



District Business & Advisory Services

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Cathy McKim: Manager-DBAS: 408-453-6588

Bulletin: 12-138

Date: May 16, 2012

To: District Fiscal Directors
District Payroll Managers and Staff

From: Cathy McKim

Re: Payroll Process Change Notification
Payroll Reissue Processing
Payroll Cancellation Processing

The purpose of this email is to communicate the process changes pursuant to the discussion and subsequent agreement during the Fiscal Directors Roundtable on May 10th and the Payroll User Group meeting on May 15th.

The details of these changes are included in this bulletin; however, please see the summary of the changes listed directly below:

- **Payroll Reissue Processing**

- All requests should be e-mailed to their service team's Accounting Specialist
- All Subject lines must be labeled "Payroll Reissue"
- All requests that are received on or before noon will be processed during the Accounts Payable warrant processing the same evening; and the replacement warrants will be available the next business morning.
- Requests received after 12 noon will be processed during the Accounts Payable Warrant processing at 3 pm on the next business day and the replacement warrants will be available for pickup the business day immediately following the processing.

- **Payroll Cancellation Processing**

- All requests should be e-mailed to their service team's Accounting Specialist
- All Subject lines must be labeled "Payroll Cancellation"
- "Hard Copies" of the payroll warrants are no longer required by DBAS and must be destroyed by the District. By requesting a Payroll Cancellation from DBAS, you are acknowledging that you understand that it is your responsibility to destroy the incorrect warrant so that it cannot be presented for payment in the future.

Please distribute this memo within your District as deemed appropriate.

Payroll Reissue Processing

Background:

Occasionally an employee will damage or lose their payroll warrant prior to cashing it. Since the employee wages are correct, it is not necessary to cancel the warrant in the QSS system and wait until the next payroll processing cycle to generate a replacement warrant. Districts have the ability to reissue these warrants with little inconvenience to the employee. This process is known as the Payroll-Reissue process.

Districts send a Payroll Reissue Request to District Business & Advisory Services (DBAS) to cancel and reissue the payroll warrant. Because the employee's earnings are correct, the original payroll warrant will be cancelled at the Bank (only) and a replacement warrant will be issued through the Accounts Payable module by the DBAS department.

Current Process:

District requests are e-mailed to their service team Accounting Specialist for immediate processing. Upon receipt of the request, the warrant status is verified at Bank of America (the Bank); and if the warrant is outstanding, DBAS cancels the warrant at the Bank and reissues a new warrant through the Accounts Payable module.

The district expectation is that the replacement warrant is available the next business day; however, due to several factors, this practice is not always possible.

SCCOE Policy - Effective Immediately -

- All requests should be e-mailed to their service team's Accounting Specialist
- All Subject lines must be labeled "Payroll Reissue"
- All requests that are received on or before noon will be processed during the Accounts Payable warrant processing the same evening; and the replacement warrants will be available the next business morning.
- Requests received after 12 noon will be processed during the Accounts Payable Warrant processing at 3 pm on the next business day and the replacement warrants will be available for pickup the business day immediately following the processing.

It will be the practice that all payroll reissue requests received before noon are processed on the same day; however, it is essential that districts understand that requests received after the noon deadline may not be available for two days. This timeframe is necessary to ensure adequate amount of time for DBAS to accurately process and approve all the requests.

Example:

Received Date	Received Time	Replacement Processed	Replacement Available
Monday	10:00 am	Monday 3:00 pm	Tuesday 10:00 am
Monday	1:00 pm	Tuesday 3:00 pm	Wednesday 10:00 am

Payroll Cancellation Processing

Background:

On occasion, an employee is paid incorrectly and the warrant issued must be cancelled and reissued in the correct amount. Because the employee's wages are incorrect, this warrant cannot be replaced with an Accounts Payable Warrant and must be canceled and regenerated through the payroll system. This process is referred to as a *Payroll Cancellation Process*. Since payroll is generated on an average of two times a week, there is a minor inconvenience to the employee.

Current Process:

District requests are e-mailed to their service team Accounting Specialist for immediate processing. Upon receipt of the request and the "hard copy" warrant, the warrant status is verified at Bank of America (the Bank); and if the warrant is outstanding, DBAS cancels the warrant at the Bank and in the QSS Business System.

Since all payroll cancellation requests required a "hard copy" warrant is sent to DBAS prior to processing, there was a delay in the cancellation process, which caused inconvenience to the employee and in some instances and lead to incorrect employee W2 totals.

SCCOE Policy- Effective Immediately-

- All District requests should be e-mailed to their service team's Accounting Specialist
- All Subject lines must be labeled "Payroll Cancellation"
- "Hard Copies" of the payroll warrants must be destroyed by the District. By requesting a Payroll Cancellation from DBAS, you are acknowledging that you understand that it is your responsibility to destroy the incorrect warrant so that it cannot be presented for payment in the future.

The hard copy of the warrant will no longer be required by DBAS. When DBAS receives a Payroll Cancellation Request from a district, we will check the warrant status at the Bank. If the warrant is still outstanding, the cancellation process will start and districts will receive confirmation once the cancellation is successful. (*Sample District Warrant Cancellation Form-Attachment A*)

