

Operational Policy

Policy title:	Payroll Management		
Policy number:	DHS OHA-040-007		
Original date:	02/28/2002	Last update:	11/02/2020
Approved:	Don Erickson, ODHS Chief Administrative Officer Kris Kautz, OHA Deputy Director		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to adhering to the highest standards in the financial management of state and federal funds as it applies to payroll. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by providing accurate, accountable and responsive financial management and business services to clients, stakeholders and employees. OFS supports the ODHS|OHA mission and ensures the agency follows state and federal laws, policies, rules, and regulations in relation to payroll services.

Description

This policy outlines the expectations for processing of agency payroll.

Applicability

This policy applies to all ODHS and OHA staff including employees, volunteers, trainees, and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. OFS shall establish payroll reporting requirements in accordance with state and federal statutes, rules, and applicable collective bargaining agreements, including:
 - a. Internal process controls.
 - b. Confidentiality requirements.
 - c. Management authorization of payroll expenditure requirements.
2. ODHS and OHA managers shall ensure:
 - a. Appropriate delegation of authority related to payroll functions.

- b. Employees with delegated payroll functions receive training in the statutes, rules, policies and guidelines that govern safeguarding confidential information, ethical and professional conduct, ODHS and OHA Code of Conduct, and conflicts of interest disclosure requirements.
 - c. Employees with delegated payroll functions have an appropriate level of expenditure authority and training in accordance with agency policy.
3. OFS shall safeguard all confidential information and respect individual rights.
 - a. ODHS and OHA may collect, maintain, use, transmit, share and disclose information about employees to the extent needed to administer its programs, services, and activities.
 - b. If a state or federal law or regulation, applicable collective bargaining agreement, or appropriate court order imposes a stricter requirement on any ODHS and OHA policy regarding safeguarding information, ODHS and OHA will act in accordance with the stricter standard.
 - c. If confidential employee information is inadvertently or improperly released a report shall be made to the Information Security and Privacy Office.
4. ODHS and OHA employees and managers shall ensure that all payroll information is submitted timely, accurately and with appropriate coding.
 - a. Employees shall prepare and present accurate and timely documentation of their time and attendance in ePayroll and Workday for the review and approval of their manager, supervisor or other delegated employee.
 - b. The manager, supervisor, or delegated employee shall ensure attendance records are accurate prior to approving time, and complete the approval process in a timely manner, in accordance with payroll deadlines.
 - c. ODHS and OHA shall promptly correct mistakes, errors, and omissions that occur during the payroll processing cycle.
5. ODHS and OHA employees and officers paid under the Oregon Statewide Payroll Application (OSPA) shall receive payment of net salary and wages through direct electronic deposit to a financial institution specified by the officer or employee or to the US Bank FOCUS Mastercard. Some exceptions apply.
6. OFS Payroll unit employees shall not receive or distribute payroll checks, or direct deposit pay stubs, including special checks ordered through the manual check process, if the employees have:
 - a. Access to update the Oregon Statewide Payroll System (OSPA).
 - b. Specialized Workday roles that allow creation of employee records or compensation changes.
 - c. Responsibility for manual timekeeping.
 - d. Responsibility or involvement in payroll recordkeeping, or paycheck preparation.

References

ePayroll

[ORS 192 Records, Public Reports and Meetings](#)

[ORS 244 Government Ethics](#)

[ORS 291 Public Financial Administration](#)

[ORS 292 Salaries and Expenses of State Officers and Employees](#)

[ORS 293 Administration of Public Funds](#)

[ORS 652.610 Hours, Wages, Wage Claims, Records](#)

[OAR 101-020-0025](#)

[OAR 105-010](#)

[OAR 166-300-0035](#)

Collective Bargaining Agreement, as amended

Service Employees International Union (SEIU) Local 503

American Federation of State, County and Municipal Employee (AFSCME)

Oregon Nursing Association (ONA)

[Oregon Accounting Manual](#)

[Chapter 10](#) Internal Control

[Chapter 40](#) Travel

[Chapter 45](#) Payroll

[DAS Chief Human Resource Office Rules and Statewide Policy Manual](#)

[DAS Oregon State Payroll System Manual](#)

[DHS Personnel Action Manual](#)

ODHS and OHA Code of Conduct

[Oregon Statewide Payroll Application \(OSPA\)](#)

[Position and Personnel Database \(PPDB\)](#)

[Workday](#)

Forms referenced

None

Related policies and guidelines

[DHS|OHA-040-004: Garnishment](#)

[DHS|OHA-040-004-01: Garnishment](#)

[DHS|OHA-040-005: Job Rotation and Developmental Assignment Reimbursements](#)

[DHS|OHA-040-005-01: Job Rotation and Developmental Assignment Reimbursements](#)

[DHS|OHA-040-007-01: Time and Attendance Records](#)

[DHS|OHA-040-007-02: Payroll Distribution](#)

[DHS|OHA-040-007-03: Labor Cost Codes](#)

[DHS|OHA-040-007-04: Work Charge Codes and Labor Cost Override Codes](#)

[DHS|OHA-040-007-05: Payroll Error Correction](#)

[DHS|OHA-040-010: Delegated Expenditure Authority](#)

[DHS|OHA-040-010-01: Delegated Expenditure Authority](#)

[DHS|OHA-060-001: Classification and Compensation](#)

[DHS|OHA-060-012: Job Rotation and Developmental Assignment](#)

[DHS|OHA-060-012-01: Job Rotation and Developmental Assignment](#)

[DHS|OHA-060-014: Hardship Leave – Management](#)

[DHS|OHA-060-015: Hardship Leave - Represented](#)

[DHS|OHA-060-015-01: Hardship Leave](#)

[DHS|OHA-060-017: Sick Leave with Pay](#)

[DHS|OHA-060-017-01: Sick Leave with Pay](#)

[DHS|OHA-060-018: Vacation Leave and Payoff](#)

[DHS|OHA-060-018-01: Vacation Leave and Payoff](#)
[DHS|OHA-060-029: Pay Practices](#)
[DHS|OHA-060-029-01: Pay Practices](#)
[DHS|OHA-060-031: Military Donated Leave Program \(MDLP\)](#)
[DHS|OHA-060-031-01: MDLP-Employees Donating Leave](#)
[DHS|OHA-060-031-02: MDLP-Employees Requesting Leave](#)

Contact

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Policy history

04/16/2002 Initial Release Oregon Department of Human Services
05/01/2008 Revised
09/01/2009 Revised for language clarification
08/31/2012 Broken links repaired. Contact information updated
08/18/2015 Established joint ODHS|OHA policy
11/02/2020 Updated

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Payroll, payday, ePayroll,, Workday, document management, delegation of authority, internal records, confidentiality, payroll processing, timely payroll reporting, payroll reporting, approving time, maintaining payroll records

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