

MEMORANDUM

June 2, 2003

TO: Payroll Processors/PHR Participants
FROM: Sue Elliott, Manager
SUBJECT: PHR & Journal Processes for Fiscal Year End

Don't forget beginning July 1, 2003 you should use the **leap year factor of 26.142857** (366/14) if you need to calculate salaries for employees paid over 26 pays. The factor of 22 does not change for those employees paid over 22 pays.

PHR:

The purpose of this memo is to remind you that because you are in PHR and payroll entries are no longer being produced there will be no conversion payroll entries for FY'04. As you are aware, neither COLA nor merit increases are being given July 1, 2003.

For College Park only: any changes made to salary and/or accounts in the budget process will be posted in PHR as future dated records sometime in early June. Any changes to payroll not accomplished in the budget process and/or any corrections to budget process initiated changes, that you wish to see on the payroll journals effective 07/01/03, must be processed (created and approved) in PHR by June 28th.

For all other PHR participants: any changes to payroll that you wish to see on the payroll journals effective 07/01/03, must be processed (created and approved) in PHR by June 28th.

Journal Processing:

You will receive 2 sets of payroll journals on 06/17/03. One set for PR26 (pay period ending 6/28/03) and the other set for this fiscal year's end, 06/30/03 (PP27). PR26's journals will cover the entire 14 days of the pay period. The 6/30/03 (PP27) set of journals will reflect two (2) day's pay for FY'03 at 2/14th of the bi-weekly salary to be paid with PR01.

These 2 sets of journals will be due to Payroll no later than 6/20/03. Then, on 7/01/03, for the pay period ending 07/12/03 (PP01), payroll journals will be issued for FY'04 at 12/14ths of the pay period's bi-weekly salary. We are working over the 4th of July weekend so would greatly appreciate it if you could turn in journals by 7/3, otherwise as early as you can turn them in on 7/7/03 would also be appreciated. The journals dated 6/30/03 (2/14th) and 7/12/03 (12/14ths) will pay on 7/18/03 (check issue date). If you have any questions please call Payroll at x55665.

cc: Martha Warren; USMO Delores Finley, UMBI Kathy Deshong, UMBI
Gertrude Hairstone, UMES Marie Billie, UMES Sharon Foxwell, UMCES
Shirley Patchett, UMCES