

Payroll FY2017 Year End Checklist

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

**Payroll Processing Dates: BW/ST14 June 23
MN06 June 15**

- 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 AVP of Finance.
- **Student employee jobs** will be terminated for the 2016/2017 Academic Year as follows:
 - Regular, Federal Work-Study, and International Students **May 13, 2017 (ST11)**
- **Summer Student Employee Renewal Date May 14, 2017**
 - All students must have a new Student Employment Action Form to work during the summer
 - If the student is not enrolled in summer courses they **MUST** be enrolled in the Fall; FICA taxes will apply to the student and department (roughly 8%).
 - 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 terminate before the summer semester ends.
- **Fall Student Re-hire/Hires**
 - August 6, 2017 for (August 2017 – May 2018) hires
 - Student Hour Limit;
 - 25 hours during the semester
 - 35 hours during the break
- **International Students**
 - Student Hour
 - 20 hours during the semester
 - 35 hours during the breaks

Summer Portal Entries – An email notification from Tina Milam will be sent out regarding when the Adjunct Portal will be opened and closed.