



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

October 9, 2002

MEMORANDUM NO.PR2002-020

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Payroll Transmittals for October

The payroll transmittals for the repeating payroll cycles A, C, D, E and V did not remove the individual split records that were coded as a "Z" in the second digit of the pay type indicator, before they were printed. The individual split records were removed from the master screen. This situation was discovered too late for the transmittals to be rerun. Listed below is the status of certain repeating cycles and the steps needed to correct them.

CYCLE A

- The individual split items were still printing on the payroll transmittal. Because of the unique characteristics of the cycle A transmittal, the TOTALS on this transmittal do not include the individual split items, which were not reset.
- Mark the individual items, which should have been reset, off of the cycle A transmittal. You do not have to delete them from the master database.
- The TOTALS shown on the master screen and on the cycle A payroll transmittal agree with each other.

CYCLES C, D, E and V

- These transmittals printed the individual split items, which should have been reset, and also included them into their TOTALS.
- Mark these individual split items off of the transmittal and adjust the TOTALS accordingly.
- Although the individual split items do not appear on the master screen, the TOTALS for the master screen DO include them. Since the individual split items do not appear in the master

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screen, your agency CANNOT delete them. It will be important for you to remember that the discrepancy between the TOTALS reflected on the master database and that shown on your adjusted payroll transmittal TOTALS will be equal to the sum of the individual split items marked off of your transmittals.

The problem causing this situation has now been identified. Steps are being taken to resolve this for next month. We apologize for the inconvenience that this has caused.