

OFM Training

ACCOUNTING FOR PAYROLL

Class Description: This seven-hour class provides a review of the State Administrative and Accounting Manual (SAAM) payroll accounting and internal control policies and procedures. Emphasis will be placed on routine and non-routine payroll transactions and understanding where to find answers to payroll accounting questions and problems.

Note: The class does not cover HRMS system operation.

Target Group: Individuals who are new to payroll accounting or want a refresher in regard to SAAM payroll accounting policies and procedures.

Class Objectives: Upon completion of this class, participants should:

- Have a basic understanding SAAM's payroll accounting policies and internal control procedures;
- Have a working knowledge of the following routine payroll transactions:

Payroll computations, workers' compensation, deceased employee payments, shared leave, reporting of federal employment taxes, and retirement deductions;
- Have a working knowledge of the following non-routine payroll transactions:

Payroll cancellations, lost/destroyed warrants, emergency payroll payments, writs of garnishment, deduction overpayments, and FTE adjustments;
- Understand the basic impact of payroll transactions on the State Payroll Revolving Account; and
- Learn the importance of internal control as it applies to payroll.