

Find below the guidelines to follow when processing year end payroll expense reallocations; via direct access to PHAREDS and deadlines for Payroll to receive DCN documents if the unit does not have direct update access to PHAREDS. Please call Diane Couture at 862-3110 or the general Payroll line at 862-1400 if you have any questions.

Fiscal Year End – Payroll Expense Reallocation Guideline - Direct update access to PHAREDS:

Current year payroll expense reallocations must be completed by the close of business on Thursday, June 30. The ability to enter PHAREDS in a distributed manner will stop at the close of business on June 30th.

This will eliminate the problems that were experienced during last year's 13th month that resulted in the allocation of expenses to the wrong fiscal year. A huge effort was necessary by campus and system offices, in order to process correction entries necessary to realign expenses to the proper fiscal year. Anyone who was associated with this activity will recall the stress. During the 13th month, beginning on Friday 7/1 and continuing through Friday 7/15, Banner HR security for PHAREDS will be changed to not allow distributed update access to PHAREDS.

Distributed update access will resume on Monday 7/18. After the 13th month activity, any reallocations will be processed to finance as New Year activity.

Remember to be sure that the "PHAREDS Posting Date" is changed to the date the transaction is being entered. For instance, if the Banner PHAREDS document is being processed on 6/1/05, the posting date should be set to 01-Jun-2005.

Fiscal Year End – Payroll Expense Reallocation Guideline - Units who submit DCNs to USNH Payroll:

DCN documents are due to USNH Payroll by the close of business on Wednesday June 23, 2005. This will enable Payroll staff to be able to process the PHAREDS transaction before the June 30th cut-off.