



The Traffic Cone

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

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Following up on yesterdays Traffic Cone #11:

With the progress made last evening, the focus for this weekend will be on the DBAs in the extract. You may use the EWC to make any additions, changes or corrections as needed.

Regarding the PFC side, we will be working with the DBA setup in payroll. Changes made to a DBA cannot be realized by any employee who has been locked in payroll. Thus, all agencies will need to have their payrolls unlocked and reset by the 1:00 deadline as stated in the previous Traffic Cone. Anyone locked in payroll after the 1:00 deadline will be reset and the agency will need to process the payroll again on Monday morning. This does not affect time card entry or approvals which can be done at any time.

State Accounting, in an earlier memo on Year End Processing, has given agencies until 4:00 to have all entries completed. They have requested that everyone stay out of the PFC until Monday. Our work in payroll will not affect this 4:00 deadline but we would also ask that everyone stay out of the PFC over the weekend. You may start working in the PFC on Monday morning at 8:00 a.m. Central Time.

Again, thanks for your cooperation and we apologize for any inconvenience this may have caused.