

The following fiscal 2019 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 30, 2019	July 5, 2019	July 2, 2019 (payroll for June 24-30 is in fiscal 2019)	July 3, 2019 (payroll for June 24-30 is in fiscal 2019)

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 – June 28 is on a half day Friday	
		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.	Noon on Monday, July 1st for regularly scheduled hours worked 6/24 through 6/30	Submission for regular scheduled hours worked through 6/30/19.
ATTrack (Secretarial and exempt hourly)	Noon on Friday for regularly scheduled hours worked through the coming Sunday	Follow normal schedule. No change.	No reporting differences. Charges will automatically hit the correct fiscal year.
Student time entry and Temp time entry	Noon on Tuesday for hours worked through the prior Sunday.	Noon on Monday, July 1st for regularly scheduled hours worked 6/24 through 6/30	Submission for regular scheduled hours worked through 6/30/19.
Timeclock	Noon on Tuesday for hours worked through the prior Sunday.	Noon on Monday, July 1st for regularly scheduled hours worked 6/24 through 6/30	No reporting differences.

Manual Pay Sheets	Noon on Tuesday for hours worked through the prior Sunday.	Noon on Monday, July 1st for regularly scheduled hours worked 6/24 through 6/30	Submission for regular scheduled hours worked through 6/30/19.
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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.