

OSPS

Manual Check Tips

**DAS-State
Controller's
Division**

Manual Check Processing

March 11, 2008

OSPS provides daily processing of off-cycle manual payroll checks. The reason for this is to accommodate your need to timely pay a separating or deceased employee, correct a prior pay error or issue a pay advance. There is a connection to all of these reasons in statute and we acknowledge the importance of providing these services to you.

OSPS processes an average of 70 manual checks per day coming to us from the many and varied agencies that we serve. On our side, there are a number of steps in the process before the transaction is entered into OSPA. We review for completeness, pre-audit totals, prep and stage for data entry. After entry to the system, we batch and reconcile the batch total before releasing

the batch to DAS Publishing and Distribution for printing by the deadline they have set for us.

Each step we take is important to the accuracy and integrity of the transactional data and the maintenance of a control environment around the issuance of funds. We cannot take short cuts in this process.

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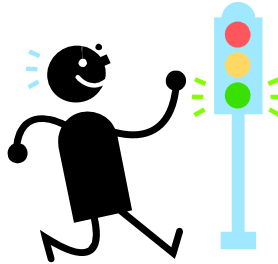
You Are In Charge....

We want you to be successful in receiving the checks you order. There is a direct relationship to the request that you submit and the result that you receive. Here are some tips for success.

- Make sure check requests are signed by an authorized signer
- Don't forget to provide a reason for the payment
- Check your work – only send us accurate and clear requests
- Verify that the total on your paper P370 shows the same total as on the screen
- Don't backdate check requests.
- Make sure you give us plenty of processing time. The amount of time that we have to process your payments and resolve errors is dependent upon the amount of time you give us for processing.
- Check requests that come in on deadline don't provide for a margin for error.
- If you have special circumstances give us a call early. Then we can plan around your needs. We really do want to help.
- Plan ahead – you can start sending check requests the afternoon before you need the check.
- If you need help with transactions, such as deceased payments, please give us time to resolve your questions before the daily check deadline.

How OSPS Can Help

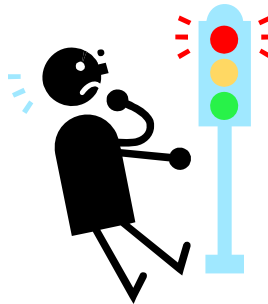
- If you send a backdated check request, OSPS will be change it to the current date
- Check requests with amounts that don't match the P370 will be processed as requested.
- Check requests with errors that arrive early will give us enough time to contact the requestor and request corrections.



What OSPS Can't Do

Check requests that arrive here at deadline with errors that cannot be immediately resolved will not be processed. We will reject the request and ask you to correct and re-submit for the following business day. Here are some examples:

- Unsigned check requests
- Check requests without a reason
- Payments for deceased employees with errors in payment division, backup withholding miscalculated, or submitted without a TIN and no backup withholding calculated.



A Word About Deadlines

We operate based on having all of your requests by noon each day. We must meet the daily deadline for having our batch submitted for printing. We know that if we miss that deadline, we might not be able to meet our deadline to have the checks ready for you at 3:00 PM.

We are often asked to extend this deadline and we do when possible. However, at some point, we have to enforce the deadline so as

to not risk the production timelines for the entire batch.

Please remember, we do want to provide timely service to you and you have a significant influence on the results.

Special Services

Bulk Manual Checks

As a service to our agency partners, OSPS provides bulk manual check processing in order to meet seasonal or special needs. Bulk, or large-volume, checks mean more than 20 individual check requests in any one daily check run.

Same-day service for bulk checks requires our agency partners to comply with unique criteria. This is necessary in order to maintain normal daily check service to all agencies. See more information on the OSPS website under [Services](#).

Compliance Incentives

For following bulk check criteria, you can choose these additional benefits:

- 11:45 a.m. deadline
 - Special fax number for bulk faxing (instead of in-person delivery)
 - Manual check "register" (check listing)
- Telephone notification when checks ready for pickup

If bulk check orders are part of your business needs, see the OSPS web page for more details.

"Deadlines are the chronological equivalent of a budget. By setting aside a portion of time to complete a task, goal or project in advance you avoid overspending."