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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 10, 2021

SUBJECT: End of Fiscal Year Payroll Procedure –
Transition from Fiscal Year 2021 to Fiscal Year 2022

The fiscal year 2021 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 1, 2021, an additional accrual charge will be posted for the fifteen days of the fiscal year. These exact charges will be reversed at the beginning of 2022 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last eight days of the fiscal year, in the pay period that ends June 8, 2021. These exact charges will be reversed at the beginning of the 2022 fiscal year.

Attached is a detailed description of 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 Luther Dolcar of the General Accounting Division for assistance at 410-260-7887.

Attachments

Copy to: Sandra L. Zinck, Director General Accounting Division
Luther Dolcar, Assistant Director General Accounting Division

ATTACHMENT 1

REGULAR PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 1 through June 29, 2021 Pay Period Ending Dates

June 1, 2021 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
3. An additional charge will be issued through R*STARS that will accrue the final 15 days of June to FY 2021, i.e. the period of June 16 to June 30, 2021. The accrual will be made to wages and all subsidies.

June 15, 2021 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.

June 7, 2021

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2021. Check cancellations received after this date will be credited to FY 2022 Agency accounts.

July 1, 2021

The charges that were issued through R*STARS to accrue the final 15 days of June to FY 2021 will be exactly reversed in FY 2022 to Agency accounts.

June 29, 2021 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2022 accounts.
2. R*STARS transactions will be processed against FY 2022.

ATTACHMENT 2

CONTRACT PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 8, 2021 through July 6, 2021 Pay Period Ending Dates

June 8, 2021 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.
3. An additional charge will be issued through R*STARS that will accrue the final 8 days of June to FY 2021, i.e. the period of June 23 to June 30, 2021. The accrual will be made to wages and all subsidies.

June 22, 2021 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 accounts.

June 14, 2021

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2021. Check cancellations received after this date will be credited to FY 2022 Agency accounts.

July 1, 2021

The charges that were issued through R*STARS to accrue the final 8 days of June to FY 2021 will be exactly reversed in FY 2022 accounts.

July 6, 2021 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2022 accounts.
2. R*STARS transactions will be processed against FY 2022.