

## **Fiscal Year End – Payroll Expense Reallocation Guideline**

### **Units who process reallocation via Banner PHAREDS form:**

It is recommended that FY09 payroll expense reallocations be **completed by the close of business on Tuesday June 30, 2009** in order for this data to be appropriately reflected in the year end statements.

Beginning this year, we are not changing Banner HR security for PHAREDS which will allow continued access during the 13<sup>th</sup> month. However, it is strongly recommended that all FY09 changes be made prior to June 30<sup>th</sup>.

Recommendations to keep in mind when processing a PHAREDS transaction during the 13<sup>th</sup> month:

- The “PHAREDS Posting Date” will control the financial fiscal year for the change.
  - A posting date of 6/30/2009 or before will cause the entry to be reflected in FY09
  - A posting date of 7/1/2009 or after will cause the entry to be reflected in FY10
- Care should be taken to assign the appropriate fund-organization-account codes.
- All entries should be reviewed and authorized by the BSC Director and/or the individual responsible for the expenses.

Also keep in mind that expense transactions are included in WEBI/MR reports based on the fiscal year of the pay event and in some cases the activity date of when the transaction was updated. For example: A transaction processed in July, may display on the FY10 WEBI/MR reports.

Once the FY09 June month is closed in finance on July 15, 2009, all reallocations will post to FY10 July in finance.

### **Year-End DCNs submitted to USNH Payroll:**

Reallocation DCN documents are due to USNH Payroll by the close of business on Friday June 19, 2009. This will enable Payroll staff to be able to process the PHAREDS transaction before the June 30<sup>th</sup> cut-off date.

### **Who to contact if you have questions:**

If you have any questions, you should email [Payroll@usnh.edu](mailto:Payroll@usnh.edu) or call the USNH Payroll Office at 862-1400.