

To: Budget Officers

From: Payroll Office  
Budget Office  
Human Resources Office

Date: 04-15-2009

Re: FY 2009 Personal Services Lapse Period Expenditures

In order to effectively close out Fiscal Year 2009 and to meet the deadlines for financial statements, departments are to adhere to the following schedule:

- All personnel forms and appropriate supporting documentation involving FY2009 funds for academic employee are due in the Human Resources Office by 06-09-2009. The corresponding 901 Forms are due in the Budget Office by 06-30-09.
- All personnel forms and appropriate supporting documentation involving FY2009 funds for Civil Service Staff are due in the Human Resources Office by 07-07-2009. The corresponding 901 Forms are due in the Budget office by 06-30-2009.
- All miscellaneous 901 forms are due in the Budget Office by 06-30-2009.

If you have any questions, please contact any of these offices as appropriate. Thank you for your help.

Payroll Office	438-7677
Budget Office	438-2143
Human Resources Office (Nelson Smith Bldg)	438-2931

Cc: Stephen Bragg  
Sheri Noren Everts