SECTION I: NEW FISCAL YEAR (FY 2015-16) INFORMATION

I.1. Fiscal Period 1 of 2016 (new year) activation dates:

Fiscal Period 1 of 2016 (new year) will open July 1, 2015. Please note, even though Fiscal Period 1 will open July 1, 2015, beginning balances will not be reflected in accounts until July 28, 2015. Also, General Fund carryforward balances from Fiscal Year 2014-15 will be loaded approximately August 20, 2015.

I.2. New and editing accounts:

For General Fund accounts, departments may not process new year (fiscal year 2015-16) account requests for new or editing General Fund from July 1, 2015 to August 21, 2015.

For all other accounts, departments may begin submitting new/editing account requests to be effective for the new fiscal year beginning July 1, 2015.

Please contact Steve Ueberroth at 353-3121 (x426) with questions.

I.3. Setup of Sub-Object Codes:

Sub-object codes that were generated in fiscal year 2014-15 and are “active” at June 30, 2015 will automatically be copied to fiscal year 2016 for continued use. Likewise, such items that you do not wish to use in fiscal year 2015-16 may be edited to “inactivate” now in both fiscal year 2014-15 and fiscal year 2015-16. This data will be copied to fiscal year 2015-16 on June 30, 2015. As an added reminder, unit-defined accounting string data is valid with an account and object code relationship. So, if an account or object code is closed or inactive, the unit-defined accounting string data will no longer be valid.

Please contact Mike Sawyer at 884-4189 with questions.

I.4. Human Resources/Payroll Information:

The first payrolls to post to the new fiscal year 2015-16 (Fiscal Period 1) will be as follows:

a. Biweekly payroll – for the work period of June 28 – July 11, 2015 (pay date of July 24, 2015) is anticipated to post to the finance system on Friday evening, July 17, 2015 and be available to view on Monday, July 20, 2015.

b. Monthly payroll – the July 2015 monthly payroll will post to the finance system in Fiscal Period 1.

Please refer to the following link for calendar-year payroll cutoffs and deadlines: http://ctlr.msu.edu/COPayroll/payrollSchedules.aspx

I.5. Equipment/Asset Retirements and Equipment/Asset Transfers:

The Asset Retirement Global document will be disabled for July of the new year (Fiscal Year 2015-16, Period 1) to allow for fiscal year end closing of capital equipment/asset information. During this time, departments will not be able to retire assets in the system. Departments may resume processing Asset Retirement Global documents beginning August 1, 2015 (Fiscal Period 2).

Asset transfers will be disapproved during July. Processing of asset transfers will begin in the new year on August 1, 2015 (Fiscal Period 2).