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 Wednesday, July 1, 2015.

First Bi-Weekly Payroll of the new Fiscal Year
Individuals paid on a bi-weekly payroll for the period June 14 to June 27 (pay period 26-14) will be paid on Thursday, July 2, 2015.

Weekly Payroll Details
The last weekly pay for FY15 (Week-24, June 5 to June 11) will be paid on Thursday, June 11, 2015 and be part of FY15. No weekly payroll will be processed for the week of June 12, 2015 (Week-25) or the week of June 19, 2015 (Week-26). The weekly payroll for the period June 26 to July 2 (Week-27) will be paid on Thursday, July 2, 2015 and is the first payroll of FY16.

EPAF Deadlines
EPAFs on the semi-monthly pay schedule for FY15 with an effective date on or before May 25, 2015 must be in the HR queue by close of business: Monday, June 9, 2015.

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 FY16 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 FY16 start with SM-12 (6/10/2015-6/24/2015).

Year End Personnel Reallocation Deadline
All FY15 requests for personnel reallocations must be submitted to either the Budget Office or the Office of Sponsored Programs no later than Tuesday, May 19, 2015 in order to be processed as FY15 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 are below for each of the departments involved in the fiscal-year-end roll.

HR & Payroll, Catalina Wheat, 993-2751 and Megan Kirk, 993-3551
Fiscal Services. Lisa Kemo. 993-2483