

PCG Alert
12/15/15

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 2015 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 12:00 p.m., noon, on Thursday, December 31st.
- All Current Year Payroll Repayments with a remaining balance at the end of Calendar Year 2015 will need to be recalculated for 2016, refer to PCG-REPAY for instructions.
- All repayments for the collection of current year (2015) overpayments using the wage reduction code of WGR must stop as of the 12/24/15 pay cycle. Remaining balances should be recalculated using instructions found in PCG-REPAY and converted to a prior year general deduction (PAYDUE).
- Ensure data entry for all imputed income (Vehicle Usage, Cash Awards, Moving Expenses, Tuition Reimbursements, etc.) is completed as per instructions in PHRST Memorandum 15-16, Calendar Year-End Processing Memorandum

If you have any questions regarding the Payroll Repayment process, please contact Katrina Zapata, Payroll Compliance Analyst, at 302-672-5506 or Katrina.Zapata@state.de.us .

PCG Alerts are posted on the DOA Website:

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