

OREGON ACCOUNTING MANUAL

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE POLICY	NUMBER 50.60.00	SUPERSEDES 50.60.00.PO & PR
	EFFECTIVE DATE TBD	PAGE NUMBER Pages 1 of 3
Division Chief Financial Office	REFERENCE/AUTHORITY ORS 291.405 - Assessment of State Agencies for Mass Transit Purposes ORS 291.407 - Mass Transit Assistance Account	
Policy Owner Statewide Accounting and Reporting Services		
SUBJECT Mass Transit Tax	APPROVED SIGNATURE <i>George Naughton, Chief Financial Officer</i> Signature on file	

PURPOSE

This policy provides guidance on the assessment and distribution of the Oregon state's government's mass transit tax.

APPLICABILITY

Any agency, maintaining a branch, office, or other physical location within the boundaries of a mass transit district or transportation district is subject to the provisions of this policy.

FORMS/EXHIBITS/INSTRUCTIONS

None.

DEFINITIONS

Click here for other definitions.

EXCLUSIONS AND SPECIAL SITUATIONS

None.

GENERAL INFORMATION

All employees whose official station is within the boundaries of a mass transit district or transportation district are subject to a state-paid payroll assessment of not more than ~~0~~ six tenths of one percent (.006%) of gross wages. All agencies must send or make available the appropriate amount of tax, to the Department of Administrative Services (DAS) for deposit in the Mass Transit Assistance Account. DAS for subsequently distributes the funds to mass transit districts and transportation districts throughout the state.

POLICY

Authority — ORS 291.405

ORS 291.407

.101 — Any agency, maintaining a branch, office, or other physical location within the boundaries of a mass transit district or transportation district is subject to the provisions of this policy. All

~~employees whose official station is within the boundaries of a mass transit district or transportation district are subject to a state-paid payroll assessment of not more than six tenths of one percent (.006) of gross wages. All agencies must send or make available the appropriate amount of tax to the Department of Administrative Services (DAS) for deposit in the Mass Transit Assistance Account for subsequent distribution to mass transit districts/transportation districts throughout the state.~~

~~.402101~~ ~~An annual review of the mass transit tax rate by t~~The Oregon Department of Transportation (ODOT) ~~conducts an annual review of the mass transit tax rate,~~ (ODOT) will be conducted and communicateds to ~~the State Controller's Division~~Oregon Department of Administrative ServicesDAS. ~~This (DAS) to ensure~~s that agencies are not ~~being~~ over-assessed and that mass transit districts/and transportation districts are receiving the appropriate amount allowed by statute. ~~Mass transit tax rates will be~~are adjusted as necessary to ensure that no more than a prudent surplus is maintained in the Mass Transit Assistance Account.

~~.403102~~ The US Department of Health and Human Services has interpreted the cost principles under OMB's OMB Circular A-87 Uniform Guidance, Cost Principles for State and Local Governments, such that the Mass-mass Transit-transit Tax-tax is not a qualifying payment for reimbursement with federal funds. ~~Therefore, salaries paid with federal funds are exempt from the mass transit tax. Although non-federal expenditures from state resources must be paid, the mass transit tax cannot be used as match against federal funds.~~

~~.404103~~ The availability of mass transit ~~to for~~ employees and ~~persons those having doing~~ business with ~~the state government~~ is a benefit to those agencies located in ~~a mass transit district, or transportation districts and/or service district. Also, in exchange for payments made to these districts, which are, as authorized under ORS 291.405 and 291.407, the state and its agencies shall be~~ exempt from any parking code requirements for existing state-owned buildings. This includes, construction of new state buildings, or the renovation of existing state buildings ~~that which~~ have been or ~~may be~~ may be established by any political subdivision within the boundaries of a mass transit ~~district or transportation~~ district receiving such payments.

PROCEDURES

~~.404104~~ The ODOT Department of Transportation (ODOT) Rail and Public Transit Division, which oversees the state's mass transit and transportation districts, will send written documentation to inform ~~the State Controller's Division~~DAS Financial Business ServicesSystems ~~section~~ of any changes associated with mass transit boundaries or rates.

~~.402105~~ Based on the boundary and rate information provided, each valid position ~~number~~ in the Position Inventory Control System (PICS) and the Personnel Position DataBase (PPDB) state Hhuman Resource Information Ssystem (Workday) is ~~is~~ linked to a work location ~~designated by a city/county zip ZIP code. In addition, a~~ All valid Mass-mass Transit-transit Codes-codes (listed below) are ~~linked~~ to a corresponding city/county zip ZIP code. When ~~a position is filled, and~~ an employee is attached to the position, the ZIP code associated with the appropriate ~~fields designating the city/county~~

and Mass Transit district are is automatically populated links to the following mass transit codes can be found in the personnel system Workday:

- C – Tillamook County
- E – Sunset Empire (Astoria, Hammond, Seaside, and Warrenton)
- H – Hood River Transit District
- K – Basin Transit Service District (Klamath Falls)
- L – Lane County Mass Transit District
- M – ~~Molalla Transit~~ South Clackamas Transportation District (Molalla)
- R – Rogue Valley Transportation District
- S – Salem Transit District
- T – Tri-County Metropolitan District (Portland)
- X – Not Subject (All Others)
- Y – Lincoln County (Lincoln City, Newport, Siletz, and Waldport)

~~.103~~ In the event of an employee temporary location change, the agency personnel office can override the designation of the city/county code. Agencies will want to maintain a record of all temporary location changes. The temporary location change process must take place for each new employee. If the position is permanently relocated, there is a specific action that must take place to have the position master record changed to connect with the new city/county code.

~~.404~~106 For agencies using the Statewide Financial Management ~~Application~~ Application (SFMA) (SFMA), SFMA will automatically generate mass transit tax and move the generated mass transit funds to the Mass Transit Assistance Account. Salaries paid with federal funds are exempt from mass transit tax. Federal funds can be designated in SFMA, either by the position, or portion of the position having a federal fund PCA(s) in ~~PPDB~~ Workday. These PCAs look up federal D23 funds in SFMA. ~~or the Agencies may taking take~~ an overall mass transit reduction via ~~the SFMA's~~ D54 screen, Table ID: PARM ~~in SFMA.~~ It is the agency's responsibility to ~~be able to~~ document and ensure the federal, non-federal split is accurate.

~~.405~~107 The Statewide Financial Management Services staff monitors ~~the agencies~~ payroll payables, including ~~Mass-mass Transit~~ transit, compared to ~~the Department of Administrative Services' DAS's~~ receivables to ensure both sets of transactions balance and are reimbursed timely.

~~.406~~108 For agencies on the Oregon State Payroll Application (OSPA) (~~OSPA~~) and not on SFMA, ~~the~~ OSPA calculates the Mass-mass Transit amount due.

~~a. a. The Department of Administrative Services~~DAS, Office of Business Administration~~Shared Financial Services section (SFS), (OBA)~~ invoices the agency.

b. Non-SFMA agencies are responsible to pay the mass transit tax to ~~the OBA~~SFS monthly.

~~.107.109~~ The Office of Business Administration~~DAS SFS section~~ is responsible for the following Mass mass Transit transit processes:

- a. Deposit mass transit tax receipts from non-SFMA agencies associated with the mass transit tax in the Mass Transit Assistance Account.
- b. Distribute the mass transit tax quarterly to the appropriate districts based on calculations and reports identifying tax revenue levied/collected on behalf of the districts.
- c. Coordinate resolution of all subsequent adjustments by a state agency or a mass transit district/or transportation district. ~~Research and resolve all~~ questions concerning over-assessment and under-assessment of taxes. ~~Assure proper payments are made to resolve negotiated adjustments.~~
- d. Coordinate with the Department of TransportationODOT, Rail & Public Transit Division ~~and the affected entities~~, as necessary, to provide information and resolve disputes.