



# The Traffic Cone

*“Guiding you over and around the bumps of your payroll journey”*

*Provided by Syl Luhring – Payroll Supervisor, State Accounting (471-1460)*

*October 13, 2010*

*Two things come to light with the issuance of the last Traffic Cone yesterday – you DO read them and I need to get more input before I post any amended or revised items. Thanks for the suggestions and replies to the material I sent out earlier.*

*In response to those notes, I am making the following changes and will post the information to the respective websites at a later time when you have had a chance to provide more input.*

## **Payroll Schedules**

It appears that the monthly payroll schedule was not updated with the 2010 information for the last 4 months of 2010 and still contained the dates for the 2009 cycle. I have updated this information to reflect the correct dates. Please note that the November dates have been modified slightly to allow for tax calculations on the monthly payroll prior to beginning the Bi-Weekly payroll the following week.

## **Note in body of Traffic Cone**

The note, under Payroll Schedules of the earlier Traffic Cone, had incorrect information. (Previously, I noted that this involved the B-26 period and three holidays – wishful thinking on my part) The actual statement should have read as follows:

**NOTE: There is a change to the B-1 pay cycle for 2011.** Please note that the New Year’s Day holiday will be observed on Friday, December 31<sup>st</sup> which is included in the B-1 cycle (ending January 2<sup>nd</sup>) and not in the B-2-11 cycle. This will not have any effect on the fiscal side but it will on the calendar side. B-1 will have payment of two holidays (12/24 and 12/31) Monthly payrolls will have the extra holiday payable in December because of the observed day instead of in January as usual. The Martin Luther King holiday will be included in the B-3 pay period.

## **Direct Deposit Form**

I did not realize that there were so many people using more than one line on the Direct Deposit form. I reduced the field to one line in the interest of saving space and keeping all information to one page. Having heard from so many that you want more lines, I have revisited the form and added a few more lines in the top section.