



State Controller's Division

Oregon Statewide Payroll Services

Semi-Annual Update

Period Ending December 31, 2009

Year-End

From what we hear, agencies were very busy throughout November and December but most felt that they had a good, clean year-end. OSPS agrees – overall, our observation is that the year-end system controls and special procedures helped support your success and helped minimize corrections and adjustments.

W-2 Secure Delivery

This is the second year that OSPS has provided secure delivery of W-2 forms to the agencies – 2009 W-2s were delivered on January 21, 2010. The process begins each year with a validation of agency delivery information including address, phone number and those who are authorized to receive and sign for the delivery.

W-2 forms are printed at DAS Publishing and Distribution in the secure print facility. The forms are then handed off to DAS Mail Services staff who sort and package the forms, labeling them according to the instructions that OSPS received from the agencies. Delivery is conducted continuing the secure handling procedures and the packages are released only to an authorized signer.

Good News – No Checks Cashed Early For 1/1/2010

Congratulations to agencies for communication and controls over the release of paper pay checks released before January 1, 2010. For the first year in recent history, no state employee cashed his/her January 1 paycheck early. In case this has never happened at your agency, when an employee cashes a check dated 2010 during 2009, their action moves the earnings from 2010 to 2009 and OSPS has to issue them a corrected W-2 showing the additional income for 2009. Employees are usually not happy to receive a corrected W-2 for this kind of occurrence, so it is good news that we didn't have to issue any this year-end.

Corrected and Reissued W-2s

We are working on the preparation of corrected W-2s based on agency requests. These are processed on a first-in/first out basis. Other W-2 business is printing replacement for W-2s lost or otherwise misplaced. “Never received in the mail” is one of the most frequent reasons given for the needing a duplicate copy of the W-2. This year OSPS made system changes that have made it possible for us to offer reissued W-2 forms on a weekly basis throughout the year. During the last days before April 15, we will continue to offer duplicates on a daily basis.

Training

During the period July through December 2009, OSPS provided 444 training hours. Training hours are computed using the formula **students x class hours = training hours**. Training offered included:

- OSPA Overview

- Processing New Employees in OSPA
- Payroll Calculation
- Exception Reports
- Year-End Close
- Corrected W-2s

2009 Payroll Statistics

- During 2009, OSPS issued 582,000 system generated payroll payments and 12,264 manual checks.
- 86% of state employees use direct deposit
- Around 400 state employees use an AccelaPay payroll card. Over half of them use the card to receive their net pay.
- OSPS issued 44,506 W-2s to report 2009 earnings.

2009 Key Projects

During 2009 OSPS staff worked on several high priority projects that required system changes and new or modified procedures or user resources. Here's a brief summary of the key projects in the past 6 months.

- Furlough Management Through OSPA. This project implemented structures in OSPA to accrue furlough obligation based on various business rules and a functional pay code to be used to retire that obligation through fixed closure furlough and floating furlough days. In addition to system changes, this project required updates to a number of OSPS online resources and the creation of new transaction instructions.
- PEBB Plan Year 2010. It is an annual project for OSPS staff to modify and prepare OSPA to process insurance benefit transactions according to the business rules defined by PEBB. For 2010, the project included new deduction codes, reports and vendor payment structures to support the new PEBB statewide plan.
- The Statewide Charitable Fund Drive campaign management organization implemented an online giving system for the 2009 fall campaign. This offered an opportunity to upload payroll deduction transactions authorized by employee donations processed through the CFD giving system. This project replaced the manual data entry of these payroll deductions at the agency level with a batch upload processed centrally by OSPS.

Meeting Agency Needs – OSPS Helpdesk

OSPS categorizes the questions that come in through the OSPS-Help e-mail box. The purpose is to learn if certain topics need to be more clearly explained in our online resources or added to training curriculum. Some topics are addressed frequently because they are a key part of your business process. During the last six months of 2009 topics that were addressed frequently were AccelaPay cards, setting correctives, furlough issues, microfiche handling, pay and deduction codes, new work schedules, overpayments and many more. Setting correctives has been identified as a topic that we will highlight and review for 2010.

OSPS Online Resource Center

You have likely noticed changes to the format of the OSPS web pages, including a new name: **OSPS Online Resource Center**. The OSPS Reference Manual table of contents has changed and we have

eliminated the previous use of “appendices”. Now the table of contents takes you directly to a section called “codes” where you can research pay codes, leave codes, benefit package codes, garnishment codes and screen message codes. We’ve also implemented the use of “Handbooks” that gathers everything you want or need to know about a single topic and places that all in one resource. Efficient and we hope, user friendly for you. Let us know what you think.

Oregon Statewide Payroll Services

DAS/State Controller's Division

155 Cottage Street NE, U-50

Salem, OR 97301-3969

(503) 378-6777 ext. 232

Visit our Online Resource Center: <http://oregon.gov/DAS/SCD/OSPS>