



STATE OF IDAHO
OFFICE OF THE STATE CONTROLLER
BRANDON D WOOLF

October 26, 2015

MEMORANDUM

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

From: SCO, Division of Statewide Payroll

Subject: Calendar Year End 2015 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 'Online 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.

DSP will be offering online self-guided training to review the calendar year end payroll process. The information will be available on our web page in the coming weeks.

NOVEMBER 2015

November 2, 2015	DSP will notify agencies of employees who claimed exempt status on their W-4 in 2015. Employees are required to complete a 2016 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 by February 16, 2016.
November 10, 2015 Tuesday	Time transactions are due to DSP by 3:00 on Tuesday. It is one day earlier than normal due to the Veterans Day Holiday.
November 11, 2015 Wednesday	Holiday
November 12, 2015 Thursday	Biweekly preprocessing reports will be available Thursday morning.
November 16, 2015	Employees should be notifying their agencies of any address changes for W-2 purposes.
November 24, 2015 Tuesday	Time transactions are due to DSP by 3:00 on Tuesday. It is one day earlier than normal due to the Thanksgiving Holiday.
November 25, 2015 Wednesday	Biweekly pre-processing reports will be available Wednesday morning. It is one day earlier than normal due to the Thanksgiving Holiday.
November 26, 2015 Thursday	Holiday
November 27, 2015 Friday	Biweekly final payroll reports will be available Friday morning.

DECEMBER 2015

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 7, 2015

DSP will create report A-447101, 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 22, 2015
Tuesday

Last Biweekly 'Pre-Processing' payroll run date
Time transactions are due to DSP by 3:00 on Tuesday. It is one day earlier than normal due to the Christmas Day Holiday.

December 23, 2015
Wednesday

Last Biweekly 'FINAL' payroll run date
The pre-processing payroll reports will be available Wednesday morning. It is one day earlier than normal due to the Christmas Holiday. **Be sure to have staff review & verify the accuracy of the payroll information on this day.**

December 24, 2015
Thursday

The final payroll reports will be available Thursday morning, **December 24**. Again, please verify these reports for accuracy. **All payroll corrections for calendar year 2015 must be processed on the 'Adjustment Payroll' to ensure correct 2015 Form W-2 information is recorded.**

December 25, 2015
Friday

Holiday

December 28, 2015
Monday

CY 2015 'Adjustment' payroll
All CY 2015 IPOPS Payroll MVA Actions must be in 'Awaiting-DSP-Approval' status no later than 4:00 pm.

December 29, 2015
Tuesday

Closure of Calendar Year 2015 files
Calendar Year 2015 files will be closed and system made ready for Calendar Year 2016 processing. **No further payments to employees will be made until January 4, 2016.**

JANUARY 2016

January 8, 2016

Reminder: Per Idaho Code 59-1607 and 67-5328, all previous six-month comp-time balances for FLSA covered employees will be automatically paid the first pay period in January (pay date January 15, 2016).