

DATE: October 27, 2015

TO: Agency Addressed (No. 10, 2015-2016)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: STATE AGENCY PAYROLL COMPLIANCE CHECKLIST

The Department of Financial Services (Department) is responsible for processing payrolls for all state agencies. We have developed a new State Agency Payroll Compliance Checklist to provide the Department with reasonable assurances that state agencies are presenting accurate and reliable information to the Bureau of State Payrolls for payroll processing and to ensure compliance with the applicable guidelines governing this process.

The Agency Director of Administration (or designee) must submit to the Department annually by January 31 of each year, a completed State Agency Payroll Compliance Checklist. Agencies must use the State Agency Payroll Compliance Checklist (DFS-A3-2166) to complete this annual requirement which is available online at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>.

The Department may request verification of the information represented on the checklist.

Please direct any questions to the Bureau of State Payrolls at (850) 413-5513.