

OREGON STATE HOSPITAL

POLICY

SECTION 4: Fiscal **POLICY: 4.003**

SUBJECT: Payroll Check Distribution

POINT PERSON: Chief Financial Officer/Chief
Operations Officer

APPROVED: Sara Walker, MD  **DATE: JANUARY 15, 2025**
Interim Superintendent

SELECT ONE: ☐ New policy ☒ Minor/technical revision of
existing policy
☐ Reaffirmation of existing policy ☐ Major revision of existing policy

I. PURPOSE AND APPLICABILITY

- A. This policy provides guidelines for Oregon State Hospital (OSH) distribution of payroll, paychecks, and paystubs.
- B. This policy applies to all staff.

II. POLICY

- A. OSH adopts Shared Services policy DHS|OHA-040-007, "Payroll Management," and related procedures, including ODHS|OHA-040-007-02, "Payroll Distribution."
- B. Paper payroll checks will be held at Reception until picked up by the employee or designee, or until returned to the Payroll Office, in accordance with ODHS|OHA-040-007-02.
- C. OSH follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.
- D. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

III. DEFINITIONS

- A. "Reception" means the front reception desk of the Salem and Junction City campuses of Oregon State Hospital.

- B. “Staff” includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

IV. RELATED OSH POLICIES AND PROTOCOLS

5.015 Staff Separation

5.016 Adults in Custody Workforce

5.028 Electronic Time Management System

5.031 Flexible Work Solutions

V. REFERENCES

Department of Administrative Services. *Oregon Accounting Manual chapter 10, 40, and 45*. Retrieved from <https://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>

Oregon Administrative Rule § 101-020-0025

Oregon Administrative Rule § 166-300-0035

Oregon Revised Statute § 192

Oregon Revised Statute § 244

Oregon Revised Statute § 291

Oregon Revised Statute § 292.010

Oregon Revised Statute § 293

Oregon Revised Statute § 652.610

Shared Services. (2020). *Payroll Distribution Guideline*, ODHS|OHA-040-007-02. Author.

Shared Services. (2020). *Payroll Management*, ODHS|OHA-040-007. Author