

Payroll Deduction

Fiscal & Revenue

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Purpose

To provide OHSU employees with a convenient payment option for fees associated with an employee's annual parking permit, transit pass or ticket fines through biweekly payroll deductions.

Definitions

Employee - refers to an OHSU Employee who is paid through the OHSU Payroll Department and who has verifiable regularly scheduled hours.

Procedure

Qualifications for Payroll Deductions

In order to have fees deducted from their paycheck, the employee must be paid through OHSU payroll. Employees paid through a stipend, OHSU affiliated organizations (but not paid through OHSU payroll), or do not have regular verifiable hours are not eligible for the payroll deduction program as a means of payment.

Parking Permits and Transit Passes

Should an employee wish to start or stop payroll deductions for an annual parking permit or transit pass then the Transportation and Parking (T&P) Public Service Representative (PSR) should follow these steps:

1. Open CSC (Customer Service Center) Payroll Spreadsheet which can be found on the X drive. If using a "short cut" to access the Payroll Spreadsheet please refer to the "Short Cut Programming Procedures" also found on the X drive.
2. Begin by searching for the Employee Identification (EID) number on the CSC Payroll Spreadsheet. If the EID is not found see "When EID number

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is not found” below. Once the EID number has been located on the spreadsheet, enter into each field, the following information:

- Biweekly payroll deduction amount for the specific parking permit, transit pass issued or payment agreement.
 - Permit “Type Code”
 - “Action” to be taken, for example, A “start” or “change”, an “adjustment” or “refund” (If an Adjustment or refund is applicable, please contact the T&P Payroll Auditor).
 - Amount of adjustment (if applicable).
 - Amount of refund (if applicable).
 - Your initials as the Public Service Representative (PSR).
 - Permit number and brief explanation of the transaction, for example: a new 2 diamond priority parker, called off the 3 diamond waitlist, stopped parking or changed to carpool.
3. **When the EID number is not found** scroll to the bottom of the Customer Service Payroll spread sheet and enter the following new information:
- Employee’s full name (last name first).
 - EID number or Social Security Number (only if EID number has not been issued at time of service).
 - Today’s date. Biweekly payroll deduction amount for the specific parking permit, transit pass issued or payment agreement.
 - Permit “Type Code”
 - “Action” to be taken, for example, a start or change, an adjustment or refund (If an Adjustment or refund is applicable, please contact the T&P Payroll Auditor).
 - Adjustment amount (if applicable).
 - Refund amount (if applicable).
 - Your initials as the Public Service Representative (PSR).
 - Permit number and give a brief explanation of the transaction. Some examples would be: a new 2 diamond priority parker, called off 3 diamond waitlist, stopped parking or changed to carpool.

Ticket Fines

Should an employee wish to make payment arrangements for outstanding parking fees or ticket fines, please direct them to the Transportation and Parking (T&P) Finance Office and the T&P Payroll Auditor to make payment arrangements.

Sending Transactions to Payroll

Transactions will only be sent to payroll by the T&P Payroll Auditor. According to a schedule set forth by the OHSU Payroll Department, all new transactions must be sent biweekly (three days after each OHSU pay day) to the OHSU Payroll Department for processing. The following procedure is to be followed:

1. The "Customer Service Payroll spreadsheet" and the "Payroll Auditor's Payroll spreadsheet" are combined into the "Processor Backup spreadsheet".
2. The "Customer Service Payroll spreadsheet" is thoroughly checked against the information in the Ticketrack system by the Payroll Auditor to ensure accuracy. Any corrections are made before sending to payroll.
3. The "Processor Backup spreadsheet" is renamed as "Start to Payroll" spreadsheet.
4. Unnecessary information is removed from the "Start to Payroll" spreadsheet before sending to the Payroll Department (i.e. processing date, permit type, PSR initials and audited columns).
5. The "Start to Payroll" spreadsheet is then sent to the OHSU Payroll Department for processing every two weeks.
6. One week later, once payroll has processed all transactions, the Payroll Department sends back the "Payroll Response" spreadsheet. This spreadsheet is in the same format as was originally sent and includes their processing notes and deduction totals (these are the preliminary results of the Start to Payroll spreadsheet sent to the Payroll Department for processing).
7. The Payroll Response spreadsheet is reviewed by the T&P Payroll Auditor and any differences between what was sent to the Payroll Department and the Payroll Response spreadsheet are researched and resolved by the T&P Payroll Auditor.
8. Each payday the Payroll Department sends a copy of the final "Payroll Deduction Spreadsheet." The Payroll Response spreadsheet notes are compared to the final Payroll Deduction Spreadsheet for what was deducted and what was not able to be deducted.
9. Should a transaction not be completed by the OHSU Payroll department, the T&P Payroll Auditor will research the problem and resolve with the employee.