

CHAPTER 1-140
PAYROLL LIAISON FUNCTION

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1-140-00 PURPOSE

This Chapter discusses the payroll liaison function and clarifies the responsibilities of the payroll liaison representative.

1-140-10 ESTABLISHMENT OF FUNCTION

The payroll liaison function has been established at local operating levels to provide a point of communication between the employees of HEW and the Division of Central Payroll and Reports Processing (DCPRP) and/or the Servicing Personnel Office (SPO). The purpose of the communication is to provide employees general information about payroll changes and to assist the employee, DCPRP, or the SPO in resolving errors in pay or leave. Often, payroll liaison duties are assigned to an employee to perform on a part-time basis. Managers assign the function to employees located in such organizations as finance, administration, or personnel. When the function is located in a personnel office, the person performing payroll liaison must not be an employee who processes personnel actions, or serves as a designated agent to receive and distribute Treasury checks and United States Savings Bonds.

1-140-20 RESPONSIBILITIES OF PAYROLL LIAISON REPRESENTATIVE

- A. Receives calls from DCPRP on matters that affect employees payroll checks and advises timekeepers, administrative officers, and employees as appropriate.
- B. Receives all inquiries from employees and timekeepers about errors in payroll checks. Calls the contact in DCPRP with regard to critical errors; requests HEW 411 "Payroll Notification Form" on all other errors.
- C. Reviews Forms HEW 411-A "Error Notice" and 411-B "Leave Error Notice" for completeness. Refers all Form 411-As concerning the SF-50 to SPO; others to DCPRP.

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- D. Obtains and forwards corrected T and A cards to DCPRP in emergency situations.
- E. Notifies DCPRP of checks lost after delivery of check. Insures that a brief statement signed by employee outlining the circumstances involving the lost check is included.
- F. Gives guidance to timekeepers and employees on how to complete error notices.
- G. Obtains a signature card for every timekeeper and alternate timekeeper and forwards to DCPRP.
- H. Reviews SF-1195, "Recommendation and Designation of Agent to Receive and Deliver Checks and Savings Bonds", to insure completeness and transmits to DCPRP.