	Payroll/Retirement Services			6/30/2016
Department:	County Management	Program Contact:	Vanessa Witka	
Program Offer Type:	Existing Operating Program	Program Offer Stage:	As Adopted	
Related Programs:				
Related Programs: Program Characteristics	S:			

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 Summary

Central Payroll produces 24 payrolls per year for all Multnomah County employees and is responsible for accurately withholding, reporting and remitting employment taxes to Federal, State and Local taxing authorities. Payroll reports and remits pension contributions to the Public Employees Retirement System and administers the County's IRC §457 deferred compensation program. Payroll ensures that timekeeping and wage payments are done in compliance with Federal and State wage and hour laws, labor contracts and County Administrative guidelines. Payroll reconciles and remits mandated deductions for creditor garnishments, child support, bankruptcies, tax levies and union dues. Payroll reconciles and produces year-end tax statements for employees (W2's) and vendors (1099's) of Multnomah County following strict federal and state regulations.

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 noncompliance. This program contributes to the Climate Action Plan, Local Government Operations section, item 18-8 related to reduction of waste by providing electronic disbursements of wages to employees' financial institutions and providing paperless notification of their deposits. Currently 97% of employees participate in direct deposit of funds and of those, 92% receive the notification of deposit via email.

Performance Measures					
Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Average number of payments issued per period*	6988	6800	7000	7100
Outcome	Percent issued without error*	99%	99%	99%	99%
Output	Percent of employees participating in Deferred Comp**	53%	55%	55%	56%
Performa	nce Measures Descriptions		1		

*Number of payments per pay period exceeds number of employees due to many employees having multiple direct deposits. Payroll has consistently maintained a high level of accuracy (99%).

**The percent of employees participating in the deferred compensation plan will measure the effectiveness and quality of the educational opportunities offered. The national average for participation is 29%.

Legal / Contractual Obligation

Wage payments are mandated by Federal & State wage and hour laws, 11 union contracts, and Multhomah County Personnel Rules. Withholding and remitting employment taxes is mandated by the Internal Revenue Service and the Oregon Dept of Revenue. Pension contributions are mandated by union contracts, Multhomah County Personnel Rules and Oregon Revised Statutes. Failure to comply with these laws and regulations result in fines and penalties being assessed.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$819,381	\$0	\$842,970	\$0
Contractual Services	\$25,000	\$0	\$25,000	\$0
Materials & Supplies	\$32,142	\$0	\$29,205	\$0
Total GF/non-GF	\$876,523	\$0	\$897,175	\$0
Program Total:	\$876	\$876,523		,175
Program FTE	7.95	0.00	8.45	0.00
Program Revenues				

Total Revenue	\$135,243	\$0	\$149,741	\$0
Other / Miscellaneous	\$135,243	\$0	\$149,741	\$0
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Explanation of Revenues

This program is supported by General Fund revenues.

External revenues for the deferred compensation program are contractually negotiated with the County's deferred compensation provider through a revenue sharing agreement. All administrative costs associated with the program are paid for through the agreement. The revenue sharing enables the County to offer the program to employees at no cost to the County. The estimated reimbursement for FY 2017 is \$132,741 and is adjusted each following year by the CPI-U amount. The remaining \$17,000 is miscellaneous revenue.

Significant Program Changes

Last Year this program was: FY 2016: 72007-16 FRM Payroll/Retirement Services

Reclass existing Office Assistant 2 postion to a Finance Technician and increase the FTE from 50 to 1.0. The position will process employment verifications, cover front desk (customers inquiries & phone calls), support with payroll filings, and other payroll related functions. The additional FTE support will enable the payroll unit to perform more cross-training around payroll taxes and PERS processing/management.