

FY2021 CLOSEOUT CALENDAR

MARCH 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
					*Year End Town Hall Meeting, Blue Jeans Event - FY2021 Town Hall Meeting	
25	26	27	28	29	30	

FY2021 CLOSEOUT CALENDAR

APRIL 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 *Deadline - PO's requiring formal bidding (\$25K or greater) - 5pm	2	3
4	5	6	7	8	9	10
11	12	13	14	15 *Deadline - GenOps Carry Forward requests submitted to Budget Office – 5pm	16 *Deadline - PO's requiring sole source justification approval from State (\$500K or greater) -5pm	17
18 *Early ASR's for FY21 employees terminating Spring Semester	19	20	21	22	23	24
25	26	27	28	29	30 *Deadline - PO's requiring sole source justification approval from State (\$25K - \$499,999) -5pm	

FY2021 CLOSEOUT CALENDAR

MAY 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				*MSS transactions due - non-faculty summer semester appts - 5pm	*Deadline - PO's Commodity/ Service on State/GT Contract (\$25K or greater) – 5pm *Open Oblig Rpts due - <u>closures</u> only PO's issued prior to 3/1/21 –Noon *Deadline to submit New Supplier Registration via Supplier Portal -5pm	
16	17	18	19	20	21	22
*Summer panel for May Pay Period closed in OneUSG Connect -5pm					*Deadline - PO's not requiring bids but require Purchasing Review (\$2,500 – \$24,999) -5pm	
23	24	25	26	27	28	29
					*Deadline for All Change Order Req's (Submitted and Approved) - 5pm	
30	31					
*Revisions to GenOps carry forward requests due to Budget Office -5pm *MSS Transactions due - BW PayPd ending 6/12 – 5pm						

FY2021 CLOSEOUT CALENDAR

JUNE 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
					*Deadline - Mass Spec Lab YE Chgs – 5pm *Deadline - Nuclear Mag Res Chgs -5pm	
6	7	8	9	10	11	12
	*oneBudget system open - Final FY21 budget amendments		*Deadline - Late Timesheets for pay periods ending prior to 5/15 – Must submit via ServiceNow – 5pm		*Deadline - SIRs, adhoc pmts, wires - 5pm *Last day - Appr invoice match exceptions *Expense rpts due to Travel Team - 5pm *Final FY21 budget amendments due - 5pm *Deadline FAC/OHR/Pkg charges - 5pm * Petty Cash Replenishment due - 5pm *Over 90 day salary redistributions due *Monthly MSS Trans Due – 6/30 Pd– 5pm	
13	14	15	16	17	18	19
	*Deadline –BW TmShts 6/12 Pd-10am *Deadline–BW TmShts (Late Pds after 5/15)-10am *Open Obligation Rpts due - <u>closures</u> only –PO’s issued 3/1 to 6/8 – Noon *BW MSS trans due - 6/26 PayPd - 5pm	*Airline travel included on 6/15 invoice will be paid with FY21 funds; travel after this date paid in FY22 - 5pm	*BW Pay Post to Ledger– 6/12 Pd–5pm *BW Pay Post to Ledger-Late Pds- 5pm	*Deadline for final regular off-cycle check requests for FY21 *PCard transactions that hit the bank by 6/17 will post to FY2021 *Airline transactions included in 6/15/21 will be paid against FY21 funds.	*Last day-Small dollar catalog REQ’s– 5pm *Final PCard Load – Trans through 6/17 *Biweekly staff & student pay day *MSS transactions due - June summer semester appt for regular faculty - 5pm *Deadline Chem Glass Shop/PCS -5pm *Written PY Cost Trf requests due -5pm *Summer PayPanel Closed for June -5pm	
20	21	22	23	24	25	26
	*Written cost transfer requests Grants < 90 days YE journals due - 5pm	*Mass close of PY PO’s \$500 or Less (excluding PY OSP subcontracts, construction, FF&E & R&M) - 5pm	*PCVs due – Trans thru 6/17 - 5pm *Deadline - Late Timesheets for pay periods ending prior to 5/29 – Must submit via ServiceNow – 5pm *Deadline Telecomm Chgs - 5pm	*Final FY21 AP & Travel Payments - 4pm *MassClose-BR21 CYPO’s \$10/Less-5pm *Off-cycle Payroll Posted to ledger-5pm *BW Accrual Payroll – Posted - 5pm *Deadline BuzzCrd/IBB/PostOff Chgs-5pm *Deadline Remaining Svc Ctr Trans-5pm *Deadline - Spend Authorizations - 5pm	*Mass Close - FY21 Spend Auths – 8am *Pay date for off-cycle requests -5pm *Deadline GTRI Machine Shop & GTRI Services to RI - 5pm *Last day –OSP integration to WD-5pm	
27	28	29	30			
	*Deadline –BW TmShts 6/26 Pd-10am *Deadline–BW TmShts (Late Pds)-10am *Deadline-Suppl Inv & ExpRpt Opr Jrnls *Deadline-Acctg Jrnls/Acctg Adj– 5pm *Deadline-Non-GTPE EIB uploads-5pm	*MSS transactions due - BW PayPd ending 6/10 - 5pm *Deadline - Cash Receipts to Bursar’s Office - 4pm	*Monthly Staff Pay Date *Deadline–Awd/Grant Line and Grant Attributes – 5pm *BW Pay Post to Ledger– 6/26 Pd–5pm *BW Pay Post to Ledger-Late Pds- 5pm *Deadline – CommAcctg/EDRs-5pm			

FY2021 CLOSEOUT CALENDAR

JULY 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
					*Biweekly staff & student payday	
4	5	6	7	8	9	10
		*Workday Fin Open for FY2022 – 9am *First FY22 AP Payments *First FY22 Expense Reimbursements *First day for FY2022 Requisitions -9am *PCard Trans loaded (6/18 - 6/30) -Noon *Deadline-Grant Bud Amend by Org-5pm *Pre-paid exp paid in FY21 for FY22 trans will be posted as expense after 7/6 *GTPE FY21 Close - 6pm	*Deadline - Late Timesheets for pay periods ending prior to 6/12 – Must submit via ServiceNow – 5pm *GTRI FY21 Close - 6pm *GTARC Gifts FY21 Close – 6pm	*Grants & Contracts FY21 Close -6pm *GTF Gifts FY21 Close - 6pm *GTRC Gifts FY21 Close - 6pm	*PCard verifications due (transactions from 6/18 - 6/30) -5pm *Budget Office FY21 Close - 6pm *Controller’s Office FY21 Close - 6pm	*Budget Office FY21 Close – 6pm *Controller’s Office FY21 Close – 6pm
11	12	13	14	15	16	17
*Final FY21 Closing Processes – 9am *WD FIN Oper Ldgr Closed Y21 -6pm	*Commitment Acctg Open-FY22 - 9am *Express Direct Retro Open-FY22-9am *Deadline-BW TmShts 7/12 Pd-10am *Deadline-BW TmShts (Late Pds)–10am *PCard Trans loaded (7/1-7/11) - 5pm		*BW Pay Post to Ledger– 7/10 Pd–5pm *BW Pay Post to Ledger-Late Pds- 5pm		*Biweekly staff & student payday	
18	19	20	21	22	23	24
	*ASR Salary Charges available -Noon				*Workday Business Assets Ledger Closed for FY21 -6pm	
25	26	27	28	29	30	

FY2021 CLOSEOUT CALENDAR

AUGUST 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <small>*Workday Business Assets Open for FY22 - 9am</small>	3	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 <small>*Certified ASRs due to Grants and Contracts Accounting - 5pm</small>				