

Payroll Updates for 2023

Employee Portal

Available for all employees. Employees can view Direct Deposit Statements of Earnings also known as SOE's or Paystubs and W2's

- ❖ Currently only available through the City's network @ <https://cityweb.cityofsaalem.net/EmployeePortalAdfs/>
 - **Coming in 2023 - New access from anywhere.**
- ❖ View SOEs for 2019 - 2022 and request Paper SOEs
- ❖ View W2's for 2019 - 2021. Sign up for Paperless W2 for 2022! **Go Green for 2023!**

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 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

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>)

Payroll SharePoint Page ([Home - Payroll](#))

- ❖ 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)** Police, Community Development, Library
- ❖ **Nancy Currier (ext. 6275)** Fire, 911 WVCC, Finance, Municipal Court, Legal, City Manager's Office.
- ❖ **Sheila Murray (ext. 6125)** Public Works Operations and Administrations
- ❖ **Anna Martushev (ext. 3470)** Parks & Recreations, Enterprises Services, Urban Development and Housing Authority
- ❖ **Rhonda Miller (ext. 6263)** Payroll Supervisor and resources for all departments