

Important dates for FY09-10 processing

- May 12** *Vacation Liability TADs mailed to campuses*
Note: cut off date year is 4/30
- May 15** *End of Iteration 2 for Budget Development*
- May 18** *List of Service POs sent to originators and posted to the web*
- May 20** *KSC Equipment cut-off for Requisitions*
- May 26** *UNH, UNHM, USNH, GSC Telecomm TADs due back*
- June 5** *Vacation Liability TADs due back to campus HR departments*
- June 5** *PSU Equipment and Supplies cut-off for Requisitions*
- June 11** *Last automatic update of New Year HR Labor budgets for FY10*
After this date, no changes to new year budgets will occur automatically.
Direct changes to new year budgets will not be available until June 24th.
- June 12** *Compensated Absences Data Entry begins*
- June 12** *UNH, UNHM, USNH, GSC Equipment and Supplies Requisition cut-off*
- June 12** *New Year base job records are created in HR*
- June 17** *KSC Supplies Requisitions cut-off*
- June 19** *Budget Development is USNH Budget Office ONLY*

Dates have been updated as of 5/15/2009

Dates that have been changed are highlighted

June 19 **Change Order Cut-off for all Campuses**

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
- Final FY09 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 FY10 budgets are marked as approved.
 - No changes will be allowed to old year (FY09) budgets after this point
 - Users can alter FY10 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 2010.

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, FY10 Finance will now be open for user entry.

June 20 **UNH, USNH Facilities services cut-off**

June 23 **Final Old Year Facilities Feed**

June 25 **Final FY 09 PSU Student Refund check run**

June 25 **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 8th

This year, PHAREDS will not be turned off.

Details of this will be coming from HR liaisons.

June 26 **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

Dates have been updated as of 5/15/2009

Dates that have been changed are highlighted

June 26 **Early PHATIME entry deadline for 2009 B2-13 payroll due to July 4th holiday**

June 26 – 27 **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 29 **Last FY09 AP Check and Direct deposit run**

June 30 **Last feed for UNH and GSC student processing to Finance.**

The production run from this weekend will be fed to finance on June 30th.

This will be the final feed from these systems for FY09.

Additionally, any changes in FOAPALs related to Student detail codes need to be updated in the Banner detail code tables.

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 13 to 17.

Note: All encumbrances not to be rolled – are closed – except for HR related encumbrances. These will be left open until after the B1-14 payroll has been successfully posted.

July 2 **B2-13 Payroll posted to Finance**

This is the normal posting timeframe for this pay run. This payroll is completely old year (FY09). The B2-14 will be the last payroll with old year activity to be posted on July 15

July 6 **KSC FY10 POBs seeded**

July 8 **B1-14 Posted to Finance**

This is the last B1 payroll containing old year (FY09) activity.

Dates have been updated as of 5/15/2009

Dates that have been changed are highlighted

- July 9** **First UNH, UNHM, USNH, GSC Telecom charges against FY10 general encumbrances processed**
- July 10** **“13th Month” processing is closed for user entry**
System available for old year final approvals processing.
- July 13** **All FY09 HR encumbrances are closed**
- July 13** **End all Campus approvals for all document types**
- July 15** **B2-14 Posted to Finance**
This is a split payroll and the last payroll that contains any activity from the old year (FY09).
- 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 24** **Final Compensated Absences documents distributed**
- July 29** **August is open in Finance for user processing, approvals and update**
- July 31** **July closes**