

MISSISSIPPI LOTTERY CORPORATION

CHAPTER 11 - FINANCE POLICIES

11.7 PAYROLL PROCESSING POLICY

Rule 11.7.0 PURPOSE

The purpose of this policy is to provide guidelines to ensure payroll transactions will be recorded and processed with the highest standards of fairness, integrity, and accuracy. The guidelines establish a tone of conduct, duties and responsibilities that are further defined in subsequent procedures developed and approved by the Executive Staff.

Rule 11.7.1 CONDUCT

All employees with assigned responsibilities related to payroll processing will conduct their activities in a business-like manner consistent with the demeanor and intent of the Alyce G. Clarke Mississippi Lottery Law and established procedures. All employees are expected to adhere to the corporate ethics guidelines and the procedures established by management. Any employee involved in any aspect of the payroll processing process will maintain strict confidentiality of all MLC employees' confidential personal information, including, but not limited to, employee salary and/or hourly rates. All financial transactions will be conducted with the highest standards of fairness, integrity, and accuracy, and discrepancies must be immediately noted and corrected.

Rule 11.7.2 DUTIES

Duties of all individuals involved in payroll processing are defined by procedures developed by MLC Executive Staff. Those duties include, but are not limited to:

- A. Maintain accurate payroll records and financial accounts.
- B. Pay all payroll/tax obligations of the MLC in a timely manner.
- C. Ensure benefit payments are accurately reflected on each employee's paycheck.
- D. Provide timely information upon authorized request.
- E. Ensure close cooperation and coordination between the Finance Department and the Human Resources Department in payroll processing.

Rule 11.7.3 RESPONSIBILITIES

The responsibilities of the Finance Department are broad in scope and apply to all personnel. These responsibilities include:

- A. Treat all transactions according to established procedures.

- B. Establish adequate internal accounting controls and monitor the same on an ongoing basis.
- C. Adhere to confidentiality guidelines.
- D. Maintain the highest degree of honesty and fairness.

Rule 11.7.4 POLICY

- A. The Payroll Administrator or other Finance Department designee will verify that salary and benefits are correct and calculate payroll for both hourly and salary employees within the required established timeframes.
- B. A reconciliation between the prior payroll and the current payroll will be documented.
- C. The payroll register and reconciliation will be reviewed and approved by at least three (3) employees from the list below. One (1) of the three (3) employees must be the Vice President of Human Resources, or designee, who will verify that salary and benefits are correct. Upon approval the reviewer(s) will both sign and date the register indicating they have reviewed and have approved the payroll.
 - a) Payroll Administrator
 - b) Director of Finance
 - c) Vice President of Human Resources
 - d) Vice President of Finance
 - e) Executive Vice President of Operations/IT
 - f) President
- D. Once approved, the Payroll Administrator or other Finance Department designee will process payment for all eligible employees.