

## **MEMORANDUM**

To: CBOG Members and HR Service Reps/Generalists

From: Ami Hood, Payroll Director

Date: May 12, 2025

Re: 2025 Fiscal Year-End Payroll Procedures

Due to semi-monthly pay periods ending on the last day of the month, there are no special year-end split payrolls. Please note the information below related to FY25 and FY26 payrolls.

### **Payday 6/30/25**

- 12-month employees (12H, 12L, FED, INT) pay will cover the dates of 6/1/25-6/15/25. The expense will post to FY25.
- 9-month Faculty will receive Summer School I (3<sup>rd</sup> installment) or Summer Pay, for dates 6/16/25-6/30/25. The expense will post to FY25.

### **Payday 7/15/25**

- 12-month employees (12H, 12L, FED, INT) pay will cover the dates of 6/16/25-6/30/25. The expense will post to FY25.
  - Payroll expenses for this group are scheduled to load to the G/L by COB on Tuesday, 7/8/25.
  - Deadlines for clearing errors will be NOON on Wednesday, 7/9/25
- 9-month Faculty will receive Summer School II (1<sup>st</sup> installment) or Summer Pay, for dates 7/1/25-7/15/25. The expense will post to FY26.
  - Payroll expenses for this group will post to the G/L after FY25 closes.

All paydays after 7/15/25 will post to FY26.