



MEMORANDUM

TO: Agency Payroll
FROM: Auditor of State
DATE: March 13, 2020
SUBJECT: Payroll Guidance for Submitting Maintenance

- If you have 10 or more employees with the same type of transaction use the attached spreadsheets to submit any updates/changes. This is a more efficient process for loading information into GEAC.
 - **If you are working remotely as per the Governor's COVID-19 Workforce Guidance, and unable to submit paper forms you may use the attached spreadsheets to submit all updates/changes.**
 - When submitting spreadsheets, you must:
 - **Email payrolldept@auditor.in.gov to let us know when a file has been placed in your agency's outgoing folder on the shared drive.**
 - Send a copy of the spreadsheet containing 2 signatures with your payroll maintenance. If you are unable to submit forms with your payroll due to working remotely, you are required to follow up with hard copies upon your return, as well as the Certificate of Payroll and the Signature Page of the Payfile Printout.
 - Listed below are reminders of formatting that must be adhered to on the spreadsheet.
 1. Social security number cannot have dashes.
 2. All dollar amounts must have 2 decimal places and no dollar signs, with the exception of hourly rate changes which must have 4 decimal places.
 3. Names must match how the name appears on the social security card.
 4. Address should not contain punctuation marks such as periods and the street names should be abbreviated according to USPS standards.
 5. Follow the formatting that is listed on the spreadsheet in the header.
 6. If submitting salary changes for both hourly employees and fulltime employees, you must have separate columns for the hourly rates and they must be grouped together.
 - a. For hourly employees, the hourly rate must have 4 decimal places and no dollar sign
 - b. For full time employees, the biweekly salary must have 2 decimal places and no comma or dollar sign.
- If you have any questions or concerns please contact your AOS payroll contact.