

MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll Support

DATE: June 22, 2017

SUBJECT: Fiscal Year Reminder

Please remember to update the appropriation coding on **SCREEN 01** for all appropriations on your **July-A** payrolls. In addition to any line item coding changes that you may have, the **FISCAL YEAR** will need to be coded as **2018**. This needs to be done on all appropriations with the exception being any special appropriations that still need to be paid out of FY 2017. Failure to change fiscal year or to update the appropriation line coding where necessary may result in late warrants.

Schedule	First day of data-entry for July-A Pay-Period
01	6/28/2017
02	6/29/2017
03	6/30/2017
04	7/5/2017
05	7/6/2017
07	7/6/2017
08	7/7/2017
10	6/22/2017
13	6/23/2017
20	7/6/2017
30	7/5/2017 (July-B pay-period)

Thank you,

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