

HB0080S01 compared with HB0080

~~{deleted text}~~ shows text that was in HB0080 but was deleted in HB0080S01.

inserted text shows text that was not in HB0080 but was inserted into HB0080S01.

DISCLAIMER: This document is provided to assist you in your comparison of the two bills. Sometimes this automated comparison will not be completely accurate. Therefore, you need to read the actual bill. This automatically generated document could experience abnormalities caused by: limitations of the compare program; bad input data; the timing of the compare; and other potential causes.

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: _____

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;

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

Money Appropriated in this Bill:

~~{None}~~ This bill:

- ▶ appropriates \$600,000 in dedicated credits to the Department of Human Resource Management; and
- ▶ decreases the fee for providing payroll field services by \$20.

Other Special Clauses:

~~{None}~~ This bill provides an effective date.

Utah Code Sections Affected:

AMENDS:

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

ENACTS:

63A-1-115, Utah Code Annotated 1953

67-19-13.5, Utah Code Annotated 1953

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

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

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

(1) As used in this section:

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

(i) supports the operation of an entity;

(ii) is common in most entities; and

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

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

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

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- (a) study the administrative support functions performed in at least 10 entities;
 - (b) recommend whether the department or another executive branch agency should perform the administrative support functions on behalf of an entity the executive director studies; and
 - (c) evaluate the feasibility of transferring administrative support functions to the department or another executive branch agency by July 1, 2013.
- (3) The study shall:
- (a) identify an employee who performs an administrative support function and the administrative support functions performed;
 - (b) calculate the amount of time an employee spends performing the administrative support function;
 - (c) estimate what percentage of the employee's duties constitute performing an administrative support function; and
 - (d) evaluate whether the centralization of an administrative support function at the department or another executive branch agency would result in:
 - (i) efficiency by saving time spent on administrative support functions by an employee;
 - (ii) reduced costs by creating economies of scale; or
 - (iii) increased quality through the standardization of a practice or procedure.
- (4) The executive director shall submit the results of the study and recommendations on or before September 19, 2012, to the Government Operations Interim Committee and the Executive Appropriations Committee.

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

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

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

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

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

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

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

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

(1) As used in this section:

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

(ii) "Executive branch entity" does not include the Offices of the Attorney General, State Treasurer, or State Auditor.

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

(A) validate the amount of time an employee worked;

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

(C) calculate, process, and validate a retirement;

(D) enter a leave adjustment;

(E) produce and audit a payroll report; and

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

(ii) "Payroll services" does not mean a function related to payroll that is performed by an employee of the Division of Finance.

(2) On or before September 19, 2012, the department shall provide payroll services to all executive branch entities.

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

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Legislative Review Note

~~as of 1-20-12 4:54 PM~~

~~Office of Legislative Research and General Counsel~~ **Section 4. Fiscal Year 2013**

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Supplemental Appropriation.

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

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT INTERNAL SERVICE

FUNDS

To Department of Human Resource Management

From Dedicated Credits - Intragovernmental Revenue 600,000

Schedule of Programs:

Field Services 600,000

Budgeted FTE 10

Section 5. Appropriation.

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

Payroll Field Services

DHRM Payroll Services (per actual FTE) (20.00)

Section 6. Effective date.

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

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