

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
September 2009			
9/1/09	Last Day for Time & Attendance/Personnel entry on the 8/16 through 8/31 pay period.	FYI	FYI
9/1/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
9/1/09 Day 2	Run & Distribute 70 to 90 day Retirement Report, Employees w/no Retirement taken	Payroll Accounting Staff	
9/2/09	Payroll Exits for 8/16 through 8/31 pay period.	FYI	FYI
9/3/09	System Wide User Lock Out Day (Payroll Section Mtg)	FYI	FYI
9/7/09	Holiday (Labor Day)	FYI	FYI
9/8/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and ensure 2987 WT given	Payroll Processing Staff	
9/8/09	Insurance Eligibility Review – Agency wide	Payroll Lead	
9/10/09	Pay Day	FYI	FYI
9/16/09	Last Day for Time & Attendance/Personnel entry on the 9/1 through 9/15 pay period.	FYI	FYI
9/17/09 Day 2	Turnover and LWOP action (movement) report for insurance to processors and institutions.	Payroll Accounting Staff	
9/17/09 Day 2	Run & Distribute 70 to 90 day Retirement Report, Employees w/no Retirement taken	Payroll Accounting Staff	
9/18/09	Payroll Exits for 9/1 through 9/15 pay period.	FYI	FYI
9/19-21/09	System Wide User Lock Out Day (Payroll Section Mtg on 21st)	FYI	FYI
9/22/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and ensure 2987 WT given	Payroll Processing Staff	
9/22/09	Receive SSN Mis-match report from DOP and start working to resolve. (Review for Deceased Employees)	Payroll Mgr & HR Staff	
9/22/09	Provide SSN Mismatch – Deceased employees to identified for review for possible claims of separated employees.	Payroll Accounting & HR	
9/23-25/09	State Share – No Insurance Input	FYI	FYI
9/25/09	Pay Day	FYI	FYI
9/29/09	Review “Suspended deductions” to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	

File Last Updated: 10/23/09

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
Day 0 Monthly			
9/30/09	Insurance Adjustment 035 reconciliation for: <ul style="list-style-type: none"> <li>· August '09 to be completed</li> <li>· September '09 to be started</li> </ul>	Payroll Accounting Staff	
	October 2009		
10/1/09	Last Day for Time & Attendance/Personnel entry on the 9/16 through 9/30 pay period.	FYI	FYI
10/1/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
10/1/09 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no Retirement taken	Payroll Accounting Staff	
10/1/09	Reminder to all Payroll Offices and Staff - Payroll Clean Up overpayment wage code conversions (3223), etc. that are still outstanding. 12/16/09	Payroll Manager & Payroll Staff	
10/1/09	Reminder to all Payroll Offices and Staff - Payroll Clean Up leave corrections, unpaid hours, etc. that are still outstanding. 12/16/09	Payroll Manager & Payroll Staff	
10/2/09	Payroll Exits for 9/16 through 9/30 pay period.	FYI	FYI
10/3-5/09	System Wide User Lock Out Day (Payroll Section Mtg on 5th)	FYI	FYI
10/6/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
10/9/09	Pay Day	FYI	FYI
10/12/09	Federal Banking and Postal Holiday (Columbus Day)	FYI	FYI
10/16/09	Last Day for Time & Attendance/Personnel entry on the 10/1 through 10/15 pay period.	FYI	FYI
10/19/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
10/19/09 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no Retirement taken	Payroll Accounting Staff	
10/20/09	Payroll Exits for 10/1 through 10/15 pay period.	FYI	FYI
10/21/09	System Wide User Lock Out Day (Payroll Section Mtg)	FYI	FYI

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
10/22-26/09	State Share (No Insurance Input)	FYI	FYI
10/22/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
10/26/09	Pay Day	FYI	FYI
10/27/09	Open Enrollment for HCA benefits begins	FYI	FYI
10/30/09	Quarterly Tax (IRS, L&I) Filing Deadline	Payroll Accounting Supervisor & Lead	
10/30/09	Run Report for "Y" and "R" exempts.	Payroll Leadership	
10/30/09	Run 3231 Net versus Gross in same year.	Payroll Processing Supervisor	
10/30/09	Insurance Adjustment 035 reconciliation for: <ul style="list-style-type: none"> <li>· September '09 to be completed</li> <li>· October '09 to be started</li> </ul>	Payroll Accounting Staff	
10/30/09 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
10/30/09	Review preliminary year-end total reports (Run Tax Reporter Reports)	Payroll Supervisors	
10/30/09	ESD and FSA Quarterly Payment Due	Payroll Accounting Staff	
November 2009			
11/2/09	Last Day for Time & Attendance/Personnel entry on the 10/16 through 10/31 pay period.	FYI	FYI
11/2/09	Send calendar close communication to institutions regarding HRMS clean up issues. ("R" vs. "Y" tax exempt, Leave, Taxable Travel, Taxable Awards, Overpayments, 90 day report for retirement, Employees with no deductions, etc.)	Payroll Manager	
11/2/09	Reminder to all Payroll Offices and Staff – Payroll Clean Up of Leave Corrections, Unpaid Hours, overpayment wage code conversions, etc. that are still outstanding.	Payroll Manager	
11/2/09 through 12/16/09	Payroll Offices and Staff – Payroll Clean Up of Leave Corrections & Unpaid Hours	Payroll Processing Staff	
11/3/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
11/3/09	Run & Distribute 70 to 90 day Retirement Reports, employees w/no Retirement taken	Payroll Accounting Staff	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
Day 2			
11/3/08 through 12/16/08	Payroll Offices and Staff - Payroll Clean Up of overpayment wage code conversions, etc. that are still outstanding.	Payroll Processing Staff	
11/4/09	Payroll Exits for 10/16 through 10/31 pay period.	FYI	FYI
11/5/09	System Wide User Lock Out Day (Payroll Section Mtg)	FYI	FYI
11/6/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
11/10/09	Pay Day	FYI	FYI
11/11/09	Holiday – Veteran's Day	FYI	FYI
11/13/09	Send SSN Mismatch report (received from DOP) to HR for distribution and Coordination	Payroll Manager & HR Staff	
11/13/09	Begin working SSN Mismatch reports.	HR Staff	
11/13/09	Provide SSN Mismatch – Deceased employees to Amy for review for possible claims of separated employees.	Payroll Accounting Staff	
11/16/09	Last Day for Time & Attendance/Personnel entry on the 11/1 through 11/15 pay period.	FYI	FYI
11/17/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
11/17/09 Day 2	Run & Distribute 70 to 90 day Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
11/18/09	Payroll Exits for 11/1 through 11/15 pay period.	FYI	FYI
11/19/09	System Wide User Lock Out Day (Payroll Section Mtg)	FYI	FYI
11/20/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given.	Payroll Processing Staff	
11/23-25/09	State Share (No Insurance Input)	Payroll Staff	FYI
11/24/09	Send Communication about W2s and distribution, ensure updated addresses.	Payroll Manager	
11/25/09	Pay Day	FYI	FYI
11/26-27/09	Thanksgiving Holiday	FYI	FYI
11/30/09	Insurance Adjustment 035 Reconciliation for: <ul style="list-style-type: none"> <li>· October '09 to be completed</li> <li>· November '09 to be started</li> </ul>	Payroll Accounting Staff	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
11/30/09	Last Day for Insurance Open Enrollment forms for 2009	Payroll Processing Staff	FYI
11/30/09 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
	December 2009		
12/1/09	Create new year wage analysis	Payroll Accounting Supervisor	
12/01/09 through 12/15/09	Perform W2C analysis for overpayments repaid in 2009	Payroll Processing Staff	
12/01/09	Send communication to institutions and processors regarding OK to input late incoming open enrollment forms (through 12/18/09).	Payroll Manager	
12/01/09	Send calendar close communication to institutions regarding HRMS clean up issues. ("R" vs. "Y" tax exempt, Leave, Taxable Travel, Taxable Awards, Overpayments, 90 day report for retirement, Employees with no deductions, etc.)	Payroll Manager	
12/01/09	Run and distribute 3223 overpayment report to processors and institutions. (move to 3111 for new year).  Run report for WT 2989 and 3789 codes for retirement  Run report for payback match 3231 and 3225 codes.  Run report for DCAP – WT 2241 for end date of 12/15/2009	Payroll Lead	
12/01/09	Run W5 report, Send Reminder for renewal requirement for new year (must be received by 12/31/08). Report ZHR_RPTPY675 EIC at Year End. (Remember to review and remove deceased employees)	Payroll Leadership	
12/01/09	Work with Travel Unit and notify applicable folks of Taxable Travel Cut-Off. Nothing after 12/16/09.	Payroll Manager	
12/01/09	Last Day for Time & Attendance entry on the 11/16 through 11/30 pay period.	FYI	FYI
12/01/09 through 12/16/09	Reminder to all Payroll Offices and Staff - Payroll Clean Up leave corrections, unpaid hours.	Payroll Manager & Payroll Staff	
12/01/09 through 12/16/09	Reminder to all Payroll Offices and Staff – Payroll Clean Up of overpayment wage code conversions, etc. that are still outstanding.	Payroll Manager & Payroll Staff	
12/2/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
12/2/09	Run & Distribution 70 to 90 Retirement Reports,	Payroll Accounting	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
Day 2	employees w/no Retirement taken	Staff	
12/3/09	Payroll Exits for 11/16 through 11/30 pay period.	FYI	FYI
12/4/09	System Wide User Lock Out (Payroll Section Mtg)	FYI	FYI
12/7/09 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
12/7/09	Reconcile GL 1324 for November 2009	Payroll Accounting Staff	
12/7/09	Remind Insurance Desk and Deceased Employee Desk to have all insurance for deceased employees reconciled by final payroll cut-off 12/16/09. (Process all Outstanding claims)	Payroll Manager & Payroll Accounting Staff	
12/8/09	Check for DCAP end Dates (WT 2241)	Payroll Lead & Processing Staff	
12/8/09	Insurance Eligibility Review – Agency wide	Payroll Lead	
12/8/09	Draft and send out communication about 12/23 being last day to receive Personal Holiday donations for Shared Leave.	Payroll Manager	
12/9/09	HQ Payroll to run and review preliminary tax reporter – test mode	Payroll Accounting Supervisor & Lead	
12/9/09	Reminder to all Payroll Offices and Staff to clean up year end leave balance, overpayment wage code conversions, unpaid hours, etc. by 12/16/09	Payroll Manager	
12/10/09	Pay Day	FYI	FYI
12/10/09	Send communications to processors and institutions regarding 12/15 Off-Cycle work bench cut-off, and begin logging all manual adjustments, cancellations, supplementals, etc. on 12/15 (Tax Reporter)	Payroll Manager	
12/10/2009	Send e-mail – if overpayment in 2009 and paying by check, check must be received by December 16 (payroll exit).	Payroll Manager	
12/11/2009	Communicate with Warrants Distribution concerning returned checks for cancellation	Payroll Accounting Staff	
12/11/2009	Communicate with CASH Unit concerning employee overpayments paid by personal check to get into HRMS timely. (12/16 cut-off)	Payroll Accounting Staff	
12/11/09	Prepare supplemental log for year end with additional columns to capture year end manual adjustments and send communication to Institutions to do the same.	Payroll Leadership	
12/11/09	Send SSN Mismatch report (received from DOP) to HR	Payroll Manager & HR Staff	
12/11-17/09	Begin working SSN Mismatch reports.	HR Staff	
12/14/09	Insurance Adjustment 035 reconciliation for November '09	Payroll Accounting	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
	to be complete	Staff	
12/14/09	Update all new logs and supplemental check logs and overpayment logs for new year	Payroll Supervisors	
12/15/09	Final Warrant Cancellation for calendar year 2009 using the Off Cycle Workbench (system).	Payroll Accounting Staff	
12/15/09 Through 12/31/09	Reminder for cancellations & supplemental checks needing to be logged in the "Supplemental Log". Additional information will be required for year end. <ul style="list-style-type: none"> <li>○ STO through 12/29</li> <li>○ DOP through 1/4</li> <li>○ Manual cancellations 1/4</li> <li>○ Year End Logs 1/4</li> </ul>	Payroll Manager & Payroll Staff	
12/15/09	Instructions regarding Year End Supplementals – No misc. deductions to determine net. - No 3100 codes	Payroll Supervisors	
12/15/09	Check with DOP, AFRS, CMS & DSHS Mgmt Svcs Admin about mailing W2s and ordering envelopes.	Payroll Leadership	
12/15/09	Communication regarding 2009 warrants. Will be considered overpayments if not returned by 12/29/09. Employee will keep and pay back as repaying overpayment.	Payroll Leadership	
12/16/09	Complete all taxable travel input to the system for 2009 to date.	Payroll Accounting Staff	
12/16/09	Complete all taxable awards input to the system for 2009 to date.	Payroll Accounting Staff	
12/16/09	Last day to input Open Enrollment insurance forms for new year.	Payroll Processing Staff	
12/16/09	Begin logging all manual adjustments, cancellations, supplementals, etc.	All Payroll Staff	
12/16/09	Adjustments and Insurance reconciliation complete for all employees deceased during the year and any settlements paid throughout the year.	Payroll Accounting Staff	
12/16/09	Last Day for Time & Attendance entry on the 12/1 through 12/15 pay period.	FYI	FYI
12/16/09 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
12/16/09 Day 2	Run & Distribute 70 to 90 Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
12/17/09	Payroll Exit (12/24 Pay Day) <b>(HRMS on normal schedule for 2009; will not close at 2:00 p.m., DOP will not contact agencies w/redlines)</b>	FYI	FYI
12/18/09	HRMS System Wide – User Lock Out (Payroll Sect Mtg)	FYI	FYI
12/21/09	Review any negative taxing wage types (DCAP, Def Comp, Retirement, FSA, etc.). If not, it will wipe out the W2 (incorrect).	Payroll Supervisors	
12/21/09	Payments Collected in HRMS (3223 & 3101) added to the	Payroll Processing	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
Week After Lockout	overpayment log & 2987 WT given	Staff	
12/21/09 through 12/29/09	<p>Manual Adjustment Time Frame (emergency pay issues require State Treasure (OST) manual tax deposits, payroll cancellations, overpayments should be resolved if possible by 12/29/09)</p> <p><b>All adjustments and manual supplemental checks to be included on spreadsheet for impact and reconciliation of 941.</b></p> <p>All supplemental checks done manually. YTD totals corrected manually, mandatory deductions paid manually; State Treasurer (OST) must receive manual tax deposits and corrections on same day.</p>	All Payroll Staff	
12/21/09 through 1/29/10	Manual Tax Reporter adjustments, need W2C only, they do not need 941C	FYI	FYI
12/21/09	Research and correct all negative miscellaneous deductions. (Negative MDRs)	Payroll Accounting Supervisor & Lead	
12/21/09	<p>Run and distribute 3223 overpayment report to processors and institutions (move to 3111 for new year).</p> <p>Run report for WT 2989 and 3789 codes for retirement</p> <p>Run report for payback match 3231 and 3225 codes.</p> <p>Run report for DCAP – WT 2241 for end date of 12/15/2009</p> <p style="color: red;">“Add the last Payroll to it”</p> <p>Run report for payback match 3231 and 3225.</p>	Payroll Processing Staff	
12/21/09	Update and Post Holiday Accrual Calc sheet for new year on the payroll webpage. Send out e-mail notification.	Payroll Leadership	
12/21/09	Run Pre-tax wage type report for items crossing over years and convert to post tax wage types where appropriate.	Payroll Leadership	
12/21/09 through 12/31/09	<p>Delimit all 2009 Dependent Care deductions in the system (must be completed prior to 1/4/10 payroll exit). Bennett Run Reports.</p> <p>OK to begin adding 2009 Dependent Care deductions.</p>	Payroll Processing Staff	
12/21/09 through 12/31/09	<p>Change 2989 arrears retirement subject to taxes to 2987 retirement not subject to taxes.</p> <p>Send communication message to institutions</p>	Payroll Accounting Staff	
12/21-23/09	State Share (No Insurance Input)	FYI	FYI
12/23/09	Test Run #1 - Run Spool file reports for annual Sick Leave buyout (report 681 and report 007 for Gaps 681 and 007). Distribute and review for accuracy. ZHR_RPTPY007	Payroll Processing Supervisor & Lead	
12/24/09	Third Party Vender warrants mailed.	Payroll Accounting Staff	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
12/24/08	Revolving Fund Supplementals must be to HQ Payroll by 10:00am (communicate)	Payroll Manager	????
12/24/09	Payday	FYI	FYI
12/25/09	Holiday – Christmas	FYI	FYI
12/28/09	Send reminder communication about not using 2989/3789, 3231/3223, 2983	Payroll Manager & Lead	
12/29/09	<b>Last day for Supplemental Payments</b> (Jay – send e-mail communication)	Payroll Manager & All Payroll Staff	
12/29/09	Update and Post new Rate Sheet	Payroll Supervisors	
12/30/09	<b>NO Supplemental Payments to be created.</b>	FYI	FYI
12/31/09	<b>NO Supplemental Payments to be created.</b>	FYI	FYI
12/31/09	2008 W-5 Forms expire. Eligible employees must file new forms for coming year.	FYI	FYI
12/31/09	2008 W-4 “Exempt” from filings will expire	FYI	FYI
12/31/09	Run report for W4 Exempts and send e-mail communication to applicable employees. “No new W4 by February 10 <sup>th</sup> , they will be switched to single/zero” Report ZHR_RPTY661 Tax Exempt Status and remember to remove deceased employees.	Payroll Leadership	
12/31/09	Run report for W5 and send e-mail to applicable employees. “No new W5 by February 10 <sup>th</sup> , they will be switched to single/zero”	Payroll Leadership	
12/31/09 Day 0 Monthly	Review “Suspended deductions” to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
12/31/09	Insurance Adjustment 035 reconciliation December '09 to be completed	Payroll Accounting Staff	
12/31/09	Last day to complete manual adjustments and name changes in the system for W2 production. All not getting into the system will be flagged and kept on spreadsheet for correct W2s.	HR Staff & Payroll Processing Staff	
January 2010			
1/1/10	Holiday – New Year’s	FYI	FYI
1/2/10 <b>Saturday</b>	Day 1 of payroll exit. System is available for time input	FYI	FYI
1/4/10	Send reminder communication to institutions and processors for any new hires after new year, manual Personal Holiday needs to be given.	Payroll Manager	
1/4/10	Turnover & LWOP Action (movement) report for insurance	Payroll Accounting	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
Day 2	to institutions and processors	Staff	
1/4/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
1/4/10 through 1/29/10	PERS 2 to PERS 3 open enrollment conversion period for those eligible employees. (Effective Date – Next Available Pay Day) Only to HR Reps (e-mail)	Payroll Manager	
1/4/10	Last day for Time and Attendance entry (12/16 through 12/31 Pay Period)	FYI	FYI
1/5/10	Leave Balance Reconciliations must be complete (Sick Leave Buy Out)	Payroll Processing Staff	
1/5/10	Double check all cancellations and supplementals made for the 12/24 pay day. (day 2 & 3 126 report)	Payroll Processing Supervisor & Lead	
1/5/10	Payroll Exit	FYI	FYI
1/5/10	“Year End Manual Adjustments” - communicate to institutions. (For 2009, agencies are responsible for completing their own manual adjustments in HRMS, by 6:00 p.m., January 8, 2010)	Payroll Supervisors & Payroll Accounting Staff	
1/6/10	HRMS System Wide – User Lock Out	FYI	FYI
1/7/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given.	Payroll Processing Staff	
1/7/10	Test Run #2 - Run Spool file reports for annual Sick Leave buyout (report 681 and report 007 for Gaps 681 and 007). Distribute and review for accuracy. ZHR_RPTPY007	Payroll Processing Supervisor & Lead	
1/8/10	Deadline for History Fiche Changes to DOP (Notify)	Payroll Processing Supervisor	
1/11/10	Payday	FYI	FYI
1/11/10	Set up 1324 overpayment receivable (employer side) for 3223 converts to 3111.	Payroll Lead & Payroll Accounting Staff	
1/11/10	Run 2989/3789, 3231/3223, 2983 wage type report as these shouldn't be used for the 1/10 pay day.	Payroll Processing Supervisor & Lead	
1/11/10 ?????	Prepare and send communication to institutions with instructions on how to run necessary W2 reports and Reprinting copies of W2s.	Payroll Leadership	
1/11/10	Prepare and send communication describing distribution method and time of W2s.	Payroll Leadership	
1/11/10	Prepare process instructions for HQ Payroll Unit on how and who handles W2 reprint requests.	Payroll Leadership	
1/11/10	Place Wage Tax Analysis (OASI Max) template for new year on the Payroll web page	Payroll Accounting Supervisor	
1/14/10	Run Final Spool file reports for annual Sick Leave buyout	Payroll Processing	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
	(report 681 and report 007 for Gaps 681 and 007). Save and Distribute for final record keeping. ZHR_RPTPY007  DOP will notify agencies when employee statements are ready for pick up.	Supervisor & Lead	
1/15/10	Ask DOP about W2 Files (PDF format)	Payroll Manager	
1/16/10 <b>Saturday</b>	Last day for Time and Attendance entry (1/1 through 1/15 Pay Period)	FYI	FYI
1/16/10 Day 2 <b>Saturday</b>	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
1/16/10 Day 2 <b>Saturday</b>	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
1/18/10 Holiday	Holiday – MLK Jr. Day	FYI	FYI
1/19/10	Payroll Exit	FYI	FYI
1/20/10	HRMS System Wide User Lock Out	FYI	FYI
1/21/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
1/21/10	Quarterly Tax Data (L&I) sent to Institutions	Payroll Accounting Supervisor	
1/21-25/10	State Share (No Insurance Input)	FYI	FYI
1/22/10	Double check W-2s where changes were requested on Tax Reporter	Payroll Supervisors	
1/25/10	Payday	FYI	FYI
1/26/10	Distribute and communicate distribution method and expectation for annual Sick Leave Buyout statements.	Payroll Manager & Payroll Processing Supervisor	
1/26/10	Insurance Adjustment 035 reconciliation for: <ul style="list-style-type: none"> <li>· December '09 to be completed</li> <li>· January '10 to be started</li> </ul>	Payroll Accounting Staff	
1/28/10	1099s for Deceased to be completed (Coordinate with Centralized Operations Section) - S/B Automated w/AFRS	Payroll Supervisor & Payroll Accounting Staff	
1/29/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
1/29/10	W2 forms must be distributed to employees (postmarked).	FYI	FYI
1/29/10	Fourth Quarter 2009 IRS Form 941 is due. (Employer's Federal Quarterly Tax Return). (must be postmarked)	Payroll Accounting Supervisor & Lead	
1/29/10	Send reminder communication regarding signed annual Sick Leave Buyout statements needing to be returned to be returned to payroll offices NOT LATER than 2/12/10.	Payroll Manager	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
1/29/10	FSA & ESD 4 <sup>th</sup> Quarterly Payments are due	Payroll Accounting Staff	
February 2010			
2/1/10	Last day for Time and Attendance entry (1/16 through 1/31 Pay Period)	FYI	FYI
2/1/10	Review Retirement Credit issues for overpayments repaid	Payroll Processing Staff	
2/2/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors	Payroll Accounting Staff	
2/2/10 Day 2	Run & Distribute 70 to 90 day Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
2/3/10	Payroll Exit	FYI	FYI
2/4/10	HRMS System Wide User Lock Out	FYI	FYI
2/5/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
2/10/10	Pay Day	FYI	FYI
2/12/10	Annual Sick Leave Buyout must be received in Payroll Office for payment on the 2/25 pay day.	Applicable Employees	FYI
2/12/10	Per IRS Pub 15, Form W4 previously submitted claiming exemption from withholding has expired. Change to single/zero.	Payroll Supervisor & Payroll Processing Staff	
2/12/10	Begin withholding at single with zero allowances for employees who previously claimed exemption from withholding, but have not provided a new Form W4 for the current year. If you have an earlier W4 for the employee that is valid, withhold based on that earlier W4. <b>(DO NOT RETRO)</b>	All Processing Staff  Payroll Manager send note to Institutions	
2/15/10	President's Day – Holiday	FYI	FYI
2/16/10	Last day for Time and Attendance entry (2/1 through 2/15)	FYI	FYI
2/17/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
2/17/10 Day 2	Run & Distribute 70 to 90 Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
2/18/10	Payroll Exit	FYI	FYI
2/19/10	HRMS System Wide User Lock Out	FYI	FYI
2/22/10 Week	Payments Collected in HRMS (3223 & 3101) added to the	Payroll Processing	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
After Lockout	overpayment log and 2987 WT given	Staff	
2/23-25/10	State Share (No Insurance Input)	FYI	FYI
2/25/10	Sick Leave Buyout – Paid out on Pay Day	FYI	FYI
2/25/10	Pay Day	FYI	FYI
2/25/10	Run annual sick leave buy-out report and send to common cost group (Alice Lang, Tom O'brien, Peter Som)	Payroll Processing Supervisor & Lead	
2/26/10	Insurance Adjustment 035 reconciliation for: <ul style="list-style-type: none"> <li>· January '10 to be completed</li> <li>· February '10 to be started</li> </ul>	Payroll Accounting Staff	
2/26/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
March 2010			
3/1/10	Last day for Time and Attendance entry (2/16 through 2/29 Pay Period)	FYI	FYI
3/2/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
3/2/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
3/3/10	Payroll Exit	FYI	FYI
3/4/10	HRMS System Wide User Lock Out	FYI	FYI
3/8/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
3/8/10	Insurance Eligibility Review – Agency wide	Payroll Lead	
3/10/10	Pay Day	FYI	FYI
3/16/10	Last day for Time and Attendance entry (3/1 through 3/15 Pay Period)	FYI	FYI
3/17/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
3/17/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
3/18/10	Payroll Exit	FYI	FYI
3/19/10	HRMS System Wide User Lock Out	FYI	FYI

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
3/22/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
3/23-25/10	State Share (No Insurance Input)	FYI	FYI
3/25/10	Pay Day	FYI	FYI
3/29/10	Insurance Adjustment 035 Reconciliation for: <ul style="list-style-type: none"> <li>· February '10 should be completed</li> <li>· March '10 should be started</li> </ul>	Payroll Accounting Staff	
3/31/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
April 2010			
4/1/10	Help or Provide FYClose instruction updates to Financial Management Section.	Payroll Manager & Payroll Accounting Supervisor	
4/1/10	Last day for Time and Attendance entry (3/16 through 3/31 Pay Period)	FYI	FYI
4/2/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
4/2/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
4/5/10	Payroll Exit	FYI	FYI
4/6/10	HRMS System Wide User Lock Out	FYI	FYI
4/7/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
4/9/10	Pay Day	FYI	FYI
4/15/10	TAX Day	FYI	FYI
4/16/10	Last day for Time and Attendance entry (4/1 through 4/15 Pay Period)	FYI	FYI
4/19/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
4/19/10 Day 2	Run & Distribute 70 to 90 day Retirement Reports, employees w/no retirement taken	Payroll Accounting	
4/20/10	Payroll Exit	FYI	FYI
4/21/10	HRMS System Wide User Lock Out	FYI	FYI

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
4/22/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
4/22-26/10	State Share (No Insurance Input)	FYI	FYI
4/26/10	Pay Day	FYI	FYI
4/28/10	Insurance Adjustment 035 Reconciliation for: March '10 to be complete April '10 to be started	Payroll Accounting Staff	
4/30/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
4/30/10	Quarterly Tax (IRS & L&I) Filing Deadline	Payroll Accounting Supervisor & Lead	
4/30/10	FSA & ESD 1 <sup>st</sup> Quarterly Payments are due (post on Common Cost site)	Payroll Accounting Staff	
May 2010			
5/3/10	Last day for Time and Attendance entry (4/16 through 4/30 Pay Period)	FYI	FYI
5/4/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
5/4/10 Day 2	Run & Distribute 70 to 90 Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
5/5/10	Payroll Exit	FYI	FYI
5/6/10	HRMS System Wide User Lock Out	FYI	FYI
5/7/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
5/10/10	Pay Day	FYI	FYI
5/17/10	Last day for Time and Attendance entry (5/1 through 5/15 Pay Period)	FYI	FYI
5/18/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
5/18/10 Day 2	Run & Distribute 70 to 90 day Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
5/19/10	Payroll Exit	FYI	FYI

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FYClose Schedule - Internal

DATE	TASK	STAFF	STATUS
5/20/10	HRMS System Wide User Lock Out	FYI	FYI
5/21/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
5/21-25/10	State Share (No Insurance Input)	FYI	FYI
5/25/10	Pay Day	FYI	FYI
5/26/10	Insurance Adjustment 035 Reconciliation for: <ul style="list-style-type: none"> <li>· April '10 should be completed</li> <li>· May '10 should be started</li> </ul>	Payroll Accounting Staff	
5/28/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
5/31/10	Holiday – Memorial Day	FYI	FYI
	June 2010		
6/1/10	Last day for Time and Attendance entry (5/16 through 5/31 Pay Period)	FYI	FYI
6/1/10	Send communication of FYClose dates and issues.	Payroll Manager	
6/1/10	Send Reminder Communication to use all comp time by 6/30/10 or it will be cashed out on 7/10 pay day.	Payroll Manager	
6/1/10	Institutions must provide a contact individual and a back up to answer detail questions regarding Fund 035 Payroll Revolving Account reconciliation. (Section G – FYClose Packet)	Payroll Accounting Supervisor & Lead	
6/2/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
6/2/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
6/3/10	Payroll Exit	FYI	FYI
6/4/10	HRMS System Wide User Lock Out	FYI	FYI
6/8/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
6/8/10	Insurance Eligibility Review – Agency wide	Payroll Lead	
6/10/10	Pay Day	FYI	FYI
6/10/10	Research and correct all negative miscellaneous deductions. (Negative MDRs)	Payroll Accounting Supervisor & Lead	
6/15/10	Send communication – instruction on how to pay out comp	Payroll Manager &	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FYClose Schedule - Internal

DATE	TASK	STAFF	STATUS
	time	Processing Supervisor	
6/15/10	Send Reminder communication regarding FYClose dates and issues.	Payroll Manger	
6/15/10	Follow up with Institutions to send contact and backup information to HQ Payroll for fun 035 reconciliation (see Section G of the FSA Closing Instructions).	Payroll Manager & Accounting Supervisor	
6/15/10	Off-Cycle Workbench Cut-Off	FYI	FYI
6/16/10	Last day for Time and Attendance entry (6/1 through 6/15 Pay Period)	FYI	FYI
6/17/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
6/17/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
6/18/10	Payroll Exit	FYI	FYI
6/19-21/10	HRMS System Wide User Lock Out	FYI	FYI
6/23-25/10	State Share (No Insurance Input)	FYI	FYI
6/24/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
6/25/10	Pay Day	FYI	FYI
6/28/10	Insurance Adjustment 035 Reconciliation for: <ul style="list-style-type: none"> <li>· May '10 to be completed</li> <li>· June '10 to be started</li> </ul>	Payroll Accounting Staff	
6/28/10	Deadline to clean Up all FM24 errors on the error file. All must be clean by 7:00pm on 6/28.	Payroll Accounting Supervisor & Lead	
6/28/10	JVs that affect the cash balance between funds and/or agencies must be entered into AFRS by 7:00pm for FY10	Payroll Accounting Supervisor & Lead	FYI
6/28/10	<b>Last Day to process Supplemental payments in AFRS</b>	All Payroll Staff	
6/29/10 through 6/30/10	<b>NO Supplemental Payments</b> (Cash Cut-Off – Section B of the FYClose Packet)	All Payroll Staff	FYI
6/29/10	Warrant cancellation JVs must be entered in AFRS by noon and delivered to the in-process desk.	FYI	FYI
6/29/10	<b>NO Supplemental Payments</b> (Cash Cut-Off – Section B of the FYClose Packet)	All Payroll Staff	FYI
6/30/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FYClose Schedule - Internal

DATE	TASK	STAFF	STATUS
6/30/10	All unused comp time as of COB on 6/30 must be Paid Out	Payroll Processing Staff	FYI
6/30/10	<b>NO Supplemental Payments</b> (Cash Cut-Off – Section B of the FYClose Packet)	All Payroll Staff	FYI
6/30/10	Create new AFRS Logs	Payroll Supervisors	
July 2010			
7/1/10	Last day for Time and Attendance entry (6/16 through 6/30 Pay Period)	FYI	FYI
7/1/10	DO NOT accrue interagency transactions in GL5154. Per SAAM 90.20.50.b amount due to L&I for workers' comp must be recorded in GL5187. Amount due to DRS for retirement contributions must be recorded in GL5152. The amount of shared leave etc. must be recorded in GL5152. No debits to 5152; use 1352. Also any JVs done need to be done at the PI and ORG level. Exception: HCA/FSA fees.	Payroll Manager & Payroll Accounting Supervisor	FYI
7/1/10 Through 7/21/10	No Position Coding Changes (PAR) Send listserv communication (Section E of FYClose Packet)	All HR & Payroll Staff	
7/1/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
7/1/10 Day 2	Run & Distribute 70 to 90 Retirement Reports, employees w/no retirement taken	Payroll Accounting Staff	
7/2/10	Run Comp Time Reports	Payroll Processing Supervisor & Lead	
7/2/10	Payroll Exits	FYI	FYI
7/3-6/10	HRMS System Wide User Lock Out	FYI	FYI
7/4-5/10	Holiday – Independence Day	FYI	FYI
7/7/10	Send Reminder Communication to FPMs all 7/9/10 payroll costs are accrued and liquidated EXCEPT insurance which is 1 <sup>st</sup> half of July costs.	Payroll Manager & Payroll Accounting Supervisor	
7/8/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
7/9/10	Position Coding Excel file provided to Fiscal Program Managers. (Section E of FYClose Packet)	FYI	FYI
7/9/10	Pay Day	FYI	FYI
7/12/10	Send Listserv communication reminder, NO Position (PAR) or Person (PA40) "hard coded" coding changes can be made in the system from 7/1/10 through 7/21/10. This	Payroll Manager	

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
	moratorium will allow for all fiscal year and biennial coding changes on positions and "hard coded" person to be made en mass. The Excel file for these updates are due back to OAS from the Fiscal Program Managers on 7/9/10. Date may be moved up if files can be sent out earlier.		
7/14/10	Position Coding Excel file back to OAS Financial Management by 10:00am. (Section E of FYClose Packet)	FYI	FYI
7/15/10	Position Coding Excel file merged to one file and uploaded to HRMS. (Section E of FYClose Packet)	FYI	FYI
7/16/10	Last day for Time and Attendance entry (7/1 through 7/15 Pay Period)	FYI	FYI
7/16/10	June 2010 fiscal month 24 cutoff 7:00pm	FYI	FYI
7/16/10	Deadline for accruing the volunteer portion of the July 2010 (2 <sup>nd</sup> Qtr) L&I quarterly payment for worker's compensation (if material, usually not)	Payroll Accounting Supervisor & Lead	
7/19/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
7/19/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
7/20/10	Payroll Exit	FYI	FYI
7/21/10	HRMS System Wide User Lock Out	FYI	FYI
7/22-26/10	State Share (No Insurance Input)	FYI	FYI
7/23/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
7/26/10	Pay Day	FYI	FYI
7/28/10	Insurance Adjustment 035 Reconciliation for <ul style="list-style-type: none"> <li>· June '10 should be completed</li> <li>· July '10 should be started</li> </ul>	Payroll Accounting Staff	
7/30/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	
7/30/10	Quarterly Tax (IRS & L&I) Filing Deadline	Payroll Accounting Supervisor & Lead	
7/30/10	FSA & ESD 2 <sup>nd</sup> Quarterly Payments Due (must do an accrual and a liquidation) (Post on Common Cost site)	Payroll Accounting Staff	
August 2010			

## FINANCIAL SERVICES ADMINISTRATION - Payroll 2009 Calendar Close & 2010 FY Close Schedule - Internal

DATE	TASK	STAFF	STATUS
8/2/10	Last day for Time and Attendance entry (7/16 through 7/31 Pay Period)	FYI	FYI
8/3/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
8/3/10 Day 2	Run & Distribute 70 to 90 day Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
8/4/10	Payroll Exit	FYI	FYI
8/5/10	HRMS System Wide User Lock Out	FYI	FYI
8/9/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
8/10/10	Pay Day	FYI	FYI
8/16/10	Last day for Time and Attendance entry (8/1 through 8/15 Pay Period)	FYI	FYI
8/17/10 Day 2	Turnover & LWOP Action (movement) report for insurance to institutions and processors.	Payroll Accounting Staff	
8/17/10 Day 2	Run & Distribute 70 to 90 Retirement Report, employees w/no retirement taken	Payroll Accounting Staff	
8/18/10	Payroll Exit	FYI	FYI
8/19/10	HRMS System Wide User Lock Out	FYI	FYI
8/23-25/10	State Share (No Insurance Input)	FYI	FYI
8/24/10 Week After Lockout	Payments Collected in HRMS (3223 & 3101) added to the overpayment log and 2987 WT given	Payroll Processing Staff	
8/25/10	Pay Day	FYI	FYI
8/27/10	Insurance Adjustment 035 Reconciliation for <ul style="list-style-type: none"> <li>· July '10 to be completed</li> <li>· August '10 to be started</li> </ul>	Payroll Accounting Staff	
8/31/10 Day 0 Monthly	Review "Suspended deductions" to ensure recovery of miscellaneous deductions on cancelled payments	Payroll Processing Staff	