

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.510	1 of 1	March 24, 2014
Subject MISCELLANEOUS PAYMENT FOR PERSONNEL SETTLEMENT AGREEMENTS			

To comply with [Executive Order 85](#), signed March 24, 2014, the following procedures should be followed:

Process for Non-Payroll Related Settlements

The department, upon receipt of a fully executed Routing/Review Approval form, will submit a GAX payment document to DAS-SAE with proper Vendor Customer Number and Proper Object Codes noted here:

2366 - Mediators

2532 - Settlement to Attorneys

2712 - Medical Claims

2714 - Death Claim

2722 - State Appeal Board Reportable

2823 - Court Cost

Attach the form, settlement agreement and other necessary supporting documentation to the GAX.

Submitting Payments to DAS-SAE Centralized Payroll for Back Wages or Payments Subject to Withholding

DAS-Human Resources Enterprise will provide a copy of any fully executed, non-redacted Personnel Settlement Agreement that contemplates the payment of back wages or other payments subject to withholding. The HRA/PA assigned to the agency/department of the named employee in the Personnel Settlement Agreement is responsible for initiating all HRIS payroll transactions necessary for payment of the agreement.

Payments made for a Personnel Settlement Agreement are entered on HRIS using P1 type 849, Settlement Agreement. Remarks on the P1 should include a reference to the Grievance or Case Number as well as remarks about specific pay periods/dates that the back wages are being paid.

Due to the unique nature of each Personnel Settlement Agreement and the possibility of other HRIS P1 documents being necessary, agency/department personnel associates should work with staff of DAS-SAE-Centralized Payroll on all Personnel Settlement Agreement payments.