

OhioDAS HRD OAKS Update

Wednesday, February 4, 2009

Volume 109

This bulletin contains written communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. These communications are archived at: <http://www.das.ohio.gov/hrd/OAKSWeeklyCommArchive.htm>.

From the HCM Customer Support Unit

HCM Customer Support Unit
1-800-409-1205

W-2 Job Aid

The W-2 job aid HCMJA196 enables agency payroll specialists to assist employees who have questions about their W-2.

http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp

Payroll Letters

Did you know that the following payroll letters have been posted?

- #931 Payroll Schedules - 2009, 2010, 2011 and 2012
- #932 State Withholding Taxes 2009
- #933 Federal Taxes 2009
- #934 School District 2009
- #935 FY 2009 Fringe Payroll Cost - Rate Holiday

Payroll letters web link: <http://das.ohio.gov/hrd/prolett.html>

DAS Learning & Professional Development Update

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Job Aid Updates

Check out the updated Self-Service Time and Labor Job Aid Updates on the Employee Self-Service Job Aids page below:



http://www.oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index2.asp

Upcoming HCM City Tax Update and User Group Meeting:

Date: February 9, 2009
Location: Department of Transportation Auditorium
1980 West Broad
Time: 9:00 a.m. – 12:00 p.m. – City Tax Update Meeting
1:00 p.m. – 5:00 p.m. – User Group Meeting

Please register for sessions following the instructions below.
Registration is based on space availability.

HOW TO REGISTER FOR AN OAKS MEETING and/or Training

1. Open the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
2. Click the "OAKS" link or enter the class name in the search field in the light blue toolbar.
3. Choose session date and time, and then click the "Add Course" button next to your choice.
4. Your choice will appear on the left side of the screen under "My Classes". Click the "Register Now" button.
5. At the next screen, enter your user name and password. **IMPORTANT: If you are a new user** click the link "[click here](#)" on the online registration system, fill-in the required fields then click the "Submit" button at the bottom of the page. If you are a new user, you may want to note your user name and password for future registrations.
6. If you have already registered and established an account, **do not** establish an additional record for your training. If you need assistance with your user name and password, please contact the Office of Learning & Professional Development at **(614) 387-6183**.
7. A registration confirmation will appear, if it is acceptable click the "Submit" button to complete the registration process. You will receive an e-mail confirmation shortly.

*You may cancel your registration by clicking on "**Click here to cancel a course**" in the gray area on the left of the screen and then following the screens.*

If you would like more detailed information on registration, paste the following link into your Web browser for a brochure in PDF format:

<http://das.ohio.gov/hrd//Training/pdf/GSMU%20registration%20brochure.pdf> .

If you need assistance with registration, call (614) 387-6183 or (614) 466-0169.

If you have questions about any OAKS Benefits Sessions or User Groups meetings please contact DAS, Human Resources Division Production Support at 1-800-409-1205.