

## **MEMORANDUM**

To: CBOG Members and HR Service Reps/Generalists

From: Ami Hood, Payroll Director

Date: May 16, 2024

Re: 2024 Fiscal Year-End Payroll Procedures

Due to semi-monthly pay periods ending on the last day of the month, there are no special year-end split payrolls. Please note the information below related to FY24 and FY25 payrolls.

### **Payday 6/28/24**

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/1/24-6/15/24. The expense will post to FY24.
- 9-month Faculty will receive Summer School I (3<sup>rd</sup> installment) or Summer Pay, for dates 6/16/24-6/30/24. The expense will post to FY24.

### **Payday 7/15/24**

- 12-month employees (12A, 12H, 12L, FED, INT) pay will cover the dates of 6/16/24-6/30/24. The expense will post to FY24.
  - Payroll expenses for this group are scheduled to load to the G/L by COB on Tuesday, 7/9/24.
  - Deadlines for clearing errors will be NOON on Wednesday, 7/10/24
- 9-month Faculty will receive Summer School II (1<sup>st</sup> installment) or Summer Pay, for dates 7/1/24-7/15/24. The expense will post to FY25.
  - Payroll expenses for this group will post to the G/L after FY24 closes.

All paydays after 7/15/24 will post to FY25.