



## MEMORANDUM

December 22, 2006

TO: Fiscal Officers of All Departments, Agencies, Boards, and Commissions

FROM: Dawn D. Gatterdam 

SUBJECT: Manual Pay Requests for December 22, 2006 Payroll

The DAS HRD Weekly OAKS Update from Friday, December 15, 2006 contained the following information about Manual Pay Requests:

### FROM PAYROLL ADMINISTRATION:

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#### Legacy System Manual Pay Request

Dan Parks, Payroll Administrator  
[dan.parks@oaks.state.oh.us](mailto:dan.parks@oaks.state.oh.us)

A revised procedure will now be followed to request Manual Pays from the legacy system. To request a Manual Pay relevant to the December 22<sup>nd</sup> payday, the agency will initiate the standard Manual Pay Request. If approved by DAS Central Payroll, at the time the Manual Pay is ready for pickup, the agency must present an ISTV for the full employee gross amount, not the employee net. Since the employee is being "advanced" a paycheck, DAS HRD Payroll Accounting requires a means to recover the employee net pay, plus any deductions that are to be paid; thus the reason to request from the agency the employee gross. When coding the ISTV, the agency will specify the appropriate CAS accounting information, along with the respective employee name and Social Security number in the Notes section of the document. Finally, the ISTV must be signed by your agency appointing authority, or designee.

If you have additional questions, please contact Dan Parks at [dan.parks@oaks.state.oh.us](mailto:dan.parks@oaks.state.oh.us).

**For the December 22, 2006 payroll only**, in addition to the Manual Pay Request, the agency must also present an ISTV. DAS/Payroll Accounting will provide the dollar amount for the ISTV, which will be the employee's gross plus the amount of employer contributions. Please code the expense portion with appropriate payroll coding. Although ISTVs normally cannot be coded using category 1 coding, we are approving the coding for this situation only.

Submit the ISTV to Debbie Killian in DAS/Payroll Accounting. **Do not send the ISTV directly to OBM/State Accounting.** Absolutely no Manual Pays will be issued without a signed, completed ISTV.

If you have questions, please contact Debbie Killian 614-466-2935.