

## **MEMORANDUM**

To: CBOG Members and HR Partners

From: Ami Hood, Payroll Director

Date: April 28, 2017

Re: 2017 Fiscal Year End Payroll Procedures

Due to semi-monthly pay periods ending on the last day the month, there are no special year-end split payrolls. Please note information below related to FY17 and FY18 payrolls.

### **Payday 6/30/17**

- 12-month employees (12A, 12H, 12L, FED, INT) will be paid for 6/1/17-6/15/17. The expense will all be charged to FY17.
- 9-month Faculty will receive Summer School I (3<sup>rd</sup> installment) or Summer Pay (for 6/16/17-6/30/17), all charged to FY17.

### **Payday 7/14/17**

- 12-month employees (12A, 12H, 12L, FED, INT) will be paid for 6/16/17-6/30/17. The expense will all be charged to FY17.
  - Payroll charges for this group is scheduled to load to the G/L by COB on Tuesday, 7/11/17.
  - Deadlines for cleaning errors will be Friday, 7/14/17 at noon.
- 9-month Faculty will receive Summer School II (1<sup>st</sup> installment) or Summer Pay (for 7/1/17-7/15/17), all charged to FY18.
  - Payroll charges for this group will post to the G/L after FY17 closes.
- FY18 Fringe Rates apply to all pay on this payday based on check date, not the earnings period.

All paydays after 7/14/17 will apply to FY18.