Important dates for FY14-15 processing

May 7  Vacation Liability TADs mailed to campuses  
      Note: cutoff date year is 4/30

May 21  KSC Equipment Requisitions cut-off

May 16  End of Iteration 1 for Budget Development

May 21  End of Iteration 2 for Budget Development

May 23  List of Service POs posted to the web

May 23  Early 2014 B2-11 payroll deadline due to May 26th Holiday

May 30  Vacation Liability TADs due back to campus HR departments

June 3   PSU Equipment and Supplies Requisitions cut-off

June 6   Compensated Absences Data Entry begins

June 6   UNH, UNHM, UNHL, USNH, GSC Equipment Requisitions cutoff

June 18  KSC Supplies Requisitions cut-off

June 20  Change Order Cut-off for all Campuses

June 13  UNH, UNHM, UNHL, USNH, GSC Supplies Requisitions cutoff

June 16  Last automatic update of New Year HR Labor budgets for FY15  
      After this date, no changes to new year budgets will occur automatically.  
      Direct changes to new year budgets will not be available until after June  
      21.

June 17  Position Control tables are USNH Budget Office ONLY

June 18  B1-13 Payroll posted to Finance  
      This is the last full old year B1 payroll.  The last B1 with old year activity is the  
      B1-14 which will be posted on July 1st
This year, PHAREDS will not be turned off. Details of this will be coming from HR liaisons.
The PHAREDS posting date controls the FYSR:
  - a posting date of 6/30 or before impacts FY14
  - a posting date of 7/1 and after impacts FY15

**June 20**

**New Year base job records are created in HR**

**June 20**

**UNH, UNHM and USNH Telecomm online TADs completed**

**June 20**

**UNH, USNH Facilities services cut-off**

**June 20**

**System comes down at 5 PM for critical HR New Year processing**
- EPAF creation closed at Noon
- All EPAF processing closed at 2 PM
- NOPEAMA restarts on Tuesday, June 24 at 6:00 pm
- Final FY14 budget adjustments for wages and fringe benefits are calculated and processed to finance.
- Remaining Encumbrance liquidations are calculated and held for processing in finance
- Contract dates are updated to New Year dates.
- HR FY15 budgets are marked as approved.
  - No changes will be allowed to old year (FY14) budgets after this point
  - Users can alter FY15 budgets in NWAPBAD

**June 20**

**Calculate and post New Year Budgets and New Year HR encumbrances for wages and fringe benefits**

New Year HR encumbrances for wages and fringe benefits are calculated.
Note: This will reflect new fringe rates for FY 15.
BUDDEV phase for non-personnel budgets and LABOR phase for personnel budgets are posted to finance.
New Year HR encumbrances for wages and fringe benefits are posted to finance.

After the above processing is complete, FY15 Finance will now be open for user Requisitions entry.

**June 20**

**Several finance cut-offs:**
- Last day to request service PO carry forward
- Internal purchases (general encumbrances) cut-off for all campuses
- IV processing cut-off for all campuses
**June 23-24**  
*Payroll staff manually update job records*  
Job records that require manual changes in contract dates etc. based on turn-around documents will be updated

**June 24**  
*Last FY14 UNH & GSC Student Refund check*

**June 25**  
*Final Old Year Facilities Feed*

**June 25**  
*B2-13 Payroll posted to Finance*  
This is the normal posting timeframe for this pay run. This payroll is completely old year (FY14). The B2-14 will be the last payroll with old year activity to be posted on July 9

**June 26**  
*Last FY14 PSU Student Check run*

**June 26**  
*Last FY14 UNH Student Direct Deposit run*

**June 30**  
*Last FY14 PSU Student Direct Deposit run*

**June 30**  
*Last FY14 AP Check and Direct Deposit run*

**June 30**  
*All general encumbrances are closed regardless of dollar amount.*  
Any IV’s to be processed against one of these documents must be processed via a journal voucher

*All standing/blanket purchase orders will be closed.*  
Any outstanding invoices against these orders will need to be processed as direct pay invoices.

**June 30**  
*System comes down at 5 PM for critical Finance New Year processing*  
- **General Ledger Roll**  
  After this, any changes to old year balances will be automatically reflected as changes to new year opening balances as well.
- **Encumbrance Roll**  
  Processing old year invoice procedures are now in effect. Refer to *Old Year New Year document* pages 21 to 24.

*Note:* All encumbrances not to be rolled – are closed – except for HR labor encumbrances. These will be left open until after the B2-14 payroll has been successfully posted.
July 1  Last feed for UNH and GSC student processing to Finance.
This will be the final feed from these systems for FY14.
Additionally, any changes in FOAPALs related to Student detail codes need to be updated in the Banner detail code tables.

July 2  UNH, UNHM and USNH Telecom FY15 general encumbrances seeded in Finance

July 1  2014 B1-14 Payroll Posted to Finance
This is a split payroll with expenses to be fed to OY=6 days and NY= 4 days

July 8  First UNH, UNHM and USNH Telecom charges against FY15 general encumbrances processed

July 9  All FY14 HR labor encumbrances are closed

July 9  2014 B2-14 Posted to Finance
This is a split payroll and the last payroll that contains any activity from the old year (FY14) (OY = 10days, NY=4 days)

July 11  “13th Month” processing is closed for user entry
System available for old year final approvals processing.

July 15  End FY14 Campus approvals for all document types

July 15  Old Year closed (13th month closes)
Old year processing is closed to all except Accounting Services staff
Grant Budget Roll is executed
Document processing for grant activity will not be impacted. Until the Grant Budget Roll is completed, all document processing on these funds compare against both old year and new year combined budget availability.

July 18  Final Compensated Absences documents distributed;
Electronic file of balances by employee also provided to UNH HR.

July 31  July closes