

Quarterly Payroll Meeting



Paul Angulo, CPA, MA
County Auditor-Controller

Welcome

- **Jennifer Fuller, CPA, CPP**
– **Chief Accountant Payroll Division**



Payroll Org Structure

- **Pam Torres, CPP**
 - **Principal Accountant (Recon)**
- **Tracey Corso, FPC**
 - **Supervising Accountant (Ops)**
- **Cindy Laurenson, FPC**
 - **Supervising Accountant (CalPers)**
- **Mark Delsigne, FPC**
 - **Supervising Accounting Tech (Ops)**
- **Sherry Dibble, FPC**
 - **Accounting Tech II (Ops)**

Reminders

- Free Pay Period 6/29/2011
- Pay Advices – RSA
 - LIUNA may opt out
 - send e-mail to ACO_Payroll
- Employee Self Service
 - No hard copies after online entry
- Time and Labor Entries
 - No entries after deadline

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Reminders – Workers’ Comp.

- Use IIA to code all workers’ comp. time
- Regular hours for date of injury
- Send an e-mail to ACO_Payroll if:
 - The dept is paying for time i.e. appointments
 - A prior pay period adjustment for workers’ comp time is required

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Reminders - Final Checks

- Terminated employees no longer receive final checks by direct deposit.
 - All payout checks are mailed
 - Make sure to update addresses in PeopleSoft

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Payroll Updates

- Mileage rate is changing as of July 1, 2011
 - 55.5 cents per mile



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Updated Forms

- www.auditorcontroller.org
 - Payroll / Department Payroll Representative Information / Forms
 - Forms are now fill in PDF
- FLSA Payroll Adjustment Notice
 - Updated sections
- Online Warrant Request
 - Department ID for TAP employees
 - List department ID to be expensed

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Online Warrant Request

- In by 10:00 AM out by 4:00 PM next business day.
 - Exception: ACO Payroll cannot process online warrants on Monday of pay week.
- Does the employee want to:
 - pick up the check?
 - have it mailed to address in system?
- Clearly state what needs to be paid on request.

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my|CalPERS

- www.calpers.ca.gov
- New web-based system coming Sept. 19, 2011
- Do not anticipate any changes at the Dept. level, except the discontinuance of the AESD1 form
- Members should have access six months after go-live
- Will provide real-time data



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my|CalPERS

- **More Online Services Coming**
- The future my|CalPERS will allow you to conduct even more of your CalPERS business online – safely and securely – giving you control of your total benefits picture in one place. You can look forward to these new services:
- Apply for retirement
- Elect to purchase service credit and set up payments
- View balance owed on a service credit purchase
- Change your service credit purchase payment schedule
- View and change your beneficiary
- View more detailed account information
- Track the status of pending inquiries
- And much more!

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American Payroll Association

- National Payroll Week
 - September 5-9, 2011
 - Take the “Getting Paid in America” survey
- www.americanpayroll.org



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Human Resources

- Announcements
- Stacey Beale
 - Human Resources Division Manager II

HUMAN RESOURCES

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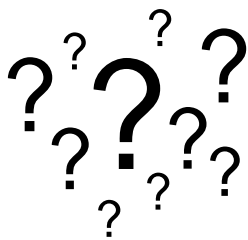
Next Meeting

- National Payroll Week Meeting
- September 6, 2011
 - @ 2:00 PM



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Questions



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The End

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