



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

February 27, 2008

TO: Agency Directors, Fiscal Officers, Payroll Managers and Human Resources Administrators

FROM: J. Pari Sabety
Director, Office of Budget and Management

SUBJECT: General Ledger Payroll Corrections

Last week OBM closed the second quarter in the General Ledger, about 60 days after quarter-end. This is a major milestone and we are pleased to have had your teams working diligently with us to reach this goal.

Since the OAKS Financials "go-live", we have had significant issues with incomplete or inaccurate general ledger coding originating from payroll. To add to the complexity, all agencies GRF posting information was combined into one very large journal entry that contained tens of thousands of accounting lines. This large journal had to be manually broken out into spreadsheets for each agency by OBM. OBM then coordinated with your staff and corrected the entries in OAKS. OBM staff members have dedicated over 2000 working hours resolving payroll coding issues. I am sure your teams have also spent a tremendous amount of time and effort in cleaning up these issues as well.

Prior to OAKS, agencies provided payroll corrections to OBM by the Wednesday after payroll was calculated. OBM typically made the corrections and posted the updates by pay day Friday. I understand that OAKS has created a bit of a learning curve for our teams and I appreciate your agency's commitment to this work. I believe our teams are now on track to return to our pre-OAKS processing timelines.

With the pay period effective January 5th, we deployed a system improvement in OAKS that splits the GRF payroll posting information by agency. This allows each agency to review their own GRF and Non-GRF lines in one agency journal, identify items that need to be corrected and either upload a corrected journal or provide OBM with the needed corrections, in much the same way as was done prior to OAKS go-live.

Because of this improvement, starting with the pay period effective March 2nd, agencies will be expected to return to the policy of providing or uploading their payroll corrections by 4:30 pm on Wednesday following payroll calculation. OBM will enter the corrections and post them by close of business on pay day Fridays.

As we approach the end of the year, adherence to this timeline is imperative to closing months in a timely fashion. Please be aware that if these deadlines are not adhered to, we cannot guarantee the prompt posting of your agency's payroll.

To ensure agencies have proper guidance and knowledge on correcting issues in payroll before they become issues in the general ledger, OBM and DAS HRD have collaborated on the General Ledger Payroll Corrections Manual which can be found off of the references section on the OAKS web page or specifically at <http://www.obm.ohio.gov/mppr/FIN-HCM%20Handbook.pdf>.

Thank you for your commitment and understanding in this matter.