



West Virginia Division of Highways Policy: **Payroll Additive Rates**

Issued by the Commissioner of Highways

Policy No: DOH 2.9

Issue Date: 07/01/2011

Revised: 08/25/23

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1.0 PURPOSE

Effective October 1, 2018, wvOASIS became the financial system for recording the West Virginia Division of Highways (WVDOH) DOH payroll additive. The Financial Reporting Section in WVDOH Finance Division is responsible for setting up the indirect payroll additive rates into wvOASIS.

Although wvOASIS is the system for record keeping of the payroll additive, REMIS is still the system used for Statewide, Maintenance, and FEMA Projects. Therefore, the additive rates are also maintained in REMIS until WVDOH is fully integrated into wvOASIS. Financial Reporting will provide the West Virginia Department of Transportation (WVDOT) Information Technology Division the payroll additive rates to input into REMIS.

The payroll rates in wvOASIS are lower than REMIS because the rates are only for indirect costs (leave, increment, worker's compensation, Pay Go Insurance, and unemployment). The payroll expenses such as Social Security, Public Employees Insurance Agency, Consolidated Public Retirement, and Optional Public Employee Benefits are direct costs. In REMIS, the additive rate is for both indirect and direct costs.

2.0 SCOPE

This policy applies to employees of the Federal Aid and Financial Reporting sections of the Finance Divisions.

3.0 DEFINITIONS

- 3.1 **wvOASIS**: means the Enterprise Resource System, the statewide computer system designed to manage the state's business functions Financial Management, Procurement, Asset Management, Personnel Administration, Payroll, Time Reporting, and Benefits Administration.
- 3.2 **REMIS**: means the Remote Entry Management Information System that was developed as an in-house system to gather detailed information in the areas of payroll, equipment, inventory, accounts payable and accounting. The data is accessible for various reports to assist in decision making. Several REMIS functions have migrated to other programs as REMIS is phased out.

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4.0 ADDITIVE RATES

4.1 REMIS PAYROLL ADDITIVE RATES

DOT AGENCY PAYROLL ADDITIVE RATES FOR REMIS	PERMANENT EMPLOYEES		TEMPORARY EMPLOYEES	
	REGULAR PAYROLL	OVERTIME	REGULAR	OVERTIME
		UNDER*	OVER**	
DOH	66.97%	16.65% 16.65%	10.45% 10.45%	7.65% 7.65%

- A. Employee Gross Monthly Salary is Under \$11,900 or Hourly Rate is \$68.65 and under.
- B. Employee Gross Monthly Salary is Over \$11,901 or Hourly Rate is Over \$68.65.

4.2 wvOASIS PAYROLL ADDITIVE RATES

DOT AGENCY PAYROLL ADDITIVE RATES FOR wvOASIS	PERMANENT EMPLOYEES	
	INDIRECT – REGULAR PAYROLL OBJ 1200	
DOH	32.96%	

5.0 EFFECTIVE DATES

Every Fiscal Year the payroll additive is calculated to provide a new payroll additive rate for the upcoming fiscal year.

REMIS Effective: 7/1/2023

OASIS Effective: 7/1/2023

6.0 CHANGE LOG

June 30, 2023 –

- Formatted and revised policy to reflect additive rates effective July 1, 2023
- Added Section 5.0 Effective Dates.
- Added signature and disclaimer.

August 25, 2023 –

- Updated and corrected Section 4.2 WVOASIS Payroll Additive Rate.

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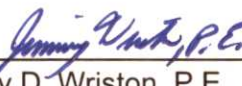
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Effective Date of Policy: 08/25//2023

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.