

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-14

Effective Date: 05/10/1999

Revision Date: 08/04/2009

C. DeLubben
County Administrator

SUBJECT: **AUTOMATIC CHARGE OUTS VIA PAYROLL**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

Automatic salary charge outs eliminate the necessity of completing Synergen cost adjustments or timesheets when labor needs to be regularly charged to a center other than the employee's home center.

When the need arises to charge all or part of an employee's wages and fringe benefits to a different cost center for at least four weeks, an Automatic Charge Out form will be completed and forwarded to the Department of Finance and Risk Management, Financial Operations Division, Payroll Section. The employee's wages and fringe benefits, based on a percentage, will then be automatically allocated. Such charge outs may extend for a period of up to 12 months, but end on June 30. A new charge out form must be created, approved, and issued on July 1 of each year for continuing charge outs.

If the employee's wages will be allocated to any department other than the employee's home department, the Automatic Charge Out form must be signed by Authorized Signers for each affected department.

Automatic charge outs for labor are prohibited from use for CIP centers, Fund 4XXX or Fund/Center 5005-W7XXXXX, with the exception of the CIP Administration centers CP97003 and CP97004.

II. PROCEDURE

A. The Department requesting an automatic charge out of an employee's wages will provide the Department of Finance and Risk Management, Financial Operations Division, Payroll Section with a completed Automatic Charge Out form (Attachment 1).

1. Use a separate form for each employee.

2. The fields for the employee’s name, EIN, home fund, and home center must be completed.
3. The percentage charged to the employee’s home center should not be listed on the Automatic Charge Out form.
 - a. Only regular scheduled hours can be automatically charged out using this form.
 - b. Charge outs for changes to regular scheduled and all premium pay must be entered by the department at the time the payroll is being processed.
4. In the Add or Delete column:
 - a. If an existing percentage needs to be changed, complete the form by deleting the existing line and adding a new line with the revised percentage,
 - b. Write **A** if a new fund and center is to be added.
 - c. Write **D** if an existing fund and center is to be deleted.
5. All automatic charge outs should be written as a percentage with two decimal places.
6. For each percentage listed, a fund and center must be provided.
7. Write the name of the Department to be charged in the final column, e.g., Finance, County Attorney, etc.

For example: Fund 1000, center 2001000 is the employee’s home center, which should be charged 20 1/2% of the employee’s labor. The remaining 79 1/2% was previously charged to fund 1000, center 1600101 and is now to be charged to fund 1000, center 2005100. The following should be entered on the Automatic Charge Out form:

A Add D Delete	%	Fund Number	Center Number	Department Charged
D	79.50	1000	1600101	County Attorney
A	79.50	1000	2005100	Finance

There is no adjustment needed for the employee’s home center.

- B. If an employee’s wages will be allocated within the employee’s home department, the Automatic Charge Out form must be signed by a Departmental Authorized Signer.

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- C. If the employee's wages will be allocated to any department other than the employee's home department, the Automatic Charge Out form must be signed by Authorized Signers for each affected department.
 - D. Automatic charge outs will allocate the wages and fringe benefits, based on the percentages stipulated, to the appropriate cost centers for a period of not more than one year.
 - E. When automatic charge outs are utilized, a cost transfer should not be completed.
 - F. Whenever there are additions or deletions to an existing automatic charge out, it is the Department's responsibility to complete an Automatic Charge Out form.
 - G. Forward the completed Automatic Charge Out form to the Department of Finance and Risk Management, Financial Operations Division, Payroll Section, who will verify all authorized signatures. Any unauthorized form will be returned to the initiating Department

Note: If there is an override of the employee's regularly scheduled hours, the charge out must be manually entered into the system and on that payroll period's Time and Attendance Form.

Automatic Salary Charge Out

Department:	High Org.:
Date:	Effective Date:

Salary Split Information

Employee Name:	
Employee Identification Number:	
Employee Home Fund:	
Employee Home Center:	

A Add D Delete	%	Fund	Charged To Center	Department
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Home Department Authorized Signer **Printed Name** **Payroll Supervisor**

Charged Department Authorized Signer **Printed Name**