THE UNIVERSITY OF CHICAGO

Shared Services Office

6054 S. Drexel Ave.
Suite 400
Chicago, IL 60637

T 773.702.5800
services.uchicago.edu

Memorandum

Date: May 22, 2020

To: University Administrators

From: Lerone Moore

Re: **Biweekly Payroll ACCRUAL REVERSAL for Fiscal Year Ending June 30, 2020**

The Accrual Reversal payroll for Fiscal Year 2019-20 has been processed.

The Accrual Reversal process is required to back out last year's fiscal year end Accrual charges. The Biweekly payroll Accrual Reversal reflect the credit(s) for the exact amount of the Accrual(s) charged to your account on June 30, 2019 (Fiscal Year 2019-2020).

The University processes biweekly accrual charges at the end of each fiscal year. The accrual charges account for the biweekly payroll expenses incurred at fiscal yearend, but not actually paid until the beginning of the new fiscal year.

For Fiscal Year ending June 30, 2019 (Fiscal Year 2018-19) the following method was used to calculate the accrual for each employee:

- Biweekly pay period ending June 15, 2019 was used as the base pay period;
- The "current period" gross pay earned by each employee was used to calculate the accrual amount;
- The accrual amount charges were 100% of the gross pay ('current period" activity only) earned during the pay period. (There were 10 working days in June which were paid in July).

Note: Do not submit any Payroll Expense Transfer Forms UPP103 to reverse any of the accruals charged to your account in the Fiscal Year; the forms will not be processed.

Reminder: Payroll will be processing biweekly payroll accrual charges for Fiscal Year 2019-20. The accrual will be based on pay period ending June 13, 2020, and the charge will be 120% of the gross pay.

Any questions regarding the fiscal year end accrual/accrual reversal process should be directed to Lerone Moore by phone at 773-834-2672 or by e-mail at leronemoore@uchicago.edu.