

MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll Support

DATE: June 28, 2018

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 **2019**. This needs to be done on all appropriations with the exception being any special appropriations that still need to be paid out of FY 2018. 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	6/27/2018
02	6/29/2018
03	7/2/2018
04	7/5/2018
05	7/5/2018
07	7/6/2018
08	7/9/2018
10	6/21/2018
13	6/22/2018
20	7/5/2018
30	7/3/2018 (July-B pay-period)

Thank you,

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