



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

June 9, 2004

MEMORANDUM NO. PR2004-016

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Miscellaneous Topics

Please review the payroll related topics listed below.

BUDGET REGISTER

The new Budget Register Report, which is located on X/PTR, has been changed. Split records are now being identified for each item by (SP), which appears to the left of the employee's name.

KAREN BENDER E-MAIL FROM AON CONSULTING

Your agency may have received an e-mail request from Karen Bender of AON Consulting. The e-mail requested that your agency supply Record Description Information to be used for the Voluntary Pre-Tax Term Life Program scheduled for with a January 1, 2005 effective date. This request **SHOULD NOT** be completed or returned to AON by any Central Payroll agency.

AGENCY PAYROLL CHECK PRINTING

During the May Central Payroll Forum OSC presented the opportunity for agencies to participate in a **pilot** program to print checks on-site. Participation is **not** mandatory. Any agency that is currently on the North Carolina Accounting System (NCAS) has been using the hardware/software solution since 1993 for Accounts Payable (AP) payments. If your agency is already using the NCAS AP payment process, the necessary hardware and software is already in place. If your agency is not currently using the NCAS AP payment process, there will be an initial investment of \$8,000.00 to secure the solution package with a \$1,000.00 annual maintenance fee. The solution package includes a seat on the OSC Payment Server, along

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LOCATION
3512 Bush Street
Raleigh, NC

Website: www.osc.state.nc.us/OSC/

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with the necessary hardware and software to print checks on-site. Security, audit, signature and disbursement issues dictate the necessity of checks being printed through the OSC Payment Server. In addition to the initial fee and maintenance, approved blue check stock forms and MICR toner must be procured for use in the printing of checks on-site.

It has been brought to our attention that some agencies have the understanding that the process of printing checks at the agency level is mandatory. This is **not** a correct assumption. This process is voluntary. The pilots will begin later this year. Some agencies have requested to participate after July 1, 2005 in order to secure and budget the necessary funds for the process.

If you have additional questions that need to be clarified, please contact Roger Farmer at (919) 981-5545 or email him at rfarmer@mail.osc.state.nc.us.

If your agency is interested in participating in the pilot program, please contact Carol Stephenson at (919) 981-5542 or email her at cstephen@mail.osc.state.nc.us.

Thank you.