
Changes for Districts that Outsource Payroll with EDP

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To DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

Cc DNR.MGS SWC Staff <dnr.swcstaff@dnr.mo.gov>

Good afternoon,

It has come to our attention that EDP has changed the way that they process transactions for districts. Historically, they would make two separate withdrawals from the districts bank account each pay period, with one being for the salary portion of the payroll and the othering being for taxes and fees. EDP is now just making a single withdrawal for the total payroll that includes the taxes and fees. Several districts have reached out to us with questions about how to structure this single transaction in MoSWIMS because the Payroll transaction type does not allow a combined transaction with all the line items to work correctly. Even though there is only a single bank transaction per payroll, please continue to enter two separate transactions in MoSWIMS for each payroll with the salary and withholding portion on one and the taxes and fees on another. Whomever the district has doing their bank reconciliations will need to know that the two transaction totals in MoSWIMS combined will equal a single transaction total at the bank. Some districts also already split each employee's salary out as an individual transaction instead of all employees as one transaction like on the bank statement. It is fine to continue to do this. If the district is entering multiple employees' payrolls on a single transaction, please attach all corresponding EERs as a single file in MoSWIMS to aid in the review process.

If you have any questions, please contact your district coordinator.

Thank you.

Soil and Water Conservation Program

Missouri Geological Survey

Missouri Department of Natural Resources

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Find us on the web at dnr.mo.gov

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