

## **Five tasks you need to complete before fiscal year end; new deadlines to review** <sup>[1]</sup>

June 7, 2017 by [Employee Services](#) <sup>[2]</sup>

Be sure you're ready for the close of Fiscal Year 2017 by reviewing this list of important tasks and reminders.

### **Five steps for year-end payroll:**

#### **1. Upload My Leave and CU Time files**

- Upload time collection files early to avoid last-minute problems.
- Confirm a backup staff member is trained and available to assist you.
- Be accurate and timely to ensure correct fiscal year charges.

#### **2. Correct overpayments**

If you overpay an employee during one fiscal year and the employee pays back the money in another, Employee Services can only give your department a prorated, partial credit for the funds recovered through the fiscal year in which the money was paid.

#### **3. Request handdrawn warrants**

- Submit requests early to avoid last-minute problems.
- Requests received with complete information by noon Wednesday, June 28 will be included in the fiscal year 2016-2017 payroll.

#### **4. Run reports to ensure accurate pay**

- Use your payroll reports to confirm payments are accurate.
- Correct salary charges as soon as possible to ensure an accurate fiscal year close.

#### **5. Run leave sweeps query and notify employees**

- Run the [new leave sweeps query](#) <sup>[3]</sup>, which identifies employees who have exceeded leave accrual maximums.
- Encourage affected employees to use or donate their time.

### **Fiscal Year 2016-2017: Important Dates and Deadlines**

#### **Monthly Pay Cycle**

**Pay period:** June 1-30, 2017

Pay ID 06/30/17, charged 100 percent to fiscal year 2016-17

**Time collection closes:** 5 p.m. Wednesday, June 21

**Run payroll register report:** Monday, June 26

**Check stops and advice pulls due:** 10 a.m. Wednesday, June 28

**Pay date:** Monday, July 3

#### Biweekly Pay Cycle 1

**Pay period:** May 21-June 3, 2017

Pay ID 06/03/17, charged 100 percent to fiscal year 2016-17

**Time collection closes:** 5 p.m. Thursday, June 8

**Run payroll register report:** Monday, June 12

**Check stops and advice pulls due:** 10 a.m. Wednesday, June 14

**Pay date:** Friday, June 16

#### Biweekly Pay Cycle 2

**Pay period:** June 4-17, 2017

Pay ID 06/17/17, charged 100 percent to fiscal year 2016-17

**Time collection closes:** 5 p.m. Friday, June 23

**Run payroll register report:** Tuesday, June 27

**Check stops and advice pulls due:** 10 a.m. Thursday, June 29

**Pay date:** Friday, June 30

#### Other Deadlines and Information

##### **Noon Wednesday, June 28**

- Time collection deadline for final off-cycle payroll for fiscal year 2016-17
- Termination for cause handdrawn warrant request deadline. Please note: Handdrawn check requests received after this deadline cannot be guaranteed to be included in fiscal year 2016-17 accounting

##### **Friday, June 30**

- Pay will be issued for employees paid biweekly on June 30.
- This the last day employees can schedule or donate vacation or sick leave balances that exceed CU's allowed maximum. We will run sweeps after we confirm July 2017 payroll.

##### **Sick leave:**

- University staff employees will maintain all sick leave as there is no maximum for this group.
- Classified staff who have accrued sick time above the maximum allowance will have those excess hours converted to vacation hours, using a 5-to-1 ratio (e.g., 5 sick hours = 1 vacation hour).

##### **Monday, July 3**

CU will issue June pay for monthly employees on July 3. Please remind employees to review their financial obligations; the university is not responsible for overdraft charges or fees

incurred by employees as a result of this change in pay date.

## Tuesday, July 4

Employee Services will be closed for Independence Day.

### Payroll calendar updates

- Deadlines have been extended for the OC062217 off-cycle payroll. The upload deadline has been moved from June 27 to June 28. The payroll will process at 6 a.m. on June 29 to assure it confirms in time to pay on June 30.
- The OC070217 payroll has been removed from the calendar because no off-cycle payroll for the new fiscal year will process during the week of July 3. This is due to the biweekly payroll running at the end of the week with a PPE date of July 1 (the earliest date in the new fiscal year). Running an off-cycle payroll with a later date would cause the biweekly payroll to error.

To view the updated payroll calendar, [click here](#) [4].

[fiscal year](#) [5], [deadlines](#) [6]

#### Display Title:

Five tasks you need to complete before fiscal year end; new deadlines to review

#### Send email when Published:

Yes

---

**Source URL:** <https://www.cu.edu/blog/hcm-community/five-tasks-you-need-complete-fiscal-year-end-new-deadlines-review>

#### Links

[1] <https://www.cu.edu/blog/hcm-community/five-tasks-you-need-complete-fiscal-year-end-new-deadlines-review>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/blog/hcm-community/new-query-allows-you-run-leave-sweeps-your-own>

[4] <https://www.cu.edu/employee-services/skillssoft/payroll-production-calendars>

[5] <https://www.cu.edu/blog/hcm-community/tag/fiscal-year>

[6] <https://www.cu.edu/blog/hcm-community/tag/deadlines>