



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
OFFICE OF PAYROLL ADMINISTRATION
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

Sandra A. Drabik
Director

Payroll Letter 690
October 12, 1995

M E M O R A N D U M

To: All Personnel Officers, Payroll Officers, Labor Relations Officers And
Fiscal Officers Of All State Agencies, Departments, Institutions,
Boards & Commissions

From: Robert L. Cruse, Administrator
Systems Administration
Office of Payroll Administration

Re: Changes in Payroll Processing Procedures

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The Office of Payroll Administration must make changes to the payroll processing procedures to accommodate the fact that data entry will now be performed by a contractor. It is our goal to make this transition as smooth as possible.

The following changes are effective with the pay period ending October 14, 1995:

1. You should write on the journal any item that you wish to be data entered. You should not circle, highlight or in any other manner identify an item to be data entered.
2. It is necessary to line out items that you do not want on the employee's record. If the information should be changed, please make sure you write the information on the journal.

Effective the pay period ending October 28, 1995, you will receive a one-part journal which will be your final copy of how payroll was processed. You will continue to receive a two-part journal which you will use to record changes. The only pre-printed information on the two-part journal will be the account cards from the previous pay period. The account card information will remain the same unless the information is deleted by lining it out or a revision is written. One copy of the two-part journal should be kept at your agency as a record of those items which should be data entered and the other copy will be submitted to Payroll Processing.

All journals should be submitted to Payroll Processing by noon the Wednesday after pay day. These journals will be submitted to the data entry company by 2:00 p.m. for data entry. Therefore, it is imperative that journals are submitted timely.

After the changes are data entered, a first change journal will be printed. The Payroll Processing Specialists will only review error message lists which have been identified by Payroll Programmers in consultation with the Specialists. The Specialists will post any corrections and return the journals to the data entry company for additional keying. Payroll Processing Specialists will not review any data entry unless an error message is printed.

Every time a change journal is printed an error message list will also be printed. This process will continue until there are no error message lists. At the end of each payroll processing cycle, Payroll Processing will review the error message list to determine what items are presenting problems and how to resolve them. In consultation with you, we will determine how to address your needs, training, issuance of a new or revised payroll letter, change in procedure, etc.

A data entry error is the failure of the company to data enter what is written on the journal. As an example, if the company keys 8 instead of 80, that is a data entry error. However, if the company keys PLUS HOURS for a part-time employee that will not be considered a data entry error if PLUS HOURS was written. Although it is an error since you must post PAY HOURS for a part-time employee. The company will only key exactly what is written.

The data entry company will verify all data entry. Verification requires that the information is keyed twice to ensure accuracy. The data entry company must achieve 99.8% accuracy or rebate money back to the state. Therefore, we must keep accurate records of any data entry errors. Attached, please find a form to record any data entry errors which you identify. You may either fax the form or mail it via interoffice mail.

I anticipate that we will continue to refine these procedures as we gain more experience with the process and receive your feedback. Therefore, please feel free to provide suggestions for improvement.

Thank you again for your continued assistance and cooperation.

SRG/kch

Attachment

{TO OBTAIN A COPY OF THE DATA ENTRY ERRORS FORM REFERRED TO IN THE ABOVE PAYROLL LETTER, PLEASE CONTACT THE STATE OF OHIO PAYROLL ADMINISTRATION OFFICE AT 614-466-6915.}