

# FISCAL ACCOUNTABILITY RULES

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## RULE 1.2 - SYSTEM OF RECORD

### Purpose

The purpose of this Fiscal Accountability Rule is to identify the City and County of Denver's official System of Record (SOR) for finance, payroll, time and attendance, and document management to ensure the integrity and validity of data.

### Definition

**System of Record (SOR)** – The following systems have been identified as the official SOR for finance, payroll, time and attendance and document management:

- **PeopleSoft Financials** – The official accounting system used to record financial transactions and financial information.
- **PeopleSoft Human Resource Management** – The official human resources and payroll system used to record and maintain employee information for human resources, benefits and payroll and to pay employees.
- **Kronos Workforce Timekeeper** – The official system used to manage all facets of time and attendance, leaves of absence (family medical leave, workers' compensation, etc.) and leave accruals (vacation, sick, personal, paid time off, etc.) ensuring that Career Service Rules, Collective Bargaining Agreements, Fair Labor Standards Act and pay rules are consistently applied and are in compliance.
- **Alfresco** – The official centralized document management system for all financial document and content applications. This system stores invoices, journals, and other supporting documentation of financial transactions.

### Rule

1. All City agencies and departments are required to use the City and County of Denver PeopleSoft Financial SOR to record their financial transactions and financial information.
2. All City agencies and departments are required to use the City and County of Denver PeopleSoft Human Resource Management SOR to maintain employee human resources, benefits, payroll information and data.
3. All City agencies and departments are required to use Kronos Workforce Timekeeper SOR to record all employee time and attendance leaves of absence and leave accruals.

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## RULE 1.2 - SYSTEM OF RECORD, CONTINUED

4. Original invoices, journals, and other supporting documentation of financial transactions shall be electronically scanned and stored in Alfresco.
5. No subsidiary systems that interface with any official SOR shall be established without approval of the Controller's Office.
  - A. Prior to authorization of a subsystem, the Controller's Office will work with Technical Services to assess whether the proposed subsystem will meet both the City's needs and the department or agency functional requirements.

If the SOR cannot meet agency functional requirements, Technical Services will evaluate the technical needs and recommend the most cost effective solution prior to the Controller's Office authorizing any subsidiary system.
  - B. Every subsidiary system that interface with a SOR shall create, maintain, and communicate all relevant information required in the official SOR and maintain the necessary functionality to ensure the integrity of data.
6. Any official reports or statements shall be developed using the official SOR to ensure the accuracy of the information. Any other reports or statements shall be reconciled to the official SOR to ensure that the information agrees with the SOR data.
7. Nothing in this rule shall prevent any State-affiliated City agency or department from using State-mandated or imposed systems of record in complement with or in addition to the City and County of Denver Financial System, or prevent any agency or department from complying with federal requirements.

### Procedures and Forms

The **Controller's Office** and **Technology Services** are responsible for any procedures and forms associated with this rule.