



NEW YORK STATE
Unified Court System

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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 305	August 31, 2007
SUBJECT: "Paperless" Jury Payrolls - New Document Control Procedures	

This supersedes the provisions of New Accounting Procedures Bulletins 231 and 254, dated July 19, 1995 and June 12, 1997, respectively.

In a continuing effort to streamline jury payroll processing, certain Jury Management System (JMS) reports which currently require original signatures and must be submitted in hard copy format will instead be transmitted electronically between UCS commissioners of jurors' offices and the corresponding district/administrative office. These new procedures will be implemented **effective September 5, 2007**.

Attached are sample 'Batch & Voucher Totals Report' and 'Payroll Verification' forms which will be available for printing by jury commissioner staff via JMS. These new reports constitute the JMS equivalent of a Batch Transmittal (AC2387), a Special Charge Voucher (AC916) and a Payee Continuation Sheet (AC2395) which would typically be used to document such payments. Henceforth, these two(2) reports will be generated by the JMS and transmitted electronically to the appropriate district/administrative office Financial Information Management System (FIMS) 'JURY' folder using a mainframe-based File Transfer Protocol (FTP) process. Any jury batch created without the benefit of JMS must have original signatures and original AC2387, AC916 and AC2395 documents.

The 'Payroll Verification' is a listing of the payees to be included in a certain payroll. The 'Batch & Voucher Totals Report' is designed to be used to ensure that all required voucher payment information has been properly entered by jury staff, that all vouchers in the batch are actually received by the district/administrative office and to allow district/administrative staff to more easily identify jury batches

requiring release and/or certification via the OSC Central Accounting System. In addition, attestation language has been added as follows:

I hereby certify that this voucher is correct and just, that payment is approved, and that the goods and/or services provided as indicated herein are used in the performance of the official functions and responsibilities of the Unified Court System. By: (USER ID – supplied by JMS)_(Commissioner of Jurors or authorized designee).

District/administrative offices responsible for the pre-audit and certification of jury payrolls via the OSC Central Accounting System should require the inclusion of these reports with all jury batches which are submitted by the respective Jury Commissioners for payment. Once certified for payment via the OSC Quick Pay Voucher system, it is highly recommended that the electronic documents are moved to a secure location on a file server which is backed up every evening. It is also acceptable to scan and the Batch Control Lists into the same secure folder. Electronic documents are subject to the existing UCS records retention guidelines (three years).

The following describes the procedures to be followed on and after September 5, 2007 to continue with Juror Quick Pay for purposes of jury payroll processing. The commissioner of jurors functions listed below are consistent with current procedures and are included for background purposes only:

1. Once all data entry is completed by Commissioner of Jurors staff, the *Verify List* should be generated and should be checked against the *Juror Attendance Report* for accuracy of juror names and addresses, attendance dates, per diem eligibility and transportation expense.
2. When the *Verify List* has been confirmed, commissioner of jurors staff should request a *Voucher Process* report. The generation of this report, which indicates the term date; group number; voucher number; liability date (last attendance date of the longest serving juror in the group); juror status (service complete or incomplete); county; and attendance totals, occurs the next business day after it is requested.
3. A *Batch Processing* report is then generated by Commissioner of Jurors personnel. This on-line report contains all document control numbers.
4. One (1) copy of each of the following documents will be electronically transmitted to the respective district/administrative office; 'Batch & Voucher Totals Report' and 'Payroll Verification'. If necessary, these documents can be printed by the Commissioner's Office using JMS.
5. Once a jury payroll has been "signed off" by Commissioner of Jurors personnel via the JMS, the payment data is automatically transmitted to the Office of the State Comptroller by the Division of Technology via electronic File Transfer Protocol (FTP). All jury batches will continue to be transmitted to OSC as Quick Pay (batch type KPV) batches.

6. When the jury Quick Pay batch is loaded onto the OSC Central Accounting System via FTP, a *Batch Control List (BCL)* will be printed on the designated OSC printer located in each district/administrative office. Depending on individual circumstances, **District/administrative staff should match BCL's with the corresponding electronic reports, taking care to promptly follow-up with the Commissioner of Juror's Office if a BCL is printed, but the associated reports do not appear promptly or is incomplete. Conversely, if the electronic reports are received, but the corresponding BCL does not print within 24 hours later, please contact the Information Technology Help Center at 1-800-OCA-2522.**
7. Once the supporting documentation and Batch Control List have been matched, the batch should be audited by district/administrative personnel. Any errors appearing on the BCL must be promptly corrected via the OSC Central Accounting System by personnel who have been designated to perform Quick Pay **data entry** functions.
8. When an error-free BCL has been printed, it should be forwarded for electronic certification (authorization) by district/administrative personnel who have been specifically designated to perform on-line **certification** of Quick Pay vouchers. *(Employees performing certification functions must have an OSC Operator ID specifically set up to perform Quick Pay certification and must also be authorized to sign vouchers on behalf of the agency in accordance with section 110 of the State Finance Law, via the submission of an AC872 signature specimen form.)*
9. Once on-line certification of the jury batch has been completed, a certification BCL will be generated and should be filed with the batch and supporting documentation for possible post audit by OSC, and retained in accordance with UCS records retention guidelines. No paperwork need be sent to OSC. In most cases, jury payrolls processed via Quick Pay will be issued by OSC on the next business day after certification is complete.

District/administrative offices are reminded that all of the internal control provisions contained in New Accounting Procedures Bulletin number 303, dated April 5, 2006 also apply to the processing of jury payments using the OSC Quick Pay system.

More timely compensation of jurors is something tangible that the UCS can do to make the overall jury experience a more positive one. The electronic transmission of payment supporting documentation is a positive step in that direction.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, jury payrolls.

COURT CLERK ADMIN

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EARLIEST LAST DAY 3/20/2007

"PAYROLL VERIFICATION"

MIR RANGE --> 3/20/2007 - 4/19/2007

TERM: 3/17/2007 FEES/DAY: \$40.00

LOCATION:

COUNTY OF ALBANY

GROUP 320

JUROR TYPE: P

STATUS: FINISHED

FLAG	INDEX NUMBER NAME	STREET ADDRESS	ZIP SSN	ATT	PD	WVD	FEES	LAST DAY	PHONE PAYMT	PAY CODE	MISC PAY	PER DIEM	TOTAL
	9898989 JUROR JOANNE	100 COURT WAY ANYCITY	11111 999999999	3	3	0	120.00	3/20/2007	N -	0	.00	120.00	120.00
	1212121 JUROR II THOMAS	9B MAIN STREET ANYCITY	22222 999999999	3	3	0	120.00	3/20/2007	N -	0	.00	120.00	120.00

EARLIEST LAST DAY 3/20/2007

"PAYROLL VERIFICATION"

HIR RANGE --> 3/20/2007 - 4/19/2007

TERM: 3/17/2007

LOCATION: COUNTY OF ALBANY

GROUP: 320

JUROR TYPE: P

STATUS: FINISHED

TOTAL MISCELLANEOUS	0.00
TOTAL PHONE	0.00
TOTAL PER DIEM	240.00
TOTAL VOUCHER	240.00

TOTAL DAYS ATTEND	6
TOTAL DAYS SERVED	6
TOTAL DAYS PAID	6
TOTAL JURORS PAID	2
TOTAL JURORS	2

TOTAL PER DIEM HELD	0.00
TOTAL PER DIEM WAIVED	0.00
TOTAL AMT HELD/WAIVED	0.00

-- KEY TO VERIFY LIST FLAGS --

- ** --> JUROR IS NOT CURRENTLY SERVING
- % --> JUROR HAS BEEN PAID WITHIN TWO YEARS
- # --> JUROR IS BEING PAID FOR MORE THAN 20 DAYS
- T --> TOWN WARD CODE ON PAYROLL FILE NOT EQUAL
TOWN WARD CODE ON MASTER FILE (SUFFOLK ONLY)
- P --> JUROR IS A PETIT JUROR IN A GRAND GROUP
- G --> JUROR IS A GRAND JUROR IN A PETIT GROUP
- S --> JUROR'S SOCIAL SECURITY # IS MISSING
- @@ --> JUROR'S LAST DAY OF SERVICE IS NOT WITHIN THE 30 DAY RANGE

**** AUTOMATED JUROR PAYMENT - BATCH & VOUCHER TOTALS REPORT ****

COUNTY: ALBANY

AGENCY CODE: 05361

BATCH #: JY3200 TYPE: KPV NUM OF DOCUMENTS: 01 NET AMOUNT: \$240.00 TOTAL NUMBER OF PAYEES 2

EXPENDITURE CODES: FEE --> 05 245040 2006 56350 MISC --> 05 245040 2006 56352 PAYMENT DATE:

VOUCHER # 00320 \$240.00 \$.00 3/20/2007

BATCH TOTAL \$240.00 \$.00

* NEXT TO VOUCHER # INDICATES CAPITAL CASE VOUCHER

I HEREBY CERTIFY THAT THIS VOUCHER IS CORRECT AND JUST, THAT PAYMENT IS APPROVED, AND THAT THE GOODS AND/OR SERVICES PROVIDED AS INDICATED HEREIN ARE USED IN THE PERFORMANCE OF THE OFFICIAL FUNCTIONS AND RESPONSIBILITIES OF THE UNIFIED COURT SYSTEM. BY: PGMSPUD , ON THIS DAY, 03/20/2007 AT 3:35:28 PM.