



The Traffic Cone

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

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

October 8, 2009

Interim Payroll Update

Interim (emergency) Warrant Processing - Policy effective 9/8/09

“State Accounting recognizes that emergency situations do occur which require an interim payroll payment. Because of the substantial manual effort involved for both the agency and the State Accounting Office, agencies are asked to request interim payments only in those situations when payments absolutely **CANNOT** be made in a normal pay cycle. NIS is designed to allow maximum flexibility for adjusting employee income and deductions in the normal pay cycle.”

<http://www.das.state.ne.us/accounting/nis/interim.htm>

.....

There have been a number of changes to interim processing and I want to give you an update.

- **Auto Deposit** - Interims are now being processed with Auto Deposit where possible. Funds requested will be deposited to the account of record in NIS on the following day as the ACH process does not allow for same day settlement.
- **Schedule for Interims** - When payroll is being processed, Auto deposit of interims causes major problems with the bank files and interims are often blocked due to the agency having payroll locked. Therefore, State Accounting will only process Interims on Tuesday and Friday. Consideration will be given to an emergency or special circumstance requiring payment at other times.
- **Adjustments to payroll** - State Accounting has requested that interims be submitted only “in those situations when payments absolutely **CANNOT** be made in a normal pay cycle.” Over the past 4 – 6 weeks, we have seen a decided increase in requests due to a missed clock-in, late time cards, missed hours of whatever type and other errors that can and should be corrected on the next payroll. Please make every effort to follow the request.
- **Retirement and termination** - payouts should be processed through normal payroll whenever possible. If the employee is concerned about the taxes withheld, a new Form W-4 can be completed and entered into the system prior to processing the payment. There are some exceptions for monthly employees due to restrictions of time before payout is made.