**State Agency Payroll Compliance Checklist**

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| **Calendar Year:** |  |  **Agency:** |  |

Number of agency staff positions that support Payroll Processing for the previous calendar year: \_\_\_ \_

The following payroll processing representations are accurate to the best of our knowledge:

**Yes No**

[ ]  [ ]  Our agency has established adequate internal control procedures for payroll processing and can provide the procedures upon request.

[ ]  [ ]  Our agency has established procedures for the detection, correction and re-entry of payroll related errors and can provide the procedures upon request.

[ ]  [ ]  Our agency has established procedures for timely approval of employee timesheets and can provide the procedures upon request.

[ ]  [ ]  Our agency is in compliance with the Payroll Preparation Manual, Federal and State Laws, and Florida Administrative Code rules governing payroll processing & procedures.

[ ]  [ ]  Our agency has supporting documentation for retroactive, on-demand and leave payments made to employees and can provide documentation upon request.

[ ]  [ ]  Our agency’s access control custodians exercise timely removal of separated employees from the Payroll system as per Payroll Preparation Manual, Volume V, Section 1.

[ ]  [ ]  Our agency routinely performs a documented review of payroll system access to ensure users only have the access needed to perform their duties and can provide the documentation upon request.

[ ]  [ ]  Our agency is in compliance with the applicable guidelines found in the Payroll Preparation Manual, Volume V, Section 6, governing the processing and collection of salary overpayments from current and prior State employees.

[ ]  [ ]  Our agency has documented hardships on file for employees that do not participate in Direct Deposit and can provide the documentation upon request. Florida Statute 110.113(2) states that salaried employees are required to participate in Direct Deposit, or they must demonstrate a hardship and request an exemption.

[ ]  [ ]  Our agency consistently monitors cash and budget amounts prior to payroll processing to ensure payrolls do not result in any negative balances.

**Yes No**

[ ]  [ ]  Our agency has established procedures to ensure all corrections that affect employee payroll records are provided to the Bureau of State Payrolls and can provide the procedures upon request.

[ ]  [ ]  Our agency employs or intends to hire someone that qualifies for Non-Resident Alien status on their Form W-4 and has provided the necessary supporting documentation listed within the Payroll Preparation Manual, to the BOSP Taxation and Reconciliation section.

[ ]  [ ]  Our agency has made reasonable efforts to establish a consistent commitment to continuing education by encouraging employees to attend a DFS provided quarterly Payroll Fundamentals training on an annual basis.

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| Additional Comments: |
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**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State Agency Payroll Compliance Checklist Instructions**

**Purpose**

The purpose of this form is to provide the Department of Financial Services (DFS) with reasonable assurances that 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 Bureau of State Payrolls may request additional information based on the responses submitted on the compliance checklist.

**Instructions**

Please check the box beside the statement that applies to your agency. The agency Director of Administration or equivalent should complete the Compliance Checklist. A new Compliance Checklist must be completed no later than January 31st, annually. The completed form can be emailed to BOSPPostAudit@myfloridacfo.com or you may physically mail it to the address below:

 Bureau of State Payrolls

 Fletcher Building

 200 East Gaines Street

 Tallahassee, FL 32399-0356