We’re quickly approaching year end and need to have everything in order so wanting to send you a few reminders:

1) **NO CLEARING ACCOUNTS SHOULD BE CHARGED ON AUGUST PAYROLL.** Cost allocations should be done for all workers for the month of August. DO NOT rely on position funding to pay employees as positions are primarily charging to clearing accounts which is what we’re trying to avoid. Note: This also means you cannot place August hires on clearing accounts for the worker position cost allocations during the hire process.

2) **CLEAN UP CLEARING ACCOUNTS BY AUGUST 1, 2020.** We need all payroll to be removed from clearing accounts and placed on correct accounts no later than August 1st. Payroll expenditures must be on accurate accounts for year end reporting.

3) **Payroll Cost Transfer Deadlines:**
   a. The **deadline for processing PCTs for FY19 pay periods using state-funded accounts (1XXXXX) for Part 02 – TAMU and Part 28 – TEES** is **July 28, 2020**. These PCTs must be marked complete/final by this date. Exceptions will only be made for state College Work Study grants.

      The early deadline is needed to meet requirements issued by the Texas Comptroller of Public Accounts for completion of the prior fiscal year Benefits Proportional report.

   b. **Year End deadline for Engineering PCTs will be Friday, August 21, 2020.** Please allow time for routing/approvals. There will be few (if any) exceptions as there will be a hard stop deadline shortly thereafter. DO NOT wait until the last minute to submit PCTs.

   c. Remember, only FY20 and FY21 payrolls may be corrected by PCT during FY21 so **FY19 PCTs must be completed prior to the year end deadline mentioned in 3b.** After that, FY19 PCTs will be permanently locked out.

4) **Cost Allocations:** Please continue entering 9/1/20 source lines for staff until FY21 opens towards the end of August. Once FY21 opens, start entering 9/1/21 open ended source lines for all faculty and staff positions.

Thank you,

Engineering Payroll