

MEMORANDUM

To: CBOG Members and HR Partners

From: Ami Hood, Payroll Director

Date: March 18, 2019

Re: 2019 Fiscal Year End Payroll Procedures

Due to semi-monthly pay periods ending on the last day of the month, there are no special year-end split payrolls. Please note information below related to FY19 and FY20 payrolls.

Payday 6/28/19

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/1/19-6/15/19. The expense will post to FY19.
- 9-month Faculty will receive Summer School I (3rd installment) or Summer Pay (for 6/16/19-6/30/19), all charged to FY19.

Payday 7/15/19

- FY20 Fringe Rates apply to all pay on this payday, based on the check date, not the earnings period.
- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/16/19-6/30/19. The expense will post to FY19.
 - Payroll charges for this group are scheduled to load to the G/L by COB on Wednesday, 7/10/19.
 - Deadlines for cleaning errors will be NOON on Friday, 7/12/19.
- 9-month Faculty will receive Summer School II (1st installment) or Summer Pay (for 7/1/19-7/15/19), all charged to FY20.
 - Payroll charges for this group will post to the G/L after FY19 closes.

All paydays after 7/15/19 will post to FY20.