



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

March 17, 2003

## **MEMORANDUM PR2003-005**

To: Payroll Officers

From: Roger Farmer, Payroll Administrator

Subject: Central Payroll User's Forum, April 2, 2003

The Office of the State Controller (OSC) currently operates a central payroll system that provides payroll services to 67 agencies and universities totaling more than 75,000 employees. Although Central Payroll is a reliable application, OSC realizes the need to enhance and improve business operations and optimize current technology to the extent possible. With this in mind, the OSC has initiated a Central Payroll User's Forum. The mission of this forum is to discuss and assess enhancements to the central payroll system to insure improved efficiency and reduced operating cost.

The Central Payroll User's Forum will have the following core objectives:

- Identify and evaluate central payroll system enhancements
- Collaborate on the future initiatives for payroll solutions
- Develop and implement communications plans that will ensure effective system and process changes
- Respond to and address transition issues to mitigate problems and concerns

The specific responsibilities of each participating member are:

- Provide input to the decision making evaluation process
- Define scope of projects or initiatives
- Discuss and review project schedules
- Participate in pilot project development/implementation as appropriate
- Represent agency and act as project champions
- Participate in meetings and conference calls as appropriate
- Review documentation and provide feedback in a timely manner

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Each forum member is expected to coordinate and communicate payroll issues and requests throughout their agencies. OSC and OSP participants will serve as technical subject matter experts with regard to enhancements to the central payroll system and key support systems such as PMIS and NCAS.

A representative from your agency is invited to participate in the forum on a regular basis. The next Forum meeting is scheduled for 1:00 PM, April 2, 2003 at the Cultural Resource Building Auditorium, 109 E Jones St. Raleigh NC 27699, first floor. Please contact Carol Stephenson (919) 981-5542 or [cstephen@mail.osc.state.nc.us](mailto:cstephen@mail.osc.state.nc.us) to confirm your agency's participation on or before March 24, 2003.

We are attaching the Minutes for the September 17, 2002 Forum and the Agenda for the upcoming April 2, 2003 Forum. If you have questions or wish to discuss this important initiative, my telephone number is (919) 981-5545.

[Click here to view the Minutes from the September 17, 2002 Forum](#)

[Click here to view the Agenda for the April 2, 2003 Forum](#)