

# State of Alabama



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

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TO: Agency Accounting Contacts

DATE: December 16, 2015

SUBJECT: Entered/Interfaced Transactions

Please make all employees in all offices who enter/interface transactions aware of this information. All documentation to support entered/interfaced transactions should be sent to our office not later than the next business day after the transaction is entered. There are several hundred pending transactions in this office, prior to December 1, with no matching documentation to support. Without proper supporting documentation, this slows down and delays the audit/approval process.

Sincerely,

Tom White

**From:** White, Tom  
**Sent:** Friday, November 20, 2015 6:40 AM  
**To:** Comptroller - All  
**Cc:** Newton, Bill; Baxter, Kathleen; Nola, Thomas  
**Subject:** IMPORTANT: In-state Travel Processing for Payroll

To: Agency Accounting Contacts:

Please make all employees in all offices who process in-state travel reimbursements aware of this information and the deadlines. Late and delayed in-state travel transactions are causing major processing problems. Normal travel transactions per pay period range from 4,000-4,500. For the Wednesday November 18 travel deadline we received 500+. Of that number 200 were submitted in STAARS **after hours** up to 7:00 PM that night. This large late processing volume is problematic. This not only causes problems processing travel, but all other normal required transaction processing as well. Many travel transactions were entered earlier in the pay period but were submitted on the deadline due date. We make every effort to approve all transactions that are submitted correctly. However it is not possible to audit and approve a significant large volume submitted late on the last day.

Please be aware of the following deadlines and requirements to handle this large volume:

1. Submit all travel as soon as possible when it is ready. Do not hold.
2. Early submission allows more time to clear up green slips and/or cash problems.
3. Submission **deadline is 3:30 PM on the specified date.** This is the same time as when this process was 100% paper. This cut-off allows us to adjust staff workloads to process travel before payroll cut-off.

If your agency doesn't adhere to the established deadlines and requirements it could delay employees travel claims to the next pay period. Your attention to these deadlines is appreciated.

Sincerely,

Tom White