SUBJECT

PERSONNEL AND PAYROLL

1. <u>General Policies</u> - Payroll, consisting of employee salaries, wages and related expenses, constitutes the greatest expenditure for the State. Employees expect and should receive prompt and accurate payment of salaries and wages. Therefore, the processing of payroll is an extremely important function requiring strict controls and close supervision.

   a. Each new employee must be scheduled to attend new employee orientation as soon as possible after his/her start date.

   b. Payroll preparation, timekeeping and personnel record-keeping duties must be segregated. Also, the duty of disbursing payroll warrants should be assigned to an individual not responsible for the preparation of the warrants.

   c. Payroll duties should be rotated among employees periodically.

   d. Individual time and attendance records must be reviewed and approved by supervisory personnel.

   e. Leave schedules should be planned to avoid serious depletion of staff at one time.

   f. All leave (other than emergency or sick leave) must be approved in advance.

   g. Vacation, sick leave and overtime records must be checked by the employee's supervisor for overdrawn balances prior to submission of the employee time and attendance report.

   h. Separation procedures must include the preparation of a clearance form by the separating employee to include clearance of travel advances, return of keys, equipment, credit cards, etc.

   i. The Agency Director (or his/her authorized delegate) must interview all terminating employees as a physical check on departures and as a final review of any termination settlement.

2. PAYROLL PROCRDURPS

   a. <u>Attendance & Leave Reporting</u>

      An employee should be designated as the agency time and attendance clerk. The clerk is responsible for maintaining time and attendance records for agency employees. In accordance with the State document retention policy, attendance records must be retained for three years (see Record Retention/Disposition Schedule). Like all payroll duties, this function should be rotated among employees periodically.

An attendance report should be used to accumulate all work, leave, and overtime hours for each employee over the two week pay period. The report should indicate the pay period recorded and pay date, segregate normal work hours from leave hours for each workday, and provide totals for each week. In addition, each employee's signature should be attained upon approval of their recorded hours. The report should be submitted to a manager or supervisor for review and signature approval.

b. Payroll Preparation

Another employee should be assigned to payroll preparation to properly segregate duties. This function includes a review of the time and attendance records for completeness and required approvals and input of the data into the Human Resources Management System (HRMS) for processing. For technical information regarding the HRMS, consult the HRMS users manuals or see Section II C, Payroll System.

c. Payroll Reporting

To ensure accurate payroll reporting, the time and attendance data must agree to the reports produced by the HRMS. The attendance report source document is checked to the Employee Time Report fiche (TAAR01) to indicate any input or processing differences. Inaccuracies should be corrected and rechecked to the source document.

In addition to the Employee Time Report, the HRMS produces the following reports which are available to agencies:

REPORT ID	DESCRIPTION
PRP600	Master File Maintenance Report
HRMSUPP	Supplemental Transaction RPT
PAY19R-A	Payroll Register Detail, Totals by Control Group.
PAY37RA	ERE by Fund
PAY37RC	General Fund ERE Not Included in TC 40
PAY37RD	Gross Payroll Transfer
PAY115R	Employee List by SSN after build of T&A
PAY116R	Employee List by Name after T&A build