COBRA Subsidy

## April Training — Employee Transfers in OSPA

DATE: April 20, 2009
TIME: 9:00 AM to 4:00 PM
PLACE: SFMS Conference Room, 1st Floor, Executive Building, 155 Cottage St. NE, Salem

This seminar-style class uses screen prints and reports to trace the process for both the losing and gaining agency when a state employee transfers from one agency to another.

To Register

## Next Forum

### Gold Star Awards

**DATE:** May 19, 2009
**TIME:** 1:00 to 4:00 pm
**PLACE:** Veteran Affairs Auditorium, 700 Summer St. NE, Salem

## Did you know……Introducing AccelaPay Bill Pay

We are pleased to announce that on April 18, 2009, U.S. Bank will make a new service, **AccelaPay® Bill Pay,** available to all employees with AccelaPay payroll cards!

- **With AccelaPay Bill Pay the employee can:**
  - Pay anyone with a valid U.S. mailing address any time online through the AccelaPay account
  - Quickly pay bills in one convenient place — no more trips to the bank, store, or post office
  - Control the amount and date of every payment
  - Track the status of payments and view bill details and payment history
- **For employees with AccelaPay cards:**
  - After April 18, login to www.accelapay.com. Select the Bill Pay link and accept the subscriber agreement.
  - Set-up payees, select the payment option, enter the amount, and select the payment date.
  - Payment options include: one-time, at a future date, and automatically at regular intervals
  - The employee will receive an e-mail for each payment sent
  - If there are not enough funds in the employee's account, the employee will receive an e-mail
- **There are fees associated with Bill Pay, including:**
  - $0.99 per payment (as compared to an average of $1.24 to buy and mail a money order)
  - $20.00 for each returned payment
  - $5.00 for a proof of payment
  - $25.00 fee to research a payment
  - $10.00 to request a stop payment
- **If an employee wants Bill Pay and does not have an AccelaPay card:**
  - Have the employee complete and turn in the Direct Deposit / Payroll Card Form at mypay.oregon.gov
  - Enter the direct deposit on the P070 screen in OSPA
  - Fax the Direct Deposit / Payroll Card form to OSPS
  - Remind the employee to watch for the card 3-5 days after payroll run 1. It comes in a plain white envelope!

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