

OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting

Number: 45.35.00.PO

Division: State Controller's Division

Effective date: June 29, 2007

Chapter: **Payroll**

Part: **Review of Gross Pay Adjustment Reports**

Section:

Approved: John Radford, State Controller

Signature on file at SCD

Authority **ORS 292.018**
ORS 292.022
ORS 292.036

Agency Responsibility

- .101 Immediately following each payroll processing run and prior to the release of pay to employees, the Gross Pay Adjustment Reports (OSPS Reports B075-A and B075-B) produced during that run must be reviewed and approved (signed) by an agency manager who does not directly supervise the payroll unit. This review will be conducted in accordance with the guidelines in the accompanying procedure.