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STATE OF FLORIDA

September 17, 2015

IN REPLY REFER TO:
DFSBP 15-02

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: **Processing Prior Quarter Payroll Adjustments**

This memorandum supersedes DFSBP 14-04 memorandum dated September 17, 2014.

The Department of Financial Services (department) has made a Payroll (PYRL) system change that will prevent all state agencies from processing any prior quarter payroll adjustments during the last seven business days of each quarter. This will help ensure our department avoids any adverse impacts when processing our tax obligations to the Internal Revenue Service. This change is effective for the quarter ending September 2015.

During the last seven business days of each quarter, PYRL will allow users to add prior quarter adjustments but users will not be able to approve them. The Agency Payroll Calendar identifies the timeframes that adjustments will not be authorized. The calendar is available online at: <http://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm>.

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

Should you have a need to process an adjustment during the last seven business days at the end of any quarter or if you have questions, please contact the Bureau of State Payrolls at (850) 413-5513 and request the Taxation/Reconciliation Section.