

# OREGON ACCOUNTING MANUAL

## STATEWIDE POLICY

**NUMBER:** 45.35.00

**SUBJECT:** Payroll: Review of Gross Pay Adjustments

**EFFECTIVE DATE:** XX/XX/XXXX

**LAST REVIEWED DATE:** XX/XX/XXXX

**DIVISION:** Chief Financial Office

**POLICY OWNER:** Office of the State Controller | Oregon Statewide Payroll Services (OSPS)

**SUPERSEDES:** Policy 45.35.00.PO and 45.35.00.PR (06/29/2007)

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### REFERENCE/AUTHORITY:

- ORS 292.018
- ORS 292.022
- ORS 292.036
- ORS 84.004
- ORS 84.013
- ORS 84.019
- OAR 166-300-2025
- OAM 10.10.00 PO & PR

### APPROVED BY:

*Kate Nass, Chief Financial Officer, Approval on file*

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## Statement

This is the state's policy on the review of gross pay adjustments for each pay period. The purpose of the review is to analyze and ensure entries manually added by payroll staff are not entered for and by the same person or a team member and to promptly identify and correct any erroneous entries.

## 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.

## Definitions

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

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

## Policy

### Agency Responsibility

101. Immediately following each payroll processing run and prior to the release of pay to employees, the **Pay | Payroll Input Details** report must be generated from the Workday Payroll System to be reviewed by an agency manager who does not directly supervise the payroll unit. The reviewer must approve (sign) the report. This review must follow the procedures as outlined in this policy.

## Procedure

### Creating the Report and Performing the Review

102. The **Pay | Payroll Input Details** report must be created within one (1) business day from the date payroll is processed
103. The **Pay | Payroll Input Details** report displays transactions (both current and retroactive) that result in increases or decreases to gross wages or net pay or are non-cash increases or decreases to year-to-date taxable income.
104. When creating the **Pay | Payroll Input Details report**, you may filter by “Pay Component Group”, selecting “Adds to Gross” and “Adds to Net” to view all manual entries that impact gross wages or net pay. The report must also include the date and time that the report was created.
105. It is the responsibility of the **employer agency** to follow established internal control procedures to ensure the review is consistently performed and properly documented.

## **Report Correction, Approval and Retention**

106. Any items identified during the review that appear unusual, potentially erroneous, or otherwise questionable must be brought to the attention of a payroll partner, the payroll manager, or other manager who oversees the agency's payroll function.
107. After completing the review and making any necessary corrections, the reviewer must either electronically approve or physically sign and date the report to indicate approval of the information as presented or as corrected. If using an electronic approval, it shall be in a manner that allows the documentation to sufficiently and reliably identify the approver and their intent to approve.
108. Agencies must retain the **PAY | Payroll Input Details** report and approval in accordance with the state records retention schedule.

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