

PCG Alert
11/26/18

Calendar Year End Reminders

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

As the end of calendar year 2018 approaches, it is important to take timely action on the following payroll tasks affected by constructive receipt rules:

- The Payroll Compliance Group (PCG) must receive payroll repayment checks/money orders for current year wage overpayments no later than 12:00 PM on Thursday, December 27, 2018.
- Payroll repayment checks/money orders received after 12:00 PM on December 27th will be deposited on January 2, 2019, and treated as payment toward a 2018 prior year wage overpayment.
- After all transactions are processed for calendar year 2018, convert all 2018 wage overpayments with an outstanding balance to prior year overpayments.
- Discontinue all repayments of current year (2018) overpayments using the wage reduction code of WGR after the Pay Confirm for the 12/21/18 pay period. Recalculate remaining balances 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 18-09, 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:

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