

ePayroll – Enrolling Employees

Recommended Practice

DAS recommends the following process for enrolling employees in ePayroll to best comply with [OAR 125015-0200](#). All State of Oregon employees should elect one of the three ePayroll options listed on the direct deposit form. Checking the following reports on the ePaystub administrator site will help agency payroll capture the elections of all employees (Active employee without profile; Opted out, has ACH).

1. Provide the employee with the direct deposit form from the OSPS website (<http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/form/osps.99.25.pdf>) or an agency specific version with the same information, with instruction about electronic deposit and electronic statements being the standard for State of Oregon employees.
2. Guide employees through completion of the form, making sure they check one of the three boxes associated with ePayroll and sign the form.
 - If an employee checks the "**paper check/paper stub**" box, do NOT enter a direct deposit entry on P070 and do NOT set up a profile on ePayroll. File the form in the employee's payroll file.
 - If an employee checks the "**exception**" box, follow the guidance in the "Exceptions to ePayroll" guidance

Process for Enrollment



- Create net pay direct deposit entry on P070
- [Go to the ePayroll admin site \(click here\)](#)
- Enter the OR#, click select
- Click
- Enter/verify email address from direct deposit form
- Click "save"
- File direct deposit form in employee file