



The Traffic Cone

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

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

September 15, 2009

If you were one of the lucky agencies who received my list, yesterday, of employees who received warrants and were being assigned a payroll card, this memo will affect you. If you did not receive the list, please disregard this memo.

Agencies affected include – 5, 11, 13, 16, 21, 23, 24, 25, 27, 29, 32, 33, 36, 39, 46, 57, 60, 63, 65, 66, 67, 68, 69, 76, 81, and 84.

I have successfully completed the file setup to enroll employees into the US Bank AccelaPay program and have sent the file this morning to US Bank for loading. The next step is to set the accounts up in NIS. This will require updating the employee file for each of those enrolled in the program. I have to build the NIS file this afternoon for entry.

A few of you have already completed the payroll process and have sent the certification form in. In order for the upload to take effect, you will need to reset the payroll, process it straight through and re-certify. There will be no changes that affect the payroll, other than the switch to auto deposit from the warrant. The file should run quickly.

For those of you who have not finished, you may continue to process payroll but DO NOT run the final payroll until I post the ALL CLEAR later this afternoon. Once we are finished, you could run the payroll through certification pretty quickly and forward the Certification form to us. There will be plenty of time to do this as we still have Wednesday and Thursday before the certification is due.

Thanks for your patience and understanding.

Agencies already certified and may need to be reset

Bi-weekly 35, 40, 41, 45, 57, 60, 66, 67, 74.77, 82, 93.

Monthly 07-03, 16,