OSPS USERS' FORUM APRIL 17$^{\text{TH}}$

Payroll System Support
Oregon Statewide Payroll Services
Financial Business Systems
Enterprise Goods and Services

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

The Prodigy

Agenda

Welcome/Introductions	Geri Greeno, OSPS
PERS Correction Process	Jannel Kropf, CPERS & Geri Greeno, OSPS
Updates and Reminders	Geri Greeno, OSPS
Workday Updates	Geri Greeno, OSPS
Upcoming Training	Geri Greeno, OSPS

Welcome/Introductions

Geri Greeno, OSPS

PERS Correction

Jannel Kropf & Geri Greeno

Agenda

- Background

- Status Checks

- PERS Job Class Plan

- Contribution Start Date

- E357-020 Report

- Mismatches

- Dates to Remember

- P060 PERS Correction Process

Background

Effective February 1st, 2019, all employees except SEIU, AEE and AFSCME Parole & Probation who are Public Employee Retirement System (PERS) participating members will have their base salary increased by 6.95%. Effective June 1st, 2019, AEE and AFSCME Parole & Probation will have their base salary increase by 6% (AEE) and 6.5% (AFSCME P&P).

AND

Upon becoming a PERS participating member these employees pay the employee 6% contribution to PERS.

Currently Agency 19700, 97400 & elected officials remain as employer paid EPPT

Status Checks

- A Status Check provides state of Oregon Employers the PERS Retirement Plan and Membership status for the Employee

- This information is necessary in the setup of the employee in both Workday and OSPA as it's used to determine the correct coding in both systems. These codes have financial impact to the employee and agency.

- The Status Check provides the following information:

PERS Retirement Plan:

Tier 1   Tier 2   OPSRP

PERS Membership Status:

No Record (employee not in PERS system)

Regular Wait (employee is in PERS system and needs to serve a wait time)

Eligible Upon Hire (employee's PERS membership is met, contributions are due upon hire)

*Retired (employee has retired with PERS)

Partial W/D (employee withdrew IAP only and returned to active PERS employment before 8/5/11)

*If retired, status check also provides the retiree hour limit the employee is allowed to work.

Status Checks — Requests

- CPERS recommends HR request the Status Check *prior* to completion of the hiring process in Workday. The PERS Plan and PERS Membership Status is needed to select the correct PERS Job Class Plan Code and Range Option Code that is entered into Workday.

- Status checks need to be completed on any employee for any position type (temp, LD, job share, part-time, permanent etc.) who is *NOT*:
  - An inmate of a state institution
  - An alien on a training or education visa
  - A board member
  - A volunteer
  - A student worker receiving school credit

- The PERS Job Class Plan Code entered into Workday interfaces over to the payroll system and can be seen in OSPA on the P030 screen.

- Status check information needs to be shared with payroll as they need to enter the appropriate coding into OSPA based on the PERS Plan and Membership Status

Status Checks – Requests (cont'd)

- Status checks can be completed by one of the two following methods:

  1. Call PERS Employer Center between the hours of 8:30-12

  2. Status Check Request Form located on CPERS website

     a. Agency fills in PERS Employer Number, columns 1-3 in Section A, and faxes to PERS

     b. PERS completes Section B, columns 4-9, and faxes the form to the agency

     Fax numbers are located at the bottom of the form

- Status check information, whether by phone or form, needs to be shared between HR and payroll

- CPERS maintains the list of HR/Payroll staff authorized to obtain status checks from PERS. If you need to be added, contact CPERS at: Central.PERSServicesTeam@oregon.gov

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES ENTERPRISE GOODS & SERVICES

Centralized PERS Services Team
Financial Business Systems
155 Cottage St. NE
Salem, OR 97301

Find this form at: http://oregon.gov/DAS/EGS/FBS/CPERS/Pages/form.aspx
For questions e-mail us at: central.PERSservicesteam@oregon.gov

PERS Employer Number: [   ]

Section A: TO BE COMPLETED BY AGENCY (Type or Print Clearly)			Section B: TO BE COMPLETED BY PERS							Section C: AGENCY USE ONLY	
1	2	3	4	5	6	7	8	9		10	11
Employee Name (Required)	Full SSN All 9 digits (Required)	Hire Date mm/dd/yyyy (Required)	Plan Type: Tier 1=1 Tier 2=2 OPSRP=O (Required)	Waiting Time: No Record = NR Regular Wait = X Eligible Upon Hire = E Retired = R Partial W/D = PW (Required)	CSD (Required if eligible upon hire or in current wait time with other State ER)	Retirement Date (Required if Box 5 = R)	Normal Retirement = N Early Retirement = E (Required if Box 5 = R)	*Retiree Hour Limit: Tiers 1039.99 = 1 OPSRP 599.99 = 5 Unlimited = U (Required if Box 5 = R)		PPDB Wage Job Class Code	OSPA P010 Screen Code

Status Checks — What happens when they're not done?

- Agency HR enters incorrect PERS Job Class Plan in Workday and the wrong coding is reported to PERS

- Agency HR sets up the incorrect Range Option Code

- Agency payroll doesn't enter Retirement Start Date or enters the wrong coding on P010 for sending Contributions/Employer Share

- Impact to Employee

  - Over or under paid due to incorrect Range Option Code

  - Contributions not posting to employee IAP account due to suspended records or waiting for manually processed account corrections from CPERS/PERS Teams

  - Incorrect PERS annual statement

- Impact to Agency

  - Causes financial impact if the incorrect PERS Job Class Plan is entered into Workday

  - Causes financial impact if Contributions/Employer Share are not sent timely

  - Creates extra work for HR/Payroll and CPERS Teams if salary adjustments are necessary

    - Payroll - if P060 adjustments need to be calculated and made due to a "late" or "early" start of contributions and employer share

  - Creates extra work for CPERS team because this causes suspended records that need manually researched and corrected

  - Creates extra work for CPERS team to research PERS Statements and determine if an Annual Invoice needs to be sent

PERS Job Class Plan

PERS Job Class Plan can be found on CPERS website:

https://www.oregon.gov/das/Financial/Payroll/Documents/WD_PERS%20Class%20Plan%20Worksheet_NEW.pdf

Workday PERS Class Plan (Previosly: Wage Job Class Code)	OSPA (P030) Code
Tier 1 & Tier 2	
1 General Service - Qualifying - PERS Tier 1 or 2	S
2 Police and Fire - Qualifying - PERS Tier 1 or 2	T
OPSRP	
G General Service - Qualifying - OPSRP	G
F Police and Fire - Qualifying - OPSRP	F
Non-Qualifying Positions	
D Position is NOT expected to work 600 hours or more in a calendar year. Non-Qualifying - PERS Tier 1 or 2, or OPSRP.	N
N Non-State Employee - Non-Qualifying - PERS Tier 1 or 2, or OPSRP	N
X Student Workers & Student Workers working as Law Clerks - State Department of Justice (This will not include	N

The code entered into Workday reports to PERS and triggers how much employer share monies PERS expects to receive each month

Contribution Start Date

Contribution Start Date can be found on CPERS website:

https://www.oregon.gov/das/Financial/Payroll/Documents/CSDGuide2017.pdf

2019-2020 OPSRP Contribution Start Date Worksheet

First Day Of Employment	PERS Contribution Start Date (CSD)	OSPS Effective PPE
11/2/18 – 12/3/18	6/1/19	6/30/19
12/4/18 – 1/2/19	7/1/19	7/31/19
1/3/19 – 2/1/19	8/1/19	8/31/19
2/2/19 – 3/1/19	9/1/19	9/30/19
3/2/19 – 4/1/19	10/1/19	10/31/19
4/2/19 – 5/1/19	11/1/19	11/30/19

P010 Screen date entry

```
 P010    OR0000000 99900                    WITHHOLDING DATA / LOCATOR DATA
      LAST NAME, FIRST                      WH02 ENTER UPDATES


  RDC/CREW/CST CTR          000        ----------MANDATORY WITHHOLDING----------
? TAX DATA FOLLOW-UP FLAG:          Y           BEG DATE  STAT  EXEM  ADDL   END DATE
? FINAL CHECK ISSUED:          000000 ? FED    000000          00    0000    000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000          00    0000    000000
A RETIREMENT  START  DATE:        022817



  EFF      ----FEDERAL----   -----STATE-----        RTMT RTMT RTMT   FICA SAIF UNEM
  DATE     STAT EXEM  ADDL   STAT EXEM  ADDL         SYST STAT ACCT   SUBJ SUBJ SUBJ
? 000000    S   00    0000    S    00   0000          N    N           Y    Y    Y
?


   ----WAIVERS----
CLASS DATE    CLASS DATE    CLASS DATE    CLASS DATE    CLASS DATE    CLASS DATE
  ?             ?             ?             ?             ?             ?
```

E357-020 Report

Employees Eligible For Participation in Retirement

- E357-020 Report is a payroll generated report that assists agency HR and Payroll in knowing when PERS contributions are to supposed to begin

- Workday central support team downloads a copy of the E357-020 and will update the employee's record in Workday for the range option code which increases the employee's salary by the appropriate percentage.

- OSPA will calculate and deduct the employee's 6% pick up from the employee's salary.

E357-020 Report (cont'd)

Payroll uses the PERS Membership Status information from the Status Check to determine the OSPS Effective PPE and enters it on the P010 in the Retirement Start Date Field

```
  RDC/CREW/CST CTR             430            ----------MANDATORY WITHHOLDING----------
? TAX DATA FOLLOW-UP FLAG:             N             BEG DATE  STAT  EXEM  ADDL  END DATE
? FINAL CHECK ISSUED:        000000 ? FED    000000              00    0000    000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000              00    0000    000000
? RETIREMENT START DATE:     000000   ⬅
```

Hints/Tips:

- Entering the PPE in this field sends no money to PERS
- If Status Check for employee is "Eligible upon hire" or "Retired" its not necessary to enter OSPS Effective PPE in this field

E357-020 Report

```
10000                          OREGON STATE PAYROLL SYSTEM                          PAGE    1
E357-020                EMPLOYEES ELIGIBLE FOR PARTICIPATION IN RETIREMENT          DATE02/25/19
                            CONTRIBUTIONS START DATE:    03    19
```

RDC	PDC	EID	NAME	EMPLOYEE CLASS	WAGE BASIS CODE	BENEFIT PACKAGE	PERS JOB CLASS CODE	PAY PERIOD START DATE	RETIREMENT START DATE	REPR CODE
432	10205			C6657	S	H1	G	2019/03/31	2019/03/01	OAH
541	16243			C0104	S	H1	G	2019/03/31	2019/03/01	OAH
262	02119			C6612	S	H1	G	2019/03/31	2019/03/01	OAH
971	71262			C6685	S	H1	G	2019/03/31	2019/03/01	OAH

Report is available the pay period before contributions are due

E357-020 Report

Agency HR

- Workday central support team will download report and make updates in Workday for all agencies

Agency Payroll

- Prior to final Run 1 and to avoid making a P060 adjustment, use report to enter appropriate coding in the RTMT SYST and RTMT STAT fields. Updating these fields sends the monies to PERS

  - Coding for RTMT SYST is found on the PERS Job Class Plan. This calculates and sends the employer share (aka RSM or State Match) to PERS

	EFF DATE	EXP DATE	----FEDERAL---			-----STATE---			RTMT SYST	RTMT STAT	RTMT ACCT	FICA SUBJ	SAIF SUBJ	UNEM SUBJ
			STAT	EXEM	ADDL	STAT	EXEM	ADDL						
?	053118	999999	S	00	0000	S	00	0000	S	E		Y	Y	Y
?	043018	043018	S	00	0100	S	00	0025	S	E		Y	Y	Y

  - Coding for RTMT STAT is found on OSPA reference Manual. This sends the contributions as either Employee (MPPT) or Employer (EPPT) (aka REP, RSP or State PU) paid to PERS.

```
D = state pays the employee's contribution (pick-up)
E = employee pays the contribution (pick-up)
N = OSPA will not make an employee contribution to PERS. Default
P = OSPA will not make an employee contribution to PERS
```

E357-020 Report

Discrepancies

- Employee is not on report, why
  - Retirement Start Date was not entered
  - Incorrect date or year was entered

- Employee not on report, now what
  - Workday central support team does not receive the employee name to change the Range Option Code. Agency HR and Payroll will need to establish a separate process when this happens
  - Payroll will not know to update the P010 Screen (RTMT SYST and RTMT STAT)
  - Employee is paid incorrectly and adjustments are necessary
  - PERS receives no contributions and employer share for this employee
  - Creates extra work for HR, Payroll and CPERS as additional forms, calculations, communication between teams and entries are needed
  - May cause financial impact to Employee
  - May cause financial impact to Agency

P010 Screen date entry

```
P010    OR0000000 99900                    WITHHOLDING DATA / LOCATOR DATA
EMPLOYEE, TAYLOR                    WH02 ENTER UPDATES


  RDC/CREW/CST CTR           000        ----------MANDATORY WITHHOLDING----------
? TAX DATA FOLLOW-UP FLAG:          Y          BEG DATE    STAT    EXEM    ADDL    END DATE
? FINAL CHECK ISSUED:          000000 ? FED    000000          00      0000      000000
? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000            00      0000      000000
? RETIREMENT START DATE:       000000


  EFF      ----FEDERAL----   -----STATE-----        RTMT RTMT RTMT    FICA SAIF UNEM
  DATE    STAT EXEM  ADDL   STAT EXEM  ADDL         SYST STAT ACCT    SUBJ SUBJ SUBJ
? 000000   S    00   0000    S    00   0000          N    N            Y    Y    Y
A 083116   S    02   0000    S    02   0000          G    E            Y    Y    Y


  ----WAIVERS----
CLASS DATE      CLASS DATE     CLASS DATE     CLASS DATE     ASS DATE     CLASS DATE
  ?               ?              ?              ?              ?            ?
```

Use report to enter retirement start information on the P010 screen. Enter 'E' instead of 'D' for RTMT STAT.

Workday central support team will download report and make updates in Workday for all agencies.

Mismatches and Fatal Errors

○ If there is a mismatch between Workday and OSPA, OSPA will produce a fatal error on an exception report for **Prelim** and Final runs.

○ This error will cause the employee to receive no pay until Workday and OSPA match.

○ Mismatches occur when:

- Agency HR makes the changes to the employee's Range Option code but Payroll does not make the changes to the employee's P010 screen

- Agency Payroll makes the changes to the employee's P010 screen but Agency HR does not make the required changes to the employee's Range Option code.

Dates to Remember

◦ As with SEIU there will be a date to bookmark when analyzing retro corrections. SEIU anything October 2016 or earlier is employer paid. Anything November 2016 or later is employee paid

◦ This group will be tied to the following: January 2019 or earlier will be employer paid and February 2019 or later will be employee paid.

◦ AEE and AFSCME P&P will have a separate date. Anything May 2019 or earlier will be employer paid and June 2019 or later will be employee paid.

◦ Depending on the timeframe of the correction it will determine the bucket the PERS contribution gets paid from and the pay codes that need to be used.

Dates to Remember (cont'd)

10/31/2016 or earlier	PERS paid by employer for all agencies
11/01/2016 (PPE 11/30/16)	SEIU represented employees changed to employee paid (MPPT). All others remained employer paid (EPPT)
02/01/2019 (PPE 02/28/19)	*Remaining represented positions, Management Service and un-represented changed to employee paid (MPPT) (*except AEE and AFSCME Parole & Probation)
06/01/2019 (PPE 06/30/19)	AEE and AFSCME Parole & Probation change to employee paid (MPPT)

Currently– Agency 19700, 97400 and elected officials remain employer paid (EPPT)
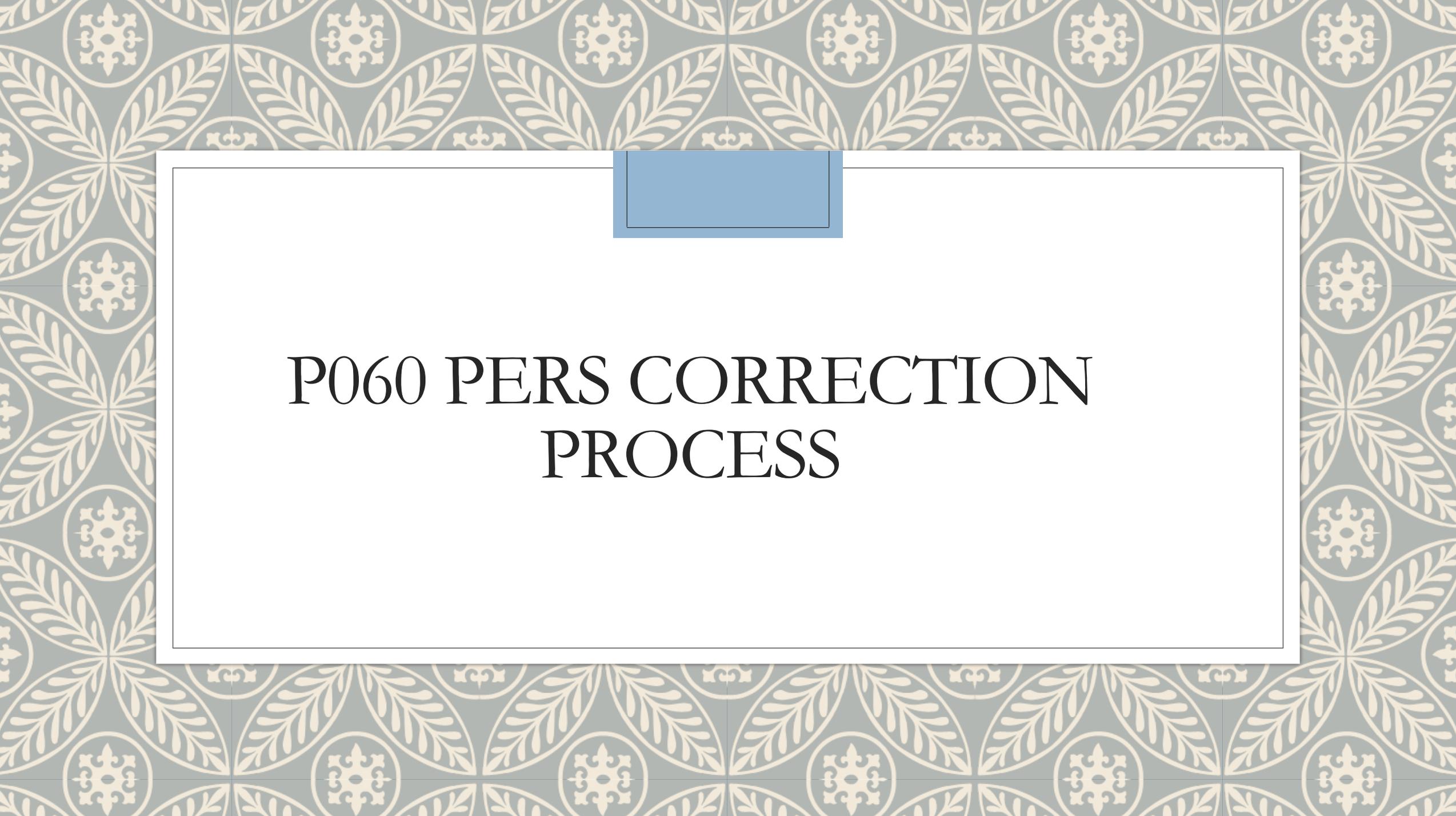
P060 PERS CORRECTION PROCESS

P060 Adjustments —Current Tax Year *ONLY*

What are they

- P060 adjustments are used to adjust the monies in **current tax year** only that were either sent or not sent to PERS after the initial payroll run for that pay period

Why are these adjustments needed

- Incorrect entry of PERS Job Class Plan and/or RTMT SYST and RTMT STAT will cause either an under or overpayment of Contributions and Employer Share to PERS. This causes a financial impact to both the agency and the employee's retirement account

What happens if P060 adjustments aren't made

- After the close of the tax year, CPERS Accountant will review each agency PERS statements and determine if the agency has over or under paid. This financially impacts the agency's budget. If PERS has closed the year, the agency may owe prior year earnings in addition to the contributions and employer share.

Early or Late Start

○ Typically you will receive notice from CPERS that your employee has an incorrect Contribution Start Date entered

○ The Payroll Team will need to determine whether it was a Late Start or an Early Start:

1. Late Start – Contributions did not start on time (late) within the current tax year
   ○ EX: P010 'Retirement Start Date' was not entered, or E357020 report was not worked, so contributions were not sent when the employee became a PERS Participating Member. It is considered a late start because the Payroll Team finds out at a later date. If Bob was supposed to start contributions in February 2019 but the Agency didn't find out until April 2019.

2. Early Start – Contributions Started too early within the current tax year
   ○ EX: P010 'Retirement Start Date' was entered incorrectly which starts PERS contributions earlier than when the employee becomes eligible. PERS sends an update on the employee's eligibility that changes/moves the Start Date. Agency is notified at a later date. If Bob started contributions in January but didn't become a PERS Participating Member until March 2019.

Before processing the changes, it is important to remember the employee's representation and whether or not their PERS benefits are Employee Paid or Employer Paid.

Early or Late Start (continued)

○ **Employee Paid**

Contact OSPS helpdesk to have the P010 updated, be sure to include Employee's Name, OR Number, Agency Number, Pay Period to start PERS, RTMT SYST and the RTMT STAT

https://www.oregon.gov/das/Financial/Payroll/Documents/P010.pdf - link to P010 screen guide

Set corrective for all impacted months on the P190

Using the PERS P060 Calc worksheet create your P060 entry. To find the PERS subject wages, print the registers for each period to be adjusted, add them together and make one P060 entry for what originally ran with payroll   Recommended practice is to keep all back up for entry.

https://www.oregon.gov/das/Financial/Payroll/Pages/processingtools.aspx - link to PERS calc worksheet (see under 'PERS Employer match rates for OSPA')

1. Late Start

Early or Late Start (continued)

○ **Employee Paid (continued)**

2. Early Start process is the same as late start only using Early Start as the reason

Make P060 entries for employee paid (REP) for PERS subject wages paid on the original payroll run(s)
https://www.oregon.gov/das/Financial/Payroll/Documents/P060.pdf - link to P060 screen guide

1. Late Start

```
P060    OR1234567, 10700                TAX/OPE ADJUSTMENTS        01/25/19  PROD
        DOE, JANE                       TO05 NO ADJUSTMENT SEGMENTS EXIST


   TAX    CUR/ RET    --DATA ELEMENT--                         TRAN
   YEAR   YTD  SYS/    ID    DESC      ADJ VALUE    REASON     DATE   ERROR MSG
             MS TR
 A           G     RSE            3000.00      LATE START
 A           G     RSM            323.40       LATE START
 A           G     REP            180.00       LATE START
 ?
```

2. Early Start – negative P060 entries for employer paid (RSP) to reverse the PERS subject wages paid on the original payroll run(s)

```
P060    OR1234567, 10700                TAX/OPE ADJUSTMENTS        01/25/19  PROD
        DOE, JANE                       TO05 NO ADJUSTMENT SEGMENTS EXIST


   TAX    CUR/ RET    --DATA ELEMENT--                         TRAN
   YEAR   YTD  SYS/    ID    DESC      ADJ VALUE    REASON     DATE   ERROR MSG
             MS TR
 A           G     RSE            3000.00-     EARLY START
 A           G     RSM            323.40-      EARLY START
 A           G     REP            180.00-      EARLY START
 ?
```

Print the P060 (once payroll posts this entry will disappear)

Complete the CPERS year to date correction form and email to CPERS Team

Early or Late Start (continued)

- **Employer Paid**

  Update P010 to start or stop PERS contributions for the current pay period by changing the RTMT SYST and the RTMT STAT

  1. Late Start – Start contributions

EFF DATE	EXP DATE	----FEDERAL--- STAT EXEM ADDL	-----STATE---- STAT EXEM ADDL	RTMT SYST	RTMT STAT	RTMT ACCT	FICA SUBJ	SAIF SUBJ	UNEM SUBJ
? 033118	999999	J 01 0000	J 01 0000	G	D	960172	Y	Y	Y

  2. Early Start – Stop contributions

EFF DATE	EXP DATE	----FEDERAL--- STAT EXEM ADDL	-----STATE---- STAT EXEM ADDL	RTMT SYST	RTMT STAT	RTMT ACCT	FICA SUBJ	SAIF SUBJ	UNEM SUBJ
? 033118	999999	J 01 0000	J 01 0000	N	N	000000	Y	Y	Y

  Using the PERS P060 Calc worksheet create your P060 entry. To find the PERS subject wages print the registers for each period to be adjusted, add them together and make one P060 entry for what originally ran with payroll. Enter this amount in the worksheet. Recommended practice is to keep all back up for entry.

  1. Late Start

  Table 1:

  1. Enter PERS subject earnings. | 2. Choose *the correct* plan. | 3. Choose the time period during which earnings were paid.

PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
3,000.00	OPSRP GS (G)	7/1/17 - Present	10.78%	323.40	180.00

  # ER Match calculation = [PERS subject Salary * ER Rate]

  >> Use Table 2 **only** if corrections cross time periods with different rates <<

  Table 2:

PERS EARN	PLAN	TIME PERIOD	ER RATE	STATE MT #	STATE PU
				-	-

  # ER Match calculation = [PERS subject Salary * ER Rate]

Corrected P060 Entries:		
RSE (SUB EARN)	**RSM** (STATE MT)	**RSP/REP** (STATE PU)
3,000.00	323.40	180.00
-	-	-
3,000.00	323.40	180.00

PLANS	RET SYS	ID	ADJ VALUE
Tier 1/2	S	RSE	3,000.00
Tier 1/2 - P/F	T	RSM	323.40
Judges	P	RSP/REP*	180.00
OPSRP - GS	G		
OPSRP - P/F	F		

Early and Late Start (continued)

2. Early Start

Table 1:					
1. Enter PERS subject earnings.	2. Choose *the correct* plan.	3. Choose the time period during which earnings were paid.			
PERS EARN	**PLAN**	**TIME PERIOD**	**ER RATE**	**STATE MT** #	**STATE PU**
(3,000.00)	OPSRP GS (G)	7/1/17 - Present	10.78%	(323.40)	(180.00)

ER Match calculation = [PERS subject Salary * ER Rate]

>> Use Table 2 only if corrections cross time periods with different rates <<

Table 2:					
PERS EARN	**PLAN**	**TIME PERIOD**	**ER RATE**	**STATE MT** #	**STATE PU**
				-	-

ER Match calculation = [PERS subject Salary * ER Rate]

Corrected P060 Entries:				PLANS	RET SYS	ID	ADJ VALUE
RSE (SUB EARN)	**RSM** (STATE MT)	**RSP/REP** (STATE PU)		Tier 1/2	S	RSE	(3,000.00)
(3,000.00)	(323.40)	(180.00)		Tier 1/2 - P/F	T	RSM	(323.40)
-	-	-		Judges	P	RSP/REP*	(180.00)
(3,000.00)	(323.40)	(180.00)		OPSRP - GS	G		
				OPSRP - P/F	F		

Make P060 Entry for Employer paid (RSP)

1. Late Start

```
P060   OR1234567, 10700              TAX/OPE ADJUSTMENTS          01/25/19   PROD
       DOE, JANE                     T005 NO ADJUSTMENT SEGMENTS EXIST
_

   TAX    CUR/ RET    --DATA ELEMENT--                         TRAN
   YEAR   YTD  SYS/    ID      DESC      ADJ VALUE   REASON    DATE   ERROR MSG
             MS TR
A             G    RSE              3000.00     LATE START
A             G    RSM               323.40     LATE START
A             G    RSP               180.00     LATE START
?
```

2. Early Start – negative P060 entries for employer paid (RSP) to reverse the PERS subject
wages paid on the original payroll run(s)

```
P060   OR1234567, 10700              TAX/OPE ADJUSTMENTS          01/25/19   PROD
       DOE, JANE                     T005 NO ADJUSTMENT SEGMENTS EXIST

   TAX    CUR/ RET    --DATA ELEMENT--                         TRAN
   YEAR   YTD  SYS/    ID      DESC      ADJ VALUE   REASON    DATE   ERROR MSG
             MS TR
A             G    RSE              3000.00-    EARLY START
A             G    RSM               323.40-    EARLY START
A             G    RSP               180.00-    EARLY START
?           _
```

Print the P060 (once payroll posts this entry will disappear)

Complete the CPERS year to date correction form and email to the CPERS Team

Wrong Plan

Receive notice from CPERS that employee is enrolled in the wrong tier plan:

Change tier in P010 as instructed by CPERS

1. Wrong tier (OPSRP)

```
     EFF      EXP    ----FEDERAL---  -----STATE----   RTMT RTMT    RTMT FICA SAIF UNEM
    DATE     DATE    STAT EXEM ADDL STAT EXEM ADDL   SYST STAT    ACCT SUBJ SUBJ SUBJ
 ? 033118 999999   J   01  0000  J   01  0000    G      E   960172   Y    Y    Y
```

2. Correct tier (Tier 2)

```
     EFF      EXP    ----FEDERAL---  -----STATE----   RTMT RTMT    RTMT FICA SAIF UNEM
    DATE     DATE    STAT EXEM ADDL STAT EXEM ADDL   SYST STAT    ACCT SUBJ SUBJ SUBJ
 ? 033118 999999   J   01  0000  J   01  0000    S      E   960172   Y    Y    Y
```

Contact OSPS helpdesk to have the P010 updated if pay period is too old. Be sure to include the Employee's Name, OR Number, Agency Number, Pay Period to start PERS, RTMT SYST and the RTMT STAT

The P090 will have the YTD amounts paid. Use the amount from this screen to make your reversing entry

```
P090   OR1234567, 10700              YTD WAGES/TAXES/RETMNT    01/25/19  PROD
       DOE,JANE


(TXI) TAXABLE INCOME        3835.77   (SSS) SAIF-EMPLR CONTRIB.      0.00
(ROE) REIMB. OF EXPENSES       0.00   (PER) PERS ASSESMENT PAID      0.00
(NTI) NON-TAXABLE INCOME     476.73   (ERB) ERB ASSESMENT PAID       2.14
(OTI) OTHER TAXABLE INCOME     0.00   (MTT) MASS TRANSIT TAX PAID    0.00
(OIT) ODOT INCOME TAX          3.84   (FSW) SOC SEC SUBJ WAGES    4143.47
(FIT) FED. TAX WITHHELD      200.00   (FTE) SOC SEC TAX PD EMPLYE  256.90
(SIT) STATE TAX WITHHELD     314.00   (FTS) SOC SEC TAX PD EMPLR   256.90
(WES) WBF PAID - EMPLOYE       1.68   (HSW) MEDR SUBJECT WAGES    4143.47
(WSS) WBF PAID - EMPLOYER      1.68   (HTE) MEDR TAX PD - EMPLOYE   60.08
                                      (HTS) MEDR TAX PD - EMPLR     60.08


                                      (LRO) LEGIS RETIREMENT OPT     0.00
          -----------------------  RETIREMENT------------------------
                        (RSE)      (RSP)     (REP)      (RSM)
          SYSTEM ACCOUNT SUBJ WAGES STATE PU EMP CONTRIB STATE MATCH

             G      960172   4295.00    0.00    257.70     463.00
```

Wrong Plan

Use the PERS Calc Worksheet to make the correcting entry

Table 1:

1. Enter PERS subject earnings.	2. Choose the *correct* plan.	3. Choose the time period during which earnings were paid.			
PERS EARN	**PLAN**	**TIME PERIOD**	**ER RATE**	**STATE MT** #	**STATE PU**
4,295.00	Tier 1/2 (S)	7/1/17 - Present	17.84%	766.23	257.70

ER Match calculation = **[PERS subject Salary * ER Rate]**

>> Use Table 2 **only** if corrections cross time periods with different rates <<

Table 2:

PERS EARN	**PLAN**	**TIME PERIOD**	**ER RATE**	**STATE MT** #	**STATE PU**
				-	-

ER Match calculation = **[PERS subject Salary * ER Rate]**

Corrected P060 Entries:		
RSE (SUB EARN)	**RSM** (STATE MT)	**RSP/REP** (STATE PU)
4,295.00	766.23	257.70
-	-	-
4,295.00	766.23	257.70

PLANS	**RET SYS**	**ID**	**ADJ VALUE**
Tier 1/2	S	RSE	4,295.00
Tier 1/2 - P/F	T	RSM	766.23
Judges	P	RSP/REP*	257.70
OPSRP - GS	G		
OPSRP - P/F	F		

On the P060, you will make both negative and positive entries in the current pay period. Do not make any prior tax year adjustments in current year

```
P060   OR1234567, 10700              TAX/OPE ADJUSTMENTS        01/25/19  PROD
       DOE, JANE                     T005 NO ADJUSTMENT SEGMENTS EXIST


   TAX    CUR/ RET    --DATA ELEMENT--                          TRAN
   YEAR   YTD  SYS/   ID    DESC      ADJ VALUE    REASON       DATE   ERROR MSG
             MS TR
A           G    RSE           4295.00-    WRONG TIER
A           G    RSM            463.00-    WRONG TIER
A           G    REP            257.70-    WRONG TIER
A           S    RSE           4295.00     CORRECT TIER
A           S    RSM            766.23     CORRECT TIER
A           S    REP            257.70     CORRECT TIER
```

To check your entry prior to posting payroll, go to the P370 and pull up the employee in the period you made the P060 entry. Then tab to the "CALC YTS?" (on the bottom left side of screen) change the 'N' to 'Y' [enter]. This will take you to the P090 screen again and you will be able to see what it will look like once your P060 entry posts. If it doesn't appear how you thought it should go back and check your entries

Additional Payroll Hints/Tips

- LWOP may extend an employee's waiting time. Work with your CPERS analyst to determine the correct CSD so the Retirement Start Date can be updated.

- If employee terminates in the month CSD starts, contributions are due. If P010 RTMT SYST and RTMT STAT have not been set prior to issuing final check, a P060 adjustment is necessary.

- If setting P010 between Run 1 and Run 2, P060 adjustments are necessary on Run 1 as PERS does not re-calculate Run 1.

- If setting correctives, P060 adjustment may be needed depending on what the P010 stated for that pay period.

- If using your own calculation method, check the Employer Share rates as they change.

P060 Adjustments

If you need to make Prior Year P060 Adjustments, please communicate with the OSPS Help Desk, osps.help@oregon.gov

Questions?

Updates and Reminders

Geri Greeno-Sanders, OSPS

OSPS Reminders

- Checks should be made payable to DAS/Joint Payroll when submitting with payment notification form
  - If made payable to agency, agency should deposit and send a BT

- Daily manual check deadline is 11:30am
  - Earlier deadlines for bulk check requests (20+)

- Mark revised or corrected on P370 if one has already been submitted

- Schedule changes after forecast has run (ePayroll)
  - Update P020 after forecast has run
  - Go to a day in ePayroll and hit 'save' or 'save and next' on any day to sync up with OSPA

Workday and OPSA

- Reminders
  - Integration runs once a day
    - Transactions completed by 3pm will be included in the nightly file
    - Transactions completed after 3pm will be included in the next night's file
  - Ad-hoc
    - Used for emergency situations only
      - i.e. new hire needs to be in OSPA prior to final run occurring
    - If not requesting a manual check that day, can wait until nightly file
  - Refreshes
    - OSPS Helpdesk can no longer do refreshes
    - Refreshes overlay what is in OSPA currently
    - Should be coordinated with OSPS and WD Help

Workday and OPSA

- Correction process
    - Payroll notices an error in OSPA
    - Contact agency HR to make corrective entries
    - Agency HR works with WD Helpdesk if needed
- Effective Dates
    - Workday cannot send data prior to 1/1/19
    - Salary corrections prior to 1/1/19 should be treated like prior tax year adjustments
        - Enter on P050 screen
- Transfers
    - Will only feed to OSPA once both agencies have completed their applicable business processes
    - This includes the end date for the losing agency and the start date for the gaining agency

Workday and OPSA

- Not active in ePayroll
  - Usually missing service type code before classification number
  - Can see on P030 screen


```
   *** JOB STATUS INFO ***
JOB STAT START/STOP     021119/999999
PERS AGY/POS/SC         73000/0066747/0
PT-FT CD/PCT            F/1.0000
APPOINTMENT TYP DT/CD   021119/P
EMP REPR/CLS/OPT/STEP   OA  /0103  /A/A/05

BENEFIT PKG CD          01
```

Workday and OPSA

○ Not active in ePayroll

  ○ Agency HR needs to add Service Type code in WD

    ○ The service type is located on the position under the job classification group

    ○ Follow steps 1, 2, 3 and step 6 of job aid (do not edit the hours or pay basis), but it will get you where you need to go: https://www.oregon.gov/das/HR/Documents/HCM_Core%20HR_Edit%20Position%20FTE.pdf

    ○ And in step 6 you will add the appropriate Service type for the position (ex. X, C, U, Z, etc.).

  ○ OSPS cannot update employee records in ePayroll

Upcoming Training

Geri Greeno, OSPS

Training

The new ePayroll Employee Tutorial launched this month!

Upcoming training

- OSPA For Beginners (Two 4 hour Sessions)
  - Day 1 – Interfaces and Screens
    - Understanding OSPA and basic system screens
    - April 23rd 1pm – 4:30pm
    - DAS East Computer Lab
  - Day 2 – Frequently used processes
    - In depth look at frequently used processes
    - April 24th 1pm-430pm
    - DAS East Computer lab

Upcoming trainings

- OSPA Payroll Reports Training (3 hour session)
  - Critical Reports
    - Understanding payroll record retention
    - Focus on critical reports
    - How to work exception reports
    - June 20th 1:30pm – 4:30pm
    - DAS West SFMS Conference Room – First Floor

Next forum

- DATE: July 17, 2019
- TIME: 2:00 p.m.
- PLACE: Employment Auditorium
- AGENDA: TBD

- Email Sharae with your ideas about agenda items at sharae.epperheimer@oregon.gov