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

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE CONTROLLER'S DIVISION

OSPS Training News

February 2012

Web Resources — New Pay Codes

As of 1/1/12, SB556 requires that state agencies reimburse employees for private vehicle mileage under the GSA's two-tiered rate schedule. To comply, OSPS added new pay codes and changed existing ones:

- CMM—Instate travel reimbursement, reduced rate
- CMN—Instate travel reimbursement, full rate
- CMR—Out-of-state travel reimbursement, reduced rate
- CMS—Out-of-state travel reimbursement, full rate

See Pay and Leave Codes in the Reference Manual and OAM 40.10.00 Statewide Travel Plan for additional information.

Upcoming Training

TOPIC: **Employee Transfers in OSPA**
DATE: March 29, 2012
TIME: 9:00 am to 4:00 pm
PLACE: SFMS Conf. Rm., 1st Floor, Executive Building, 155 Cottage St. NE, Salem or remotely through iLincOregon

This seminar-style class uses screen prints and reports to follow the Recommended Practice for employee transfers. It covers the process for both the losing and gaining agency.

Register in iLearnOregon — Section Number 3 for the classroom, Section Number 4 for the iLincOregon session.

Next OSPS Users' Forums

DATE: April 18. 2012
TIME: 2:00 to 4:00 pm
PLACE: Veteran's Affairs Auditorium, 700 Summer St. NE, Salem

Did you know……Forcing Core PEBB Benefits

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P070                                    DEDUCTIONS AND DEDUCTION ADJUSTMENTS
                                        DA98 PRESS ENTER FOR NEXT PAGE

  A DED  PLAN OPE     DATE    -EMPLOYEE---SHARE- JOB    EMPLR  PEBB    VENDOR
  D CODE CODE CD  BEGIN  END   PCT PCT    FIXED  SHR    SHARE  ADMIN   SHARE
  J DESC DESC                  GRS NET   AMOUNT  PCT
?   OPNN BBB   D 073108 999999              .00          .00     .00      .00
   ODS PRF DENT  EMP&SPOUSE     COMM                TRANS DATE 071508
  ACH ACCT                            ACCT CD

a f opnn 102   D        999999             5.03        95.57     .57   100.03
                                COMM FMLA Jan 12    TRANS DATE
  ACH ACCT                            ACCT CD
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PTD2   OPNN,999999                          PAYROLL DED/PLAN TABLE
 Payee OREGON DENTAL SERVICE-PEB   Deduction Description  ODS PRF DENT
 T  Plan  Description  Carrier  OPE Cls  Emplr    Emple    PEBB   Vendor
    Code                Cvg     Tier CD  Share    Share   Admin    Share
?   AAA   EMP ONLY        A       W       71.33   3.75      .43    74.65
?   BBB   EMP&SPOUSE      B       X       95.57   5.03      .57   100.03
?   CCC   EMP&CHILDREN    C       Y       82.01   4.32      .49    85.84
?   DDD   EMP&FAMILY      D       Z       97.72   5.14      .58   102.28

?   101   EMP ONLY        A       W       71.33   3.75      .43    74.65
?   102   EMP&SPOUSE      B       X       95.57   5.03      .57   100.03
?   103   EMP&CHILDREN    C       Y       82.01   4.32      .49    85.84
?   104   EMP&FAMILY      D       Z       97.72   5.14      .58   102.28
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2012 Food Drive

- OSPS has outdated the ongoing 2011 Food Bank deductions on the P070 screen as of 02/29/12. Please review the E560-04-02 Yearly List of In-Outdated Food Bank Report.

Because employees now pay part of the premiums for core PEBB insurances, the entries on the P070 Deductions and Deduction Adjustments screen to force the payments have changed:

- Unless the employee's share will come from earned wages, use a post-tax plan code.
  - For medical, dental, and vision insurances the alpha plan codes are pre-tax and the numeric plan codes are post-tax.
  - Because of hard coding, the codes for basic life insurance (SLNN) are 001 for pre-tax and 101 for post-tax.
- For medical, dental and vision for full-time employees use the amounts from the PTD2 Payroll Ded/Plan Table.
  - For part-time employees, use the Insurance Force Entry worksheet to calculate the employee and employer shares.
  - If the employee receives a subsidy, reduce the employee share and increase the employer share for each insurance, until you have allocated the entire amount.
- For basic life insurance, the amounts are:
  - EMPLOYEE SHARE FIXED AMOUNT: .05
  - EMPLR SHARE: .95
  - VENDOR SHARE: 1.00