1. SUMMARY

This policy establishes guidelines related to certification of certain distributed payroll processes.

2. SCOPE

This is a systemwide HRIS policy.

3. PURPOSE

To comply with statutory requirements, encourage efficiency and promote good internal control.
4. OREGON UNIVERSITY SYSTEM PAYROLL

Oregon University System Payroll The Controller is responsible for the preparation of the Oregon University System (System) payroll. Integral to fulfilling this responsibility is the accomplishment of institutional distributed processes as well as central aggregation processes.

5. CERTIFICATION OF CERTAIN DISTRIBUTED PROCESSES

As a part of each payroll, the institutional Payroll Manager will certify that certain distributed payroll processes have been successfully completed. The processes covered by this certification will be established by the Controller. This certification will be submitted to the Controller at the same time the direct deposit file is transmitted to the Controller's Division.

- PAYROLL CERTIFICATION FORM (PDF)

6. DESIGNATION

The institutional officer who has administrative responsibility for payroll will designate an institutional Payroll Manager. This designation will be communicated in writing to the Controller. Also, a substitute will be designated to serve in the temporary absence of the Payroll Manager.

7. QUALIFICATIONS

A combination of education, training, experience, and professional licenses can adequately prepare an individual for the position of institutional Payroll Manager. The Controller establishes the following minimum qualifications for this position (institutions may establish additional or more rigorous qualifications):

A minimum of three years payroll management experience in an operation of comparable size and complexity. This includes experience in all aspects of payroll law, operations, accounting, and reporting.

8. TRAINING

Prior to assuming responsibility for the certification, the Payroll Manager will have completed:

a) institutional training on the software,

b) institutional operational training, and

c) Controller's Division orientation on the aggregation processes.
9. **CONTINUING EDUCATION**

The Payroll Manager will attend quarterly workshops coordinated by the Controller's Division. These workshops will include continuing education sessions on relevant payroll topics.

10. **INCUMBENTS**

At implementation of the new system, an incumbent Payroll Manager will be required to meet the qualifications specified above.

11. **RECRUITMENTS**

When an institution recruits to fill the Payroll Manager position, a representative from the Controller's Division will serve on the search committee.

12. **RESOLUTION OF ISSUES**

If issues arise which could impact the accuracy or timeliness of the payroll, they will be immediately reported to and resolved to the satisfaction of the Controller.

13. **EXCEPTIONS**

A legitimate business need may be identified which would not strictly conform to these guidelines. If that occurs, an exception will be requested. The Controller will evaluate the request and may grant an exception.