

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.450	1 of 1	July 1, 2003 Revised 11/26/08
Subject CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – STATE ACCOUNTING ENTERPRISE – CENTRALIZED PAYROLL UNEMPLOYMENT CLAIMS			

1. Centralized Payroll of the Department of Administrative Services-State Accounting Enterprise is responsible, according to Chapter 96.7 of the Code of Iowa, to pay the Iowa Workforce Development for the unemployment claims of former state employees, which have been approved by UCeXpress Company. DAS-SAE-Centralized Payroll bills each state department quarterly for the amount of unemployment compensation paid for employees who were paid from revolving, special, trust, or federal funds.
2. A letter (see sample below) is forwarded by DAS-SAE-Centralized Payroll to the affected departments showing the total benefits paid to each individual, the percentage rate chargeable, and the amount due the Unemployment Fund. Also included is a copy of the IWD quarterly unemployment billing.
3. See Procedure 280.301 for information on completion of the JV1.
4. Any problems or questions concerning this billing should be directed to DAS-SAE-Centralized Payroll at (515) 281-3130. Problems or questions concerning the accounting process for reimbursement should be directed to the DAS-SAE-Daily Processing.

DATE: **July 24, 2008**
TO: Financial Managers, etc.
FROM: Lisa Elliott
Centralized Payroll, DAS/SAE
RE: **2nd Calendar Qtr 2008** (4th Qtr FY 2006)
Unemployment Charges -- JV1 needed

Attached are Iowa Workforce Development quarterly unemployment charges for your agency for **April, May, and June 2006**. From these charges, I have calculated the Non-General Fund billable portion that needs to be reimbursed back from your agency.

These calculations were made using Non-General Fund percentages provided to me by the Department of Management. The percentage has been applied based on the Dept. and Org number assigned to the employees listed. Please review this calculation, then create and approve a JV1 to repay the unemployment appropriation in accordance with Chapter 96.7.7d of the IAC.

The Unemployment Account Fund to be reimbursed is **0001-006-825A-1410**

Please reference document # **006LE206062025** on your JV1 entry.

Return the approved documents to Post-Audit by **August 15, 2008**.

If you have any questions contact me at (515) 281-3130 or via email at lisa.elliott@iowa.gov.

Thank you.