

## MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll Support

DATE: June 26, 2019

SUBJECT: Fiscal Year Reminder

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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 **2020**. This needs to be done on all appropriations with the exception being any special appropriations that still need to be paid out of FY 2019. 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	6/27/2019
02	7/2/2019
03	7/3/2019
04	7/5/2019
05	7/5/2019
07	7/9/2019
08	7/10/2019
10	6/21/2019
13	6/21/2019
20	7/8/2019
30	7/2/2019 (July-B pay-period)

Thank you,

Central Payroll Support Team – [DoIT.EBAS.Payroll.Support.Team@Illinois.gov](mailto:DoIT.EBAS.Payroll.Support.Team@Illinois.gov)