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MMARS Policy: Payroll

Issue Date: July 1, 2004

Date Last Revised: November 1, 2006

Central Payroll Systems: Enterprise Management and Performance in Administrative Computing (E*MPAC)

Executive Summary

Enterprise Management and Performance in Administrative Computing (E*MPAC) is a central payroll system that supports all employees at the University of Massachusetts campuses. E*MPAC combines the efficiencies of a client server application to central payroll processing and assures the system conforms to state, federal and University financial and legal requirements. E*MPAC also allows for flexible implementation of decentralized campus policies that report deduction processing, dues schedules, fee schedules, and categorizations (such as affirmative action or employee types).

Considerations

This policy applies to the University of Massachusetts.

Policy

University personnel are responsible for upholding all Commonwealth Payroll Expenditure Policies. Each campus has total responsibility for collection and input of all payroll and personnel data, printing of system-generated reports, creation of ad hoc reports, downloading of data for use by local reporting systems, and maintenance of all campus tables.

Authority to operate E*MPAC has been delegated to the University of Massachusetts by the Office of the Comptroller. To ensure data integrity, it is required that both HRCMS and E*MPAC maintain table values consistent with the Commonwealth's time and record keeping of payroll. Any changes within E*MPAC must be approved by the Office of the State Comptroller and UMS.

Bi-weekly the University Controllers Office will manually enter PV9 at a summary level (the MMARS equivalent) into the Massachusetts Management Accounting and Reporting System (MMARS) to update

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their payroll data to the States Accounting System. This ensures compliance of the UMASS systems with the state's payroll and accounting systems.

Internal Controls

Information Sources

- Related Procedure – None
- Legal Authority
 - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
 - Massachusetts General Laws, Chapter 75, Section 10
- Attachments - None
- Links - None
- [Contacts – CTR Help Desk](#)

- **November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.