MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: July 2, 2019

SUBJECT: Central Payroll Address Field Changes

Effective immediately, the address fields on Screen 2 of Central Payroll will now be required. This includes:

- Delivery Address
- County Code (see SAMS manual for Valid County Code Values)
- City
- State
- Zip Code

This change was required to assist the Comptroller with the upcoming backpay and stipends. You need to validate your employee address information is up to date, and enter it into Central Payroll. Do not send Central Payroll Support lists of addresses, we have no way of validating or processing them.

Central Payroll Support has modified Schedules 11 and 12 to now send address files to the Comptroller. This is to accommodate the Comptrollers new requirement of including address information on backpay.

Finally, due to the timing of the calendar year end and holiday schedule, we will be limiting supplemental payrolls on schedule 12 to once per week during the week of Christmas and New Year. The previously scheduled supplemental run dates of 12/24/2019 and 12/31/2019 have been removed.