

Subject: Instant HR/Payroll: End-of-Year Fiscal Message

Date: Monday, May 9, 2016 at 12:21:09 PM Eastern Daylight Time

From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Important Annual End-of-Fiscal-Year Technical Message

When does the fiscal year end? That very much depends on who you are. The fiscal year for budget/fiscal purposes ends on June 30th, but the fiscal year for Payroll ends June 9th. To prepare for everyone's fiscal year end, HR & Payroll, Budget, and Fiscal Services need to "roll the fiscal year" in Banner. This is a complicated and somewhat time consuming process. To keep you all in the loop, it's time for our annual techno message. It outlines when things are going to happen and when things have to be processed in order to clear the deck to roll the fiscal year. Please review it carefully as it may impact your work for the next several weeks.

First Semi-Monthly Payroll of the new Fiscal Year

Individuals paid on a semi-monthly basis for the period June 10 to June 24th (pay period SM-12), will be paid on Friday, July 1, 2016.

First Bi-Weekly Payroll of the new Fiscal Year

Individuals paid on a bi-weekly payroll for the period June 12 to June 25 (pay period 26-13) will be paid on Friday, July 1, 2016.

Weekly Payroll Details

- The last weekly pay for FY16 (Week-23, June 3 to June 9) will be paid on Thursday, June 9, 2016 and be part of FY16.
- **No** weekly payroll will be processed for the week of June 17, 2016 (Week-24) or the week of June 24, 2016 (Week-25).
- The weekly payroll for the period June 24 to June 30 (Week-26) will be paid on Friday, July 1, 2016 and is the first payroll of FY17.

EPAF Deadlines

EPAFs on the semi-monthly pay schedule for FY16 with an effective date on or before May 25, 2016 must be in the HR queue by close of business: **Thursday, June 9, 2016.**

Semi-monthly EPAFs (AD, GR, GA, RA, MP) that do not reach the HR queue until after the deadline will be returned for correction and must be submitted with **FY17 effective** dates. Please update the personnel dates to reflect the time period worked. When making an adjustment to the effective date, please ensure that the pays and factors are updated to correlate with the new begin and end dates.

After the FY Roll, you can only enter semi-monthly EPAFs for FY16 and future years. Payrolls for FY17 start with SM-12 (6/10/2016-6/24/2016).

Year End Personnel Reallocation Deadline

All FY16 requests for personnel reallocations must be submitted to either the Budget Office or the Office of Sponsored Programs no later than Tuesday, **May 17, 2016** in order to be processed as FY16 business.

This is a complicated process and we understand you may have some questions. Dates listed above are subject to change. All updates and changes will be sent in a separate communication. The contact

numbers for each of the departments involved in the fiscal-year-end roll are listed below:

HR & Payroll, Catalina Wheat, 993-2751 and Megan Kirk, 993-3551

Fiscal Services, Lisa Kemp, 993-2483

Budget, Barbara Clark, 993-5327

OSP, Pat Sperry, 993-8929