

MEMORANDUM

To: CBOG Members and HR Partners

From: Ami Hood, Payroll Director

Date: April 29, 2020

Re: 2020 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 FY20 and FY21 payrolls.

Payday 6/30/20

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/1/20-6/15/20. The expense will post to FY20.
- 9-month Faculty will receive Summer School I (3rd installment) or Summer Pay (for 6/16/20-6/30/20), all charged to FY20.

Payday 7/15/20

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/16/20-6/30/20. The expense will post to FY20.
 - Payroll charges for this group are scheduled to load to the G/L by COB on Friday, 7/10/20.
 - Deadlines for clearing errors will be NOON on Monday, 7/13/20
- 9-month Faculty will receive Summer School II (1st installment) or Summer Pay (for 7/1/20-7/15/20), all charged to FY21.
 - Payroll charges for this group will post to the G/L after FY20 closes.

All paydays after 7/15/20 will post to FY21.