

**OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

April 16, 2009

TO: District Payroll Department Personnel
FROM: Department of District Financial Services
SUBJECT: Procedures for Summer Deferred Payrolls

For those districts that will have 2008-09 summer-deferred payrolls, the following procedures must be followed:

DISTRICT PROCEDURES

Work on the summer deferred payrolls **FIRST**. **DO NOT** enter any docks, additional paylines, or vol-deds with a frequency code of '01' until after the summer deferred prelist reports' audit copies are run to send to the attention of Retirement/Payroll. Run a prelist (PAY510, PAY512, and PAY240) and a Retirement Exception List (RCA500). These need to be sorted by pay code.

PAYROLL	PAY NAME	PAY DATE	PERIOD END
JUNE DEFERRED	SUMMER	5/27/09	5/31/09
JULY DEFERRED	SUMMER	5/28/09	5/31/09
MAY	EOM	5/29/09	5/31/09
JULY DEFERRED	SUMMER	6/28/09	6/30/09
AUGUST DEFERRED	SUMMER	6/29/09	6/30/09
JUNE	EOM	6/30/09	6/30/09

Send all four reports for each summer payroll to the county office together with the EOM as they are audited at the same time.

Then work on the EOM payroll by posting May EOM docks, additional paylines, and vol-deds with a frequency code of '01'. Run prelist reports (PAY510, PAY512 and PAY240) for the May EOM. Send these to the county office for auditing.

COUNTY OFFICE PROCEDURES

Audit EOM and summer deferred prelists. The May EOM final prelists will run on May 20, 21, and 22. All docks, frequency "01" vol-deds, and paylines using hourly or daily units will be cleared. On May 26, the summer deferred June final prelists will be run and the summer deferred July final prelist run immediately after. The June EOM final prelists will run on June 22, 23 and 24. July and August summer deferred payrolls will run on June 25. We will be offering direct deposit for summer deferred. The district does not have to change anything; this is determined by programming.

The EOM warrants, stubs, vol-deds, and paperwork will be distributed as normal. The summer-deferred payrolls will be held at the county office for distribution in June, July and August except for the tax warrants and SISC warrants. The tax warrants will be processed to be deposited with the June EOM tax warrants. The SISC warrants will be given to SISC to be deposited in June for all three payrolls.

For more information, call Vicki Lueck, Supervisor, Retirement Auditing/District Payroll at (661) 636-4706.