

## FY26 Year End Calendar June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>31</b>	<b>1</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>FY27 salary distributions can be entered in PAC</li> </ul>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <u>PROCUREMENT</u> <ul style="list-style-type: none"> <li>Last day to submit Requisitions and Change Orders for Purchasing review for encumbrance in FY26</li> <li>Journal vouchers that require SPF approval must be submitted by 5pm and have departmental approval</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>Sponsored Projects-overruns created 6/4/26 or prior must be cleared or justified by the department by 5pm; transaction clearing an overrun must have all required departmental approvals before SPF clears the overrun to departmental UR project</li> </ul>	<b>6</b>
<b>7</b>	<b>8</b> <u>PROCUREMENT</u> <ul style="list-style-type: none"> <li>Sub-award budgeting requests submitted to SPA Financial Analysts</li> </ul> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>CUIMC: Semi-Monthly regular (SMP) employee paperwork submitted prior to 4pm to be included for pay period ending 6/30</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>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</li> </ul>	<b>9</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>CUIMC: Bi-weekly payroll paperwork submitted prior to 4pm for payroll period ending 6/28/26 (paydate 7/2/26)</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>Journal cleanup: Unposted journal entries initiated prior to March 31 will be deleted centrally</li> </ul> <u>GIFT &amp; ENDOWMENT</u> <ul style="list-style-type: none"> <li>June Endowment Income distributed</li> </ul>	<b>10</b>	<b>11</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>CUIMC: Weekly payroll paperwork submitted prior to 4pm for payroll period ending 6/28/26 (paydate 7/2/26)</li> </ul>	<b>12</b> <u>PROCUREMENT</u> <ul style="list-style-type: none"> <li>Resolve vouchers in pending status by 5pm</li> <li>Submit non-PO vouchers for invoices and check requests by 5pm for payment by June 30</li> <li>PO Vouchers requiring Central AP approval must be submitted with departmental approval by 5pm</li> </ul>	<b>13</b>

## FY26 Year End Calendar June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>14</b>	<p><b>15</b> <b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>• HRPC (Payroll): Semi-Monthly (SMP) employee paperwork submitted prior to 5pm to be included for June 30 pay period</li> <li>• Departmental approval for semi-monthly (SMP) ADD COMP payments by 5pm to be included for June 30 semi-monthly payroll</li> </ul> <p><b><u>GIFT &amp; ENDOWMENT</u></b></p> <ul style="list-style-type: none"> <li>• ChartField requests to establish new endowments should be submitted in ARC by 5pm for review by the Office of Endowment Compliance</li> </ul>	<p><b>16</b> <b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>• CUIMC: Semi-Monthly other (SMX) employee paperwork submitted prior to 4pm to be included for pay period ending 6/30 (pay date 7/6/26)</li> </ul>	<b>17</b>	<p><b>18</b> <b><u>PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>• Concur travel and expense vouchers must be submitted with departmental approval by 5pm for payment by June 30</li> <li>• Outstanding travel advances for FY26 reconciled and submitted with dept approval by 5pm</li> <li>• Travel advances for July submitted by 5pm</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>• HRPC (Payroll): Bi-weekly/Weekly payroll paperwork submitted prior to 5pm for payroll period ending 6/28/26 (paydate 7/2/26)</li> </ul> <p><b><u>GENERAL LEDGER</u></b></p> <ul style="list-style-type: none"> <li>• Sponsored Projects-Overrun clearing must have all departmental approvals by 5pm for overruns created from 6/5/26-6/17/26</li> <li>• Preliminary Debt Service Entries recorded</li> </ul>	<b>19</b> <b>University Observance of Juneteenth</b>	<b>20</b>

## FY26 Year End Calendar June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>21</b>	<p><b>22</b> <b><u>PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>Last day for sub-award POs (SAPOs) to be created in ARC</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>Final approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly (SMP) payroll</li> <li>PAYROLL-FFE Time Entry must be completed for Weekly 6/15/26 to 6/21/26</li> <li>CUIMC: Weekly payroll paperwork submitted prior to 4pm for payroll period ending 7/5/26 (paydate 7/10/26)</li> </ul>	<p><b>23</b> <b><u>PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>AP - Temporary Staffing Office invoices must be approved by 5pm (time worked through 6/21/26)</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>Departmental approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly other (SMX) payroll (pay date 7/6/26)</li> </ul>	<p><b>24</b> <b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>Salary Distribution in PAC/LA must have final approval by 5pm to be applied to final semi-monthly FY26 payroll</li> </ul>	<p><b>25</b> <b><u>PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>AP – Final SIS feed for creating stipend payments</li> <li>AP – Final SIS feed for creating refunds</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>PAYROLL–Weekly payroll period ended 6/21/26 available in ARC and FDS</li> </ul>	<p><b>26</b> <b><u>PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>P-card – Must approve transactions with June 22 ARC billing date by 3pm</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>PAYROLL-FFE Time Entry must be completed for Bi-weekly 6/15/26 to 6/28/26 and Weekly 6/22/26 to 6/28/26</li> <li>PAYROLL – Semi-monthly regular (SMP) payroll ending 6/30 available in ARC and FDS</li> </ul> <p><b><u>GENERAL LEDGER</u></b></p> <ul style="list-style-type: none"> <li>Final InfoEd feed to ARC. Thereafter, feed suspended and will resume 7/1/26</li> </ul>	<b>27</b>

## FY26 Year End Calendar June/July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>28</b></p> <p><b>PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>Final Procurement feeds interfaced overnight for FY26 payment. [Note: Control groups must be cleared by Mon 6/29/26 at Noon.]</li> </ul>	<p><b>29</b></p> <p style="color: red; text-align: center;"><b>No ARC access Beginning at 12 Noon</b></p> <p><b>PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>CU Marketplace – Catalog Requisitions, including Candex Requisitions, must be fully approved by 12pm to be processed in FY26</li> <li>Purchase Orders that require only departmental approval (UWPAs) must be fully approved by 12pm</li> <li>Financial change orders must be fully approved by 12pm</li> <li>Last day to process departmental PO vouchers for FY26 payment by 12pm</li> <li>Last day to process journal vouchers for FY26 by 12pm</li> <li>P-card – Encouraged to approve transactions with July ARC billing date by 12 noon</li> </ul> <p><b>HR/PAYROLL</b></p> <ul style="list-style-type: none"> <li>HRPC (Payroll): Weekly payroll paperwork submitted prior to 5pm for payroll period ending 7/6/26 (paydate 7/10/26)</li> <li>Final approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly other (SMX) payroll (pay date 7/6/26)</li> </ul> <p><b>GENERAL LEDGER</b></p> <ul style="list-style-type: none"> <li>Accruals processed for open commitments</li> </ul>	<p><b>30</b></p> <p style="color: red; text-align: center;"><b>No ARC access</b></p> <p><b>PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>Concur Travel/ Business Expense Reports must have at least supervisor/ initial reviewer approval</li> <li>Corporate Card and BTA transactions must be attached to expense report and submitted for approval</li> </ul> <p><b>HR/PAYROLL</b></p> <ul style="list-style-type: none"> <li>Salary distributions rolled forward to FY27</li> <li>GRA processing for June</li> </ul> <p><b>GIFT &amp; ENDOWMENT</b></p> <ul style="list-style-type: none"> <li>GIFTS – Gift transmittals must be submitted to OAD Gift Systems by Noon</li> <li>GIFTS – Credit card payments must be submitted to OAD Gift Systems by Noon</li> <li>GIFTS – New major pledge agreements must be finalized and sent via DocuSign</li> </ul> <p><b>GENERAL LEDGER</b></p> <ul style="list-style-type: none"> <li>Cash receipts – Morningside: Cash/check batches for FY26 must be deposited <b>AND</b> recorded in FinSys(FFE) by 2pm</li> <li>Cash receipts-CUIMC: Cash/check batches for FY26 must be deposited <b>AND</b> recorded in FinSys(FFE) by 2pm</li> </ul>	<p><b>1</b></p> <p style="color: red; text-align: center;"><b>ARC reopens 9am</b></p> <p><b>HR/PAYROLL</b></p> <ul style="list-style-type: none"> <li>FY26 salary distributions rolled forward for FY27 can be reviewed in PAC</li> <li>FY27 encumbrances from salary distribution roll forward can be reviewed in ARC</li> <li>PAYROLL – Accrual for Bi-weekly payroll period 6/15/26 to 6/28/26 available in ARC and FDS</li> <li>PAYROLL – Accrual for Weekly payroll period 6/22/26 to 6/28/26 available in ARC and FDS</li> </ul> <p><b>PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>Procurement feeds resume</li> <li>P-Card transactions resume availability in ARC for approval</li> </ul> <p><b>GENERAL LEDGER</b></p> <ul style="list-style-type: none"> <li>FY27 accessible in ARC</li> <li>Accruals processed for CU Marketplace vouchers</li> <li>Accruals for P-Card activity will be posted to ARC</li> <li>Concur Travel and Expense accruals for unapproved activity will be posted to ARC</li> <li>Processing of stipend payments and refunds thru SIS resumes</li> </ul>	<p><b>2</b></p> <p><b>HR/PAYROLL</b></p> <ul style="list-style-type: none"> <li>PAYROLL-FFE Time Entry must be completed for Weekly 6/29/26 to 7/5/26</li> <li>CUIMC - Payroll cost transfers impacting sponsored projects must be approved by 5pm</li> </ul> <p><b>GENERAL LEDGER</b></p> <ul style="list-style-type: none"> <li>Final SIS feed transmits to ARC for posting in nightly 7pm batch. Posted entries will be viewable in FDS the following day</li> <li>CUIMC manual accruals request submission by 5pm</li> </ul>	<p><b>3</b></p> <p style="color: red; text-align: center;"><b>University Holiday (observed)</b></p>	<p><b>4</b></p>

## FY26 Year End Calendar July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>5</b>	<p><b>6</b></p> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>PAYROLL-FFE Time Entry must be completed for Weekly 6/29/26 to 7/5/26</li> <li>CUIMC - Payroll cost transfers impacting sponsored projects must be approved by 5pm</li> <li>Sponsored Projects- Payroll cost transfers must have final departmental approval by 5pm to be applied to FY26</li> </ul> <p><b><u>GENERAL LEDGER</u></b></p> <ul style="list-style-type: none"> <li>CUIMC open commitment roll forward request due by Noon</li> <li>Sponsored Projects- GL journal entries and GL internal transfers must have all required departmental approvals in ARC by 5pm (except overrun clearing)</li> </ul> <p><b><u>GIFT &amp; ENDOWMENT</u></b></p> <ul style="list-style-type: none"> <li>Decap/recap requests due to Endowment Compliance by 5pm</li> </ul>	<p><b>7</b></p> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>FY27 salary distributions must have final approval by 5pm</li> <li>FY27 budgets must be in Budget Tool for combo codes to be used in FY27 by 5pm</li> <li>PAYROLL – Accrual for Semi-monthly other (SMX) payroll ending 6/30 available in ARC and FDS (all FY26)</li> </ul> <p><b><u>GENERAL LEDGER</u></b></p> <ul style="list-style-type: none"> <li>Summer Tuition and Financial Aid roll forward entries posted by 5pm</li> </ul>	<p><b>8</b></p> <p><b><u>INTERNAL CHARGES</u></b></p> <p>Internal charges from Administrative areas processed:</p> <ul style="list-style-type: none"> <li>Animal Care</li> <li>Campus Services (Administrative Services, Dining, Housing, UEM)</li> <li>CUIT/Telecom</li> <li>Facilities-CUIMC</li> <li>Facilities-Morningside</li> <li>Human Resources (CUHR)</li> <li>MS Health Services</li> <li>Risk Management</li> <li>SFS and Registrar's Office</li> </ul>	<p><b>9</b></p> <p><b><u>GENERAL LEDGER</u></b></p> <ul style="list-style-type: none"> <li>CUIMC preliminary funds flow</li> </ul> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>PAYROLL – Accrual for Weekly payroll period 6/29/26 to 7/5/26 available in ARC and FDS</li> </ul>	<p><b>10</b></p> <p><b><u>HR/PAYROLL</u></b></p> <ul style="list-style-type: none"> <li>PAYROLL- Morningside and Lamont manual cost transfers due to Payroll Labor Accounting Office must be fully approved (including foreign approval) by 5pm</li> </ul>	<b>11</b>

## FY26 Year End Calendar July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>12</b>	<b>13</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>5pm – CUIMC PAYROLL – Payroll suspense must be fully approved for FY26 processing</li> <li>5pm – CUIMC PAYROLL – Cost transfers must be fully approved for FY26 processing</li> </ul> <u>GIFT &amp; ENDOWMENT</u> <ul style="list-style-type: none"> <li>Final Advance system feed to ARC</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>Last day for GL integrating systems for FY26 (except PAC)</li> <li>CUIMC last day for accruals and direct expenses to be posted</li> </ul>	<b>14</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>PAYROLL – Accrual for Weekly payroll period 6/29/26 to 7/5/26 available in ARC and FDS</li> <li>5pm – Morningside and Lamont: payroll suspense and non-sponsored cost transfers must be fully approved for FY26 processing</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>Last day for journal entries impacting direct costs</b></li> <li>Morningside &amp; LDEO- both manual accruals and open commitment roll forward request due by 2pm</li> <li>Final inter-departmental JEs processed by 5pm</li> <li>CUIMC Funds Flow true-up</li> </ul>	<b>15</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>ARC available for schools/departments to clear overdrafts</li> <li>CUIMC Controller's Office sends patient AR valuations</li> </ul>	<b>16</b> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li><b>Last day for to process entries in PAC</b></li> <li>5pm - Final FY26 GRA processing</li> <li>PAYROLL – Accrual for Bi-weekly payroll period 6/22/26 to 7/5/26 available in ARC and FDS</li> </ul> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li>ARC available for schools/departments to clear overdrafts</li> </ul>	<b>17</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>Last day for Schools to clear overdrafts, 5pm</b></li> <li><b>No ARC access for journal entries beginning 6pm</b></li> <li>Final debt service entries posted</li> </ul>	<b>18</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>No ARC access for journal entries</b></li> </ul> <u>HR/PAYROLL</u> <ul style="list-style-type: none"> <li>FY27 payrolls available in ARC and FDS</li> </ul>
<b>19</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>No ARC access for journal entries</b></li> </ul>	<b>20</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>No ARC access for journal entries</b></li> </ul>	<b>21</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>No ARC access for journal entries</b></li> </ul> <u>FINANCIAL ANALYSIS</u> <ul style="list-style-type: none"> <li>Central Admin/EVPPF review focused on overdrafts</li> </ul>	<b>22</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>No ARC access for journal entries</b></li> <li>Final review of overdrafts by OMB (Noon)</li> <li>ARC June allocations process begins (Noon)</li> <li>ARC Year-end closing process completed by 6pm</li> <li>Budget Tool - Must approve pending transactions or they will be deleted, 5pm</li> </ul>	<b>23</b> <u>GENERAL LEDGER</u> <ul style="list-style-type: none"> <li><b>ARC journal entry access begins 9am</b></li> <li>Final FY26 COBs available in FDS</li> </ul>	<b>24</b>	<b>25</b>