



Administrative Policy No: 19.25.03

Subject: AFRS Error File Payroll Corrections and Payroll Accounting Adjustments

Information Contact: Office of Accounting Services
Chief, (360) 664-5716

Authorizing Sources: State Administrative and Accounting Manual (SAAM)
[25.10.30a](#), About the Payroll Policies, Applicability

Effective Date: July 1, 2007

Revised: November 20, 2024

Approved By: Original approved by Richard Pannkuk
Assistant Secretary / Chief Financial Officer

Purpose

This policy:

1. Helps ensure the accuracy of the Department of Social and Health Services' (DSHS) official accounting records.
2. Establishes and supports the DSHS goal to have the agency financial reporting system (AFRS) and the Washington workforce analytics (WWA) data match.

Scope

This policy applies to all DSHS AFRS payroll error file corrections and payroll related accounting adjustments.

Additional resources

DSHS forms
03-424, Position action request form

Definitions

Administration is the affected DSHS administration, including the division, office, program, or staff designated by the assistant secretary or chief officer as being responsible for compliance

with this policy.

Agency financial reporting system (AFRS) is the state of Washington's official accounting system.

Human resource management system (HRMS) is the central personnel and payroll application for the Washington state government. It serves all state government agencies and provides a common data system.

Position action request (PAR) is a formal document (DSHS form 03-424) used to initiate various personnel actions, such as hiring, promotions, or changes in employment status within an organization

Washington workforce analytics (WWA) is a reporting solution built for the enterprise data warehouse (EDW) to support business needs. The data warehouse retains historical records of HRMS data and AFRS error file corrections. It is used to generate a variety of specialized agency-specific and statewide reports. The WWA EDW replaced HRMS business warehouse/business intelligence (BW/BI) reporting system in January 2018.

Background

Payroll is processed using the human resources management system (HRMS). HRMS feeds data directly into the agency financial reporting system (AFRS) via batch type P*, which then updates the Washington workforce analytics (WWA). If an HRMS transaction ends up in error status in AFRS that transaction does not upload into WWA until the error is corrected in AFRS.

Even though the AFRS error corrections are uploaded to the WWA, they are not uploaded in HRMS and the payroll cost coding in HRMS may need to be corrected for future payroll. In addition, corrections made by a journal voucher will only be in AFRS and not reflected in either HRMS or the WWA.

It is important that data contained within AFRS and the WWA match as much as possible.

Policy

A. AFRS is Washington State's official accounting system of record.

DSHS must create and maintain accurate data in AFRS.

B. Each administration is responsible for correcting items on the AFRS error file.

At a minimum, administrations must:

1. Ensure position and personnel cost coding in HRMS is correct.

2. Send all AFRS payroll corrections to the office of accounting services (OAS) Outlook email account DSHS RE FFA FSD OAS AFRS Helpdesk dshsreffafsdoasafhrhd@dshs.wa.gov in a timely manner and prior to fiscal month close.
3. Research the cause of an error in AFRS and update position coding in HRMS, if necessary, by submitting a position action request (PAR) form 03-424 with the correct cost coding.
4. Correct payroll charges using HRMS. If unable to correct through HRMS, correct payroll charges (including FTEs) via journal voucher.
5. OAS's AFRS help desk staff process all payroll error file corrections into AFRS on behalf of administrations.

C. Facilities, Finance, and Analytics Administration (FFAA) is responsible for all termination leave coding adjustments.

1. When processing termination or separation pay, the original payroll coding within HRMS is initially used.
2. Fiscal services office (FSO) will then move all charges (sub-objects AS and AT) to program index *8661 for these transactions.
3. If new coding should need to be set up for termination leave in AFRS (i.e. program index/org index combination), OAS's AFRS help desk staff will make the error file corrections in AFRS after the administration has submitted AFRS/CAS edits needed.

D. All payroll expenditure corrections must be processed through HRMS to ensure the data in AFRS and HRMS match.

1. To correct payroll expenditure data through HRMS, corrections must include an effective date tied to the date the correction should have occurred.
2. Payroll expenditure corrections in HRMS cannot be back-dated more than six months or cross fiscal years.
3. If corrections need to be back-dated more than six months but do not cross fiscal years, administration staff may obtain approval from the OAS chief to make corrections in HRMS or administration staff can correct them via journal voucher. When corrected by journal voucher, AFRS records will not match HRMS

or WWA.

4. If corrections cross fiscal years, the corrections must be made via journal voucher for the portion related to prior fiscal years under the direction of the program fiscal manager.

E. When there are error files, OAS's AFRS help desk staff will:

1. Run the error file daily (excel file) and save it to the daily error files folder and save a copy on SharePoint for administrations to access;
2. Send the Excel file of all payroll errors to assigned administration staff for correction after each payroll runs.

F. When there are error files, administration staff will:

1. Enter corrections in the Excel file and return to OAS AFRS help desk for upload into AFRS. If a payroll errors occurs in AFRS the day after day four of payroll cutoff, administrations should be proactive with sending payroll corrections to OAS AFRS help desk in a timely manner and prior to fiscal month close.
2. Update related HRMS payroll cost coding, if needed, in a timely manner and before next payroll runs. For payroll cost coding to be captured for the ensuing payroll, a PAR form must be submitted to the [human resources division](#) per the instructions in the form before day one of payroll cutoff.