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# Central Payroll Service Center Finance Department

*Anchorage: Performance. Value. Results.*

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## **Mission**

- Process accurate and timely payments to all employees of the Municipality of Anchorage (MOA).
- Process all statutory deductions and verify all corresponding procedures are followed per requirements.
- Maintain records and reports required by the Municipality, State, and Federal governmental agencies pertaining to personnel paid through the Central Payroll system.

Our goal is to represent the MOA in a positive and professional manner through accountability, efficiency and sound business practices.

## **Core Services**

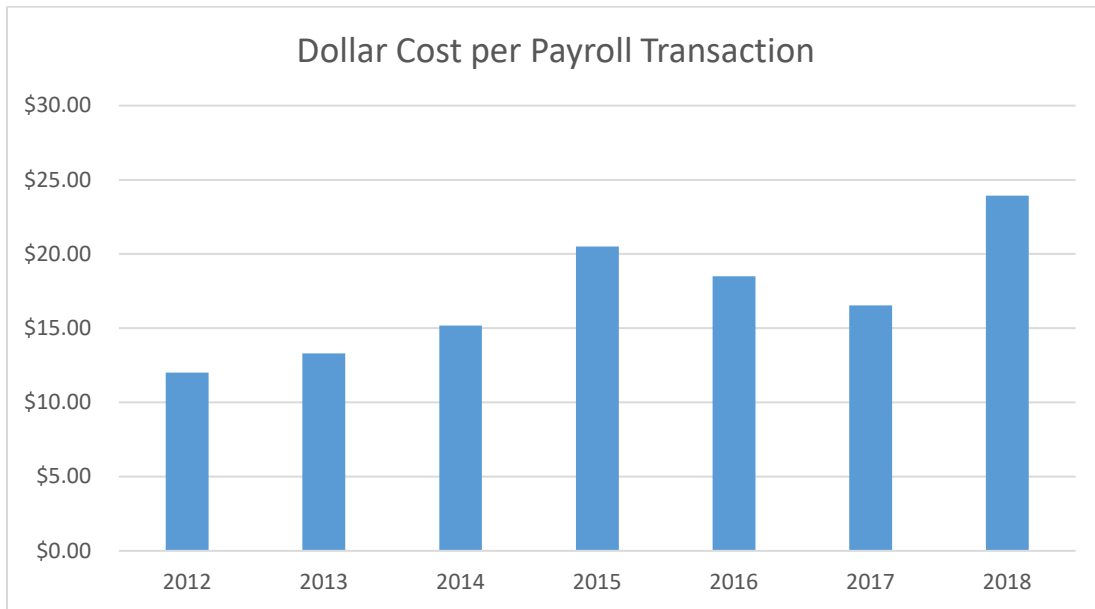
- Central Payroll Services is responsible for all bi-weekly payroll processing, serving over 2,800 of the Municipal employees. Central Payroll is responsible for all periodic payroll taxes and year end W-2's. All payroll related liability accounts are reconciled with in Central Payroll, the processing of W-2's for all MOA employees at the end of each calendar year, as well as any audits that are requested by the external auditing company and the internal Collective Bargaining units. Central Payroll Services assist all MOA employees with all of their questions on their pay through the Central Payroll Services Help Desk phone line or the !FI Central Payroll Services@muni.org email address.
- Central Payroll Timekeeping is responsible for all modifications and maintenance to MOA's time keeping system. Central Payroll Timekeeping staff assist the Municipality's employees with any questions they may have to ensure proper time collection is adhered to per the departmental, organizational, bargaining unit, Municipal Code, and State and Federal laws. Support is maintained through the Timekeeping Help Desk phone line or the !FI Central Payroll Timekeeping@muni.org email address.

## **Accomplishment Goals**

- Report fairly, without material misstatement of the Municipality of Anchorage on an annual basis.
- Maintain a system of internal controls such that reported time is accurately recorded to reduce the risk of fraud and error.
- Record payroll accurately and timely.
- Pay employees accurately and timely.

**Measure #1: Cost to produce payroll checks.**

<b>Payroll Division</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Cost per payroll payment	\$12.01	\$13.31	\$15.19	\$20.51	\$18.51	\$16.54	\$23.94
Number of payrolls not met	0	0	0	0	0	0	0
Number of payroll payments/year	75,074	71,085	77,575	79,407	77,150	77,418	77,277



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**Performance Measure Methodology Sheet**  
**Payroll Division**  
**Finance Department**

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<b>Measure #1: Costs to produce payroll checks.</b>
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**Type**

Efficiency

**Accomplishment Goal Supported**

Reduce the costs associated with making payroll payments (direct deposit and checks) to employees and eliminate processing errors.

**Definition**

Measure the efficiency of the payroll process by focusing on costs associated with paying employees.

**Data Collection Method**

The calculation is performed by dividing the total costs of the central payroll department by the number of biweekly payments made to employees and maintaining an accurate count of corrections made to employee's pay advice.

**Frequency**

The measurement will be performed at the beginning of each quarter.

**Measured By**

The Payable Supervisor will maintain an excel spreadsheet with information pulled from PeopleSoft and maintain an accurate count of processing errors.

**Reporting**

The controller will maintain a quarterly and annual report of costs to produce payroll advices and corrections to employee's pay advice.

**Used By**

The payroll supervisor, controller and CFO will use the data to gain an understanding of the costs associated with managing a centralized payroll department