

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: January 10, 2022

From: Cheryl McDaniel, Payroll Supervisor

Subject: January 10, 2022 Pay Check Accruals

The Payroll Division is aware of possible issues with the January 10, 2022 pay check. We were notified of an issue with the County Payroll system (Kronos) that caused the Auditor's cut off period to be shorter than normal. This impacted how the payroll was processed for the department, which had to be completed manually and therefore, some payroll adjustments were not included in the manual input. Corrections and updates based on the January 10 pay check should be completed within the next two pay periods.

If you have further questions, please contact Payroll by creating a Track-It Ticket:

1. Log on to Track-It at <http://ehsdrkithr/TrackIt/SelfService/Account/LogIn>
2. Select Payroll→General Payroll Questions→Accruals from the Transaction Type drop down.
3. Add a note and submit your ticket.