

MEMORANDUM

To: CBOG Members and HR Service Reps/Generalists

From: Ami Hood, Payroll Director

Date: May 14, 2026

Re: 2026 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 FY26 and FY27 payrolls.

Payday 6/30/26

- 12-month employees (12H, 12L, FED, INT) pay will cover the dates of 6/1/26-6/15/26. The expense will post to FY26.
- 9-month Faculty will receive Summer School I (3rd installment) or Summer Pay, for dates 6/16/26-6/30/26. The expense will post to FY26.

Payday 7/15/26

- 12-month employees (12H, 12L, FED, INT) pay will cover the dates of 6/16/26-6/30/26. The expense will post to FY26.
 - Payroll expenses for this group are scheduled to load to the G/L by COB on Friday, 7/10/26.
 - Deadlines for clearing errors will be NOON on Monday, 7/13/26
- 9-month Faculty will receive Summer School II (1st installment) or Summer Pay, for dates 7/1/26-7/15/26. The expense will post to FY27.
 - Payroll expenses for this group will post to the G/L after FY26 closes.

All paydays after 7/15/26 will post to FY27.