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Payroll Information / Warehouse Policy

Effective: July 1, 2004
Last Updated: October 17, 2008

Executive Summary

Payroll information is available in a variety of ways. The Commonwealth Information Warehouse (CIW), which stores the Commonwealth's payroll and accounting data, and MobiusView, which gives users access to online payroll and audit reports, are two of the most commonly used methods of retrieving payroll information.

Considerations

It is the policy of the Office of the Comptroller (CTR) that audit trail and all standard payroll reports will be electronically available to all Departments. These reports will be run on a predetermined schedule and archived in MobiusView. All data related to payroll will be available in the CIW. While this data is stored electronically, for audit purposes the department must store the original documentation as established by Internal Controls.

This policy applies to all Commonwealth Branches and Departments.

Policy

All standard payroll reports, as detailed in the Job Aid: Best Practices For Payroll, will be made available to departmental users electronically using MobiusView. The Commonwealth Information Warehouse (CIW) will be the repository for all current and historical data for those departments who elect to create their own ad hoc reports. Departments must still adhere to the hard copy record keeping as mentioned in the CTR Official Record of Payroll Expenditures Policy and the HRD Time and Attendance Policy. Departments will manage the level of information access/security given to each of its users.

*The Office of the Comptroller and the Human Resources Division provide Departments with a bi-weekly guide, the Job Aid: Best Practices For Payroll, for processing payroll. This document details the steps, reports and deadlines that are to be reviewed in order to complete payroll.

Commonwealth Information Warehouse

The Commonwealth Information Warehouse is a centralized, integrated database that gathers data from a variety of source systems: Accounting data from the statewide enterprise accounting and financial reporting system ("the system"; "Mosaic"), Payroll Cost data from Labor Cost Distribution (LCD), and Personnel data from HR/CMS and e*mpac).

The CIW has been the source of Payroll Cost Reporting System (PCRS) labor distribution and earnings data since July of 1994 and as of Fiscal Year 2005 Labor Cost Distribution (LCD) earnings data. Financial data is available in the CIW from Fiscal Year 1993 to the present fiscal year, and Human Resource (HR/CMS) data is available from Fiscal Year 1995 to the present fiscal year. UMass Payroll data (e*mpac) has been available since July of 2002.

It is important to note that the data available in the CIW is only accessible with specific authorization by individual Departments through a standard query tool, such as Microsoft Access or Excel. Unlike standard reports available on MobiusView, the CIW is designed to answer specific questions put forth by the user, using the previously mentioned query tools.

For more information on using the CIW, please visit their website.

Public Records Information

Departments will be required to maintain all payroll records in accordance with the confidentiality and public records requirements of M.G.L. c. 66 and 66A, 801 CMR 3.00, 950 CMR 32.00, and 950 CMR 33.00 as applicable.

Internal Controls

- Job Aid: Best Practices For Payroll

Information Sources

Legal Authority

- 801 CMR 3.00 - Privacy and Confidentiality
- 950 CMR 32.00 - Public Records Access
- 950 CMR 33.00 - Fair Information Practices
- M.G.L. c. 7A §§ 3, 7, 8
- M.G.L. c. 66, 66A

Links

- Job Aid: Best Practices For Payroll
- CIW Sharepoint

Contacts

- CTR Solution Desk