

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

The following fiscal 2021 weekly payroll charges will not hit the financial system until on or after July 1st, so budget accordingly:

Pay Period Ending	Check Date	Payroll Distribution	Personnel Earnings Detail Updated in WFS
July 4, 2021	July 9, 2021	<p style="text-align: center;">June 30, 2021</p> <p>(Payroll for June 28 - 30 is in fiscal 2021)</p> <p>(Payroll for July 1st - 4th is in fiscal 2021)</p>	<p style="text-align: center;">July 1, 2021</p> <p>(Payroll for June 28 - July 4th is in fiscal 2021)</p>

The deadline for submitting requests or changes for June 30th is noon on Tuesday, July 6th.

Special Processing will not be required this year - Workforce Time will allocate charges for hourly paid employees to the correct fiscal year based on the data entered on the timesheet.

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 time worked prior to June 30th is reported in Workforce Time according to the year- end deadline.