

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: August 19, 2020

Approved By: Original signed by Judy Fitzgerald
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 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.

Definitions

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

Department refers to the Department of Social and Health Services (DSHS).

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

Program means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

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 matches as much as possible.

Policy

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

The department must create and maintain accurate data in AFRS.

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

At a minimum, programs 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) 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 PAR or PA-40 form with the correct cost coding.
4. Correct payroll charges using HRMS.
 - a. Correct payroll charges (including FTEs) via journal voucher if unable to correct through HRMS.

5. On behalf of the programs, OAS makes all the payroll error file corrections into AFRS.

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 staff will make the error file corrections in AFRS via the edit or input process submitted by programs.

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 thru 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 6 months or cross fiscal years.
3. If corrections need to be back-dated more than six months but do not cross fiscal years, program staff may obtain approval from the OAS chief to make corrections in HRMS or program 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.

Procedures

Error File correction

A. OAS staff:

1. Run the error file daily (Excel file) and save it to daily error files folder on the K: drive and a copy on SharePoint for programs to access.
2. Send the Excel file of all payroll errors to assigned program staff for correction after each payroll runs.

B. Program staff:

1. Enter corrections in the Excel file and return to OAS for upload into AFRS. Payroll errors occur in AFRS the day after day 4 of payroll cutoff. Programs should be proactive with sending payroll corrections to OAS 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 or PA-40 form must be submitted to HR before day 1 of payroll cutoff.

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