

Sonoma County Office of Education  
Business Services

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**EXTERNAL PAYROLL AND FINANCE UPDATES**

**DBUG 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 5<sup>th</sup> 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](mailto: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.

