



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2016.17

*Changing Lives,
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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
Senior Payroll Manager
LCTCS Centralized Payroll

DATE: June 15, 2016

RE: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2016 ends June 19, 2016 with payroll direct deposits and checks for the June 24, 2016 payday. Each college should make certain that all relevant payroll expenditure updates are processed as soon as possible to ensure that all fiscal year 2016 payroll transactions will be processed through LCTCS Centralized Payroll for the pay period ending June 19, 2016.

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

- Thursday, June 23, 2016 beginning at 9:00 a.m.
- Monday, June 27, 2016 beginning at 9:00 a.m.

Off-cycle processing for fiscal year 2016 will remain closed until Thursday, July 7, 2016.

All reversals and off-cycle payments processed after June 27, 2016 will post to fiscal year 2017.

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