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| C:\Users\sschafe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2N2HW6NN\statesealbw.tiff | | Improving Govt. Sub-Committee  ePaystub Project **Agency HR / Payroll Staff Fact Sheet** |
| June 2013 | | |
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| “Go Live” Dates:  **5/1/13:** ePaystub available for several DAS Divisions - Completed  **5/31/13** ePaystub available for all DAS employees, Legislative Admin and Oregon State Police - Completed  **7/1/13:** ePaystub available for DAS client agencies, ODFW, DHS/OHA and Forestry  **8/1/13** ePaystub available for all remaining State agency employees  Contact Kari Kampert at 503.373.0252 or kari.kampert@state.or.us for information on available training for payroll staff | **ePaystub is here – Way to ‘Go Green’ Oregon!**  In August 2012, the Improving Government Steering Committee approved the ePaystub project to replace the paper pay statements employees receive on payday with an electronic version.  With ePaystub employees are able to view and, if they wish, print their paystub information from any computer, Smartphone, or tablet device with Web access. The ePaystub has the same information—earnings, deductions and taxes—that employees currently get on the paper pay statement but it is now available in a secure, electronic format.  **Employees have a choice** After the agency goes live on ePaystub employees are able to log on and complete the opt-in process. Employees choosing to opt-in will continue to receive their paper paystub until the end of the year. After that, the print process will be turned off but employees will still have the ePaystub view and print option.  Employees identified in the State personnel system (PPDB) as having a court order prohibiting disclosure of their information will not be included in the ePaystub application. Agencies are asked to identify any additional employees classified as being in a “Protected Profession” and then determine whether their information should also be excluded from the ePaystub application. If your agency would like to exclude staff due to “Protected Profession” status or for other agency-specific reasons, your agency will need to supply OSPS with the employee OR ID# and name prior to going live on the ePaystub application. Otherwise your agency payroll office can remove this information manually by inactivating the employee profile after the agency “Go Live” date.  **Agency ePaystub Resources**  To assist agencies in rolling out ePaystub we have application resource materials available at this Oregon.Gov website: <http://epayroll.oregon.gov>. These items include quick start guides, employee and payroll staff tutorials, a link to the ePaystub application, answers to frequently asked questions, and much more. | |