

MEMORANDUM

To: CBOG Members and HR Service Reps/Generalists

From: Ami Hood, Payroll Director

Date: April 28, 2023

Re: 2023 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 the information below related to FY23 and FY24 payrolls.

Payday 6/30/23

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/1/23-6/15/23. The expense will post to FY23.
- 9-month Faculty will receive Summer School I (3rd installment) or Summer Pay, for dates 6/16/23-6/30/23. The expense will post to FY23.

Payday 7/14/23

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/16/23-6/30/23. The expense will post to FY23.
 - Payroll expenses for this group are scheduled to load to the G/L by COB on Tuesday, 7/11/23.
 - Deadlines for clearing errors will be NOON on Wednesday, 7/12/23
- 9-month Faculty will receive Summer School II (1st installment) or Summer Pay, for dates 7/1/23-7/15/23. The expense will post to FY24.
 - Payroll expenses for this group will post to the G/L after FY23 closes.

All paydays after 7/15/23 will post to FY24.