

Payroll and Payroll Redistributions

Payroll Redistributions for June activity must be requested by 12:00 pm on July 10th to be reflected in second close reports.

The following fiscal 2020 weekly payroll charges will not hit the financial system until on or after June 30, so budget accordingly:

Pay Period Ending	Check Date	Payroll Distribution	Personnel Earnings Detail Updated in WFS
June 28, 2020	July 2, 2020	June 30, 2020 (payroll for June 22 - 28 is in fiscal 2020)	July 1, 2020 (payroll for June 22-28 is in fiscal 2020)
July 5, 2020	July 10, 2020	July 8, 2020 (payroll for June 29 & 30 is in fiscal 2020 and July 1 st – July 5 th is in fiscal 2021)	July 9, 2020 (payroll for June 29 & 30 is in fiscal 2020 and July 1 st – July 5 th is in fiscal 2021)
July 12, 2020	July 17, 2020	July 15, 2020 (payroll for July 6 - 12 is in fiscal 2021)	July 16, 2020 (payroll for July 6 - 12 is in fiscal 2021)

Please be aware of the following special processing guidelines in place during the end of the fiscal year:

Type of Submission	Normal Schedule	Change for Year End	
		Special Year End Due Dates	Method of Reporting
Electronic Paysheet (Public Safety, Physical Plant, Health Center, Private Music Lesson)	Noon on Tuesday for hours worked through the prior Sunday.	Normal Payroll deadline Noon on Tuesday, 7/7/20	Regular time submission will require (2) separate entries: Time worked 6/29 & 6/30 Time worked 7/1 - 7/5

<p>ATTrack (Secretarial and exempt hourly)</p>	<p>Noon on Friday for regularly scheduled hours worked through the coming Sunday</p>	<p>Follow normal schedule. No change.</p>	<p>No reporting differences. Charges will automatically hit the correct fiscal year.</p>
<p>Student time entry and Temp time entry</p>	<p>Noon on Tuesday for hours worked through the prior Sunday.</p>	<p>Normal Payroll deadline Noon on Tuesday, 7/7/20</p>	<p>Time Entry will require (2) separate entries: Time worked 6/29 & 6/30 Time worked 7/1 - 7/5</p>
<p>Timeclock</p>	<p>Noon on Tuesday for hours worked through the prior Sunday.</p>	<p>Normal Payroll deadline Noon on Tuesday, 7/7/20</p>	<p>No reporting differences.</p>
<p>Manual Pay Sheets</p>	<p>Noon on Tuesday for hours worked through the prior Sunday.</p>	<p>Normal Payroll deadline Noon on Tuesday, 7/7/20</p>	<p>Time Entry will require (2) separate entries: Time worked 6/29 & 6/30 Time worked 7/1 - 7/5</p>

It is important that all Payroll charges, including Student and Temp time, be reflected in the year in which the work was performed. Please be sure that all timesheets for work performed prior to June 30 are collected and submitted according to the year- end deadlines. Look for additional Payroll notices with detailed information.