

OREGON ACCOUNTING MANUAL

 <p style="margin-top: 10px;">STATEWIDE POLICY</p>	<p>NUMBER 45.40.00</p>	<p>SUPERSEDES 45.40.00 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 292.016 ORS 292.018 OAR 166-300-0025</p>	
<p>Policy Owner Office of the State Controller Oregon Statewide Payroll Services (OSPS)</p>		
<p>SUBJECT Payroll – to pay expense reimbursements and document retention.</p>	<p>APPROVED SIGNATURE</p>	

PURPOSE

This policy provides guidance on using Workday Payroll System to pay expense reimbursements and required document retention.

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

Refer to **OAM 65.00.00** Glossary for definitions.

EXCLUSIONS AND SPECIAL SITUATIONS

None.

POLICY

Using Workday Payroll System to Pay Expense Reimbursements

101. Workday Payroll System has functionality to process transactions for the reimbursement of employee expenses. Using Workday Payroll System may be a cost-efficient way to reimburse employees as long as the payroll schedule provides acceptable timing for the

reimbursement. When this functionality is used, expenses must be documented and their payment approved by the supervisor or other staff member charged with approving such payments before the payment is entered into Workday. The approval and documentation requirements are the same as would be required if the payments were processed through accounts payable.

Retention of Documentation

102. The agency payroll unit will retain the supporting documentation for six years after the date of payment.

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