

PCG Alert

Date 12/12/14

RE: Calendar Year End Reminders

Attention Payroll Officers:

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

As the end of Calendar Year 2014 approaches, it is important to be mindful of the following Payroll taxable events:

- Payroll Repayment checks/money orders must be received by the Payroll Compliance Group prior to 12:00pm, noon, on Wednesday, December 31st.
- Current Year Payroll Repayments with a remaining balance at the end of Calendar Year 2014 will need to be recalculated for 2015, refer to PCG-REPAY for instructions.
- Ensure data entry for all imputed income (Vehicle Usage, Cash Awards, Moving Expenses, Tuition Reimbursement, etc.) is completed as per instructions in PHRST Memorandum 14-11, Calendar Year-End Processing Memorandum.

If you have any questions regarding the Payroll Repayment process, please contact Debbie Ide, Payroll Compliance Officer, at 302-672-5506 or deborah.ide@state.de.us .

PCG Alerts are posted on the DOA Website:

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