

Volunteers, Unpaid

Purpose

This recommended practice describes the OSPA entries when an agency wishes to have workers' compensation insurance for an unpaid volunteer.

If your agency has unpaid volunteers, the agency has three options for injury coverage under Risk Management Policy 125-7-204:

- Provide no workers compensation coverage (default)
- Insure the volunteer under Risk Management's Volunteer Injury Coverage (VIC) program
- Insure the volunteer under the state's workers' compensation program, like a paid employee

For additional information, see the Risk Management web site:

<http://www.das.state.or.us/DAS/SSD/Risk/VolInjTOC.shtml>

For unpaid volunteers, only make entries in OSPA if your agency has contacted Risk Management, State Services Division, DAS, and elected to cover the volunteer under the state's Workers' Compensation program.

If your agency has included a volunteer in the state's Workers' Compensation program, you will make a monthly summary entry on the P050 Gross Pay Adjustments on File. For OSPA to report it properly, use pay type AW Assumed Wages and enter UNITS (volunteer hours) and RATE (federal minimum wage).

Authority / References

ORS 657.015 Employee [unemployment insurance)

Risk Management, State Services Division, DAS, Policy 125-7-204 Volunteer Injury Coverage, <http://www.das.state.or.us/DAS/SSD/Risk/VolInjTOC.shtml>

Risk Management, State Services Division, DAS, Policy Amendment 1-204 Volunteer Injury Coverage, VIC Deductible,

http://www.das.state.or.us/DAS/SSD/Risk/VolInjTOC.shtml#Policy_Amendment

Risk Management, State Services Division, DAS Volunteer Programs RisKey,

<http://www.das.state.or.us/DAS/SSD/Risk/RisKeyVolunteers.shtml>

Workers' Benefit Fund (WBF) Assessment, Subjectivity, Fiscal and Business Services Division, DCBS website: <http://www.oregon.gov/DCBS/FABS/docs/assessment.pdf>

Scope / Applicability

This recommended practice applies to agencies that use OSPA and wish to cover unpaid volunteers under the state’s workers’ compensation program.

Responsibilities

Entity	Responsibility
Agency Program Area	<ul style="list-style-type: none"> • Identifies duties for unpaid volunteer • Consults Risk Management Policy 125-7-204 DAS Risk Management to determine which injury coverage, if any the volunteer will have • Works with agency’s Risk Coordinator to obtain coverage • If covered by the state’s Workers’ Compensation program: <ul style="list-style-type: none"> ▪ Ensures volunteer tracks and reports hours worked during month ▪ Notifies agency Personnel and Payroll Offices ▪ Forwards hours worked to agency payroll office prior to run 2 final each month
Agency Risk Coordinator	<ul style="list-style-type: none"> • Works with DAS Risk Management to ensure volunteer is covered with injury coverage, when desired
Agency Personnel Office	<ul style="list-style-type: none"> • Ensures “generic” volunteer (Workers, Volunteer) has been entered in the PPDB
Agency Payroll Office	<ul style="list-style-type: none"> • Prior to run 2 final for each pay period makes P050 entries for unpaid volunteers who are covered under the state’s Workers’ Compensation program
DAS Risk Management	<ul style="list-style-type: none"> • Works with agency’s Risk Coordinator to ensure desired coverage for volunteers is in place • After each run 2 final, reports salary (including volunteer assumed wages) to SAIF Corporation, the state’s insurer.
OSPS	<ul style="list-style-type: none"> • Maintains Payroll Benefit Package Table in OSPA • Distributes XREF21 WBF Assessment & SAIF Premium Summary Report to Risk Management after run 2 final

OSPA Reference Manual

Recommended Practices

Volunteers, Unpaid

SYSTEMS / APPLICATIONS

System / Application	Functionality
OSPA	<ul style="list-style-type: none">Includes AW entries in the ASSUMED WAGES column on the XREF21

Prerequisites

The agency will first contact Risk Management, State Services Division, DAS, and establish Workers' Compensation coverage for the designated volunteer. You do not need to make entries in the PPDB or OSPA if your agency will not cover the volunteer under SAIF.

Each agency that has unpaid volunteers and covers them under the state's Workers' Compensation program must have a "Worker, Volunteer" set-up in the PPDB and interfaced to the P030 Job Status Data in OSPA.

Recommended Practice

Action	More
<ol style="list-style-type: none">Confirm data interfaced from the PPDB to OSPA on the P030 Job Status Data for Workers, Volunteer, including:<ul style="list-style-type: none">SSN – 9999##### or 999999####, ### or ##### = your agency numberJOB STAT STOP – 999999, a current recordBENEFIT PKG CD – VV, (Volunteers)WAGE BASIS CD – U (undefined)PERSONNEL BASE RATE – 0.00PERSONNEL PAY RATE – 0.00ADJUSTED BASE – 0.00EQUIVALENT RATE – 0.00HOLIDAY PKG CD – NO-T / FLSA CD – N/NTIMESHEET CD – NEMPLOYEE ID -- 000000000LABOR COSTING / PCT – 999999999999 / 1.0000	See OSPA Screen Descriptions, P030.

OSPA Reference Manual

Recommended Practices

Volunteers, Unpaid

Action	More
<pre> P030 999916500,16500,1,999999 JOB STATUS DATA 030 WORKERS, VOLUNTEER *** JOB STATUS INFO *** JOB STAT START/STOP 081487/999999 PERS AGY/POS/DFC/SC 16500/9898989/0/0 PT-FT CD/PCT P/0.0000 APPOINTMENT TYP DT/CD 081487/P EMP REPR/CLS/OPT/STEP ****/P9999V/ / /00 PERSONNEL TRANS CD 000 BENEFIT PKG CD VV LEAVE ACCRUAL SVC CD PERS JOB CLASS CODE 0 CREW-UNIT 00000 WAGE BASIS CD U PERSONNEL BASE RATE 0.00 ADJUSTED BASE 0.00 PERSONNEL PAY RATE 0.00 EQUIVALENT RATE 0.00 HOLIDAY PKG CD N LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD N/N LAST PA NUMBR/TRAN DT VOLTER 000000 *** CONCURRENT JOB INFO *** REPORT DISTR CD 999 RECOG SVC DT CITY CNTY CD 24/M STANDARD HRS PER DAY 8.000 MASS TRANSIT DIST X TIMESHEET CD N EMPLOYEE ID 000000000 ---FUND SPLITS--- LABOR COSTING PCT PAY PCT/ PCT/ TYPE AMT AMT CD 999999999999999 1.0000 000000000000 0.0000 000000000000 0.0000 000000000000 0.0000 </pre>	<p>You do not need to enter valid labor costing. These transactions do not interface to R*STARS.</p>
<p>2. Confirm data entered on the P010 Withholding Data / Locator Data for Workers, Volunteer:</p> <ul style="list-style-type: none"> ▪ RTMT SYST – N ▪ RTMT STAT -- N ▪ FICA SUBJ – N ▪ SAIF SUBJ – Y ▪ UNEM SUBJ -- N 	<p>See OSPA Screen Descriptions, P010</p>
<pre> P010 999916500 16500 WITHHOLDING DATA / LOCATOR DATA 010 WORKERS, VOLUNTEER WH63 INQUIRY ONLY THIS AGCY RDC/CREW/CST CTR 999 -----MANDATORY WITHHOLDING----- ? TAX DATA FOLLOW-UP FLAG: N BEG DATE STAT EXEM ADDL END DATE ? FINAL CHECK ISSUED: 000000 ? FED 000000 00 0000 000000 ? FINAL CHECK PERIOD ENDING: 000000 ? STATE 000000 00 0000 000000 ? RETIREMENT START DATE: 000000 EFF ----FEDERAL---- -----STATE----- EIC RTMT RTMT RTMT FICA SAIF UNEM DATE STAT EXEM ADDL STAT EXEM ADDL CD SYST STAT ACCT SUBJ SUBJ SUBJ ? 000000 S 00 0000 S 00 0000 N N N 000000 N Y N ? ----WAIVERS---- CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE CLASS DATE ? ? ? ? ? ? </pre>	

OSPA Reference Manual

Action	More
<p>3. Prior to run 2 final each month, summarize the hours worked for all unpaid volunteers with Workers' Comp coverage. Make one summary entry on the P050 Gross Pay Adjustments on File:</p> <ul style="list-style-type: none">▪ PAY TYP – AW▪ ADJ TYP – See Notes▪ RATE – federal minimum wage, see Notes▪ UNITS – total number of hours worked during the month for volunteers covered by Workers' Compensation insurance▪ COMMENT – audit trail for entry	<p>See Screen Descriptions, P050</p>
<pre>P050 999916500,16500,1,083209 GROSS PAY ADJUSTMENTS ON FILE WORKERS, VOLUNTEER PAY STRT STOP ADJ DAYS TRAN TYP DATE DATE TYP RATE UNITS AMOUNT WRKD DATE ERROR MSG A AW 083109 083109 A 7.25 103.00 746.75 081808 ASSUMED WAGE VOL WRKRS COMMENT ARC VOL 0809</pre>	

Notes

P050 GROSS PAY ADJUSTMENTS ON FILE FIELDS

ADJ TYP – On the P050, the ADJ TYP defaults to A (one-time). If your agency has volunteer(s) that work over an extended period, you can make the adjustment on-going (space through the A). Even with an on-going entry, you will need to enter the specific hours for each month.

RATE – The standard rate for unpaid volunteers is the federal minimum wage. Effective July 24, 2009, it is \$7.25. For information on the federal minimum wage see:

- o BOLI web site: http://www.oregon.gov/BOLI/TA/T_FAQ_Min-wage2008.shtml
- o U.S. Department of Labor web site: <http://www.dol.gov/dol/topic/wages/minimumwage.htm>

If your agency wishes to cover a specific category of volunteers at a higher rate, your Risk Coordinator can ask Risk Management for an exception.

Exceptions

Troubleshooting

Supporting Documentation / Forms

Risk Management forms for volunteers are available on the Risk Management Web site:
<http://www.das.state.or.us/DAS/SSD/Risk/Forms1.shtml#volunteer>

Resources

Reports

B075B Gross Pay Adjustments
XREF45, XREF44, XREF45, XREF46, XREF46D Payroll Register
XREF21 WBF Assessment & SAIF Premium Summary Report

Attachments

Revision History

Date	Rev. No.	Modification
04/24/07	1.0	Original
07/13/07	1.1	Change in federal minimum wage
08/18/08	1.2	Change in federal minimum wage
07/20/09	1.3	Change in federal minimum wage