

HR/PAYROLL FORUM

December 9, 2022







Oregon State
University



Agenda

- Payroll calendar for 2023 (if available)
- Payroll announcements on W-2 documents, overpayments, reversals, tax withholding tables, etc.
- Payroll reviews W-2 addresses and Payroll tax reporting, February deadline to refile exempt W4,
- W2 printing/online timeline and paystub reading tips
- EmpCenter tricks and challenges
- Inclement weather reminders
- Meet the AskHR Team
- Operational Excellence website

General Forum Information

- You can raise your hand or put your questions in the chat 
- The forum is recorded 
- You can find the recording and slides for the monthly meetings at this website: <https://hr.oregonstate.edu/hr-and-payroll-operations-forum> 
- Links and topics for future forums are also listed there 



2023 HR & Payroll Calendar



Oregon State University

Office of Human Resources | hr.oregonstate.edu

2023 HR/PR Calendar

Month	Salaried Employees Submit Timesheets to Supervisor by 5pm	Supervisor Submits Salaried Timesheets to HR by 5pm	EmpCenter Salaried Timesheets locked @ 8:00 AM *	HR/PR NBAJOBS closeout for current month payroll		Hourly Employees submit Timesheets to Supervisor by noon	Supervisor Submit Hourly timesheets to HR by noon	EmpCenter Hourly Timesheets locked @ 8:00 PM *	Time Entry Opens	Time entry closes 6:00pm	Run the Day after Time Entry Audit - send to central HR by 6pm	Last date Central can edit PHA HOUR	Benefit Department Open Window	HR/PR back into NBAJOBS	Last Date to stop Direct Deposit by 4pm	Payday
				HR closeout 5pm	PR B/C closeout 5pm											
Jan	4	6	12	12	13	16	17	17	17	18	19	23	24	25	26	31
Feb	4	6	10	15	16	16	17	17	17	noon 20	start at noon 20	20	21	22	23	28
Mar	4	6	10	15	16	16	17	17	17	20	21	23	24	27	28	31
Apr	4	6	12	13	14	16	17	17	17	18	19	20	21	21	25	28
May	4	6	12	15	16	16	17	17	17	18	19	23	24	25	25	31
Jun	4	6	12	15	16	16	17	20	20	noon 21	22	22	23	26	27	30
Jul	4	6	12	13	14	16	17	17	17	18	19	21	24	25	26	31
Aug	4	6	11	15	16	16	17	17	17	18	21	23	24	25	28	31
Sep	4	6	12	14	15	16	17	18	18	19	20	21	22	25	26	29
Oct	4	6	12	13	16	16	17	17	17	18	19	23	24	25	26	31
Nov	4	6	9	15	16	16	17	17	17	noon 20	start at noon 20	21	22	27	27	30
Dec	4	6	12	14	15	16	17	18	18	19	20	21	22	26	26	29

The above closeout period applies **only** to the Banner form NBAJOBS for the **current** payroll. Continue to originate all actions and input into all Banner forms except NBAJOBS. It is very important that the HR staff stop inputting into NBAJOBS by the deadline; this gives payroll and benefits time to complete their work before time entry opens.

*Note: Once timesheets are locked in EmpCenter they typically become available to be amended by the end of that business day for salaried or the next business day for hourly.

Created 11/8/2022 - HR and Payroll



2022 Calendar Year End & W2's!

- December Payroll
 - Overpayments/Reversals
- Tax changes
 - FICA new max \$160,200
 - Starts again in Jan for anyone who maxed out in 2021
 - IRS Tax bracket changes will generally reduce tax withholding
 - Exempt filings expire Feb. Refile required to renew exempt status
- W-2's
 - Mailing Address corrections by Jan, 9, 2023
 - Mailed by Jan 31, 2023
 - Available at MyOregonstate starting in Feb. except for 1042-S recipients



Read an Earning Statement <https://my.oregonstate.edu/employee>

year), employee ID, tax status from the employee's W-4, and year to date subject tax. It also displays additional tax withholdings, if any.

This section identifies the employee, with their check delivery department code and their mailing address.

The Earnings section identifies earnings for the pay period.

The Deductions section identifies deductions from the earnings; employer contributions for health and pension programs; applicable gross; and year-to-date amounts.

Additional comments are located at the bottom of the statement.

Oregon State University				January 2019 Earnings		PAID: 31 JAN 2019	
PO Box 1086, Corvallis, OR 97331-1086. Phone: 541-737-3232						Federal EIN: 61-1730890	
Year	2019	Tax Status	Add'l Tax	YTD Subject			
Pict Code	MO	Federal	M 2	20.00	5845.92		
Pav Id	1	State	M 2	25.00	5845.92		
Seq No	0						
ID							
				Summary		Current	YTD
				Gross amount		5994.00	5994.00
				Employee Deductions		1666.94	1666.94
				Net amount		4327.06	
Net Pay Distribution							
Net Pay Distribution							
				Leave		Taken	Accrual
				Sick Leave		.00	8.00
				Vacation Leave		9.00	15.00
				Compensatory Time		.00	.00
							32.65
Earnings							
Salary, Unclassified				5682.77	Vacation Time Taken	HRS	9.00@0
							311.23
Deductions							
		Status	Employee	Employer	Applicable Gross	YTD	
						Employee	Employer
TFE	Federal Tax	A	487.18	.00	5845.92	487.18	.00
TME	Medicare Tax	A	85.63	85.63	5905.86	85.63	85.63
TOT	Oregon Statewide Transit Tax	A	5.85	.00	5845.92	5.85	.00
TSS	Social Security Tax	A	366.16	366.16	5905.86	366.16	366.16
TST	Oregon State Withholding Tax	A	397.37	.00	5845.92	397.37	.00
TWC	Workers' Comp Assessment	A	1.97	1.97	5682.77	1.97	1.97
CL1	PEBB Basic Life \$5,000	A	.90	.00	5994.00	.90	.00
CL2	PEBB Life up to \$45K Pre tax	A	5.58	.00	5994.00	5.58	.00
CL3	PEBB Life \$60K-600K Post tax	A	6.82	.00	5994.00	6.82	.00
IFP	Parking Permit Fall Term Start	A	58.00	.00	5994.00	58.00	.00
L02	PEBB Spouse/Ptnr Life Post tax	A	3.66	.00	5994.00	3.66	.00
L03	PEBB Dependent Life Insurance	A	1.29	.00	5994.00	1.29	.00
LAF	PEBB AD&D Ins, Empl/Family	A	10.20	.00	5994.00	10.20	.00
LCE	Long Term Care, Employee	A	21.00	.00	5994.00	21.00	.00
LST	PEBB Short-Term Disability	A	41.36	.00	5994.00	41.36	.00
LTD	PEBB Long Term Disability	A	32.37	.00	5994.00	32.37	.00
P5P	PEBB Empl Share Pre-Tax	A	88.02	.00	5994.00	88.02	.00
PDT	Delta Premier Dental Pretx	A	149.91	.00	5994.00	149.91	.00
PIH	Pebb, Incentive for HEM	A	-17.50	.00	5994.00	-17.50	.00
PMA	Moda Synergy FT, Pre-Tax	A	1885.62	.00	5994.00	1885.62	.00
PSA	PEBB Employer Contrib Pre-Tax	A	-2060.49	1383.00	5994.00	-2060.49	1383.00
PVP	VSP Pre-Tax (Vision Plan)	A	24.06	.00	5994.00	24.06	.00
PVU	VSP Pre-Tax (Plus Vision Plan)	A	12.04	.00	5994.00	12.04	.00
R00	OPSRP IAP Empl Acct Pd for You	A	.00	360.69	6011.50	.00	360.69
S20	TDI Fidelity, Percent	A	59.94	.00	5994.00	59.94	.00
Comments							
Leave balances reflect accruals for the current month and leave taken as of 01-JAN-2019							
NOTICE: Exempt W-4's expire in Feb. To renew, submit a new federal and/or state W-4 form to Payroll before Feb. 15, 2019. Non-renewals will be withheld at Single with 0 exemptions.							

earnings, deductions, and net pay for the current month and year to date.

The Net Pay Distribution section indicates the net pay distributed by direct deposit account number and amount.

The Leave section displays leave taken on the last timesheet submitted; leave accrual for the current pay period month; and balances. Balances do not reflect leave taken that has not yet been submitted by timesheet.



Payroll Calendar 2023

- Add Link to Jennifer's HR Calendar
- HOUR Half 2nd days in Feb, June & Nov
- W-2 Schedule

JANUARY 2023

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
New Year's Day Bank Holiday	Final Updates & 941s due by 7:30 AM			
9	10	11	12	13
CM updating off		W-2 files Final		

An aerial photograph of a university campus, likely the University of Oregon, showing various academic buildings, a central quad with a large building, and surrounding greenery. The ground is covered in snow, indicating winter weather. The image is used as a background for a presentation slide.

Inclement Weather and Closures

Tammy Hubert, AskHR
Patty DeLuca, EmpCenter

Notifications

OSU Alerts page:

- <https://oregonstate.edu/alerts>

Phone:

- 541-737-8000

Alert Portal:

- <https://oregonstate.edu/alerts/osu-alert-portal>

Cascades Campus:

- <https://osucascades.edu/campus-safety/emergency-status>

Policy

<https://hr.oregonstate.edu/manual/closures-or-curtailment-operations-including-inclement-weather>

Classified Closure Leave

- 48 hours, prorated based on hire date over 2 years
- Remote Work

Essential Employees

EmpCenter

Demo

FAQs

Questions?

Contact Us: empcenter@oregonstate.edu

AskHR@oregonstate.edu

Contact link on MyTime site:

<https://mytime.oregonstate.edu/>



EmpCenter Challenges and Tricks

Patty DeLuca - EmpCenter

Tammy Hubert - AskHR



Challenge - Red Level Exceptions

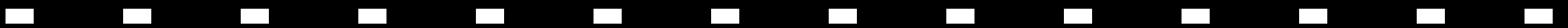
Tricks - Red Level Exceptions



Resolve as soon as possible.



Contact us for help.





Challenge - Holidays

Tricks - Holidays



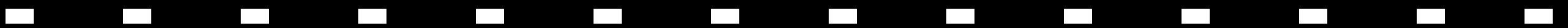
Holiday Guide



Classified eligibility qualifications



**Special Situations: Normal Day Off,
Observed/Actual**





Challenge - Timesheet Deadlines

Tricks - Timesheet Deadlines



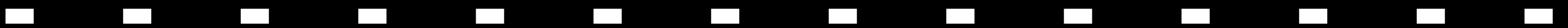
Know the deadlines for your policy profile.



Make sure your email is up to date.



Contact us for help.





Challenge -
HELP

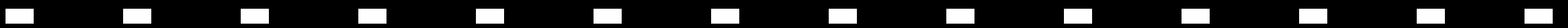
Tricks - Help

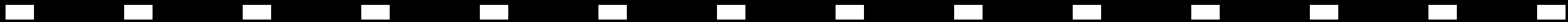


MyTime Training, FAQs.



Contact us for help.





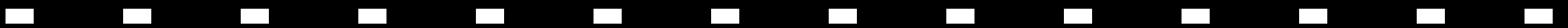
Contact Us



empcenter@oregonstate.edu



AskHR@oregonstate.edu





Meet the AskHR Team

○ Susan Morin

- Timesheet Audits – Staff Fee – Data Audits

○ Nancy Bierek

- Kerr Reception – Staff Fee – Data Audits – Employment Verifications

○ Rachelle Turpin

- Lunch Coverage – Employment Services Team the rest of the time!

○ Tammy Hubert

- Timesheet Audits – Staff Fee – Data Audits

Operational Excellence Website is Live!

We have been working on a new website to share critical information with our partners regarding our operations and our process improvements. It is called Operational Excellence and will include the following information:

- The HR/Payroll Forum information including registration links, documents, and recordings
- Key Operational Calendar items coming up for HR and our customers looking ahead one month
- A Webform to ask questions
- HR Service Delivery updates (pending in January)
- CPIC updates (pending this winter)
- Weblink: <https://hr.oregonstate.edu/operational-excellence>