

May 2, 2008

MEMORANDUM

To: Constitutional Officers, Superintendents, City Managers and County Administrators

From: Robyn M. de Socio, Executive Secretary

RE: IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

This memo is to inform you of important dates for submitting payroll and expense information toward the end of the fiscal year, and to remind you of changes to the reimbursement cycle - approved by the 2002 General Assembly.

Each year, the reimbursement of the June payroll will be made in the month of July (falling into the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the old fiscal year and July through May of the new fiscal year. Because of this cycle, reimbursements for the months of June through May cannot exceed your total funds budgeted for the fiscal year. To ensure reimbursements for these months do not exceed your fiscal year budget, expenditures from June 2007 will be debited against your FY08 budgeted funds. After the May payroll has been processed, funds will be available out of the Compensation Board's FY09 appropriation for the reimbursement of June 2008 expenditures. We ask that you certify the full amount of your reimbursement request and Compensation Board staff will determine the adjusted amounts to be sent to your localities based on the period of June 2007 through May 2008, ensuring that reimbursements for this time period do not exceed authorized FY08 funds.

Even with the cycle change from past years, the year-end time frame for May and June reimbursement process remains the same, with processing completed prior to the end of the fiscal year. This will ensure that June reimbursements will be received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

Please forward this document to the individual responsible for entering data and/or certifying your online Payroll and Expense Report (COIN).

We sincerely appreciate your cooperation and assistance in these matters.

Copy to: Wade Jewell, Assistant Executive Secretary
Charlene M. Rollins, Manager, Customer Service
Charlotte Luck, Senior Budget Analyst
Linda Gutshall, Fiscal Officer
Paige Christy, Senior Fiscal Technician, Clerks/Commonwealth's

Attorneys Kari Bullock, Senior Fiscal Technician, Treasurers/Commissioners
Gizella Jarrell, Senior Fiscal Technician, City Sheriffs/Regional

Jails

**Circuit Court Clerks,
Commissioners of the Revenue,
Treasurers and Finance Directors**

2008 Year-End IMPORTANT DATES

MAY 2008

- **May 1, 2008** - April 2008 COIN Payroll & Expense Reimbursement screens will be available for certification.
- **May 1-30, 2008** - Enter May 2008 Personnel Changes (CB10s).
- **May 9, 2008** - Officer & County/City Administrators must certify the April 2008 Payroll & Expense Reimbursements Requests.
- **May 13, 2008** - Last day to send docket requests requiring Compensation Board action affecting the current fiscal year.
- **May 21, 2008** - Compensation Board Meeting.
- **May 26, 2008** - Memorial Day Holiday.
- **May 30, 2008** - Last day to enter May 2008 personnel changes (CB10s).
- **May 30, 2008** - Last day to use any accumulated Turnover balances in accordance with Compensation Board salary policy, within current turnover use limitations. To view your turnover balances:
 - COIN Main Menu
 - Select option 3- Reimbursement

- Select option 9 – Fund Transfer Menu
- Select option 5 - Vacancy Savings/Turnover details

JUNE 2008

- **June 2, 2008** - May 2008 COIN Payroll & Expense Reimbursement screens will be available for certification.
- **June 2-13, 2008** - Enter June 2008 Personnel Changes (CB10s).
- **June 5, 2008** - Last day to request reimbursement of all Approved FY08 Equipment funding (does not include Clerks' TTF funds).
- **June 6, 2008** - Officer & County/City Administrators must certify the May 2008 Payroll & Expense Reimbursement Requests.
- **June 10, 2008** - All Docket requests due for June Compensation Board meeting.
- **June 13, 2008** - Last day to enter June 2008 personnel changes (CB10s).
- **June 16, 2008** - June 2008 COIN Payroll & Expense Reimbursement screens will be available for certification.
- **June 18, 2008** - Compensation Board Meeting.
- **June 20, 2008** - Last day for Circuit Court Clerks to request reimbursement of all Approved FY08 TTF funds for reimbursement prior to the Fall 2008 budget cycle.
- **June 20, 2008** - Officer & County/City Administrators must certify the June 2008 Payroll & Expense Reimbursement Requests.

JULY 2008

- **July 1, 2008** - Due date for requests to transfer annual salary of "Vacant" full-time positions you do not plan to fill for the entire 2009 fiscal year for consideration at the July Compensation Board meeting.
- **July 2-10, 2008** - Circuit Court Clerks enter Excess Fees Information in COIN.

Sheriffs, Regional Jail Superintendents And Commonwealth's Attorneys

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- **May 13, 2008** - Last day to send docket requests requiring Compensation Board action affecting the current fiscal year.
 - Last day to send requests to transfer active duty vacancy savings to other budget categories exceeding \$10,000.
 - Last day for Commonwealth's Attorneys to send requests to transfer vacancy savings to other budget categories exceeding \$10,000.
 - To view available vacancy savings in COIN, follow the instructions for viewing turnover below.
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- **June 13, 2008** - Last day for Commonwealth's Attorneys to send requests to transfer vacancy savings to other budget categories up to \$10,000.
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