

## **MEMORANDUM**

To: CBOG Members and HR Partners

From: Ami Hood, Payroll Director

Date: April 16, 2018

Re: 2018 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 FY18 and FY19 payrolls.

### **Payday 6/29/18**

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/1/18-6/15/18. The expense will post to FY18.
- 9-month Faculty will receive Summer School I (3<sup>rd</sup> installment) or Summer Pay (for 6/16/18-6/30/18), all charged to FY18.

### **Payday 7/13/18**

- FY19 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 6/16/18-6/30/18. The expense will post to FY18.
  - Payroll charges for this group are scheduled to load to the G/L by COB on Tuesday, 7/10/18.
  - Deadlines for cleaning errors will be NOON on Friday, 7/13/18.
- 9-month Faculty will receive Summer School II (1<sup>st</sup> installment) or Summer Pay (for 7/1/18-7/15/18), all charged to FY19.
  - Payroll charges for this group will post to the G/L after FY18 closes.

All paydays after 7/13/18 will post to FY19.