

October 2024

Out of State Payroll Project

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State Human Resources
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Project Goals & Deliverables

- ❑ Create process enhancements to capture and report OOS employees in HRMS. Create definitions and business-related processes for Agency HR and Payroll teams for both temporary and permanent OOS employees.
 - TR Checkpoint subscription for state tax law research
 - HRMS Support Hub Updates
 - HRMS Data Definitions
 - [Out-of-State Telework Agreement Form](#)
 - OFM-State HR website [Out-of-state remote work guidance and resources](#)
- ❑ Enhance system functionality to include tax payroll processing abilities for payroll processors providing functionality to support the timely and accurate application of OOS tax payments in Oregon and Idaho.
 - Enhanced address data in HRMS and WWA that increased data integrity for tracking and reporting where employees are working and living.
 - Implemented new tax processor functions for Oregon and Idaho taxes.
 - New reports for monitoring and auditing OOS payroll.
- ❑ Accurately process payroll for employees working out of state in Oregon and Idaho, and the ability to track employees based on permanent or temporary working arrangement
 - Automated process now available for Oregon and Idaho covering 85% of employees with OOS taxes in HRMS.

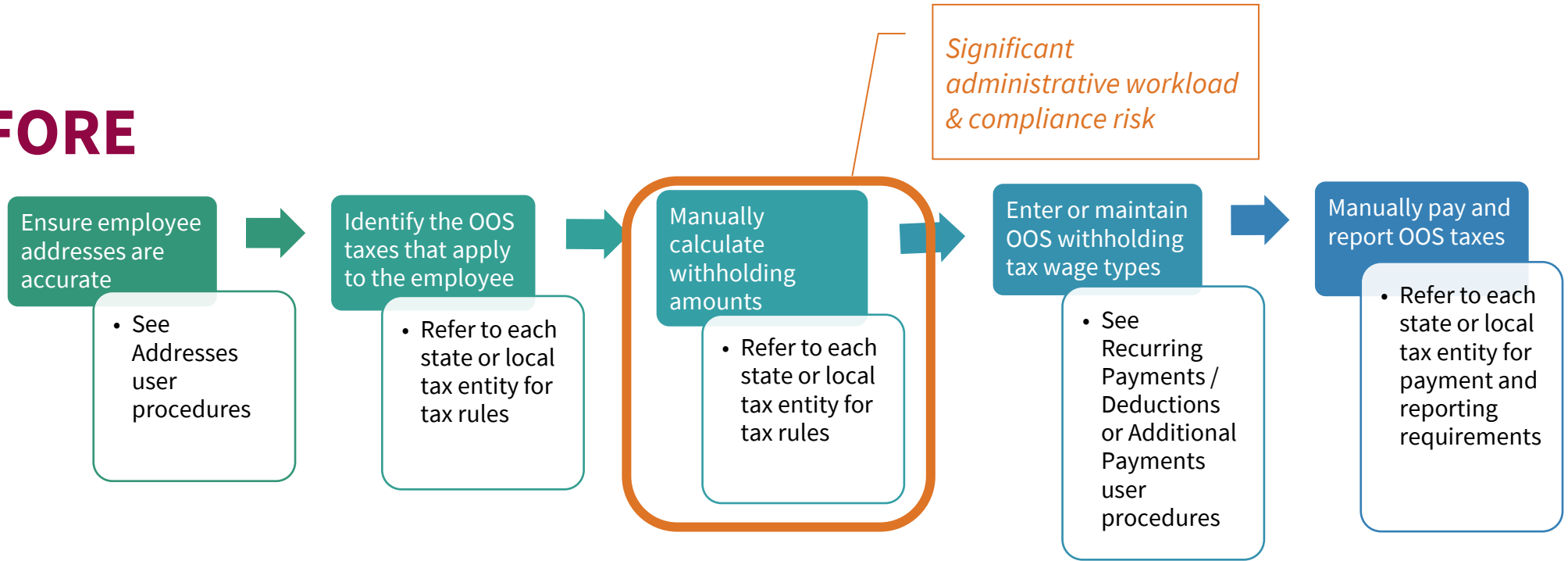


Project Deliverables Roll-Up

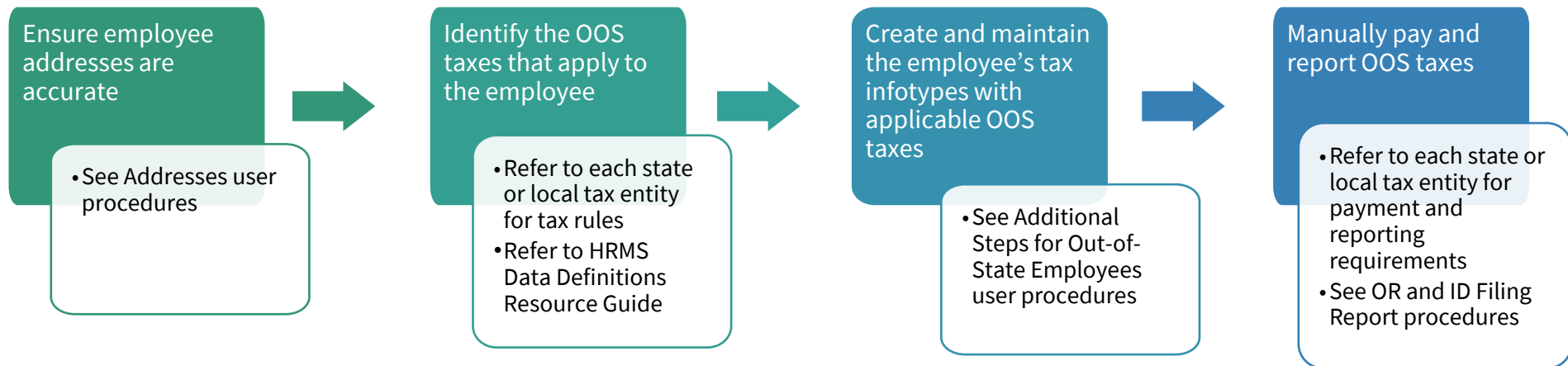
- ✓ 14 new tax types (12 for Oregon and 2 for Idaho)
- ✓ New tax infotypes and changes to existing tax infotypes (6)
- ✓ New and revised reports (8)
- ✓ New and revised resources (45+)
- ✓ Trainings delivered (2 trainings, 112 participants)



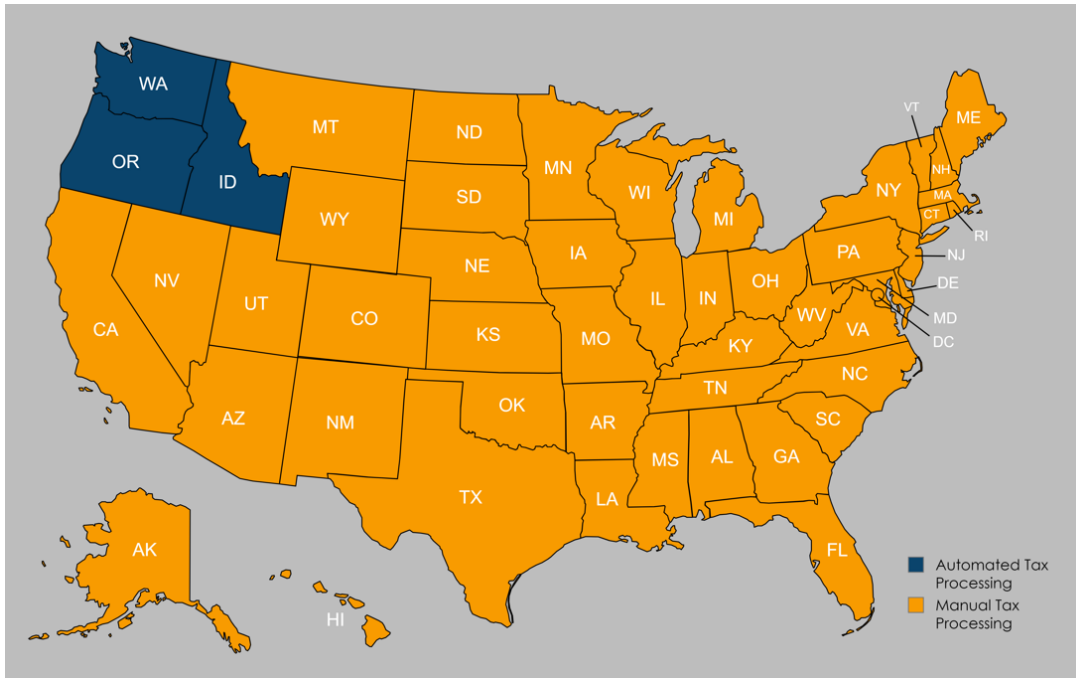
BEFORE



AFTER



Automated Tax Processing



HRMS is configured to systematically process Federal, Idaho, Oregon, and Washington taxes.

Agencies are responsible for determining which taxes apply to which employees and setting up the employee so that the applicable taxes are collected in HRMS.



Success!



- All agencies that use HRMS for payroll and have employees living and/or working in Oregon or Idaho were able to begin using the new functionality on September 11, 2024.
- Two new Processing OOS Employees in HRMS workshops were held on September 11, 2024 and September 30, 2024. All user procedures and other associated resources were updated on the HRMS Support Hub. Data definitions and a new OOS coding guide were added to the Data Definitions web page.



OFM Project Team

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Critical Partners



**Payroll/Personnel Association
Subcommittee on Out of State Payroll Taxes**

For more information

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