

SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

PAYMENT AND AUDIT

8780.1

(Revised 12/13)

The State Compensation Insurance Fund (State Fund) will bill agencies semimonthly. The Agency Payroll Code (from the Uniform State Payroll Code System), indicated on the Employer's Report of Occupational Injury or Illness, State Fund Form e3067, is used by State Fund to sort charges mechanically by the legally uninsured agency concerned. Because of this procedure, it is important that the correct agency code be shown on the ~~SCIF~~ State Fund Form e3067. The Agency Payroll Code is also shown on invoices submitted to agencies and will enable them to distribute the Workers' Compensation charges among subunits as needed.

It is imperative that Workers' Compensation invoices be paid immediately. Any amount outstanding after 35 calendar days from the date of SCIF's transmission to the State Controller's Office (SCO) is subject to an interest charge. The interest rate will be the same as the annualized Pooled Money Investment Account (PMIA) promulgated at the end of each fiscal year by the Director of the Department of Finance. All invoices for reimbursement of expenditures on claims will be billed and paid electronically through the SCO. At the same time, State fund will provide each Department with an itemized invoice which shows the expenditures for which reimbursement is claimed. Discrepancies will be reported promptly to State Fund and they will make the necessary adjustments on subsequent invoices. State Fund will notify the California Department of Human Resources (CalHR) monthly of any payments that remain unpaid.