Due to the timing of upcoming changes, this information is being provided prior to final ratification of the contract between SEIU and the State of Oregon. These changes are subject to final ratification by SEIU membership.

Two week/14 day pay period:

What’s happening?:
Beginning 10/01/2017, service authorization periods (aka pay periods) will change to every 14 days (aka every two weeks).
A service period is defined as two consecutive work weeks for a total of fourteen (14) days. A work week is defined as 12:00am on Sunday through 11:59pm on Saturday.

Who does the change impact?
All HCWs who work for APD consumers in the In-Home Services program, State Plan Personal Care (SPPC) program, and Oregon Project Independence (OPI) program.

Why is this change happening?
- Improve consumers’ and HCWs’ ability to manage work schedules more efficiently since the same number hours will be authorized for the same number days in each service (pay) period
- Help HCWs to stay within their weekly hourly cap
- Standardize pay processing dates for HCWs
- Prepare for a new electronic time capture system

What can HCWs expect?
- HCWs will receive a timesheet (voucher) every 14 days. This will improve processing time and timely pay checks.
- HCWs will be paid more often – the payment process is changing to 26 pay periods in a year with the 14 day (every two week) pay period. Prior to 10/1/2017, HCWs were paid bi-monthly which equals 24 pay periods in a year.
- Timesheets will have less hours showing; however, the hours appear lower because there are less days in a 14 day pay period; a bi-monthly pay period has 15 or 16 days. The lesser hours showing on the timesheets does not mean the hours of service are reduced; the total service hours are divided into 2 week increments.
- HCWs will get the same amount of pay every 14 days.
- There will be consistent submission and pay processing dates for timely payments.
At the time of implementation (10/01/2017), no lag time in processing timesheets is expected. Out of cycle payments will be done since there will be a mixture of bi-monthly and 14 day service authorization timesheets being processed; this will help to make the payment process smoother.