UCO Payroll Year End Checklist – 2013/2014

Last payroll for the fiscal year: BW14/ST14/MN06

Payroll Processing Dates: BW/ST14 June 27
MN06 June 11

Verify your payroll budget lines:
- Payroll budget lines start with 6_____ refer to the Banner form FGIBDST
- Use the Finance document # from FGIBDST to find Employee Names, hours and amounts paid.
  - Banner Form NHIDIST is the payroll form

Contact Payroll at payroll@uco.edu or ext. 3353 for questions or corrections needed.

There is a 2 week window after the last payroll has been completed to change any payroll transactions from the prior year.
- Exceptions must be approved by the VP of Finance.

Student employee jobs will be terminated for the 2013/2014 Academic Year as follows:
- Federal Work-Study May 17, 2014
- Regular Student Clerical/Labor May 31, 2014

Summer Student Employee Renewal Date June 1, 2014/May 18, 2014 Federal WorkStudy
- All students must have a new student action form if they will work during the summer
- Federal Work-Study students must apply for summer awards
  - 6 hours is the required minimum
- Student Summer Hour Limit -35 hours

Please do not send Student Termination forms.
- Termination forms are not needed unless you hire and terminate before the summer semester ends.

Fall Student Re-hire/Hires
- Beginning of August for (August – May) hires
- Student Hour Limit
  - http://www.uco.edu/administration/human-resources/files-hr/student-hours.pdf
    - 25 hours during the semester
    - 35 hours during the break

International Students
- No longer have to provide a checklist
- Student Hour
  - 20 hours during the semester
  - 35 hours during the breaks

Summer Portal Entries – Payroll will notify you when we get the ok from our portal administrator.

05/05/2014