SOUTHERN UNIVERSITY
COMPTROLLER'S OFFICE

POLICIES AND PROCEDURES
GOVERNING
VALIDATING PAYROLL ASSIGNMENTS FOR ALL EMPLOYEES TO PAFS

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that assignments are validated to PAFs. This policy sets forth guidelines to insure that assignments are validated to budget and are in compliance with university regulations.

OVERVIEW

The Budget Management Section of the Comptrollers Office has the vested responsibility for the financial administration of validating assignments to PAFs for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office functions as the financial liaisons between funding agencies, project directors the faculty, staff, and other campus administrative offices on financial matters related to validating assignments to PAFs.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Budget Management through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Budget Management

DUTIES AND RESPONSIBILITIES

The Budget Management Supervisor within the Comptroller's Office is responsible for the preparation and submission of correspondence requesting the assignment validations on a monthly basis. The steps required for processing are outlined below.

PROCEDURES FOR VALIDATING ASSIGNMENTS TO PAFs.

1)Process focus program 211.

2) Position assignments should agree with screen 12.

3) If there are multiple records, agree only to primary assignment.

4) Clear discrepancies process 211 report until only multiple records appear.

5) Identify the multiple record process after each payroll.

❒ Approved
❒ Disapproved
        Mrs. Gwendolyn A. Bennett