

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	PAYROLL	SUB-SECTION 20.10.20
SECTION	OVERVIEW	ISSUANCE DATE May 30, 2008
SUB-SECTION	INTERNAL CONTROL	REVISED - 2018

INTERNAL CONTROL

Internal control comprises all methods and procedures adopted to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. Within SPAHRS, there are checks and balances to ensure that payrolls comply with the human resource structure.

Each agency is responsible for verifying their employees' rate of pay and deductions. SPAHRS calculates pay based on salary or time worked. Therefore, employee timesheets are reviewed for hours worked and leave taken. When the agency's final payroll is processed, the payroll officer certifies on-line that the data is correct. Each agency is responsible for distributing their payroll and vendor warrants.

DFA sets the pay schedule to ensure that the processing of payroll is timely. BFC completes the payroll process by sending journal entries, created by the Agency final payroll process, to MAGIC. BFC approves these entries to post the related accounting information.

DFA transmits Federal and state taxes, retirement, and related matching payments to the appropriate agency and files all required reports.