

Year End Dates to Remember

Wednesday, May 8

- EPAF Spreadsheet (1st round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

Monday, May 13

- Paper PAFS due for Summer Sessions Full (1), A, D, & G (1st Pay Date: May 24)

Friday, May 17

- EPAFS due for Summer Sessions Full (1), A, D, & G (1st Pay Date: May 24)

Wednesday, May 29

- EPAF Spreadsheet (2nd round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

Thursday, May 30

- Cutoff Date for pushing through NSF's on Requisitions

Thursday, June 6

- Labor Reallocations due to Charlotte Bongard by 5:00 PM

Monday, June 10

- Paper PAFS due for Summer Sessions E & H (1st Pay Date: June 21)
- Begin review and funding of all Non-General Fund deficits
- All ICDC, W9 and contracts due for FY19 processing

Friday, June 14

- EPAFS due for Summer Sessions E & H (1st Pay Date: June 21)

Thursday, June 20

- Rolling positions into FY20

Friday, June 21

- Requisitions & Change Orders for FY19 **Completed AND Approved** by 3:00 PM
- Requisition & Change Order Security Access Removed at 3:00 PM

Monday, June 24

- Paper PAFS due for Summer Sessions B (1st Pay Date: July 5)

Tuesday, June 25

- Concur – Expense Reports Completed for FY19 Submitted and through Approvals
- Unused Cash Advances due by 12:00 PM
- Accounts Payable notified of unneeded Open Commitments/Encumbrances by 12:00 PM

Wednesday, June 26

- Accounts Payable Invoices for Goods Received or Services Rendered in FY19 due by 5:00 PM
- Final FY19 Concur Upload

Thursday, June 27

- Departmental Direct Pay Invoices Due by 5:00 PM (Must be Completed and Approved)
- Direct Pay Access Removed at 5:00 PM

Friday, June 28

- EPAFS due for Summer Sessions B (1st Pay Date: July 5)
- Departmental Deposits & Miscellaneous Receipts due by 10:00 AM to Student Financial Services
- FY19 JVs Including Month-End JVs and online Budget JVs due by 12:00 PM to Accounting
- June Month-End Uploads due by 12:00 PM to Accounting
- Final FY19 check run processed

Monday, July 1

- All Finance User Security Access Restored by 10:00 AM
- Begin Processing Requisitions, Change Orders, Direct Pay Invoices, Journal Vouchers, Budget Requests, Departmental Deposits, and Miscellaneous Receipts for FY20

Tuesday, July 2

- Accounts Payable Invoices due by 5:00 PM

Wednesday, July 3

- Concur Estimate Accrual

Friday, July 5

- First check run for FY20 invoices

Monday, July 8

- Paper PAFS due for Summer Session F (1st Pay Date: July 19)
- Final Review / Close of Open Commitments (Encumbrances)
- Encumbrance Roll at 3:00 PM
- Last day to enter FY19 invoices by 3:00 PM

Tuesday, July 9

- Non Labor Budget (Entries and Uploads) Due by 5:00 PM
- Departmental Budget Labor Cleanup (Entries & Uploads) – Due by 5:00 PM

Friday, July 12

- EPAFS due for Summer Session F (1st Pay Date: July 19)