

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: _____

7

LONG TITLE

8 **General Description:**

9
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 the Department of Human Resource Management to provide payroll
- 20 services to executive branch entities; and
- 21 ▶ makes technical changes.

22 **Money Appropriated in this Bill:**

23 None

24 **Other Special Clauses:**

25 None

26 **Utah Code Sections Affected:**

27 AMENDS:



28 **63I-2-263**, as last amended by Laws of Utah 2011, Chapters 151 and 173

29 ENACTS:

30 **63A-1-115**, Utah Code Annotated 1953

31 **67-19-13.5**, Utah Code Annotated 1953



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

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

35 **63A-1-115. Study of administrative support functions.**

36 (1) As used in this section:

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

38 (i) supports the operation of an entity;

39 (ii) is common in most entities; and

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

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

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

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

44 General Fund of \$30 million or less.

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

46 Management, shall:

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

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

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

50 studies; and

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

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

53 (3) The study shall:

54 (a) identify an employee who performs an administrative support function and the

55 administrative support functions performed;

56 (b) calculate the amount of time an employee spends performing the administrative

57 support function;

58 (c) estimate what percentage of the employee's duties constitute performing an

59 administrative support function; and

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

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

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

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

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

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

69 **63I-2-263. Repeal dates, Title 63A to Title 63M.**

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

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

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

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

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

76 **67-19-13.5. Department provides payroll services to executive branch agencies.**

77 (1) As used in this section:

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

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

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

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

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

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

89 (D) enter a leave adjustment;

90 (E) produce and audit a payroll report; and

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

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

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

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

Legislative Review Note
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Office of Legislative Research and General Counsel