STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF ENTERPRISE SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 7 – Payroll 7.0	EFFECTIVE DATE: 01/03/1995
TITLE: Payroll Fringe and Adjustments	REVISION DATE: 06/24/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The following employee fringe benefit types require adjustment each payroll period to ensure proper remittance to the Wisconsin Department of Employee Trust Funds (ETF).

1. Wisconsin Retirement System (including Teacher Retirement)
2. Health Insurance
3. Life Insurance
4. Employee Reimbursement Account

Throughout a pay period, manual checks and other adjustments to payroll generate changes in withholding and state share accruals for the above items. These changes must be reflected in the WiSMART entries to transfer the proper amount to ETF based on the adjusted accruals.

POLICY

Financial personnel in the Department of Health Services shall adjust and reconcile employee fringe benefit accruals and make required transfers of funds to ETF in an accurate and timely manner. Appropriate transactions will be processed to ensure proper maintenance of the Central Payroll System and WiSMART records.

Fringe benefit reconciliation is a joint process between a payroll and benefits specialist in the Payroll Section of the Bureau of Human Resources and staff in the Expenditure Accounting Section.

Detailed procedures are available in the Expenditure Accounting Section.

REFERENCES

WiSMART Accounting Manual and related WiSMART training materials

CONTACTS

Expenditure Accounting Section Chief

Payroll Accountant, Expenditure Accounting