BULLETIN 03-20-2019

## Reminder of Check Payment and ACH Settlement Dates during STAR Finance System Outage

This bulletin is a reminder that the STAR Finance system will be unavailable beginning on Thursday, March 21st at 5:00 PM until approximately 6:00 AM on Monday, March 25th for the STAR Fluid Upgrade.

All vouchers must be approved and ready for payment in STAR no later than 12:00 noon on Thursday, March 21st (tomorrow) or the payment will not be made until after the Fluid Upgrade (Tuesday 03/26 for Checks or Wednesday 03/27 for ACH).

Since the banks are open during the STAR Finance System Outage, payment processing in STAR Finance will occur as follows in order to adhere to State of WI payment terms.

The SCO will process all STAR payments on Thursday March 21st for Thursday 3/21 , Friday 3/22 and Monday 3/25.   STAR checks will be held at the print center until their Scheduled Due Date.  The paper check sorting/mailing process will then happen as normal.   ACH payments will settle with the bank on their scheduled due dates.  The On-Demand pay cycle will not be run on Friday, March 22nd.

Specialized Disbursement Payments will process as normal during the STAR outage.

The schedule below shows the check date and ACH settlement date for STAR AP voucher transactions with Scheduled Due Dates between March 21st and March 25th.

| Calendar Date | Process | SCO use:  Scheduled due date |
|---|---|---|
| 03/21/2019 AM | Normal Thursday 03/21 pay cycles | 03/21/2019 (checks, LGIP, Netting) 03/22/2019 (ACH) 03/21/019 (On-Demand) |
| 03/21/2019 PM (1st) | Simulate Friday 03/22 pay cycles | 03/22/2019 (checks, LGIP, Netting) 03/25/2019 (ACH) |
| 03/21/2019 PM (2nd) | Simulate Monday 03/25 pay cycles | 03/25/2019 (checks, LGIP, Netting) 03/26/2019 (ACH) |

If you have any questions or concerns regarding the above payment schedule, please contact Karolyn Cassidy by email at karolyn.cassidy@wisconsin.gov or call (608) 266-1320.