

- Release labor in accordance with *PS Financial's FY Close Schedule*. The schedule(s) can be found at <https://sao.georgia.gov/sao-calendars>

Note: Some agencies may have exceptions to these dates for various business reasons. You should follow the close schedule unless your agency has a predetermined protocol.

- Validate the budget, account & project codes before the start of each fiscal period or when splitting fund distribution between accounts for any period.
- Ensure labor request are submitted to FSSLabor@sao.ga.gov at least 2 business days prior to the month's close date to ensure timely processing and to allow time for agency reconciliation.
- If you have several labor requests and wish to have any specific paygroup post with a separate Journal ID and date, you must release that paygroup on a separate business days.

For example: a labor request form was submitted to SAO to release pay groups SS1 & SS2. Both pay groups will contain the same Journal ID and date. A subsequent labor release form will be submitted to SAO the next business day containing SH1 so that a separate Journal ID and date are created for the SH1 pay group.