

Effective date: 1/17/22

Purpose: Explain the guidelines for scheduling adjustment and labor reallocation/redistribution runs.

Regular Schedule of Adjustment Runs

Effective January 17, 2022, the adjustment runs are changed to reflect the following regular schedule (adjustments will be made for holidays). All runs will begin at 6pm on the scheduled day.

- Tuesday, weekly** Payroll adjustment run for the current calendar year for all calendar year pay periods (e.g. R01-R26). Labor reallocation/redistribution runs can be completed during these runs for the current fiscal year including the split payroll. All checks and direct deposits will have a pay date of Friday.
- Thursday, weekly (January - June)** Labor reallocation/redistribution runs for the first half of the fiscal year (prior calendar year, starting with the split payroll).
- Friday, weekly** Anticipated settlement date for direct deposits from the prior payroll adjustment run, once implemented. Checks will be dated and mailed on this date.

Fiscal Year End Schedule of Adjustment Runs

Extra payroll runs occur in June for the prior fiscal year in order to correct pay items or labor charges in preparation for the close of the fiscal year. The schedule for these extra runs are as follows (adjustments will be made for holidays and timing of the split payroll):

- Last Thursday of June** Last labor reallocation/redistribution run for the first half of the fiscal year (e.g. prior calendar year, R15-R26)
- Tuesday, weekly (starting 1st Tuesday in July)** Payroll adjustment runs for the current calendar year for all pay periods (e.g. R01-R26) allocated to the **new** fiscal year. Labor reallocations/redistributions can be completed during these runs for the first half of the **new** fiscal year (current calendar year) including the split payroll.
- Thursday, weekly (1st and 2nd Thursday of July)** Payroll adjustment runs for the current calendar year for all pay periods (e.g. R01-R26) allocated to the **past** fiscal year. Labor reallocations/redistributions can be completed during these runs for the last half of the **past** fiscal year including the split payroll.

Calendar Year End Schedule of Adjustment Runs

Extra payroll runs occur in January for the prior calendar year in order to correct pay items in preparation for the close of the calendar year and to issue W2 forms. Labor reallocation/redistribution

Effective date: 1/17/22

runs are not permitted until all extra adjustment runs are complete and the W2 forms have been approved for printing (anticipated to be the 3rd week of January). The schedule for these extra runs are as follows (adjustments will be made for holidays):

Monday, (1st and 2nd Monday of January)

Payroll adjustment runs for the past calendar year for all pay periods (e.g. R01-R26) allocated to the past calendar year. No labor reallocations/redistributions permitted.

Tuesday, (1st and 2nd Tuesday of January)

Payroll adjustment run for the new calendar year for all pay periods (e.g. R01-R26). No labor reallocations/redistributions permitted.

Thursday, (1st and 2nd Thurs. of January)

Payroll adjustment runs for the past calendar year for all pay periods (e.g. R01-R26) allocated to the past calendar year. No labor reallocations/redistributions permitted.

Tuesday, weekly (starting 3rd Tuesday of January)

Payroll adjustment run for the current calendar year for all pay periods (e.g. R01-R26). Labor reallocations/redistributions can be completed during these runs for the current fiscal year including the split payroll.

Thursday, weekly (starting 3rd Thurs. in January)

Labor reallocation/redistribution runs for the first half of the fiscal year (prior calendar year, starting with the split payroll).