

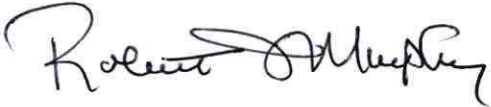


Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies

FROM: Robert J. Murphy, Director
Central Payroll Bureau 

DATE: April 27, 2016

SUBJECT: End of Fiscal Year Payroll Procedures –
Transition from Fiscal Year 2016 to Fiscal Year 2017

The fiscal year 2016 closing for the Regular payroll will follow the same process as in prior years. Following the charging of payroll for the pay period ending June 7, 2016, an additional accrual charge will be posted for the last nine days of the fiscal year. These exact charges will be reversed at the beginning of 2017 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last sixteen days of the fiscal year, in the pay period that ends May 31, 2016. These exact charges will be reversed at the beginning of the 2017 fiscal year.

Attached is a detailed description of the manner in which charges will be applied or credited by Fiscal Year. The employee's paycheck or deposit advice and payroll records are unaffected by this procedure.

These fiscal year payroll procedures are consistent with the fiscal year closing requirements and procedures published by the General Accounting Division of the Comptroller of Maryland. If specific circumstances adversely affect your Agency, please contact Kenneth Henschen of the General Accounting Division for assistance at 410-260-7366.

Attachments

Copy to: Sandra L. Zinck, Director, General Accounting Division
Kenneth Henschen, Assistant Director, General Accounting Division

ATTACHMENT 1

REGULAR PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 7 through June 21, 2016 Pay Period Ending Dates

June 7, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the agency's FY 2016 accounts.
2. R*STARS transactions will be processed against FY 2016
3. An additional charge will be issued through R*STARS that will accrue the final 9 days of June to FY 2016, i.e. the period of June 22 to June 30, 2016. The accrual will be made to wages and all subsidies.

June 21, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2016 accounts.
2. R*STARS transactions will be processed against FY 2016.

June 10, 2016

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2016. Check cancellations received after this date will be credited to FY 2017 Agency accounts.

July 1, 2016

The charges that were issued through R*STARS to accrue the final 9 days of June to FY 2016 will be exactly reversed in FY 2017 to Agency accounts.

July 5, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2017 accounts.
2. R*STARS transactions will be processed against FY 2017.

ATTACHMENT 2

CONTRACT PAYROLL SYSTEM End of Fiscal Year Payroll Procedures May 31, 2016 through June 28, 2016 Pay Period Ending Dates

May 31, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2016 accounts.
2. R*STARS transactions will be processed against FY 2016.
3. An additional charge will be issued through R*STARS that will accrue the final 16 days of June to FY 2016, i.e. the period of June 15 to June 30, 2016. The accrual will be made to wages and all subsidies.

June 14, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2016 accounts.
2. R*STARS transactions will be processed against FY 2016 accounts.

June 10, 2016

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2016. Check cancellations received after this date will be credited to FY 2017 Agency accounts.

July 1, 2016

The charges that were issued through R*STARS to accrue the final 16 days of June to FY 2016 will be exactly reversed in FY 2017 accounts.

June 28, 2016 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2017 accounts.
2. R*STARS transactions will be processed against FY 2017.