

Operational Policy

Policy title:	Payroll Management		
Policy number:	DHS OHA-040-007		
Original date:	02/28/2002 (DHS only)	Last update:	12/04/2015 (Joint DHS OHA)
Approved:	Jim Scherzinger, DHS COO Mark Fairbanks, OHA CFO		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by efficiently and effectively providing accurate, accountable and responsive financial management, management and business services to their clients, stakeholders and employees. In this way OFS supports the DHS|OHA mission and ensures the agency is in compliance with state laws and federal policies, rules and regulations.

Description

This policy outlines the expectations for the agencies in the processing and maintenance of payroll records.

Applicability

This policy applies to all DHS 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 rule, 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. The Office of Financial Services (OFS) shall establish payroll reporting requirements in accordance with state and federal statutes and rules and applicable collective bargaining agreements, including:
 - a. Uniform payroll accountability standards.
 - b. Internal process controls.
 - c. Confidentiality requirements.
 - d. Management authorization requirements.
2. OFS shall establish uniform rules regarding authority and delegated authority.
3. DHS 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, DHS 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.
4. OFS shall safeguard all confidential information about employees and respect individual rights to the full extent required.
- a. DHS 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 order of court having appropriate jurisdiction imposes a stricter requirement on any DHS and OHA policy regarding safeguarding of information, DHS and OHA will act in accordance with the stricter standard.
 - c. If confidential employee information is inadvertently or improperly released a report should be made to the Information Security and Privacy Office.
5. OFS shall ensure that all payroll records are recorded, reviewed, approved and coded correctly.
- a. Employees shall prepare and present accurate and timely documentation of their time and attendance for the review and electronic locking approval of their manager, supervisor or other delegated employee
 - b. The manager, supervisor or delegated employee shall ensure the review and approval of time and attendance records are accurate and timely.
 - c. DHS and OHA shall promptly correct mistakes, errors and omissions that occur during the payroll processing cycle.
6. DHS and OHA 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) and Position and Personnel Database (PPDB).
 - b. Responsibility for manual timekeeping.
 - c. Responsibility or involvement in payroll recordkeeping or paycheck preparation.

References

[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](#)

DHS and OHA Code of Conduct

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

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

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

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](#)

[DHS|OHA-100-005: Administrative, Technical and Physical Safeguards](#)

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