



# WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

<b>Section</b>	<b>05</b>	<b>Accounts Payable, Inter and Intra Unit Payments and Transfers</b>	<b>Effective Date</b>	<b>10/1/2015</b>
<b>Sub-section</b>	<b>14</b>	<b>Payroll, Tax and Fringe Benefit Accounting in STAR</b>	<b>Revision Date</b>	<b>9/15/2015</b>
<b>SAM Ref</b>	<b>n/a</b>			

## BACKGROUND

This section describes the payroll-related accounting that will occur within STAR. Procedures for reviewing payroll, tax, and fringe benefit accounting can be found in the [Validating Payroll, Tax and Fringe Benefit Accounting Job Aid](#).

## PROCEDURES

The following table shows the STAR user roles that will need to be used to access the transaction data within STAR:

<b>Transaction Type</b>	<b>WiSMART Trans</b>	<b>STAR Trans</b>	<b>STAR Role to Access in PFNUAT</b>
Payroll	PR	GL	Agency GL Journal Processor
Fed and State Tax	MW	AP (Manual Payment Vouchers)	Agency AP Processor
Fringe Benefits (ETF)	PV	AP (established through an interunit billing)	Agency AP Processor

## PAYROLL

Payroll transactions will be loaded as general ledger journal transactions in STAR.

## FEDERAL TAXES

- Federal taxes will be paid via A/P vouchers in STAR. The Supplier ID is FEDERALTAX. Vouchers for this Supplier ID are **automatically** routed to the SCO for final approval.
- Federal Taxes for Pay Period 21 will be loaded into STAR A/P during the week of October 5<sup>th</sup>. Agencies should adjust the vouchers to match the 941 reports.

## STATE TAXES

- State taxes will be paid similar to Federal taxes, on A/P vouchers within STAR. The Supplier ID is STATETAX. Vouchers for this Supplier ID are **automatically** routed to the SCO for final approval.

## ETF BENEFIT PAYMENTS

Benefits paid to ETF will be processed using Interunit Billings. Please note that those benefit payment transactions that are not due to ETF until October, will be loaded into STAR vs. WiSMART. These are summarized as follows:



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

**PAYROLL SUPPLEMENTS**

Payroll supplements must be processed in STAR using A/P payment vouchers coded to the Supplier ID SINGLEPAY. Please note that the payment date must be adjusted so that the check is produced in time to distribute to the employee.

**REDEPOSITS OF PAYROLL CHECKS**

Payroll redeposits should follow the Regular Deposit – [Direct Journal Payment Job Aid](#).