Operational Policy

<table>
<thead>
<tr>
<th>Policy title:</th>
<th>Payroll Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy number:</td>
<td>DHS</td>
</tr>
<tr>
<td>Original date:</td>
<td>02/28/2002</td>
</tr>
<tr>
<td>Approved:</td>
<td>Don Erickson, ODHS Chief Administrative Officer Kris Kautz, OHA Deputy Director</td>
</tr>
</tbody>
</table>

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:


b. Specialized Workday roles that allow creation of employee records or compensation changes.


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 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
Contact
Michelle Barrett
503-945-5641
Michelle.A.Barrett@dhsoha.state.or.us

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

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

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.