

We're quickly approaching year end and need to have everything in order so wanting to send you a few reminders:

- 1) **NO CLEARING ACCOUNTS SHOULD BE CHARGED ON AUGUST PAYROLL. Effective July 25, 2023, we will no longer approve cost allocations with any remaining portion of FY23 funding on clearing accounts.** Cost allocations should be on "valid" accounts for all workers for the remainder of FY23. DO NOT rely on position funding to pay employees as positions are primarily charging to clearing accounts which is what we're trying to avoid. Note: This also means you cannot place August hires on clearing accounts for the worker position cost allocations during the hire process.
- 2) **CLEAN UP CLEARING ACCOUNTS BY AUGUST 1, 2023.** All payroll should be removed from clearing accounts and placed on correct accounts no later than August 1st. Payroll expenditures must be on accurate accounts for year-end reporting.
- 3) **Payroll Cost Transfer Deadlines:**
 - a. The **deadline for processing PCTs for FY22 pay periods using state-funded accounts (1XXXXX) for Part 02 – TAMU and Part 28 – TEES is *May 25, 2023*.** These PCTs should be marked complete/final by this date. Exceptions will only be made for state College Work Study grants.
The early deadline is needed to meet requirements issued by the Texas Comptroller of Public Accounts for completion of the prior fiscal year Benefits Proportional report.
 - b. **Please try to have all PCTs submitted by Wednesday, August 16, 2023** to allow time for routing/approvals prior to the official Year-End Deadline which is Monday, August 21, 2023. This will be a hard stop deadline so no exceptions and any PCTs that have not been fully completed by August 21st will be automatically cancelled. DO NOT wait until the last minute to submit PCTs.
NOTE: DEADLINE IS BEFORE MONTHLY PAYROLL SETTLES THIS YEAR SO PLAN ACCORDINGLY.
 - c. Remember, only FY23 and FY24 payrolls may be corrected by PCT during FY24 so **FY22 PCTs must be completed prior to the year-end deadline mentioned in 3b.** After that, FY22 PCTs will be permanently locked out.
- 4) **Cost Allocations (Faculty and Staff Only):** Please continue entering 9/1/23 open ended source lines until we notify you that FY24 is open for processing. Once notified, you will then need to start entering a 9/1/24 open ended source lines for all faculty and staff worker positions. DO NOT enter any FY24 funding changes for faculty or staff until you are notified that FY24 has opened for processing or the budget load will overwrite anything you have done.
- 5) Please remember to enter cost allocations for complete pay periods. DO NOT start funding for the 8/20-9/2/23 biweekly pay period on 9/1 for existing biweekly employees. Funding should cover 8/20 forward. New hires or transfers effective 9/1 or later will be the only exceptions.

Thank you,

Engineering HR & Payroll