

# OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 45.05.00
Division: State Controller's Division	Effective date: March 1, 2007
Chapter: <b>Payroll</b>	
Part: <b>Regular Pay Days</b>	
Section:	
Approved: John Radford, State Controller	Original signature on file in SCD

Authority **ORS 652.120**

## Scheduled Paydays

- .101 Payrolls will be processed by Oregon Statewide Payroll Services (OSPS) to ensure compliance with ORS 652.120, that no more than 35 days elapse between paydays. Paydays are the first and fifteenth day of each calendar month. If a payday falls on a holiday or a weekend, checks will be issued and direct deposits will be effective on the last working day prior to the first or fifteenth day of the month. New Years Day is a payday and checks will be dated January 1, but direct deposits will be effective the first banking day following that holiday and direct deposit statements will be dated accordingly.

## New Employees

- .102 Salaried employees who are officially employed prior to the processing cutoff date published in the OSPS statewide payroll calendar will receive wages calculated on a forecast basis on the first day of the month or other day as described above.
- .103 Hourly employees are paid semi-monthly and receive pay for actual hours worked through an agency defined cutoff date (usually about the fifteenth and the last day of the month), on the first and fifteenth day of the month, or on such other day as described above.
- .104 Salaried and hourly employees, whose employment begins after payroll cutoff, but before the first of the month, will receive payment for actual hours worked through month-end no later than the fifteenth of the month following.

## Agency Time Systems

- .105 Oregon State Payroll Application (OSPA) users who upload time information from an agency owned time and attendance system must configure their system and set processing schedules according to the deadlines established on the statewide payroll processing calendar in order to meet processing deadlines.