



STATE OF IDAHO  
OFFICE OF THE STATE CONTROLLER  
BRANDON D WOOLF

October 24, 2013

MEMORANDUM

To: *(This memo has been e-mailed to all Personnel/Payroll Contacts)*

From: SCO, Division of Statewide Payroll

Subject: Calendar Year End 2013 Processing/Due Dates

As in the past, the Division of Statewide Payroll (DSP) would like to take this opportunity to inform our users of processing requirements and deadlines affecting the last few months of this year. During the processing of these critical payrolls, it is very important to ensure the accuracy of all pre-processing reports. **Please be sure to have agency payroll staff available for the verification process.** As always, these payroll reports will be available for your viewing via 'On-line Reporting'.

If you have questions concerning the calendar year end processing, please contact the DSP Help Desk at (208) 334-2394 or [dsphelp@sco.idaho.gov](mailto:dsphelp@sco.idaho.gov).

DSP will be offering an online class to review the calendar year end payroll process. More details and registration information will be announced in the coming weeks.

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## NOVEMBER 2013

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**November 4, 2013**

DSP will notify agencies of employees who claimed exempt status on their W-4 in 2013. Employees are required to complete a 2014 W-4 if they want to continue to claim exempt. Otherwise the agency is required to change the employee's tax status to Single with 00 exemptions on February 15, 2014.

**November 18, 2013**

Employees should be notifying their agencies of any address changes for W-2 purposes.

**November 21, 2013**

Last 'Pre-Processing' payroll run date  
The pre-processing payroll reports will be available Friday morning, November 22. **Be sure to have staff review & verify the accuracy of the payroll information on this day.**

**November 22, 2013**

Last 'FINAL' payroll run date  
The final payroll reports will be available Friday afternoon, November 22. Again, please verify these reports for accuracy. **All payroll corrections for calendar year 2013 must be processed on the 'Adjustment Payroll' to ensure correct 2013 W-2 information is recorded.**

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## DECEMBER 2013

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Due to the busy calendar year end schedule, **we ask that each agency make sure adequate staffing is available through the end of December** as it is necessary to ensure all payroll system records are processed timely, accurately recorded, and any required last minute updates can be made to ensure the payroll's timely completion.

**December 5, 2013**

CY 2013 'Adjustment' payroll  
All CY 2013 IPOPS Payroll MVA Actions must to be in 'Awaiting-DSP-Approval' status no later than 4:00 pm.

**December 9, 2013**

DSP will create report A-447103, Active Employee with Zero YTD Gross. This report shows all active employees who have not been paid during the current calendar year. Agencies should review the report and terminate all employees who are no longer working.

**December 18, 2013**

Closure of Calendar Year 2013 files  
Calendar Year 2013 files will be closed and system made ready for Calendar Year 2014 processing. **No further payments to employees will be made until January 2, 2014.**

**December 20, 2013**

'Pre-Processing' payroll run date for January  
The pre-processing payroll reports will be available Monday morning, December 23.

**December 23, 2013**

'Final' payroll run date for January  
The final payroll reports will be available Monday afternoon, December 23.