Western Michigan University  
Year Ending June 30, 2015

Please review the closing schedule and year-end check list available in GLOW under the “Scheds/Docs/Forms” button on the GLOW main menu. All interfaces and entries must be received no later than the dates provided for fiscal year 2015 transactions.

All transactions, billings, invoices, etc., pertaining to the year ending June 30, 2015, should be recorded as June transactions.

Journal entries (JES) and Budget entries (BES) for June 30, 2015, will be accepted through July 8. If entering a JES or BES in July, you must click “Post to Prior Period” to be processed as June activity. If you do not click “Post to Prior Period” button, your entries will be processed as July activity. All JES and BES submitted after July 8 will be processed as July activity.

Generic and travel vouchers for June 30, 2015, must be received by the Accounts Payable department no later than July 7, 2015 at 5 p.m.

Cash receipts must be received in Cashiering by June 30, 2015, at 1 p.m. for fiscal year 2015. Any cash received by a department but not received in Cashiering by June 30 at 1 p.m. should be recorded with a reversing JES for fiscal year 2015. (See the JES Users’ Guide for instructions about how to record reversing entries.)

All checks dated July 1 and after will be processed as fiscal year 2016 transactions.

Invoices for revenue earned but not received before June 30 must be posted to Banner by June 30. Any revenue earned in fiscal year 2015 but not billed must be recorded with a JES. Please make sure this entry is a reversing entry if the invoice will be posted to Banner after June 30. Summer II session tuition and fees will be processed as 2016 revenue.

Grants billings after June 30, for expenditures through June 30, will be recorded with a JES.
Payroll allocations for the year ended June 30, 2015:

<table>
<thead>
<tr>
<th>Pay Period Covered</th>
<th>Pay Period</th>
<th>Pay Date</th>
<th>2014/15</th>
<th>2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22 – July 5</td>
<td>52</td>
<td>7/14/15</td>
<td>70%</td>
<td>30%</td>
</tr>
</tbody>
</table>

1. Payroll charges for personnel who have earned their fiscal year 2015 salaries by June 30, 2015, but have chosen to be paid on a 26 pay period basis are coded to 3111, 3145 and 3451. An accrual journal entry will be posted by department for salaries and applicable retirement and fringes to be accrued in fiscal year 2015. These accruals will be included in the year-end closing and should include 100% of pay periods #52, #02, #04 and #06. Payments made during July and August for accrued payrolls will be included in the regular payroll in the new fiscal year. A reversing journal will be posted in July.

2. 100% of pay period #50 will be charged to fiscal year 2015 for Summer I additional faculty appointments, object code 3152.

3. There is no Summer II impact on fiscal year 2015 for additional faculty appointments, object code 3151.

4. Expenses related to part-time instructors and graduate assistants contracted for Summer I will be charged in full to fiscal year 2015. **Pay period #50 will be used to record an estimated payroll accrual for payroll charges for part-time instructors coded to 3161 and graduate assistants coded to 3192.** Part-time instructors and graduate assistants contracted for Summer II will be charged in full to fiscal year 2016.

5. **Pay period #50 will be used to record an estimated payroll accrual for hourly payroll charges paid on a fiscal year basis for pay period #52 using the percentage payroll allocations referenced at the top of the page.** Hourly payroll charges paid on a fiscal year basis are coded to: 3311, 3321, 3325, 3331, 3341, 3511, 3611, 3631, 3632, 3635 and 3713.

Payroll will not be accrued for grant funds hourly payroll.

There will not be a payroll split charged directly to each department for the 2015 fiscal year for 26 pay period salaried employees for all funds. Those salaried employee payroll costs will have 100% of 26 pay periods posted for fiscal year 2015.

**5-Day Pay for Semimonthly Conversion**
Once SM1512 has posted, fund 11 departments will be funded by the budget office. All other funds will be responsible to cover this pay period.

**Reminder:** Year-end commitments to Fund 11 and Fund 42 will be reflected in the carry-forward budgets as memo items against the fiscal year operating budget and include the Physical Plant, Purchasing, Library Acquisitions and other miscellaneous year end commitments.