



Delivered by The NextGen Project

# Payroll Accounting

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September 22, 2026

# Agenda

- 1 Coordination with Finance and Payroll
- 2 Payments
- 3 Addendum Records
- 4 Resources on the Payroll Accounting Support portal
- 5 Q&A

# Speakers



**Kris Martins**

Kris Martins, Deputy State  
Accounting Officer and CFO,  
State Accounting Office



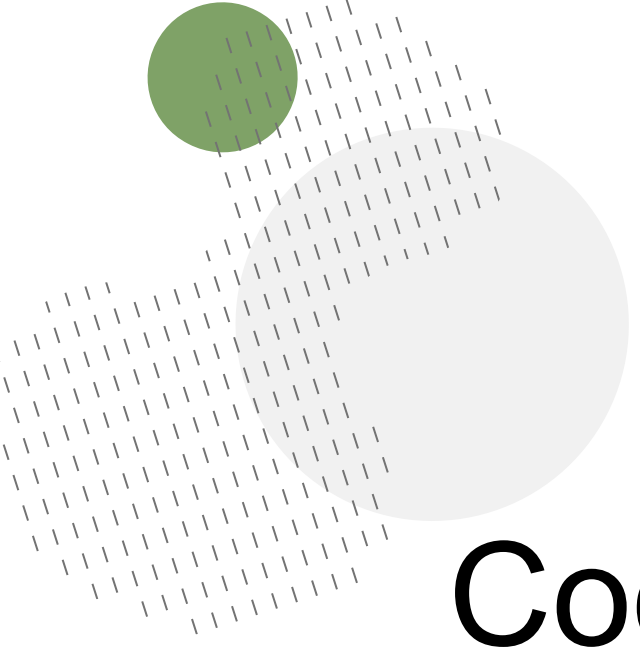
**Fredrell Evans**

Fredrell Evans, Financial System  
BA Manager



**Jeanette Rodden**

Jeanette Rodden, Deloitte  
Finance Lead



# Coordination with Finance and Payroll

# Coordination with Finance and Payroll

1

Payroll runs.

2

Amounts to be paid generate as open third-party payables relating to benefits and withholdings.

3

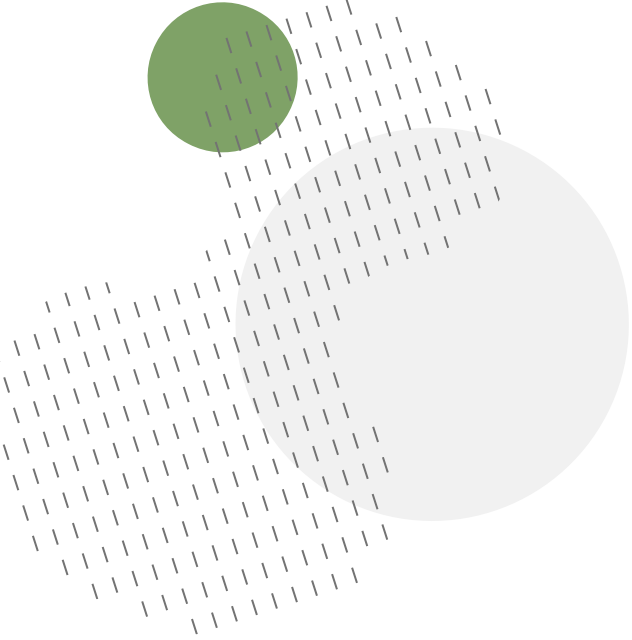
Finance and Payroll work together to verify that the amounts to be paid agree with amounts per payroll information.

4

- If there are differences, most likely will need to pay the amount per payroll and reconcile differences later.
- This may require the agency to make an Ad Hoc Payment.



Certain benefit vendors (i.e. Alight) **will not apply contributions to employee accounts** until the full expected amount is paid.



# Payments

# Payments

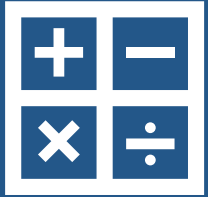
Refer to this [grid on the support portal](#) **each time prior to payment.**

Why? This provides latest method and timing for payment.

- Ex: TRS/Optum via portal.
- Ex: Settle 2 days prior to mid-month and/or end of month payment vs. settle on last day of the month.

| List of GA@WORK 3rd Party Deduction Recipients (9.11.26)                                                                                      |                                                                                                                                                                                                       |                                   |          |            |                                                           |                                                                     |     |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------|------------|-----------------------------------------------------------|---------------------------------------------------------------------|-----|-------------------------------------------------------|
| <sup>1</sup> If a 3rd Party Deduction Recipients payment needs to be made via a different payment type, adjust the settlement run accordingly |                                                                                                                                                                                                       |                                   |          |            |                                                           |                                                                     |     |                                                       |
| <sup>2</sup> For Garnishments, refer to the applicable court order for payment date(s)                                                        |                                                                                                                                                                                                       |                                   |          |            |                                                           |                                                                     |     |                                                       |
| PAYROLL_DEDUCTION_RECIPIENT_NAME                                                                                                              | Comments on Deduction Recipient                                                                                                                                                                       | PAYROLL_DEDUCTION<br>RECIPIENT_ID | PAY_TYPE | Payee type | 15th<br>Payperiod<br>2 days before<br>payday <sup>2</sup> | Last Payperiod of the Month<br>2 days before<br>payday <sup>2</sup> | EOM | Comments                                              |
| AAA PARKING                                                                                                                                   |                                                                                                                                                                                                       | 0000000555                        | Check    | Deduction  |                                                           | ✓                                                                   |     |                                                       |
| ADP                                                                                                                                           | This is ADP for health insurance (e.g. HMO, SHBP, etc). <b>This is NOT ADP for payroll taxes.</b> Separate instructions are on the support portal for recording ADP payroll tax Reverse Wire payments | DR000032                          | Check    | Deduction  |                                                           |                                                                     | ✓   | MEMO: Payroll Location #                              |
| ALIGHT HOLDING COMPANY LLC (FKA TEMPO Employees Retirement System)                                                                            | This is for Flexible Benefits (and not GA Deferred Comp)                                                                                                                                              | 0000008276                        | ACH      | Deduction  |                                                           | ✓                                                                   |     | MEMO: Invoice # from the Alight portal                |
|                                                                                                                                               |                                                                                                                                                                                                       | DR000019                          | ACH      | Deduction  |                                                           |                                                                     | ✓   |                                                       |
| GA DEFERRED COMPENSATION GROUP TRUST                                                                                                          | Payments to this deduction recipient are managed by Alight                                                                                                                                            | 0000497157                        | ACH      | Deduction  | ✓                                                         | ✓                                                                   |     |                                                       |
| GA DEFINED CONTRIBUTION PLAN                                                                                                                  |                                                                                                                                                                                                       | 0000000689                        | ACH      | Deduction  |                                                           |                                                                     | ✓   |                                                       |
| MAGISTRATE COURT OF SPALDING CO                                                                                                               |                                                                                                                                                                                                       | 0000000398                        | Check    | Garnish    | ✓                                                         | ✓                                                                   |     |                                                       |
| MAGISTRATE COURT OF TATTNALL CO                                                                                                               |                                                                                                                                                                                                       | 0000001035                        | Check    | Garnish    | ✓                                                         | ✓                                                                   |     |                                                       |
| MAGISTRATE COURT OF TELFAIR CO                                                                                                                |                                                                                                                                                                                                       | 0000001036                        | Check    | Garnish    | ✓                                                         | ✓                                                                   |     |                                                       |
| OPTUM BANK INC                                                                                                                                |                                                                                                                                                                                                       | DR000098                          | Manual   | Deduction  | ✓                                                         | ✓                                                                   |     | Agencies to login to the Optum Portal to make payment |
| TEACHER'S RETIREMENT SYSTEM                                                                                                                   |                                                                                                                                                                                                       | 0000000695                        | Manual   | Deduction  |                                                           |                                                                     | ✓   | Agencies to login to the TRS Portal to make payment   |

# Payments (continued)



Ad Hoc payments may be occasionally needed if the open third-party payable amount does not calculate properly.

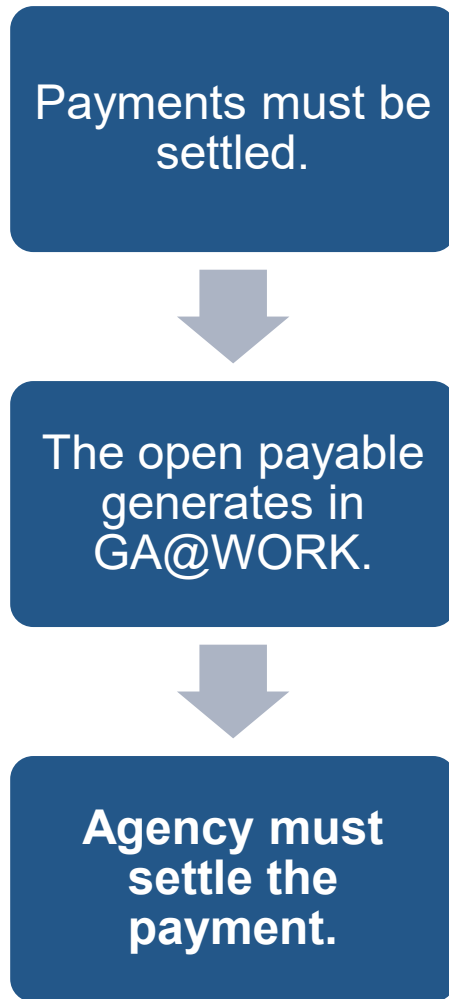


Currently, agencies are unable to delete these open third-party items.



[Reach out to SAO CSC](#) if needed to remove an open third-party payable amount.

# Payments (continued)



**Create Settlement Run**

Company \* X Accounting Office, State ...

Currency \* ☒ Currency X USD ... ☐ All Currencies

Display Currency \* USD

Settlement Run Name

Settlement Run Date \* 09 / 16 / 2026

**Auto Select Filters**

Include Payments on Behalf of Other Companies

Exclude Negative Payments

Search Results (3)

- ☒ Payroll\_3rdParty\_15th2dayprior ...
- ☐ Payroll\_3rdParty\_EOM ...
- ☐ Payroll\_3rdParty\_EOM2dayprior ...

OK

# Payments (continued)



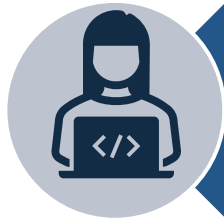
To aid in this process, auto select filters have been established to group payments by due date.



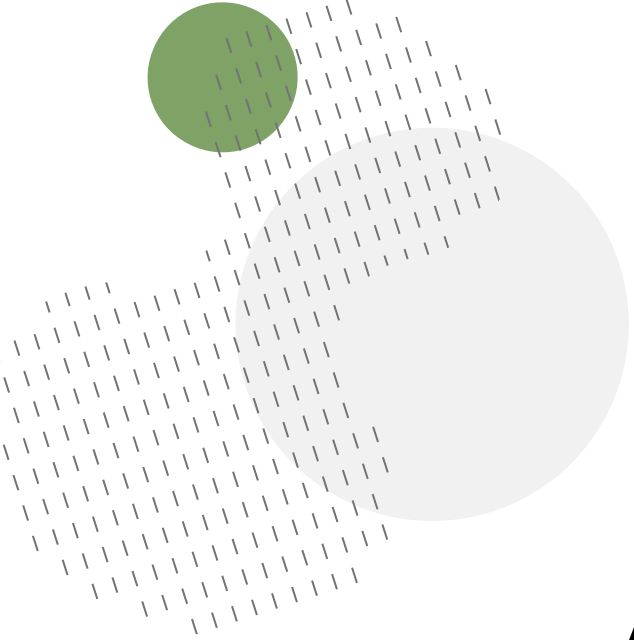
Additionally, agencies can set up schedules for settlements.



SAO can meet with agencies individually to set these up if needed.



[Submit a CSC ticket](#) to request support.



# Addendum records

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GA@WORK is currently sending many addendum records.



As a temporary workaround, ADP (State Health Benefit Program) will generate a third-party payment by check.

This is causing problems with some benefit providers.



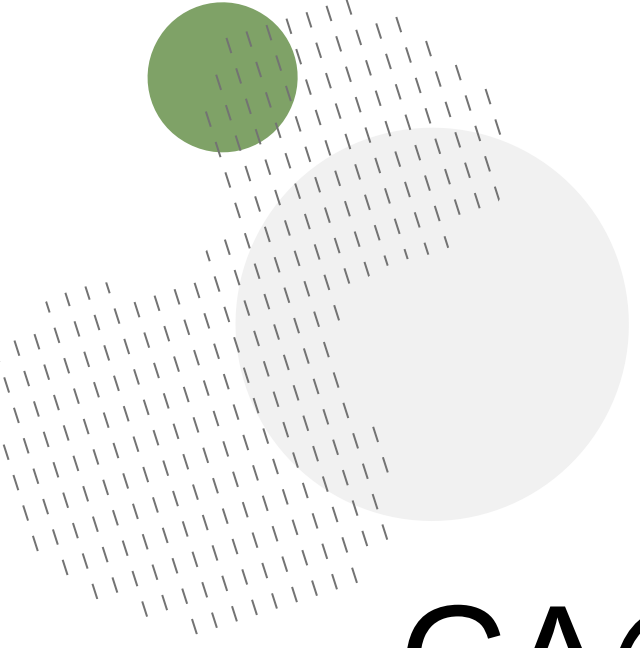
If this happened to your agency, please work with SAO once money is back in the bank to re-process.



Ex: ADP was rejecting some payments.



Work is ongoing in GA@WORK and with the supplier to develop a permanent solution.



# GA@WORK Support Portal

# GA@WORK Support Portal

[Resources for Payroll Accounting](#)

## Resources

Leave without pay for State Health Benefit Plan (SHBP)

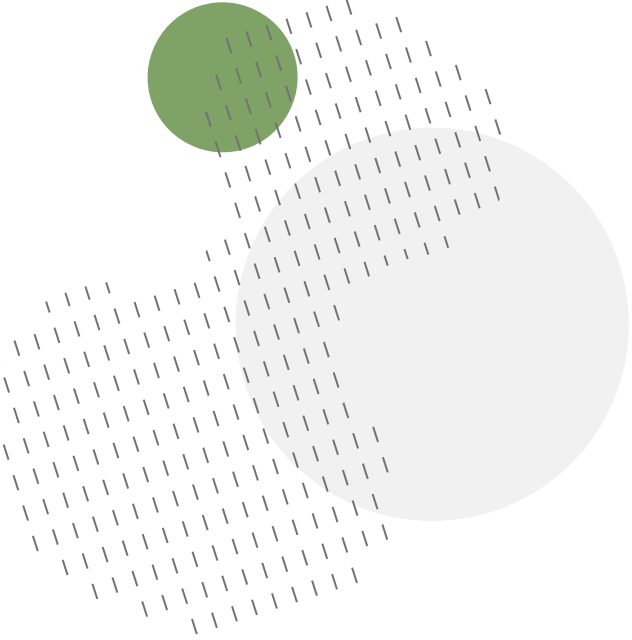
Payroll Accounting Checklist

Steps to be completed for payroll accounting, starting with prior to pay complete.

Assign costing allocations

Third-party deduction recipient payments

Shows when to settle each deduction recipient and the default payment method.



# Q&A

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Let us know what questions you have.

What do you need help with?

What can we clarify?





*thank  
you!*