

DATE: September 29, 2022

TO: Agency Addressed (No. 07, 2022-2023)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: STATE AGENCY PAYROLL COMPLIANCE CHECKLIST

The Department of Financial Services (Department) is responsible for processing payrolls for all state agencies. We have updated the State Agency Payroll Compliance Checklist to provide the Department with reasonable assurances that state agencies are presenting accurate and reliable information to the Bureau of State Payrolls (BOSP) for payroll processing and to ensure compliance with the applicable guidelines governing this process.

The Agency Director of Administration (or designee) must submit a completed State Agency Payroll Compliance Checklist to BOSP annually by January 31 of each year. Agencies must use the State Agency Payroll Compliance Checklist (DFS-A3-2166) to complete this annual requirement which is available online at <https://www.myfloridacfo.com/division/aa/all-forms>.

BOSP may request verification of the information represented on the checklist.

Please direct any questions to the Bureau of State Payrolls at (850) 413-5513.