

From: [State Accounting - Traffic Cone](#)
To: [Hartley, Ramona](#)
Subject: Traffic Cone - April & Open Enrollment
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State Accounting

Traffic Cone - April & Open Enrollment

Today's Date: 4/5/11



Dear Ramona,

We are into Spring and the start of TRAFFIC CONE SEASON! Payroll at the State is not exempt either.

This memo is the first of several coming throughout April and May dealing with the payroll schedule during Open Enrollment. The OE schedule was presented at the PHRUG but for those of you who did not attend the PHRUG here is a quick summary.

April 9th & 10th - PAYROLL LOCKOUT - No payroll can be locked down over this weekend and those that are will be reset and unlocked. The OE staff will create the first data file for the process. This should not cause a problem for the Bi-weekly payroll which processes the week of April 11th - 14th. You can make any preliminary entries earlier but just cannot have the payroll locked down or certified before Monday, April 11th. We will not accept any certification of payroll before Monday, April 11th.

April 23rd & 24th - PAYROLL LOCKOUT - Again, no payroll can be locked down over this weekend and those that are will be reset and unlocked. Once again, the payroll processing period begins the following Monday, April 25th. You can make any preliminary entries earlier but just cannot have the payroll locked down or certified before Monday. We will not accept any certification of payroll before Monday, April 25th. Monthly payroll for April will process completely by Friday, April 22nd and will not be affected by the lockout.

April 29th - ARBOR DAY HOLIDAY - Take a deep breath and relax.

May 2nd - OPEN ENROLLMENT BEGINS - I will leave the month of May for the next memo. Just know that we are working on the schedule to include another lockout, adjustment of the monthly payroll dates and another holiday (yea!).

If you have any questions, please feel free to call me.

Syl Luhring

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State Accounting
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