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 July 1, 2013.

First Bi-Weekly Payroll of the new Fiscal Year
Individuals paid on a bi-weekly payroll for the period June 16 to June 29 (pay period 26-14) will be paid on Friday, July 5, 2013.

Weekly Payroll details
The last weekly pay for FY13 (WK-24, June 7 to June 13) will be paid on Thursday, June 13, 2013 and be part of FY13. No weekly payroll will be processed for the week of June 14, 2013 (WK-25) or the week of June 21, 2012 (WK-26). The weekly payroll for the period June 28 to July 4 (WK-27) will be paid on Wednesday, July 3 and is the first payroll of FY14.

EPAF and Paper Personnel Transaction Deadlines
All EPAFs for FY13 SM Payroll must approved and waiting for HR processing no later than Monday, June 3, 2013.

All EPAFs for FY13 BW Payroll must be waiting for HR no later than Friday, May 24, 2013.

EPAFs submitted after the deadline, will be returned for correction and must be submitted with FY14 dates.


Year End Personnel Reallocation Deadline All FY13 requests for personnel reallocations must be submitted to either the Budget Office or the Office of Sponsored Programs no later than Friday, May 24, 2013 in order to be processed as FY13 business.

This is a complicated process and we understand that you may have some questions. The contact numbers are below for each of the departments involved in the fiscal-year-end roll.
HR & Payroll, Shira Goodfellow, 3-3097
Fiscal Services, Barbara Clark, 3-3253
Budget, Diana Cline 3-8752
OSP, Pat Sperry, 3-8929