



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

SECTION: 2		SUBJECT: Payroll Interface
POLICY NUMBER: 213		CATEGORY: Payroll
EFFECTIVE DATE: 7/1/13		APPROVED BY: <i>Paul Angulo</i>

PURPOSE:

To establish policies, procedures, and to provide guidelines for the responsibility of posting payroll interface journals to the general ledger.

SCOPE:

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as “entities”—that are governed by the Board of Supervisors or that are considered part of the County reporting entity.

POLICY:

All parties covered by this policy are responsible for taking action to resolve any system edit and/or budget check errors communicated from Auditor-Controller’s Office (ACO) Payroll Division to allow the payroll journals to be posted to general ledger in a timely manner.

PROCEDURE:

The ACO Payroll Division performs system edit and budget checks during the processing of the biweekly payroll interface journals. The ACO Payroll Division will notify departments of any errors associated to the departments’ funding resources. Departments are responsible for resolving the problems quickly to enable timely posting of the journals.

Department’s Role:

- Errors delay the entire payroll journal from posting in the financial system. Therefore, it is imperative that departments resolve the errors related to the payroll interface within a couple of hours.
- Work with ACO Budget Team/ department Executive Office Analyst to resolve appropriation related errors.

ESD’s Role:

- Update the payroll data and related accounting codes in a timely manner to ensure data integrity.
- Process the system interface to generate interface journals.
- Provide technical support when necessary to expedite the posting of the payroll interface journals.

ACO Payroll Division's Role:

- Communicate and work with departments to resolve any errors and notify the Executive Office of the department(s) insufficient appropriation.
- At year-end, coordinate with the General Accounting Division to override the insufficient expenditure line or the entire payroll interface.
- Post the payroll interface journals within five working days of pay day.

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