

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Existing Operating **Program Contact:** Mindy Harris  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

Central Payroll is responsible for paying the employees of Multnomah County, ensuring compliance with Federal, State, and Local wage and hour laws, withholding and remitting employment taxes and other deductions, issuing wage and tax reporting statements and administering the pension programs.

**Program Description**

Payroll produces 24 payrolls per year for regular and on-call employees and produces final and correction checks as needed. Payroll is responsible for withholding, reporting, and remitting employment taxes to Federal, State and Local taxing authorities; for reporting and remitting pension contributions to the Public Employees Retirement System and maintaining employee data for accurate reporting of above. Payroll processes, reconciles and remits mandated deductions for creditor garnishments, child support, bankruptcies, tax levies, union dues, and voluntary deductions for charitable giving, parking, and various other reasons. Payroll maintains employee information for the direct deposit program, enters leave adjustments for the catastrophic leave program and reconciles and remits deductions for the savings bond program. Payroll is responsible for accurate processing and reconciling of wage and tax statements (W2's and 1099's) and corresponding federal and state reports.

This program has added PERS and tax reporting to its program offer for FY2008. PERS and tax reporting, combined with deferred compensation, were formerly a separate program.

**Program Justification**

Payroll contributes to the accountability priority by assuring the Board of County Commissioners, Citizens, and employees that payroll expenditures are in compliance with Federal and State wage and hour laws, employment contracts, and County Administrative guidelines. Payroll protects County funds by ensuring that employment taxes, wage and tax statements, and pension payments are processed and remitted timely to avoid assessment of fines for non-compliance. The pension plan is a key benefit to employees and helps attract and retain qualified personnel. Payroll provides training and consultation to the departments on payroll best practices. The unit does regular auditing of time and attendance records to ensure compliance with employment contracts and wage and hour laws.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Average number of payments issued per period	6,575	6,700	6,546	6,700
Outcome	Percent of payments issued without errors	99.0%	99.0%	99.0%	99.0%
Output	Number of timekeeping trainings performed in FY	3	3	3	4
Quality	Approval rating of trainings based on returned evaluations.*	0.0%	0.0%	85.0%	85.0%

**Performance Measure - Description**

Output: Number of payments per pay period exceeds number of employees due to many employees having multiple direct deposits.

\*Implementation of quarterly timekeeper trainings is scheduled for April 2007.

## Legal/Contractual Obligation

Wage payments are mandated by Federal & State wage and hour laws and by 10 union contracts. Withholding and remitting employment taxes is mandated by the Internal Revenue Service. Pension contributions are mandated by union contracts and the Oregon Revised Statutes. Failure to comply to the above laws and regulations could result in the County being assessed penalties and fines.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2007	2007	2008	2008
Personnel	\$544,461	\$0	\$568,944	\$0
Contracts	\$0	\$0	\$100	\$0
Materials & Supplies	\$9,903	\$0	\$11,090	\$0
Internal Services	\$103,086	\$0	\$108,219	\$0
Subtotal: Direct Exps:	<b>\$657,450</b>	<b>\$0</b>	<b>\$688,353</b>	<b>\$0</b>
Administration	\$55,987	\$1,855	\$56,256	\$10,473
Program Support	\$8,415	\$0	\$8,935	\$0
Subtotal: Other Exps:	<b>\$64,402</b>	<b>\$1,855</b>	<b>\$65,191</b>	<b>\$10,473</b>
Total GF/non-GF:	<b>\$721,852</b>	<b>\$1,855</b>	<b>\$753,544</b>	<b>\$10,473</b>
Program Total:	<b>\$723,707</b>		<b>\$764,017</b>	
Program FTE	7.00	0.00	7.10	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$2,284	\$0	\$10,473	\$0
<b>Total Revenue:</b>	<b>\$2,284</b>	<b>\$0</b>	<b>\$10,473</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last year this program was:

#72006A - Payroll, #72008 - Retirement Program