



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: 06/12/2025

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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. WVDOH is fully integrated into wvOASIS beginning July 1, 2025 and the direct rate will no longer be used for the payroll additive. In wvOASIS the payroll rates are only for the indirect costs (leave increment, worker's compensation, Pay Go Insurance, and unemployment).

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 wvOASIS PAYROLL ADDITIVE RATES

DOT AGENCY PAYROLL ADDITIVE RATES FOR wvOASIS	PERMANENT EMPLOYEES	
	INDIRECT – REGULAR PAYROLL OBJ 1200	
DOH	35.52%	

4.0 EFFECTIVE DATES

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

OASIS Effective: 7/1/2025

5.0 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.

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August 25, 2023 –

- Updated and corrected Section 4.2 WVOASIS Payroll Additive Rate.

June 12, 2025 –

- Updated and corrected Section 4.2 WVOASIS Payroll Additive Rate.
- General formatting

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Effective Date of Policy: 06/12/2025

Approved by:



Stephen T. Rumbaugh, P.E.
Secretary of Transportation/
Commissioner of Highways

6/18/2025

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.