

# TRANSFERRING EMPLOYEES

## TABLE OF CONTENTS

<b>Transferring Employees</b>	<b>1</b>
TABLE OF CONTENTS .....	1
INTRODUCTION .....	3
Responsibilities .....	3
DIRECT DEPOSIT .....	7
GENERAL PROCESS .....	7
Losing Agency .....	8
Gaining Agency .....	13
INCOME TAXES .....	17
Foreign Nationals (Aliens).....	17
Mandatory Withholding .....	18
Out-of-State Duty Station .....	18
LEAVE .....	19
Accruals.....	19
Governor’s Leave .....	19
Personal Business .....	20
Transfer of Sick, Military, and Pre-retirement Leave .....	20
Vacation Leave.....	20
OVERPAYMENTS .....	22
PEBB BENEFITS .....	22
Background Information.....	23
Decline PEBB Benefits.....	23

Domestic Partner Insurance .....24

Opt Out .....24

PERS EDX / JCLARETY .....24

STATE-OWNED PARKING .....25

UNION DUES / FAIR SHARE.....25

BACKGROUND .....26

    Authority / References .....26

    Forms / Supporting Documentation.....27

    Reports.....28

REVISION HISTORY .....30

ATTACHMENTS .....31

## ***INTRODUCTION***

This document describes the generic process when an employee transfers from one state agency to another.

### **RESPONSIBILITIES**

#### **Applies To**

This document applies to all agencies that use OSPA. The process may vary by bargaining agreement, employment status, etc.

#### **Organizational Units**

##### ***Losing Agency***

<b>Entity</b>	<b>Responsibility</b>
Employee's Losing Manager	<ul style="list-style-type: none"> <li>• Communicates employee separation to agency Human Resources</li> <li>• Approves employee's final time</li> </ul>
Agency Human Resources	<ul style="list-style-type: none"> <li>• Enters transfer out in the PPDB</li> <li>• Communicates transfer to agency Payroll Office</li> </ul>
Agency Payroll Office	<ul style="list-style-type: none"> <li>• Follows General Process section below.</li> <li>• Notifies gaining agency if employee has an IRS Lock-in or DOR Determination letter. See Income Taxes section below</li> </ul>

##### ***Gaining Agency***

Entity	Responsibility
Hiring Manager	<ul style="list-style-type: none"> <li>Hires employee and establishes employment terms, including amount of leave agency will accept</li> <li>Communicates hire and terms to agency Human Resources</li> <li>If employee is a foreign national (alien), notifies HR. See the Income Taxes section below.</li> <li>If employee has an out-of-state duty station, notifies HR. See the Income Taxes section below.</li> </ul>
Agency Human Resources	<ul style="list-style-type: none"> <li>Enters transfer in the PPDB</li> <li>Communicates hire to agency payroll office</li> <li>If employee indicates in Section 1 of the USCIS I-9 that s/he is “an alien authorized to work until _____”, notifies agency payroll office. See the Income Taxes section below.</li> <li>If employee has an out-of-state duty station, notifies agency payroll. See the Income Taxes section below.</li> </ul>
Agency Payroll Office	<ul style="list-style-type: none"> <li>Follows General Process section below.</li> <li>If employee indicates in Section 1 of the USCIS I-9 that s/he is “an alien authorized to work until _____”, asks employee to complete OSPS.99.01 Determination of Foreign National’s Residency Form. See the Income Taxes section below.</li> <li>If the employee is a nonresident alien who is subject to withholding, makes tax adjustments on the P010 screen. See the Income Taxes section below.</li> <li>If the employee is an alien who is exempt from withholding, contacts OSPS. See the Income Taxes section below.</li> <li>If the employee has an out-of-state duty station, contacts OSPS. See the Income Taxes section below.</li> </ul>

**Other**

<b>Entity</b>	<b>Responsibility</b>
Transferring Employee	<ul style="list-style-type: none"> <li>• Submits final time for losing agency</li> <li>• Submits any required forms or requests changes in existing deductions</li> </ul>
Fleet and Parking Services, Enterprise Asset Management (EAM), Department of Administrative Services (DAS), <a href="mailto:state.parking@oregon.gov">mailto:state.parking@oregon.gov</a>	<ul style="list-style-type: none"> <li>• If employee leaves a state-owned parking lot before the end of the month, may pro-rate the deduction for the old lot</li> <li>• If employee begins parking in a state-owned parking lot, designates deduction and plan code for new lot</li> </ul>
Applicable Union	<ul style="list-style-type: none"> <li>• If new to union, notifies gaining agency payroll of membership status</li> <li>• For new to union, approves nonreligious charity if employee exercises right of non-association</li> <li>• See the Union Dues / Fair Share section below</li> </ul>
SEIU, 1-877-772-6551	<ul style="list-style-type: none"> <li>• If an SEIU member transfers from represented to unrepresented and submits a request to SEIU regarding associate dues, OPAC Program, or CAPE Program, notifies gaining agency payroll. See the Union Dues / Fair Share section below.</li> </ul>
Centralized PERS Services Team, Statewide Financial Management Services (SFMS), Financial Business Systems (FBS), Enterprise Goods and Services (EGS), DAS, <a href="mailto:central.persservicesteam@oregon.gov">central.persservicesteam@oregon.gov</a>	<ul style="list-style-type: none"> <li>• Serves as liaison between state agencies and PERS</li> <li>• Prepares monthly electronic data file with information from the PPDB and OSPA for PERS EDX/jClarety</li> </ul>

Entity	Responsibility
Payroll System Support (PSS), Oregon Statewide Payroll Services (OSPS), FBS, EGS, DAS <a href="mailto:OSPS.Help@oregon.gov">OSPS.Help@oregon.gov</a>	<ul style="list-style-type: none"> <li>• Submits tax reports and payments to applicable governmental entities</li> <li>• Coordinates preparation of annual IRS Form W-2 and other applicable forms</li> <li>• Forwards IRS Form W-4 to the Oregon Department of Revenue if the employee claims exemption from withholding or more than 10 withholding allowances. See the Income Taxes Section below.</li> <li>• Forwards IRS Form 8233 or W-9 to the IRS if a foreign national claims exemption from withholding through a tax treaty. See the Income Taxes section below.</li> </ul>

**Systems /Applications**

System / Application	Functionality
Position and Personnel Database (the PPDB)	<ul style="list-style-type: none"> <li>• Data sent to:               <ul style="list-style-type: none"> <li>▪ OSPA as soon as the transaction is saved</li> <li>▪ PDB nightly</li> <li>▪ PERS after run 2 final</li> </ul> </li> </ul>
PEBB “dot” Benefits (PDB)	<ul style="list-style-type: none"> <li>• Interfaces the stop date for PEBB benefits for the losing agency and the start date for the gaining agency to OSPA every two minutes</li> <li>• Notifies the insurance companies of the agency change the Friday after the transfer</li> <li>• Does not send a COBRA notice</li> </ul>

System / Application	Functionality
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> <li>• After final run 2:               <ul style="list-style-type: none"> <li>▪ Sends hours worked for both agencies to PDB</li> <li>▪ Sends PEBB premiums to carriers</li> <li>▪ Sends hours worked and contributions to PERS</li> </ul> </li> <li>• At the end of the year, includes the earnings from both agencies in a single W-2 for the employee</li> </ul>
PERS EDX / jClarety	<ul style="list-style-type: none"> <li>• Maintains retirement subject wages and contribution records for public employees who are members of the PERS retirement plans</li> </ul>

## **DIRECT DEPOSIT**

Cloning direct deposits on the P070 Payroll Deductions screen prevents them from going through the pre-note process again. Do not change the employee’s direct deposits from the losing agency unless the employee submits a new OSPS.99.19 Paycard Form (sign up or cancel) or OSPS.99.25 Direct Deposit Form (Sign up, Cancel/Stop, or Suspend). See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit.

The numeric-alpha combination of PPDB separation codes are only supposed to be used when an employee is leaving State service. These codes begin with a 1-9 as the first character and have a second character of A-R. PPDB instructions state that they should only be used with PA Code 520 Resignations. If a separation code is used with the transfer code, it will cause the employee’s ACH to cancel, and will need to be re-entered by the gaining agency.

The only valid separation code for transfers between agencies is 80. OSPA allows employee ACH direct deposit to continue when Sep Code = 80. (Just a note: The PPDB default separation code for 580 is 80 and must be overwritten manually to change it to one of the numeric-alpha combination separation codes.)

## **GENERAL PROCESS**

This section describes the general process for both the losing and gaining agency. Continuous communication between the two agencies makes the process work smoother.

**LOSING AGENCY**

<b>Action</b>	<b>More</b>
<p>1. Confirm the PPDB data displayed on the P030 Job Status Data screen, including:</p> <ul style="list-style-type: none"> <li>▪ <b>JOB STAT START</b> – if during current or prior month, review prior job segment(s) to determine reason for change. See Leave, below, Vacation Leave, Leave Accrual Service Code Change section.</li> <li>▪ <b>JOB STAT STOP</b> – separation date</li> <li>▪ <b>PT-FT CD/PCT</b> – is employee part-time or full-time?</li> <li>▪ <b>APPOINTMENT TYPE DT/CD</b></li> <li>▪ <b>PERSONNEL TRANS CODE</b> – 580, transfer to different agency</li> <li>▪ <b>BENEFIT PKG CD</b> – see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Benefit Package Codes</li> <li>▪ <b>LEAVE ACCRUAL SVC CD</b></li> <li>▪ <b>WAGE BASIS CD</b></li> <li>▪ <b>EQUIVALENT RATE</b> – to be used for vacation and/or comp time pay-off</li> <li>▪ <b>SEPARATION DT / REASON</b> – 80, transfer out, computer assigned</li> <li>▪ <b>TIMESHEET CD</b></li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030.</p> <p>The JOB STAT START for the gaining agency should be one calendar day after the JOB STAT STOP date for the losing agency. See the PEBB Benefits section below.</p>

<b>Action</b>	<b>More</b>
<p><b>2a. If the employee has a timesheet</b>, enter employee’s time on the P001 Session Default Values and P003 Time Capture screens.</p> <p>On the P001 screen:</p> <ul style="list-style-type: none"> <li>▪ <b>Timesheet start date</b> = the first of the month</li> <li>▪ <b>Timesheet end date</b> = JOB STAT STOP date from the P030 screen</li> <li>▪ <b>Pay period ending date</b> = last day of the month</li> </ul> <p><b>2b. If the employee is on Online Daily Time (ODT)</b>,</p> <ul style="list-style-type: none"> <li>▪ Make sure that the employee has entered time on the P004 Time Capture screen</li> <li>▪ Make sure the employee’s manager has approved the time on the P006 Payroll Time Capture – Supervisor Entry Menu screen.</li> </ul> <p><b>3b. If the employee is ePayroll</b></p> <ul style="list-style-type: none"> <li>▪ Make sure that the employee has entered in ePayroll</li> <li>▪ Make sure the employee’s manager has approved the time in ePayroll</li> </ul>	<p>If the employee’s time has not yet been entered for the prior month, ensure the time is entered and approved for the prior month.</p> <p>If the Timesheet end date is not the end of the month, reset the P001 screen dates after entering time.</p> <p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, On-line Daily Time or Time Capture.</p>
<p><b>3.</b> Make applicable entries on the P010 Withholding / Retirement Info screen, including:</p> <ul style="list-style-type: none"> <li>▪ <b>FINAL CHECK ISSUED</b> -- JOB STAT STOP from the P030 screen</li> <li>▪ <b>FINAL CHECK PERIOD ENDING</b> – last day of the month for the JOB STAT STOP date</li> <li>▪ <b>FEDERAL / STATE WITHHOLDING</b> – change if employee submits a new W-4. See the Income Taxes Section below.</li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P010.</p> <p><b>DO NOT enter check dates if the employee transfers in December. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Year End</b></p>

<b>Action</b>	<b>More</b>
<p>4. Accrue, transfer, and/or pay-off leave:</p> <ul style="list-style-type: none"> <li>▪ If the leave accrual has not run for the prior month and the employee is eligible, advance sick and vacation leave for the prior month. For temporary employees advance temporary sick leave.</li> <li>▪ If the employee is eligible, advance sick and vacation leave for the hours the employee will work for your agency in the current month.</li> <li>▪ If the employee has compensatory time, will not use it in the final month, and is eligible, pay it off on the P050 Gross Pay Adjustments screen.</li> <li>▪ Transfer sick (SL), military (ML) and pre-retirement leave (PR) to the clearing account. For ML, enter an expiration date of the next September 30. For SL and PR, enter an expiration date of two years.</li> <li>▪ Transfer the employee’s Personal Leave (PB) balance to the clearing account. If the employee has used all of his/her PB for the current fiscal year, transfer a zero amount. Enter an expiration date of June 30 of the current fiscal year.</li> <li>▪ Transfer the vacation leave that the gaining agency has agreed to take to the clearing account. Enter an expiration date of two years.</li> <li>▪ If the employee has more vacation leave than the gaining agency will accept, will not use it in the final pay, is not on trial service, and is otherwise eligible, pay it off on the P050 screen, up to the maximum allowed in the applicable policy or bargaining agreement.</li> <li>▪ If the employee still has a vacation leave balance after you have transferred vacation leave to the clearing account and paid it off to the maximum allowed, adjust the remaining balance to zero.</li> <li>▪ If it is between the day before Thanksgiving and January 31 and the employee has taken Governor’s leave (negative GL balance on the P430 Employee Leave Total or P435 Employee Leave Detail screens), notify the gaining agency. Then, adjust the balance to zero.</li> <li>▪ Adjust other leave balances to zero.</li> <li>▪ For temporary employees with a balance of temporary sick leave (TS), transfer balance to the clearing house with 180 day expiration date.</li> </ul>	<p>See the Leave section below, applicable Collective Bargaining Agreements and HR State Leave policy, and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.</p>

Action	More
<p>5. Review and make necessary changes for PEBB benefits:</p> <ul style="list-style-type: none"> <li>▪ Confirm the interface of end dates from PDB to the P070 Payroll Deductions screen in OSPA</li> <li>▪ If the employee will work &lt;80 hours in the last month and is not job share:           <ul style="list-style-type: none"> <li>○ Force premiums for “required” or core PEBB insurances for the final payment from the agency. Make sure that the employee will have enough pay to cover the employee’s 3-5% contribution, excluding any applicable subsidy. If the employee will not, collect the amount from the employee.</li> <li>○ If the employee will have enough pay to cover optional PEBB insurance premiums, also force the premiums for optional benefits.</li> </ul> </li> <li>▪ If the employee has &gt;80 hours in the last month or is job share, make sure the employee will have enough pay to cover premiums for optional PEBB benefits. If not, delete the deductions and notify the gaining agency.</li> </ul>	<p>See PEBB Benefits section below, and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.</p>
<p>6. Check for any outstanding overpayments. If there is an outstanding balance, deduct the amount from the employee’s final pay. If the final pay does not cover the outstanding amount, and you have not already done so, establish an account receivable.</p>	<p>See OAM Chapter 35, 45.50.00 PO &amp; PR and the Overpayments Section below.</p>
<p>7. Evaluate voluntary deductions on the P070 screen:</p> <ul style="list-style-type: none"> <li>▪ Union deductions are for the current month. If the employee is in a represented position, leave the deduction(s) for the final pay. See the Union Dues / Fair Share section below.</li> <li>▪ If the employee has a deduction for state-owned parking, see the State-owned Parking section below.</li> <li>▪ Deductions for privately owned parking frequently pay for parking in advance. If the employee will not keep the parking space in the new position and pays for parking in advance, delete the deduction in the current pay period.</li> <li>▪ For other voluntary deductions, determine if the employee will have enough pay to cover them; if not, notify gaining agency.</li> <li>▪ If the employee has a wage withholding order, recalculate it for the final pay.</li> </ul>	<p>If there is time and you will delete some deductions for the final pay, wait to delete them until after the gaining agency has cloned the employee.</p>

Action	More
<p>8. Use the P370 Current Pay Calculation screen to check your entries. Make sure the employee will not have a net pay negative for the final payment from your agency. <b>DO NOT REQUEST A MANUAL CHECK.</b></p>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P370.</p>
<p>9. Notify the gaining agency when:</p> <ul style="list-style-type: none"> <li>▪ You have transferred leave to the clearing account</li> <li>▪ There are deductions that the gaining agency will need to “pick-up” for the transferring month</li> <li>▪ The employee’s information is ready for cloning</li> </ul>	
<p>10. Send original documentation to the gaining agency. See Forms/ Supporting Documentation below, Documentation to Send section.</p>	
<p>11. Once the gaining agency has cloned the employee’s data, delete the deductions on the P070 screen for the next pay period, with the following exception:</p> <ul style="list-style-type: none"> <li>▪ The employee may have up to nine direct deposit deductions. Delete them in the earliest pay period that displays on the P190 Payroll Register Data screen. This will prevent an accidental direct deposit if you later set a corrective.</li> </ul>	<p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit and the Direct Deposit section above.</p>
<p>12. Once the gaining agency has cloned the employee’s data, delete the following, if applicable, <b>for the following pay period:</b></p> <ul style="list-style-type: none"> <li>▪ If the employee opts out of medical or medical and dental insurance, delete the IR entry on the P050 Gross Pay Adjustments screen.</li> <li>▪ If the employee has domestic partner insurance and has not claimed the partner and/or children as tax dependents, delete the DPT entry on the P050 screen. If the P050 also includes a DPN and/or DPS entry, delete those as well.</li> <li>▪ If the employee participated in the PEBB Health Engagement Model, delete the HEM entry on the P050 screen.</li> <li>▪ If the employee declined PEBB benefits, delete WAIVERS on the P010 screen.</li> <li>▪ If the employee uses On-line Daily Time, wait until the employee’s supervisor has approved the time for the final month(s) and then delete the employee from the PSEC Time Entry Access Tbl screen.</li> </ul>	<p>See the PEBB Benefits section below</p> <p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PSEC.</p>

**GAINING AGENCY**

The losing agency will process the transfer out first and notify the gaining agency that data is ready to process. See General Process above, Losing Agency section.

**Prerequisites**

The losing agency must process the transfer out in the PPDB, OSPA and PDB before the gaining agency can process the transfer in.

The gaining agency will not be able to transfer leave from the clearing account until the JOB STAT START date displayed on the P030 Job Status Data screen for the gaining agency.

<b>Action</b>	<b>More</b>
<p>1. Confirm the PPDB data displayed on the P030 Job Status Data screen, including:</p> <ul style="list-style-type: none"> <li>▪ <b>JOB STAT START/STOP</b> – START = start date, STOP = 999999</li> <li>▪ <b>PT-FT CD/PCT</b> – is employee part-time or full-time?</li> <li>▪ <b>APPOINTMENT TYPE DT/CD</b></li> <li>▪ <b>PERSONNEL TRANS CODE:</b> 171, Transfer In – Promotion 173, Transfer In – Lower 175, Transfer In -- Equal</li> <li>▪ <b>BENEFIT PKG CD</b> – see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Benefit Package Codes</li> <li>▪ <b>PERS JOB CLASS CODE</b></li> <li>▪ <b>WAGE BASIS CD</b></li> <li>▪ <b>TIMESHEET CD</b></li> </ul>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P030.</p> <p><b>The JOB STAT START for the gaining agency should be one calendar day after the JOB STAT STOP for the losing agency.</b> See the PEBB Benefits section below.</p>
<p>2. Review and make necessary changes for PEBB benefits:</p> <ul style="list-style-type: none"> <li>▪ Confirm coverage and start dates for the next pay period interfaced from PDB to the P070 Payroll Deductions and P050 Gross Pay Adjustments (if employee participates in the HEM) screens in OSPA</li> <li>▪ If the employee will not have enough pay from the losing agency to cover the optional benefits for the current month, make one-time entries for the current month to force the optional benefits.</li> </ul>	<p>See PEBB Benefits section below and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.</p>

Action	More
<p>3. Use the P071 screen to clone the employee’s data from the losing agency. The P071 screen will clone the data on the following screens:</p> <ul style="list-style-type: none"> <li>▪ P010 Withholding / Retirement Info</li> <li>▪ P020 Work Schedule Data</li> <li>▪ P050 Gross Pay Adjustments</li> <li>▪ P070 Payroll Deductions (excluding PEBB benefits)</li> </ul> <p>To clone:</p> <ul style="list-style-type: none"> <li>▪ Press [PAUSE] to clear the screen.</li> <li>▪ Type P071 Employee ID or SSN losing agency gaining agency pay period end date (optional):            P071 OR##### ##### or P071,OR#####,#####,#####.</li> <li>▪ Press [ENTER] and watch for the message “JU04-1 RECORDS CLONED.”</li> </ul> <p>If you do not enter a date after the gaining agency, OSPA will clone the entries with a current month start date.</p> <p>If you go directly to the P070 screen from the P071, OSPA will allow you to change the cloned start date for deductions.</p>	<p>See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, P071.</p> <p>OSPA does not clone PEBB benefits on the P070 screen; they will interface from PDB.</p>
<p>4. After cloning, review non-PEBB voluntary deductions on the P070 Payroll Deductions screen.</p> <ul style="list-style-type: none"> <li>▪ Make sure union deductions are appropriate. See the Union Dues / Fair Share section below.</li> <li>▪ DAS Fleet and Parking Services will designate the deduction and plan code if the employee has applied for or changed state-owned parking. See the State-owned Parking section below.</li> <li>▪ The employee may have up to nine direct deposit deductions. If you clone them from the losing agency, they will not pre-note again. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Direct Deposit.</li> <li>▪ <b>CAUTION:</b> If the employee has a deferred compensation deduction in both agencies for the same month, OSPA will make two deductions.</li> </ul>	

Action	More
<p>5. Confirm the employee’s work schedule on the P020 Work Schedule Data screen is correct, including:</p> <ul style="list-style-type: none"> <li>▪ <b>START DATE</b></li> <li>▪ <b>WS CODE</b> – see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Work Schedule Codes</li> <li>▪ <b>SHIFT START</b> – 24-hour clock, HHMM</li> <li>▪ <b>SHIFT CODE</b> – 1 = day, 2 = evening, 3 = night</li> </ul>	
<p>6. Review the P010 Withholding / Retirement Info screen and make any necessary changes, including:</p> <ul style="list-style-type: none"> <li>▪ <b>FINAL CHECK ISSUED</b> and <b>FINAL CHECK PERIOD ENDING</b> – change to 000000 if dates are present</li> <li>▪ <b>FEDERAL / STATE WITHHOLDING</b> – change if employee submits a new W-4. See the Income Taxes section below.</li> <li>▪ <b>RTMT SYST</b> – make sure the value cloned from the losing agency matches the PERS JOB CLASS CODE on the P030 screen for your agency. See the crosswalk on the DAS Enterprise Human Resource Services, HR Operations and Systems web site:  <a href="http://www.oregon.gov/das/Financial/Payroll/Pages/cpersjobclass.aspx">http://www.oregon.gov/das/Financial/Payroll/Pages/cpersjobclass.aspx</a> .</li> <li>▪ <b>RTMT STAT</b> – make sure the value cloned is appropriate for the employee’s new position</li> <li>▪ <b>WAIVERS</b> – make sure entries, if any, are still valid. See PEBB Benefits below, Decline Benefits section.</li> </ul>	<p>See the OSPA Reference Manual, Screen Descriptions, P010.</p> <p>See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employees Retirement System.</p>

Action	More
<p>7. Make any additional entries unique to the employee, including:</p> <ul style="list-style-type: none"> <li>▪ If the employee opts out of medical or medical and dental insurance, confirm the IR entry on the P050 screen. See PEBB Benefits below, Opt Out section.</li> <li>▪ If the employee has domestic partner insurance and has not claimed the partner and/or children as tax dependents, confirm the applicable DPT, DPN, DPS entries on the P050 screen. See PEBB Benefits below, Domestic Partner Insurance section.</li> <li>▪ If the employee participates in the PEBB Health Engagement Model, make sure the HEM entry cloned on the P050 screen.</li> <li>▪ If the employee will be using On-line Daily Time, enter the employee on the PSEC Time Entry Access Tbl screen. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PSEC.</li> </ul>	
<p>8. Notify the losing agency when you have finished cloning the employee's information.</p>	
<p>9. After the employee's START DATE on the P030 screen, adjust the employee's leave balances on the P435 Leave Detail screen:</p> <ul style="list-style-type: none"> <li>▪ Transfer any existing sick (SL), vacation (VA), military (ML), and pre-retirement (PR) leave from the clearing account.</li> <li>▪ If it is between the day before Thanksgiving and January 31 and the employee took governor's leave in the losing agency, use the P435 screen to add the GL as a new pay type and record the GL taken.</li> <li>▪ For temporary employees, if coming in as a temporary employee transfer unused temporary sick leave from the clearing account. If coming in as a non-temporary employee, follow this process             <ul style="list-style-type: none"> <li>○ Transfer TS from clearing account</li> <li>○ Zero out TS hours on the P435 screen</li> <li>○ Add amount of TS hours to sick leave balance on P435 screen</li> </ul> </li> </ul>	<p>See the Leave section below and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting</p> <p>If the employee's new benefit package does not include the VF leave type, contact the OSPS Help Desk, <a href="mailto:OSPS.Help@oregon.gov">OSPS.Help@oregon.gov</a></p>

<b>Action</b>	<b>More</b>
<p>10. If the employee is eligible for personal business:</p> <ul style="list-style-type: none"> <li>▪ If the employee has PB in the Clearing Account, transfer it out</li> <li>▪ After the first leave accrual, review the employee’s personal business balance on the P430 Employee Leave Total or P435 Employee Leave Detail screen. If LARS gave the employee a new PB balance, adjust the PB to reflect the amount of PB the employee has remaining for the fiscal year from the losing agency. <b>NOTE:</b> this will be zero if the employee has already used all his/her PB for the fiscal year.</li> </ul>	<p>See Leave below,, Personal Business section</p>

## ***INCOME TAXES***

The section includes the following:

- Foreign Nationals (Aliens)
- Mandatory Withholding
- Out-of-state Duty Stations

For additional information on these or the following topics, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPAs, Income Taxes:

- Different withholding allowances for federal and state taxes
- Employees who claim exemption from withholding or more than 10 withholding allowances
- Invalid W-4’s

### ***FOREIGN NATIONALS (ALIENS)***

For tax purposes, an alien is an individual who is not a U.S. citizen. The IRS classifies aliens as either nonresident or resident. Generally, the U.S. taxes resident aliens based upon their worldwide income, the same as U.S. citizens. The U.S. taxes nonresident aliens based upon their income from sources within the U.S. only and on certain income connected with the conduct of a trade or business in the U.S.

OSPS Form 99.01 Determination of Foreign National’s Residency guides the agency and the employee who is not a lawful permanent resident through the substantial presence test to determine if the employee is a resident or nonresident alien. If the employee claims exemption from withholding because of a tax treaty, s/he will also need to complete IRS Form 8233 Exemption from Withholding on Compensation for Independent (and Certain

Dependent) Personal Services of a Nonresident Alien Individual or IRS Form W-9 Request for Taxpayer Identification Number and Certification. See IRS Publication 15 (Circular E) Employer Tax Guide for instructions.

If the employee claims exemption from withholding, notify Payroll System Support, OSPS.

If the employee is a nonresident alien and not exempt from withholding, you will need to adjust the withholding information on the P010 Withholding / Retirement Info screen to increase the employee's withholding. See IRS Publication 15 (Circular E) Employer Tax Guide for instructions.

## **MANDATORY WITHHOLDING**

A Lock-in Letter from the IRS or a Determination Letter from the Oregon Department of Revenue overrides the employee's current W-4. The withholding requirements described in the letter will display on the applicable MANDATORY WITHHOLDING line on the P010 Withholding / Retirement Info screen.

The gaining agency has the responsibility to continue the mandatory withholding in effect. When an employee transfers from one state agency to another, this data will automatically follow the employee to the new agency. It will display on the P010 screen even prior to cloning.

## **OUT-OF-STATE DUTY STATION**

If you become aware that an employee has an out-of-state duty station, contact OSPS immediately. If the state is required to withhold taxes for another state, OSPS will register Oregon as an employer in that state, enter a deduction code on the PTD1 Payroll Deduction Table screen, and calculate the amount to withhold, based upon the current salary. Each month, enter a deduction on the P070 Payroll Deductions screen for the withholding. The PSS will file the required reports and make the required payments to the other state.

Clues that may indicate an out-of-state duty station include:

- Employee's home address listed on the PBED screen in the PPDB or on the employee's W-4
- Employee's work phone listed on the PBED, PBET, or PBEV screen in the PPDB

## **LEAVE**

This section includes:

- Accruals
- Governor’s Leave
- Personal Business
- Transfer of Sick, Military and Pre-retirement Leave
- Vacation Leave

For additional information on these or other leave related topics, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting.

### **ACCRUALS**

For sick leave and vacation leave, the losing agency should advance the employee’s leave that will accrue for the losing agency after run 2 for the month in which the employee leaves. If the employee leaves before run 2 of the prior month, also advance leave for the prior month.

### **Pro-rating Leave**

If the employee will not work a full month in the losing agency and is eligible for sick and vacation leave accrual, pro-rate the accrual rate when you advance the leave. Use the following formula:

$$\text{Monthly accrual rate from PTB1} \quad \times \quad \frac{\text{Employee's regular paid hours for mo}}{\text{F-T Hours for mo for employee's schedule}}$$

### **GOVERNOR’S LEAVE**

When authorized by the Governor, eligible employees may take governor’s leave between the day before Thanksgiving and January 31. If the employee has already taken GL in the losing agency, the employee is not entitled to additional GL in the gaining agency. The P430 screen will include GL with a negative balance when the employee has taken the leave. Each year, LARS zeroes out any existing balance during the September leave accrual process.

If an employee transfers between the day before Thanksgiving and January 31 and has already taken GL in the losing agency, payroll notifies the gaining agency. Payroll in the gaining agency can add the GL leave balance on the P435 screen to prevent the employee from taking additional GL in that year. See the Statewide Payroll

Reference Manual, Payroll Processes Using OSPA, Leave Accrual and Reporting for instructions on adding a leave type.

**PERSONAL BUSINESS**

During the monthly leave accrual process, LARS looks for eligible employees who do not have a Personal Business balance. If the employee will be eligible to take PB before the end of the fiscal year, LARS will give the employee the PB balance the employee would have received at the beginning of the fiscal year. If the transferring employee used personal business while working at the losing agency, the employee is not eligible for the full balance.

The losing agency will transfer the PB balance (even if zero) to the clearing account with an expiration date of June 30 of the current fiscal year.

For the gaining agency, transfer this PB balance from the clearing account to the employee’s leave balances in your agency. Also, check the PB balance after the leave accrual process runs and make any necessary adjustments on the P435 screen.

**TRANSFER OF SICK, MILITARY, AND PRE-RETIREMENT LEAVE**

On the P435 screen, for the losing agency, transfer all of the employee’s SL, ML and PR leave into the clearing account. SL will be a negative transaction; PR and ML will be positive transactions. For ML, enter an expiration date of the next September 30. For SL and PR, enter an expiration date of two years.

**VACATION LEAVE**

This section includes:

- Leave Accrual Service Code (LASC) Change
- Vacation Leave Pay-off
- Vacation Leave Transfer

**Leave Accrual Service Code (LASC) Change**

LARS uses the LASC to calculate the number of hours of accrued vacation leave the employee will receive in a given month. An automated program in the PPDB sets the LASC. It interfaces to OSPA with Personnel Action Code 232 Service Related Data Change or 237 Compensation Related Data Change. The PPDB provides a monthly audit report that lists employees who are eligible for a new LASC. The third working day of the following month, the PPDB Automated Step Increase (ASI) program will automatically update the LASC for the eligible employees. The change will be effective for the prior month. LARS uses the new LASC for the leave accrual process after run 2 final for that month.

The ASI will create a new job segment when the employee’s LASC changes. For most benefit packages, the change will be effective on the beginning of the prior month. There are a few benefit packages where the effective date will coincide with the employee’s RECOG SVC DT on the P030 screen. Changes for those benefit packages may be effective anytime during the month.

When you are manually accruing (advancing) leave for a transferring employee, you need to use the LASC that is in effect during the applicable month(s). If an employee’s LASC changes during the month, you will prorate the hours worked under each LASC.

For example:

- An employee’s LASC changed from 1 to 2 on the 15<sup>th</sup> of the prior month.
- For the employee’s benefit package the accrual rate for an LASC of 1 = 8 hours per month. The accrual rate for an LASC of 2 = 10 hours.
- The full-time employee worked 80 hours between the 1<sup>st</sup> and 14<sup>th</sup> of the month and 96 hours between the 15<sup>th</sup> and 31<sup>st</sup> of the month.
- The full-time hours for the month for the employee’s schedule = 176 hours.
- You would pro-rate the leave as explained below:

$$8 \text{ hrs per mo } \times \frac{80 \text{ hrs.}}{176} = 3.64 \text{ hrs.}$$

$$10 \text{ hrs per mo } \times \frac{96 \text{ hrs.}}{176} = 5.45 \text{ hrs.}$$

- You would accrue 9.09 hours of vacation leave for the month.

If the employee’s LASC changes in the employee’s final month of employment with your agency, you may not know about the change until leave accruals process after final run 2 for that month. In that case, the employee will be on the E492 Terminated Employees Having Leave Balances Report (see Background Information below, Reports section). In addition, the B470C, B470D and B470S Leave Accrual – Detail Transaction Registers will have the message “SEPARATED EMPLOYEE HAS LEAVE BALANCE.” Research the reason for the message. You may need to transfer additional leave to the clearing account or pay-off the employee.

## **Vacation Leave Pay-off**

Unless the employee is on trial service, s/he is entitled to a pay-off for any unused vacation leave that the gaining agency does not accept, up to the maximum amount designated in the applicable policy or bargaining agreement. First, transfer the amount of vacation leave the gaining agency will accept to the P420 Leave Clearing Acct Bal screen. Next, on the P050 Gross Pay Adjustments screen, enter the pay-off, up to the maximum amount allowed. After the transfer and the P050 entry, if the employee still has a vacation balance, adjust the remaining balance to zero on the P435 screen.

## **Vacation Leave Transfer**

The gaining agency is generally required to accept up to 100 hours of vacation leave. They may agree to accept more; the agreement must be in writing. The losing agency will use the P435 screen to transfer the VA hours the gaining agency will accept into the clearing account. On the P435 screen, use a negative amount and an expiration date of two years. If the gaining agency does not accept the employee's entire VA and the employee is eligible and will not use it in the last month with the agency, the losing agency will pay-off the additional VA, up to the maximum allowed.

## **OVERPAYMENTS**

OAM 45.50.00.PO and PR Collection of Overpayment and bargaining agreements require that agency payroll deduct an outstanding overpayment from the employee's final wages from the agency. If the final payment does not cover the remaining balance, work with your agency's accounting staff to set up an account receivable and work out a repayment plan. For additional information, see OAM Chapter 35 Accounts Receivable Management.

## **PEBB BENEFITS**

This section includes:

- Background Information
- Decline PEBB Benefits
- Domestic Partner Insurance
- Opt Out

For additional information on these and other PEBB topics, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

## **BACKGROUND INFORMATION**

Under OAR 101-020-0047 Transfer, the losing agency normally pays the employee's premiums for the required or core PEBB insurances for the employee's final month with the agency, even if the employee is not job share and does not work 80 hours in the last month. The employee is still responsible for the 1-5% employee contribution, minus any applicable subsidy the employee normally receives.

The core PEBB insurances include:

- Medical
- Dental
- Vision (if medical PPO)
- Pre-tax \$5,000 basic life (unless YJ benefit package)

If the employee will have enough pay, the losing agency also deducts the premiums for the optional PEBB insurances from the employee's final pay. If the employee will not have enough pay to cover the optional insurances, notify the gaining agency.

If the non-job share employee does not work 80 hours for the losing agency, you will need to "force" the premiums on the P070 screen by entering insurance deductions with an ADJ TYPE of A for the final month.

For the gaining agency, PDB will establish a start date for the next pay period. If the employee does not have enough pay from the losing agency to pay for optional insurances, the gaining agency payroll will need to make one-time entries on the P070 screen for the month in which the employee transfers (ADJ TYPE A).

For employees who have transfer personnel action codes in the PPDB, agencies do not approve the transfer in PDB and the employee will not receive a COBRA notice.

The benefits must transfer from the losing agency to the gaining agency without a lapse in benefit coverage. This will happen automatically if the gaining agency enters a start date in the PPDB which is one calendar day later than the losing agency's end date. All PEBB benefits should have the same begin and end dates.

## **DECLINE PEBB BENEFITS**

OAR 101-020-0018 allows employees to decline the right to the employer contribution and enrollment in any of the PEBB benefit plans. The employee's declination will interface to the P070 screen from PDB with deduction code OONN and plan code 005. Agency payroll will enter WAIVERS for health, dental and life insurance on the P010 screen.

## **DOMESTIC PARTNER INSURANCE**

Under federal and state tax law, health insurance benefits provided by an employer to an employee and the employee's spouse or eligible dependents are not taxable to the employee. The employee may submit a PEBB Domestic Partner Certification for Dependent Tax Status to claim the employee's domestic partner and/or the partner's children as tax dependent(s). If the employee does not, the market or imputed value of the benefit for the domestic partner and/or the DP's eligible children is taxable income to the employee.

Agency payroll makes a DPT (Domestic Partner Taxable) entry on the P050 Gross Pay Adjustments screen when an employee has medical and/or dental insurance coverage for a domestic partner and/or the DP's children and they are not tax dependents. This makes the imputed value of the premium taxable income and increases the employee's federal and state income, social security and Medicare taxes.

If a job share or part-time employee has out-of-pocket costs for the domestic partner insurance, the agency may also make a negative DPN (Domestic Partner non-Taxable) entry on the P050 screen. This reduces the employee's taxable income by the out-of-pocket costs.

For PEBB 2013 plan year, the employee may have surcharges for tobacco use and covering a domestic partner or spouse when the partner or spouse is eligible for other employer medical coverage. These surcharges have separate pre-tax deduction codes. The imputed value of the surcharge attributed to a domestic partner is taxable to the employee. To record this non-cash taxable income, agency payroll makes a positive DPS entry on the P050 screen.

## **OPT OUT**

OAR 101-020-0015 allows an employee who has medical and dental coverage under another employer sponsored group medical plan to opt out of PEBB medical or medical and dental insurance. The employee who opts out may receive cash in lieu of coverage. Agency payroll enters an IR pay code on the P050 screen to give the employee the cash. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, PEBB Benefits.

## **PERS EDX / JCLARETY**

After each payroll run 2, the DAS FBS SFMS PERS Centralized Services Team prepares an electronic file for the PERS EDX / jClarety system. The file includes:

- Employment status data
- Hours worked
- Salary
- Employer / employee contributions

- Sick leave balance

For additional information, see the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Public Employee Retirement System.

## **STATE-OWNED PARKING**

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Deductions for state-owned parking are for the current month. The losing agency will leave the deduction for the rental fee for DAS Parking for the month in which the employee transfers -- unless the employee's final pay will not cover the deduction. If the employee does not plan to rent the space for the entire month, the DAS, EAM, Fleet and Parking Services may pro-rate the amount.

If the employee will begin renting a state-owned parking space or change parking lots in the new agency, Fleet and Parking Services will send the gaining agency the deduction and plan code to use.

## **UNION DUES / FAIR SHARE**

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After cloning the employee's records, the gaining agency should make sure that the union related deduction(s) on the P070 screen are appropriate for the new employee's BENEFIT PKG CD on the P030 screen (see the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Benefit Package Codes). If you need to make changes, **do not make the change between run 1 and run 2. If you make the correction between runs, you will create a vendor negative.**

If the employee changed bargaining units in general:

- Delete the dues / fair share deduction for the old bargaining unit
- Review the employee's deductions for PAC or "people contributions" for the prior bargaining unit and delete those as well.
- If the employee has deductions for union sponsored insurances, work with the prior union to determine if the employee is still eligible for the insurances
- The new bargaining unit will notify the gaining agency of the deductions to enter, including dues / fair share and any PAC or people contributions

If the employee is still represented by AFSCME or IAFF, make sure the employee will remain in the same local. If not, delete the old deduction and enter a new deduction with the correct local.

If the employee is an SEIU member (not fair share) and transfers to an unrepresented position (management service, classified unrepresented or unclassified):

- Delete the SEIU dues deduction

- Unless the employee makes a written request to SEIU to be excepted, enter a deduction for associate membership
- Delete the “Issues” deduction
- Keep the “OPAC Program” or “CAPE Program” deductions unless the employee makes a written request to SEIU to stop them

If the employee is an SEIU member and transfers to a position represented by another bargaining unit:

- Enter the deduction(s) for the new bargaining unit
- Only enter a SEIU associate membership deduction if the employee requests it in writing to SEIU. It will remain in effect until the employee makes a written request to SEIU to stop the deduction.
- If the employee transfers during the month, the losing agency will pro-rate the SEIU dues for the final month.

Under ORS 243.666, employees may exercise the right of non-association because of religious tenet or church teaching. With the agreement of the applicable union, the employee will pay the amount equivalent to monthly union dues to a nonreligious charity.

## ***BACKGROUND***

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### **AUTHORITY / REFERENCES**

IRS Publication 15 (Circular E) Employer’s Tax Guide, <http://www.irs.gov/pub/irs-pdf/p15.pdf>

Net pay / withholding calculators:

- <http://www.irs.gov/individuals/employees/index.html>
- <http://www.paycheckcity.com/netpaycalc/netpaycalculator.asp>

PEBB:

- ORS 243.125 – Public Employee Benefit Board, [https://www.oregonlegislature.gov/bills\\_laws/ors/ors243.html](https://www.oregonlegislature.gov/bills_laws/ors/ors243.html)
- OAR Chapter 101-020-0047 – Public Employee Benefit Board, [http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_101/101\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_101/101_tofc.html)
- Employee Benefits web site, <http://www.oregon.gov/DAS/PEBB/Pages/index.aspx>

PERS:

- ORS Chapter 238 and 238A – Public Employees Retirement System, [https://www.oregonlegislature.gov/bills\\_laws/Pages/ORS.aspx](https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx)
- OAR Chapter 459 – Public Employees Retirement System, [http://arcweb.sos.state.or.us/pages/rules/oars\\_400/oar\\_459/459\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_459/459_tofc.html)
- Web site, <http://www.oregon.gov/pers/Pages/index.aspx>

State Policies:

- State HR Policies, <http://oregon.gov/DAS/Pages/policieshr.aspx>
- Bargaining agreements, <http://oregon.gov/DAS/HR/Pages/LRU.aspx>
- Oregon Accounting Manual, <http://oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx>
  - Chapter 35, A/R Management
  - 45.50.00.PO and PR, Collection of Overpayment
- State Enterprise Security policies, <http://www.oregon.gov/das/OSCIO/Pages/Security.aspx>

State Agency Payroll Contacts, OSPS web site,

<http://www.oregon.gov/das/Financial/Payroll/Documents/ospsagcycontact.pdf>

**FORMS / SUPPORTING DOCUMENTATION**

Links to many of these forms are available from the OSPS website:

<http://oregon.gov/DAS/Financial/Payroll/Pages/forms.aspx>

- OSPS.99.19 Paycard Form (sign up, cancel)
- OSPS.99.23 Direct Deposit Form (sign up, cancel, suspend)
- IRS Form W-4
- OSGP Forms
- Parking, Bus Pass, and Mass Transit forms
- PEBB Insurance Forms

If an employee is a foreign national, the employee may need to submit the following. See the Statewide Payroll Reference Manual, Payroll Processes Using OSPAs, Income Taxes, for additional information.

- OSPS Form 99.01 Determination of Foreign National’s Residency
- IRS Form 8233 Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual

- IRS Form W-9 Request for Taxpayer Identification Number and Certification

### **Documentation to Send**

Send the gaining agency the original documents that authorize and/or document deductions from or adjustments to the employee's pay or protected leave. They may include:

- Current W-4
- IRS Lock-in Letter or DOR Determination Letter
- Direct deposit forms
- PEBB Affidavit of Domestic Partnership
- PEBB Domestic Partner Certification for Dependent Tax Status
- PEBB forms, including Standard Life Insurance enrollment forms prior to 2005
- Food drive deductions
- Charitable fund drive deductions
- Wage withholding orders
- FMLA / OFLA hours
- SAIF Notices for a Workers' Compensation Claim

Remember that these documents contain personal confidential information. Follow the DAS Statewide Policy 107-004-100 Transporting Information Assets (see this section, Authority / References above) in sending them to the gaining agency.

### **REPORTS**

The following reports are available as tools to identify needed entries and check your work. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides for additional information.

- E322-01 Deductions Past Job Ending Date
- B075A, B075B Gross Pay Adjustments
- E260-100 Gross Pay Over 2.0 x Ajd Base Exception Report
- E370-06-1 Income Tax Exemptions
- XREF51 PEBB Insurance Exceptions
- E460 Leave Accrual – Adjustments and Transfers

- B470C, B470CM, B470D, B470S Leave Accrual – Detail Transaction Register
- E260-200 Net Pay Negative Report
- XREF24 P & F Extra Retirement Units for Terminated Employees
- E120-052B, E122-042B, E122-042C PEBB Domestic Partner Report
- XREF17 Regular Contributions for Terminated Employees
- E357-030 Separated Employees with Net Pay Positive Adj
- E421-260-1 EID Security Table Entries by RDC/Supervisor
- E492 Terminated Employees with Leave Balances (see following)

**E492 Terminated Employees Having Leave Balances Report**

This report includes terminated employees (including employees who transfer out) who have leave balances on the P430 and P435 screens after their separation dates on the P030 screen. The leave types listed on the report include CT, DH, LA, ML, PB, PR, SL or VA. The balances may be in the CUR ACCRUAL BAL or REMAIN ADV fields on the P430 Employee Leave Total screen.

Some of the reasons that there may be leave remaining after an employee transfers include:

- LARS rounded the SL and VA accrual differently
- The employee recorded accrued compensatory time in the last month with the agency
- The employee’s LASC changed during the final month
- After payroll transferred and paid-off VA, the employee still had a remaining amount on the P435 screen
- You missed transferring PB, LA, ML, or PR to the gaining agency

Take the applicable steps to bring the balances to zero. Notify the gaining agency’s payroll office if you transfer additional balances into the clearing account.

The employee is entitled to receive pay for the remaining accrued comp time balance that you may have missed during the final processing. Unless the employee is still on trial service, the employee is also entitled to receive pay for the remaining balance of VA leave. Your agency may have a policy to write-off small fractions of leave. If either CT or VA has a negative balance, this may represent an overpayment to the employee. Follow your agency’s business practices and OAM 45.50.00.PO and PR for collecting overpayments

After the employee’s separation date on the P030 screen, you will not be able to make a P050 entry to pay-off a leave balance. You can request that PSS make the entry:

- Bring up the employee’s record on the P050 screen. (As long as the employee has a record on the P032 Job Status Display screen, OSPA will display the employee’s ID and name on the screen.)

- Enter the PAY TYP, RATE, UNITS and work charge code(s) (if applicable).
- OSPA will not allow you to save it. With the data and screen message displayed, make a screen print.
- Write the reason for the adjustment on the screen print.
- Send the screen print to PSS for entry.

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides.

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
02/22/07	1.0	Original
04/20/07	1.1	Correct cloning instructions
09/12/07	1.2	Foreign nationals, out-of-state duty station, clarification of leave accrual
01/08/08	1.3	Correct ORS 243.666
02/14/08	1.4	Clarify PERS job class code
02/29/08	1.5	Clarify vacation leave payoff
06/02/08	1.6	New Entry Guides, Leave, Advance, & May 16, 2008 OSPS Users' Forum best practices discussion
03/17/09	1.7	Clarify PB accrual for new employees, 2009 PEBB changes, LA, EICRPT title change
05/07/09	1.8	Clarify PB accrual process
11/19/10	1.9	End savings bond deductions, LA and VF leave types, handbooks, codes, revised direct deposit / AccelaPay forms, PB and LA leave may be zero on P420 screen, PEBB plan year 2011, end of AEITC
03/11/11	1.10	Income Taxes Handbook, WR #3760, change XREF51 title
07/13/11	1.11	OSPS.99.08 & .11 to OSPS.99.25; title change for OSPS.99.19; E421-260-1 SSN to EID; E260-200 added to Net Pay Negative report; correct B470 report numbers; change link for wage/job class codes; corrections for jClarety process
03/14/12	1.12	WR #3859, PEBB 2012; reminders about union deductions; correct typos

Date	Rev. No.	Modification
03/26/13	1.13	WR #3978, 3982-3986, PEBB 2013; WR #3820, screen title changes; update for 2011-13 furlough obligation; DAS web changes; DAS re-org; reference manual re-org
10/13/15	1.14	Removed language regarding furlough obligation. Added documentation around separation codes used in PPDB and impact on direct deposit.
05/12/16	1.15	Updated web links Removed language around excess vacation leave

## **ATTACHMENTS**