



October 25, 2006

UNIVERSITY CONTROLLER'S MEMORANDUM #1 (2006-2007)

To: Deans, Directors, Department Heads, Fiscal and Payroll
Representatives

From: Tom Harrison, University Controller

Subject: Implementation of Payroll Certification

The purpose of payroll certification is to provide documented assurance that employees are paid for hours worked and at a rate of pay that has been properly authorized. Each pay period, the Dean, Director or Department Head shall certify such by signing the final Cost Center Report. Job Aids to assist and direct you in the process are available on the Payroll website (<http://www.vpfa.fsu.edu/control/payroll.html>) and OMNI Job Aid website, Certifying Payroll, (http://www.OMNI.fsu.edu/job_aids/deprep.htm). The final Cost Center Report is generally available no later than Tuesday of pay week. The certified copy of the report should be retained within the department and is subject to audit by Human Resources, the Controller's Office or any of our auditors. The final Cost Center Report has been designed to minimize printing cost and time to review the report.

To complete certification requirements, **departmental fiscal and payroll representatives must have access to:**

- Business Objects to run the Actives and Cost Center Report
- Parature system to report tickets
- Human Resources list serve to receive messages
(The HRMS list serve announces the release of reports weekly/daily/hourly as communication of events/issues necessitate).

The certification process will begin with the Payroll "1" (10/20 -11/2) that is paid on Thursday, November 9, 2006. (Friday 11/10/06 is a holiday)

If you have questions or require further information call Beverly Miller at 645-2772 or e-mail bjmiller@admin.fsu.edu.

cc: President
Provost
Vice Presidents