

May 8, 2023

MEMORANDUM

TO: All State Agencies

FROM: Dhiren V. Shah, Director  
Central Payroll Bureau

SUBJECT: End of Fiscal Year Payroll Procedure –  
Transition from Fiscal Year 2023 to Fiscal Year 2024

The fiscal year 2023 closing for the Regular payroll will follow the same process as in prior years. Following the charging of payroll for the pay period ending May 30, 2023, an additional accrual charge will be posted for the 17 days of the fiscal year. These exact charges will be reversed at the beginning of 2024 fiscal year.

The same technique will be applied to the Contract payroll by posting the additional accrual charges of the last 10 days of the fiscal year, in the pay period that ends June 6, 2023. These exact charges will be reversed at the beginning of the 2024 fiscal year.

Attached is a detailed description of the charges will be applied or credited by fiscal year. It is important to note that employees' paychecks or deposit advice and payroll records are unaffected by this procedure.

These fiscal year payroll procedures are consistent with the fiscal year closing requirements and procedures published by the General Accounting Division of the Comptroller of Maryland. If specific circumstances adversely affect your Agency, please contact Luther Dolcar of the General Accounting Division for assistance at 410-260-7914.

Attachments

Copy to: Sandra L. Zinck, Director General Accounting Division  
Luther Dolcar, Assistant Director General Accounting Division



## ATTACHMENT 1

### REGULAR PAYROLL SYSTEM End of Fiscal Year (FY) Payroll Procedures May 30 through June 27, 2023 Pay Period Ending Dates

#### May 30, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the agency's FY 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023
3. An additional charge will be issued through R\*STARS that will accrue the final 17 days of June to FY 2023, i.e. the period of June 14 to June 30, 2023. The accrual will be made to wages and all subsidies.

#### June 13, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023.

#### July 5, 2023

All check cancellations to be credited to FY 2023 must be received by the Central Payroll Bureau by July 5, 2023. Check cancellations received after this date will be credited to FY 2024 Agency accounts.

#### June 27, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's 2024 accounts.
2. R\*STARS transactions will be processed against FY 2024.
3. The charges that were issued through R\*STARS to accrue the final 17 days of June to FY 2023 will be exactly reversed in FY 2024 to Agency accounts.

## ATTACHMENT 2

### CONTRACT PAYROLL SYSTEM End of Fiscal Year (FY) Payroll Procedures June 6, 2023 through July 4, 2023 Pay Period Ending Dates

#### June 6, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023.
3. An additional charge will be issued through R\*STARS that will accrue the final 10 days of June to FY 2023, i.e. the period of June 21 to June 30, 2023. The accrual will be made to wages and all subsidies.

#### June 20, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to Agency's FY 2023 accounts.
2. R\*STARS transactions will be processed against FY 2023 accounts.

#### June 12, 2023

All check cancellations to be credited to FY 2023 must be received by the Central Payroll Bureau by June 12, 2023. Check cancellations received after this date will be credited to FY 2024 Agency accounts.

#### July 4, 2023 Pay Period Ending Date

1. Wages and all payroll subsidies will be charged to the Agency's FY 2024 accounts.
2. R\*STARS transactions will be processed against FY 2024.
3. The charges that were issued through R\*STARS to accrue the final 10 days of June to FY 2023 will be exactly reversed in FY 2024 accounts.