POLICY STATEMENT

Internal controls for payroll exist to ensure payroll is properly authorized and disbursed to the appropriate employees and that expenses are accurately recorded. Payroll internal control procedures help to establish an effective payroll system, which allows payroll processing and recordkeeping to produce accurate financial records.

To provide quality assurance over payroll processing and recording of expenditures, a review of payroll budget to actual expenditures by position is conducted by the Budget Office monthly. Variances in authorizations, expense amounts or funding sources are brought to the attention of the Budget Director and the Payroll Supervisor for resolution.

AUTHORITY

MSU Billings Administration