

OSPS Training News

October 2009

October Training

Year-end Mini-Conference

DATE: October 19, 2009
TIME: 1:00 to 4:00 PM
PLACE: Various Conference Rooms, [Executive Building](#), 155 Cottage St. NE, Salem

Participants will be able to attend four 40-minute sessions on specific year-end topics. We may offer up to four topics for each session. Possible topics include: P010 and P370 Dates, Employee Separations at Year-end, Correcting Prior Pay Periods in November and December, Overpayments, Fringe Benefits, and ACH Stops and Check Reversals.

Enroll in [iLearnOregon](#). Then, go to My Workspace, My Transcript. On the action box for the mini-conference, choose Take Survey and click on Go. Tell us the sessions you would like to attend.

OSPA Payroll Calculation

DATE: October 27, 2009
TIME: 9:00 AM to 3:00 PM
PLACE: Basement Room B, [Public Service Building](#), 255 Capitol St. NE, Salem

This seminar-style class will walk through the [calculations](#) OSPA makes during the payroll run. We will use inquiry screens and payroll registers and look at tables and screens that impact the calculation. Specific examples will include overtime and correctives. Bring paper, pencil and a pocket calculator. Enroll in [iLearnOregon](#)

Next Forum

DATE: November 17, 2009
TIME: 1:00 to 4:00 pm
PLACE: [Veteran Affairs Auditorium](#), 700 Summer St. NE, Salem

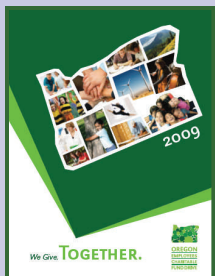


Web Resources — PEBB

PEBB is offering on-line resources rather than open enrollment meetings this year. Watch their [PEBB Information for Agencies](#) website for updates.

2009 Charitable Fund Drive

- The [CFD](#) ends 10/30/09
- We will use deduction code Q5NN for all charities
- OSPA will populate the P070 with a file from CFD
- OSPS will make one central payment to CFD
- CFD will pay the charities



Did you know.....Exception Reports

OSPA produces [Payroll Exception reports](#) after each preliminary and final run. The reports show exceptions to the normal [payroll calculation](#); they may not be errors or require any changes. You have approximately 1.5 days between preliminary and final cut-off to review the reports and identify and make any necessary changes. There are some "fatal" errors that will keep an employee from being paid.

Here are some examples of non-PEBB related exception messages that require action:

- **1150-Pay Period Out of Balance**—This is a fatal error, the employee will not be paid. LWOP + regular time does not match the F/T hours on the [P003](#) or [P004](#) Time Capture screen.
- **1150 Timesheet not Matched to Job**— This is also a fatal error. The [time entered](#) does not match the forecast for the job segment. The employee may have more than one job segment for the month with multiple P003 screens. Each screen must balance.
- **5200-Union HRS Worked and No Union Ded**—The employee is in a represented position and does not have either a union dues or fair share deduction on the P070 Deductions and Deduction Adjustments. New represented employees should have a dues or fair share deduction for the first full month of employment. Remember, several unions have an additional "issues" deduction.
- **8050-Terminated Employee Receiving Pay**—The employee has a SEPARATION DT on the P030 Job Status Data and has a payment for the payroll run.
- **Net Pay Negative**—The employee's deductions are greater than the employee's pay. The employee may have been overpaid.
- **8625 SVNN YTD Amount Exceeds Max**— The P070 deduction will exceed the [U.S. Treasury annual purchase limit](#) for Series EE savings bonds. The current limit is \$5,000 per primary owner. If the employee purchases multiple [bonds](#) for different primary owners, this may be OK.