OREGON ACCOUNTING MANUAL

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES STATEWIDE POLICY	**NUMBER** 45.05.00	**SUPERSEDES** 45.05.00 dated 03/01/2007
	EFFECTIVE DATE MM/DD/YYYY	**PAGE NUMBER** Pages 1 of 3
Division **Chief Financial Office**	**REFERENCE/AUTHORITY** ORS 652.120	
Policy Owner Office of the State Controller | Oregon Statewide Payroll Services (OSPS)		
SUBJECT Regular Pay Days	**APPROVED SIGNATURE**	

PURPOSE
This policy provides guidance on scheduled paydays.

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
Payday: Payday is normally the first day of the month, except for supplemental payrolls. When the first day of the month falls on a Saturday, Sunday or a holiday, payday is the prior workday. The exception is December payroll, which will always be paid on the first banking day in January.

Refer to **OAM 65.00.00** *Glossary* for definitions.

EXCLUSIONS AND SPECIAL SITUATIONS
None.

POLICY

Scheduled Paydays

.101 Payrolls will be processed by the Workday Payroll System team to ensure compliance with ORS 652.120, that no more than 35 days elapse between paydays. **Paydays** are the first and fifteenth day of each calendar month.

Payroll for salaried employees is processed based on a forecast of the hours the employee is expected to work in the monthly Run 1. The purpose of processing the monthly Run 2 is to refine the forecasted data from Run 1 by incorporating actual time and leave records. Hourly employees are paid from Run 1 and Run 2 based on the hours recorded on their timesheet.

If a **payday** falls on a holiday or a weekend, checks will be issued and direct deposits will be effective on the last working day prior to the first or fifteenth day of the month. New Year's Day is a **payday,** and checks will be dated January 1; but direct deposits will be effective the first banking day following that holiday, and direct deposit statements will be dated accordingly.

New Employees

.102 Salaried employees who are officially employed prior to the processing cutoff date published in the Workday Payroll System Processing Calendar will receive wages calculated on a forecast basis on the first day of the month or other day as described above.

.103 Hourly employees are paid semi-monthly and receive pay for actual hours worked through an agency defined cutoff date (usually about the fifteenth and the last day of the month), on the first and fifteenth day of the month, or on such other days as described above.

.104 Salaried and hourly employees, whose employment begins after payroll cutoff but before the first of the month, will receive payment for actual hours worked through month-end no later than the fifteenth of the month following.

.105 Per ORS 652.120, when an employer received notice that an employee has not been paid the full amount the employee is owed on a regular payday and there is no dispute between the employer and the employee regarding the amount of the unpaid wages:

- **a.** If the unpaid amount is less than five percent of the employee's gross wages due on the regular payday, the employer shall pay the employee the unpaid amount no later than the next regular payday; or
- b. If the unpaid amount is five percent or more of the employee's gross wages due on the regular payday, the employer shall pay the employee the unpaid amount within three days after the employer has received notice of the unpaid amount, excluding Saturdays, Sundays and holidays.

Agency Time Systems

.106 Agencies with approved time tracking integrations to Workday Payroll System must configure their system and set processing schedules according to the deadlines established on the Workday Payroll System Processing Calendar to meet processing deadlines.