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## **MEMORANDUM**

**TO:** AGENCY CFOs & FISCAL OFFICERS  
**FROM:** MATT BECK, ASSISTANT DEPUTY AUDITOR, AUDITOR OF STATE  
**DATE:** MARCH 6, 2020  
**SUBJECT:** EXPEDITED PAYMENTS FOR CORONAVIRUS

CFOs and Fiscal Officers,

In coordination with the Indiana Department of Homeland Security and the Indiana State Department of Health, the Auditor of State has created incident code "**200126 – Coronavirus**" within PeopleSoft Financials and Time and Labor in order to track expenses related to the COVID-19 Coronavirus Response. Please utilize this code to track employee time and expenditures associated with the coronavirus response.

Employee time tracked using incident codes in Time and Labor will not automatically transfer into the General Ledger through the normal payroll process. **Agencies must re-allocate their payroll to this code once payroll has posted to the General Ledger.**

Thank you,

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