



Section	15	FISCAL YEAR SUPPLEMENTS	Effective Date	9/15/2015
Sub-section	06	FY 2016: Initial Payroll and Fringe Benefit Payment Accounting	Revision Date	9/15/2015
SAM Ref	n/a			

BACKGROUND

This section covers the processes that agencies must follow for the initial payroll and benefit payments to be made in STAR. Agencies should reference the [Validating Payroll, Tax and Fringe Benefit Accounting Job Aid](#).

PROCEDURES

PAYROLL ACCOUNTING

STAR payroll transactions (PR transactions in WiSMART) will be loaded the week prior to the pay date, as unapproved G/L journal transactions. The posting date will match the biweekly pay date. Agencies will be able to review and approve the transactions any time prior to the pay date, but the transactions will not post until the pay date (to match the payroll ACH settlement date and the check issue date). Adjustments and approvals will need to be processed by users with these Finance security roles:

- Agency GL Journal Processor
- Agency GL Journal Approver 1

Manual Payment Vouchers for State and Federal Taxes, and Interunit Billing payments for ETF benefit payments must be processed using these Finance security roles:

- Agency AP Processor
- Agency AP Approver 1

Please note that the payroll 20B transactions will be processed in WiSMART. The first payroll transactions loaded to STAR will be for pay period 21A.

FEDERAL TAXES

- Federal taxes will be paid via Manual Payment Vouchers in STAR. The Supplier ID is FEDERALTAX.
- Federal Tax Manual Payment Vouchers for Pay Period 20 will be loaded into WiSMART during the week of September 21st. Agencies should adjust the vouchers to match the 941 reports.

STATE TAXES

- State taxes will also be paid via Manual Payment Vouchers. The Supplier ID is STATETAX.

FRINGE BENEFITS ACCOUNTING



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

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Payments to ETF for fringe benefits are processed using Interunit Billing transactions.

INITIAL STAR FRINGE BENEFIT AND TAX TRANSACTIONS

Please note that those fringe benefit payment and tax withholding transactions that are not disbursed until October will be loaded into STAR vs. WiSMART. These are summarized as follows:

Benefit Payment	Payee	Due Date	Pay Periods to be Loaded into STAR
Wisconsin Retirement System	ETF	10/24	18 and 19
Health Insurance	ETF	10/24	20 and 21
Federal Tax	IRS	Per schedule	20
State Tax	DOR	10/31	14 - 19