

District Payroll Services End-of-Year Updates and Reminders

November 14, 2014



EOY Check Process

- **No EMERGENCY warrants between December 23, 2014 - January 2, 2015**
- Emergency Warrants issued in the New Year (1/1/2015) must use **2015** rates
- ***DPS/ District Payroll - DO NOT Void and reissue check(s) in MUNIS that are dated 2014***
- Reissue of a 2014 check will be processed as a duplicate check (brown check).

EOY Check Process

Certificated Employees (1/1/15 payroll)

- **Districts with 1/1/2015 payroll**

Acalanes	Canyon
Antioch	John Swett
Brentwood	Martinez
Byron	Oakley

- **Last regular payroll will be November 30th**
- **Last chance to increase/decrease TSA for the year to reflect on 2014 W2**

EOY Check Process

Certificated Employees (1/1/15 payroll)

- **November 30th** is the last chance to process any **MC pick-up**
- **MC refund** requests after November 30 payroll, will be processed on December 31 classified payroll
- Certificated employee will receive a separate check dated **12/31/2014**
- Refund will be on the 2014 W2

Important Dates



December 1st

- Notify employees to submit new W-4 form if they're withholding allowances have changed or will change for the next year

December 18th

- Last day to request Emergency Check

December 23rd

- Payroll Final, last chance for MC pick-up or refunds

December 30th

- Paychecks and Fringe Benefit vendor checks dated December 31, 2014 and January 1, 2015 will be available for pick up and/or delivery

Important Dates



January 5th

- Last day to correct addresses for W-2's

January 15th

- Third Party vendor must furnish detail statement to payroll.
- Fax Third Party Year End Statement to District Payroll for reporting on the 941 Form for 4th Qtr 2014
- Later part of January, W-2's will be available for pick up and delivered to East County Districts

January 31st

- W-2's and 1099's must be postmarked or given to each employee

W2 Information

- W2's will be printed by Work Location/Employee Name unless requested otherwise
- DPS Specialist will send W2 register to district for review
- Each district is required to review W2 register before final print

W2 Information

Please verify that your W2 codes are attached to your deductions

Box 12	Description	Deduction Range
E	Deferred Compensation 403 (b)	2700
G	Deferred Compensation 457(b)	2700
BB	Roth 403 (b)	2700
DD	Health Medical Coverage-Not Taxable (Dental, Vision, Life – Not included)	2300

W2 Information

Please verify that your W2 codes are attached to your deductions

Box No.	Description	Deduction Range
BOX 10	Dependent Care	2400
BOX 13	Retirement Plan - Marked "X" if participating in retirement plan	
Box 14	Other : State Disability insurance (SDI)	8900

DPS Team

Contact Information

If have additional questions, please contact us for assistance.
You can also email us at dps@cccoe.org

- Fax 944-1698

Griselda Barraza 942-5370

Josephine Capistrano 942-3446

Lina Gramatikova 942-3303

Ursula Taylor 942-3320

Felicia Hill 942-3321

Ofelia Roxas 942-3315

