

Information on Interim 14th month end reports.

Overview:

Payroll dates for exempt employees were gradually extended to one week after the close of the pay period in order to have all employees be on the same pay cycle. This resulted in a yearend timing issue:

- Pay Period for Pay Number 14 ended on 7/11/2020;
- 13th month closed on 7/13/2020;
- Payroll for Pay Number 14 was run on 7/16/2020.

This may be a recurring scenario unless the Financial Services office advises otherwise. Since the Payroll activity was posted to 14th month, the reports that were run for 13th month (when Fiscal Period 12 officially closed), did not capture the activity.

The interim reports posted in the 14th month folder shows the activity posted to FY2020-14 as of 7/21/2020. These reports will include the transactions related to the Payroll that ran on 7/16/20.

The reports will again be rerun and posted once the Controller's office officially closes the 14th period for FY2020.