



The Traffic Cone

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

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September 16, 2009

We are receiving payroll certifications from agencies who have not reset the payroll prior to certification as instructed in both of the Traffic Cones sent out yesterday. Please check your payroll register for any warrants to be issued BEFORE continuing the process to Journals. If you have warrants on the register, payroll WILL NEED TO BE RESET to pick up the information uploaded to the accounts yesterday afternoon. (Please see paragraphs 4 & 5 below)

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I apologize for any confusion arising from my last two Traffic Cones. The thoughts were clear in my mind when I wrote the memo but somehow did not translate to paper as smoothly.

First, as I indicated in the last TC (Ready for Launch), the setup process for the AccelaPay payroll card is complete. The file was submitted to US Bank yesterday morning for enrollment into their program. Late yesterday afternoon, this information was entered into NIS on the Auto Deposit screen. If you check the screen, you will see that there is only one line for each employee. That line is the payroll line. Another entry will be made Thursday or Friday (after payroll is complete) to establish the account information for the expense reimbursement side.

In the initial TC (Stop the Bus) yesterday, I included a list of agencies who had employees being enrolled into the AccelaPay program and who would be receiving an AccelaPay Debit card. Since there were a good number of agencies who had already begun processing payroll and a few that had already certified, I wanted to be sure that the enrollment changes and updates were included in the payroll being processed.

*When submitting the payroll in NIS, NIS touches each employee record and pulls in the most current information. So, if you were resetting and processing payroll, the new banking information would have been picked up and applied to the payroll. **However, if you had finished payroll prior to the upload, the new information would not have been loaded and warrants would still have been issued.***

*To that end, I listed all of the agencies affected by the upload (“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.”) putting them on notice that they may have to reset the payroll depending on the status of the payroll at that point. I also listed the agencies who has already certified and should have expanded the note to say that if you were in the list being affected by the upload, you needed to reset the payroll to pick up the changes, process payroll through certification again and re-certify payroll. **Of those listed as having***

certified (Bi-weekly - 35, 40, 41, 45, 57, 60, 66, 67, 74.77, 82, 93 and Monthly - 07-03, 16,) Bi-weekly agencies 57, 60, 66, 67 and Monthly agency 16 were the only ones who needed to re-certify.

As a follow-up to the upload yesterday, I contacted US Bank this morning and confirmed that the cards were printed last night and mailed early this morning. All cards will be issued for both the monthly and the bi-weekly payrolls today. Delivery of the card will be in a plain white envelope and should occur by Saturday, Monday at the latest. Please touch base with those in your agency who were enrolled onto the AccelaPay card and remind them to look for the card. Once they receive it, they should activate it according to the instructions on the card holder. Payroll funds will be applied to the cards for the 9/23 payroll. If there are any problems associated with using the card or funding the account, please let me know as soon as possible. I will work with the bank to resolve any funding problems that may occur.

I hope this helps in clarifying matters. If you have questions or encounter problems in the process, please let me know.

Thanks again for your assistance in reaching this goal.