

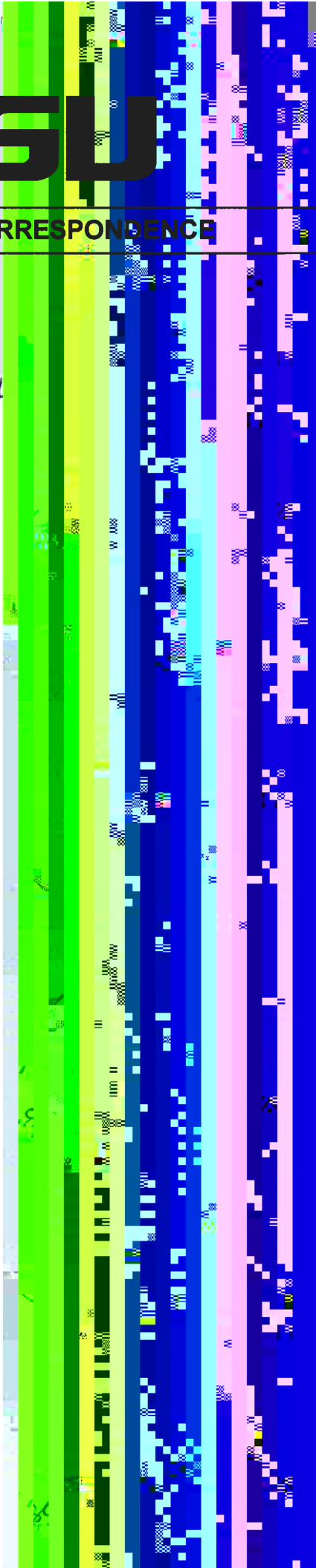
# LSU

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## CAMPUS CORRESPONDENCE

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*Glenn R.*







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**Merchandise for Resale (Inventory)**

Cost centers that hold merchandise for resale are required to submit inventory procedures and inventory counts for fiscal year end. The following due dates have been established. Procedures and counts should either be emailed to [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or hand delivered to 204 Thomas Boyd Hall.

Deadline	Description
June 20	Inventory procedures due, must include planned method of inventory and dates of expected count
July 6	Inventory count due to FAR

**PAYROLL**  
204 Thomas Boyd Hall, 578-3321

**Payroll Accounting Adjustment**

Payroll Accounting Adjustments affecting FY 22-23 must be completed by **July 10, 2023**.

**Retro Transactions**

Any Retro transactions should be processed immediately. To be charged to FY 22-23, retro personnel transactions or retro time entry must be completed by the following dates:

Pay Group	Retro Date	Completion Date
Professional	Pay Period Beginning Prior to <b>June 1</b>	<b>June 19</b>
Wage	Pay Period Beginning Prior to <b>June 17</b>	<b>June 28</b>
Academic	Pay Period Beginning Prior to <b>May 15</b>	<b>June 20</b>
Student	Pay Period Beginning Prior to <b>June 10</b>	<b>June 21</b>

**Wage Payroll**

The last wage payroll period to be processed for FY 22-23 ends **June 30**. There will be no wage accrual this fiscal year. Time for the period ending June 30 should be **submitted and approved** in Time Tracking by **11:59 p.m. on Monday, July 3, 2023**. Departments will not see these charges on ledger until after payroll is processed **Wednesday, July 5, 2023**.

**Student Payroll**

The last student payroll period to be processed for FY 22-23 ends **June 23**. Payroll expenses through June 30 will be accrued by allocating **50%** of the charges from the June 10 – June 23 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 23 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 27**.

**Summer Research**

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 22-23 will be processed on the June Academic payroll with a payment date of June 30, 2023. Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Due to HR Partner (HRM)	Successfully Completed
5/15/23-6/30/23	5/15/23	6/30/2023	FY 23	5/31/2023	6/26/2023
7/01/23-7/14/23	6/15/23	7/21/2023	FY 24	6/21/2023	7/17/2023
7/15/23 -8/14/23	7/15/23	8/21/2023	FY 24	7/21/2023	8/16/2023



**Cost Transfers**

A copy of the PDF version of the ledger and a fully completed **AS226: Request for Non-payroll Cost Transfer** form (if applicable) must be attached to the manual journal. The memo section of the journal must reference the memo section of the original transaction and a unique identifying number i.e., supplier invoice #, expense report #, etc.

Retroactive PAAs are considered cost transfers and an

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