

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <ul style="list-style-type: none"> ▪ Deadline – PO items requiring formal bidding (\$25,000 or greater) – 5pm 	2	3	4
5	6	7	8	9	10	11
12	13	14	15 <ul style="list-style-type: none"> ▪ Deadline - carry forward requests for general operations submitted to Budget Office-5pm 	16	17 <ul style="list-style-type: none"> ▪ Deadline – PO items requiring informal bidding (\$10,000 or greater) – 5pm ▪ Deadline – PO items requiring sole source justification approval from the State (\$500,000 or greater) – 5pm 	18
19 <ul style="list-style-type: none"> ▪ Early ASR's for FY20 employees terminating Spring Semester can be completed 	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <ul style="list-style-type: none"> ▪ Deadline - PO items requiring sole source documentation (not subject to the deadline above) - (\$10,000 or greater) - 5pm 	2
3	4	5	6	7	8	9
10	11	12	13	14 <ul style="list-style-type: none"> ▪ Manager Self-Service transactions for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments -5pm 	15 <ul style="list-style-type: none"> ▪ Open Obligation (Encumbrance) Rpts due -<u>closures</u> only - PO's issued prior to March 1, 2020– Noon ▪ Deadline – PO items for any Commodity/Service on a State or GT Contract (\$10,000 or greater) – 5pm ▪ Deadline to submit new supplier registration through the Supplier Portal – 5pm ▪ Summer pay panels in OneUSG closed 	16
17	18	19	20	21	22 <ul style="list-style-type: none"> ▪ Deadline- PO items not requiring bids but require Purchasing Review (\$2,500 - \$9,999) -5pm 	23
24	25	26	27	28	29 <ul style="list-style-type: none"> ▪ Deadline for FY20 Change Order Requisitions (submitted & approved)– 5pm ▪ Revisions to Gen Ops carry forward requests due to Budget Office-5pm 	30
31						

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
					<ul style="list-style-type: none"> ▪ Deadline CoS Small Jobs Machine year-end transactions -5pm ▪ Deadline Focused Ion Beam Center year-end transaction -5pm ▪ Deadline Mass Spec Facility year-end transactions – 5pm ▪ Deadline Nuclear Magnetic Resonance year-end transactions-5pm 	
7	8	9	10	11	12	13
	<ul style="list-style-type: none"> ▪ oneBudget system open for final FY20 budget amendments – 9am ▪ Manager Self-Service (MSS) transactions due for BW pay period ending June 13th -5pm 		<ul style="list-style-type: none"> ▪ Deadline for late timesheets for pay periods prior to March 21 to be submitted to ServiceNow – 5pm 		<ul style="list-style-type: none"> ▪ 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 ▪ Last day to approve all invoice match exceptions & enter appropriate receipts for goods & services – 5pm ▪ Deadline to submit supplier invoice requests, adhoc payments, and wire transfers -5pm ▪ Expense reports due to Expense Partners (Travel Team) – 5pm ▪ Over 90 day salary redistributions to externally funded sponsored projects due to Grants and Contracts 	Biweekly Pay Period End Date - Midnight
14	15	16	17	18	19	20
	<ul style="list-style-type: none"> ▪ Timesheets for 6/13 BW pay period submitted & approved (including late pay periods after March 21) -10am ▪ Open Obligation (Encumbrance) Rpts due - <u>closures</u> 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- Noon 	<ul style="list-style-type: none"> ▪ MSS transactions for Monthly pay period ending June 30th due –5pm 	<ul style="list-style-type: none"> ▪ BW payroll transaction from pay period 6/13 posts to ledger - Evening ▪ Travel Inc/AirPlus bill from 6/15 posted to the ledger for FY20; travel after this date paid in FY21 -5pm 	<ul style="list-style-type: none"> ▪ Deadline - Final off-cycle payroll check requests for FY2020 submitted to ServiceNow -5pm ▪ Procurement Card (PCard) transactions that hit the bank by 6/18 will be posted in FY20 – 5pm 	<ul style="list-style-type: none"> ▪ Last day to create & approve a small dollar catalog REQ's–5pm ▪ Workday Procurement closed from 5pm on 6/19 to 9am on 7/6 ▪ PCard final load for FY20 (transactions through 6/18/20)-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 due-5pm ▪ MSS transactions for regular faculty June summer semester appointment-5pm 	
21	22	23	24	25	26	27
	<ul style="list-style-type: none"> ▪ MSS transactions for BW pay period ending June 27th due – 5pm ▪ Deadline for Written Cost Transfer Requests for Grant<90 days – 5pm 	<ul style="list-style-type: none"> ▪ Mass close of FY19 PY PO's \$500 or Less (excluding PY OSP, construction, FF&E & R&M) – 5pm 	<ul style="list-style-type: none"> ▪ Final FY20 payment run-4pm ▪ Travel reimb processed -4pm ▪ PCard verifications (PCV) due for transactions through 6/18 ▪ Deadline-FY20 spend authorizations submitted & approved-5pm ▪ Deadline - late timesheets for pay periods prior to May 30th –5pm ▪ Deadline Telecommunications year-end transactions-5pm 	<ul style="list-style-type: none"> ▪ Mass close of ALL spend auth's-8am ▪ 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 ledger – 5pm ▪ Final off-cycle payroll transactions post to ledger - Evening ▪ Monthly payroll posted in ledger- Period ending 6/30 -Evening 	<ul style="list-style-type: none"> ▪ 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. ▪ Deadline GTRI machine shop year-end transactions -5pm ▪ Deadline GTRI machine services to RI units YE transactions -5pm ▪ Last day for OSP integration to Workday Grants for new awards and modifications – 5pm ▪ Deadline for Accounting Journals and Adjustments (Create Journals) ▪ Deadline for EIB upload journals (other than GTPE) – 5pm ▪ Deadline for Expense report - Operational Journals Accounting Adjustments -5pm ▪ Deadline for Supplier invoice - Operational Journals Accounting Adjustments -5pm 	Biweekly Pay Period End Date - Midnight
28	29	30				
	<ul style="list-style-type: none"> ▪ Timesheets for 6/27 BW pay period (including late pay periods) submitted & approved – 10am ▪ Deadline for FY20 Cash receipts - 4pm 	<ul style="list-style-type: none"> ▪ Monthly Staff Pay Date – Period Ending 6/30 ▪ Deadline to enter request for new award lines/grant/change grant attributes 				

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <ul style="list-style-type: none"> BW payroll transaction from pay period ending 6/27 posted to ledger Pre-paid expenses entered in FY20 for FY21 expenses will be transferred to expense after July 1st 	2	3 <ul style="list-style-type: none"> Biweekly staff & student pay day – pay period ending 6/27 	4
5	6 <ul style="list-style-type: none"> Workday Financials Open for FY2021 – Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. transactions will post in FY21-9am FY2021 requisitions can be entered into workday- 9am First day for FY21 payments for invoices and travel- 4pm PCard transactions posted to bank btw (6/19/20 – 6/30/20) loaded in Workday - Noon Spend authorizations for travel 4/30 and later loaded & committed in Workday – 5pm MSS transactions due for BW pay period ending 7/11 -5pm Deadline to submit Grant Budget Amendments by Org into workday- 5pm Georgia Tech Professional Education (GTPE) Close – 6pm 	7 <ul style="list-style-type: none"> Georgia Tech Research Institute (GTRI) Close – 6pm 	8 <ul style="list-style-type: none"> Deadline for late timesheets prior to June 13th submitted to ServiceNow –5pm Grants and Contracts Accounting Close – 6pm Georgia Tech Foundation (GTF) Gifts Close - 6pm Georgia Tech Applied Research Corp (GTARC) Gifts Close- 6pm Georgia Tech Research Corporation (GTRC) Gifts Close -6pm 	9 <ul style="list-style-type: none"> Budget Office Close -5pm Controller's Office Close - 5pm 	10 <ul style="list-style-type: none"> PCard verifications due for transactions posted to the bank between 6/19/20 - 6/30/20 Year-end closing review checklist due Final fiscal year 2020 Closing Processes – 6pm 	11 <ul style="list-style-type: none"> Final fiscal year 2020 Closing Processes - 5pm Biweekly pay period ending date - Midnight
12	13 <ul style="list-style-type: none"> Express Direct Retro Open for FY2021- 9am Timesheets for BVV pay period ending 7/11 (including late pay periods) submitted & approved – 10am PCard transactions that hit the bank between 07/01/20 - 7/12/20 loaded into Workday. Normal daily transaction loads resume. - Noon 	14	15 <ul style="list-style-type: none"> BW payroll transaction from pay period ending 7/11 posted to ledger – 5p, 	16	17 <ul style="list-style-type: none"> ASR salary changes available electronically - Noon Biweekly staff & student pay day- pay period ending 7/11 – 5pm 	18
19	20	21	22	23	24 <ul style="list-style-type: none"> Capital Assets (Business Assets) Close -5pm 	25
26	27	28	29	30	31	

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 ▪ Workday Business Assets Open for FY2021 – 9am	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 ▪ Certified ASR due to Grants and Contracts-5pm					