

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

Date: Friday, April 21, 2017 at 9:11:27 AM 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 Monday, July 3, 2017.

First Bi-Weekly Payroll of the new Fiscal Year

Individuals paid on a bi-weekly payroll for the period June 25 to July 8 (pay period 26-14) will be paid on Friday, July 14, 2017.

Weekly Payroll Details

- The last weekly pay for FY17 (Week-23, June 2 to June 8) will be paid on Thursday, June 8, 2017 and be part of FY17.
- **No** weekly payroll will be processed for the week of June 16, 2017 (Week-24) or the week of June 23, 2017 (Week-25).
- The weekly payroll for the period June 23 to June 29 (Week-26) will be paid on Monday, July 3, 2017 and is the first payroll of FY18.

EPAF Deadlines

EPAFs on the semi-monthly pay schedule for FY17 with an effective date on or before May 25, 2017 must be in the HR queue by close of business: **Thursday, June 8, 2017.**

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 **FY18 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 FY18 and future years. Payrolls for FY18 start with SM-12 (6/10/2017-6/24/2017).

Year End Personnel Reallocation Deadline

All FY17 requests for personnel reallocations must be submitted to either the Budget Office or the Office of Sponsored Programs no later than Friday, **May 19, 2017** in order to be processed as FY17 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