

PCG Alert

Date: February 14, 2014

RE: Reminder for February Payroll Forum

Attention Payroll Officers:

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

This is a reminder that the next Forum will be held at the Delaware State Fire School on Tuesday, February 18, 2014, at 1:30 p.m. We hope that you will encourage those who were not able to attend the inaugural meeting to carve out some time to join us for these critical sessions.

The following Agenda will be presented:

- Preview: Clothing & Uniform Fringe Benefits Workshop
- Open Discussions:
 - Payments To Employee
 - Payroll
 - Accounts Payable
 - Petty Cash
 - Payroll Internal Controls
- On the Horizon

We look forward to seeing you next week!

For planning purposes, please RSVP to Debbie Ide. Forget to RSVP? No worries! There is plenty of seating and walk-ins are welcome!

Debbie Ide

Phone: 302-672-5506

Mail: PCG Division of Accounting (D570C)

Email: Deborah.ide@state.de.us

Fax: 302-736-7959

PCG Alerts are posted on the DOA Website:

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