


Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 15-012

TO: Chief Business Officials and Payroll Clerks

FROM:  Suzette Burns, Administrator – Business Services

DATE: January 15, 2015

RE: Escape Payroll Labor Errors

Currently Escape allows districts to process payroll with labor errors although the payroll check list recommends that they do not because either one of two things occur if they do:

1. The payroll journal entry is not created for that employee therefore nothing is posted to the district's general ledger OR
2. The employee's payroll is posted to a district liability account

In effort to prevent the above scenarios from happening MCOE will code all labor payroll errors as fatal beginning with the January 30th, 2015 payroll date which will require all districts to clear all labor errors. However if a district does submit their payroll with labor errors MCOE will not be able to submit the payroll and the following steps will be taken:

- MCOE will contact the respective payroll clerk(s) to clear the labor error(s)
- If MCOE cannot reach the payroll clerk(s) they will contact CBO
- If MCOE cannot contact any of the above parties they will attempt to clear the error on behalf of the district
- If MCOE cannot clear the labor error because they do not have enough information then the employee's pay that is causing the labor error will be deleted so that they can continue payroll processing for that district
 - In this case it will be the district's responsibility to pay that employee on the next available manual payroll run.

If you have any questions, please contact me at (831) 755-0305.

cc: Garry Bousum
Colleen Stanley
Karen Hennessy