Year End Dates for Fiscal Year 2013

- Friday, JUNE 7- Payroll adjustments for first close due to Payroll office.
- Wednesday, JUNE 19- Payroll Deadline to submit personnel action forms for B2 bi-weekly, hourly staff to Human Resources for any changes that should be reflected on the first paycheck of FY14.
- Friday, JUNE 21- Payroll Deadline to submit personnel action forms for SM semi-monthly, salaried staff and faculty to Human Resources for any changes that should be reflected on the first paycheck of FY14.
- Tuesday, JULY 9- Payroll – Payroll adjustments for second close due to Payroll office.

Hiring student employees this summer?

If you are hiring students for the summer and they have never worked at Rice before, a completed form I-9 will have to be submitted to the payroll office before SPAF’s are processed in our office. It is important that no later than the FIRST day the new student employee works, they MUST complete Section 1 of the I-9 form. The employer must complete Section 2 within three days of when the employee starts to work. The employer is responsible for ensuring that the forms are completed properly and timely, after reviewing original documents submitted. Once the form is completed, you can attach it to the SPAF and forward to Student Financial Services at MS-12.

Fiscal Year End Preparation

FY 13 ends on 6/30/13
The payroll office asks that you diligently begin working on year end processes. It is very important that you complete your reviews in a timely manner.

SM and B2 PAF deadlines!!! To remember for June: B2-14 DUE IN HR on 06/19/13
B2-14 is the first B2 payroll of new fiscal year 2014 that pays July 3rd.
SM –13 paperwork is due 06/24/13. SM-13 is first SM in New Fiscal Year and pays on 07/15/13.