



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Ryan W. Low, Commissioner
Administrative & Financial Services

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The Office of the State Controller is issuing this bulletin as an addendum to bulletin 09-04 which covered the employee agreement process. The OSC has established object code 4966 Non-Wage Employee Settlements within Advantage. This object code should be used for employee settlements when the OSC determines that payment shall be made outside the HR/Payroll system. The number of settlements that will ultimately fall into this category of payments is relatively small as most employee settlements are wage related.

In the past, agencies have coded these payments to 4965 Non-employee settlements or 4968 Court Settlements. These object codes should continue to be used when settlement payments are made to non-state employees only. In order to better track all of these types of payments, we will establish a workflow rule in Advantage that will require all payments using objects 4965, 4966 or 4968 to be approved by the OSC regardless of dollar amount. Therefore, agencies should forward documentation to the OSC Accounting Division in the same manner as the over \$5,000 payments currently.

This bulletin is only issued to provide additional information to bulletin 09-04. It should not change any of the process identified in 09-04. All agreements still require prior approval by the Budget Office before they are processed through either accounting or payroll if they have a financial impact. The workflow changes in Advantage will be implemented on February 9, 2009.