



COUNTY OF ONONDAGA

Office of the
County Comptroller

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September 26, 2016

Honorable David Knapp
Ways and Means Chairman
Onondaga County Legislature
401 Montgomery Street
Syracuse, New York 13202

Re: Payroll Positions In County Comptroller's Office

Dear Mr. Knapp:

We are responding to a request from your office regarding County Executive Mahoney's Tentative Budget wherein she proposed unilaterally to remove six payroll auditors¹ from the Office of the County Comptroller. This write-up was requested by Sue Stanczyk on Saturday, September 24, 2016.

In that regard, we submit three documents:

1. The first is an independently generated document from Bonadio & Co., LLP, the County's independent auditors which documents the payroll process and was compiled and utilized by Bonadio in the year end audit.
2. The second document most represents a flow of payroll information through the Comptroller's Office.
3. The third document prepared by one of our payroll auditors and verified by all six employees, represents the day to day functions of these fantastic employees and speaks for itself.

The common theme throughout these three documents is payroll data is entered at the County department level and is pre-audited by the payroll unit of the Comptroller's Office. Common sense if nothing else would display the errors of statements made by the Administration. Who would believe that six employees in the Comptroller's Office are generating the entire payroll for 3,200 employees on a biweekly basis? No credit is given for the structure of our government which includes payroll clerks and account clerks within the departments which are an integral part of generating the payroll audited by the Comptroller's Office.

¹ These positions are identified as "payroll auditors" by this office. However, in the Tentative Budget on page 3-9 they are listed as "account clerks".

At the present time, Kronos and Genesys are the two main computer programs which allows the County to complete payroll. In the future, the Administration hopes PeopleSoft will be a tool to help generate payroll, and may I respectfully remind this Committee the payroll module is not currently operational nor is it expected to be operating by January 1, 2017. In any event, whatever the Administration chooses to use to calculate payroll, we will be ready, willing and able to audit it so long as the payroll auditors remain in my office.

I cannot state more emphatically my office is charged by Onondaga County Charter and Administrative Code to audit and certify all claims including payroll. Defunding my office is no different than an attempt to take away the actual power. These auditor positions must be restored to my office so I can carry out my sworn oath to protect the taxpayers of Onondaga County.

The concept of examining our practices here in Onondaga County as compared to other Counties is a never ending exercise. For starters, there are only eight elected County Comptrollers in New York State. To compare duties surrounding payroll in Onondaga County to all other counties is misleading and disingenuous. Of the Counties with elected Comptroller's, four that we have contacted as of this writing are heavily involved in the payroll auditing process.² There are numerous duties, responsibilities and customs in each County that differ from our County in every facet of government, including the legislature.

I'll leave you with the following example of the work that we do in the Comptroller's payroll unit. One of my payroll auditors just discovered an error in paperwork from an employee who previously worked part-time at Hillbrook. He is now being hired in the Purchasing Department. Both the Personnel Department and the New York State Retirement System failed to recognize this employee was already a member of the New York State Retirement System, Tier 5. These other entities were improperly coding this employee as Tier 6 which would have seriously impacted the pension rights of this employee. In addition, the salary on the paperwork received from the department was misstated. I am proud of my payroll auditors for catching these mistakes, but it is just part of our daily duties.

Thank you for your time and consideration. I urge the Ways & Means Committee to restore the payroll auditors to the Comptroller's Office so we may continue to do the work of payroll oversight. Should you have any questions or concerns, please do not hesitate in contacting me or my Deputy James Maturo directly.

Sincerely,



Robert E. Antonacci II, CPA

² The New York State Comptroller not only audits the payroll, but also generates and processes the payroll. Similarly, discussions with the Suffolk County Comptroller revealed he also generates, processes, and audits the payroll.



Payroll Narrative (003)

Gregg H. Evans

to:

Jim Maturo (jamesmaturo@ongov.net)

09/26/2016 09:20 AM

Hide Details

From: "Gregg H. Evans" <gevans@bonadio.com>

To: "Jim Maturo (jamesmaturo@ongov.net)" <jamesmaturo@ongov.net>,

1 Attachment



Payroll Narrative (003).doc

Document 1

Onondaga County
Payroll and Human Resource Narrative
2015

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1 of 3

The purpose of this work paper is to understand how the entity manages strategic business risks and processes significant classes of transactions.

Sources: Anne Marie Donohue, Payroll Auditor (Comptroller's - Payroll)
Denise Downing, Employees Benefits Manager (Benefits)

Hiring Process:

All new or appointed positions must first be approved by the Legislature. Any department that determines it needs to fill an approved funded vacant position will discuss the situation with the department's policy analyst and/or supervisors. If it is decided to fill the vacancy, the hiring department will then make a formal request to the Department of Management and Budget (DMB) by completing a Vacancy Review Request form (VRR). DMB will review the request; if approved, DMB notifies the hiring department and sends the completed Request for Eligible List (REL) form to fill the vacancy to the Division of Civil Service (DCS). DCS reviews the position and determines from what eligible list the candidates will be picked. All competitive positions must be hired from the list of eligible candidates who have passed the civil service test, unless there is no eligible list available at that time. In this case, they can hire a qualified person provisionally; this person must pass a civil service test before the appointment to the position can become permanent. Exempt, non-competitive, and laborer-classified positions do not require eligible lists.

Once a person is hired, they must attend an orientation with the Division of Personnel. The new hire will fill out and sign all required paperwork (W-4, union agreements, health benefits, etc.). A new hire form (P-100) must be completed and signed by the respective department head and returned to Personnel for data entry into GENESYS and KRONOS. This must be done by the specified deadlines in order to have the employee become active on the system. Once data is entered, a copy of the paperwork, along with the original W-4, is sent to Comptroller's payroll section for review. All employee information is maintained in the GENESYS Payroll System. Each department has authorized payroll clerks who can access the system.

Payroll Process:

The Onondaga County Legislature approves all union contracts. The union contracts state the salary schedule for the union employees. The Legislature also approves salaries for Management Confidential and elected officials. County employees are paid bi-weekly. DSBA, OCSPA, Management Confidential are paid current with premiums paid on a lag. All other 101 (full time) employees are paid on a one-week lag. The 103 (part-time) employees are paid on a one-week lag. The County has two payment methods, an hourly system, requiring the exact hours to be entered each pay period and salaried. All exceptions, including leave time used and overtime or compensation time earned, require approval by an employee's supervisor. Some departments use *Leave Request Forms* completed by the employee and approved by the supervisor; these forms are forwarded to the department payroll clerks to be entered into KRONOS.

Leave time and adjustments may also be entered through the County's Lotus Notes. For departments using this system, the employee completes either a *Time Off Request* or *Time Adjustment Request* on the Lotus Notes screen. The request is then sent by e-mail to the employee's

supervisor for approval or rejection. If approved, the request is forwarded to the department's payroll clerk to be entered into KRONOS. The requests are sent to an AC-Web 4 Inbox, alerting the payroll clerk that this is a payroll adjustment. The payroll clerk will enter the adjustment when received. The adjustment may need to be modified when the actual time is earned or used. The payroll clerk will keep a folder on the Lotus Notes System for each employee. These folders are kept on a secured drive on the county network and backed up by IT every night. Information Technology will archive the folders at the end of the year upon request of the payroll clerk. These files are kept as a permanent payroll record. If an employee has not submitted a request for leave or extra time worked, the payroll clerk will print out the KRONOS screen of actual hours worked for the employee so a request can be completed and submitted.

All county departments use the KRONOS time management system. Employees will swipe their county issued badge through a time clock when beginning and ending work and for most employees, time leaving and returning for lunch breaks. The KRONOS System tracks the actual hours worked and maintains leave time balances for employees. GENESYS is still the official record of leave balances. Employees working where time clocks are not available may phone in their start and end times or punch on their PC (time stamp). The KRONOS System interfaces with GENESYS, which is the County's Payroll System.

The payroll process starts at the end of the prior period payroll cycle. The department payroll clerks gather the time records from KRONOS or timesheets. The clerk will then total the hours and leave time used for each employee and review for completeness and accuracy. Department Supervisors or the payroll clerks, will enter overtime, or compensation time earned, as well as leave time used. The payroll clerks will sign off on KRONOS for each employee once all adjustments have been made. Once an employee file has been signed off, the payroll clerk can no longer make adjustment for the employee. If additional adjustments need to be made, the payroll clerk will have to notify the Comptroller's Payroll Unit in order for the change to be made. Each department's Payroll Clerk then enters data into batches within GENESYS.

Departments receive Audit Detail Reports (ADR) for review to determine if an employee has worked overtime, less than scheduled time and/or if changes have taken place (e.g. step movement, promotion, etc.). These reports are run several times throughout the pay period to assure all exceptions are accounted for.

The Department of Information and Technology runs a series of ADRs throughout the payroll process, at least three before the pay period information is finalized. All items of discrepancy are followed up by the Account Clerks in the Comptroller's Office. They contact the departments to resolve any problems in order to process the payroll correctly. Changes are made directly by the Payroll Account Clerks after receiving authorization from the confirming department involved. A schedule of deadlines is maintained to help the Payroll Clerks determine when reports and data are due for the processing of the payroll.

Each Payroll Account Clerk in the Comptroller's Office is assigned specific departments. They review each of the ADR reports to ensure the department's payroll is accurate and complete for each pay period.

Certain changes must have written authorization. Some changes such as new hire approvals and promotions require authorization forms, which are submitted to the Personnel Department for input. A copy is forwarded to the Comptroller's Office Payroll Section by the Personnel Department. Other items also require authorization forms such as W-4 changes and direct deposits. The

employee's department enters these transactions and the original forms are submitted to the Comptroller's Payroll Section.

The Comptroller's Payroll Section may make employee updates to the system. Employee updates consist primarily of deduction changes, pay rate changes and retirement system information. In each department, the Payroll Clerk may make salary changes at the time an employee has reached an appropriate step level. *Salary Increment Reports* are run by the Department of Information Technology for review by the departments, Personnel Department and the payroll auditors in the Comptroller's Office. These reports indicate when a salary change might be warranted.

After final review of the ADRs by the Comptroller's Payroll Unit, a request will be made to Information Technology to print the payroll registers. The payroll is run active, the mainframe database is updated and the final ADRs and payroll registers are sent to the department for approval.

Information Technology prints payroll checks and direct deposit stubs. Information Technology and Comptroller's respectively keep the stock secure. The Internal Audit Staff has control over the signature payroll disks and maintains the log of used check stock. Once the departmental checks are printed, they are stored in the safe.

The checks and direct deposit stubs as well as the two copies of the registers are set aside for the departments to pick up, and the signed original is returned to Comptroller's Office. Payroll files the original payroll register with the appropriate signatures in the Comptroller's Office. These are the official payroll records and must be maintained for at least 55 years.

Each department has a designee to pick up the checks in the Comptroller's Office. Each department must have returned a signed final ADR. The designee is then given the checks to be brought back to the department for distribution by the Payroll Clerks.

Each payroll cycle, all deduction money (FICA, State and Federal taxes, union dues, credit union, deferred compensation, etc.) is deposited or directed to the appropriate Trust & Agency account. An ACH payment is telephoned in to pay the FICA and Federal taxes to the Federal Government, and the State taxes are paid by ACH payment via the Internet to New York State. All other deduction moneys are disbursed to the correct agency, such as family court, child support collection unit, health insurance, retirement, etc.

The Account Clerk III in Comptroller's payroll section completes a worksheet listing the distribution amounts and specified payees, signs it and forwards it to the Accounting section of the Comptroller's Office. The form is reviewed and reconciled to the respective distribution worksheets then signed by Joyce Wilson, Systems Accountant or another Accounting Department employee in her absence, prior to being sent to the Finance Department. The Finance Department then reviews the payroll amounts in order to transfer the required funds into the payroll checking account.

Bank account reconciliation:

Bank reconciliations are performed by the Department of Management & Budget. Colleen Price is responsible for the payroll bank account #105 reconciliation. Her supervisor, Lori Pietruniak, subsequently reviews and authorizes the reconciliations.

The Work Flow of the Payroll Process

- The County has a biweekly payroll with hourly and salaried employees of various unions. Some employees are full time and others are part time.
- Time worked is recorded in the Kronos Timekeeping System for most County employees. Payroll clerks in the various departments will make necessary edits and record paid leave for their employees.
- The Comptroller's Office Payroll Section will receive three test runs of the Genesys Audit Detail Report prior to the payroll being produced for the pay period. The Audit Detail Report is a report of all the employee personnel and pay transactions for that pay period. This Genesys report is provided by the IT Department. Outlined below is the two week payroll process work flow.

Non-Pay Week

- Monday a transfer process is run. This is a non- pay producing payroll process that is used to transfer employees between union, or to the terminate group or to bring an employee back on the payroll if there were an employee before. The payroll section will request from IT a test "Conversion" Audit Detail Report to examine. The Audit Detail Report is verified to the P-100 source document. When errors are found the Personnel Office is contacted. .
- Tuesday the Conversion Audit Detail Report is reviewed. Paperwork (P-100, etc.) from the Personnel Office and the departments are received and pre audited. Tuesday afternoon request to IT for the Conversion to be run "Active".
- Wednesday the final Conversion Audit Detail Report is received. One copy of the report is distributed to the departments. . Paperwork (P-100, etc.) from the Personnel Office and the departments are received and pre audited. Required legal deductions by outside agencies are processed by the Comptroller's Office payroll section.
- Thursday the first test Audit Detail Report is received without the time clock transactions.
 - Any personnel changes entered by the department payroll clerks or the Personnel Office are audited and verified to the original source document or report. This would include but is not limited to: new hire employees, step changes, promotions, civil service status changes, terminations. When errors are detected upon the audit review process, the necessary department is contacted to make the correction.
 - Any transactions that are entered by the Comptroller's Office are also reviewed at that time. The Comptroller's Office is required by outside agencies to make certain legal or involuntary deductions to the employee's pay. Those types of transactions would include but are not limited to: bankruptcies, child support deductions, tax liens, union dues deductions, retirement deductions, retirement loans, retirement arrears and multiple other garnishments, etc. There are other deductions that are voluntary that are also processed like the deferred compensation plan.
- Friday is a continuation of the examination process of the first test run of the Audit Detail Report.

Pay Week

- Monday the second test Audit Detail Report is received all the transactions for the pay period including the time clock transactions that are interfaced and mapped to Genesys payroll earnings.
 - All personnel changes that were reviewed on the first test run are examined to ensure the requested changes were made by the Personnel Office or the department payroll clerks. Any new personnel changes that were not on the first Audit Detail Report are audited.
 - All of the pay transactions are examined for each employee, regular earnings, special premiums, shift and overtime. The pay transactions are reviewed based on the employee's bargaining union agreement and job title. When errors are found the departmental payroll clerks are contacted to make the correction. Any leave without pay and dockings are reviewed for accuracy.

- Tuesday the third test Audit Detail Report is received having both the personnel and time clock transactions. This is the final review of all transactions for the pay period.
 - All personnel and pay transactions are inspected for accuracy and completeness. The errors that are found are addressed with the appropriate departments. No other changes should be made in the payroll system on Tuesdays unless requested by the Comptroller's Office.
 - Late Tuesday afternoon once the final review of the entire payroll is complete the Comptroller's Office Payroll Section will request in the Genesys system that the payroll be run "Active" or final for the pay period. IT will run the payroll "Active".

- Wednesday the Final Audit Detail Report is received along with numerous other reports to balance and record the payroll for the pay period.
 - The Audit Detail is examined again to ensure that the necessary corrections from the day before were completed.
 - The "Distribution" process of the payroll is completed by the payroll section. This is a process that distributes the payroll to the taxes, fringes and deductions.
 - Verify the direct deposit file which is sent by IT to the bank.
 - The federal and state taxes are recorded for the pay period.
 - Two copies of the final Audit Detail Report are sent to the departments, one of which is to be signed and returned to the Comptroller's Office. The Comptroller's Office has custody of the final Audit Detail Reports.

- Thursday additional payroll reports along with the payroll registers are received and reviewed. A copy of the payroll register is to be signed by and returned to the Comptroller's Office. The various deduction reports are prepared to be sent out along with the necessary payment.

- Friday the direct deposit memos and pay checks are distributed to the departments. Paperwork for the next Conversion and regular payroll cycle will begin to be audited as it is received.

JOB DUTIES OF PAYROLL CLERK IN COMPTROLLERS OFFICE (AUDIT AND CONTROL)

1. WE ARE RECEIVING PAPERWORK EVERYDAY WITH EMPLOYEE CHANGES THAT ARE MANUALLY ENTERED IN GENESYS BY DEPARTMENTAL PAYROLL CLERKS AND PERSONNEL:

W-4 CHANGES - ADDRESS, NAME, DEDUCTIONS, MARITAL STATUS

DIRECT DEPOSIT CHANGES - ADD NEW ACCOUNTS, CHANGE ACCOUNTS, FLAT DOLLAR CHANGES, AND CANCELING ACCOUNTS

WORKERS'S COMP ENTRIES- RESTORING TIME USED, SICK, PERSONAL, VACATION, COMP TIME

P-100'S- PROMOTIONS, DEMOTIONS, DATE CHANGES AFFECTING PAID LEAVE, STATUS CHANGES, WORK SCHEDULE CHANGES, LWP, LEAVE TRANSFER, EXTENDED SICK LEAVE, DEPT CHANGES, TERMINATIONS,FMLA, ETC.

STEP REPORTS- WHEN EMPLOYEES ARE DUE STEPS

LONGEVITY REPORTS- WHICH SHERIFFS ARE DUE LONGEVITY PAY

NEW HIRE FORMS- WHICH INVOLVE ALL THE ENTRIES TO BRING A NEW EMPLOYEE INTO OUR SYSTEM INCLUDING RETIREMENT PAPERWORK, W-4 FORMS, AND OVER 50 LINES OF DATA ENTRY

MISC PAPERWORK FROM DEPARTMENTS MAKING ANY KIND OF CHANGES OR NOTES FOR AN EMPLOYEE THAT NEED TO BE ENTERED IN GENESIS

RETIREMENT PAPERWORK- WHEN AN EMPLOYEE IS GOING TO RETIRE WE GET EXTRA PAPERWORK FROM THE NYSERS THAT NEED TO BE FILLED OUT AND SENT BACK SO EMPLOYEES RETIREMENT BENEFITS CAN BE CALCULATED ACCURATELY

MILITARY PAPERS- WHICH MUST BE CHECKED FOR CORRECT CALCULATIONS IF THEY ARE RECEIVING MILITARY DIFFERENTIAL AND REQUIRES A SERIES OF TAX AND DEDUCTION ADJUSTMENTS

BANK FAXES -INFORMING US OF INCORRECT ACCOUNT NUMBERS AND CLOSED ACCOUNT AND RETURNED MONEY, ALL OF WHICH MUST BE CHECKED OUT AND CORRECTED.

WE HAVE TO BE FAMILIAR WITH ALL THE ABOVE PAPERWORK BECAUSE OUR JOB IS TO CHECK ALL PAPERWORK SUBMITTED TO THIS OFFICE FROM EVERY COUNTY DEPARTMENT. WE CHECK THE PAPERWORK FOR ACCURACY BEFORE WE EVEN BEGIN TO CHECK IT IN OUR REPORTS. IF A NUMBER OR NAME IS DATA ENTERED EXACTLY AS IT APPEARS ON THE PAPERWORK, BUT THE PAPERWORK IS INCORRECT, IT IS OUR JOB TO KNOW AND CORRECT IT

2. PAPERWORK IS SORTED AND KEPT IN A FOLDER FOR EACH DEPARTMENT
3. PAPERWORK IS CONTINUALLY BEING REVIEWED FOR ERRORS AND TO MAKE NOTES AS TO WHAT NEEDS TO BE AUDITED ON THE REPORTS
4. WE CONTACT DEPARTMENTAL PAYROLL CLERKS, SUPERVISORS AND PERSONNEL IF WE SEE ANY ERRORS OR HAVE ANY QUESTIONS
5. WE GO THROUGH ALL BATCHES ENTERED IN GENESIS BY DEPARTMENTS AND PERSONNEL AND ASSIGN THE CORRECT PAYROLL RELEASE NUMBER TO ENSURE THE CORRECT BATCHES ARE RUN FOR THE CURRENT PAY PERIOD.
6. WEDNESDAY (THE WEEK BEFORE PAYROLL) WE RELEASE THE BATCHES WHICH CREATE OUR REPORTS. THURSDAYS (THE WEEK BEFORE PAYROLL RUNS), WE GET OUR FIRST REPORTS.

7. ONE OF US GOES UPSTAIRS SHORTLY AFTER 7:30AM TO GET THE REPORTS FROM I.T.
8. WE SORT THOUSANDS OF SHEETS OF PAPER FROM MANY DIFFERENT REPORTS

AUDIT DETAIL REPORTS WHICH DETAIL ALL THE AUTOMATIC ENTRIES FROM KRONOS(OUR TIME AND ATTENDANCE SYSTEM), AS WELL AS ALL MANUAL ENTRIES FROM ALL SOURCES

ERROR REPORTS FOR EACH DEPARTMENT*****AND NOT ALL ERRORS APPEAR ON THESE REPORTS****

LOGS OF ALL DATA ENTRY FROM OUR DEPARTMENT, FROM PAYROLL CLERKS IN OTHER DEPTS., FROM PERSONNEL, FROM EMPLOYEE BENEFITS AND RISK MANAGEMENT

WE SORT QUARTERLY AND MONTHLY REPORTS AS WELL

9. WE HAVE MULTIPLES OF MANY OF THESE REPORTS THAT MUST GO OUT TO THE OTHER DEPARTMENTS SO WE HAVE TO SORT THEM & PUT THEM IN THE DEPARTMENTS MAILBOXES

10. THEN WE CONTINUE THE PRE-AUDIT

WE CAN HAVE CHANGES THAT CREATE ONE LINE OF DATA ENTRY OR WELL OVER 50 LINES THAT MUST BE CHECKED. WE CAN HAVE ERRORS THAT DO NOT APPEAR ON OUR ERROR REPORTS, AND WE CAN HAVE ERRORS CAUSED BY KRONOS AND INCORRECT ENTRIES BY ANYONE USING THE SYSTEM.

11. THEREFORE, WE DON'T JUST LOOK OVER THE ENTRIES FROM THE PAPERWORK, WE HAVE TO LOOK OVER EVERY LINE FOR EVERY EMPLOYEE IN OUR DEPARTMENTS FOR WHAT COULD BE MISTAKES.

12. WE CONSULT FREQUENTLY WITH DEPARTMENTAL PAYROLL CLERKS AND PERSONNEL TO GET PERTINENT INFORMATION CONCERNING EMPLOYEE INFORMATION THAT HAS CHANGED OR ANYTHING WE SEE THAT MIGHT NEED CORRECTION OR ADJUSTMENT OR ABOUT ANY QUESTIONS WE HAVE

WE HAVE EMPLOYEES IN OUR DEPARTMENTS IN 7 DIFFERENT UNIONS, WITH DIFFERENT CONTRACTS, WITH DIFFERENT RULES THAT WE MUST BE AWARE OF IN ORDER TO AUDIT EACH DEPARTMENTS PAYROLL ACCURATELY

WE MUST BE AWARE OF THE DIFFERENCES BETWEEN SALARIED EMPLOYEES AND HOURLY EMPLOYEES AND THE FACT THAT SOME ARE PAID CURRENT AND SOME ARE PAID ON LAG AS IT CHANGES HOW EMPLOYEES ARE PAID AND HOW ACCRUALS AFFECT EMPLOYEE'S EARNINGS

WE MUST BE FAMILIAR WITH THE MNEMONICS FOR EACH DATA ENTRY SO WHEN THE REPORT IS VIEWED WE CORRECTLY KNOW WHICH LINE ON THE PAPERWORK CORRESPONDS WITH THE DATA ENTRY

13. WE ARE ANSWERING QUESTIONS FROM EMAILS, PHONECALLS AND PERSONAL VISITS FROM EMPLOYEES & FORMER EMPLOYEES (WHO ARE SOMETIMES TOLD TO CALL US OR COME UP TO TALK TO US), PAYROLL CLERKS, PERSONNEL, SUPERVISORS, DEPARTMENT HEADS AND MANAGEMENT.

WE ARE THE INFORMATION CENTER FOR ALL THINGS PAYROLL RELATED. IF WE DON'T HAVE AN ANSWER IT IS OUR PRIORITY TO GET THE CORRECT ANSWER TO WHOEVER ASKS.

14. MONDAY -OF PAYROLL WEEK

WE THEN AUDIT THE REPORTS AGAIN TO MAKE SURE THE CORRECTIONS ARE DONE, AND FOR ADDITIONAL ERRORS AS DATA IS BEING ENTERED ALL THE TIME AND WE ARE GETTING PAYROLL PAPERWORK CONTINUOUSLY FROM DEPARTMENTS

15. TUESDAY - OF PAYROLL WEEK

AFTER WE HAVE AUDITED THE REPORTS (AS ABOVE) ALL WORK SHOULD BE COMPLETE, AND THERE SHOULD BE NO MORE ENTRIES BEING MADE BY DEPARTMENTS.....BUT THERE ARE ERRORS FROM MONDAY THAT WE ARE SEEING FOR THE FIRSTS TIME ON TUESDAY THAT NEED TO BE CORRECTED AND SOME LAST MINUTE ADDITIONAL ENTRIES THAT ARE ALLOWED TO BE ENTERED.

16. WE GET A SET OF REPORTS CALLED BASE HOURS AT THE END OF THE DAY THESE ALLOW US TO CHECK EMPLOYEES NORMAL SCHEDULED HOURS AGAINST ACTUAL TIME THEY ARE BEING PAID FOR BOTH KRONOS HOURS AND MANUALLY ENTERED TIME

17. WEDNESDAY - OF PAYROLL WEEK

THIS IS OUR LAST SET OF REPORTS AFTER PAYROLL HAS RUN. WE STILL MUST AUDIT IT ONE MORE TIME TO SEE IF ANY CORRECTIONS OR LAST MINUTE ENTRIES ARE ACCURATE.

***AT THIS POINT IF ANYTHING IS FOUND, WE CONTACT THE DEPARTMENT'S PAYROLL CLERK AND/OR PERSONNEL AND MAKE NOTES FOR ITEMS TO BE CORRECTED IN A SUBSEQUENT PAY PERIOD

MANUAL CHECKS- IF CHECKS ARE LOST, STALE-DATED, IF EMPLOYEES HOURS ARE NOT ENTERED, IF SOMEONE IS OVERPAID WE HAVE TO PREPARE A MANUAL CHECK. WE FIGURE OUT TOTAL WAGES, TAXES OWED, DEDUCTIONS AND ACCURATELY PREPARE A NEW CHECK FOR THE EMPLOYEE. WE MUST THEN UPDATE THE SYSTEM WITH THE CORRECTED PAYROLL INFORMATION AS WELL AS DO A BANK ENTRY TO REFLECT AN ADDITIONAL CHECK THAT WILL BE COMING OUT OF THE COUNTY'S PAYROLL ACCOUNT.