



STATE OF IDAHO
OFFICE OF THE STATE CONTROLLER
BRANDON D WOOLF

October 28, 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 16, 2015

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

November 19, 2015

Last 'Pre-Processing' payroll run date
The pre-processing payroll reports will be available Friday morning, November 20. **Be sure to have staff review & verify the accuracy of the payroll information on this day.**

November 20, 2015

Last 'FINAL' payroll run date
The final payroll reports will be available Monday, November 23. 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 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 3, 2015

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

December 3, 2015

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.**

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 17, 2015

'Pre-Processing' payroll run date for January
The pre-processing payroll reports will be available Friday morning, December 18.

December 18, 2015

'Final' payroll run date for January
The final payroll reports will be available Monday morning, December 21.