



OSPS Training News

April 2008

Web Resources

Revision Dates

OSPS publishes updates to our web site on Fridays. There are some ways that you can tell if your printed copy of web-based information is the most recent:

- The table of contents for the [Oregon Accounting Manual \(OAM\)](#), [DAS HRSD Statewide Rules and Policies](#), and the [OSPA Reference Manual](#), have an Effective Date. The date is also within each document, usually in the header or footer.
- On the [OSPS web pages](#), other than our home page, look for the new Page updated: at the bottom of the page.

W-2 Reminder

This time of year, employees contact payroll because they think that OSPA has over withheld social security and Medicare taxes. They may be looking at the incorrect box on the W-2. An employee may have wages that are only subject to FICA and not federal and state income taxes, such as deferred compensation. The W-2 includes boxes for FIT / SIT subject, social security subject, and Medicare subject wages. See [Guide to Understanding Your W-2 Form](#).



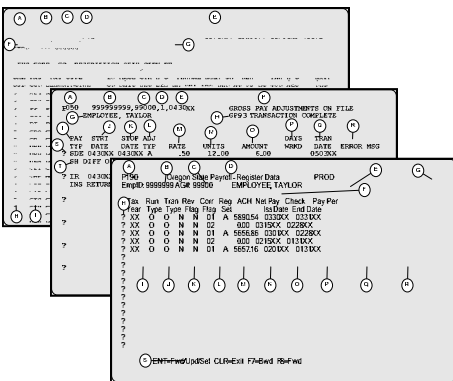
March / April Training — OSPA Overview

The April 21 OSPA training is a continuation of the OSPA Overview class. The class is full. We will offer the two-part series again in 2009. Check the [SCD Training Calendar](#) or the [Processing Calendar](#) for future classes.

Next Forum - Gold Star Awards

- ★ DATE: Friday, May 16
- ★ TIME: 1:00 to 4:00 pm
- ★ PLACE: Veterans' Auditorium

Did you know.....Retroactive Entries and the Overtime Calculation



Last month, we talked about how OSPA calculates overtime pay. Now, let's look at the impact of retroactive entries on the overtime calculation.

Remember that OSPA calculates the amount the employee will receive for overtime by multiplying the employee's overtime hours by a calculated FLSA regular rate of pay (FRRP) multiplied by 1.5. OSPA determines the FRRP from the OT column on the [PTB2 Payroll Benefit Table](#) for the pay types entered on the P003 or P004 Time Capture or the P050 Gross Pay Adjustments for the employee for a given month. The specific employee's FRRP may vary from month to month.

If you enter new pay types for an employee between run 1 and run 2 or you enter new pay types for a closed payroll month and set a corrective flag on the [P190 Payroll Register Data](#) for that pay period, OSPA will recalculate the FRRP for the pay period to include the new pay types and amounts.

There are times when you will enter corrections for a closed pay period in the current month, rather than making the entry in the appropriate pay period and setting a corrective. In these instances, you will make the entry on the P050 using the current pay period end date. Entries on the P050 normally impact the FRRP for the entered pay period. To avoid impacting overtime for the current month, use a "Z" pay code from [Appendix B](#) in the Reference Manual for the corrections for the prior month. The "Z" pay codes do not impact the overtime calculation.

If the employee had overtime in the month you are correcting, you will also need to manually recalculate the FRRP to include the new pay types and amounts and enter any necessary changes to the employee's overtime pay with pay type ZOT on the P050. For information on how to calculate the overtime, see pp. 6-9 in [Payroll Calculation](#), Introduction, OSPA Reference Manual.