

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Agency Accounting Contacts

DATE: May 11, 2016

SUBJECT: IMPORTANT CHANGE: TRACK 1 Agencies FICA Charges on Travel

Please forward to all employees who work with travel processing and coding. One of the ongoing concerns from agencies has been that the fringes on travel was not charging out correctly at the department level in STAARS. Recently a statewide change was made to the payroll journal voucher (JVP) process to allow fringes for travel to allocate properly. For this process to work, accounting templates that include all the departmental account elements must be entered on the travel GAXT document. This will allow the fringe charges to allocate to all the departmental account elements **except the sub fund** on the cash lines. We are working on a solution for the sub fund issue. However, if sub funds are currently used by agencies, it will still require our offices to coordinate and make minor changes to the JVP.

If accounting templates are used on the travel document, the departmental coding will be pulled and carried forward for the JV processing so that the travel fringes will charge out correctly on the payroll journal voucher. This will prevent agencies from having to process correcting entries internally to allocate the travel fringes at their agency level.

This change affects Track 1 agencies only. If you have any questions about this process, please call GHRS at 334-242-2188.

Sincerely,

Tom White