Important dates for FY15-16 processing

May 6       End of Iteration 1 for Budget Development
May 8       Vacation Liability TADs mailed to campuses
             Note: cutoff date this year is 4/30
May 20      End of Iteration 2 for Budget Development
May 20      KSC Equipment Requisitions cut-off
May 22      Early 2015 B2-11 payroll deadline due to May 25th Holiday
May 25      List of Independent Contractor (ICA) POs posted to the web
May 29      Vacation Liability TADs due back to campus HR departments
June 2      PSU Equipment and Supplies Requisitions cut-off
June 5      Compensated Absences Data Entry begins
June 12     UNH, UNHM, UNHL, USNH, GSC Equipment Requisitions cutoff
June 15     Last automatic update of New Year HR Labor budgets for FY16
             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 20.
June 16     Position Control tables are USNH Budget Office ONLY
June 17     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
June 17     KSC Supplies Requisitions cut-off
June 19     UNH, UNHM, UNHL, USNH, GSC Supplies Requisitions cutoff
June 19     KSC, PSU Change Order Cut-off
             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 FY15
- a posting date of 7/1 and after impacts FY16

**June 19**

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

**June 19**

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

**June 19**

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

**June 19**

**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 23 at 6:00 pm
- Final FY15 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 FY16 budgets are marked as approved.
  - No changes will be allowed to old year (FY15) budgets after this point
  - Users can alter FY16 budgets in NWAPBAD

**June 19**

**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 16.

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, FY16 Finance will now be open for user Requisitions entry.
June 19  Several finance cut-offs:
  • Internal purchases (general encumbrances) cut-off for all campuses
  • IV processing cut-off for all campuses

June 22-23  Payroll staff manual TAD adjustments
Job records that require manual changes in contract dates etc. based on turn-around documents will be updated

June 30  Last FY15 UNH & GSC Student Refund check

June 24  B2-13 Payroll posted to Finance
This is the normal posting timeframe for this pay run. This payroll is the last full B2 old year (FY15). The B2-14 will be the last payroll with old year activity to be posted on July 8

June 24  UNH, UNHM, UNHL, USNH, GSC Change Order Cut-off

June 24  Last day to request Independent Contractor Agreement (ICA) PO carry forward

June 25  Final Old Year Facilities Feed

June 30  Last FY15 UNH Student Direct Deposit run

June 29  Last FY15 PSU Student Direct Deposit run

June 29  Last FY15 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.
Important Dates For Old Year New Year

Create Date: 08-May-2015 11:00 AM
Last Saved Date: 20-May-2015 2:06 PM

**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**  
2014 2015 B1-14 Payroll Posted to Finance  
This is a split payroll with expenses to be fed to OY=7 days and NY= 3 days

**July 2**  
Last feed for UNH and GSC student processing to Finance.  
This will be the final feed from these systems for FY15.

**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 FY16 general encumbrances seeded in Finance

**July 8**  
All FY14 FY15 HR labor encumbrances are closed

**July 8**  
2015 B2-14 Posted to Finance  
This is a split payroll and the last payroll that contains any activity from the old year (FY15) (OY = 7 days, NY = 3 days)

**July 9**  
First UNH, UNHM and USNH Telecom charges against FY15 FY16 general encumbrances processed

**July 10**  
“13th Month” processing is closed for user entry  
System available for old year final approvals processing.

**July 14**  
End FY15 Campus approvals for all document types

**July 14**  
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 17**  
Final Compensated Absences documents distributed;  
Electronic file of balances by employee also provided to UNH HR.

**July 31**  
July closes