

DATE: March 09, 2018

TO: Agency Addressed (No. 27, 2017-2018)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Processing Prior Quarter Payroll Adjustments

This memorandum supersedes DFSBP 15-02 memorandum dated September 17, 2015.

The Division of Accounting and Auditing, Bureau of State Payrolls (BOSP) implemented a Payroll (PYRL) system change that will prevent state agencies from processing any prior quarter payroll adjustments at each quarter end (March, June, September, and December). This reduces the risk of any adverse impacts of adjustments when processing the state's tax obligations to the Internal Revenue Service. The cutoff period is identified on the payroll calendar and will end on the last day of the quarter. The calendar is available online at: <http://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm>. This change is effective for the quarter ending March 31, 2018.

During the cutoff period, PYRL will allow users to add prior quarter adjustments, but users will not be able to approve them.

Additional information can be found in the Payroll Preparation Manual, Volume VI, Section 13.

If an agency has an urgent adjustment during the cutoff period, the agency may contact BOSP at (850) 413-5513 and select menu item number two (2) for the Taxation and Reconciliation section. BOSP will review the request provide the agency guidance.