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Stacy Neal
Director

MEMORANDUM

TO: State Agencies
FROM: Division of Accounting
DATE: May 16, 2016
RE: SAM II HR Fiscal Year End

This memorandum contains key information needed for the Fiscal Year End process in SAM II HR. Please share this information with all individuals in your agency responsible for any of these payroll and financial functions.

Payroll Check Cancellations or Replacements

To accommodate Fiscal Year End (FYE) processing the Supplemental Cycles for the June 30th payroll have been changed from the normal schedule.

The first Supplemental cycle will run on Monday night, June 27th. The second Supplemental will run on Tuesday night, July 5th. Deadlines to submit request forms will be NOON on each of those days. Processing time for the July 5th, supplemental cycle will be limited due to FYE downtime.

ALL payroll checks to be cancelled or corrected should be submitted with a Supplemental Request Form to OA/Accounting no later than noon, July 5, 2016 to be included in the final Supplemental Cycle of the Fiscal Year. This includes any past payrolls and the June 30, 2016 payroll cancellations and corrections.

Agencies must also obtain OA/Budget and Planning's written approval for any check requests submitted for the July 5th supplemental cycle to increase General Revenue expenditures or decrease General Revenue Cash.

Security Changes

Changes to the Organization structure may require changes to security as well. Agencies should submit the security change forms through normal channels in advance of the Fiscal Year End processes.

PPER Entry

Assure all PPER documents for event dates prior to 6/16/16 are in ACCPT status prior to the Preliminary paycycle to be run on July 7th. System controls will be set after this cycle to prevent any prior fiscal year timesheets from being entered for the remainder of July.

Recycled Overtime/Compensatory Time

Any overtime or compensatory time worked during the June 1-15 paycycle will be processed and banked with the June 30th check, however pay-outs on a future paycycle will charge to the LDPR that is in effect at the time of payment. When a LDPR from FY16 is intended for use in FY17, the agency must ensure the accounting codes are also valid in SAMII Financial for FY17.

Object Codes 2005/2010

Overtime paid is charged in full to object code 2010 as long as the time was banked prior to pay-out. When immediate pay-outs occur, the base pay portion is charged to 2005, and only the premium portion is charged to 2010.

ADNT Updates

If agencies utilize a specific document numbering format that denotes a fiscal year or need new document numbering entries associated with newly created orgs, notify Bert Reinstein via email at Bert.Reinstein@oa.mo.gov no later than 6/1/16 to add new ADNT entries for the new fiscal year.

FX, PX, and JC Documents in Financial

Agencies are responsible for the review and cleanup of the SAMII Financial Suspense File (SUSF) of all rejected Federal Aid Charge (FX), Project Charge (PX) and Job Charge (JC) documents from payroll. The Financial SUSF table is reviewed in an automated process on a monthly basis during the fiscal year. The FX, PX, and JC documents remain on SUSF until the document is a minimum of three months old from the original document generation date. If the document remains on SUSF over three months, in REJCT or PEND status, the document is deleted from SUSF.

Accounting Changes for April Payrolls

Agencies must have payroll accounting change forms (PACC) for April payrolls submitted to OA/Accounting no later than May 31, 2016. Agency must ensure accounting is valid and open in Financial prior to submitting PACC entry.

Accounting Changes for May Payrolls

Agencies must have payroll accounting change forms (PACC) for May payrolls submitted to OA/Accounting no later than June 15, 2016. Agency must ensure accounting is valid and open in Financial prior to submitting PACC entry.

Accounting Changes for June Payrolls

Agencies must have payroll accounting change forms (PACC) for June payrolls submitted to OA/Accounting no later than Noon, July 15, 2016. Agency must ensure accounting is valid and open in Financial prior to submitting PACC entry.

Any requests to increase General Revenue expenditures or decrease General Revenue Cash must be processed prior to the end of June so the documents can be in ACCPT status before June 30th. The PACC requests for June payrolls processed in July, that increase GR expenditures require OA/Budget and Planning's written approval which **must** accompany the PACC request before it will be processed. Due to fiscal year end processing, OA/Division of Accounting will not process PACC entries on June 27th, 28th, 29th, and 30th. It is the Agency's responsibility to request approval from OA/Budget and Planning for any General Revenue PACC transactions submitted June 27th through June 30th.

This schedule will be strictly adhered to in order to process fiscal year end documents timely and balance the SAMII HR system to SAMII Financial.

PACC requests for FY16 should be submitted separately from FY17.

HR SUSF Review

Agencies should conduct continual reviews of the HR SUSF file and delete any rejected CPER documents that can no longer be processed as a CPER. OA has implemented an automated process to purge documents older than 60 days (90 days for PPER) that are not in HELD status.

Position Record Review

PSMTs for position changes effective prior to June 16, 2016, must be entered and approved prior to July 6, 2016.

LDPR Updates

A memo will be distributed to agencies by May 20, 2016 regarding the review and update of FY17 LDPRs. Detailed instructions will be included in that memo. **Agencies will need to request the Access database for updates.**

Chart of Accounts Updates

Chart of accounts changes must be coordinated with agency Fiscal Officers. Please see the SAMII Financial FYE Accounting Procedures Memo at <http://samii.mo.gov/fin/bulletins/040516YEPcedures.pdf> for key information necessary to close FY16 and begin FY17.

RPTG Table Update

RPTG table entries for FY16 and FY17 are currently on the SAMII Financial RPTG table and agencies may update the data as necessary. All reporting categories that affect payroll **must** be updated on the RPTG table in SAMII Financial prior to 6:00 p.m. on June 30th.

HR Online System Availability

In order to enter a new FY17 PSMT or related ESMT, the Expense Budget load process must be completed in both SAMII Financial and SAMII HR. The last daily cycle for FY16 will run on the evening of Thursday, June 30, 2016. The system will be available on Friday, July 1st until SAMII Financial has completed the Expense Budget load. Upon notification the Expense Budget load is complete; agencies will notified the SAMII HR system is going down for FYE processing and to exit the system immediately. Agencies will be notified when the system becomes available.

Timesheet Entry for June 16-30 Pay Period

The pay period of June 16-30 is a FY17 item since it pays on July 15th. Prior to SAMII HR's FYE update, transactions and timesheet documents with FY17 specific information will reject upon entry. Timesheet documents (CPER, PPER, CITS, and CREW) can remain in REJCT status until SAMII HR's Fiscal Year End processes are completed. Agencies should not re-enter rejected timesheet documents since they can be re-edited and approved **AFTER** we have notified agencies of HR system availability. The timeframe will be **very limited** for entry of June 16-30 pay period timesheets. Agencies should refrain from future period timesheet entry during this time.

Data Warehouse Availability

HR Data Warehouse will be available during the fiscal year end process with the exception of the Regular paycycle run on July 8. Should there be any unscheduled downtime, it will be communicated through the SAM II HR email distribution list.

Payroll Processing Calendar

Please review the Payroll Processing Calendar posted on the SAM II HR web site at <http://samii.mo.gov/hr/ProcSched2016.pdf>. The pay cycle for the July 15 check date will begin processing at 6:00 p.m. on July 7, 2016. Agencies will be able to enter timesheets until that time. Due to limited system availability for FYE processing, it is recommended that ESMT transactions for the pay period of June 16-30, be submitted by July 1 for guaranteed approval. Any new FY17 PSMTs and related ESMTs should be entered as soon as possible upon HR system availability in July, for Division of Personnel's approval. The Division of Personnel will coordinate approvals with Agency personnel, which may require assistance during the period of July 1-5. Agency interface files should be submitted in time for the Daily cycle on Wednesday evening, July 6, 2016.

Mass Transfers

The mass transfer process will create each of the following transactions per employee: AGYS, ESMT, PAMT, PSMT, PUD1, PUD2, and PUD3. Any agencies planning reorganization should notify Randy Hutton, randall.hutton@oa.mo.gov as soon as possible. This process involves coordination with SAMII Financial. Agencies should make sure both Fiscal and Human Resources offices are involved in the process.

Questions

If you have any questions regarding the information in this memorandum, please contact Curtis Forck, Central Payroll Manager, at 573-522-5863 or Curtis.Forck@oa.mo.gov.