



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 14, 2016

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

November 18, 2016

Last 'Pre-Processing' payroll run date
The pre-processing payroll reports will be available Monday morning, November 21. **Be sure to have staff review and verify the accuracy of the payroll information on this day.**

November 21, 2016

Last 'FINAL' payroll run date
The final payroll reports will be available Tuesday, November 22. 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 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 2, 2016

CY 2016 'Adjustment' payroll
All CY 2016 IPOPS Payroll MVA Actions must to be in 'Awaiting-DSP-Approval' status no later than 4:00 pm.

December 5, 2016

Closure of Calendar Year 2016 files
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.**

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 15, 2016

'Pre-Processing' payroll run date for January

The pre-processing payroll reports will be available Friday morning, December 16.

December 16, 2016

'Final' payroll run date for January

The final payroll reports will be available Monday morning, December 19.