

To: Payroll and Personnel Officers

CC: Accounting Contacts

Proposed change in the e-mail forwarded below has been implemented. Effective for **May 29 payday**, payroll processing cut-off date will be extended **one (1) additional day** for each pay period. This change is the direct result of electronic payroll conversion.

State has implemented a 2 day payroll bank settlement. Attached is a updated payroll calendar with new payroll cut-off dates/times. Updated 2015 Travel/Payroll Deadline Calendar is available on the Comptroller's website at:

http://comptroller.alabama.gov/pages/pay_pers_officer.aspx

All agency staff should process payroll/personnel actions and travel as early as possible each pay period. Delays jeopardize timely accurate pay.

Please ensure all employees processing payroll/personnel actions or travel payment vouchers are aware of this change. Contact GHRIS Hotline 334-242-2188 if you have any questions or need additional information.

Sincerely,

Tom White

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Sent Thursday April 23, 2015 12:10 PM

Subject: Your Feedback is Requested: Proposed Payroll Processing Timeframe Changes

To: Payroll and Personnel Officers

Attention: Your immediate feedback is requested if proposed change causes a processing or scheduling problem for your agency. Reply by e-mail stating your specific concerns not later than COB Friday, April 24 directly to Sandra Kelly @ Sandra.Kelly@Comptroller.alabama.gov.

This office is considering a payroll processing change to extend the cut-off date by *one (1) additional day* for each pay period

May 15 SM Arrears Payroll Example:

Proposed Change: May 13 System goes down @ 2:45PM

Current Process: May 12 System goes down @ 2:45PM

This office believes there are significant benefits to this change and there are safeguards that minimize risks. Safeguards currently in place will remain unchanged and will continue to maintain the State's capability to correct payroll errors when they are identified.

All corrective actions timely identified now (deletes and reversals) are executed **before** funds are deposited in an employee's account. All corrective actions timely identified after this change will be executed **before** funds are deposited in an employee's account. Also, this office has the ability on payday to initiate reversals directly from deposit accounts.

Benefits:

1. Allows agencies an additional work day to complete payroll processing, including entering overtime and processing in-state travel vouchers that must be paid on payroll
2. Minimizes corrections and adjustments paid on supplemental payrolls
3. More timely accurate pay

Safeguards:

1. This office has the ability to reverse and recover **any** payroll direct deposit from problems identified on post audit before payday
2. No change in warrant/EFT cancellation process

3. In the rare instance, that money is not recovered through a reversal, the Comptroller's Office will use current procedures in place to collect the overpayment

Contact Sandra Kelly or Diane Knight if you have any questions about this proposed change.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

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