

DATE: December 17, 2015

TO: Agency Addressed (No. 19, 2015-2016)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services (DFS)

SUBJECT: DECEMBER 24 OFFICE CLOSURE

Due to the December 24, 2015 office closures, the Department of Financial Services has adjusted the following processing dates.

- The Bureau of State Payrolls will process the biweekly payroll according to the current Agency Payroll Calendar. It will process on December 18, 2015 and the pay date will be December 24, 2015. The Department of Military Affairs State Active Duty payroll will process as scheduled on December 24, 2015. If you have any questions, please contact Alice Angulo at (850) 413-5564.
- The Bureau of Vendor Relations will release the biweekly payroll warrants on December 22, 2015. Warrants will not be released to agency couriers on December 24, 2015; the Transmittal Office will be closed. If you have any questions, please contact the Vendor Ombudsman at (850) 413-5516.
- Treasury will be closing the FLAIR cash receipts process at 10:00 a.m. on December 24, 2015 instead of 3:00 p.m. If your agency is expecting to receive funds that need to be verified on December 24, 2015, please have all FLAIR entries and EFT notifications prepared and submitted prior to 10:00 a.m. on December 24, 2015. If you have any questions, please contact Jennifer Pelham at (850) 413-2776.