

**From:** [Luhring, Syl](#)  
**To:** [Luhring, Syl](#)  
**Subject:** Payroll Certification and Lockout  
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**Importance:** High

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Just a quick note to all that the certification date for the upcoming bi-weekly payroll was changed to FRIDAY, OCTOBER 14<sup>TH</sup>. The deadline has also been moved to 1:00 from the 3:00 time. This will allow us to finish up all of the reporting and closing processes by 5:00 Friday afternoon in time for the lockout over the weekend.

For those unable to attend the PHRUG meeting this morning, it was announced that there will be a data refresh between E1 and Workday processed over the weekend requiring all payrolls to be unlocked for the weekend. Prior to the refresh, we will need to process the data cleanup requested by HR. This process is to take place earlier in the week ( Tuesday and Wednesday ). The payroll can be processed Thursday and Friday, so everyone should be out of payroll for the weekend.

**Syl Luhring**

**State Payroll Supervisor**

*State Capitol Bldg., Rm 1314; Lincoln, NE 68509*

*Phone (402) 471-1460*

[www.das.state.ne.us](http://www.das.state.ne.us)

