

Payroll Updates for 2020

Employee Portal

Available for all employees receiving Direct Deposit Statements of Earnings also known as SOE's or Paystubs

- ❖ Only available through the City's network @ <https://cityweb.cityofsalem.net/EmployeePortalAdfs/>
- ❖ View SOEs for 2019 & 2020 and request Paper SOEs
- ❖ W2's will be available in 2021. We will mail your original 2020 W2's in January of 2021

PERS Supplemental Contributions

Beginning July 1, 2020, PERS began re-directing part of the City's and Housing Authority's employer paid 6% IAP contributions into a new Employee Pension Stability Account (EPSA) for each employee. Employees can request an after-tax deduction to have the full 6% going to the their IAP account.

- ❖ For Tier 1 & Tier 2 Employees – 2.5% of the employer paid 6% is re-directed to the EPSA
- ❖ For OPSRP GS and PF Employees - .075% of the employer paid 6% is re-directed to the EPSA

Through October 31, 2020 – employees can request supplemental deductions based on their PERS Tier going back to July 1, 2020. A one-time lump sum deduction will be made to bring the employee current. Beginning November 1, 2020, deductions will be as of the enrollment date.

For additional information and to sign-up for the additional deduction is available through the PERS Member website (<https://www.oregon.gov/pers/mem/pages/index.aspx>)

Covid-19 Leave Information

Up to 80 Hours of full pay sick leave for employees for the following conditions

- ❖ Employees tested positive for Covid-19, employees waiting for test results, employees quarantined due to exposure to Covid-19

2/3 pay up to \$200 per day of sick leave for employees caring for other family members affected by Covid-19 or caring for children unable to go to school or day care due to closures because of Covid-19

- ❖ Employees can supplement the remaining 1/3 of pay or regular pay over the \$200.00 per day using leave payout of any available leave accruals (including vacation)

Employee can request up to 80 hours of sick and/or vacation leave if all other leaves are exhausted for Covid-19 related absences.

- ❖ Covid-19 related Leave Payout and Leave Advance forms are available on the Forms SharePoint Page under the Employee Paycheck Group. <http://atwork/Forms/default.aspx>

Payroll SharePoint Page

- ❖ Links to OTL Timecards, OTL Training, IRS & State Withholding Calculators
- ❖ Forms for Direct Deposit & Pay Card Authorizations, W-4s (Federal & State), Leave Payouts, and EOC Field Timekeeping
- ❖ Payroll Reference Materials – Understanding Your Pay – E Book and OTL Hours Types
- ❖ Payroll Calendars with information regarding bi-weekly payroll deadlines and holiday payroll processing.

Payroll Contact Information

- ❖ **Renee Short (ext. 6098)** 911 Operations, City Manager, Facilities, Finance, Fire, Fleet Services, Human Resources, Information Technology, Legal and Municipal Court
- ❖ **Nancy Currier (ext. 6275)** All Public Works Departments
- ❖ **Sheila Murray (ext. 6125)** Community Development, Library, Police, Salem Housing Authority, and Urban Development
- ❖ **Rhonda Miller (ext. 6263)** Payroll Supervisor and resources for all departments