



FY20 June Payroll Transactions Processed in July 2020 (FY21)

Many departments have reached out with questions surrounding how the bi-weekly payroll transactions for June are applied against their budgets. For fiscal year 2020, the below chart summarizes what to expect for the June payroll transactions:

Payroll Period	Pay Date	FY Budget Applied
06/14 - 06/27/2020	07/08/2020	100% to FY2020
06/28 - 07/11/2020	07/22/2020	20% to FY2020 80% to FY2021

For the pay periods that cross over into July, the percent applied to June will be based on the number of business days in June compared to the whole pay period. For example, for the 07/22/20 pay date above, 2 out of the 10 business days were in June (June 29th & 30th) which equals 20% of the pay period.

Regardless of whether an employee worked those days in June, 20% of their pay will be applied to fiscal year 2020 budget. All years going forward, this will be the same method used for any pay cycle that crosses over into July.

In addition, the Payroll office provided a listing of the payroll adjustment / correcting entries processed in July 2020 (FY21) that relate to FY20. These will also be applied against FY20 budgets.

The process by which these are applied to FY20 budgets is a journal entry that is recorded to accrue the expenses and adjustment / corrections in the FY20 adjustment period. This entry will then be reversed in FY21 and offset the transactions processed in July 2020 (FY21). The impact of this is to eliminate the expenses for the two bi-weekly payrolls paid in July 2020 (FY21) but

relate to FY20. The entry will also eliminate the impact of adjustment / correcting entries processed in FY21 but relating to FY20.

If you have any questions regarding this process, please contact the Accounting Office via accounting-office@uwyo.edu.

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