Payroll Adjustments Roundtable

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"One team – All the time"

Payroll Adjustments

- Add or delete earnings from pay lines
  - Regular/Overtime hours
  - Benefits
- CalPers adjustments
- Online warrant request
- Over payment calculations
- Prior period adjustments

ACO Payroll Adjustment Form

- Starting with CO01-2012
  - Pay period ending 12/28/2011
- Combined three forms into one
- PDF Fillable
- Located at website www.auditorcontroller.org
- Used to request a payroll adjustment
  - Add or delete time from pay line
  - Prior period adjustment for under/over payment
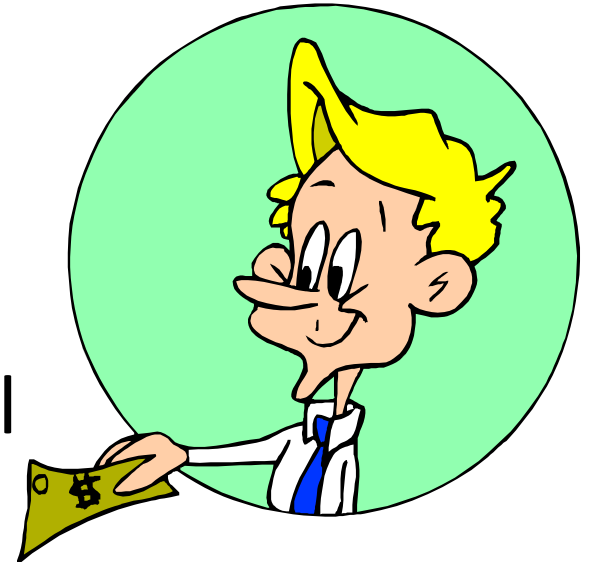   - Wages
    - Benefits
  - Request an online warrant

FLSA Adjustment Form

- Continue to use FLSA adjustment form
- Do not use new payroll adjustment form
- Located www.auditorcontroller.org
- Used to evaluate and adjust overtime
- Requires a prior period adjustment

Additional Pay Request Form

- Continue to use current form

- Do not use new payroll adjustment form

- Located www.auditorcontroller.org
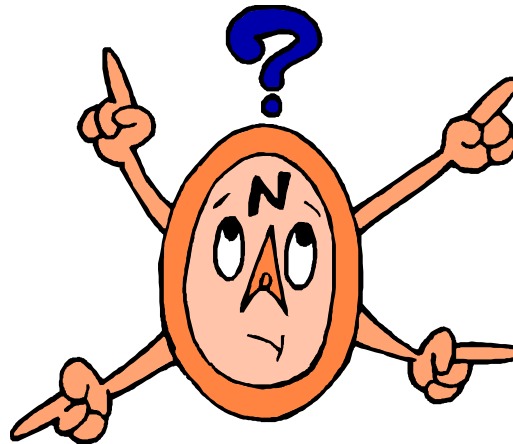
- Used to start or stop additional pay

General Deduction Request Form

- Do not use new payroll adjustment form

- Continue to use current form

- Located www.auditorcontroller.org

- Used to start or stop a general deduction

Lost Warrant Affidavit

- Continue to use current form
- Do not use new payroll adjustment form
- Located www.auditorcontroller.org
- Required to replace a lost/destroyed warrant

Reversal Request Form

- Continue to use current form

- Do not use new payroll adjustment form

- Located www.auditorcontroller.org

- Used to request a reversal of direct deposit

Claims Payments

- Additional pay for three pay periods or more
- Continue to use current form
- Do not use new payroll adjustment form
- Contact your HR Employee Service team

Repayments

- ACO Payroll will do
  - Over payment calculation
  - Initial repayment agreement letter
  - Set up Repay deduction per agreement
- If employee does not respond by deadline
  - Notification will be sent to
    - Employee Services
    - Department Head

QUESTIONS?