Procedure Title:	Payroll Error Corrections				
Procedure Number:	DHS-040-007-05	Version:	1.0	Effective Date:	05/01/2008

Deputy Director of Finance

07/22/2008

Approved By: (Authorized Signer Name)

Date Approved

Procedure

The accuracy of payroll related budgetary and accounting transactions being properly recorded in the Statewide Financial Management Application (SFMA) / Relational Standard Accounting and Reporting System (R*STARS) is dependent on using the correct payroll expenditure codes.

- Agency Object (AOBJ)
- Comptroller Object (COBJ)
- Program Cost Account (PCA)
- Index
- Appropriation Year (Biennium)
- Grant
- Project
- Fund
- Effective Date

After each final payroll run, Oregon State Payroll Application (OSPA) summarizes the payroll expenses and interfaces this financial data to R*STARS. The transactions remain on the R*STARS Internal Transaction (IT) file, also known as the 530 screen, until the R*STARS System Management Profile matches the effective date on the payroll batch header. At that time, the transactions begin processing during the nightly R*STARS batch cycle. Transactions that pass all edits during a batch cycle will post to the financial tables. Those that error out remain on the 530 screen until the error is corrected. Corrections to the PCA, Index, appropriation year, grant, project, fund, and effective date are allowed. No other fields can be changed and the transactions cannot be deleted.

This procedure establishes uniform payroll accountability standards and strengthens internal control over transaction errors detected and corrected in the payroll batch processing in R*STARS.

Applicability

All DHS Financial managers and their employees with access to R*STARS and update security on payroll batches shall adhere to this procedure. Failure to comply may result in disciplinary action up to and including dismissal.

Step	Responsible Party	Action

1. OSPA Interface to R*STARS	Financial Services Managers and Employees	In order for the system to generate an audit report of the financial transactions interfaced from OSPA to R*STARS, expenditure codes in a payroll batch must not be changed prior to the effective date allowing the transactions to process in the first R*STARS nightly batch cycle of the calendar month. Payroll Nightly Batch Cycle: http://inside/directors-office/finance/financial-services/payroll/time-reporting.html Employees are prohibited from changing any expenditure code in a payroll transaction prior to the first R*STARS nightly batch cycle.
2. Error Report	Financial Services Management Reporting unit	On the second business day after the payroll nightly batch cycle (see step 1), the Financial Management Reporting unit will use Document Analyzer software to analyze the errors on the 530 screen and generate a payroll error report on an Excel spreadsheet. On or before the third business day after the payroll nightly batch cycle, the payroll error report is e-mailed by the Management Reporting unit to the employees responsible for payroll error correction. The report groups the errors by: • Division • Batch ID • Error type(s) • Appropriation Year (AY) • PCA • Index • Grant and Phase • Transaction Code • Amount
3. Payroll Report XREF096	Financial Services Payroll Unit	Within the first or second business day of the calendar month after the payroll nightly batch cycle, the Payroll unit receives the Payroll report XREF096 from the Department of Administrative Services (DAS). The unit sorts the hard-copy report and makes it available to the employees responsible for correcting payroll transaction errors on the 530 screen.
4. Error Correction	Financial Services Managers, Designated Employee	Upon receipt of the Excel spreadsheet and the XREF096 report, the appropriate Financial Services manager or designated employee will use the error reports to initiate correction by contacting the unit's supervisor, whose payroll codes are incorrect. The unit's supervisor is responsible for providing the correct payroll codes. Statewide Payroll Reference Manual:

		http://www.oregon.gov/das/egs/fbs/osps/docs/pubs/codes/payleavecodes.pdf
		• First Payroll Run:
		Employees responsible for correcting payroll errors will correct the transaction no later than the fifth business day of the calendar month in order to ensure DAS receives a timely reimbursement.
		• Second Payroll Run:
		Employees responsible for correcting payroll errors will correct the transaction not later than five business days after the second payroll run nightly cycle in R*STARS.
5. Exception to Payroll Error Correction	Managers, Designated Employees	Payroll transactions are interfaced to R*STARS during the last three days of each month. The batch header effective date retains the batch on the 530 screen until the first R*STARS nightly cycle of the new month. The batch appearing on the 530 screen at the end of July in an odd year, carries the AY indicator of the current and prior biennium due to OSPA system limitations.
		Employees responsible for error corrections must change the AY indicator to the correct biennium prior to the first nightly R*STARS cycle in August. Employees are not allowed to make any other corrections until the payroll batch processes during the first nightly cycle in August.

Policy that applies:

DHS-040-007: Payroll Management

Procedures that apply

DHS-040-007-01: Time and Attendance Records
DHS-040-007-02: Payroll Distribution
DHS-040-007-03: Labor Cost Codes
DHS-040-007-04: Work Charge Codes and Labor Cost Override Codes

Form(s) that apply:

None

Contact(s):

Name: Becky Daniels; **Phone:** 503-945-5641; **Email:** Becky.Daniels@state.or.us

Procedure History:

• **Version 1.0:**
    05/01/2008 - Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)