

OREGON ACCOUNTING MANUAL		Number 45.42.00
Oregon Department of Administrative Services State Controller's Division		Effective Date March 24, 2006
Chapter	Payroll	.1 OF .2
Part	Distributions Accompanying Payroll Payment	
Section		Approved Signature on file at SCD

Authority: **ORS 292.018**
ORS 292.036

Purpose and Scope

- .101 The purpose of this policy is to define what is appropriate for agencies to distribute along with payroll checks or direct deposit statements that are distributed to employees. The parameters of this policy take into consideration what is an appropriate part of the payroll business transaction as well as the costs associated with the distribution. This policy is applicable to all agencies that use the Oregon State Payroll Application (OSPA) to process payroll payments.
- .102 A payroll payment is a business transaction between an employer and an employee. The delivery of the payroll payment, whether in the form of a paper check or a direct deposit statement, is the finalization of that regular monthly business transaction.
- .103 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.
- .104 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

- .105 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

- .106 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.