

# OREGON ACCOUNTING MANUAL

 STATEWIDE POLICY	<b>NUMBER</b> 45.42.00	<b>SUPERSEDES</b> 45.42.00 Dated 3/24/2006
	<b>EFFECTIVE DATE</b> MM/DD/YYYY	<b>PAGE NUMBER</b> Pages 1 of 2
<b>Division</b> <b>Chief Financial Office</b>	<b>REFERENCE/AUTHORITY</b> ORS 292.018 ORS 292.026 ORS 292.036 OAR 125-015-0200 OAR 125-090-0085	
<b>Policy Owner</b> Office of the State Controller   Oregon Statewide Payroll Services (OSPS)		
<b>SUBJECT</b> Payroll – Appropriate materials to disburse with payroll	<b>APPROVED SIGNATURE</b>	

**PURPOSE**

The purpose of this policy is to define what materials are appropriate for agencies to distribute with payroll checks or direct deposit statements distributed to employees, taking into consideration what is an appropriate part of the payroll business transaction as well as the costs associated with distribution.

**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 additional definitions.

**Payroll payment:** A **payroll payment** is a business transaction between an employer and an employee.

**Delivery of the payroll payment:** The **delivery of the payroll payment**, whether in the form of a paper check or an electronic deposit statement, is the finalization of that regular monthly business transaction.

**Stored value card:** A stored-value card (SVC) or cash card is a payment card with a monetary value stored on the card itself, not in an external account maintained by a financial institution.

**EXCLUSIONS AND SPECIAL SITUATIONS**

None.

## POLICY

101. While some agencies may manually deliver paychecks and direct deposit statements within the confines of a single building or office, other agencies incur costs to mail or ship individual or bulk packages of **payroll payments** across the state to field offices or institutions. Other agencies contract with the Department of Administrative Services (DAS) to insert paychecks or direct deposit statements into envelopes and may have the envelopes sealed and mailed. When an agency is requested to deliver materials “with paychecks”, that request may vary from one agency to another in terms of the process and/or the budgetary impact.
102. In all cases, electronic distribution of materials and information, when possible, is preferable to the use of paper.

### **Materials Permissible to Distribute With Payroll Payments**

103. Allowable distributions of materials with **payroll payments** are limited to the items included in the list below. Each of these items has a direct relationship to payroll and employee benefits.
  - a. Information that defines or provides necessary payroll related information that is intended to help the employee fully understand their pay, deductions, or adjustments.
  - b. Timesheets and other documents related to the collection of time and attendance data.
  - c. Enrollment packets, newsletters, or other information that describes or offers employee benefits that are provided by the Public Employees Benefit Board (PEBB).
  - d. Enrollment packets, newsletters, or other information that describes or offers employee benefits that are provided by the Public Employees Retirement System (PERS) or the Oregon Savings Growth Plan (OSGP).
  - e. Information or pledge documents related to the annual Combined Charitable Fund Drive or the Governor’s Food Drive.
  - f. Information and enrollment forms related to the direct deposit of **payroll payments** to bank accounts or **stored value cards**.
  - g. Other information not defined in this policy that pertains to or is unique to the agency’s needs or mission, as authorized for distribution by the agency.

### **Materials Mandated to Distribute Statewide With Payroll Payments**

104. In response to special circumstances, or an emergency condition or occurrence, agencies shall distribute with **payroll payments** any item mandated by the Governor or the director of the Department of Administrative Services.