DATE: April 20, 2020

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Chad Cleveland
       Controller

As mentioned in the February 5, 2020 fiscal year end letter, the following information regarding deadlines for OneUSG Connect processing should be used in planning and preparing to make all appropriate charges to your funds for this fiscal year. The following dates are based on the OneUSG connect payroll calendars. Additional communications and guidelines can be found on the Business Continuity page.

**Manager Self Service Position Funding**
Position funding changes for the bi-weekly pay period ending June 27, 2020 (07B1) must be approved at all levels by **June 26, 2020**.

Position funding changes for the monthly pay period ending June 30, 2020 (06M1) must be approved at all levels by **June 24, 2020**.

**Note:** Positions are funded by fiscal year (July 1 – June 30) and are funded based on effective dates within the fiscal year. The funding for a position determines the distribution of payroll expenses for the employee seated in the position. When a pay period crosses fiscal years, the payroll expenses will be distributed based on the effective date of the position funding across both fiscal years.

**Manager Self Service Express Direct Retro**
The last day to **submit** an express direct retro (EDR) for an FY20 pay period is **June 30, 2020**. These requests must be at Central Commitment Accountings level for final approval by **July 13, 2020**.

If an FY20 express direct retro is needed after the June 30 deadline, an EDR request should be submitted via ticket to the OneSource Service Desk.

The deadline to submit this kind of request is close of business **July 6, 2020**.
These requests will be entered by Commitment Accounting outside of the normal EDR process and will not go through work flow approval routing.

**Note:** EDRs should not be submitted for the biweekly pay date of July 3 since that payroll is charged to FY20 using a GL journal and then reversed in FY21 to offset the OneUSG Connect payroll journals that will be posted on July 3.

**Payroll Encumbrances**
The process which will zero out all FY20 personal service encumbrances will run **June 26, 2020** in OneUSG Connect. The encumbrance balances should be updated in the Financial Management System by June 30, 2020.