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Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies

FROM: Dhiren V. Shah, Director
Central Payroll Bureau

DATE: May 18, 2020

SUBJECT: End of Fiscal Year Payroll Procedure -
Transition from Fiscal Year 2020 to Fiscal Year 2021

The fiscal year 2020 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 2, 2020, an additional accrual charge will be posted for the last fourteen days of the fiscal year. These exact charges will be reversed at the beginning of 2021 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last twenty-one days of the fiscal year in the pay period that ends May 26, 2020. These exact charges will be reversed at the beginning of the 2021 fiscal year.

Attached is a detailed description of how the 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 Elana Schulman of the General Accounting Division for assistance at 410-260-7887.

Attachments

Copy to: Sandra L. Zinck, Director General Accounting Division
Elana Schulman, Assistant Director General Accounting Division

ATTACHMENT 1

REGULAR PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 2 through June 30, 2020 Pay Period Ending Dates

June 2, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the agency's FY 2020 accounts.
2. R*STARS transactions will be processed against FY 2020
3. An additional charge will be issued through R*STARS that will accrue the final 14 days of June to FY 2020, i.e. the period of June 17 to June 30, 2020. The accrual will be made to wages and all subsidies.

June 16, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2020 accounts.
2. R*STARS transactions will be processed against FY 2020.

June 8, 2020

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2020. Check cancellations received after this date will be credited to FY 2021 Agency accounts.

July 1, 2020

The charges that were issued through R*STARS to accrue the final 14 days of June to FY 2020 will be exactly reversed in FY 2021 to Agency accounts.

June 30, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2021 accounts.
2. R*STARS transactions will be processed against FY 2021.

ATTACHMENT 2

CONTRACT PAYROLL SYSTEM End of Fiscal Year Payroll Procedures May 26, 2020 through June 23, 2020 Pay Period Ending Dates

May 26, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2020 accounts.
2. R*STARS transactions will be processed against FY 2020.
3. An additional charge will be issued through R*STARS that will accrue the final 21 days of June to FY 2020, i.e. the period of June 10 to June 30, 2020. The accrual will be made to wages and all subsidies.

June 09, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2020 accounts.
2. R*STARS transactions will be processed against FY 2020 accounts.

June 1, 2020

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2020. Check cancellations received after this date will be credited to FY 2021 Agency accounts.

July 1, 2020

The charges that were issued through R*STARS to accrue the final 21 days of June to FY 2020 will be exactly reversed in FY 2021 accounts.

June 23, 2020 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2021 accounts.
2. R*STARS transactions will be processed against FY 2021.