



MEMORANDUM

July 19, 2007

TO: Human Resource Officers and Fiscal Officers of Agencies

FROM: David Ellis 
Assistant Director
Office of Budget and Management

Aaron Erickson 
Deputy Director, State Accounting
Office of Budget and Management

SUBJECT: Payroll Journal Posting

As part of the OAKS project we expected some growing pains with the posting of payroll to the General Ledger. After the second payroll run we have identified the need for some immediate changes and improved communications to make the process efficient for future payrolls.

- 1) If no funding source is defined for a position the current process suspends to GRF. This process is being changed to suspend to an agency fund, if applicable. This change will make it easier for you to find your payroll errors since errors will default to your agency file instead of the GRF file. The payroll will not post to the default funds. For GRF funded positions you will still need to validate the payroll posted correctly.

OBM will be changing your default fund and your budget analyst will contact you within the next two days to notify you of the change. If you want to make any additional changes to the defaults please send the request to your budget analysts by August 3, 2007.

- 2) Agencies should ensure that all payroll edit errors are corrected by Tuesday of each pay week and all budget check errors are corrected by Thursday of each pay week. OBM has found that many errors are the result of invalid coding in the HCM module. All agencies should ensure that HR and Fiscal are working together to ensure the accuracy of payroll coding strings. Timely posting of payroll expenditure is expected and imperative to financial reporting and management.

OBM expects that the error rate in the future will be less than 5% of lines in error and payroll will post on the payroll date. It is expected that steady improvement will be made in payroll posting and that all agencies will be able to meet the new processing expectations by October 1, 2007.

A job aid to help agencies identify and correct payroll journal errors is available at:
http://www.oaks.ohio.gov/oaks/training/Job_Aids/FINcontent/FINJA075_Researching_and_Correcting_Payroll_Journal_Errors.pdf.

OBM has set aside lab time to review the job aid with a subject matter expert. These one-hour lab sessions will be held on the 35th Floor of the State Office Tower at the following dates and times:

July 24: 10-11 AM; 1-2 PM

July 25: 1-2 PM

July 30: 1-2 PM

July 31: 10-11 AM; 1-2 PM

If you are interested in attending one of these labs, please call 614-466-6674 to sign-up.

Cc: OBM Budget Analysts
Nancy Kelly
Dan Parks
Jerry Miller