



Office of the Comptroller

Martin Matson
Comptroller

John M. Egan, C.P.A.
Deputy Comptroller

September 11, 2012

Ref: Pay Admin

TO: All Administrative and Personnel Payroll Assistants

FROM: Martin Matson, Comptroller 

RE: Submission of SLCIP Forms for Payroll Processing - Trimester 2, 2012

Each department is responsible for running the Sick Leave Incentive Eligibility Report at the end of each trimester. The navigation to run this report is as follows: Payroll for North America; Payroll Processing USA; Pay Period Reports; SLCIP Eligibility Report (DPT). Please run and review this report to accurately determine eligibility for your employees.

For those departments with less than 30 entries, these entries need to be entered on the DPW online adjustment system. The work date to be used for all SLCIP entries is 09/01/2012. The SLCIP pay entries are to be made on the Hours tab with the earnings code of 064 and an account code of 9900. The SLCIP days off entries are to be made on the TOA tab with the earnings code of SIA. Account codes are not necessary. Descriptions for pay and days off should include "SLCIP – Trimester 2, 2012" and then the type of SLCIP time. All entries are due as soon as administratively feasible no later than September 27, 2012. The payments will be added to the employees' payroll dated October 11, 2012.

For those departments with more than 30 entries wishing to submit this data electronically, please contact Payroll Administration for the files to use. Instructions will be available for electronic submission. If you have filed electronically previously, please do not attempt to reuse the same files as the dates are hard coded and errors will result.

If you have any questions, please contact Jo Ann Nelson at 2320.

MM: JN
slcip2tri12