

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Agency Accounting Contacts

DATE: December 15, 2015

SUBJECT: Holiday In-state Travel Processing for Payroll

Please make all employees in all offices who process in-state travel reimbursements aware of this information. Due to the holidays, there is a short period for in-state travel processing. All agencies should send in-state travel in as soon as possible before Monday, December 21.

Sincerely,

Tom White

From: White, Tom
Sent: Friday, November 20, 2015 6:40 AM
To: Comptroller - All
Cc: Newton, Bill; Baxter, Kathleen; Nola, Thomas
Subject: IMPORTANT: In-state Travel Processing for Payroll

To: Agency Accounting Contacts:

Please make all employees in all offices who process in-state travel reimbursements aware of this information and the deadlines. Late and delayed in-state travel transactions are causing major processing problems. Normal travel transactions per pay period range from 4,000-4,500. For the Wednesday November 18 travel deadline we received 500+. Of that number 200 were submitted in STAARS **after hours** up to 7:00 PM that night. This large late processing volume is problematic. This not only causes problems processing travel, but all other normal required transaction processing as well. Many travel transactions were entered earlier in the pay period but were submitted on the deadline due date. We make every effort to approve all transactions that are submitted correctly. However it is not possible to audit and approve a significant large volume submitted late on the last day.

Please be aware of the following deadlines and requirements to handle this large volume:

1. Submit all travel as soon as possible when it is ready. Do not hold.

2. Early submission allows more time to clear up green slips and/or cash problems.
3. Submission **deadline is 3:30 PM on the specified date.** This is the same time as when this process was 100% paper. This cut-off allows us to adjust staff workloads to process travel before payroll cut-off.

If your agency doesn't adhere to the established deadlines and requirements it could delay employees travel claims to the next pay period. Your attention to these deadlines is appreciated.

Sincerely,

Tom White