Overview of Interim Payments

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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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An interim payment is any payment that is prepared outside of the normal payroll cycle, such as a termination payment, an adjustment to historical data or the void/reissue of a paycheck.

When entering an interim payment, existing timecard records or new timecard information specifically relating to the current interim payment can be used. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment.

The following information is entered for interim payments:

- Payment parameters
- Time entry records

The system calculates all payment details, including earnings, taxes, DBAs, and net pay.

Work files are created that store all tax and DBA calculations for interim payments. The information in the work files is processed during a payroll cycle. Processing interim payments in a payroll cycle creates journal entries and updates the employee's payroll history.

Timing of Update for Interim Payments

Interim payments can be processed in a regular payroll cycle or separately. When interim payments are printed separately, the processing time is shortened for payments that must meet deadlines, such as termination payments.

When interim payments are updated, the system:

- Creates journal entries
- Prints pay-cycle reports
- Updates history

The payroll system provides the following options for printing and updating interim payments:

- Running a regular payroll cycle that includes interim payments. When you run a regular payroll cycle that includes interim payments, the system prints the interim payments along with the payroll payments if the interim payments were not printed when they were created. The system also prints the pay-cycle reports that include interim-payment information.
- Running a payroll cycle for interim payments only. When you run a payroll cycle for interim payments only, the cycle includes printing of interim payments if the interim payments were not printed when they were created. You can print pay cycle reports for the interim-payment information. If your organization processes a high volume of interim payments, this option may save time and be more efficient.

Purposes of Interim Payments

Some typical purposes of interim payments are:

- Termination payments
- Adjustments to historical information
- Void/reissue a check
- Recording insurance premiums paid to the State by an employee on leave

Termination Payments

This interim payment process provides an audit trail for future reference. When an employee terminates employment, timecards can be entered during the interim process, or current timecards awaiting the next regular payroll cycle can be used to generate the termination paycheck.

Adjustment to Historical Information

To correct historical data, use the interim payment process. This process leaves an audit trail, but does not generate a payment unless specified. You can also enter history records for employees transferring from one Department or Agency to another.

Reissue of a Voided Check

When an employee has lost or destroyed a payment, a replacement payment can be issued using the interim process if the regular payroll cycle has been completed.

The interim process allows the payment to be re-created and a payment printed without updating history.

Additionally, if a payment created during the regular payroll cycle is later determined to be incorrect, the payment can be voided and a corrected payment generated using interim processing.

Note: To request the above types of interims, or to make any other type of interim payment to an employee, prepare and submit an EnterpriseOne Interim Payroll Worksheet to State Accounting.

Recording Insurance Premiums Paid to the State by an Employee on Leave

When an employee submits insurance premiums while on Leave Without Pay, the employee's payment is submitted to State Accounting along with a State Accounting Interim Direct Payment Worksheet.

Note: Please note that this form is different than the EnterpriseOne Interim Payroll Worksheet referenced above.