Calendar Year End Reminders

Please forward this alert to those in your Organization who need this information

As the end of calendar year 2017 approaches, it is important to take timely action on the following payroll tasks affected by constructive receipt rules:

- Payroll repayment checks/money orders for current year wage overpayments must be received by the Payroll Compliance Group (PCG) no later than 12:00 PM on Friday, December 29, 2017.
- Payroll repayment checks/money orders received after 12:00 PM on December 29th will be deposited on the next business day, January 2, 2018, and treated as payment toward a 2017 prior year wage overpayment.
- After all transactions are processed for calendar year 2017, convert all 2017 wage overpayments with an outstanding balance to prior year overpayments. Recalculate remaining balances using the PCG-REPAY instructions located at https://accounting.delaware.gov/payroll_comp/policies.shtml
- Discontinue all repayments of current year (2017) overpayments using the wage reduction code of WGR after the Pay Confirm for the 12/22/17 pay period. Recalculate remaining balances using PCG-REPAY instructions and establish a prior year PAYDUE general deduction on the employee record.
- Ensure data entry for all imputed income (Vehicle Usage, Cash Awards, Moving Expenses, Tuition Reimbursements, etc.) is completed as per instructions in PHRST Memorandum 17-10, Calendar Year-End Processing Memorandum.

If you have any questions regarding the Payroll Repayment process, please contact the Payroll Compliance Group at PCG.DOA@state.de.us.

PCG Alerts are posted on the DOA Website:

http://accounting.delaware.gov/payroll_comp/communications.shtml