



EMPLOYEE SERVICES

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Simple steps to prepare for the end of the fiscal year

Use this calendar to better understand how payroll expenses will be charged as the fiscal year ends.

Fiscal-year-end deadlines

- Monthly pay cycle: June 1-30, 2014 (Pay ID 06/30/14)
- Biweekly pay cycle: June 8-21, 2014 (Pay ID 06/21/14)

All expenses paid during this time period are charged 100 percent to fiscal year 2013-14.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 1	2	3	4	5	6	7
			11			
8	9	10	5 p.m. ? Original W-4 direct deposit forms due	12	13	14
			18			
15	16	17	5 p.m. ? Time collection closes	19	20	21

			24			
			Noon ? Hand-drawn check request deadline for fiscal year 2013-14			
	23			26		
		Run payroll register report.	Hand-drawn requests received after this cannot be guaranteed to be included in fiscal year 2013-14, except for termination for cause requests that meet the June 25 deadline.	25	10 a.m. ? Check stops and advice pulls due	
22		5 p.m. ? Original W-4 direct deposit forms due		Noon - Termination for cause hand-drawn check deadline		27
					5 p.m. ? Time collection closes	28
						5
29	30	JULY 1 Pay date for June	2 Run payroll register report.	3 Pay date for pay period ending on 6/21/2014	4 Employee Services closed for Independence Day	5 Biweekly pay period ends (6/22/14 ? 07/05/14) To be charged to fiscal year 2013- 14

Suggestions for a seamless year-end payroll

1. Time collection

Process time collection batches early to avoid last-minute problems.
 Confirm your backup person is trained and available to assist
 Be accurate and timely to help ensure correct fiscal year charges.

2. **Overpayments**

Departments receive full credit for overpayments fully recovered by June 30, and prorated credit for overpayments partially recovered by June 30. Remaining amounts will be credited when repaid.

3. **Hand-drawn warrant requests**

Submit requests early to avoid last-minute problems. Requests received with complete information by noon Tuesday, June 24, will be included in the fiscal year 2013-2014 payroll.

4. **Payroll expense transfers (PET)**

PET for charges incurred on or before Monday, June 30, may be processed through Monday, July 14.

The journal date must be June 30.

Transactions approved by 5 p.m. July 14, will be included in the fiscal year 2013-14 payroll.

For processing questions, contact your campus accounting office.

If you have technical difficulties when creating a PET, contact Shelley Brown at shelley.brown@cu.edu ^[1].

5. **Reports to ensure pay accuracy**

Use your payroll reports to confirm the accuracy of employee pay.

Salary charges need to be as correct as possible for the fiscal year close.

Attachments:

Video:

Images:

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/simple-steps-prepare-end-fiscal-year>

Links:

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