



FY22 Closeout Calendar

MARCH 2022						
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	25	26
			9am – 12pm Year End Town Hall Meeting, Blue Jeans Event - <a href="#">Registration Link</a>		5pm Deadline – PO's for items requiring formal bidding (\$25,000 or greater)	
27	28	29	30	31		
						

FY22 Closeout Calendar

APRIL 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
					<b>5pm</b> *Deadline for Carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office *Deadline – PO's for items requiring sole source justification approval from the State (\$500,000 or greater)	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					<b>5pm</b> Deadline – PO's for items requiring sole source justification approval from the State (\$25,000 - \$499,999)	

FY22 Closeout Calendar

MAY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					<b>Noon</b> Open Obligation Reports due - <u>closures only</u> – PO's issued prior to 3/1/22 <b>5pm</b> *Deadline – PO's for any Commodity/Service on a State/GT Contract - (\$25,000 or greater) *Deadline to submit new supplier registrations	
15	16	17	18	19	20	21
	<b>5pm</b> *Manager Self-Service (MSS) transactions due for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments *MSS transactions due - May summer semester appointments for regular faculty				<b>5pm</b> *Deadline for POs not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999) *Summer Pay Panel for May pay period closed in OneUSG Connect	
22	23	24	25	26	27	28
					<b>5pm</b> Deadline for All Change Order Requisitions	
29	30	31				
		<b>5pm</b> Revisions to Gen Ops carry forward requests due to Budget Office				




## FY22 Closeout Calendar

JUNE 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
					<p><b>5pm</b>                      Deadline for Year End (YE) Transactions: Systems Mass Spectrometry Center; Nuclear Magnetic Resonance (NMR) Center; IEN Micro/Nano Fabrication Facility; Materials Characterization Facility; Mechanical Properties Characterization Facility</p>	
5	6	7	8	9	10	11
<p><b>5pm</b>                      *oneBudget system open for final FY22 budget amendments                      *MSS transactions for employee payroll actions due - Biweekly pay period ending 6/11</p>			<p><b>5pm</b>                      Late timesheets for pay periods ending prior to 5/14 must be submitted via <a href="#">ServiceNow - Payroll</a></p>		<p><b>5pm</b>                      *Deadline to submit invoices, SIRs, adhoc payments, &amp; wire transfers;                      *Last day to approve all invoice match exceptions &amp; enter receipts for pmt in FY22                      *Deadline for Expense Report submission to Expense Partners to guarantee FY22 payment.                      *Final FY22 budget amendments due                      *Deadline for YE Transactions: Facilities; OHR Training; Parking Office                      *Petty Cash replenishment requests for FY22 due                      *Over 90 day salary redistributions to externally funded sponsored projects due to Grants &amp; Contracts</p>	
12	13	14	15	16	17	18
<p><b>10am</b>                      Deadline for timesheets - Biweekly pay period ending 6/11 &amp; late pay periods after 5/14  <b>Noon</b>                      Open Obligation Reports due - <u> closures only</u> - PO's issued 3/1 to 5/31</p>			<p><b>5pm</b>                      *Deadline – PO's for contracted purchases less than \$25K where the contract is selected on the requisition                      *MSS transactions due - Monthly pay period ending 6/30                      *MSS transactions due - June summer semester appointments for regular faculty                      *Airline travel included in the 6/15 invoice will be paid with FY22 funds                      *Biweekly Payroll transactions for pay period ending 6/11 &amp; late time periods posted</p>	<p><b>5pm</b>                      *Deadline - Final Regular Off-Cycle check requests for FY22                      *PCard transactions that hit the bank by 6/16 will be included in FY22</p>	<p><b>5pm</b>                      *Last day to create &amp; approve a small dollar catalog Requisitions (\$2,499 or less)                      *Final PCard Load for FY22 (transactions that hit the bank through 6/16 posted in FY22)                      *Biweekly Staff &amp; Student pay day                      *Deadline for YE Transactions: Chemistry Glass Shop; Printing &amp; Copying Services                      *Written prior year Cost Transfer requests for grants year end journals due</p>	
19	20	21	22	23	24	25
<p><b>5pm</b>                      *Written Cost Transfer requests for grants &lt; 90 days year end journals due                      *MSS transactions for employee payroll actions due - Biweekly pay period ending 6/25</p>	<p><b>5pm</b>                      *Mass Close - PY PO's \$500 or Less (excluding OSP subcontracts, construction, FF&amp;E &amp; R&amp;M)                      *Summer Pay Panel for the June pay period closed in OneUSG Connect</p>	<p><b>5pm</b>                      *PCard Verifications (PCV) due for transactions through 6/1                      *Last day to approve Invoice Match Exceptions in Workday enter receipts                      *Late timesheets for pay periods ending prior to 5/28 must be submitted via <a href="#">ServiceNow - Payroll</a>                      *Deadline for Telecommunications year end transactions</p>	<p><b>4pm</b>                      *Final Travel reimbursements for Expense Reports processed                      *Final FY2022 AP payment run  <b>5pm</b>                      *Deadline for FY2022 Spend Authorizations to be submitted &amp; approved                      *Mass Close of BR22 Current Year PO's \$10 or Less                      *Final Regular Off-Cycle Check Request Payroll transactions post                      *Deadline for Year End Transactions: BuzzCard Center; IBB Core Facilities &amp; Service Centers; Post Office; All Remaining Service Center Transactions</p>	<p><b>8am</b>                      Mass close of FY2022 spend authorizations  <b>5pm</b>                      *Pay date for Final Regular Off-Cycle pay requests                      *Deadline for Year End Transactions: GTRI Machine Shop; GTRI machines services to RI                      *Last day for FY22 OSP integration to Workday Grants for new awards &amp; modifications</p>		
26	27	28	29	30		
<p><b>10am</b>                      Deadline for timesheets - Biweekly pay period ending 6/25 &amp; late pay periods  <b>5pm</b>                      *Deadline for Supplier Invoice &amp; Expense Report Operational Journals – Submission &amp; Approval                      *Deadline for Accounting Journals &amp; Accounting Adjustments – Submission &amp; Approval                      *Deadline for EIB Upload Journals (other than GTPE) – Submission &amp; Approval                      *FY2022 Biweekly Payroll Accrual posted</p>	<p><b>4pm</b>                      Deadline for submitting FY2022 Cash Receipts to Bursar's Office  <b>5pm</b>                      Monthly Payroll posted to ledger</p>	<p><b>5pm</b>                      Biweekly Payroll transactions for pay period ending 6/25 &amp; late time periods posted to the ledger</p>	<p><b>5pm</b>                      *All request framework submissions to request a New Award Line Grant or to change Grant Attributes must be entered in Workday                      *Monthly Staff Pay Date                      *Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes</p>			



FY22 Closeout Calendar

JULY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					<b>5pm</b> *Biweekly Staff & Student pay day *MSS transactions for employee payroll actions due - Biweekly pay period ending 7/9	
3	4	5	6	7	8	9
		<b>9am</b> *Workday Financials Open for FY23 *First day to enter FY23 Requisitions *First day for FY23 AP Payments & Expense Reimbursements <b>5pm</b> *PCard transactions posted to bank btw 6/17 - 6/30 loaded *Deadline - Budget Amendments for Organization requests for grants *Pre-paid expenses paid in FY22 for FY23 posted as an expense *Spend Authorizations with travel end dates of 4/30/22 & after reloaded into FY23 <b>6pm</b> Georgia Tech Professional Education (GTPE) Close	<b>5pm</b> Late timesheets for pay periods ending prior to 6/11 must be submitted via <a href="#">ServiceNow - Payroll</a>	<b>6pm</b> *Grants & Contracts Accounting Close *Georgia Tech Applied Research Corp (GTARC) Gifts Close *Georgia Tech Research Institute (GTRI) Close	<b>5pm</b> PCV due for transactions posted to the bank btw 6/17 - 6/30 <b>6pm</b> *Begin Budget Office FY2022 Close *Begin Controller's Office FY2022 Close *Year End Checklist Due to <a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a> if significant items *Georgia Tech Foundation (GTF) Gifts Close *Georgia Tech Research Corporation (GTRC) Gifts Close	<b>6pm</b> *Budget Office FY2022 Close *Controller's Office FY2022 Close
10	11	12	13	14	15	16
<b>9am</b> Final FY2022 Closing Processes for Workday Operating Ledger <b>6pm</b> Workday Financials Operating Ledger Closed for FY2022	<b>9am</b> *Commitment Accounting Open for FY2023 *Express Direct Retro Open for FY2023 <b>10am</b> *Deadline for timesheets - Biweekly pay period ending 7/9 & late pay periods <b>5pm</b> PCard Transactions loaded for transactions posted to the bank btw 7/1 - 7/10		<b>5pm</b> Biweekly Payroll transactions for pay period ending 7/9 & late time periods posted to the ledger		<b>5pm</b> Biweekly Staff and Student pay day	
17	18	19	20	21	22	23
	<b>Noon</b> ASR Salary Charges Available - prepared based on 6/30 salary distribution				<b>6pm</b> Workday Business Assets Ledger Closed for FY2022	
24 / 31	25	26	27	28	29	30
						

FY22 Closeout Calendar

AUGUST 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	9am Workday Business Assets Open for FY2023					
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			
			5pm Certified ASRs due to Grants and Contracts Accounting			