Good afternoon,

There have been a few questions about the deadlines, the close-out period, and reports for reviewing payroll results, therefore, please see below for clarification. Please make sure that all of your departmental payroll reps are aware of the below,

Deadlines
2nd Tuesday of the Payroll period (End of Day) - all transactions requiring approval should be entered. (ie. Hires, comp changes, job changes, etc.) If a termination occurs **unexpectedly** after the 2nd Tuesday of the payroll period- please enter the termination and contact Central Payroll to let them know that the term has been entered and will affect the current period. Please note that this is only for an **unexpected termination**. Any terminations scheduled after the 2nd Tuesday should be entered prior to the deadline.

2nd Thursday of the Payroll Period (End of Day)- all pay inputs entered and all retro corrections should be submitted and approved by the employee and manager.

Close Out Period

Absolutely no changes to the current or retro period should be made from 1:30 pm Monday until Wednesday when the Time entry is reopened. This includes but is not limited to: pay inputs, compensation changes, retro or current time entry, approval transactions, etc
The only exception is if you are entering a transaction that requires approval from A&C, with an effective date in the next payroll.

So as an example for the payroll period that ended 4/3/2022 and the new period that opens 4/4/2022: time entry and pay inputs should **not** be entered into WD during the closeout period (Monday 1:30-Wednesday) for **any period** but a hire/termination/comp change, etc. transaction with an effective date 4/4 or later, can be entered by the department. It will not be approved by A&C until after Wednesday but it will allow you to get a head start on entering these transactions.

Reviewing payroll results

Please utilize the following reports to confirm your department's payroll results, during the payroll and once the payroll has been completed. These reports are useful in determining if an employee is receiving too many or too few hours or having deductions taken that they shouldn't. They can be run by the current period to check the period in progress for accuracy or run by the last completed period to review the previous payroll.

> Payroll Register by Period-
> Earning Register
> SCO Deduction Register- CR –
> Worker payment Register- CR-

Additionally, there are audit reports that can be run to search for errors- please review the Payroll Run Book that I had sent out previously for the names of audit reports. (also attached to this email).
 If anyone has found other WD reports that they have found useful to run for verification of their pay group payroll please reply all and share.

Thank you.
Brenda Sloan, CPA
Executive Director of Accounting Services
Suffolk County Comptroller's Office
100 Veterans Memorial Hwy.
Hauppauge, NY 11788

Good Morning,

In addition to the Payroll deadlines listed below, I'd also like to remind you that the deadline on the Monday following the payroll end date (for this payroll= 2/7) is **1:30 pm** for all review and final changes to the current period or approved changes to a retro period.

Absolutely no changes to the current or retro period should be made from 1:30 pm Monday until Wednesday when the Time entry is reopened. This includes but is not limited to: pay inputs, compensation changes, retro or current time entry, approval transactions, etc. Any changes made after this time affects the payroll audit and causes delays in the completion of the payroll for payment. If you discover an error that must be corrected within the current period after the 1:30 pm deadline you **must contact Central Payroll to confirm if the transaction can be entered.**

The 1:30 pm Monday deadline does not apply when a Holiday falls on Monday-Thursday of the week following the payroll end date. Specific information will be distributed regarding the Holiday schedule deadlines.

Thank you for your attention to and cooperation with these deadlines.

Brenda Sloan, CPA
Executive Director of Accounting Services
Suffolk County Comptroller's Office
100 Veterans Memorial Hwy.
Hauppauge, NY 11788

Good Afternoon:

Please adhere to the following deadlines for payroll processing for this payroll and going forward.

2nd Tuesday of the Payroll period (End of Day) - all transactions requiring approval should be entered. (ie. Hires, comp changes, job changes, etc.)

2nd Thursday of the Payroll Period (End of Day)- all pay inputs entered and all retro corrections should be submitted and approved by the employee and manager.

If you have a situation where you need to process something outside of these deadlines please contact Central Payroll to confirm that it can be entered in the current period or if it needs to wait for the next payroll.

Please utilize the following reports to confirm your department's payroll results, during the payroll and once the payroll has been completed. These reports are useful in determining if an employee is receiving too many or too few hours or having deductions taken that they shouldn't. They can be run by the current period to check the period in progress for accuracy or run by the last completed period to review the previous payroll.

>Payroll Register by Period-
> SCO Deduction Register- CR –
>Worker payment Register- CR-

Additionally, there are audit reports that can be run to search for errors- please review the Payroll Run Book that I had sent out previously for the names of audit reports. (also attached to this email).

Brenda Sloan, CPA
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