3/16/2020

Subject: Auditor’s Office Memo for Payroll & Accounts Payable

To: All County Payroll and Accounts Payable Departments

Dear Colleagues: as we move through the next days and weeks, we need to be sure our financial obligations to employees, key constituents, and vendor partners are being met, all while being fiscally responsible and holding ourselves to the high standards of accountability the public has rightly come to expect. Please see the following on each of the respective areas:

 **Accounts Payable/General Accounting**

1. Please continue to submit invoices as current, though please help in prioritizing those bills that need quicker attention. Checks/direct deposits will continue but may have possible delays.

2. This office will operate with rotating staffing, starting Monday.

3. Any expenses directly related to the current state of emergency should be tracked for the possibility of reimbursement from future grants/state/federal aid. For now, please detail these expenses using the attached spreadsheet in your individual offices.

**Payroll**

1. Beginning Monday, two new payroll codes will be offered. Reg-COVID 19 will be used to track any employee rotating their work schedule or otherwise not required to be present at all times because of the public health crisis. Employees working from home should continue with the Reg code. OT-COVID 19 will be used to track any overtime directly related to the public health crisis. Overtime that is part of normal operations should be entered as current.

2. This office will operate with rotating staffing, starting Monday.

Please contact Jamie in our office for questions.

David Thomas