



# The Traffic Cone

*"Guiding you over and around the bumps of your payroll journey"*

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Just a few things to touch base on before we jump headlong into the holiday payroll schedule ( next week already )

## **Pay Cycle Schedules**

The new schedules for 2010 are on the web site. The calendar was pretty nice to us this time by scheduling the holidays around our payroll weeks.

Monthly - <http://www.das.state.ne.us/accounting/nis/paymon10.pdf>

Bi-Weekly - <http://www.das.state.ne.us/accounting/nis/paybw10.pdf>

## **Holiday Pay**

Just a quick reminder for those of you who have members in the E bargaining unit that there were changes to holiday pay and computation of overtime for hours worked on a holiday.

Veteran's Day is the first of 4 holidays in November and December and note should be given to the time log for their hours.

## **B-24 and M-11 Pay Periods**

The Monthly payroll is scheduled earlier due to the Thanksgiving Holiday. Wage attachment cutoff is due on Thursday, the 19<sup>th</sup> and Certification is due on Friday. It is a big stretch but has to be to handle the bi-weekly that next week. The certification deadline is still set for 3:00 p.m.

The next Bi-weekly pay period is B-24 and is due Thanksgiving Week. Please note the schedule and know that wage attachment cutoff is on Monday (23<sup>rd</sup>) and certification is due Tuesday (24<sup>th</sup>). We have moved the deadline to 4:00 from the current 3:00 and will be here a little later if you need the extra time.

## **Interims**

The use of Auto Deposit for Interim processing has been in service for about a month now.

With a few minor hitches, the process is working very smoothly. There is one change resulting from the switch to Auto Deposit that requires note again. To avoid conflict with the ACH files for payroll, we are only processing interims on Tuesday and Friday each week. Settlement of the interim usually occurs the following day but in the case of the weekend, interims will not settle until Monday. For those of you who still process monthly payroll and use interims for the new hires, you should schedule the processing of the payroll interim in such a manner that the pay is deposited as close to pay day as possible.

### **Auto Deposit of Expense Reimbursements**

State Accounting has completed the project of moving all “employees” over to the ACH direct deposit of payroll. Now, we would like to curb the use of warrants for the Accounts Payable side. Currently, if a Board member, Commissioner, or Committee member receives a per diem payment, they were classified as an employee with a search type of “E” in the address book number table. They have been set up with auto deposit.

Those receiving only expenses for attending meetings were classified with either a search type of “N” or “PP”. There are too many entries in these search types to require each one to have a direct deposit set up. We have generated a query to search out only those who have received a warrant for payment in the past two years. Several agencies have already begun getting the deposit information from their board members, commissioners and committee members. I would like to encourage the rest of you to initiate the process as well. Please use the form at this link to solicit the information from your Board, Commission or Committee members:

[http://www.das.state.ne.us/accounting/forms/direct%20 dep statute.pdf](http://www.das.state.ne.us/accounting/forms/direct%20dep%20statute.pdf)

Before forwarding the forms to me, check the address book for the search type. If “N”, enter the AB number, circle the “N” and forward the forms to me for input. If the search type is a “PP”, process an address book change request to change the type to an “N” and forward the form to me once it has been changed. Instructions for Address Book changes can be found at the bottom of the NIS sign on page using the [Address Book](#) link.

Thanks again for your efforts and assistance with these projects.