

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: June 30, 2022

SUBJECT: Correction: Year-End Payroll Accrual Process – Payrun IDs

The Fiscal Year-End 2022 Processing and Closing Manual includes an error in the instructions for the Year-End Payroll Accrual Process. The process should not be run for Pay Run ID 15B1 or 15B2.

Instead, when running the Year-End Payroll Accrual choose any biweekly Pay Run ID beginning with “2” (2 represents the year 2022).

Due to the COLA Raise process this year, ITS is recommending selecting Pay Run ID 25B1, 25B2, 26B1, or 26B2 for the source payroll.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).