

Important dates for FY16-17 processing

- May 6** ***Vacation Liability TADs mailed to campuses***
Note: cutoff date this year is 4/30
- May 11** ***End of Iteration 1 for Budget Development***
- May 17** ***KSC Equipment Requisitions cut-off***
- May 20** ***List of Independent Contractor (ICA) POs posted to the web***
- May 27** ***Early 2016 B2-11 payroll deadline due to May 30th Holiday***
- May 27** ***Vacation Liability TADs due back to campus HR departments***
- May 30** ***End of Iteration 2 for Budget Development***
- June 3** ***PSU Equipment and Supplies Requisitions cut-off***
- June 3** ***Compensated Absences Data Entry begins***
- June 10** ***UNH, UNHM, UNHL, USNH, GSC Equipment Requisitions cutoff***
- June 13** ***Last automatic update of New Year HR Labor budgets for FY17***
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 18.
- June 14** ***Position Control tables are USNH Budget Office ONLY***
- June 15** ***B1-12 Payroll posted to Finance***
This is the last full old year B1 payroll. The last B1 with old year activity is the B1-13 which will be posted on June 29th
- June 15** ***KSC Supplies Requisitions cut-off***
- June 17** ***UNH, UNHM, UNHL, USNH, GSC Supplies Requisitions cutoff***
- June 17** ***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 FY16
- a posting date of 7/1 and after impacts FY17

June 17 ***New Year base job records are created in HR***
June 17 ***UNH, UNHM and USNH Telecomm online TADs completed***
June 17 ***UNH, USNH Facilities services cut-off***
June 17 ***System comes down at 5 PM for critical HR New Year processing***

- EPAF creation closed at Noon
- All EPAF processing closed at 1:30 PM
- NOPEAMA restarts on Tuesday, June 21 at 6:00 pm
- Final FY16 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 FY17 budgets are marked as approved.
 - No changes will be allowed to old year (FY16) budgets after this point
 - Users can alter FY17 budgets in NWAPBAD

June 17 ***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 FY17.

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, FY17 Finance will now be open for user Requisitions entry.

- June 17** **Several finance cut-offs:**
- Internal purchases (general encumbrances) cut-off for all campuses
 - IV processing cut-off for all campuses
- June 20-21** **Payroll staff manual TAD adjustments**
Job records that require manual changes in contract dates etc. based on turn-around documents will be updated
- June 22** **B2-12 Payroll posted to Finance**
This is the normal posting timeframe for this pay run. This payroll is the last full B2 old year (FY16). The B2-13 will be the last payroll with old year activity to be posted on July 6
- June 22** **Last day to request Independent Contractor Agreement (ICA) PO carry forward**
- June 22** **UNH, UNHM, UNHL, USNH, GSC Change Order Cut-off**
- June 23** **Final Old Year Facilities Feed**
- June 28** **Last FY16 UNH & GSC Student Refund check**
- June 28** **Last FY16 PSU Student Refund check**
- June 29** **Last FY16 AP Check and Direct Deposit run**
- June 30** **Last FY16 UNH Student Direct Deposit run**
- June 30** **Last FY16 PSU Student Direct Deposit run**
- June 30** **Last FY16 GSC Student 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** **2016 2017 B1-13 Payroll Posted to Finance**
This is a split payroll with expenses to be fed to OY=9 days and NY= 1 day
- July 2** **Last feed for UNH and GSC student processing to Finance.**
This will be the final feed from these systems for FY16.
ADDITIONALLY, ANY CHANGES IN FOAPALS RELATED TO STUDENT DETAIL CODES NEED TO BE UPDATED IN THE BANNER DETAIL CODE TABLES.
- July 5** **UNH, UNHM and USNH Telecom FY17 general encumbrances seeded in Finance**
- July 6** **All FY15 FY16 HR labor encumbrances are closed**
- July 6** **2016 B2-13 Posted to Finance**
This is a split payroll and the last payroll that contains any activity from the old year (FY16) (OY = 13 days, NY = 1 day)
- July 7** **First UNH, UNHM and USNH Telecom charges against FY16 FY17 general encumbrances processed**
- July 13** **“13th Month” processing is closed for user entry**
System available for old year final approvals processing.
- July 15** **End OY 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 15** **Final Compensated Absences documents distributed; Electronic file of balances by employee also provided to UNH HR.**
- July 31** **July closes**