FISCAL YEAR END 2020 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 finance department or payroll services at trish.muir@UND.edu for additional guidance.

**July 15th Payday (Pay period June 16-30)**
- Salary and all fringes will be accrued back to FY20
- The salary and fringes backdated to FY20 excludes the health insurance expense. The health insurance expense is posted to FY21, not FY20.

**July 31st Payday (Pay period July 1-15)**
- Salary and all fringes will be charged to FY21

**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

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**July 08** Retroactive adjustments are strongly discouraged. This is the last day to submit any FY20 retroactive adjustments to be processed.

**July 08** Review registers for PPE 6/30 (final payroll for FY20)

**July 10** Confirm PPE 6/30 (final payroll for FY20)