



COMPTROLLER
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Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies

FROM: Robert J. Murphy, Director
Central Payroll Bureau *for R.J.M.*

DATE: April 27, 2017

SUBJECT: End of Fiscal Year Payroll Procedures –
Transition from Fiscal Year 2017 to Fiscal Year 2018

The fiscal year 2017 closing for the Regular payroll will follow the same process as in prior years. Following the charging of payroll for the pay period ending June 6, 2017, an additional accrual charge will be posted for the last ten days of the fiscal year. These exact charges will be reversed at the beginning of 2018 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last seventeen days of the fiscal year, in the pay period that ends May 30, 2017. These exact charges will be reversed at the beginning of the 2018 fiscal year.

Attached is a detailed description of the manner in which charges will be applied or credited by Fiscal Year. The employee's paycheck or deposit advice and payroll records are unaffected by this procedure.

These fiscal year payroll procedures are consistent with the fiscal year closing requirements and procedures published by the General Accounting Division of the Comptroller of Maryland. If specific circumstances adversely affect your Agency, please contact Kenneth Henschen of the General Accounting Division for assistance at 410-260-7366.

Attachments

Copy to: Sandra L. Zinck, Director, General Accounting Division
Kenneth Henschen, Assistant Director, General Accounting Division

ATTACHMENT 1

REGULAR PAYROLL SYSTEM End of Fiscal Year Payroll Procedures June 6 through June 20, 2017 Pay Period Ending Dates

June 6, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the agency's FY 2017 accounts.
2. R*STARS transactions will be processed against FY 2017
3. An additional charge will be issued through R*STARS that will accrue the final 10 days of June to FY 2017, i.e. the period of June 21 to June 30, 2017. The accrual will be made to wages and all subsidies.

June 20, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2017 accounts.
2. R*STARS transactions will be processed against FY 2017.

June 09, 2017

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2017. Check cancellations received after this date will be credited to FY 2018 Agency accounts.

July 1, 2017

The charges that were issued through R*STARS to accrue the final 10 days of June to FY 2017 will be exactly reversed in FY 2018 to Agency accounts.

July 4, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2018 accounts.
2. R*STARS transactions will be processed against FY 2018.

ATTACHMENT 2

CONTRACT PAYROLL SYSTEM End of Fiscal Year Payroll Procedures May 30, 2017 through June 27, 2017 Pay Period Ending Dates

May 30, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2017 accounts.
2. R*STARS transactions will be processed against FY 2017.
3. An additional charge will be issued through R*STARS that will accrue the final 17 days of June to FY 2017, i.e. the period of June 14 to June 30, 2017. The accrual will be made to wages and all subsidies.

June 13, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2017 accounts.
2. R*STARS transactions will be processed against FY 2017 accounts.

June 09, 2017

This is the last day for receipt in the Central Payroll Bureau of check cancellations to be credited to FY 2017. Check cancellations received after this date will be credited to FY 2018 Agency accounts.

July 1, 2017

The charges that were issued through R*STARS to accrue the final 17 days of June to FY 2017 will be exactly reversed in FY 2018 accounts.

June 27, 2017 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2018 accounts.
2. R*STARS transactions will be processed against FY 2018.