



## STATE CONTROLLER'S OFFICE – BULLETIN 01-13-2021

Wisconsin Department of Administration – Division of Executive Budget and Finance

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#### **Year End Payroll Off Cycles**

Central Payroll had two rounds of off-cycle payrolls to process year end corrections for W-2 and benefit balances. The first round of the off-cycle payroll corresponds to the usual off cycle schedule to pay employees with a paper check from PP27, with a payment date of December 31<sup>st</sup>.

Central Payroll issued an email with the schedule for these off-cycle payrolls, which are listed below.

- PP 28.1 off-cycle was dated 12/31 and payroll confirmed on 12/30. The GL for this off-cycle was posted on 12/31.
- PP 28.2 off-cycle was also dated 12/31 and payroll confirmed on 1/11. The GL for this off-cycle was posted to **December** yesterday (1/12/21) using an accounting date of 12/31/20. This required the December GL to be temporarily re-opened.

If you have any questions regarding these Year-End Off-Cycles, please contact Karolyn Cassidy at [karolyn.cassidy@wisconsin.gov](mailto:karolyn.cassidy@wisconsin.gov).