

<b>BO.08.01</b>	<b>Payroll Suspense Account</b>
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	January 13, 2021
Last Revised/Reviewed:	September 10, 2021
Related Policies:	<a href="#">Year-End Procedure Guide</a> (WRS Based Version)

### 1. PURPOSE/INTRODUCTION

The Payroll Suspense Account procedure prescribes the process that the College of Sciences will use to monitor salary charges that are incorrectly charged to the suspense account as well as the redistribution actions processed to move those charges to the correct accounts in a timely manner.

### 2. DEFINITIONS

OUC – Organizational Unit Code

OFBM – Office of Finance and Business Management

Unit – a functional unit of the college (i.e. an academic department)

DBO – Department Business Officer

### 3. PROCEDURAL STEPS

#### 3.1 Office of Finance and Business Management – Prepare reports

- 3.1.1 On the 1<sup>st</sup> day of the month, or the 1<sup>st</sup> business day thereafter, OFBM will run the Labor Distribution Report for Project 379917 in MyPack Portal.
- 3.1.2 The report should then be filtered by each unit’s 6-digit OUC(s).
- 3.1.3 Each unit’s report will be uploaded onto the appropriate month’s tab of the spreadsheet in the [Suspense Account 379917](#) shared Google folder.
- 3.1.4 The most current process outlining the steps and expectation of the units will be located on the 1<sup>st</sup> tab of each unit’s Google sheet. It is the responsibility of OFBM to ensure the 1<sup>st</sup> tab is updated when changes to the process occur. OFBM will email all units to notify them of any changes to the process while reminding the units to refer to the 1<sup>st</sup> tab for the most current process.
- 3.1.5 For units with unresolved transactions, DBO will be tagged/assigned via the Google sheet notifying the DBO an action is needed to clear the issue.
- 3.1.6 If there are no unresolved transactions, the comment “No unresolved transactions – Month/Year (date of report)” will be noted on the spreadsheet for that month.

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3.2 Units – Complete reports

3.2.1 No later than the 10<sup>th</sup> day of the month, units receiving a comment from OFBM noting an issue must process redistributions to clear the issue.

3.3 Office of Finance and Business Management – Review reports

3.3.1 No later than the 15<sup>th</sup> day of the month, OFBM will review the units’ spreadsheets to ensure redistributions have been processed and columns V-Y are complete.

3.3.2 OFBM will contact units with any unresolved transactions or issues.

3.4 Office of Finance and Business Management – Mid-Year and End-of-Year Process

3.4.1 During the mid-year and end-of-year budget cleanup process, OFBM will review the comments in column Y (the cause of the issue) on the units’ spreadsheets.

3.4.2 OFBM will contact units with questions or concerns.

**4. RELATED HYPERLINKS**

4.1 [Suspense Account 379917](#) (shared Google folder)

**5. REVISION TABLE**

Revision #	Subsection #	Summary of Changes	Approval Date
BO.08.00	N/A	Original version	01/13/2021
BO.08.01	3.2.1 3.3.1	Changed deadline for units to complete reports Changed deadline for OFBM to review reports	09/10/2021