EXTERNAL PAYROLL AND FINANCE UPDATES
DBG MEETING: May 23, 2019

UPDATES:
New LEA Payroll Certification Form:
Please see attached the LEA Payroll Certification Form that we will begin using effective July 1, 2019 with the June Supplemental Payroll due Friday, July 5th at noon. The top portion is to be completed and signed by the Payroll Technician, and the bottom portion completed and signed by the CBO or other authorized person. Only the signed Certification form and the Pay01 Payroll Summary report need to be emailed to production@scoe.org by noon the day payroll is due.

Vendor Garnishments:
Reporting of Independent Contractors to EDD within 20 days of making payment to the vendor is not a new requirement. Escape instructions for Independent Contractor Reporting – SB542, can be found under SCOE Resources/Forms/IT Checklists and Cheat Sheets.

This past week, two Notice of Levy on vendors came across my desk. Whereas in the past it was rare to receive a vendor garnishment, it would appear we may be seeing more of these. You must follow the instructions of the notice, deducting from the vendor’s payment and making payment to the appropriate agency within the instructed timeframe. IT has Escape procedures for processing vendor garnishments that can also be found under SCOE Resources/Forms/IT Checklists and Cheat Sheets.
LEA PAYROLL CERTIFICATION FORM
Email signed form and Pay01 to: production@scoe.org by Noon the day Payroll is Due

LEA Name: ___________________________ LEA No:_____

Payroll Dated: _______________

___ Regular Payroll     ___ Supplemental Payroll     ___ Manual Payroll

___ Charter Mid-Month Payroll    Accrual: ___ July Prior Year
                                            ___ August Prior Year

Payroll Gross  $____________________
Payroll Net    $____________________

__________________________________________________________________________ Date: __________
Payroll Technician

CHECKLIST FOR CBO’S

Please check each applicable report verifying reviewed and approved:

___ Pay01 Payroll Summary (email with certification form)
___ Pay99 Payroll Status
___ Pay22 Payroll Errors (any remaining errors have been verified by SCOE Business Services Retirement Analysts and/or IT)
___ Pay15 Payroll Adjustments (with Regular Payroll)
___ Pay13 Payroll Adjustments (with Supplemental Payroll)
___ Pay99 Employee Payroll Snapshot (as applicable with Manual Payroll)

LEA AUTHORIZED SIGNATURE:

__________________________________________________________________________ Date: __________

By signing this form I certify that I have validated correct compensation, retirement and payroll tax reporting, have reviewed the reports as appropriate and approve the above payroll totals.