Year End Calendar
June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6 **HR/PAYROLL** • CUIMC: Semi-Monthly employee paperwork submitted prior to 4pm to be included for pay period ending 6/30	7 **PROCUREMENT** • All POs, requisitions and change orders submitted via ARC and the EDM by 5pm • POs created on or before June 7, 2024 must be affirmed prior to the ARC user lockout on June 27, 2024 at Noon in order to be rolled forward into FY25 • Journal vouchers that require SPF approval must be submitted by 5pm and have departmental approval **GENERAL LEDGER** • Sponsored Projects- overruns created 6/6/24 or prior must be cleared or justified by the department; transaction clearing an overrun must have all required departmental approvals before SPF clears the overrun to departmental UR project	8

Year End Calendar
June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14	15
	PROCUREMENT • Sub-award budgeting requests submitted to SPA Financial Analysts **GENERAL LEDGER** • Journal cleanup: Journal entries initiated prior to March 31 must be posted by 5pm. If not posted, these entries will be subject to deletion beginning next business day	**GENERAL LEDGER** • Journal cleanup: Unposted journal entries initiated prior to March 31 will be deleted centrally **GIFT & ENDOWMENT** • June Endowment Income distributed		**PROCUREMENT** • Resolve vouchers in pending status by 5pm • Submit non-PO vouchers for invoices and check requests by 5pm for payment by June 30 • PO Vouchers requiring Central AP approval must be submitted with departmental approval by 5pm • Outstanding travel advances for FY24 reconciled and submitted with dept approval by 5pm • Travel advances for July submitted by 5pm	**HR/PAYROLL** • HRPC (Payroll): Semi-Monthly employee paperwork submitted prior to 5pm to be included for June 30 pay period • Departmental approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly payroll **GIFT & ENDOWMENT** • ChartField requests to establish new endowments should be submitted in ARC for review by the Office of Endowment Compliance	

5/6/2024

Year End Calendar
June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17 **HR/PAYROLL** • PAYROLL-FFE Time Entry must be completed for Bi-weekly 6/03/24 to 6/16/24 and Weekly 6/10/24 to 6/16/24 • CUIMC - Salary Distribution in PAC/LA must be approved by 4pm to be applied to final FY24 payroll	18	19 **University Observance of Juneteenth**	20 **HR/PAYROLL** • HRPC (Payroll): Bi-weekly/Weekly payroll paperwork submitted prior to 5pm for payroll period ending 6/30/24 (paydate 7/5/24)	21 **PROCUREMENT** • Concur travel and expense vouchers must be submitted with departmental approval by 5pm for payment by June 30 **HR/PAYROLL** • Final approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly payroll • Salary Distribution in PAC/LA must have final approval by 5pm to be applied to final FY24 payroll • PAYROLL –Weekly/Bi-weekly payroll period ended 6/16/24 available in ARC and FDS **GENERAL LEDGER** • Sponsored Projects-Overrun clearing must have all departmental approvals by 5pm for overruns created from 6/7/24-6/20/24 • Preliminary Debt Service Entries recorded	22

5/6/2024

Year End Calendar						
June 2024						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
23	**24**	**25**	**26**	**27** **No ARC access beginning at Noon**	**28** **No ARC access**	**29** **No ARC access**

24

PROCUREMENT
- Last day for sub-award POs (SAPOs) to be created in ARC

HR/PAYROLL
- PAYROLL-FFE Time Entry must be completed for Weekly 6/17/24 to 6/23/24
- CUIMC: Bi-weekly/ Weekly payroll paperwork submitted prior to 4pm for payroll period ending 6/30/24 (paydate 7/5/24)

25

PROCUREMENT
- Purchase Orders that require only departmental approval (UwPAs) must be fully approved by 5pm
- Financial change orders must be fully approved 5pm
- AP - Temporary Staffing Office invoices must be approved by 3pm (time worked through 6/23/24)
- AP – Final SIS feed for creating stipend payments
- AP – Final SIS feed for creating refunds
- P-card – Must approve transactions with June 22, 2024 ARC billing date by 5pm

26

PROCUREMENT
- P-card – Encouraged to approve transactions with July ARC billing date by 5pm
- Final Procurement feeds interfaced overnight for FY24 payment. [Note: Control groups must be cleared by Thu 6/27/24 at Noon.]

GENERAL LEDGER
- Final InfoEd feed to ARC. Thereafter, feed suspended and will resume 7/1/24

27

PROCUREMENT
- Purchase orders created on or before June 7, 2024 must be affirmed by Noon in order to be rolled forward into FY25
- Last day to process departmental PO vouchers for FY24 by Noon
- Last day to enter non-PO vouchers in AP for accrual by Noon
- Last day to process journal vouchers for FY24 by Noon

HR/PAYROLL
- PAYROLL – Semi-monthly payroll ending 6/30 available in ARC and FDS
- PAYROLL–Weekly payroll period ended 6/23/24 available in ARC and FDS

28

HR/PAYROLL
- PAYROLL-FFE Time Entry must be completed for Bi-weekly 6/17/24 to 6/30/24 and Weekly 6/24/24 to 6/30/24

GIFT & ENDOWMENT
- GIFTS –Gift transmittals must be submitted to OAD Gift Systems by Noon
- GIFTS – Credit card payments must be submitted to OAD Gift Systems by Noon
- GIFTS – New major pledge agreements must be finalized and sent via DocuSign

GENERAL LEDGER
- Cash receipts – Morningside: Cash/check batches for FY24 must be deposited **AND** recorded in FinSys(FFE) by 2pm
- Cash receipts-CUIMC: Cash/check batches for FY24 must be deposited **AND** recorded in FinSys(FFE) by 2pm
- Accruals processed for open commitments

29

HR/PAYROLL
- Salary distributions rolled forward to FY25

5/6/2024

		Year End Calendar				
		June/July 2024				
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
30 **No ARC access** **PROCUREMENT** • Concur Travel/ Business Expense Reports must have at least supervisor/initial reviewer approval **HR/PAYROLL** • GRA processing for June	**1** **ARC reopens 9am** **HR/PAYROLL** • FY24 salary distributions rolled forward for FY25 can be reviewed in PAC • FY25 encumbrances from salary distribution roll forward can be reviewed in ARC **PROCUREMENT** • Procurement feeds resume • P-Card transactions resume availability in ARC for approval **GENERAL LEDGER** • FY25 accessible in ARC • Accruals processed for vouchers • Accruals for P-Card activity will be posted to ARC • Concur Travel and Expense accruals for unapproved activity will be posted to ARC • Processing of stipend payments and refunds thru SIS resumes	**2** **HR/PAYROLL** • Sponsored Projects-Payroll cost transfers must have final departmental approval by 5pm to be applied to FY24 **GENERAL LEDGER** • Sponsored Projects-GL journal entries and GL internal transfers must have all required departmental approvals in ARC by 5pm (except overrun clearing) • CUIMC manual accruals request submission by 5pm • Final SIS feed transmits to ARC for posting in nightly 7pm batch. Posted entries will be viewable in FDS the following day	**3** **HR/PAYROLL** • PAYROLL – Accrual for Bi-weekly payroll period 6/17/24 to 6/30/24 available in ARC and FDS • PAYROLL – Accrual for Weekly payroll period 6/24/24 to 6/30/24 available in ARC and FDS **GENERAL LEDGER** • CUIMC open commitment roll forward request due by 5pm	**4** **University Holiday**	**5** **GENERAL LEDGER** • Summer Tuition and Financial Aid roll forward entries posted by 5pm **HR/PAYROLL** • PAYROLL-Morningside and Lamont manual cost transfers due to Payroll Labor Accounting Office must be fully approved (including foreign approval) by 5pm • CUIMC PAYROLL – Cost transfers must have final approval to be applied to FY24 • FY25 budgets must be in Budget Tool for combo codes to be used in FY25 by 5pm • FY25 salary distributions must have final approval for first semi-monthly payroll of FY25 by 5pm	**6**

5/6/2024

Year End Calendar
July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	**8** **INTERNAL CHARGES** Internal charges from Administrative areas processed: • Animal Care • Campus Services (Administrative Services, Dining, Housing, UEM) • CUIT/Telecom • Facilities-CUIMC • Facilities-Morningside • Human Resources (CUHR) • MS Health Services • Risk Management • SFS and Registrar's Office **HR/PAYROLL** • CUIMC PAYROLL – Payroll suspense must be cleared for FY24 **GIFT & ENDOWMENT** • Decap requests due to Endowment Compliance by 5pm	**9** **HR/PAYROLL** • **Last day for to process entires in PAC** • 5 pm – Morningside and Lamont: payroll suspense and non-sponsored cost transfers must be fully approved • 5pm - Final FY24 GRA processing **GENERAL LEDGER** • CUIMC preliminary funds flow	**10** **HR/PAYROLL** • FY25 payrolls available in ARC and FDS **GIFT & ENDOWMENT** • Final Advance system feed to ARC	**11** **GENERAL LEDGER** • Last day for GL integrating systems for FY24 **HR/PAYROLL** • CUHR notifies departments (non-TLAM) they must submit vacation balances	**12** **GENERAL LEDGER** • **Last day for journal entries impacting direct costs** • Morningside & LDEO-both manual accruals and open commitment roll forward request due by 2pm • Final inter-departmental JEs processed by 5pm • CUIMC last day for accruals and direct expenses to be posted	**13** **GENERAL LEDGER** • ARC available for schools/departments to clear overdrafts • CUIMC Funds Flow true-up
14 **GENERAL LEDGER** • ARC available for schools/departments to clear overdrafts	**15** **GENERAL LEDGER** • ARC available for schools/departments to clear overdrafts • CUIMC Controller's Office sends patient AR valuations	**16** **GENERAL LEDGER** • ARC available for schools/departments to clear overdrafts	**17** **GENERAL LEDGER** • **Last day for Schools to clear overdrafts, 5pm** • **No ARC access for journal entries beginning 6pm**	**18** **GENERAL LEDGER** • **No ARC access for journal entries**	**19** **GENERAL LEDGER** • **No ARC access for journal entries** • Final debt service entries posted **HR/PAYROLL** • By 5pm, Reporting of vacation balances must be submitted to CUHR upon request (non-TLAM departments)	**20** **GENERAL LEDGER** • **No ARC access for journal entries**

Year End Calendar
July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21 **GENERAL LEDGER** • **No ARC access for journal entries**	**22** **GENERAL LEDGER** • **No ARC access for journal entries** **FINANCIAL ANALYSIS** • Central Admin/EVPF review focused on overdrafts	**23** **GENERAL LEDGER** • **No ARC access for journal entries** • Final review of overdrafts by OMB (Noon) • ARC June allocations process begins (Noon) • ARC Year-end closing process completed by 6pm • Budget Tool - Must approve pending transactions or they will be deleted, 5pm	**24** **GENERAL LEDGER** • **ARC journal entry access begins 9am** • Final FY24 COBs available in FDS	**25**	**26**	**27**

5/6/2024