

**FY24 YEAR END
PROCEDURES**

Payroll & Tax Services



Critical Dates for Pay Period Ending 6/20/2024



June 13, 2024

- Last day to enter a department budget table (DBT) for all hires.
- Complete any distribution changes needed for this pay period on current appointments.
- Last day to enter distribution retros in FY24.

June 14, 2024

- Departments will send the PDRR form to payroll-services@ufl.edu by **noon on 6/21/24** for all new hires that need a DBT for PPE 6/20/24.



Critical Dates for Fiscal Year-End Rollover



June 14, 2024

- The DBTs rollover from FY24 to FY25. Departments can begin activating DBTs.
- Must activate all DBTs at the departmental level if they will have payroll charges in FY25.

July 5, 2024

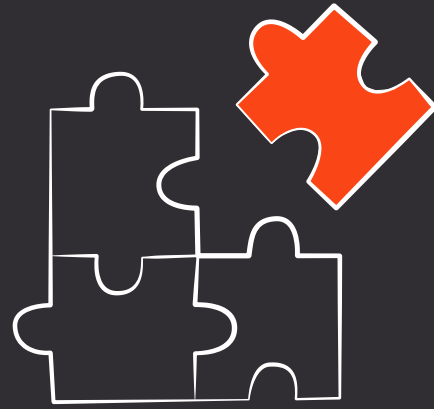
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- Departments will have until **noon** on 7/05/24 to activate department budget tables for pay period ending 7/4/24.
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Helpful Tips for PPE 7/4/24

Should there be a DBT for each fiscal year during the cross-over pay period ending 7/4/24?

- **A DBT is needed for the fiscal year(s) that have dates showing in Review Paycheck for PPE 7/4/24.**
 - Even if hours are not recorded on or after July 1st, the system is going to distribute the pay over the whole pay period if there is no termination row in Job Data – **both FYs need a DBT.**
- **A FY 25 distribution is not needed if no hours were worked on or after July 1st and there is a termination in Job Data effective by July 1st.**

Helpful Resources



Reports

**Enterprise Analytics -> Team content -> Human Resources Information -> Pay Information
-> Current Pay Cycle -> Prompted Cost Distribution Report->**

1. Current Payroll Distributions by Department List
2. Payroll Distribution by Department List by Fiscal Year



Guides

Payroll Distributions - Fiscal Year-End Rollover - Finance & Accounting (ufl.edu)

- <https://www.fa.ufl.edu/directives/payroll-distributions-fiscal-year-end-rollover/>

Commitment Accounting - Learn & Grow (ufl.edu)

- <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/commitment-accounting/>



Queries

HR Query to search for missing distributions by fiscal year:

TMP_CA_MISSING_DISTRIB_ARCH

Do you have any questions?

Please email and/or call us!

payroll-services@ufl.edu

(352) 392-1231

Thank You

