

FISCAL YEAR END 2024 Fact Sheet

Payroll

Department Use: For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or payroll services at trish.muir@UND.edu for additional guidance.

July 15 Payday (Pay period June 16-30)

- Salary and all fringes will be accrued back to FY24
- The salary and fringes backdated to FY24 excludes the health insurance expense. The health insurance expense is posted to FY25, not FY24

July 31 Payday (Pay period July 1-15)

- Salary and all fringes will be charged to FY25

Reminders:

- All appointments will crossover to the next fiscal year
 - Salary increases for single occupant positions will also crossover to the new fiscal year
 - Pool positions will NOT crossover to the new fiscal year, and new payroll forms must be completed. If the salary funding was not made in the budget module, payroll forms will need to be completed
-

July 1 Retroactive adjustments are strongly discouraged. This is the last day to submit any FY24 retroactive adjustments to be processed.

July 9 Review registers for PPE 6/30 (final payroll for FY24).

July 10 Confirm PPE 6/30 (final payroll for FY24).