



**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2021**

DATE	DAY	TIME	DESCRIPTION
<b>January 4, 2021</b>	MON	8am	Summer Semester Pay Panels opened in OneUSG Connect System
<b>March 23, 2021</b>	TUES	9am-12:30pm	Year End Town Hall Meeting, Blue Jeans Event - <a href="#">FY21 Year-End Town Hall Meeting</a>
<b>April 1, 2021</b>	THURS	5pm	Deadline - PO's for items requiring formal bidding (\$25,000 or greater)
<b>April 15, 2021</b>	THURS	5pm	Deadline for Carry forward requests for general operations submitted to Budget Office
<b>April 16, 2021</b>	FRI	5pm	Deadline - PO's for items requiring sole source justification approval from the State (\$500,000 or greater)
<b>April 19, 2021</b>	MON	5pm	Early ASR's for FY2021 employees terminating Spring Semester available
<b>April 30, 2021</b>	FRI	5pm	<b>Deadline - PO's for items requiring sole source justification approval from the State (\$25,000 - \$499,999)</b>
<b>May 13, 2021</b>	THURS	5pm	Manager Self-Service transactions due for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments
<b>May 14, 2021</b>	FRI	Noon	Open Obligation Reports due - <u>closures only</u> - PO's issued prior to March 1, 2021
		5pm	Deadline - PO's for any Commodity/Service on a State/GT Contract - (\$25,000 or greater)
		5pm	Deadline to submit new supplier registrations through the Supplier Portal
<b>May 17, 2021</b>	MON	5pm	Summer Pay Panel for May pay period closed in OneUSG Connect
<b>May 21, 2021</b>	FRI	5pm	<b>Deadline for PO's not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999)</b>
<b>May 28, 2021</b>	FRI	5pm	Deadline for All Change Order Requisitions (Submitted & Approved) – BR21/BR20/BR19
<b>May 31, 2021</b>	MON	5pm	Revisions to General Operations (Gen Ops) carry forward requests due to Budget Office
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/12
<b>June 4, 2021</b>	FRI	5pm	Deadline for Mass Spectrometry Laboratory year-end transaction
		5pm	Deadline for Nuclear Magnetic Resonance (NMR) Center year-end transactions
<b>June 7, 2021</b>	MON	5pm	oneBudget system open for final FY2021 budget amendments
<b>June 9, 2021</b>	WED	5pm	Late timesheets for pay periods ending prior to 5/15 must be submitted via <a href="#">ServiceNow - Payroll</a>



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June 11, 2021	FRI	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 FY2022 expenses submitted by June 11 for payment by June 24</i>
		5pm	Last day to approve all invoice match exceptions & enter appropriate receipts for goods and services
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2021 payment. Approvals must be complete and documentation must be attached.
		5pm	Final FY2021 budget amendments due to Budget Office
		5pm	Deadline for Facilities year-end transactions
		5pm	Deadline for OHR Training year-end transactions
		5pm	Deadline for Parking Office year-end transactions
		5pm	Petty Cash replenishment requests for FY2021 due
		5pm	Over 90 day salary redistributions to externally funded sponsored projects due to Office of Grants and Contracts Accounting
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Monthly pay period ending 6/30
June 14, 2021	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/12
		10am	Deadline for timesheets – Late pay periods after 5/15
		Noon	Open Obligation Reports due - <u>closures only</u> - PO’s issued 3/1 to 6/8
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/26
June 15, 2021	TUES	5pm	Airline travel included in the 6/15 invoice will be paid with FY2021 funds; travel after this date will be paid in FY2022
June 16, 2021	WED	5pm	Biweekly Payroll transactions for pay period ending 6/12 posted to the ledger
		5pm	Biweekly Payroll transactions for late time periods posted to the ledger
June 17, 2021	THUR	5pm	Deadline - Final Regular Off-Cycle check requests for FY2021
		5pm	PCard transactions that hit the bank by 6/17 will post to FY2021
		5pm	Airline transactions included in 6/15/21 Travel Inc/AirPlus invoice will be paid against fiscal year 2021 funds.



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DATE	DAY	TIME	DESCRIPTION
<b>June 18, 2021</b>	FRI	5pm	Last day to create and approve a small dollar catalog Requisitions (\$2,499 or less)
		5pm	PCard - Final Load for FY2021 (transactions that hit the bank through 6/17 will be posted in FY2021); PCard transactions that hit the bank from 6/18 to 6/30 will post in FY2022
		5pm	Biweekly Staff and Student pay day
		5pm	MSS transactions due - June summer semester appointments for regular faculty
		5pm	Deadline for Chemistry Glass Shop year-end transactions
		5pm	Deadline for Printing & Copying Services year-end transactions
		5pm	Written prior year Cost Transfer requests for grants year-end journals due
		5pm	Summer Pay Panel for the June pay period closed in OneUSG Connect
<b>June 21, 2021</b>	MON	5pm	Written Cost Transfer requests for grants < 90 days year-end journals due
<b>June 22, 2021</b>	TUES	5pm	Mass Close - BR20 and BR19 Prior Year (PY) PO's \$500 or Less (excluding OSP subcontracts, construction, FF&E & R&M)
<b>June 23, 2021</b>	WED	5pm	PCard Verifications (PCV) due for transactions through 6/17
		5pm	Late timesheets for pay periods ending prior to 5/29 must be submitted via <a href="#">ServiceNow - Payroll</a>
		5pm	Deadline for Telecommunications year end transactions
<b>June 24, 2021</b>	THUR	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 FY2021 will be denied.
		4pm	Final FY2021 AP payment run (Invoices, Payment Requests, Wire Transfers, Student Refund Payments from Bursar's Office, etc.)
		5pm	Deadline for FY2021 Spend Authorizations to be submitted and approved
		5pm	Mass Close of BR21 Current Year PO's \$10 or Less
		5pm	Final Regular Off-Cycle Check Request Payroll transactions posted to the ledger
		5pm	FY2021 Biweekly Payroll Accrual posted to the ledger
		5pm	Monthly Payroll posted to ledger
		5pm	Deadline BuzzCard Center year-end transactions
		5pm	Deadline IBB Core Facilities and Service Centers year-end transactions
		5pm	Deadline Post Office year-end transactions
		5pm	Deadline for All Remaining Service Center Transactions



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<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
<b>June 25, 2021</b>	FRI	8am	Mass close of FY2021 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 and after without an expense report associated will be reloaded into FY2022.
		5pm	Pay date for Final Regular Off-Cycle pay requests
		5pm	Deadline for GTRI Machine Shop year-end transactions
		5pm	Deadline for GTRI machines services to RI year-end transactions
		5pm	Last day for FY2021 OSP integration to Workday Grants for new awards and modifications
<b>June 28, 2021</b>	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/26
		10am	Deadline for timesheets – Late pay periods
		5pm	Deadline for submitting Journals in Workday
		5pm	Deadline for Supplier Invoice and Expense Report Operational Journals
		5pm	Deadline for Accounting Journals and Accounting Adjustments
		5pm	Deadline for EIB Upload Journals (other than GTPE)
<b>June 29, 2021</b>	TUES	4pm	Deadline for submitting FY2021 Cash Receipts to Bursar’s Office
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 7/10
<b>June 30, 2021</b>	WED	5pm	All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday
		5pm	Biweekly Payroll transactions for pay period ending 6/26 posted to the ledger
		5pm	Biweekly Payroll transactions for late time periods posted to the ledger
		5pm	Monthly Staff Pay Date
		5pm	Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes
<b>July 2, 2021</b>	FRI	5pm	Biweekly Staff and Student pay day



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DATE	DAY	TIME	DESCRIPTION
<b>July 6, 2021</b>	TUES	9am	Workday Financials Open for FY2022 – Expenses, Financial Accounting, Grants, PCard, Procurement, Projects, Supplier Accounts, etc.
		9am	First day to enter FY2022 Requisitions
		9am	First day for FY2022 AP Payments and Expense Reimbursements
		Noon	PCard transactions posted to bank between 6/18 - 6/30 loaded in Workday
		5pm	Deadline - Budget Amendments for Organization requests for grants in Workday
		5pm	Pre-paid expenses paid in FY2021 for FY2022 transactions will be posted as an expense in FY22 after 7/6
		6pm	Georgia Tech Professional Education (GTPE) Close
<b>July 7, 2021</b>	WED	5pm	Late timesheets for pay periods ending prior to June 12 must be submitted via <a href="#">ServiceNow - Payroll</a>
		6pm	Georgia Tech Research Institute (GTRI) Close
		6pm	Georgia Tech Applied Research Corp (GTARC) Gifts Close
<b>July 8, 2021</b>	THUR	6pm	Grants & Contracts Accounting Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
<b>July 9, 2021</b>	FRI	5pm	PCard Verifications (PCV) due for transactions posted to the bank btw 6/18 - 6/30
		6pm	Budget Office FY2021 Close
		6pm	Controller's Office FY2021 Close
<b>July 10, 2021</b>	SAT	6pm	Budget Office FY2021 Close
		6pm	Controller's Office FY2021 Close
<b>July 11, 2021</b>	SUN	9am	Final FY2021 Closing Processes for Workday Operating Ledger
		6pm	Workday Financials Operating Ledger Closed for FY2021
<b>July 12, 2021</b>	MON	9am	Commitment Accounting Open for FY2022
		9am	Express Direct Retro Open for FY2022
		10am	Deadline for timesheets - Biweekly pay period ending 7/12
		10am	Deadline for timesheets – Late pay periods
		5pm	PCard Transactions loaded in Workday (7/1 - 7/11)
<b>July 14, 2021</b>	WED	5pm	Biweekly Payroll transactions for pay period ending 7/10 posted to the ledger
		5pm	Biweekly Payroll transactions for late time periods posted to the ledger
<b>July 16, 2021</b>	FRI	5pm	Biweekly Staff and Student pay day
<b>July 19, 2021</b>	MON	Noon	ASR Salary Charges Available - prepared based on 6/30 salary distribution
<b>July 23, 2021</b>	FRI	6pm	Workday Business Assets Ledger Closed for FY2021
<b>August 2, 2021</b>	MON	9am	Workday Business Assets Open for FY2022
<b>August 31, 2021</b>	TUES	5pm	Certified ASRs due to Grants and Contracts Accounting