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

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE CONTROLLER'S DIVISION

OSPS Training News

July 2009

Web Resources — Corrected W-2

In response to suggestions from our customers, we recently revised the Request for a Corrected W-2 (IRS Form W-2c) spreadsheet.

- OSPS Services has guidelines for requesting a W-2c
- It includes a link to the revised Request for a Corrected W-2
- We updated the Recommended Practice, Taxes, Corrected W-2 for the revisions and to give additional examples

If you request a Corrected W-2, please use the new form. We hope you will find the changes helpful!

July Training — OSPA Overview

DATE: July 28 and 29, 2009 (**two days**)

TIME: 8:30 AM to 4:30 PM each day

PLACE: Mt. Hood Room, General Services Building, 1225 Ferry Street SE, Salem

This hands-on class is a guided tour of payroll related terms, frequently used screens in OSPA, and the OSPS web resources. Students will work with each screen and look up specific information on the web. This is a good introduction to OSPA and payroll.

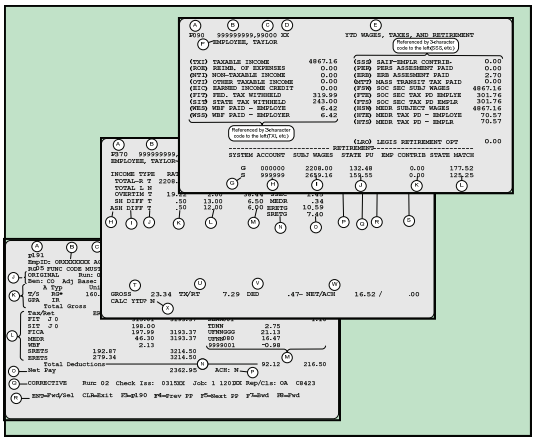
To Register

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…… Researching Retirement Information



The June Training News covered the RTMT STAT and RTMT SYST fields on the P010 Withholding Data / Locator Data screen. When you are doing research, screens and reports display the results of these entries.

First, for most eligible employees there are two components to the PERS contributions — the employer contribution or "match" and the employee contribution. When the state pays the employee's contribution, we refer to it as the "pick-up."

The P090 and P091 YTD Wages, Taxes and Retirement screens are the most straight forward. There is a separate line under RETIREMENT for each RTMT SYST on the P010. The amounts will be in the applicable column — STATE PU, EMP CONTRIB and STATE MATCH.

On the XREF43, XREF44, XREF45, and XREF46 Payroll Registers, the RTMT line includes the subject wages and the state pick-up, state match, and employee paid contributions. If the employee pays his/her own contribution, the pick-up columns will be blank and there will be a value >0.00 in the CUR-AMT column. To the right of "RTMT," the reports display the RTMT STAT, RTMT SYST, and RTMT ACCT from the P010.

On the P370 Calculation of Current Payoff screen, the TAX / RET column will have a code that includes RET and an amount. RET means the employee paid his/her own contribution. ERET is the state match. SRET is the state pick-up. The last character indicates the RTMT SYST from the P010. For example SRETG gives the amount of the state pick-up for OPSRP General Services.

The values are a little different under Tax/Ret on the P191 Register Summary screen. If the state picked-up the employee contribution, both contributions will be in the ER Amt column. The pick-up will be listed as SRET and the match will be ERET. If the employee paid his/her contribution, the match will be in the ER Amt field and the employee contribution will be in the EE Amt field on the ERET line. As with the P370, the final character indicates the RTMT SYST from the P010.

Reminder

- With the June leave accrual on July 10, LARS will zero out most negative leave balances, such as DL, FL, JD and LWOP. For a list see Interfaces, LARS.
- It will also give eligible employees a new PB balance. Check part-time employees!