



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin #05-11

SUBJECT: Chapter 25 of the Statewide Administrative and Accounting Manual (SAAM)

DATE: April 2005
TO: All State Departments and Agencies
FROM: Edward Karass, State Controller

The Payroll Policy, Chapter 25 of the SAAM has been created and incorporates the most important policies and procedures regarding payroll administration of the State of Maine. Chapter 25 is the product of several months of work by individuals in the Statewide Payroll Division of the Office of the State Controller. The Payroll Policies Chapter is part of the OSC's ongoing efforts to improve and update all management practices statewide.

Major areas of Chapter 25 include:

- Clarifying the policy of all mandatory and voluntary deductions, including wage garnishment procedures and Medicare.
- Provide instruction on proper payroll accounting.
- Provide information in federal and state tax administration, including reporting requirements.

Please distribute this bulletin to affected personnel. Chapter 25 may be downloaded from the Controller's website at:

<http://www.state.me.us/bac>

Should you have any questions regarding the Payroll Policy Chapter, please feel free to contact Betty Everatt at 626-8442 or Betty.L.Everatt@maine.gov.

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