



## University of Massachusetts

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**TO: CSD STAFF, AGENCIES, SGA, RSO'S ACTIVE IN SUMMER**

**FROM: CSD Business Staff**

**SUBJECT: More on Year-end Deadlines & Summer**

**DATE: May 19, 2008 (revised 5/22/08)**

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### **Student Payroll Information**

The summer student employment period begins **Sunday, May 25, 2007** and ends **Saturday, August 23, 2008**. You will need to turn in a new summer payroll request form for any student working after May 24. Additionally, students will need to complete an OBRA enrollment form at 325 Whitmore (or an OBRA exemption certificate if they are taking at least six credits during a summer session). Please turn in employment forms before students begin working.

Keep in mind that students who are graduating in May are not eligible to be paid as a student employee. If you want to hire a graduating student for the summer, please see Colette.

This summer we will begin using the "SAits Time" on-line system for selected departments. For those of you not already contacted for training, Donna Beauregard and Laura Looman will continue entering PAF's and time during the summer and you should contact them with any questions concerning hiring status or hours.

### **Purchasing and Finance**

Generally, **Wednesday, June 4** is the last day for us to submit **invoices** for payment during this fiscal year, which ends June 30. You can continue to use Procards right through year-end, but charges placed near the end of the month may reflect on your FY09 budgets.

If you need new **purchase orders or increases** before the end of the fiscal year, please get the requests to us by **Monday, June 16** to ensure that we have time to get all necessary approvals from Procurement. Keep in mind that these orders will not be paid until next year and will roll over onto next year's accounts-- unpaid PO's entered in FY08 will roll into FY09 and be re-encumbered against FY09 budgets as long as there is a valid FY09 budget.

You can turn in purchase requests against FY09 budgets at any time, but please clearly mark them **FY09** at the top of the request; we will not be able to enter them until after July 1.

We expect FY09 SGA fee account budgets to be loaded for July 1. For revenue accounts, a temporary budget based on your May month-end balance is loaded at the beginning of the new year to allow necessary spending until BBA's (Balances Brought Ahead from FY08) can be determined several weeks after year-end. GOF budgets won't be loaded in late July, but until then will have a "zero" budget loaded which will allow spending until the budgets appear.

**Other deadlines** to ensure processing by year-end:

**Friday, June 20 – Journal entries, recharges, transfers**

**Thursday, June 26 – deposits at the Campus Center Cashier's window**

**Fee account balances:** Fee accounts in Peoplesoft are set up so that any balances disappear from your departments at the end of the year and roll up to the SGA budget. Invoices submitted after June 4 will likely to be paid in FY09 from your FY09 budget. In August, Krista will review July expenses and identify those that were encumbered in the previous year, and recover funds from the SGA to cover them (assuming there were leftover funds in your account). FY08 invoices paid in August or later will remain on your FY09 budget, so it is to everyone's advantage to complete all purchasing now and ensure that invoices are received by the above date!

**Changes in Fund Numbers:** You may remember that this year the student fee fund changed its number from 21541 to 51082. Next year, all remaining fund numbers will be changed to new numbers that are consistent across all five campuses. Speedkeys will not change, and will automatically point to the new fund number. Affected funds in our area include:

| <u>Current #</u> | <u>Fund Description</u> | <u>New # as of July 1</u> |
|------------------|-------------------------|---------------------------|
| 21620            | GOF                     | 51342                     |
| 21540            | RSO Revenue             | 51119                     |
| 23440            | Private Gift            | 53500                     |

Please let us know if you have any questions!

Allen, January, Kamran, Krista, Ophelia,

