

Deputy Sheriff's Online Supplemental Pay Reconciliation Instructions

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System can be accessed at <https://dssp.treasury.la.gov>. Deputies were added per the December 2022 file provided by your parish.

Deputies must be updated for any changes each month.

1. The Deputy listing is accessed by selecting the Deputies left menu item.
2. To term, select Deactivate button and enter the end date (last date paid) by selecting from Calendar that pops up and confirm. Deputy can also be termed by selecting the pencil and paper button to the right of deputy name, entering the end date (last date paid) and selecting Submit at the bottom.
3. Deactivate any deputies not working for the month and the deputy will need to be reactivated prior to creating the next month's reconciliation. The days worked can also be changed to 0 days worked after creating the reconciliation.
4. Be careful of the Trash button it will totally delete a deputy (this would only be used if a deputy was entered in error)
5. Status Filter options- All, Active, Inactive
6. Export button can be used to create an excel file of all active deputies
7. Select Create to add a deputy. First, Last, Eligibility Date and Last 4 of Social are required fields.
8. Search- can enter name to go to deputy within listing
9. Deputy Listing in last name alpha order, select next for 2nd page etc.
10. Eligibility Date- Date eligible for DSSP at your office (1st day paid)
11. End Date- Term date with your office (last day paid)
12. Set Active- you can select Confirm to reset the end date and deputy will be on future reconciliations.
13. Options for updates- edit, trash, deactivate, set active (deputy that has worked with your office and is rehired)
14. If all rows of deputies are not displayed select more rows in drop down

Monthly Reconciliation for Clerk

Before starting reconciliation make sure your deputy listing is accurate with all active deputies and correct eligibility dates.

Sheriff Open Status Bar in green at top, this will alert you of the status of the recon. "Sheriff Open"- at clerk level, "Sheriff Pending" -at the approver level, "Sheriff Approved"-at treasury level, "Sheriff Rejected"-at the clerk level. The following are the Treasury statuses: "Treasury Pending"-treasury has not opened, "Treasury Open"-treasury reviewing, Treasury Approved", "Treasury Rejected"-returned to clerk level.

Approval log - this will show you the path of the reconciliation through your office and treasury.

1. Select Monthly Reconciliations left menu item
2. Click in date field and enter the month and year of the reconciliation you are creating, **Reminder to always prepare the reconciliations in date order and submit before creating next**

reconciliation. The system cannot make valid assumptions without the prior data entered into the system.

3. Once the reconciliation is created any updates not made to the deputy listing would need to be done manually by changing the Days Worked for partial pays.
4. Select Start Reconciliation
5. Select pencil next to any deputy that has to be updated for days worked, enter actual days worked, explanation, and select Submit
6. Deputies not working full month will be listed in Partial Pay section
7. If there are any adjustments for previous months, they will be entered in Other Adjustments section, Select Add Adjustment, Select Deputy from drop down listing, enter amount paid, and explanation, and select Submit.
8. If you need to review any prior reconciliations, select "New Window" from the edit button (three dots at top), this will allow the current reconciliation to be opened and another reconciliation so they can be compared if needed.
9. The new employee forms, Post Certificates, prior service forms, and change of duties form must be added by selecting Open File Attachments. **Only one file can be accepted per deputy, so you will need to combine the forms into one file.** They can be added to any deputy on the full pay and part pay listings by selecting the document icon.
10. Select For Approval once your reconciliation is ready to send to the Sheriff or authorized approver.
11. The reconciliation can be printed from the reconciliation page and the reconciliation submissions listing.

Monthly Reconciliation for Approver

1. Approver receives email to click to view submission
2. After clicking view, the Approver will be able to see and review the reconciliation.
3. Once approve submission selected, approver will have to confirm, then the reconciliation is sent to the Treasurer's Office.
4. Once the Treasurer's Office approves the reconciliation the clerk can see the status on the reconciliation screen for that month and review the approval log to see the date of the approval.