

Representative Wayne A. Harper proposes the following substitute bill:

**REORGANIZATION OF ADMINISTRATIVE SUPPORT
FUNCTIONS IN STATE AGENCIES**

2012 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Wayne A. Harper

Senate Sponsor: Stuart C. Reid

LONG TITLE

General Description:

This bill amends and enacts provisions relating to payroll and administrative support functions in the executive branch of state government.

Highlighted Provisions:

This bill:

- ▶ defines terms;
- ▶ enacts a repeal date;
- ▶ requires the executive director of the Department of Administrative Services to conduct a study of the administrative supportive functions performed in certain executive branch entities;

Ĥ→ ▶ requires a report; ←Ĥ

- ▶ requires the Department of Human Resource Management to provide payroll services to **Ĥ→ certain ←Ĥ** executive branch entities; and
- ▶ makes technical changes.

Money Appropriated in this Bill:

This bill:

- ▶ appropriates **Ĥ→ [\$600,000] \$→ [\$360,000] \$420,000 ←\$ ←Ĥ** in dedicated credits to the Department of Human Resource Management; and



26 ▶ decreases the fee for providing payroll field services by ~~H→~~ [\$20] ~~S→~~ [\$14]
26a ~~\$11 ←S~~ ~~←H~~ .

27 **Other Special Clauses:**

28 This bill provides an effective date.

29 **Utah Code Sections Affected:**

30 AMENDS:

31 **63I-2-263**, as last amended by Laws of Utah 2011, Chapters 151 and 173

32 ENACTS:

33 **63A-1-115**, Utah Code Annotated 1953

34 **67-19-13.5**, Utah Code Annotated 1953



36 *Be it enacted by the Legislature of the state of Utah:*

37 Section 1. Section **63A-1-115** is enacted to read:

38 **63A-1-115. Study of administrative support functions.**

39 (1) As used in this section:

40 (a) "Administrative support function" means a function that:

41 (i) supports the operation of an entity;

42 (ii) is common in most entities; and

43 (iii) is not a primary purpose or duty of an entity.

44 (b) "Entity" means a department or other stand-alone unit of the executive branch of

45 state government, or a unit within a department that does not receive an administrative support

46 function from the department, that receives an annual base-budget appropriation from the

47 General Fund of \$30 million or less.

48 (2) The executive director, in consultation with the Department of Human Resource

49 Management, shall:

50 (a) study the administrative support functions performed in at least 10 entities;

51 (b) recommend whether the department or another executive branch agency should

52 perform the administrative support functions on behalf of an entity the executive director

53 studies; and

54 (c) evaluate the feasibility of transferring administrative support functions to the

55 department or another executive branch agency by July 1, 2013.

56 (3) The study shall:

57 (a) identify an employee who performs an administrative support function and the
 58 administrative support functions performed;

59 (b) calculate the amount of time an employee spends performing the administrative
 60 support function;

61 (c) estimate what percentage of the employee's duties constitute performing an
 62 administrative support function; and

63 (d) evaluate whether the centralization of an administrative support function at the
 64 department or another executive branch agency would result in:

65 (i) efficiency by saving time spent on administrative support functions by an employee;

66 (ii) reduced costs by creating economies of scale; or

67 (iii) increased quality through the standardization of a practice or procedure.

68 (4) The executive director shall submit the results of the study and recommendations
 69 on or before September 19, 2012, to the Government Operations Interim Committee and the
 70 Executive Appropriations Committee.

71 Section 2. Section **63I-2-263** is amended to read:

72 **63I-2-263. Repeal dates, Title 63A to Title 63M.**

73 [~~(1) Subsection 63G-1-401(5) is repealed on May 10, 2011.~~]

74 [~~(2) Sections 63J-4a-206 and 63J-4a-207 are repealed on December 31, 2011.~~]

75 [~~(3) Title 63M, Chapter 12, Advisory Council on Optimizing and Streamlining State~~
 76 ~~Government Act, is repealed January 1, 2012.~~]

77 Section 63A-1-115 is repealed on July 1, 2014.

78 Section 3. Section **67-19-13.5** is enacted to read:

79 **67-19-13.5. Department provides payroll services to executive branch agencies.**

80 (1) As used in this section:

81 (a) (i) "Executive branch entity" means a department, division, agency, board, or office
 82 within the executive branch of state government that employs a person who is paid through the
 83 central payroll system developed by the Division of Finance as of December 31, 2011.

84 (ii) "Executive branch entity" does not include the Offices of the Attorney General,
 85 State Treasurer, ~~Ĥ→~~ [or] ~~←Ĥ~~ State Auditor ~~Ĥ→~~ , **Department of Transportation, Department**
 86 **of Technology Services, or the Department of Natural Resources ~~←Ĥ~~ .**

87 (b) (i) "Payroll services" means using the central payroll system as directed by the
Division of Finance to:

88 ~~Ĥ→ [(A) validate the amount of time an employee worked;~~

89 ~~——(B)] (A) ←Ĥ~~ enter and validate payroll reimbursements, which include reimbursements for
90 mileage, a service award, and other wage types;

91 ~~Ĥ→ [(C)] (B) ←Ĥ~~ calculate, process, and validate a retirement;

92 ~~Ĥ→ [(D)] (C) ←Ĥ~~ enter a leave adjustment; ~~Ĥ→ and~~

93 ~~[(E) produce and audit a payroll report; and~~

94 ~~——(F)] (D) ←Ĥ~~ certify payroll by ensuring an entry complies with a rule or policy adopted

94a by the

95 department or the Division of Finance.

96 (ii) "Payroll services" does not mean ~~Ĥ→~~ :

96a (A) ←Ĥ a function related to payroll that is performed by

97 an employee of the Division of Finance ~~Ĥ→ [;]~~ ;

97a (B) a function related to payroll that is performed by an executive branch agency on

97b behalf of a person who is not an employee of the executive branch agency;

97c (C) the entry of time worked by an executive branch agency employee into the central

97d payroll system; or

97e (D) approval or verification by a supervisor or designee of the entry of time worked. ←Ĥ

98 (2) ~~Ĥ→ [On]~~ (a) Except as provided by Subsection (2)(b), on ←Ĥ or before September

98a 19, 2012, the department shall provide payroll services to

99 all executive branch entities.

99a ~~Ĥ→ (b) On or before June 30, 2013, the department shall provide payroll services to the~~

99b Department of Public Safety for an employee who is certified by the Peace Officer Standards

99c and Training Division. ←Ĥ

100 (3) ~~Ĥ→ (a) ←Ĥ~~ After September 19, 2012, an executive branch entity, other than the

100a department ~~Ĥ→ [or]~~ , ←Ĥ

101 the Division of Finance, ~~Ĥ→ or the Department of Public Safety,~~ ←Ĥ may not create a full-time

101a equivalent position or part-time position, or

102 request an appropriation to fund a full-time equivalent position or part-time position for the

103 purpose of providing payroll services to the entity.

103a ~~Ĥ→ (b) After June 30, 2013, the Department of Public Safety Safety may not create a~~

103b full-time equivalent position or part-time position, or request an appropriation to fund a

103c full-time equivalent position or part-time position for the purpose of providing payroll

103d services.

103e (4) The Department of Transportation, the Department of Technology Services,

103f and the Department of Natural Resources shall report on ~~§~~→ the inability to transfer payroll
 103g services to the department or ~~←~~§ the progress of transferring
 103h payroll services to the department:

103i (a) to the Government Operations Interim Committee before October 30, 2012; and
 103j (b) to the Infrastructure and General Government Appropriations Subcommittee on
 103k or before February 11, 2013. ~~←~~Ĥ

104 Section 4. **Fiscal Year 2013 Supplemental Appropriation.**

105 Under the terms and conditions of Title 63J, Chapter 1, Budgetary Procedures Act, the
 106 following sums of money are appropriated from resources not otherwise appropriated, or
 107 reduced from amounts previously appropriated, out of the funds or accounts indicated for the
 108 use and support of the government of the State of Utah for the fiscal year beginning July 1,
 109 2012 and ending June 30, 2013. These are additions to amounts otherwise appropriated for
 110 fiscal year 2013.

111 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT INTERNAL SERVICE
 112 FUNDS

113 To Department of Human Resource Management

114 From Dedicated Credits - Intragovernmental Revenue ~~Ĥ~~→ [600,000]

114a §→ [~~360,000~~] \$420,000 ←~~←~~§ ←~~←~~Ĥ

115	<u>Schedule of Programs:</u>	
116	<u>Field Services</u>	H→ [600,000] S→ [\$360,000]
116a	<u>\$420,000</u> ←S ←H	
117	<u>Budgeted FTE</u>	H→ [10] S→ [6] 7 ←S ←H
118	Section 5. Appropriation.	

119 Under the terms and conditions of Title 63J, Chapter 1, Budgetary Procedures Act, the
 120 following fees are approved for the use and support of the government of the State of Utah for
 121 the Fiscal Year beginning July 1, 2012 and ending June 30, 2013. These are additions to fees
 122 otherwise appropriated for fiscal year 2013.

123 Payroll Field Services

124 DHRM Payroll Services (per actual FTE) ~~H→ [(\$20.00)]~~ ~~S→ [(\$14.00)]~~

124a (\$11.00) ←~~S~~ ←~~H~~

125 Section 6. **Effective date.**

126 (1) Except as provided in Subsection (2), this bill takes effect on May 8, 2012.

127 (2) Sections 4 and 5 of this bill take effect on September 19, 2012.