YEAR END TOWN HALL MEETING

TUESDAY, MARCH 19, 2019

8:30AM – 12:30PM

CLOUGH COMMONS AUDITORIUM

ROOM 152
WELCOME & OPENING REMARKS

Carol Gibson
Institute Controller & Chief Accounting Officer
AGENDA

- Administration and Finance Updates - Jim Fortner
- Workday Financial Transformation – Katie Crawford/Michelle Thackray
- Break
- Campus Guidance Project - Teisha Young
- Controller’s Office – Lee Wates and Amy Herron
- Grants and Contracts – Jennifer Camp
- Salary Planning and Distribution - Terryl Barnes
- Break
- Budget Office - Lisa Godfrey
- Procurement and Business Services - Ajay Patel and Abbie Coker
- Payroll – Kedrich Claiborne
- Q & A
Jim Fortner

Interim Executive Vice President for Administration & Finance
Katie Crawford
Senior Director - Enterprise Data Management

Michelle Thackray
Consultant II
Agenda

• Financials Transformation Overview
• Go-Live Expectations
• Training & Launch Support
• Upcoming Events & Website Resources
• Deployment
Safe Harbor

The information delivered within this presentation was published on 03/19/19

This information, while accurate at the time, is subject to change.
Enterprise Transformation

WHY we are transforming to...

- Enable the Institute’s strategic plan and core academic, research, and service missions
- Support students, faculty, and staff through consistent, reliable, high-quality experiences
- Optimize decision making with consolidated, accessible, trusted data and intuitive analytics
- Prepare the Institute for the digital age

HOW we are transforming by...

- Adopting streamlined, simplified, industry-leading business practices
- Fostering an environment of collaboration and transparency
- Engaging the Georgia Tech community through communication and outreach
- Being forward thinking and adapting to the iterative nature of implementing new technology
- Developing the workforce of the future

WHAT we are transforming...

- Our business processes, policies, and service delivery models
- Our core financial systems with Workday
- Our data warehouse and analytic reporting capabilities
- Our related applications and systems
Financials Transformation Goals

- Foster collaboration and transparency
- Streamline and standardize processes
- Improve reporting
- Reduce redundancies and inefficiencies
- Enhance accessibility
Continuous Improvement
- Workday updates their system twice a year (March and September) to all customers.
- This will give Georgia Tech the opportunity to continually improve processes and reports

Real Time
- Workday will provide one single source of truth in real time with respect to financials data

Partnership
- Workday customers have access to Workday Community where we can provide feedback for additional features for future releases
- We can also partner with other high education institutions to gain traction on items that would benefit Georgia Tech and others

Mobile App
- Workday offers a mobile app which allows end users to approve transactions and upload receipts for reimbursement on-the-go
Workday Design Highlights

• Workday commitments (pre-encumbrances) are a built-in feature
• Paper check requests will all be processed in Workday
• Subaward post-award financial routing and payment all in Workday
• Service requisitions don’t require flipping
• Workday will be used for PCard (no longer Concur)
• Requisitions will start and end in Workday
• Document retention and workflow in Workday (no longer ImageNow/ WebNow)
Workday Scope

- Business Assets
- Banking & Settlement
- Budgets
- Customer Accounts
- Expenses
- Financial Accounting
- Grants Management
- Procurement
- Projects
- Supplier Accounts
Workday Go-Live Expectations
Go-Live Expectations

• **Workday Financials Phased Go-Live**
  • July 1st – Excluding Business Assets, Financial Accounting Reports and Grants Billing
  • July 15th – Financial Accounting Reports and Grants Billing
  • August 5th – Business Assets
  • Financial reports will exclude some converted data until mid-July (i.e. May-June 2019 ledger data, business assets, capital project work-in-process balances)

• **Closeout Schedule**
  • Most dates align with prior year-end close schedules
  • Journal Entry and Service Center dates - 2 to 3 days earlier
  • AP, Expenses, Procurement and Travel dates - 7 to 10 days earlier
  • PCard – Statement posting date - **one month earlier** to match May statement
  • SPD and Payroll dates will be consistent with prior year-end closing schedules
Go-Live Expectations

• Workday Financials
  • Go-live is July 1, 2019
  • Training will begin in May
  • Users will access Workday through TechWorks
  • Workday will leverage single sign-on

• PeopleSoft Financials
  • Access to legacy reports and queries will be available until early 2020
  • Legacy Financials data will be accessible beyond 2020
Launch Support: Timeline

Launch support is the timeframe from about 3-6 months post go-live. During this time, program dedicated resources work in a concerted effort to stabilize the system and its usage.

Some of resources available to end users during launch support that will not transfer to ongoing production support.
Launch Support: Resources

- Workday Gurus
- Call Center
- Service Tickets
- Open Labs
- On-Site Support
- Workday Tips Newsletter
- Job Aids & Quick Ref Guides
- Training & Seminars
- Rapid Response Alerts
Upcoming Events & Website Resources
Campus Outreach

March 2019

Procurement

April 2019

Gifts

May 2019

Reporting

May 2019

Go Live

- Campus Info Session (3 in person, 1 webinar)
- Special Topic Webinar
- Go Live Webinar (Cutover, Training, & Support)

*Recordings of previous info sessions can be found at transformation.gatech.edu/resources*
Training Timeline

April
- Pilot training for Gurus

May
- Instructor Led training, & Web Based Training for campus

June
- Instructor Led training, Seminars, & Web Based Training for campus

August
- Web Based Training & Open Labs for campus
Workday Training

Training Topics
- General
- Banking & Settlement
- Business Assets
- Customer Accounts
- Expenses
- Financial Accounting
- Grants
- Procurement
- Projects
- Reporting
- Supplier Accounts

Web-Based Trainings (WBT)
- Independent learning for financial users

Seminars
- Auditorium training on WBT content with Q&A for financial users.

Job-Aids/ Quick Reference Guides
- On-demand guides for financial users

Instructor-Led Trainings (ILT)
- Classroom training for central office users & financial managers

Details on transformation.gatech.edu/training
Financials Transformation
Resources

Access a variety of content and media to learn more about the Financials Transformation to Workday.

Biteables

Short, easily consumable video clips that explain Workday concepts.

General Overview

The Foundation Data Model (FDM)

Who Moved My Project ID?
Let’s stay connected!

Questions or Feedback?

• Helpdesk Email: erp.ask@gatech.edu

• Website: http://transformation.gatech.edu
Thank You!

Transform Your Workday
BREAK

15 minutes
CAMPUS GUIDANCE PROJECT

Teisha Young
Financial Compliance Program Manager
CAMPUS GUIDANCE PROJECT

• Purpose
  • Clarify and align GT financial policies, practices and procedures
  • Review University System of Georgia (USG), State Accounting Office (SAO) and other institution policies and procedures
  • Update Allowable Cost Matrix, Food/Group Meal Grid, etc.
General Policy Updates

- Removing “procedures” from policies where possible
- Removing “branding” of systems, companies, etc. in policies (i.e. PeopleSoft, Workday, Travel Inc., etc.)
- Linking to Institute, USG or SAO websites and forms
- Removing telephone, fax and email addresses where possible – pointing to websites
## Areas Under Review

<table>
<thead>
<tr>
<th>Area</th>
<th>Review Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Non-Employee Travel</td>
</tr>
<tr>
<td>Air Transportation</td>
<td>Procurement of Group Meals for Employees, Students, &amp; Official Visitors</td>
</tr>
<tr>
<td>Employee Events &amp; Large Scale Business Meetings</td>
<td>Professional Licenses &amp; Certifications</td>
</tr>
<tr>
<td>Employees/Students Gifts</td>
<td>Reimbursement for Travel Expenses – Employees</td>
</tr>
<tr>
<td>Executive Fringe Benefit Payments or Reimbursements</td>
<td>Rental Vehicles</td>
</tr>
<tr>
<td>Extra Compensation</td>
<td>Retreats &amp; Campus Workshops for Faculty &amp; Staff</td>
</tr>
<tr>
<td>Ground Transportation: Mileage, Parking, Taxi &amp; Rail</td>
<td>Travel Authorization Procedures</td>
</tr>
<tr>
<td>Individual Memberships</td>
<td>Trips Which Include Annual Leave/Personal Travel</td>
</tr>
<tr>
<td>Lodging</td>
<td>Uniforms and Clothing Provided to Employees</td>
</tr>
<tr>
<td>Meals &amp; Incidental Travel Expenses</td>
<td>Vendor Gifts</td>
</tr>
<tr>
<td>Noise Cancelling Headphones</td>
<td>Wireless Communications Devices/ Cellular Telephone Services</td>
</tr>
</tbody>
</table>
CAMPUS GUIDANCE PROJECT

• Next Steps
  • Submit policies to Steering Committee for review
  • Open for public comment
  • Communicate changes to campus
CLOSE-OUT AND FINANCIAL REPORTING

• Closeout Memo, Chron Schedule & Calendar
  ▪ www.controller.gatech.edu > Month/Year End

• Year End Closing Review Checklist
  • Due Thursday, July 11th

• Financial Reporting Deadlines
  • Budgetary Compliance Report (BCR) due ~ August 16
  • Annual Financial Report (AFR) due ~ August 16
  • Annual Expenditure Report (AER) due ~ August 31
  • AFR with Component Units due ~ September 17
Deadline for journal entries – June 14th
  - Current Year and Prior Year

All journal entries are **required** to have two signatures
  - Preparer and approver – Printed and signed
  - Manual/Standard and Online JE’s

Adequate documentation is necessary to support the entry

Manual/Standard JE’s
  - **Do not** alter the excel template
  - **Do not** change the font type or font size
  - **Do not** add lines to page 1
  - Number the pages appropriately
    - i.e. Page 1 of 1, Page 1 of 2, Page 2 of 3
  - [www.controller.gatech.edu/forms](http://www.controller.gatech.edu/forms)
GT is required to reconcile all balance sheet accounts regularly

- Asset Accounts – Cash in Bank, Petty Cash, A/R, Capital Assets, etc.
- Liability Accounts – Payables, Deferred Revenue, Deposits, etc.
- Fund Balance Accounts – Reserves, Fund Balance

Units are required to submit June 30th recon for the annual audit

State Auditors review reconciliations each year

Audit deficiencies are noted when accounts are not reconciled

Controller’s Office has list of all balance sheet accounts and the responsible custodian
Statement establishes criteria for identifying fiduciary activities associated with Custodial Funds (replace Agency Funds):

- Whether the Institute controls the assets of the activity
- The assets are not derived from the Institute’s own source Revenues (or from government-mandated or voluntary non-exchange transactions)
- For the benefit of individuals and the government has no administrative or direct financial involvement with the assets
What We Have Done or Will Do

- Performed a review of all Agency funds
- Identified funds that will move from Agency to DSS
  - Studies Abroad
  - Conferences/Meetings/Workshops that are Sponsored by GIT
  - Camps
- Identified funds that will remain as Custodial Funds
  - Student Organizations
  - Conferences/Meetings/Workshops funded by external parties
  - Designated Scholarships
  - Payroll Operations
- Contact departments details for next steps (by next week)
What We Need You to Do

Funds Moving to DSS
- Contact budget analyst to set up a new DSS project ID
- Run public query to identify current year transactions
- Complete JE Upload Excel Template to move transactions from Agency to DSS
- Submit template to Controller’s Office for processing
- All activity should be moved by April 30th

Funds Remaining in Custodial
- Complete the Custodial Determination Form
- Complete the Custodial Funds Agreement Form (DocuSign)
- Return both forms to the Controller’s Office
- All forms should be returned by April 30th

Send questions to accounting.ask@business.gatech.edu
INTEGRITY/COMPLIANCE CAMPAIGN

- All employees hired before February 1, 2019
  - Faculty, Staff, Tech Temps and Students

- Employees will need to
  - Complete “What it Means to be a Yellow Jacket” tutorial
  - Review and confirm understanding of Institute’s Code of Ethics and USG Ethic’s Policy as well as policies for:
    - Cybersecurity
    - Alcohol
    - Illegal drugs
    - Conflict of Interest (COI)

- Proactively disclose any possible COI related to external activities and financial relationships

- Deadline - April 3, 2019

- Questions – https://hr.gatech.edu/integrity-and-compliance-help
Report issues of non-compliance, fraud, waste, abuse, etc. to EthicsPoint Hotline

Phone: 866-294-5565

Web: https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html

When one of us is not compliant, Georgia Tech is not compliant!!
Jennifer Camp

Director - Project Accounting
# GRANTS & CONTRACTS

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written cost transfer requests over 90 days</td>
<td>Friday, June 14&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>*Sponsored project budget revisions</td>
<td>Wednesday, June 19&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>*New award set-up</td>
<td>Wednesday, June 19&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>*Process modifications to existing awards</td>
<td>Wednesday, June 19&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>**Electronic Cost Transfers (ECT) - Type A and B</td>
<td>Friday, June 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>**Written cost transfers less than 90 days</td>
<td>Friday, June 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Clear or document sponsored project exceptions</td>
<td>Friday, June 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

- New awards and modifications received after Wednesday, June 19<sup>th</sup> will be held until Workday launch on July 1<sup>st</sup>.
  - Please allow Grants & Contracts Accounting time to process awards and modifications after Workday Grants launch.

- Cost transfers can only be processed if Projects exist by Wednesday, June 19<sup>th</sup>.

- ICOL notices should be received by appropriate parties once new awards and mods are completed in Workday.
Terryl Barnes
Associate Director - SPD Center
Employees covered by the Plan Confirmation System **MUST**…

- View their report each period to confirm the accuracy of their current and future salary distribution **(REVIEW)**

- Notify their supervisor or unit financial manager if their salary distribution is off by 5% or more. **(REPORT)**

- Retain a copy of each report for the duration of the fiscal year until their ASR is certified. **(RETAIN)**

- Provide additional documentation to their supervisor or unit financial manager for any change in salary distribution over 90 days after the pay date.
Early Annual Statement of Reasonableness (ASR) Form

*For Plan Confirmation System employees terminating in May

- By Mon, April 22 Submit your list of May Terminating employees to the SPD Center.
  - Please have PSF Term actions processed and final distribution correct in SPD

- Monday, April 29, SPD Center prints early ASR’s & mails back to the Dept for employee and Financial Mgr certification signatures and date…to be returned to the SPD Center.
  - No First-Hand Knowledge certifications

- eASR will be backup for certification of terminated employees if early ASR is not attained.

- No changes to the distribution on the early ASR can occur in SPD after they are printed or the certification is void and will have to be recertified.
Electronic Annual Statement of Reasonableness (eASR)

- Email eASR link to Plan Confirmation employees (similar to monthly eWAF notification) An instruction link is included
- Online electronic certification by employee and electronic approval by Unit Financial Managers
- Manual ASRs backup for unconfirmed eASRs in August
- Certified and Approved ASRs deadline - August 30
- Confirm Proposed/Committed Levels of Effort for PIs, Co-PIs, and other Key Research Personnel prior to Year-end close.
SALARY PLANNING & DISTRIBUTION

• NIH Over Salary Cap Analysis
  ▪ Summer Pay should be entered by first of May for accurate analysis of Over Cap salary
  ▪ Establish companion salary cap projects to reflect Over Salary Cap adjustments on NIH projects

• 90 Day Late Redistributions
  ▪ Remind employees to review EWAF monthly and report errors timely to reduce the need for 90 Day Late Cost transfers not due to delayed funding
  ▪ Submit a copy of the employee’s EWAF report with each SPD request greater than 90 days
## SPD Year End Close Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 14, 2019</td>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects</td>
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<tr>
<td>June 27, 2019</td>
<td>Last Day for Paper SPD’s</td>
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<tr>
<td>June 28, 2019</td>
<td>Last Day for Campus Online SPD Redistributions</td>
</tr>
<tr>
<td>July 3, 2019</td>
<td>FY2019 eASR’s available electronically</td>
</tr>
<tr>
<td>July 11, 2019</td>
<td>SPD Open for FY2020</td>
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<tr>
<td>August 30, 2019</td>
<td>Certified and Approved eASR’s &amp; manual ASR’s Deadline</td>
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</table>
BREAK

10 minutes
Lisa Godfrey

Director - Budget Development & Capital Budgets
BUDGET OFFICE UPDATES: CARRY FORWARD REQUESTS

- **General Operations Carry Forward Requests**
  - Must be requested online by Division financial administrators by April 15th
  - Requestors are able to edit previously submitted request until May 30th

- **Departmental Sales and Services (DSS) Carry Forward Requests**
  - Fund 14xxx
  - Must be requested online to determine carry forward eligibility by June 28th.
  - Final carry-forward amount will be determined after year end close
  - All Service Center requests will be reviewed by Grants and Contracts

- Link to Budget Policies in the Policy Library
**DEPARTMENTAL BUDGET CLEAN UP**

- It’s never too early to start (March, May & June BA’s)
  - Align Personal Services and Non-Personal Services (by category: Travel, OSE & Equip) budgets to actuals expenses

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Encumbs</th>
<th>Expenses</th>
<th>Current Balance</th>
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<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wages &amp; Salaries</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
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<tr>
<td>Dept. Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Personal Services</strong></td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
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<tr>
<td><strong>Non-Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>10,000</td>
<td>5,000</td>
<td></td>
<td>4,500</td>
<td>500</td>
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<tr>
<td>Operating Expense</td>
<td>15,000</td>
<td>20,000</td>
<td>2,500</td>
<td>15,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Personal Services</strong></td>
<td>25,000</td>
<td>25,000</td>
<td>2,500</td>
<td>19,500</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total Department</strong></td>
<td>1,025,000</td>
<td>1,025,000</td>
<td>27,500</td>
<td>969,500</td>
<td>28,000</td>
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</table>
MORE DEPARTMENTAL BUDGET CLEAN UP....

• More Departmental Budget Clean up....
  • **Revenue** - please ensure that your revenue budget exceeds the actual receipts you expect to receive through the end of the FY. Make your best estimate based on prior year experience

• Clean up all funds – General Operations, Department Sales and Services (DSS) and Technology Fee balances

• **DO NOT** leave a deficit in Gen Ops and a balance in DSS - *They will not offset one another*

• **Sponsored Adjustments**
  • Complete sponsored adjustments as early as possible, especially any personal services adjustments

  • Personal Services adjustments impact
    • General Operations (Gen Ops) balances
    • Centrally-budgeted fringe benefits the Institute pays
BUDGET OFFICE UPDATES

• **Final Budget Amendment of FY19** tentatively scheduled for Tuesday June 4th - Monday June 10th

• Any questions please contact your assigned analyst or Lisa Godfrey:
  • Ebony Thompson (4-4338)
  • Isabel Lynch (4-5557)
  • Kevin McConnell (5-5646)
  • Scott Mussak (4-5560)
PROCUREMENT & BUSINESS SERVICES

Ajay Patel  
*Director - Purchasing*

Abbie Coker  
*Director - Accounts Payable & Travel*
Sorry. Yesterday was the deadline for all complaints.
• Deadlines are listed in the Closeout memo
  • In general dates are 7 to 10 days earlier than last year
    • Some dates are earlier
  • PCard is one month earlier

• Close open encumbrances early
• All required documentation must be attached to the requisition
• Closing Prior year PO’s
  • Does not apply to sponsored or construction PO’s
  • Please note deadlines for closing these PO’s
  • If any invoices are received after these PO’s are closed, you will need to use FY20 funds
• BuzzMart forms will be removed on June 14th
• BuzzMart will be unavailable on June 17th
• Procurement working with get State approval to raise specific PCard limits during the conversion period from BuzzMart to Workday
• PCard
  • All charges **posted** to Bank of America before May 28\textsuperscript{th} will be charged to your FY19 budget
  • All charges posted on or after May 28\textsuperscript{th} will be batched and posted in Workday in July and charged FY20

• Purchasing working with DOAS to get flexibility on raising limits on some PCards during 2 week BuzzMart to Workday conversion window.
PROCUREMENT & BUSINESS SERVICES

But Wait...
THERE’S MORE!

DEADLINE
DEADLINE
ACCOUNTS PAYABLE DEADLINES

• Deadline to submit new vendor profile requests is May 17, 2019 at 5pm

• Deadline to submit invoices and AP Payment Request Forms is June 4, 2019 at noon
  This includes:
  • Vendor Invoices (must have a valid PO#)
  • All AP Payment Forms
    • AP Payment Requests
    • Honorarium Requests
    • Student Payment Requests
    • Recurring Payments
    • Wire Requests
    • e-payments (includes Utility bills!!)
  • Expense Reports
HOW CAN YOU HELP US TRANSITION INTO WORKDAY?

• Review all invoices/Payment Requests/Sub-awards in your department WebNow Queue
  • Take necessary action in order for invoice to be processed
  • Route the invoice forward by selecting “Approved for AP to Pay”

• Deadline to resolve invoices in WebNow and forward to AP for payment is Tuesday, June 4, 2019 at NOON
• Review all invoices “In Process” in BuzzMart
  • These invoices have match exceptions and may be “In Process” for any of the following reasons:
    • No Receipt
    • Matched, but Held for Receiving
    • Match Exception – Price Issue
    • Match Exception – Quantity Issue
REVIEWING INVOICES “IN PROCESS” IN BUZZMART

Please contact ap.ask@business.gatech.edu for further assistance
TRAVEL AUTHORIZATIONS

• Deadline to submit approved travel authorizations is Monday, June 17, 2019 at 5pm

  • Approved, travel authorizations will be converted into Workday in the new fiscal year in an approved status

    - Business Process is in progress

    - Travel authorizations will go against FY2020 funds although they have been approved in FY2019

• All pending travel authorizations will be closed out
TRAVEL EXPENSE REPORTS

• Deadline to submit approved travel expense reports is Tuesday, June 4, 2019 at NOON

• Every effort will be made to process travel expense reports to FY2019, however this cannot be guaranteed if submitted after the June 4, 2019, deadline.

• Travel expense reports will be processed on a first in, first out basis through Tuesday, June 18, 2019 at NOON

• Any travel expense reports not processed will be closed out. Travelers will need to enter the expense reports in Workday after Go Live in FY2020
HOW CAN YOU HELP US TRANSITION INTO WORKDAY?

• Take action on Travel Authorizations and Expense Reports in “Pending” and “Supervisor Approved” status.

• Search by Department, date range etc.

• Most items are in “Pending” status due the following reasons:
  • Employee has not taken the oath
  • Returned by Travel Team or Department for further action or missing information

• For further questions please email: travel.ask@business.gatech.edu
**PREPAID AIRFARE EXPENSES**

- Airline transactions direct billed to Travel Inc./AirPlus through June 15, 2019 will be paid against FY2019 funds unless bill indicates:
  - Travel date is after July 1, 2019 and
  - Paid with state or DSS funds

- For sponsored funds that are prepaid airfare, please send details to [travel.ask@business.gatech.edu](mailto:travel.ask@business.gatech.edu)
Final pay cycles for FY2019 will be ran on Tuesday, June 18, 2019 at **5:00 PM**

This is for:
- The AP payment run (including payments via wire transfer)
- Employee travel and non-travel reimbursements

There will be no further payment cycles till **July 1, 2019 – Workday Go Live!!**

Please ensure all **Utility bills** are submitted for payment according to year end deadlines!!
 ..........We can do this
Kedrich Claiborne
Assistant Director - Payroll
PSF DEADLINES

Complete PSFs by

• **May 22** for May Payroll/Summer Pay

• **June 19** for June Payroll/Summer Pay
**TIME DOCS & OFF-CYCLE CHECKS**

**Time Documents**

Time Editor will be available:

- **Period End 06/01/19**
  8am *May 31* – noon *June 3*

- **Period End 06/15/19**
  8am *June 14* – noon *June 17*

**Off-Cycle Check Requests**

- Final FY2019 off-cycle check requests for Biweekly Payroll is due in Payroll by **Wednesday, June 26 by noon**.

- Final FY2019 off-cycle check requests for Monthly Payroll is due in Payroll by **Monday, June 24 by noon**.
BIWEEKLY SALARY ACCRUAL

The accrual for biweekly wages earned in June but not paid until July will include **ten** work days.

- **Period Ending 06/29/19 - 10 days**
- **Tech Temp and Student wages are NOT accrued**
- **They are immaterial to the Institute as a whole**
# PAYROLL – SUMMER PAY CALENDAR

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>New Hire PSFs Due In HRIP</th>
<th>Enter Summer Pay for this Pay Period By:</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 16</td>
<td>May 31</td>
<td>May 14</td>
<td>May 22</td>
<td>May 31</td>
</tr>
<tr>
<td>2</td>
<td>Jun 1</td>
<td>Jun 30</td>
<td>Jun 11</td>
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</tr>
<tr>
<td>3</td>
<td>Jul 1</td>
<td>Jul 31</td>
<td>Jul 19</td>
<td>Jul 24</td>
<td>Jul 31</td>
</tr>
<tr>
<td>4</td>
<td>Aug 1</td>
<td>Aug 15</td>
<td>Aug 13</td>
<td>Aug 21</td>
<td>Aug 30</td>
</tr>
</tbody>
</table>
August and May are ½ month pay regardless of start or end date.

Full months are paid September through April.

Pay for all months is prorated based on days worked divided by the total work days in the month.
QUESTIONS