

**University of Wisconsin System
SFS Accounting Manual**

Category: General Ledger		Effective Date: Updated Annually	
Task or Process: Payroll Processing Guidelines for End of FY 2006		Revision Date: April 2006	
Contact Information: Name: Ernie Mergen	Email: emergen@uwsa.edu	Phone: 608-263-1044	

To: Business Unit Controllers

Date issued: revised April, 2006

The schedule below lists all of the regularly scheduled payrolls (exclusive of Summer Session payrolls that all get charged to FY 2007) to be processed during the months of May, June, and July that will be charged to fiscal year 2006. It also provides guidance for the fiscal year designation of the state share fringe expenses related to those payrolls. Please share this information with all members of your staff who need to understand and follow these instructions.

1. UWPC PAYROLL PROCESSING DATES FOR MAY, JUNE, and JULY OF FY 2006

May Payrolls

May 5	process April EOM unclassified payroll – calc #200605500
	All costs charged to FY 06.
May 5	process April EOM unclassified Colleges payroll – calc #200605520
	All costs charged to FY 06.
May 11	process May A student payroll – calc # 200605700
	All costs charged to FY 06.
May 18	process May A classified payroll – calc # 200605800.
	Health and Life insurance -state share (codes 1940, 1956, 1941) charged to FY 07 . All salaries and other fringe costs charged to FY 06.
May 24	process May Reg. unclassified payroll – calc # 200606100.
	Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to FY 07 . All salaries and other fringe costs charged to FY 06
May 25	process May B student payroll – calc #200606200
	All costs charged to FY 06

June Payrolls

June 1	process May B classified payroll – calc # 200606300
	Health and Life insurance -state share (codes 1940, 1956, and 1941) charged to FY 07 . All salaries and other fringe costs charged to FY 06
June 5	process May EOM unclassified payroll – calc # 200606500
	Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to FY 07 . All salaries and other fringe costs charged to FY 06
June 5	process May EOM unclassified Colleges payroll – calc # 200606520
	Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to FY 07 . All salaries and other fringe costs charged to FY 06.
June 8	process June A student payroll – calc # 200606600
	All costs charged to FY 06.
June 15	process June A classified payroll – calc # 200606700.
	Health insurance cost-state share (code 1940, 1956 and 1941) charged to FY 07 . All salaries and other fringe costs charged to FY 06.
June 21	process June LOS classified length of service payroll – calc # 200606750.
	All costs charged to FY 06.
June 22	process June B student payroll - calc # 200606800
	All salary and fringe costs will be charged to FY 06
June 23	process June Reg. unclassified payroll – calc # 200606900.
	Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to FY 07 . All salaries and other fringe costs charged to FY 06.
June 29	process June B classified – calc # 200607300. (post to period 12 in SFS, FY 06)
	Life (code 1941) and Health (if any, code 1940 & 1956) charged to FY 07 . All salaries and other fringe costs charged to FY 06.

July Payrolls

July 5 process June EOM unclassified payroll - calc #200607500
(post to period 13 in SFS, FY 06)

Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to **FY 07**.
All salaries and other fringe costs charged to FY 06.

July 5 process June EOM unclassified Colleges payroll -- calc # 200607520
(post to period 13 in SFS, FY 06)

Life and Health insurance costs (codes 1906, 1932, 1933, 1934) charged to **FY 07**.
All salaries and other fringe costs charged to FY 06.

This is the last payroll calc that will be charged to fiscal year 2006.

July 6 process July A Student payroll – calc #200607600
This is the first full calc that will be charged to FY 2007

All salary and fringe costs charged to FY 07

NOTE: During discussion at the Controller's teleconference on April 20, 2005 it was agreed that there will be no special split-payroll processing for the student pay period that crosses fiscal years. The June B Student will be the last student payroll charged to FY 2006. All expenses for the July A Student payroll will be charged to FY 2007. This concept will apply to future years as well.

Note: During the period of July 1 through July 6 there must not be an occasion where payroll calcs for FY 06 and FY 07 are run on the same night. The UWPC Payroll managers agree to comply with this restriction.

2. POSTING FRINGES TO FY 07

To: Business Units that will continue to use a local general ledger in fiscal year 2007.

The Life and Health expense data that will be posted to FY 07 for the May-June payrolls listed above will get entered to the SFS general ledger in the July FY 07 accounting period as those payrolls are processed.

Please insure that you post that fringe data to the new fiscal year in your local ledger also.