
1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to reconcile the Payroll Clearing Account.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Analyst II

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Accounting Services

Approved signature on file

4.0 DEFINITIONS:

- 4.1 Fund 76: Payroll Clearing Account used to record payroll liabilities (i.e. federal taxes, state taxes, health insurance, etc).
- 4.2 Escape: Financial System