

**Lead Agency:** County Management

**Program Contact:** Susie Cameron

**Program Offer Type:** Existing Operating

**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 and deferred compensation programs.

**Program Description**

Payroll produces 24 payrolls per year for regular and on-call employees and is responsible for withholding, reporting, and remitting employment taxes to Federal, State and Local taxing authorities; reporting and remitting pension contributions to the Public Employees Retirement System; administering the County's IRC §457 deferred compensation program; and ensuring that payroll expenditures are in compliance with Federal and State wage and hour laws, labor contracts, and County Administrative guidelines. Payroll processes, reconciles and remits mandated deductions for creditor garnishments, child support, bankruptcies, tax levies, and union dues. 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.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Average number of payments issued per period.	6,775	6,800	6,618	6,800
Outcome	Percent issued without errors.	99.0%	99.0%	99.0%	99.0%
Output	Percent of employees participating in Deferred Comp program.	38.0%	48.0%	38.0%	48.0%
Quality	Average deferred comp account balance.	42,625	39,000	50,276	40,000

**Performance Measure - Description**

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

Output: The percent of employees participating in the deferred comp plan will measure the effectiveness and quality of the educational opportunities offered. The national average for participation is 29%. The national average account balance is \$9,500. The average account balance and participation rate are measures of the quality of the investment options and overall attractiveness of the plan as a voluntary employee benefit. Account balances and participation rate are expected to decline due to financial markets and overall economy.

## 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 with these 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>	2010	2010	2011	2011
Personnel	\$662,335	\$0	\$712,074	\$0
Contracts	\$10,100	\$0	\$10,100	\$0
Materials & Supplies	\$13,392	\$0	\$13,038	\$0
Internal Services	\$139,065	\$0	\$107,320	\$0
Total GF/non-GF:	<b>\$824,892</b>	<b>\$0</b>	<b>\$842,532</b>	<b>\$0</b>
Program Total:	<b>\$824,892</b>		<b>\$842,532</b>	
Program FTE	7.67	0.00	7.62	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$130,000	\$0	\$112,000	\$0
<b>Total Revenue:</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$112,000</b>	<b>\$0</b>

## Explanation of Revenues

Payroll is funded by the general fund, revenue sharing with deferred compensation providers and nominal revenue through assessment of fees for manual checks.

## Significant Program Changes

**Last year this program was:** #72017A, FRM - Payroll/Retirement Svcs  
No significant changes.