



State Controller's Division

# OREGON STATEWIDE PAYROLL SERVICES Semi-Annual Update

Period Ending June 30, 2010

## Training

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During the period January through June 2010, OSPS provided 660 training hours. Training hours are computed using the formula students x class hours = training hours. Training offered included:

- Payroll Fundamentals
- New Employees
- Separations
- Deceased Employees
- Employee Overpayments
- Payroll Registers
- Payroll Exception Reports

We offered the Payroll Fundamentals class in partnership with the Oregon Training Consortium. By becoming an American Payroll Association Approved Provider, we could offer RCH credit to Certified Payroll Professionals taking the class.

To provide more training opportunities for payroll staff members outside the Salem area, we began offering telephone conference calls and iLincOregon sessions for the OSPS Users' Forum. We also offered two classes through a virtual classroom in iLincOregon.

## Payroll Statistics

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- During the first six months of 2010, OSPS issued 314,000 system generated payroll payments and 5,340 manual checks.
- 86% of state employees use direct deposit
- Around 450 state employees use an AccelaPay payroll card. Sixty percent of them use the card to receive their net pay.

## 2010 Key Projects ~ January through June

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

- OSPS is very close to being able to provide electronic payroll reports to agencies. We have been piloting this project with eight agencies giving them a chance to use the .pdf online versions of OSPS reports. The feedback received from the pilot agencies has been very useful in measuring the success of this effort. We thank the agencies who helped us pilot this project – their comments and suggestions have been useful and affirming. Next steps: We will be scheduling informational meetings so agencies can view a demonstration of the e-reports and prepare for the conversion.
- Furlough management continued through OSPA in the first half of 2010. As additional collective bargaining agreements were implemented, OSPS implemented the furlough business rules and structures for those benefit packages. This included the computation of furlough obligation for employees and loading that obligation to their leave accrual screens. Based on agency need or choice, we set provided the posting of fixed office closure days to timesheets. We also prepared a report of furlough savings for calendar year 2009.

- OSPA began processing 2010 payroll payments using updated tables for federal and state tax withholding and FICA wage maximums and all of the rates and calculation rules provided by PEBB for Plan Year 2010.
- OSPS coordinated with Treasury and the agencies to support the success of the conversion of the Oregon College Savings Plan to a new fund management organization. Assisted Treasury in communicating to the agencies about what participants needed to do to modify their existing direct deposit transactions in order to change the destination of their direct deposit to the new fund management organization.
- We assisted the Department of Revenue in implementing their interface of time and attendance data to OSPA.
- We have met a number of times with the DHS-led group that is managing payroll and HR planning for the implementation of the Oregon Health Agency which is scheduled to become active 7/1/2011. This project will result in many positions moving to the new Agency 42300, most of which are DHS positions, but will also include some from DCBS, DAS and the Office of Private Health Partnerships. Our initial focus has been coordination with representatives for all of the systems that will have a role in this project, some initial testing and a review of the OSPA cloning utility.

### Meeting Agency Payroll Needs – OSPS Help Desk

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- New NACHA rules fueled the complete overhaul of our Direct Deposit Enrollment form. We took this opportunity to approach the form from an employee perspective and made significant formatting changes. With help from some of our agency partners, we shortened this form from four pages to just one. The new and improved form has received numerous positive comments.
- While overhauling the Direct Deposit Enrollment form, we relocated AccelaPay enrollment to its own form. We heard from agencies that employees were unnecessarily completing the AccelaPay section on the old form, thinking that they needed to complete everything on the form. The new Pay Card Enrollment form isolates only the information needed to enroll in AccelaPay.
- In March, we added a new payroll table to the Datamart. We also worked with another division to develop three related repository reports. The WORK\_SCHED table deals exclusively with work schedule information. It is designed to work in connection with other payroll Datamart tables. See the March 2010 Training Newsletter for more detail:  
<http://oregon.gov/DAS/SCD/OSPS/docs/training/newsletter/News201003.pdf> .
- OSPS received notification from U.S. Treasury that they will no longer permit the purchase of paper savings bonds through payroll deduction. As of January 1<sup>st</sup>, 2011, all savings bond purchases must be made through Treasury Direct, and bonds will be electronic. Our plan is to communicate directly with participant employees on September 1 to inform them in advance of the change and give them the details they need to set up personal accounts with US Treasury to continue the purchase of savings bonds. Employees will be able to submit a direct deposit form to their payroll department in order to send funds directly to their Treasury Direct account. As of September 2010, agency payroll will cease adding savings bond deductions into OSPA. With the close of November 2010 payroll, OSPA will perform a final reconciliation of the bond account. Additional information may be found at <http://oregon.gov/DAS/SCD/OSPS/newbonds.shtml>.
- While reviewing report E311-018A Child Support by Agency, OSPS staff noted the absence of case numbers or instances where the employee social security number was being used as the case number. Child support withholdings paid to the Oregon Department of Justice are transmitted via a special ACH file format that includes the case number for swift posting to the DOJ child support system. OSPS staff contacted DOJ to learn the affects of the missing claim numbers and coordinated with agencies where changes were needed. OSPS also presented this issue at the June 3 OSPS Payroll Forum.

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