

# OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 45.10.00.PO
Division: State Controller's Division	Effective date: February 27, 2008

Chapter: **Payroll**  
 Part: **Voluntary Deductions**  
 Section:

Approved: John Radford, State Controller	Signature on file at SCD
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Authority **ORS 292.036**  
**ORS 292.045 – 292.070**  
**ORS 652.610**

**Purpose**

- .101 This policy describes the circumstances under which modifications will be made to the Oregon Statewide Payroll Application (OSPA) to process voluntary deductions from the pay of state employees.

**Authorization to Create Deduction Codes**

- .102 Creating structure in the OSPA for the voluntary deduction of funds from state paychecks must be permitted in the Oregon Revised Statutes or in the Oregon Administrative Rules. Creating and maintaining the deduction code sets and reconciling the aggregate deductions and vendor payments using a publicly owned system must be an authorized use of public resources. In response to special circumstances, or an emergency condition, a voluntary payroll deduction code may be authorized by a mandate from the Governor or the Director of the Department of Administrative Services.

**Method Used For Payment**

- .103 All voluntary deduction codes implemented in OSPA will utilize Electronic Funds Transfer (EFT) to transmit the deducted funds to the vendor or other recipient. Vendor requests for waiver of electronic payment methods must present compelling reasons to process payments using paper checks.