

# OREGON DEPARTMENT OF PARKS & RECREATION

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## ***Administrative Manual***

*Effective:*  
February 2010

## **PAYROLL STAFF**

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### **Payroll Manager**

Rebecca Jasso 503-986-0581

### **Payroll Secure Fax Payroll Email**

503-986-0795

[oprd.payroll@state.or.us](mailto:oprd.payroll@state.or.us) (response within 24 hours)

## Payroll Staff Assignments

### **Melissa White 503-986-0759**

Responsible for processing agency payroll, including but not limited to:

1. New Hires (during non-peak season)
2. PEBB Entries
3. Deferred Compensation
4. On Line Daily Time Training
5. Garnishments
6. Pay Advances
7. Voluntary Deductions
8. Insurance Questions
9. ODT Issues
10. Monitor E-Mail 12-5

### **Karen Neal 503-986-0782**

Responsible for processing agency payroll, including but not limited to:

1. Terminations (during non-peak season)
2. Distribution of Payroll Reports
3. FMLA/OFLA
4. Schedule Changes
5. Pay Advances
6. Insurance Questions
7. Voluntary Deductions
8. ODT Issues
9. Moving Expenses
10. Monitor E-Mail 8-12

Note: during peak Seasonal hiring and terminations Karen and Melissa will work on both.