

OREGON ACCOUNTING MANUAL

 <p style="font-size: 1.2em; margin-top: 10px;">STATEWIDE POLICY</p>	<p>NUMBER 45.20.00</p>	<p>SUPERSEDES 45.20.00 Dated 02/27/2008</p>
	<p>EFFECTIVE DATE MM/DD/YYYY</p>	<p>PAGE NUMBER Pages 1 of 2</p>
<p>Division Chief Financial Office</p>	<p>REFERENCE/AUTHORITY ORS 243.140 ORS 292.036 ORS 293.590 ORS 743B.342</p>	
<p>Policy Owner Office of the State Controller Oregon Statewide Payroll Services (OSPS)</p>		
<p>SUBJECT Cash Insurance Payments</p>	<p>APPROVED SIGNATURE</p>	

PURPOSE

This policy provides guidance on employee payments for insurance premiums made outside of the Workday Payroll System.

APPLICABILITY

This policy applies to all state agencies that are subject to the Oregon Accounting Manual (OAM), as outlined in [OAM 01.05.00 Introduction: Scope and Applicability](#). If any provisions of OAM policies or procedures conflict with bargaining agreements, the provisions of bargaining agreements would supersede OAM guidance.

FORMS/EXHIBITS/INSTRUCTIONS

None.

DEFINITIONS

Employer agency: The state agency who employs staff in unrepresented, exempt, unclassified, classified, and management service providing personal services to the employer.

Joint Payroll Account: The account in the State Treasury established by statute for the purpose of funding payroll expenses of agencies whose payrolls are processed by Oregon Statewide Payroll Services (OSPS). Agencies must reimburse this account for those expenses.

Refer to OAM [65.00.00 Glossary](#) for definitions.

EXCLUSIONS AND SPECIAL SITUATIONS

None.

POLICY

Acceptable Forms of Payment

101. Employee payments made by the **employer agency** for insurance premiums outside of the Workday Payroll System will be made by money order, certified check, state warrant, Balanced Transfer (BT) or agency revolving fund check payable to the DAS Joint Payroll Account.

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