

COMMISSIONER'S SIGNATURE *Uma B. Mitchell* \_

## PAYROLL CERTIFICATION

Description and Scope - DOER must confirm in writing that all persons named in payroll audit reports have been appointed as required by law, rules or administrative procedures and that the individual salary is within the appropriate salary plan. Appointing authorities must confirm or certify that all employees named in the payroll time roster are performing service as required by law. Payroll transactions, appointments and compensation must adhere to applicable statutes, collective bargaining agreements and plans adopted pursuant to M.S. § 43A.18.

Objective - To ensure that employees are legally and appropriately compensated for work performed.

### Responsibilities -

#### A. Appointing Authorities:

- Ensure that employees are appointed and compensated appropriately.
- Develop internal procedures, forms and systems for reporting and making changes in terms and conditions of employment and position or employee status.
- Ensure that funds have been properly allocated and encumbered for payroll purposes.
- Complete, verify and submit required personnel transaction forms and supporting documentation to DOER by established deadlines. Requests for extension of appointments with definite end dates must be submitted and approved prior to the end of appointment (i.e., for emergency, temporary, limited unclassified or work out of class assignments).
- Certify the accuracy of all personnel actions and payroll time rosters.
- Maintain records of authorized signatures with DOER, Finance and the Secretary of State (per M.S. § 15.06. Subd. 6).

#### B. Department of Employee Relations:

- Develop and maintain procedures, forms, systems and reports for recording and effecting position, employee, appointment and payroll transactions.
- Identify personnel transactions which require:
  1. approval before becoming effective,
  2. reporting when made,
  3. reporting in advance of the end of the payroll period.

- Maintain and update position and employee information submitted by agencies as required by the statewide financial system.
- Review the content and propriety of every requested position action and employee processing transaction.
- Investigate inappropriate transactions and take remedial action including:
  1. correcting the transaction,
  2. refusing to certify the transaction, and
  3. notifying the agency head, appointing authority, Department of Finance, or Office of the Legislative Auditor.
- Certify legal payroll audit reports to the Department of Finance.

C. Employees:

- Notify the appointing authority of any errors in compensation.
- Report any changes in personal information which is recorded in the employee data base.

Provisions –

The Personnel Payroll Operations Manual contains detailed instructions for processing all position, employee and payroll transactions.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. § 15.06, Subd. 6. - General powers of commissioners.
- B. M.S. § 43A.39 - Compliance with law, prohibited acts and penalties.
- C. Administrative Procedure 14 - Appointments.
- D. Personnel/Payroll Operations Manual.