



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

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| TOPIC: Section 7 – Payroll 10.0 | EFFECTIVE DATE: 01/03/1995 |
| TITLE: Payroll-Related Payments from Employees and Deposits | REVISION DATE: 01/17/2018 |
| AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services | |

BACKGROUND

There are two types of payroll-related transactions, which result in a check being submitted to the Department of Health Services (DHS). These are:

1. Reimbursement for salary overpayment.
2. Manual payment of employee share fringe benefits (life, health, retirement) when an employee is off the payroll.

When employees are on a leave of absence, the employee can continue enrollment in fringe benefits that they have signed up for. In order to continue enrollment in these fringe benefits, the employee must pay the premiums for these fringe benefits. During the first three months of a leave of absence, the employee is responsible for the employee portion of the fringes. Starting the fourth month going forward, the employee is responsible for the entire premium.

POLICY

Payroll and benefits specialists and financial personnel in DHS shall deposit payroll-related remittances in a timely manner and process the appropriate transactions to ensure proper maintenance of the employee's payroll records and fringe benefit coverage (if applicable). Payments by employees to continue fringe benefits can be made by:

1. Payroll deduction if employee returns to work and has a paycheck to collect the funds from.
2. Check collected from local payroll.
3. Credit card.

PROCEDURES

Process

1. Checks should be made payable to DHS (Department of Health Services).
2. Payments made by check are entered into the Billing /HCM system and then given to the Expenditure Accounting Section to prepare a deposit sheet.
3. Payments made by credit card must be received via a phone call. Credit card information cannot be shared via email, which can be stored or saved. The information is written down and used by the Cashier's Office to process payment. Once the payment has been processed and verified, any information that contains the credit card information must be confidentially shredded. The payment is processed by the Cashier's Office, and the information is forwarded to the Expenditure Accounting Section. Detailed work procedures for adjusting the correct account and payout process are in the Expenditure Accounting Section.

CONTACTS

[Expenditure Accounting Section Chief](#)

[Payroll Accountant, Expenditure Accounting Section](#)