



Office of the Comptroller

W. Martin Morics, C.P.A.
Comptroller

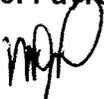
Michael J. Daun
Deputy Comptroller

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

Craig D. Kammholz
Special Deputy Comptroller

May 9, 2011

Ref: Pay Admin

TO: All Administrative and Personnel Payroll Assistants
FROM: W. Martin Morics, Comptroller  DEPUTY
RE: Submission of SLCIP Forms for Payroll Processing - Trimester 1, 2011

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 04/30/2011. 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 1, 2011" and then the type of SLCIP time. All such entries are due as soon as administratively feasible no later than May 26, 2011. The payments will be added to the employees' payroll dated June 9, 2011.

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 Barbara James at 2327.

WMM: BAJ
slcip1tri11