



The Traffic Cone

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

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

December 3, 2009

It is that time of the year again when THAT music is broadcast and heard everywhere, geese are flocking and flying to warmer areas, preliminary checklists are being created for the big event and even Santa is checking the GPS maps of his reindeer (red or blue). We need to begin checking our lists for the big event as well.

In preparation for printing the W-2s for the 2009 tax year (what, you thought I was talking about Christmas?!?!?!), it is time to check the addresses on file for your employees. Addresses are a critical part of making any event function smoothly (including Christmas Eve deliveries) and are certainly a crucial part of pulling off the W-2 process smoothly and efficiently.

Please check with your employees and update their address book information in the next couple weeks before the holidays hit us. We are planning to prepare the files and complete the process as soon after the new year as possible thus doing our part to accommodate plans to bring 9.0 on line when the NIS team is ready to do so.

Thanks again for all you do and remember, Santa is checking his list as you read this. HO! HO! HO!