

OSPS Training News

March 2009

March Training

Requesting a Corrected W-2 for a State Employee

DATE: March 3, 2009
TIME: 8:30 AM to noon
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.

Employee Separations in OSPA

DATE: March 18, 2009
TIME: 9:00 AM to 4:00 PM
PLACE: Mount Hood Room, Basement, [General Services Building](#), 1225 Ferry St. SE, Salem

This hands-on computer-based class covers the recommended practice for [Separating Employees](#), including [advancing](#), [transferring](#), [adjusting](#) and [paying off](#) leave and evaluating final deductions.

OSPA Exception Reports

DATE: March 30, 2009
TIME: 1:00 to 4:30 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](#)

Web Resources — Guides

Having trouble reading an OSPA related document? We may have a Guide to help you or an employee, including:

- [Guide to Reading Your Check Stub / Re-remittance Advice](#)
- [Guide to Understanding Your 2008 W-2](#)
- [Deciphering the Payroll Register](#)



Next Forum

DATE: May 19, 2009
TIME: 1:00 to 4:00 pm
PLACE: [Veteran Affairs Auditorium](#), 700 Summer St. NE, Salem

Gold Star Awards

The March 31 deadline for submitting your Gold Star application is fast approaching! Send it in today!

[Application Information](#)

Did you know.....FMLA Changes

Payroll Changes:

New special indicators for pay and leave codes, including:

- 6 = Exigency
- 7 = Exigency / OFLA
- 8 = Military Caregiver
- 9 = Military Caregiver / OFLA

Accrued compensatory (CT) and straight time (ST) taken codes can now accept the special indicators.

Recent revisions to [HR State Policy 60.000.15 Family and Medical Leave](#) went into effect January 25. They reflect changes to the federal Family and Medical Leave Act (FMLA) made in the National Defense Authorization Act for FY 2008. The changes include:

- **Military Caregiver's Leave**
 - Up to 26 work weeks of protected leave
 - For spouse, parent, next-of-kin, son, or daughter
 - To care for a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy or on temporary disability for a serious service related injury or illness
 - See [Family and Medical Leave Packet B, FMLA Military Caregiver Leave](#)
- **Military Exigency Leave**
 - For spouse, parent, son or daughter
 - To attend to qualifying exigencies when a spouse, parent, son or daughter is called to or is on active duty in support of a contingency operation for the military
 - Exigencies may include: short notice deployment, military activities and events, arranging for alternative child care, schools, or urgent immediate care, school or day care meetings, attending to financial and legal matters, etc.
 - See [Family and Medical Leave Packet C, Qualifying Exigency Leave](#)
- If employees choose to use **earned compensatory or accrued straight time**, the hours now count toward their FMLA / OFLA leave.

