

MEMORANDUM

TO: Budget Center Administrators/CUBS HR

FROM: Erik H. Flemming, Payroll Manager

DATE: April 9, 2008

SUBJECT: 2008 Fiscal Year End Procedures

The following split between old and new fiscal years will be performed after payroll has been closed out and processed.

- The 20/80 split of the hours and/or amounts for the Current payroll check date 7/11/2008 will be done in Finance. **All** time and money reported in CUBS **will be subject** to the 20% split for 6/27/2008 - 06/30/2008 and the 80% split for 07/01/2008 - 07/10/2008.
- The 20/80 split of the hours and/or amounts for the Lag payroll check date 7/25/2008 will be done in Finance. **All** time and money reported in CUBS **will be subject** to the 20% split for 6/27/2008 – 06/30/2008 and the 80% split for 7/1/2008 - 7/10/2008.
- Corrections to the 20/80 split should be handled via Finance entries after payroll has posted.

All special pay entries will be entered by departments and are subject to the 20/80 split. These earnings include the following:

- Summer School/Summer Pay
- Bonus/Awards
- Missed Pay/Difference in Pay
- Dual Employment
- Comp Time Payouts
- All Intermittent Pay

Special Pays must be processed for grant funded projects ending on June 30th 2008. This can be done on **one** Special Pay paper form, using the appropriate account numbers and amounts for each earnings code. Please clearly indicate “**OLD YEAR**” on the TOP of the Special Pay. Contact Kathey Ricketts at 656-5596 or krik@clermson.edu if you have questions regarding this process.

Changes to account numbers in Job Distribution with an effective date between 6/27/2008 – 7/10/2008 will be subject to the 20/80 split. To change an account number for the new Fiscal Year, use the effective date of 7/11/2008. Also, please **DO NOT SPLIT** account numbers on the CUBS payroll data entry panels.

Refer to the Fiscal Year Closing Schedule distributed by Finance for information regarding deadlines in the Finance system. Shortcut to: <http://www.comptroller.clemson.edu/announce.htm>