



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2017.14

Changing Lives, Creating Futures

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TO: All Human Resources and Accounts Payable departments of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: June 12, 2017

RE: **Fiscal Year End Payroll Processing Schedules**

The final pay period for fiscal year 2017 ends June 18, 2017 with payroll direct deposits and checks for the June 23, 2017 payday. Each college should make certain that all relevant payroll expenditure updates are processed as soon as possible to ensure that all fiscal year 2017 payroll transactions will be processed through LCTCS Centralized Payroll for the pay period ending June 18, 2017.

The off-cycle processing schedule will be altered in preparation of the fiscal year end processing and summer time work schedules.

- Thursday, June 22, 2017 beginning at 9:00 a.m.
- Monday, June 26, 2017 beginning at 9:00 a.m.

Off-cycle processing for fiscal year 2017 will remain closed until Thursday, July 6, 2017.

All reversals and off-cycle payments processed after June 26, 2017 will post to fiscal year 2018.

The Labor Re-distribution process will run several times prior to the close of the current fiscal year.