



Commonwealth of Massachusetts

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THOMAS G. SHACK III, ESQ.
COMPTROLLER

MEMORANDUM

To: Chief Fiscal Officers and MMARS Liaisons
From: Jeffrey Shapiro, First Deputy Comptroller
Date: September 13, 2018
Subject: FY2019 HR/CMS Chargeback

Comptroller Memo FY#2019-07

Executive Summary

This memo provides guidance and information regarding the Office of the Comptroller (CTR) and Human Resources Division (HRD) joint administrative HR/CMS chargeback for FY2019 to support the payroll and HR operations of the human resources /compensation management system for the Commonwealth.

This chargeback was established to cover the cost of the business and functional resources needed to support the ongoing maintenance and operations of the Human Resources /Compensation Management System (HR/CMS) for the Commonwealth. Central management activities and oversight of HR/CMS, provided by CTR and HRD include payroll processing, time and attendance, maintenance of positions, budgetary accounting, training, tax reporting, and collective bargaining. The Commonwealth made a commitment to keep current with the product changes so that we would not fall behind in supported versions, and implement new features and functionality on a regular schedule. This work requires that the patches, bundles, tax updates, fixes and enhancements be applied to the system. Maintaining and/or creating of e-learning, job aids, resource documents, new defensive queries, data clean-up, creating of test scripts and testing which are ongoing activities of CTR and HRD.

This chargeback is allocated on actual FY2018 paychecks for your agency as well as Time Collection Device (TCD) costs, if applicable, and is for the period from July 2018 to June 2019. Agencies are charged a proportional share of the authorized chargeback based on their usage. The FY2019 chargeback will be billed at \$1,960,146.00. The attached spreadsheet has the breakdown for your reference.

An IE (CTRHRCMSCHARGEFY2019) will be established by tomorrow for your FY2019 bill based on FY2018 actual paycheck counts as well as TCD charges, if any. Review and approve your department's IE to final status.

Bills will now be issued on a quarterly or lesser frequency and agencies will be notified via e-mail. **The document ID standard for FY2019 will be CTRHRCMS19CHARGEKXX and an abbreviation of the period represented in the billing.** Some departments with few transactions or low charges will be billed bi-annually in September and March.

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Please forward this memo to the appropriate staff at your agency. If you have any questions, please contact Kathy Sheppard at 617.973.2666 or Christine Scott at 617.878.9716.

Enc. [FY19 Chargeback](#)
cc: Payroll Directors
General Counsels
MMARS Chargeback Liaisons
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