



Legislative Assistant II
Company Legislative Assembly
Cedar McMurrin
Manager
Aimee Steketee
Manager
Thuy Tran
Manager

Overview

Job Details

Job Details

Employee ID	██████████
Supervisory Organization	The People of Oregon >> HD 45 - LA
Position	Legislative Assistant II
Business Title	Legislative Assistant II
Job Profile	Legislative Assistant II - SR05 - Non Exempt - Legislative
Job Family	Legislative > Legislature
Employee Type	Limited Duration (Fixed Term)
Management Level	Non-Management
Time Type	Part time
FTE	50.00%
Location	Oregon State Capitol
Hire Date	04/01/2024
Original Hire Date	05/03/2021
Continuous Service Date	04/01/2024
End Employment Date	12/31/2024
Length of Service	0 year(s), 3 month(s), 29 day(s)
Time in Position	0 year(s), 3 month(s), 29 day(s)
Time in Job Profile	0 year(s), 3 month(s), 29 day(s)

Contact Information - Public

Work Address

900 Court St NE
Salem, OR 97301



United States of America

Personal Information

Personal

Gender [Redacted]
 Date of Birth [Redacted]
 Age 24 years, 5 months, 4 days
 Hispanic or Latino
 Race/Ethnicity [Redacted]
 Hispanic or Latino - Visual Survey
 Race/Ethnicity - Visual Survey
 Gender Identity [Redacted]
 Pronoun [Redacted]

PAY | Worker Time Tracking Details

Employee ID	Exempt	Kronos/API/ISDS User	Union/Representation	Benefit Package	Overtime Eligible (JC)	Pay Basis Code	PERS Class Plan	Cost Center	Company	Pay Group	Period Schedule	Worker Time Entry Templates	Work Schedule Calendars	Work Schedule Calendar Group	Work Schedule Calendar Group	Holiday Calendars	Job Profile	Job Family	No Retro Processing Prior To
[Redacted]			Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible	[Redacted]	Y - Yes (03. Overtime Eligible)	P - Partial Salary (01. Pay Basis Code)	[Redacted]	1241002045 155 1241002045	Legislative Assembly	LA - 15500	New Monthly Pay Schedule	Non-Exempts - Split by Day Breaker [Salaried]	Standard 20 Hours: M-F ~ 8AM - 12:00PM [WW Begin SUN]	Part Time Work Schedules	Part Time Work Schedules	Christmas (Observed) Independence Day (Observed) Juneteenth (Observed) Labor Day Martin Luther King Memorial Day New Year's (Observed) Thanksgiving Thanksgiving (Day After) Veteran's Day (Observed)	Legislative Assistant II - SR05 - Non Exempt - Legislative	Legislature	02/01/2024

Manager History

Manager History



Position	Start Date	End Date	Manager History		
			Manager	Managed From	Managed To
Legislative Assistant II	04/01/2024		Aimee Stekete Cedar McMurrin Thuy Tran	04/01/2024	
Legislative Assistant II	01/16/2024	03/09/2024	Aimee Stekete Cedar McMurrin Thuy Tran	01/16/2024	03/09/2024
Office Specialist 2 - SR15 - Non Exempt	05/03/2021	06/15/2021	Cheryl Myers Sarah Manning	05/06/2021 05/03/2021	06/15/2021 05/05/2021

Compensation

Totals

Total Salary & Allowances	Total Base Pay	Currency	Frequency
2,131.50	2,131.50 USD		Monthly

Compensation

Compensation Package General Compensation Package
Grade 05
Grade Profile LBEW-05-AA
Step Step 04 - 4,263.00 USD
Next Step Progression Target Date
Total Base Pay Range 3,735.00 - 5,603.00 USD Monthly
Company Legislative Assembly

Plan Assignments

Effective Date	Plan Type	Compensation Plan	Assignment
04/01/2024	Salary	Monthly Salary Pro Rated if Less than Full Time	4,263.00 USD Monthly (Prorated: 2,131.50)

Contact

Home Contact Information

Addresses

Address	Usage	Visibility	Shared With	Effective Date
[REDACTED]	Home (Primary)	Private		05/03/2021



Phones

Phone Number	Device	Usage	Visibility	Shared With
[REDACTED]	Cell Phone	Home (Primary)	Private	

Email Addresses

Email Address	Usage	Visibility
[REDACTED]	Home (Primary)	Private

Work Contact Information

Addresses

Address	Usage	Visibility	Effective Date
900 Court St NE Salem, OR 97301 United States of America	Business (Primary) Street Address	Public	04/01/2024

Worker History

Worker History

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Absence Request: Collin Ledford	07/22/2024	07/22/2024 02:26:47 PM	07/24/2024		In Progress	Aimee Steketee Cedar McMurrin Thuy Tran
Edit Position: Collin Ledford	06/13/2024	06/13/2024 02:40:47 PM		06/13/2024 02:40:47 PM	Successfully Completed	
Change Emergency Contacts for Onboarding: Collin Ledford		04/08/2024 12:39:53 PM		04/08/2024 12:39:57 PM	Successfully Completed	
Update Profile: Employee Profile Update v2: Collin Ledford		04/08/2024 12:39:57 PM			In Progress	Collin Ledford
Onboarding for Collin Ledford	04/01/2024	04/01/2024 10:42:24 AM		04/01/2024 10:42:24 AM	Successfully Completed	Collin Ledford
Assign Work Schedule for Hire: Collin Ledford - Legislative Assistant II on 04/01/2024	04/01/2024	04/01/2024 10:29:55 AM		04/01/2024 10:42:24 AM	Successfully Completed	
Service Dates Change: Collin Ledford	04/01/2024	04/01/2024 10:30:36 AM	04/03/2024	04/01/2024 10:30:36 AM	Successfully Completed	
Propose Compensation Hire: Collin Ledford - Legislative Assistant II	04/01/2024	04/01/2024 10:29:16 AM		04/01/2024 10:29:51 AM	Successfully Completed	
Hire: Collin Ledford	04/01/2024	04/01/2024 10:17:40 AM		04/01/2024 10:29:51 AM	Successfully Completed	Collin Ledford
Manage Union Membership for Worker: Collin Ledford - Legislature - International Brotherhood of Electrical Workers (LBEW) - Eligible		04/01/2024 10:29:54 AM	04/02/2024	04/01/2024 10:29:54 AM	Successfully Completed	
ID Change: Collin Ledford		04/01/2024 10:28:36 AM		04/01/2024 10:29:51 AM	Successfully Completed	
Personal Information Change: Collin Ledford (United States of America)		04/01/2024 10:17:40 AM	04/03/2024	04/01/2024 10:17:40 AM	Successfully Completed	
Terminate: Collin Ledford	03/09/2024	03/04/2024 02:16:46 PM		03/04/2024 02:17:00 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Temporary Employee		03/04/2024 02:17:00 PM	03/05/2024	03/04/2024 02:17:00 PM	Successfully Completed	



Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Manage Union Membership for Worker: Collin Ledford - Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible		03/04/2024 02:17:00 PM	03/05/2024	03/04/2024 02:17:00 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Legislature – International Brotherhood of Electrical Workers (LNEW) - Not Eligible		03/04/2024 02:17:00 PM	03/05/2024	03/04/2024 02:17:00 PM	Successfully Completed	
Update Profile: Employee Profile Update v2: Collin Ledford		01/15/2024 03:50:59 PM		03/04/2024 02:17:00 PM	Canceled	
Absence Request: Collin Ledford	02/28/2024	02/28/2024 11:32:41 AM	03/01/2024	03/05/2024 12:20:17 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible		02/06/2024 02:51:00 PM	02/07/2024	02/06/2024 02:51:00 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Legislature – International Brotherhood of Electrical Workers (LNEW) - Not Eligible		02/06/2024 02:48:35 PM	02/07/2024	02/06/2024 02:48:35 PM	Successfully Completed	
Compensation Change: Collin Ledford - Legislative Assistant II	02/05/2024	02/06/2024 02:46:38 PM		02/06/2024 02:46:38 PM	Successfully Completed	
Edit Position: Collin Ledford	02/05/2024	02/06/2024 02:42:46 PM		02/06/2024 02:42:46 PM	Successfully Completed	
Assign Work Schedule: Collin Ledford on 02/04/2024	02/04/2024	02/21/2024 04:28:54 PM	02/23/2024	02/21/2024 04:28:54 PM	Successfully Completed	
Onboarding for Collin Ledford	01/16/2024	01/12/2024 07:41:42 AM		01/12/2024 07:41:42 AM	Successfully Completed	
Assign Work Schedule for Hire: Collin Ledford - Legislative Assistant II on 01/16/2024	01/16/2024	01/11/2024 05:18:34 PM		01/12/2024 07:41:42 AM	Successfully Completed	
Propose Compensation Hire: Collin Ledford - Legislative Assistant II	01/16/2024	01/11/2024 05:17:30 PM		01/11/2024 05:18:24 PM	Successfully Completed	
Hire: Collin Ledford	01/16/2024	01/10/2024 05:24:13 PM		01/11/2024 05:18:24 PM	Successfully Completed	
Change Emergency Contacts for Onboarding: Collin Ledford		01/15/2024 03:50:53 PM		01/15/2024 03:50:59 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Legislature – International Brotherhood of Electrical Workers (LNEW) - Not Eligible		01/11/2024 05:18:33 PM	01/12/2024	01/11/2024 05:18:33 PM	Successfully Completed	
ID Change: Collin Ledford		01/11/2024 02:59:56 PM		01/11/2024 05:18:24 PM	Successfully Completed	
Personal Information Change: Collin Ledford (United States of America)		01/10/2024 05:24:13 PM	01/12/2024	01/10/2024 05:24:13 PM	Successfully Completed	
Update Profile: Employee Profile Update v2: Collin Ledford		05/24/2021 07:42:32 PM		10/19/2021 12:57:14 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Temporary Employee		06/22/2021 08:02:02 PM	06/23/2021	06/22/2021 08:02:02 PM	Successfully Completed	
Manage Training: Collin Ledford		06/17/2021 10:55:13 AM		06/17/2021 10:55:13 AM	Successfully Completed	
Manage Training: Collin Ledford		06/17/2021 10:32:00 AM		06/17/2021 10:32:00 AM	Successfully Completed	
Manage Training: Collin Ledford		06/17/2021 08:30:41 AM		06/17/2021 08:30:41 AM	Successfully Completed	
Terminate: Collin Ledford	06/15/2021	06/15/2021 10:15:56 AM		06/22/2021 08:02:02 PM	Successfully Completed	
Manage Training: Collin Ledford		06/15/2021 08:15:07 PM		06/15/2021 08:15:07 PM	Successfully Completed	
Manage Training: Collin Ledford		06/02/2021 06:21:06 AM		06/02/2021 06:21:06 AM	Successfully Completed	
Manage Training: Collin Ledford		05/25/2021 06:24:18 AM		05/25/2021 06:24:18 AM	Successfully Completed	
Manage Education: Collin Ledford		05/10/2021 02:44:36 PM	05/12/2021	05/10/2021 02:44:36 PM	Successfully Completed	
Manage Education: Collin Ledford		05/10/2021 02:44:27 PM	05/12/2021	05/10/2021 02:44:27 PM	Successfully Completed	
Manage Education: Collin Ledford		05/10/2021 02:43:27 PM	05/12/2021	05/10/2021 02:43:27 PM	Successfully Completed	
Manage Education: Collin Ledford		05/10/2021 02:42:45 PM	05/12/2021	05/10/2021 02:42:45 PM	Successfully Completed	
Manage Education: Collin Ledford		05/10/2021 02:41:55 PM	05/12/2021	05/10/2021 02:41:55 PM	Successfully Completed	
Change Emergency Contacts for Onboarding: Collin Ledford		05/07/2021 01:28:38 PM		05/07/2021 01:30:25 PM	Successfully Completed	
Manage Union Membership for Worker: Collin Ledford - Temporary Employee		05/04/2021 04:09:30 PM	05/05/2021	05/04/2021 04:09:30 PM	Successfully Completed	
Complete Form I-9: Collin Ledford - Employment Authorized	05/03/2021	05/04/2021 04:09:32 PM		05/05/2021 07:55:37 AM	Successfully Completed	
Onboarding for Collin Ledford	05/03/2021	05/04/2021 04:09:32 PM		05/04/2021 04:09:32 PM	Successfully Completed	
Hire: Collin Ledford	05/03/2021	05/03/2021 01:28:03 PM		05/04/2021 04:09:21 PM	Successfully Completed	



Employee History

Job Profile Changes

Job Profiles

Date	Type	Reason	Job Profile	Manager
04/01/2024	Hire	Limited Duration Hire Employee > Workload	Legislative Assistant II - SR05 - Non Exempt - Legislative	Aimee Steketee Cedar McMurrin Thuy Tran
01/16/2024	Hire	Limited Duration Hire Employee > Workload	Legislative Assistant II - SR05 - Non Exempt - Legislative	Aimee Steketee Cedar McMurrin Thuy Tran
05/03/2021	Hire	Temporary Hire Employee > Intern	Office Specialist 2 - SR15 - Non Exempt	Sarah Manring

Compensation History

Base Pay Changes (Last 3 Years)

Date	Reason	Base Pay - Proposed	Percent Change	Primary Compensation Basis	Currency	Job Profile	Manager
04/01/2024	Limited Duration Hire Employee > Workload	2,131.50	-50.00%		0.00 USD	Legislative Assistant II - SR05 - Non Exempt - Legislative	Thuy Tran
01/16/2024	Limited Duration Hire Employee > Workload	1,705.20	214.84%		0.00 USD	Legislative Assistant II - SR05 - Non Exempt - Legislative	Thuy Tran

Absence Requests

Time Off Requests

Time Off	Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Comment
Absence Request: Collin Ledford	02/28/2024	Wednesday	Administration Leave	01:00:00 PM	05:00:00 PM		4 Hours	

Personal

Names

Legal Name

Name
Collin James Ledford

Preferred Name

Name

Personal Information



Personal

Gender [REDACTED]
 Date of Birth [REDACTED]
 Age 24 years, 5 months, 4 days
 Hispanic or Latino
 Race/Ethnicity [REDACTED]
 Hispanic or Latino - Visual Survey
 Race/Ethnicity - Visual Survey
 Gender Identity [REDACTED]
 Pronoun [REDACTED]

IDs

Employee ID

Employee ID
[REDACTED]

National IDs

Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
United States of America	Social Security Number (SSN)	[REDACTED]					05/04/2021	Sarah Manring

Other IDs

Other ID Type	Organization	Description	Identification #	Issued Date	Expiration Date
RACF User ID			000000124021	SOSBB70	05/03/2021
RACF User ID			000000047284	LEGE27	04/01/2024
RACF User ID			000000047284	LEGEA54	01/16/2024
PEBB ID			[REDACTED]		

Additional Data

View As Of 07/30/2024

Compensation Freeze Information (Person)

Compensation Freeze Reason
 Expected End Date

Disability Insurance .. Paid Leave Oregon

Event #	Type	Paid Leave Oregon Benefit Year Start Date	Paid Leave Oregon Benefit Year End Date	Status	Closed	Event Start Date	Event End Date	Paid Leave Oregon Eligible for Job Protection	Number of Work Days Approved	Standard Insurance	Other Insurance Provider	Comments
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From PERS data integration (the retirement system of record)

Retired
Contribution Start Date 10/01/2024

Legal Hold

Legal Hold

Note: PERS is the system of record. Inquire with PERS if any questions

PERS Plan Name
PERS Id [REDACTED]

Performance Appraisal

Performance Appraisal Date

Salary Eligibility Date Second Position

Salary Eligibility Date Second Position

Service Credit

Order	Service Credit Source	Service Credit Score	Service Credit Start Date	Service Credit Calculated Through Date	Action Items	Date Last Updated	Agency Notes	Verified	Verified Date
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Verify My Information

Date
02/07/2024

Documents

Worker Document	Document Category	Comment	Attachments		
			Alternative Text	File Name	Upload Date
Ledford, Collin.xlsx	Other Worker Documents	LA2 PE		Ledford, Collin.xlsx	01/12/2024 01:51:45 PM
Updated-Onboarding Checklist- employee.pdf (002).pdf	Personnel New Employee Orientation Documents	OB checklist		Updated-Onboarding Checklist- employee.pdf (002).pdf	02/26/2024 02:12:46 PM
Ledford, Collin.xlsx	Other Worker Documents	LA2 PE rehire 4-1-24		Ledford, Collin.xlsx	04/05/2024 07:55:03 AM
Re_ Limited duration end date for Collin Ledford.msg	Other Worker Documents	LD extended through 12-31-24		Re_ Limited duration end date for Collin Ledford.msg	06/13/2024 02:44:29 PM

Candidate Documents

Resume / Cover Letter



Attachment
Ledford Resume and CL.pdf
Ledford+Resume.pdf
Ledford+Resume.pdf

Generated Documents

Document	Signature Type	Signed By	Signature Date	Signature Statement
New Employee Offer Letter 2024-01-10.pdf	Acknowledgment	Collin Ledford	01/10/2024 02:29:47 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the Comment text field below.
New Employee Offer Letter 2024-03-27.pdf	Acknowledgment	Collin Ledford	03/31/2024 06:48:08 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the Comment text field below.

My Service Dates

Original Hire Date	May 03, 2021
Continuous Service Date (also known as Recognized Service Date)	April 01, 2024
Length of Service (from Continuous Service Date)	0 year(s), 3 month(s), 29 day(s)
Company Service Date (also known as Agency Service Date)	April 01, 2024
Benefit Service Date (also known as Salary Eligibility Date)	October 01, 2024

Union / Representation

Union / Representation											
Union/Representation	REPR	Benefit Package	Start Date	End Date	Pays Dues	Position	Position ID	Primary Job	Job Profile	Pay Group	Notes
Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible	LBEW	XL	04/01/2024			Legislative Assistant II - Collin Ledford	000000047284	Yes	1102-SR05-N	LA - 15500	A Hire occurred on 2024-04-01.
Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible	LBEW	XL	02/05/2024	03/09/2024		Legislative Assistant II	000000047284				UM changed from LNEW to LBEW following FTE increase on 2-5-24
Legislature – International Brotherhood of Electrical Workers (LNEW) - Not Eligible	LNEW	EN	01/16/2024	02/04/2024		Legislative Assistant II	000000047284				A Hire occurred on 2024-01-16.
Temporary Employee	XA	XA	05/03/2021	06/15/2021		Office Specialist 2 - SR15 - Non Exempt	000000124021				A Hire occurred on 2021-05-03.

HCM | Probation

Probation Periods						
Probation Type	Probation Period Reason	Probation Start Date	Probation End Date	Probation Extended End Date	Probation Note	Position ID



Compensation

Compensation

Totals

Total Salary & Allowances	Total Base Pay	Currency	Frequency
2,131.50	2,131.50 USD		Monthly

Compensation

Compensation Package General Compensation Package
Grade 05
Grade Profile LBEW-05-AA
Step Step 04 - 4,263.00 USD
Next Step Progression Target Date
Total Base Pay Range 3,735.00 - 5,603.00 USD Monthly
Company Legislative Assembly

Plan Assignments

Effective Date	Plan Type	Compensation Plan	Assignment
04/01/2024	Salary	Monthly Salary Pro Rated if Less than Full Time	4,263.00 USD Monthly (Prorated: 2,131.50)

Estimated Annual Compensation

Time Period

Start Date 06/13/2024
End Date 12/31/2024
Days in Period 202

Estimated Totals

Total Base Pay \$14,155.50
Total Salary & Allowances \$14,155.50
Currency USD

Estimated Annual Compensation

Plan Type	Compensation Element	Plan	Assignment	Start Date	End Date	Days in Period	Estimated Amount
Salary	Monthly Salary Pro Rated if Less than Full Time - Salary Plan	Monthly Salary Pro Rated if Less than Full Time	4,263.00 USD Monthly (Prorated: 2,131.50)	04/01/2024		202	\$14,155.50
Total:							\$14,155.50

Pay Change History

Pay Change History



Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay	Currency	Frequency
04/01/2024	Hire Compensation	Hire Employee > Limited Duration Hire Employee > Workload	2,131.50	2,131.50	USD	Monthly
02/05/2024	Automatic Compensation Change: Collin Ledford - Legislative Assistant II	Edit Position > Edit Job > Pay Basis Code Change	4,263.00	4,263.00	USD	Monthly
01/16/2024	Hire Compensation	Hire Employee > Limited Duration Hire Employee > Workload	1,705.20	1,705.20	USD	Monthly
05/03/2021	Hire Compensation	Hire Employee > Temporary Hire Employee > Intern	541.60	541.60	USD	Monthly

Pay

Results

Current FLSA Calendar for Worker Monday - Sunday

Pay Calculation by Period

Payroll Result	Result Type	Period	Payment Date/Reversal Date	Sub Period (if partial Period)	Pay Group Detail	Position	Company	Calculation Status	Calculation DateTime	Result Updated DateTime	Gross Pay	Taxes/Deductions	Net Pay	Accounting Status	Include Retro Difference From			Recalculated During Retro				
															Retro Result	Earnings Amount	Deductions Amount	Retro Result	Earnings Difference	Deductions Difference	Paid In	
Collin Ledford: 08/31/2024 (Regular) - In Progress		08/01/2024 - 08/31/2024 (New Monthly Pay Schedule)	08/30/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	In Progress	07/26/2024 06:55:30.873 PM	07/26/2024 06:55:30.873 PM	\$2,131.49	\$486.17	\$1,645.32	Draft								
Collin Ledford: 07/31/2024 (Regular) - Complete		07/01/2024 - 07/31/2024 (New Monthly Pay Schedule)	08/01/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	07/26/2024 05:59:36.765 AM	06/25/2024 06:55:25.290 PM	\$2,131.50	\$486.17	\$1,645.33	Complete								
Collin Ledford: 06/30/2024 (Regular) - Complete		06/01/2024 - 06/30/2024 (New Monthly Pay Schedule)	07/01/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	06/25/2024 05:45:17.733 AM	06/24/2024 07:06:56.484 PM	\$2,131.52	\$550.28	\$1,581.24	Complete								
Collin Ledford: 06/30/2024 (Regular - On Demand Payment Additional) - Complete	On Demand Payment - Additional	06/01/2024 - 06/30/2024 (New Monthly Pay Schedule)	06/14/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	06/10/2024 10:36:03.749 AM	06/10/2024 10:36:03.749 AM	\$492.00	\$71.13	\$420.87	Complete	Payroll Retro Result for Collin Ledford: 05/31/2024 (Regular) - Complete	604.00	0.00					
Collin Ledford: 05/31/2024 (Regular) - Complete		05/01/2024 - 05/31/2024 (New Monthly Pay Schedule)	05/31/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	05/24/2024 05:45:13.809 AM	05/23/2024 07:10:16.834 PM	\$2,131.50	\$486.17	\$1,645.33	Complete	Payroll Retro Result for Collin Ledford: 04/30/2024 (Regular) - Complete	0.00	0.00	Payroll Retro Result for Collin Ledford: 05/31/2024 (Regular) - Complete	604.00	0.00	Collin Ledford: 06/30/2024 (Regular - On Demand Payment Additional) - Complete	



Payroll Result	Result Type	Period	Payment Date/Reversal Date	Sub Period (if partial Period)	Pay Group Detail	Position	Company	Calculation Status	Calculation DateTime	Result Updated DateTime	Gross Pay	Taxes/Deductions	Net Pay	Accounting Status	Include Retro Difference From			Recalculated During Retro			
															Retro Result	Earnings Amount	Deductions Amount	Retro Result	Earnings Difference	Deductions Difference	Paid In
Collin Ledford: 04/30/2024 (Regular) - Complete		04/01/2024 - 04/30/2024 (New Monthly Pay Schedule)	05/01/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	04/25/2024 05:51:43.993 AM	04/08/2024 08:51:58.836 PM	\$2,131.49	\$486.16	\$1,645.33	Complete				Payroll Retro Result for Collin Ledford: 04/30/2024 (Regular) - Complete	0.00	0.00	Collin Ledford: 05/31/2024 (Regular) - Complete
Collin Ledford: 03/09/2024 (Regular - On Demand Payment) - Complete	On Demand Payment - Replacement	03/01/2024 - 03/31/2024 (New Monthly Pay Schedule)	03/07/2024	03/01/2024 - 03/09/2024	LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	03/07/2024 10:33:50.513 AM	03/07/2024 08:48:15.951 AM	\$1,563.14	\$265.30	\$1,297.84	Complete				Payroll Retro Result for Collin Ledford: 03/09/2024 (Regular - On Demand Payment) - Complete	(1.23)	0.00	
Collin Ledford: 02/29/2024 (Regular) - Complete		02/01/2024 - 02/29/2024 (New Monthly Pay Schedule)	03/01/2024		LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	02/26/2024 05:56:28.421 AM	02/13/2024 06:31:26.033 PM	\$4,019.40	\$930.12	\$3,089.28	Complete				Payroll Retro Result for Collin Ledford: 02/29/2024 (Regular) - Complete	0.00	0.00	
Collin Ledford: 01/31/2024 (Regular) - Complete		01/01/2024 - 01/31/2024 (New Monthly Pay Schedule)	02/01/2024	01/16/2024 - 01/31/2024	LA - 15500 (Regular)	Legislative Assistant II - Collin Ledford	Legislative Assembly	Complete	01/26/2024 06:01:20.285 AM	01/25/2024 08:23:31.526 PM	\$889.68	\$127.31	\$762.37	Complete							

Input

Payroll Input	Worker	Position	Batch ID	Start Date	End Date	Special Entry	Pay Component	Ongoing vs. One-time	Adjustment vs. Override	Run Category Type	Run Category	Payroll Worktags	Currency	Input Details					Comment	Last Updated
														Type	Value	Used in On-Cycle	Used in Off-Cycle	Used in Retro		
Collin Ledford - State Withholding (Work) - 06/14/2024 - 06/14/2024	Collin Ledford		INT302_20240611	06/14/2024	06/14/2024	Yes	State Withholding (Work)	One-time	Adjustment	Specified	Regular	State: Oregon	USD	Amount	6.00	1	0	0	INT302 - Adjusted State Tax Withholding (Work) based on State Supplemental Tax Rate	06/11/2024, 7:40:25.141 AM by ISU INT302 Studio Boomerang Off-Cycle State Withholding (Work) Flat Rate Adjustment
Collin Ledford - Leave Payoff - Vacation Time - 03/09/2024 - 03/09/2024	Collin Ledford	Legislative Assistant II		03/09/2024	03/09/2024		Leave Payoff - Vacation Time	One-time	Adjustment	Regular				Hours (unprorated)	2.90	0	1	0	March accrual for final pay on seperation	03/06/2024, 3:44:52.182 PM by Jodi Rohde

Pay Group



Pay Group LA - 15500
Frequency Monthly

Costing Allocations

Default Organizational Assignments

Company: Legislative Assembly
Cost Center: 1241002045 155|1241002045

No current or future costing allocations exist

Withholding Orders

none entered

Payment Elections

Default Country United States of America
Default Currency USD
Status Successfully Completed
Last Updated 04/01/2024 10:42 AM
Last Updated By Jodi Rohde

Accounts

Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	Action
	United States of America		Checking		Complete	
	United States of America		Checking		Complete	

Payment Elections

Pay Type	Payment Elections			
	Payment Type	Account	Account Number	Distribution
Regular	Direct Deposit			Percent: 50.00%
	Direct Deposit			Percent: 50.00%

Tax Elections

Worker Collin Ledford
Company State of Oregon (93-1070707 for Tax Reporting)
Work State Oregon
Home State Oregon

Federal
Withholding



Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonresident Alien	Exempt from NRA Additional Amount	Lock In Letter	Exempt	No Wage/No Tax	Last Updated	Last Updated By
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State

Oregon Withholding

State WH Election	Effective Date	Marital Status	Number of Allowances	Additional Amount	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By	Print Completed Form
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Payment Election History

Date	Submitted By:	Company	Company ID	Worker ID	Worker	Status	All Accessible Comments	Payment Elections						PDC	RDC	Overall Business Process	
								Payment Type	Account Type	Bank Name	Account	Routing Number	Account Number				Distribution
05/07/2021	Collin Ledford	Secretary of State	16500	[REDACTED]	Collin Ledford	Successfully Completed		Direct Deposit	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12400	202	Hire: Collin Ledford
01/16/2024	Collin Ledford	Legislative Assembly	15500	[REDACTED]	Collin Ledford	Successfully Completed		Direct Deposit	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12400	202	Hire: Collin Ledford
04/08/2024	Collin Ledford	Legislative Assembly	15500	[REDACTED]	Collin Ledford	Successfully Completed		Direct Deposit	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12400	202	Hire: Collin Ledford
								Direct Deposit	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			

Job

All Jobs

Current



Organization	Position	Job Profile	Start Date	End Date	Location	Manager
HD 45 - LA	Legislative Assistant II	Legislative Assistant II - SR05 - Non Exempt - Legislative	04/01/2024	12/31/2024	Oregon State Capitol	Aimee Steketee Cedar McMurrin Thuy Tran

Historical

Organization	Position	Job Profile	Start Date	End Date	Location	Manager
Executive 1 - SOS	Office Specialist 2 - SR15 - Non Exempt	Office Specialist 2 - SR15 - Non Exempt	05/03/2021	06/15/2021	Salem SOS Public Service Building	Cheryl Myers
HD 45 - LA	Legislative Assistant II	Legislative Assistant II - SR05 - Non Exempt - Legislative	01/16/2024	03/09/2024	Oregon State Capitol	Aimee Steketee Cedar McMurrin Thuy Tran

HCM | Working Remotely | Completed Requests

Working Remotely Completed Requests						
Working Remotely	State	Start Date	End Date	Position	Updated	Attachments

HCM | Working Remotely | Awaiting Action

Company	Employee	Employee ID	Business Process	Date Initiated	Awaiting Action:	Action Required By:	Comments	Agency	Supervisory Organization	Manager	RDC	PDC
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Absence

Time Off | Balances

Time Off Balances as of Today	
Time Off	Balance as of Today
Administration Leave	4
Compensatory Time	0
Personal Business	0
Personal Protection Leave	160
Sick Leave	24.86
Special Leave	0
Straight Time	0
Vacation Leave	19.95

Time Off & Protected Leave | Requests



Time Off and Leave Requests									
Leave Request	Action Event	Date	Day of the Week	Start Time	End Time	Hours	Status	Comment	Event
Sick Leave	Absence Request: Collin Ledford	07/22/2024	Monday				4 Submitted		Absence Request: Collin Ledford
Administration Leave	Absence Request: Collin Ledford	02/28/2024	Wednesday	01:00 PM	05:00 PM		4 Approved		Absence Request: Collin Ledford

Holidays

...	
Holiday	Description
New Year's (Observed)	01 / January 1st - Saturday, Observe on Friday - Sunday, Observe on Monday
Martin Luther King Memorial Day	01 / January, Third Monday
Juneteenth (Observed)	05 / May, Last Monday
Independence Day (Observed)	06 / June 19th - Saturday, Observe on Friday - Sunday, Observe on Monday
Labor Day	07 / July 4th - Saturday, Observe on Friday - Sunday, Observe on Monday
Veteran's Day (Observed)	09 / September, First Monday
Thanksgiving	11 / November 11th - Saturday, Observe on Friday - Sunday, Observe on Monday
Thanksgiving (Day After)	11 / November, Fourth Thursday
Christmas (Observed)	11 / November, Fourth or Fifth Friday
	12 / December 25th - Saturday, Observe on Friday - Sunday, Observe on Monday

Leave Without Pay

Leave Without Pay							
Leave Event	Leave Type	Position	Last Day of Work	First Day of Leave	Return Date - Estimated	Return Date - Actual	First Day Back at Work

Vacation Leave Accrual



Multiple Jobs	External Time Tracking	Time Type	Pay Basis	FTE	Overtime	Schedule	Length of Service	ELIGIBILITY		Primary Position Representation
								Vacation Table	Vacation Accrual	
No	No	Part time	P - Partial Salary	50%	Y - Yes	Standard 20 Hours: M-F ~ 8AM - 12:00PM [WW Begin SUN]	0 year(s), 3 month(s), 29 day(s)	Accrual Table 2 0 Years = 10.00 Accrual 5 Years = 11.34 Accrual 10 Years = 13.34 Accrual 15 Years = 15.34 Accrual 20 Years = 17.34 Accrual 25 Years = 19.34 Accrual	Vacation Accrual Table 2	Legislature – International Brotherhood of Electrical Workers (LBEW) - Eligible

Performance

Performance Reviews

none entered

Development Plans

none entered

Feedback

Feedback Given

Date	About	Feedback Given	Type	Show Feedback Provider's Name?
		Feedback		

Feedback Received

Feedback Received

Actions	Date	From	Feedback
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Feedback Requested

Feedback Requested

Question	Type	Status	Request Date	From	Feedback	Relates To
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Career

Training

Training



Training	Training Type	Completed On	Description	Training Duration
SOS - HRD - COVID-19 Workplace Risks	Online Training	06/01/2021	This training meets Oregon OSHA OAR 437-001-0744 training requirements. Material is based on the latest information provided by the Oregon Health Authority (OHA) and the Centers for Disease Control and Prevention (CDC). To help reduce worker exposure to COVID-19, Oregon OSHA developed a rule addressing this public health emergency in the workplace, called the Addressing COVID-19 Workplace Risks . This temporary rule is in effect until May 4, 2021, unless repealed before that date. This training incorporates several videos. Audio is required. Closed Captioning is included. We've tried to keep the training as succinct as possible. Additional learning materials and links to full videos are included in the Resources menu. Please use the Glossary to review full definitions of terms as needed. Contact Human Resources for any questions or assistance.	.25
SOS - ISD - Acceptable Use and Password Policies	Online Training	05/24/2021	This course is for new employees, temporary employees, limited duration employees, and interns. This brief overview highlights some frequently asked questions and provides an opportunity to read the entire policies. You will have an opportunity to certify you've read and understand the policy. We will review two policies: Acceptable Use of Information Systems policy 20.020 Password Policy 20.040	.15

Certifications

none entered

Skills

Skills

Competencies

none entered

Competencies

Competency	Assessed Rating

Education

Education

School	Degree	Field of Study	Year Degree Received	Last Year Attended
Portland State University	Bachelor's Degree	Political Science		2021
Clark College	Associate's Degree	General Studies	2019	2019
Portland Community College	Associate's Degree	General Studies	2019	2019

Internal Projects

none entered

Languages

none entered

Job History



Job History

Job Title	Company	Start Date	Location	Responsibilities and Achievements
State Intern	Senator Jeff Merkley's Portland Office	01/01/2020	Portland, OR	<p>During Winter 2020, I worked in Senator Merkley's Portland Office for three months where I saw firsthand the innerworkings of such office environments. In addition to the standard clerical duties of an intern (such as answering phone calls and sorting mail), I also helped respond to constituent requests. Additionally, I helped to reestablish the office newsletter summarizing state news.</p> <ul style="list-style-type: none"> • Assisted in providing constituent services. • Data entry and completing special projects for staff. • Greeted visitors to the office, answered phones, sorted mail, and responded to emails. • Assisting in managing a bi-weekly inter-office newsletter on Oregon News for state staff. • Legislative research and writing. • Updating contact lists of Oregon elected officials.
Office Assistant	Portland State History Department	09/01/2019	Portland, OR	<p>Answering phones and assisting those who call.</p> <ul style="list-style-type: none"> • Assisting/directing students and members of the community at front counter. • Hand-delivering documents to and from other campus offices. • Distributing mail and packaging for sending. • Collecting mail and books for department staff and professors. • Copying and scanning documents, and light data entry.
Crew Member	KJ Tower Enterprises	05/01/2017	Portland, OR	<p>Maintained high standards of customer service during high-volume, fast-paced operations.</p> <ul style="list-style-type: none"> • Helped to implement COVID-19 safety protocols. • Handled currency and credit transactions quickly and accurately. • Communicated clearly and positively with coworkers, management, and clientele.

Work Experience

none entered

Career Interests

Thanks for looking, but there's nothing to see here.

Travel

none entered

Relocation

none entered

Job Interests

none entered

Professional Affiliations



none entered

Achievements

none entered

Benefits

Benefits

none entered

Professional Profile

Education

Education

- Education** Portland State University
Bachelor's Degree in Political Science
2019 - 2021
- Education** Clark College
Associate's Degree in General Studies
2016 - 2019
- Education** Portland Community College
Associate's Degree in General Studies
2018 - 2019

Job Details

Job Details

- Employee ID** [REDACTED]
- Supervisory Organization** The People of Oregon >> HD 45 - LA
- Position** Legislative Assistant II
- Business Title** Legislative Assistant II
- Job Profile** Legislative Assistant II - SR05 - Non Exempt - Legislative
- Job Family** Legislative > Legislature
- Employee Type** Limited Duration (Fixed Term)
- Management Level** Non-Management
- Time Type** Part time
- FTE** 50.00%
- Location** Oregon State Capitol
- Hire Date** 04/01/2024
- Original Hire Date** 05/03/2021



Continuous Service Date 04/01/2024
End Employment Date 12/31/2024
Length of Service 0 year(s), 3 month(s), 29 day(s)
Time in Position 0 year(s), 3 month(s), 29 day(s)
Time in Job Profile 0 year(s), 3 month(s), 29 day(s)

Contact Information - Public

Work Address

900 Court St NE
Salem, OR 97301
United States of America

Job History

Job History

State Intern
Senator Jeff Merkley's Portland Office
January 2020 - Present | 4 years 6 months | Portland, OR

Office Assistant
Portland State History Department
September 2019 - Present | 4 years 10 months | Portland, OR

Crew Member
KJ Tower Enterprises
May 2017 - Present | 7 years 2 months | Portland, OR

Feedback

Feedback