



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

*Dr. Nancy Kotowski
County Superintendent of Schools*

District Advisory and Financial Services
Finance and Business Services

Bulletin No. 13-043

TO: Chief Business Officials, Fiscal Directors, Business Managers

FROM: KH Karen Hennessy, Director
District Advisory and Financial Services, Escape Project Manager

DATE: May 20, 2013

RE: Escape Pay Compare Acknowledgement

As the Escape go-live date draws near, it is essential that you ensure that the gross and net pay amounts for every employee are correct. For a successful go-live on July 1, this effort needs to be done by May 31. Please note that the first payroll in Escape for the phase II districts will be on July 31, with a payroll cut-off of July 25.

Please do the following:

- 1) Log into FMS and run the FMS-to-Escape Pay Comparison report for your district twice, once for gross pay and again for net pay.
- 2) For each employee that does not match, you need to understand the discrepancy and know what to do in Escape to ensure that his/her pay will be correct.
- 3) Sign and return the attached form acknowledging that Escape HR/payroll data is accurate for your district, and that you are prepared to create correct paychecks. The sign-off form includes space for two signatures:
 - the Chief Business Official
 - the person who has been working on the Gross and Net Pay Comparisons and is responsible for ensure the payroll numbers are correct. At your district, this may be the Fiscal Director, Business Manager, or Payroll Supervisor.

Please return the attached form by May 31 to Karen Hennessy, Director District Advisor and Financial Services.