

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

3 2012 GENERAL SESSION

4 STATE OF UTAH

5 **Chief Sponsor: Wayne A. Harper**

6 Senate Sponsor: Stuart C. Reid

8 **LONG TITLE**

9 **General Description:**

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

12 **Highlighted Provisions:**

13 This bill:

- 14 ▶ defines terms;
- 15 ▶ enacts a repeal date;
- 16 ▶ requires the executive director of the Department of Administrative Services to
17 conduct a study of the administrative supportive functions performed in certain
18 executive branch entities;
- 19 ▶ requires reports;
- 20 ▶ requires the Department of Human Resource Management to provide payroll
21 services certain to executive branch entities; and
- 22 ▶ makes technical changes.

23 **Money Appropriated in this Bill:**

24 This bill:

- 25 ▶ appropriates \$420,000 in dedicated credits to the Department of Human Resource
26 Management; and
- 27 ▶ decreases the fee for providing payroll field services by \$11.

28 **Other Special Clauses:**

29 This bill provides an effective date.

30 Utah Code Sections Affected:

31 AMENDS:

32 63I-2-263, as last amended by Laws of Utah 2011, Chapters 151 and 173

33 ENACTS:

34 63A-1-115, Utah Code Annotated 1953

35 67-19-13.5, Utah Code Annotated 1953



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

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

39 **63A-1-115. Study of administrative support functions.**

40 (1) As used in this section:

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

42 (i) supports the operation of an entity;

43 (ii) is common in most entities; and

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

45 (b) "Entity" means a department or other stand-alone unit of the executive branch of
46 state government, or a unit within a department that does not receive an administrative support
47 function from the department, that receives an annual base-budget appropriation from the
48 General Fund of \$30 million or less.

49 (2) The executive director, in consultation with the Department of Human Resource
50 Management, shall:

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

52 (b) recommend whether the department or another executive branch agency should
53 perform the administrative support functions on behalf of an entity the executive director
54 studies; and

55 (c) evaluate the feasibility of transferring administrative support functions to the
56 department or another executive branch agency by July 1, 2013.

57 (3) The study shall:

- 58 (a) identify an employee who performs an administrative support function and the
- 59 administrative support functions performed;
- 60 (b) calculate the amount of time an employee spends performing the administrative
- 61 support function;
- 62 (c) estimate what percentage of the employee's duties constitute performing an
- 63 administrative support function; and
- 64 (d) evaluate whether the centralization of an administrative support function at the
- 65 department or another executive branch agency would result in:
- 66 (i) efficiency by saving time spent on administrative support functions by an employee;
- 67 (ii) reduced costs by creating economies of scale; or
- 68 (iii) increased quality through the standardization of a practice or procedure.
- 69 (4) The executive director shall submit the results of the study and recommendations
- 70 on or before September 19, 2012, to the Government Operations Interim Committee and the
- 71 Executive Appropriations Committee.

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

73 **63I-2-263. Repeal dates, Title 63A to Title 63M.**

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

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

76 ~~[(3) Title 63M, Chapter 12, Advisory Council on Optimizing and Streamlining State~~

77 ~~Government Act, is repealed January 1, 2012.]~~

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

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

80 **67-19-13.5. Department provides payroll services to executive branch agencies --**

81 **Report.**

82 (1) As used in this section:

83 (a) (i) "Executive branch entity" means a department, division, agency, board, or office

84 within the executive branch of state government that employs a person who is paid through the

85 central payroll system developed by the Division of Finance as of December 31, 2011.

86 (ii) "Executive branch entity" does not include the Offices of the Attorney General,
87 State Treasurer, State Auditor, Department of Transportation, Department of Technology
88 Services, or the Department of Natural Resources.

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

91 (A) enter and validate payroll reimbursements, which include reimbursements for
92 mileage, a service award, and other wage types;

93 (B) calculate, process, and validate a retirement;

94 (C) enter a leave adjustment; and

95 (D) certify payroll by ensuring an entry complies with a rule or policy adopted by the
96 department or the Division of Finance.

97 (ii) "Payroll services" does not mean:

98 (A) a function related to payroll that is performed by an employee of the Division of
99 Finance;

100 (B) a function related to payroll that is performed by an executive branch agency on
101 behalf of a person who is not an employee of the executive branch agency;

102 (C) the entry of time worked by an executive branch agency employee into the central
103 payroll system; or

104 (D) approval or verification by a supervisor or designee of the entry of time worked.

105 (2) (a) Except as provided by Subsection (2)(b), on or before September 19, 2012, the
106 department shall provide payroll services to all executive branch entities.

107 (b) On or before June 30, 2013, the department shall provide payroll services to the
108 Department of Public Safety for an employee who is certified by the Peace Officer Standards
109 and Training Division.

110 (3) (a) After September 19, 2012, an executive branch entity, other than the
111 department, the Division of Finance, or the Department of Public Safety, may not create a
112 full-time equivalent position or part-time position, or request an appropriation to fund a
113 full-time equivalent position or part-time position for the purpose of providing payroll services

114 to the entity.

115 (b) After June 30, 2013, the Department of Public Safety may not create a full-time
116 equivalent position or part-time position, or request an appropriation to fund a full-time
117 equivalent position or part-time position for the purpose of providing payroll services.

118 (4) The Department of Transportation, the Department of Technology Services, and the
119 Department of Natural Resources shall report on the inability to transfer payroll services to the
120 department or the progress of transferring payroll services to the department:

121 (a) to the Government Operations Interim Committee before October 30, 2012; and

122 (b) to the Infrastructure and General Government Appropriations Subcommittee on or
123 before February 11, 2013.

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

125 Under the terms and conditions of Title 63J, Chapter 1, Budgetary Procedures Act, the
126 following sums of money are appropriated from resources not otherwise appropriated, or
127 reduced from amounts previously appropriated, out of the funds or accounts indicated for the
128 use and support of the government of the State of Utah for the fiscal year beginning July 1,
129 2012 and ending June 30, 2013. These are additions to amounts otherwise appropriated for
130 fiscal year 2013.

131 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT INTERNAL SERVICE
132 FUNDS

133 To Department of Human Resource Management

134 From Dedicated Credits - Intragovernmental Revenue \$420,000

135 Schedule of Programs:

136 Field Services \$420,000

137 Budgeted FTE 7

138 **Section 5. Appropriation.**

139 Under the terms and conditions of Title 63J, Chapter 1, Budgetary Procedures Act, the
140 following fees are approved for the use and support of the government of the State of Utah for
141 the fiscal year beginning July 1, 2012 and ending June 30, 2013. These are additions to fees

142 otherwise appropriated for fiscal year 2013.

143 Payroll Field Services

144 DHRM Payroll Services (per actual FTE) (\$11.00)

145 Section 6. **Effective date.**

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

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