HR Liaison Announcement
Annual End-of-Fiscal-Year Technical Message

To prepare you for the end-of-fiscal-year, we want to share some important information that may impact your work for the next several weeks. To prepare for everyone’s end-of-fiscal-year, HR & Payroll, Budget, and Fiscal Services need to "roll the fiscal year" in Banner. The end-of-fiscal-year affects when certain events are going to happen and when certain items have to be processed in order to clear the deck to roll the fiscal year. Here are a few important notes:

End-of-Fiscal-Year Dates
- For Budget and Fiscal purposes, the fiscal year ends on **June 30, 2019**
- For Payroll, the fiscal year ends on **June 9, 2019**

Payroll Schedule
- Employees paid on a **semi-monthly basis** for the period June 10 to June 24 (pay period SM-12), will be paid on **July 1, 2019**
- Employees paid on a **bi-weekly basis** for the period June 23 to July 6 (pay period 26-14) will be paid on **July 12, 2019**

EPAF Deadlines
- EPAFs on the semi-monthly pay schedule for FY19 with an effective date on or before May 25, 2019, must be in the HR queue by close of business on **June 6, 2019**
- 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 **FY20 effective dates (6/10 forward)**
  - 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 FY20 and future years
  - Payrolls for FY20 start with SM-12 (6/10-6/24)

If you have questions, please contact Catalina Wheat, at cwheat@gmu.edu or 3-2751, and/or Megan Kirk, at mkirk4@gmu.edu or 3-3551.

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