



**OFFICE OF THE COMPTROLLER**  
**DEPARTMENT OF BANKING AND FINANCE**  
**STATE OF FLORIDA**  
**TALLAHASSEE**  
**32399-0350**

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COMPTROLLER OF FLORIDA

October 12, 2001

IN REPLY REFER TO:  
DBFBP 01-32

TO: Agencies Addressed

FROM: Diana Flagg, Chief  
Bureau of State Payrolls

SUBJECT: **Changes to Payroll Schedule for 2001 & 2002**

This is to inform you of changes to the payroll schedule for the calendar year 2001 and the beginning of 2002. The changes are identified below:

**Effective December 26, 2001:**

- A Special Supplemental Payroll will be processed. The purpose is to allow agencies another opportunity to submit pay requisitions for their employees in the current calendar year prior to the system becoming unavailable due to End Of Year processing. In addition, the COPES cutoff will be extended until 10:00 A.M. on December 26<sup>th</sup>. The Bureau of State Payrolls (BOSP) must receive all agency paper requisitions and PC Payment Data by 5:00 P.M. on December 24<sup>th</sup>. Requisitions may be submitted via electronic mail, fax or hand delivered to the "Banking & Finance-State Comptroller" mail bin (#4400) located in the Fletcher Building Mail Room (Room # B23). This payroll will have a warrant date of December 31, 2001. The deadline for EFT cancellations will be 1:00 P.M. on December 27<sup>th</sup>, 2001.

**Effective December 31, 2001:**

- The last daily cancellation/adjustment run will be processed for calendar year 2001. All warrant cancellations, salary refunds, etc. must be added and approved by 5:00 P.M. to be reflected as 2001 business for W-2 production and income tax withholding restoration. There will be at least a 4-month delay in restoration of withholding tax for any adjustment processed after this date.

**Effective January 2-4, 2002:**

- The Supplemental Payroll currently scheduled to process on January 2, 2002 has been cancelled.
- The Bureau of State Payrolls will be processing End of Month, End of Quarter, and End of Year activities at this time.
- After the end of year processing has been completed, the processing of warrant and EFT cancellations, salary refunds, and other types of adjustments, will resume on January 4, 2002.

If you have any questions or concerns regarding these payroll schedule changes, please contact Yvette McCullough at 410-9449, SunCom 210-9449, e-mail [ymccullo@mail.dbf.state.fl.us](mailto:ymccullo@mail.dbf.state.fl.us) for Payroll Processing activities or Janet Joiner at 410-9435, SunCom 210-9435, e-mail [jjoiner@mail.dbf.state.fl.us](mailto:jjoiner@mail.dbf.state.fl.us) for Payroll Adjustment activities.

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