Fiscal Year End Payroll Processing

The following will help you get your employees paid accurately and timely for the close of the fiscal year, and denotes how payroll expenses will be charged.

Monthly Pay Cycle - June 1 to 30, 2012 (Pay ID 06/30/13) - Charged 100% to FY 12-13

- Monday, June 10 at 5:00 p.m. - Original W-4/Direct Deposit Forms Due
- Tuesday, June 18 at 5:00 p.m. - Time Collection Close
- Friday, June 21 - Run Payroll Register Report
- Thursday, June 27 at 10:00 a.m. - Check Stops and Advice Pulls Due
- Monday, July 1 - Pay Date for June

Biweekly Pay Cycle - June 09 to 22, 2012 (Pay ID 06/22/12) - Charged 100% to FY 12-13

- Monday, June 24 at 5:00 p.m. - Original W-4/Direct Deposit Forms Due
- Friday, June 28 at 5:00 PM - Time Collection Close
- Wednesday, July 3 - Run Payroll Register Report
- Friday, July 5 - Pay Date for PPE 6/22/13

Additional Important Dates

- The biweekly PPE July 6, 2012 (06/23/2013 - 07/06/2013) will be charged to FY 2013-14.
- Hand Drawn Check Request Deadline for Fiscal Year 12-13 is Tuesday, June 25, 12:00 Noon. (Charged 100% to FY 12-13).
- Termination for Cause Hand Drawn Check Deadline is Wednesday, June 26 at 11:00 a.m. (Charged 100% to FY 12-13).
- Hand drawn check requests received after the Tuesday, June 25, 12:00 Noon deadline cannot be guaranteed to be included in Fiscal Year 12-13, except for Termination for Cause requests that meet the June 26, Noon deadline.
- Employee Services is closed Thursday, July 4, 2013, holiday for all campuses.
- Employee Services will resume processing hand drawn check requests on Friday, July 05, 2013, charged 100% to FY 13-14

2012-13 Fiscal Year End Reminders

- Process time collection batches early to avoid last minute problems.
- Confirm your backup person is trained and available to assist if needed.
- Be accurate and timely to help ensure correct fiscal year charges.
- Departments receive full credit for overpayments fully recovered by June 30.
- Departments receive prorated credit for overpayments partially recovered by June 30.
- Remaining amounts will be credited when repaid.
- Submit requests early to avoid last minute problems.
- PETs for charges incurred on or before June 30, 2013, may be processed through Tuesday, July 9, 2013.

- Journal date must be June 30, 2013 (or earlier).
- Transactions approved by 5:00 p.m. on July 9, 2013 will be included in FY 2013.
- For processing questions, contact your campus accounting office.
- For technical difficulties when creating a PET, contact Shelley Brown at shelley.brown@cu.edu.
- Use your payroll reports to confirm the accuracy of employee pay.
- Salary charges need to be as correct as possible for the fiscal year close.

REMINDER: JUNE PAY DATE CHANGE

Employees and students paid on the June end of month payroll. Per state guideline, the June end of month payroll will be paid on Monday July 1, 2013.

Please plan your financial obligations accordingly. The university is NOT responsible for any banking or overdraft fees. Requests for such reimbursements will NOT be approved.