

OSPS Training News

January 2009

Web Resources — Searching

It is not always easy to find the resource you need on the web. Options for searching by key word include:

- In the right sidebar on the [OSPS web site](#), click on [Search](#). This will search OSPS, State Controller's Division, or Department of Administrative Services web sites (including documents) by keyword.
- On any [Oregon.gov](#) web site (including OSPS), type search words in the box next to Find in the upper right corner of every screen. This will search all state web sites.
- [USA.gov](#) provides search access to web sites for federal, state, and local governments.
- Once these searches have located a document, you can search the document by keyword. Press [Ctrl]+F to start your search.

Next Forum

DATE: February 25, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Veteran Affairs Auditorium](#), Salem



January Training — OSPA Overview

DATE: January 12 & 13, 2009 (two days)

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

PLACE: McKenzie Computer Training Lab, Employment Department, 605 Cottage St. NE, Salem (glass entrance on west side)

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.

REMINDER:

SCD charges a \$50.00 fee when a student is registered for an OSPS computer-based class and does not cancel 48 hours prior to the class or send a substitute.

To Register for Classes

OSPS is now using [iLearnOregon](#) for class registrations. [Our web site](#) includes the link to the [log-in](#) and "job aids" to [create an account](#) and [find and register for a class](#).

After you log on, go to the Course Catalog. Search for OSPS, OSPA, or payroll.

In the Course Catalog, the "New Agency Payroll Staff" has a Delivery Method of "curriculum." If you enroll in the curriculum, iLearn will put all of the beginning classes in your learning plan. You still need to enroll in individual sections.

Did you know.....Tax "Miscellanea"



Form W-2: We plan to have Publishing and Distribution deliver W-2's to agencies on January 20. At the same time, OSPS will distribute the [E381-30-2 W-2 Distribution List](#) report to you. If you do not have a W-2 for an employee who worked for another state agency during the year, ask the employee to check with the other agency. Our web site has a [Guide to Understanding Your W-2 Form](#).

If an employee does not receive or loses a W-2, OSPS can reissue one. Complete a [OSPS 99.04 Reissued IRS Form W-2 Request](#) and send it to OSPS. The form's instructions include the schedule for printing reissued W-2's.

If you need to correct a W-2, we have several resources on our web site, including: the [Recommended Practice](#) on Corrected W-2's, a summary of the process under [Services](#), the [Request for Corrected W-2 spreadsheet](#), and [OSPS 99.13 Social Security and Medicare Taxes Certification](#). The next class on [Requesting a Corrected W-2 for a State Employee](#) is on March 3, 2009, 8:30 to noon, SFMS Conference Room, Executive Building, 155 Cottage St. NE, Salem.

Form W-5: Employees who claim an earned income credit must submit a new [W-5](#) by January 1. If an employee does not submit a new W-5, change the EIC CD on the [P010](#) to N before January run 1. You can use the [EICRPT Yearly Earned Income Credit for Tax Year 2008](#) report as a check list.

Foreign Nationals: If your agency has an employee who is a nonresident alien, have the employee complete a new [OSPS 99.01 Determination of Foreign National's Residency](#) by January run 1. If an employee is a nonresident alien, see [IRS Publication 15 \(Circular E\)](#) for withholding requirements. See the [Recommended Practice](#) for more information.

