

**From:** [State Accounting - Traffic Cone](#)  
**To:** [Hartley, Ramona](#)  
**Subject:** Traffic Cone - Lockout, Monthly Payroll, Bi-Weekly Payroll  
**Date:** Tuesday, April 19, 2011 11:50:27 AM

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## State Accounting

Traffic Cone - Lockout, Monthly Payroll, Bi-Weekly Payroll

Today's Date: 4/19/11



Dear Ramona,

Thanks for your cooperation during the last Open Enrollment lockout. There were no payrolls needing to be unlocked for the weekend and all of the Bi-weekly payrolls made it to the certification on Thursday!

This is a quick note regarding the payroll and upcoming OE lockout which will affect both payrolls.

The OE Lockout - the second scheduled lockout for the Open Enrollment process will take place this weekend - April 23 and 24. Same rules as last time - no one locked in payroll over the weekend.

Monthly Payroll - Monthly payroll for April is due for certification on Friday, April 22<sup>nd</sup> by 1:00 p.m. The OE lockout should not have an impact on this payroll since all payroll IDs will have been serviced and completed by the deadline. Please be sure to have your MONTHLY payroll submitted for final update as early as possible on Friday so we can run all of the reports and registers from the monthly payroll before the system is locked down on Friday. Another reminder is that since April 29<sup>th</sup> is the holiday, monthly employees will be paid on the 28<sup>th</sup>.

Bi-Weekly Payroll - The certification time for the BW-09 payroll remains on Thursday but will be moved up to 1:00 p.m. due to the Arbor Day holiday on Friday (April 29<sup>th</sup>). Your payroll cannot be locked in the payroll process over the upcoming weekend due to the OE lockout. If you want to run a pre-payroll this week to check on the status, feel free but, once again, we will not accept a certification earlier than Monday for this payroll.

Advanced information - The last OE lockout will occur during the weekend of May 21-22. Thus, the monthly payroll for May and the BW-11 payroll for Bi-weekly will follow the same schedule as noted above. Monthly will have a certification deadline of 1:00 p.m. on Friday- May 20<sup>th</sup> and the Bi-weekly deadline will remain on the following Thursday -May 26<sup>th</sup> - but moved back to the 1:00 deadline again since the OE team has scheduled the last lockout for Friday

through Sunday of that weekend.

Thanks again for all you do to make the payroll for the State of Nebraska run smoothly.

Syl Luhring  
Payroll Supervisor  
State Accounting  
402-471-1460

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