



Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2022

DATE	DAY	TIME	DESCRIPTION
January 4, 2022	TUES	8am	Summer Semester Pay Panels opened in OneUSG Connect System
March 23, 2022	WED	9am-12pm	Year End Town Hall Meeting, Blue Jeans Event - Registration Link
March 25, 2022	FRI	5pm	Deadline - PO's for items requiring formal bidding (\$25,000 or greater)
April 15, 2022	FRI	5pm	Deadline for Carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office
		5pm	Deadline - PO's for items requiring sole source justification approval from the State (\$500,000 or greater)
April 29, 2022	FRI	5pm	Deadline - PO's for items requiring sole source justification approval from the State (\$25,000 - \$499,999)
May 13, 2022	FRI	Noon	Open Obligation Reports due - <u>closures only</u> - PO's issued prior to March 1, 2022
		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
May 16, 2022	MON	5pm	Manager Self-Service (MSS) transactions due for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments
			Manager Self-Service (MSS) transactions due - May summer semester appointments for regular faculty
May 20, 2022	FRI	5pm	Deadline for PO's not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999)
		5pm	Summer Pay Panel for May pay period closed in OneUSG Connect
May 27, 2022	FRI	5pm	Deadline for All Change Order Requisitions – Submission and Approval
May 31, 2022	TUES	5pm	Revisions to Gen Ops carry forward requests due to Budget Office
June 3, 2022	FRI	5pm	Deadline for Systems Mass Spectrometry Center year end transactions
		5pm	Deadline for Nuclear Magnetic Resonance (NMR) Center year end transactions
		5pm	Deadline for IEN Micro/Nano Fabrication Facility year end transactions
		5pm	Deadline for Materials Characterization Facility year end transactions
		5pm	Deadline for Mechanical Properties Characterization Facility year end transactions
June 6, 2022	MON	5pm	oneBudget system open for final FY2022 budget amendments
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/11
June 8, 2022	WED	5pm	Late timesheets for pay periods ending prior to 5/14 must be submitted via ServiceNow - Payroll



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June 10, 2022	FRI	5pm	Deadline to submit invoices, 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 FY2023 expenses submitted by June 10 for payment by June 23</i>
		5pm	Last day to approve all invoice match exceptions & enter appropriate receipts for goods and services for guaranteed payment in FY22
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2022 payment. Approvals must be complete and documentation must be attached.
		5pm	Final FY2022 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 FY2022 due
		5pm	Over 90 day salary redistributions to externally funded sponsored projects due to Office of Grants and Contracts Accounting
June 13, 2022	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/11 and late pay periods after 5/14
		Noon	Open Obligation Reports due - <u>closures only</u> - PO’s issued 3/1 to 5/31
June 15, 2022	WED	5pm	Deadline – PO’s for contracted purchases less than \$25K where the contract is selected on the requisition
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Monthly pay period ending 6/30
		5pm	Manager Self-Service (MSS) transactions due - June summer semester appointments for regular faculty
		5pm	Airline travel included in the 6/15 invoice will be paid with FY2022 funds; transactions after this date will be paid in FY2023 by 6/17
		5pm	Biweekly Payroll transactions for pay period ending 6/11 and late time periods posted to the ledger
June 16, 2022	THUR	5pm	Deadline - Final Regular Off-Cycle check requests for FY2022
		5pm	PCard transactions that hit the bank by 6/16 will be included in FY2022



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DATE	DAY	TIME	DESCRIPTION
June 17, 2022	FRI	5pm	Last day to create and approve a small dollar catalog Requisitions (\$2,499 or less)
		5pm	PCard - Final Load for FY2022 (transactions that hit the bank through 6/16 will be posted in FY2022); PCard transactions that hit the bank from 6/17 to 6/30 will post in FY2023
		5pm	Biweekly Staff and Student pay day
		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
June 20, 2022	MON	5pm	Written Cost Transfer requests for grants < 90 days year end journals due
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/25
June 21, 2022	TUES	5pm	Mass Close - Prior Year (PY) PO's \$500 or Less (excluding OSP subcontracts, construction, FF&E & R&M)
		5pm	Summer Pay Panel for the June pay period closed in OneUSG Connect
June 22, 2022	WED	5pm	PCard Verifications (PCV) due for transactions through 6/16
		5pm	Last day to approve Invoice Match Exceptions in Workday and enter receipts
		5pm	Late timesheets for pay periods ending prior to 5/28 must be submitted via ServiceNow - Payroll
		5pm	Deadline for Telecommunications year end transactions
June 23, 2022	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 FY2022 will be denied.
		4pm	Final FY2022 AP payment run (Invoices, Payment Requests, Wire Transfers, Student Refund Payments from Bursar's Office, etc.)
		5pm	Deadline for FY2022 Spend Authorizations to be submitted and approved
		5pm	Mass Close of BR22 Current Year PO's \$10 or Less
		5pm	Final Regular Off-Cycle Check Request Payroll transactions posted to the 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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DATE	DAY	TIME	DESCRIPTION
June 24, 2022	FRI	8am	Mass close of FY2022 spend authorizations. Fully approved Spend Authorizations With travel dates of 4/30 and after without an expense report associated will be reloaded into FY2023.
		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 FY2022 OSP integration to Workday Grants for new awards and modifications
		5pm	FY2022 Biweekly Payroll Accrual posted to the ledger
June 27, 2022	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/25 and late pay periods
		5pm	Deadline for Supplier Invoice and Expense Report Operational Journals – Submission and Approval
		5pm	Deadline for Accounting Journals and Accounting Adjustments – Submission and Approval
		5pm	Deadline for EIB Upload Journals (other than GTPE) – Submission and Approval
June 28, 2022	TUES	4pm	Deadline for submitting FY2022 Cash Receipts to Bursar’s Office
		5pm	Monthly Payroll posted to ledger
June 29, 2022	WED	5pm	Biweekly Payroll transactions for pay period ending 6/25 and late time periods posted to the ledger
June 30, 2022	THUR	5pm	All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday
		5pm	Monthly Staff Pay Date
		5pm	Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes
July 1, 2022	FRI	5pm	Biweekly Staff and Student pay day
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 7/9



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DATE	DAY	TIME	DESCRIPTION
July 5, 2022	TUES	9am	Workday Financials Open for FY2023 – Expenses, Financial Accounting, Grants, PCard, Procurement, Projects, Supplier Accounts, etc.
		9am	First day to enter FY2023 Requisitions
		9am	First day for FY2023 AP Payments and Expense Reimbursements
		5pm	PCard transactions posted to bank btw 6/17 - 6/30 loaded in Workday
		5pm	Deadline - Budget Amendments for Organization requests for grants in Workday
		5pm	Pre-paid expenses paid in FY2022 for FY2023 transactions will be posted as an expense in FY2023 after 7/5
		5pm	Spend Authorizations with travel end dates of 4/30/22 and after, which are fully approved and do not have an expense report associated, will be reloaded into FY2023 in approved state
		6pm	Georgia Tech Professional Education (GTPE) Close
July 6, 2022	WED	5pm	Late timesheets for pay periods ending prior to 6/11 must be submitted via ServiceNow - Payroll
July 7, 2022	THUR	6pm	Georgia Tech Research Corporation (GTARC) Gifts Close
		6pm	Georgia Tech Research Institute (GTRI) Close
July 8, 2022	FRI	5pm	PCard Verifications (PCV) due for transactions posted to the bank btw 6/17 - 6/30
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Grants & Contracts Accounting Close
		6pm	Begin Budget Office FY2022 Close & Controller's Office FY2022 Close
		6pm	Year End Checklist Due to fy.review@gatech.edu if significant items noted
July 9, 2022	SAT	6pm	Budget Office FY2022 Close & Controller's Office FY2022 Close Continues
July 10, 2022	SUN	9am	Final FY2022 Closing Processes for Workday Operating Ledger
		6pm	Workday Financials Operating Ledger Closed for FY2022
July 11, 2022	MON	9am	Commitment Accounting Open for FY2023
		9am	Express Direct Retro Open for FY2023
		10am	Deadline for timesheets - Biweekly pay period ending 7/9 and late pay periods
		5pm	PCard Transactions loaded in Workday for transactions posted to the bank btw 7/1 – 7/10
July 13, 2022	WED	5pm	Biweekly Payroll transactions for pay period ending 7/9 and late time periods posted to the ledger
July 15, 2022	FRI	5pm	Biweekly Staff and Student pay day
July 18, 2022	MON	Noon	ASR Salary Charges Available - prepared based on 6/30 salary distribution
July 22, 2022	FRI	6pm	Workday Business Assets Ledger Closed for FY2022
August 1, 2022	MON	9am	Workday Business Assets Open for FY2023
August 31, 2022	WED	5pm	Certified ASRs due to Grants and Contracts Accounting