

Quarterly Payroll Meeting

December 2, 2008



Robert E. Byrd, CGFM
County Auditor-Controller



Quarterly Payroll Meeting Welcome and Opening Remarks

Robert E. Byrd, CGFM
County Auditor-Controller



ACO Payroll Announcements

Mark Delsigne, Supervising Accounting Tech

Celeste Wiggins, Supervising Accounting Tech



Payroll Announcements Cont....

- Holiday Pay & Disability Benefits
 - To ensure compliance with MOU language and workers' compensation regulations
 - The receipt of short term disability (STD) or long term disability (LTD) does not constitute a "paid status".
 - In most cases workers' compensation payments will not constitute "paid status" either.
 - Reference blue handout "Holiday Pay & Disability Pay"
 - Change was implemented as of pay period 23
 - Call or E-mail ACO Payroll with questions
[@ \(951\) 955-3810](tel:(951)955-3810) or ACO_Payroll@co.riverside.ca.us




Payroll Announcements Cont...

- **Memos to ACO Payroll**
 - Memos submitted to ACO Payroll on departmental letterhead, must be initialed or signed
 - E-mail still accepted if signed then scanned and sent



Payroll Announcements Cont...

 **MEMORANDUM** **Human Resources Department**
Employee Benefits Division

Date: 11/19/2008

To: Payroll Supervisor

From: Polly Pocket *Polly Pocket*

Re: Kris Kringle, EE#111111

The above employee received an Advance Step adjustment effective 10/23/2008 for PP 24/08. Due to a processing error, the Advance Step was processed for PP 24/08. We are requesting for the employee to be paid retro wages for the difference in rate of pay for PP 24/08. We are requesting that an Online Warrant be issued to the employee for the difference in pay.

Prior Salary	\$ 30,3502
Salary with 80	\$ 35,6318
Difference of	\$ 5.2816 x 80 = \$422.5280

PP 24/08, Total of \$422.5280
Total owed to employee: \$422.5280

Please pay the above employee retro wages in the amount of \$422.5280 for PP 24/08 on an online warrant.

Thank you,
Polly Pocket
Polly Pocket, Supervisor

08:29:13 11/19/08



Payroll Announcements Cont...

- Employee Campaign
 - Cut off date is 12/3/08
 - Send pledge forms to ACO Payroll for retention
 - Mail Stop 1160



Payroll Announcements Cont...

- Year End Cut off requests to payroll
 - Claim Payments to be paid in 2008 by 12/12/08
 - On Cycle to be paid in 2008 by 12/29/08
 - Settlements i.e. reinstating EE, 12/08/08



Preparing for Year End

Tracey Corso, Accountant

Kim Bowen, Accounting Tech



Preparing for Year End Tax Forms

- Advanced EIC (W-5) Notification and Deadline
 - Letters to current employees enrolled will go out by December 8th.
 - Deadline to return is December 19th.
 - New W-5 required or Advanced Earned Income Credit is removed for Pay Period 1
 - California Law requires all employees be notified of Advanced Earned Income Credit program
 - payroll staffer - we are targeting with checks dated 01/14/09



Year End Continued....

Tax Forms

- W-4 Exempt Notification and Deadline
 - New W-4 is required by February 16th
 - Required to change to Single 00 w/o update



Year End Continued.... Rate Changes

- Social Security rate stays the same at 6.2%
 - Wage limit increased to \$106,800
 - tax limit \$6,621.60
- Medicare rate stays the same at 1.45%
 - No wage limit
- Mileage
 - As of 01/01/09 \$.55 per business mile



Year End Continues....

W-2s

- ADP e-W-2 notification will be sent to employees 12/17/08
 - New phone number for e-W-2 information is @ (951) 955-3815
 - Deadline to get 2008 W-2 online only or “opt out” and get a paper W-2 is 12/31/ 2008
 - No need to “reregister” for on-line W-2
 - Handout for Frequently Asked Questions
 - No Paper reprints available before 03/02/2009
 - All W-2s will be out no later than 02/02/2009



Year End Continues...

W-2s

- Employee Payroll Action Items & Information for Year End included with 12/3/08 paycheck
- Understanding your W-2 payroll insert will go out in January prior to W-2 mailing
- Address changes for W-2s deadline is 1/12/09
 - After 01/09/09 fax changes to ACO Payroll @ (951)955-3814
 - Keep copy of change --- payroll will let you know when it is safe to update HRMS -- payroll can not fix addresses on HRMS



Year End Continues...

W-2s

- Only last 4 years of W-2s are retained
- As of 4/15/09 we will no longer issue copies of W-2s prior to 2005
- Employees can get copies through the IRS – see the FAQ handout for the web site information



Supplemental Military Pay & FLSA Update

Sherry Dibble, Accounting Tech



Supplemental Military Pay

- What is MIL?
 - Eligible employees receive regular pay for the first 30 days of active duty per fiscal year.
- Who is eligible for MIL?
 - All employees, officers and elected officials of the County of Riverside and its districts who have been employed for 1 year and are called up to active duty or ordered duty.



Supplemental Military Pay Continues....

- What do I send to ACO Payroll for MIL?
- What is MLA / MLP?
 - MLA—Military Leave Accrual
 - MLP—Military Leave Pay
- Who is eligible for MLA/MLP?
 - All employees who have been employed for 1 year that are called up for active duty due to the “War on Terror”.



Supplemental Military Pay Continued....

- What do I send to ACO Payroll for MLA/MLP?
 - Submit a copy of the approved LOA form, Military orders and the most current LES (military paystub) ASAP so that we can calculate the employees pay.
- For further explanation, 3 handouts have been provided



FLSA Updates

- Round up -- Coming in January 2009
 - Joint sessions with ACO Payroll, Central HR and Department Reps.
 - All Department Reps (payroll and HR) are encouraged to attend.
 - Complete the pink interest form and turn in at end of meeting to tables in the back.
 - Questions??? Contact Sherry Dibble at 5-3038 or e-mail sdibble@co.riverside.ca.us



Quarterly Payroll Meeting

Central Human Resource Announcements



ACO Payroll Tour

- Tour the new payroll office
 - On 12/02/08 we will open our doors to show off our new location on the third floor of CAC.



Questions



The End

