

**STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES**

ACCOUNTING POLICY

TOPIC: Section 7--Payroll 10.0	EFFECTIVE DATE: 1/3/95
TITLE: Payroll-Related Deposits	REVISION DATE: 2/10/95
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 2

BACKGROUND

There are three types of payroll-related transactions which result in a check being submitted to the Department of Health and Social Services. These are:

1. Reimbursement for salary overpayment;
2. Manual payment of employe share fringe benefits (life, health, retirement) when an employe is off the payroll;
3. Payments from the Wisconsin State Employee's Union to reimburse DHSS for time spent by department employes on union activities.

This bulletin describes procedures to be used by Department of Health and Social Services personnel in documenting and depositing these remittances. The procedures for all three transaction types are described in a single bulletin since several steps are the same for more than one transaction type.

POLICY

Payroll & Benefits Specialists and financial personnel in the Department of Health and Social Services shall deposit payroll related remittances in a timely manner, and process the appropriate transactions to insure proper maintenance of the employe's payroll records and fringe benefit coverage (if applicable).

PROCEDURES

The various procedural steps involved in processing these transactions are detailed in a supplemental bulletin, **Payroll 10.0 Supplement (Payroll-Related Deposits)**, available from Ken Thyberg (see contact person below).

REFERENCES

DOA *State Accounting Manual* and related WiSMART training materials
Central Payroll User's Manual
Central Payroll On-Line User's Manual
DHSS *Accounting Policies and Procedures Manual*
 Cash and Check Handling 1.0 and 2.0
 Receivables 3.0

CONTACT PERSON

Ken Thyberg, Accountant
Bureau of Fiscal Services
(608) 261-6315