

State of Alabama



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

TO: All Agency Accounting Contacts

DATE: October 27, 2015

SUBJECT: Payroll Journal Vouchers

Please forward this information to appropriate staff in your department who process and handle these duties.

Payroll Journal Vouchers (JVPs) are available in STAARS the morning after payroll processes for each cycle. Agencies must access STAARS to view rejects. If you have rejects, documentation of the required corrections must be sent to GHRIS for processing. This is the same as the previous process in CAS. Documentation for the corrections must include the line numbers, amounts and all fund elements being corrected/adjusted.

Agencies must access STAARS promptly each pay cycle to view and report necessary corrections to GHRIS. Agencies are asked to ensure GHRIS has necessary information to resolve all rejected documents within **two business days** of payroll processing. In an effort to clear up all rejected documents in a timely manner, any documents still rejecting with errors on accounting templates and/or other decentralized fund elements after two business days will have the decentralized coding deleted from the document to allow processing. If the decentralized coding is deleted from the payroll JVP, a JVR will be required by the agency to correct agency level coding. **Every effort should be made to ensure all accounting templates are correct in GHRIS to prevent rejects and most importantly, reoccurrence of rejects.**

These deadlines are necessary to allow GHRIS to perform critical payroll functions required after payroll charges out each pay cycle. A delay in correcting payroll journal vouchers can result in timely and costly delays in the subsequent processes.

Thank you for your assistance. If you have any questions, please call GHRIS 334-242-2188.

Sincerely,

Tom White

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State Comptroller

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