

PAYROLL – Section 7

- 1.0 Lost Payroll Checks for an Entire Unit of DHFS
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SUMMARY OF PAYROLL

The Central Payroll System User Manual, issued by the Department of Administration, provides instructions for payroll processing (WISPAY) with additional clarification from the Payroll Unit, Bureau of Personnel and Employment Relations (BPER).

The following procedures are adopted by the Bureau of Fiscal Services (BFS), in coordination with BPER, to address particular circumstances that have an impact upon payroll and fringe benefit budgeting, check processing and coding:

- If payroll checks for an entire unit of the Department of Health and Family Services (DHFS) are not received by Thursday a.m., procedures for replacement checks are detailed in **PAYROLL 1.0**.
- Office of Secretary procedures for distribution and storage of payroll checks are described in **PAYROLL 1.1**.
- Composite rates for fringe benefits are given in **PAYROLL 2.0** and are to be used for planning, budgeting, and transfers between appropriations and organizations. These ratios will be updated annually. Composite fringe benefit ratios are not to be used when clearing or closing accounts, appropriations, or projects or for preparing financial statements based on generally-accepted accounting principles.

- **PAYROLL 3.0** describes coding for salary reimbursements for temporary interchange of personnel.
- **PAYROLL 4.0** requires DHFS compliance with statutory limitations (currently \$12,000) on the amount that state employees may receive, directly or indirectly, in compensation from another state agency.
- **PAYROLL 5.0** details accounting procedures for reinstated employees who closed their retirement account upon discharge.
- The student field placement program is described in **PAYROLL 6.0** including stipends and travel expenses.
- WiSMART procedures for payroll transactions are summarized in **PAYROLL 7.0, 8.0, 9.0 and 10.0**.