

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-14

Effective Date: 05/10/1999

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*C. Dulubau*  
County Administrator

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SUBJECT: **AUTOMATIC CHARGE OUTS VIA ADP**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## 1. STATEMENT

Automatic salary charge outs eliminate the necessity of completing labor transfer in eTime when labor needs to be regularly charged to a Unit other than the employee's home Unit.

When the need arises to charge all or part of an employee's wages and fringe benefits to a different Unit for at least four weeks, an Automatic Charge Out form will be completed and forwarded to the Department of Finance and Risk Management, Financial Operations Division, Payroll Section. The employee's wages and fringe benefits, based on a percentage, will then be automatically allocated. Such charge outs may extend for a period of up to 12 months, but end on June 30. A new charge out form must be created, approved, and issued on July 1 of each year for continuing charge outs.

Automatic charge outs for labor are prohibited from use for CIP projects and Grant awards.

## 2. PROCEDURE

A. The Department requesting an automatic charge out of an employee's wages will provide the Department of Finance and Risk Management, Financial Operations Division, Payroll Section with a completed Automatic Charge Out form (Attachment 1).

1. Use a separate form for each employee.
2. The fields for the employee's name, EIN, Home Fund, Home Unit, and the Schedule must be completed.
3. The percentage charged to the employee's home Unit should not be listed on the Automatic Charge Out form.
  - a. Only regular scheduled hours can be automatically charged out using this form.
4. In the Add or Delete column:

- a. If an existing percentage **needs** to be changed, complete the form by deleting the existing line and adding a new line with the revised percentage,
  - b. Write **A** if a new Fund and Unit is to be added.
  - c. Write **D** if an existing Fund and Unit is to be deleted.
5. All automatic charge outs should be written as a percentage with two decimal places.
6. For each percentage listed, a Unit and Department must be provided.

For **example**: Fund 1000, Unit 0393 is the employee’s home Unit, which should be charged 20 1/2% of the employee’s labor. The remaining 79 1/2% **was** previously charged to Fund 1000, Unit 0159 and is now to be charged to Fund 1000, Unit 2911. The following should be entered on the Automatic Charge Out form:

A Add D Delete	%	Central Payroll Use Only	Charged To	
			Unit	Department
D	79.50		0159	County Attorney
A	79.50		2911	Finance and Risk Management

There is no adjustment needed for the employee’s home Unit.

- B. Every the Automatic Charge Out form must be signed by a Departmental Appointing Authority or Designee.
- C. Automatic charge outs will allocate the wages and fringe benefits, based on the percentages stipulated, to the appropriate Units for a period of not more than one year.
- D. When automatic charge outs are utilized, the labor transfer option of eTime should not be used.
- E. Whenever there are additions or deletions to an existing automatic charge out, it is the Department’s responsibility to complete an Automatic Charge Out form.
- F. Forward the completed Automatic Charge Out form to the Department of Finance and Risk Management, Financial Operations Division, Payroll Section, who will verify signature. Any unauthorized form will be returned to the initiating Department.

Note: The automatic labor charge out will appear on the employee’s timesheet in eTime..



### Automatic Salary Charge Out

Department:	Unit:
Date:	Effective Date:

**Note: Please use AMS Unit/Department combinations. FMS Fund/Center combinations are now obsolete.**

#### Salary Split Information

Employee Name:	
Employee Identification Number:	
Employee Home Fund:	
Employee Home Unit:	
Employee Schedule (e.g., M-F 8-5):	

A Add D Delete	%	Central Payroll Use Only	Charged To	
			Unit	Department

\_\_\_\_\_  
Appointing Authority or Designee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Payroll Supervisor Signature