

# Information Memorandum Transmittal Aging and People with Disabilities



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***Authorized signature***

**Number:** APD-IM-24-025

**Issue date:** 3/07/2024

**Topic:** Other

**Due date:**

**Subject:** Provider Time Capture (PTC) - New Shared Payroll Email Addresses

## **Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input checked="" type="checkbox"/> Health Services                           |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                        | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                       | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors              | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

## **Message:**

In partnership with local office management and staff, OIS Collaborative Communications, and AAA IT departments, the PTC Project Team has helped to create new shared payroll email addresses for each APD, AAA, and OPI local offices.

These shared email addresses will serve as the designated email for all OR PTC DCI payroll batches following PTC Phase 2A implementation. However, they can also be used for other purposes where having a shared email inbox would be helpful.

**Please note:** Starting on Phase 2A Go-Live on July 19, 2024, staff will no longer run payroll batches in OR PTC DCI. Instead, all entries worked prior to go-live but entered in OR PTC DCI after go-live will be emailed to a designated local office payroll email address by the PTC Support Team. Local office staff will receive these payroll batches and enter the time and mileage into STIM, following the current STIM payroll entry processes. Please see the [Phase 2A Info Sheet](#) for more information, and stay tuned for more information about Phase 2A changes.

Identified staff are being assigned access rights to the new shared inboxes.

- **For APD offices**, each manager should have been assigned owner rights for their branch's shared payroll email address. District Managers should also have been granted owner rights over each of their district's shared payroll boxes. Designated staff should have been given "send on behalf of" rights.
- **For AAA offices**, the IT department for your office is the owner of the inbox and will handle all access rights. Managers and designated staff should have been given access to send from the shared inbox depending on the office's typical process.

**APD Managers** should review [OIS Collaborative Communications - Shared Email/Calendars](#) if they have questions about assigning rights to staff, viewing who has access, changing access, etc.

If your office already uses a shared payroll inbox, you will need to start accessing and using the **new** shared payroll inbox before the implementation of Phase 2A in July 2024. The PTC Support Team will only send payroll batches to the newly created payroll email addresses described in this transmittal.

### **What about my payroll roll profile in OR PTC DCI?**

All payroll role profiles will be inactivated when Phase 2A is implemented in July 2024. If you only have access to a payroll role currently but will need to access PTC after Phase 2A Go-Live, your manager or designated staff in your local office (with manager approval) will need to send in a Staff Profile Maintenance Form shortly before or after Phase 2A Go-Live.

### **How often should the inbox be monitored for payroll batches?**

Payroll batches containing historical entries could be emailed to your shared payroll inbox by the PTC Support Team as frequently as daily after Phase 2A Go-Live. These batches will decrease over time and will no longer be sent after 365 days following go-live. **Starting July 19<sup>th</sup> 2024 through the end of August, every local office should check their inbox daily.** Starting in September, depending on the size of the local office and other workload considerations, the inbox may be checked daily, weekly, or at a cadence that works for each local office (while always taking into consideration local office entry deadlines). If the inbox is used for purposes other than payroll batches, then it should be checked daily.

Regardless of how frequently the email box is checked, the local office must have an established process to ensure each payroll batch is entered into STIM in its entirety before the email is archived. Each batch is the responsibility of the local office. Time and mileage cannot be paid until the local office inputs the entries into STIM and puts

the voucher in pay status. It is extremely important that all deadlines for entering time are met, as late payments due to data entry mistakes or late input are eligible for late payment penalty fees.

**Please note:** Payroll batches will only be emailed for historical time or mileage worked prior to Phase 2A. All other entries will be processed by PTC Support using newly developed automation.

### What will the new payroll email address be called?

The new shared email addresses for APD offices will follow this naming convention:

Email Name	Email Address
Branchnumber HCW Payroll	<a href="mailto:Branchnumber.HCW.Payroll@odhs.oregon.gov">Branchnumber.HCW.Payroll@odhs.oregon.gov</a>
<i>1234 HCW Payroll</i>	<i>1234.HCW.Payroll@odhs.oregon.gov</i>

The new shared email addresses for AAA/OPI offices will follow this naming convention, with the appropriate suffix depending on your office (@ocwcog.org, @lcog.org, @multco.us, @rvcog.org, @fhpdx.org, @Clackamas.us, @co.douglas.or.us, etc.):

Email Name	Email Address
Branchnumber HCW Payroll	Branchnumber.HCW.Payroll@
<i>5678 HCW Payroll</i>	<i>5678.HCW.Payroll@owcog.org</i>
<i>2468 HCW Payroll</i>	<i>2468.HCW.Payroll@multco.us</i>
<i>1357 HCW Payroll</i>	<i>1357.HCW.Payroll@co.douglas.or.us</i>

### How do I access my shared email and give other staff access?

If you have been assigned rights to a new shared payroll box, you may have already received a notice from Collaborative Communications or your IT department about your new access. If you need access but do not receive information about access by the end of March 2024, please speak with your local office manager (APD offices) or IT department (AAA/OPI offices).

If you are a manager or primary contact for a local office and have not heard of any new inbox access by the end of April, please reach out to the PTC Support Team at [PTC.Support@odhsoha.oregon.gov](mailto:PTC.Support@odhsoha.oregon.gov).

If your local office does not process STIM entries, or if your local office processes STIM entries for multiple offices, the PTC Support Team will work with an appropriate contact person in your local office to coordinate a process for sending batches. If you fall under one of these descriptions and should be the contact person, but your office has not heard from the PTC Support Team by the end of March, please reach out to [PTC.Support@odhsoha.oregon.gov](mailto:PTC.Support@odhsoha.oregon.gov).

APD Offices: [OIS Collaborative Communications - Shared Email/Calendars](#)

AAA/OPI Offices: Contact your office's IT department

*If you have any questions about this information, contact:*

Contact(s): Provider Time Capture	
Phone:	Fax:
Email: <a href="mailto:PTC.Support@odhsoha.oregon.gov">PTC.Support@odhsoha.oregon.gov</a>	