

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2020

DATE	DAY	TIME	DESCRIPTION
January 3, 2020	THURS	8am	Summer Semester Pay Panels opened in HR System
March 6, 2020	FRI	5pm	Purchase Order Obligation and Expense Summary Report – GTCR posted to Controller’s Office website. Posted monthly through May month end close and Weekly in June.
March 13, 2020	FRI	5pm	Deadline to enter Summer Pay for May pay date. Information entered after this date will be transferred to oneUSG Connect after go-live.
March 17, 2020	TUES	8:30am-12:30pm	Year End Town Hall Meeting, Clough Commons Auditorium (152)
March 23, 2020	MON	9am	Georgia Tech Live on OneUSG Connect Summer Pay Panels open in OneUSG Connect
April 1, 2020	WED	5pm	Deadline – PO items requiring formal bidding (\$25,000 or greater)
April 15, 2020	WED	5pm	Deadline – Carry forward requests for Gen Ops submitted to Budget Office
April 17, 2020	FRI	5pm 5pm	Deadline – PO items requiring informal bidding (\$10,000 or greater) Deadline – PO items requiring sole source justification approval from the State (\$500,000 or greater)
April 20, 2020	MON	5pm	Early ASR’s for employees terminating Spring Semester can be completed
May 1, 2020	FRI	5pm	Deadline – PO items requiring sole source documentation (not subject to the deadline above) – (\$10,000 or greater)
May 14, 2020	THURS	5pm	Manager Self-Service transactions due for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments
May 15, 2020	FRI	Noon 5pm 5pm 5pm	Open Obligation (Encumbrance) Reports due <u>-closures</u> only - PO’s issued prior to March 1, 2020 Deadline – PO items for any Commodity/Service on State/GT Contract – (\$10,000 or greater) Deadline to submit new supplier registration through the Supplier Portal Summer pay panels in OneUSG Connect closed
May 22, 2020	FRI	5pm	Deadline – PO items not requiring bids but require Purchasing Review (\$2,500 - \$9,999)
May 29, 2020	FRI	5pm 5pm	Deadline for FY2020 Change Order Requisitions (submitted & approved) Revisions to Gen Ops carry forward requests due to Budget Office
June 5, 2020	FRI	5pm 5pm 5pm 5pm	Deadline CoS Small Jobs Machine year-end transactions Deadline Focused Ion Beam Center year-end transactions Deadline Mass Spec Facility year-end transaction Deadline Nuclear Magnetic Resonance year-end transactions
June 8, 2020	MON	5pm 9am	Manager Self-Service (MSS) transactions due for BW pay period ending 6/13 oneBudget system open for final FY20 budget amendments

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June 10, 2020	WED	5pm	Deadline for late timesheets for pay periods prior to March 21
June 12, 2020	FRI	5pm	Final budget amendments due to Budget Office
		5pm	Deadline Facilities year-end transactions
		5pm	Deadline OHR training year-end transactions
		5pm	Deadline Parking Office year-end transactions
		5pm	Petty Cash replenishment requests for FY20 due
		5pm	Invoices in match exception must be reviewed & action taken prior to this date
		5pm	Deadline to submit supplier invoice requests (SIRs), adhoc payments, and wire transfers. PO must have sufficient funds to cover payment. Change Orders must be complete. Receipts must be entered prior to this date. * <i>“Pre-paid expense” must be noted on the Supplier Invoice Request (SIR) or invoice for FY21 expenses required to be paid prior to June 12, 2020</i>
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY20 payment. Approvals must be complete and documentation must be attached.
		5pm	Over 90 day salary redistributions to externally funded sponsored projects due to Grants and Contracts
June 13, 2020	SAT	Midnight	Biweekly Pay Period End Date
June, 15, 2020	MON	10am	Timesheets for 6/13 BW Pay Period submitted & approved (including late pay periods after March 21)
		Noon	Open Obligation (Encumbrance) Reports due - closures only – PO’s issued March 1, 2020 to June 9, 2020
		Noon	Airline travel included in 6/15 Travel Inc/AirPlus bill will be posted to FY20
June 16, 2020	TUE	5pm	MSS transactions for Monthly Pay Period Ending June 30 due
June 17, 2020	WED	Evening	BW payroll transactions from Pay Period Ending 6/13 posted to ledger
		5pm	Travel Inc/AirPlus bill from 6/15 posted to the ledger for FY20; travel after this date will be paid in FY21
June 18, 2020	THUR	5pm	Deadline for Final Off-Cycle Payroll check requests for FY2020
		5pm	Procurement Card (PCard) transactions that hit the bank by 6/18 will be posted in FY20

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June 19, 2020	FRI	5pm	Last day to create & approve a small dollar catalog REQ's
		5pm	Workday Procurement closed from 5pm on 6/19 until 9am on 7/6
		5pm	PCard final load for fiscal year 2020 (transactions through 6/18/2020)
		5pm	Biweekly staff & student pay day – Period Ending 6/13
		5pm	Deadline Glass Shop year-end transactions
		5pm	Deadline Printing & Copying services year-end transactions
		5pm	Written Prior Year Cost Transfer Requests for Grants
		5pm	Manager Self-Service (MSS) transactions due for June summer semester appointment for regular faculty
June 22, 2020	MON	5pm	Manager Self-Service (MSS) transactions due for BW pay period ending 6/27
		5pm	Deadline for Written Cost Transfer Requests for Grants < 90 days
June 23, 2020	TUES	5pm	Mass close of FY19 PY PO's \$500 or Less (excluding PY OSP, construction, FF&E and R&M)
June 24, 2020	WED	4pm	Final FY 2020 Payment Run (Invoices, Payment Requests, Wire Transfers, Student Payments from Bursar's Office, etc.)
		4pm	Travel reimbursements for Expense Reports will be processed through 4pm. Report must be approved and have all receipts and documentation. Expense reports that are not approved for payment in FY20 will be denied.
		5pm	PCard Verifications (PCV) due for transactions through 6/18/20
		5pm	Deadline for FY2020 Spend Authorizations to be submitted and approved
		5pm	Deadline for late timesheets for pay periods prior to May 30
		5pm	Deadline Telecommunications year-end transactions
June 25, 2020	THUR	8am	Mass close of FY20 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 or later will be loaded & committed in FY21 by 7/6.
		5pm	Mass close of FY20 current year PO's \$10 or Less
		5pm	Deadline BuzzCard Center year-end transactions
		5pm	Deadline EBB and IBB Core year-end transactions
		5pm	Deadline Post Office year-end transactions
		5pm	Biweekly payroll accrual posted to the ledger
		Evening	Final Off-Cycle Payroll transactions post to ledger
		Evening	Monthly payroll posted to the ledger – Period Ending 6/30

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DATE	DAY	TIME	DESCRIPTION
June 26, 2020	FRI	5pm	Pay date for Final Off-Cycle Pay Check Requests
		5pm	Deadline to submit carry forward request for DSS funds
		5pm	Deadline to process Express Direct Retro (EDR) salary distribution changes
		5pm	EDR/Comm Acctg closed for fiscal year 2020. Reopens 7/13 at 9am.
		5pm	Deadline GTRI machine shop year-end transactions
		5pm	Deadline GTRI machine services to RI units year-end transactions
		5pm	Last day for OSP integration to Workday Grants for new awards/modifications
		5pm	Deadline for Accounting Journals and Adjustments (Create Journals)
		5pm	Deadline for EIB Upload Journals (other than GTPE)
		5pm	Deadline for Expense Report – Operational Journal Accounting Adjustments
		5pm	Deadline for Supplier Invoice – Operational Journal Accounting Adjustments
June 27, 2020	SAT	Midnight	Biweekly Pay Period End Date
June 29, 2020	MON	10 am	Timesheets for 6/27 BW Pay Period submitted & approved (including late pay periods)
		4pm	Deadline for fiscal year 2020 Cash receipts
June 30, 2020	TUES	5pm	Monthly Staff Pay Date – Period Ending 6/30
		5pm	Deadline to enter requests for new award lines/grants/change grant attributes
July 1, 2020	WED	5pm	BW payroll transactions from Pay Period Ending 6/27 posted to ledger
		5pm	Pre-paid expenses entered in FY20 for FY21 expenses will be transferred to expense after July 1
July 3, 2020	FRI	5pm	Biweekly staff & student pay day – Pay Period Ending 6/27
July 6, 2020	MON	9am	Workday Financials Open for FY2021 – Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. Transactions will post the ledger in FY21.
		9am	FY2021 requisitions can be entered into Workday
		4pm	First day for FY21 Payments for Invoices and Travel
		Noon	PCard transactions posted to bank btw 6/19/20 - 6/30/20 loaded in Workday
		5pm	Spend Authorizations for travel 4/30 and later loaded & committed in Workday
		5pm	Manager Self-Service (MSS) transactions due for BW pay period ending 7/11
		5pm	Deadline to submit Grant Budget Amendments by Org in Workday
		6pm	Georgia Tech Professional Education (GTPE) Close
July 7, 2020	TUES	6pm	Georgia Tech Research Institute (GTRI) Close

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July 8, 2020	WED	5pm 6pm 6pm 6pm 6pm	Deadline for late timesheets for pay periods prior to June 13 Grants and Contracts Accounting Close Georgia Tech Foundation (GTF) Gifts Close Georgia Tech Applied Research Corp (GTARC) Gifts Close Georgia Tech Research Corporation (GTRC) Gifts Close
July 9, 2020	THUR	5pm 5pm	Budget Office Close Controller's Office Close
July 10, 2020	FRI	5pm 5pm 6pm	PCard verifications due for transactions posted to bank btw 6/19/20 - 6/30/20 Year-end closing review checklist due Final Fiscal Year 2020 Closing Processes
July 11, 2020	SAT	6pm Midnight	Final Fiscal Year 2020 Closing Processes Biweekly Pay Period End Date
July 13, 2020	MON	9am 10am Noon	Express Direct Retro Open for fiscal year 2021 Timesheets for 7/11 BW Pay Period submitted & approved (including late pay periods) PCard transactions that hit bank btw 7/1/20 - 7/12/20 loaded into Workday. Normal daily transaction loads resume.
July 15, 2020	WED	5pm	BW payroll transactions from Pay Period Ending 7/11 posted to ledger
July 17, 2020	FRI	Noon 5pm	ASRs available electronically Biweekly staff & student pay day – Pay Period Ending 7/11
July 24, 2020	FRI	5pm	Capital Assets (Business Assets) Close
August 3, 2020	MON	9am	Workday Business Assets Open for fiscal year 2021
August 31, 2020	MON	5pm	Certified ASRs due to Grants and Contracts