

Frequently Asked Questions: Administrative Time for Homecare Workers, Personal Support Workers, and Personal Care Attendants

Why am I paid an extra 15 minutes per pay period?

Beginning in January 2025, you will be eligible to be paid an extra 15 minutes per pay period for administrative time (Admin Time). This benefit was negotiated between the State and SEIU, Local 503 and is included in the 2023-2025 Collective Bargaining Agreement (CBA). It is in recognition of the time you spend recording and submitting your time so you can be paid. This is called administrative time.

You can find the CBA on the Oregon Home Care Commission's website: <https://www.oregon.gov/odhs/providers-partners/homecare-workforce/Documents/2023-2025-seiu-ohcc-contract.pdf>

This benefit is available through June 30, 2025.

When does Admin Time and Payment begin?

Homecare workers and personal care attendants: This starts with the 1/12/25 - 1/25/25 pay period.

Personal support workers: This starts with the 1/16/25-1/31/25 pay period.

Do I have to do anything to claim Admin Time?

No. You will not need to enter a claim for Admin Time through eXPRS or OR PTC DCI. You will be paid for the extra 15 minutes automatically.

Personal support workers: eXPRS will automatically generate one Admin Pay Claim for each pay period you enter and submit time and provide a timesheet to the Case Management Entity (CME).

How much am I paid for Admin Time?

Admin Time is paid at the minimum base rate found in Appendix A of the 2023-2025 Collective Bargaining Agreement. As of January 2025, the minimum base rate is \$20 per hour. **Important to note:** Additional steps or differentials **do not** apply to admin pay.

One hour consists of four 15-minute increments. 15-minute increments are usually shown as .25 (60 minutes divided by four 15-minute increments).

The formula used to calculate admin pay before taxes (gross amount) is:

Minimum base rate divided by 4.

Example: \$20 divided by 4 equals \$5 before taxes.

How much Admin Time am I eligible to receive each pay period?

Homecare workers and personal care attendants: You are eligible for Admin Time every 14-day pay period.

Personal support workers: You are eligible for Admin Time twice per month: The 1st through the 15th and the 16th through the end of the month.

Does Admin Time count toward overtime or holiday pay?

No. Admin Time is not included in the overtime calculation or holiday pay.

Do I receive Admin Time for each person for whom I work?

No. You are eligible to receive 15 minutes of Admin Time per pay period regardless of the number of consumers for whom you work.

I'm an HCW, PSW, and PCA. How much Admin Time am I eligible to receive?

You're eligible to receive 15 minutes per provider type when you work and are paid as that provider type during a pay period. This means, you could earn up to 45 minutes of Admin Time if you work and are paid as an HCW, PSW, and PCA during the same pay period.

How should I enter my time to ensure I get paid for Admin Time?

Homecare workers and personal care attendants: Enter and submit your time in OR PTC DCI for each day worked during the pay period. Time entry should occur at the time your shift begins and ends in OR PTC DCI. This helps ensure you get the maximum amount of Admin Time available, are paid on time, and are complying with Electronic Visit Verification (EVV) requirements.

Personal support workers: Enter and submit your time, along with your timesheet to the CME for each pay period as it occurs. This ensures you receive your Admin Pay for both pay periods in a month.

When will I see the payment for Admin Time?

Admin Time is paid a pay cycle behind. For example:

Homecare workers and personal care attendants: Admin Time for the pay period 1/12/25-1/25/25 will be paid on the 2/19/25 pay processing date.

Personal support workers: Admin Time for 1/16/25-1/31/25 will be paid on the 2/14/25 pay processing date.

How can I tell if I have been paid for Admin Time?

Homecare worker and personal care attendants: You will not be able to see the Admin Time in OR PTC DCI. You will see it on your Remittance Advice as the procedure code (Proc) **ORAP1**. The unit will be .25.

Personal support workers: You can view Admin Pay Claims in eXPRS. They can be found by searching for claims that have the following Service Element, Procedure Code, and Modifier Code: **SE146/ORAP1/NA**. On your paycheck from Public Partnership, LLC (PPL), you will see this displayed as “Administrative Pay.”

Are taxes withheld from Admin Time?

Admin Time is considered taxable income and wages which will be reported on your W-2.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Oregon Home Care Commission at OHCC.CustomerRelations@odhs.oregon.gov or call 877-867-0077. We accept all relay calls or you can dial 711.