



STATE OF IDAHO
OFFICE OF THE STATE CONTROLLER
BRANDON D WOOLF

October 21, 2016

MEMORANDUM

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

From: SCO, Division of Statewide Payroll

Subject: Calendar Year End 2016 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 2016

November 1, 2016	DSP will notify agencies of employees who claimed exempt status on their W-4 in 2016. Employees are required to complete a 2017 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 15, 2017.
November 8, 2016 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 9, 2016 Wednesday	Biweekly preprocessing reports will be available Wednesday morning. It is one day earlier than normal due to the Veterans Day Holiday.
November 10, 2016 Thursday	Biweekly final payroll reports will be available Thursday morning. It is one day earlier than normal due to the Veterans Day Holiday.
November 11, 2016 Friday	Holiday
November 14, 2016	Employees should be notifying their agencies of any address changes for W-2 purposes.
November 22, 2016 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 23, 2016 Wednesday	Biweekly pre-processing reports will be available Wednesday morning. It is one day earlier than normal due to the Thanksgiving Holiday.
November 24, 2016 Thursday	Holiday
November 25, 2016 Friday	Biweekly final payroll reports will be available Friday morning.

DECEMBER 2016

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 6, 2016	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 21, 2016 Wednesday	<u>Last Biweekly 'Pre-Processing' payroll run date</u> Time transactions are due to DSP by 3:00 on Wednesday.
December 22, 2016 Thursday	<u>Last Biweekly 'FINAL' payroll run date</u> The pre-processing payroll reports will be available Thursday morning. Be sure to have staff review and verify the accuracy of the payroll information on this day.
December 23, 2016 Friday	The final payroll reports will be available Friday morning, December 23 . Again, please verify these reports for accuracy. All payroll corrections for calendar year 2016 must be processed on the 'Adjustment Payroll' to ensure correct 2016 Form W-2 information is recorded.
December 26, 2016 Monday	Holiday
December 27, 2016 Tuesday	<u>CY 2016 'Adjustment' payroll</u> All CY 2016 IPOPS Payroll MVA Actions must be in 'Awaiting-DSP-Approval' status no later than 4:00 pm.
December 28, 2016 Wednesday	<u>Closure of Calendar Year 2016 files</u> Calendar Year 2016 files will be closed and system made ready for Calendar Year 2017 processing. No further payments to employees will be made until January 3, 2017.

JANUARY 2017

January 6, 2017

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 13, 2017).