



**Peter Franchot**  
*Comptroller*

**Dhiren V. Shah**  
*Director*  
*Central Payroll Bureau*

May 4, 2022

## MEMORANDUM

**TO:** All State Agencies

**FROM:** Dhiren V. Shah, Director  
Central Payroll Bureau

**SUBJECT:** End of Fiscal Year Payroll Procedure –  
Transition from Fiscal Year 2022 to Fiscal Year 2023

The fiscal year 2022 closing for the Regular payroll will follow the same process as in prior years. Following the charging of payroll for the pay period ending May 31, 2022, an additional accrual charge will be posted for the sixteen days of the fiscal year. These exact charges will be reversed at the beginning of 2023 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last nine days of the fiscal year, in the pay period that ends June 7, 2022. These exact charges will be reversed at the beginning of the 2023 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 410-260-7914.

### 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 May 31 through June 28, 2022 Pay Period Ending Dates

#### May 31, 2022 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
3. An additional charge will be issued through R\*STARS that will accrue the final 16 days of June to FY 2022, i.e. the period of June 15 to June 30, 2022. The accrual will be made to wages and all subsidies.

#### June 14, 2022 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.

#### June 6, 2022

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2022. Check cancellations received after this date will be credited to FY 2023 Agency accounts.

#### July 1, 2022

The charges that were issued through R\*STARS to accrue the final 16 days of June to FY 2022 will be exactly reversed in FY 2023 to Agency accounts.

#### June 28, 2022 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023.

## ATTACHMENT 2

### CONTRACT PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 7, 2022 through July 5, 2022 Pay Period Ending Dates

#### June 7, 2022 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.
3. An additional charge will be issued through R\*STARS that will accrue the final 9 days of June to FY 2022, i.e. the period of June 22 to June 30, 2022. The accrual will be made to wages and all subsidies.

#### June 21, 2022 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 accounts.

#### June 13, 2022

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2022. Check cancellations received after this date will be credited to FY 2023 Agency accounts.

#### July 1, 2022

The charges that were issued through R\*STARS to accrue the final 9 days of June to FY 2022 will be exactly reversed in FY 2023 accounts.

#### July 5, 2022 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023.