University of Houston Systems
Fiscal 2023 - 2024 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date UH	UHC	UHD	UHS	UHV
1	Fri	05/26/2023	FY23	M. Busch	Biweekly Final Payroll for B052323 (Pay End Date 05/23/2023)	PS HRMS					
2	Wed	05/31/2023	FY23	M. Busch	Absences are finalized at 12:00 for B060623 week 1	PS HRMS					
3	Thu	06/01/2023	FY23	Payroll	Payday for M053123, BF052323 & MF052323	Payroll					
4	Thu	06/01/2023	FY23/24*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
5	Thu	06/01/2023	FY23	M. Busch	Payroll Leave Accrual	Payroll					
6	Thu	06/01/2023	FY23/24*	A. Hoang	Annual Finance Security Access Spreadsheet and Finance Access Confirmation form to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL		N/A	N/A		N/A
7	Fri	06/02/2023	FY23	Payroll	Payday for B052323	PS HRMS					
8	Fri	06/02/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
9	Tue	06/06/2023	FY23	M. Busch	Off-Cycle Payroll BF060623 & MF060623	PS HRMS					
10	Wed	06/07/2023	FY23	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
11	Wed	06/07/2023	FY23	M. Busch	Absences are finalized at 12:00 for B060623 week 2	PS HRMS					
12	Thu	06/08/2023	FY23	M. Busch	Biweekly Trial Payroll for B060623	PS HRMS					
13	Fri	06/09/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Mon	06/12/2023	FY23	M. Busch	Biweekly Final Payroll for B060623 (Pay End Date 06/06/2023)	PS HRMS					
15	Wed	06/14/2023	FY23	M. Busch	Absences are finalized at 12:00 for B062023 week 1	PS HRMS					
16	Thu	06/15/2023	FY23	Payroll	Payday for BF060623 & MF060623	Payroll					
17	Fri	06/16/2023	FY23	Payroll	Payday for B060623	Payroll					
18	Fri	06/16/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
19	Tue	06/20/2023	FY23	M. Busch	Absences are finalized at 12:00 for M063023	PS HRMS					
20	Wed	06/21/2023	FY23	M. Busch	Absences are finalized at 12:00 for B062023 week 2	PS HRMS					

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
21	Thu	06/22/2023	FY23	M. Busch	Monthly Trial Payroll for M063023	PS HRMS					
22	Thu	06/22/2023	FY23	M. Busch	Biweekly Trial Payroll for B062023	PS HRMS					
23	Fri	06/23/2023	FY23	M. Busch	Biweekly Final Payroll for B062023 (Pay End Date 06/20/2023)	PS HRMS					
24	Fri	06/23/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
25	Fri	06/23/2023	FY24*	Budget Offices	Review and finalize all FY24 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
26	Fri	06/23/2023	FY23/24*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2024 revenue SF transactions to Deferred Income (22100) and BP2024 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2023 date.	PS GL					
27	Mon	06/26/2023	FY23	M. Busch	Monthly Final Payroll for M063023	PS HRMS					
28	Tue	06/27/2023	FY23	M. Busch	Off-Cycle Payroll BF062723 & MF062723	PS HRMS					
29	Wed	06/28/2023	FY23	M. Busch	Absences are finalized at 12:00 for B070423 week 1	PS HRMS					
30	Fri	06/30/2023	FY23	Payroll	Payday for B062023	Payroll					
31	Fri	06/30/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
32	Fri	06/30/2023	FY23/24*	A. Hoang	College/Division save Signed Finance Access Confirmation Form to the Key Dates SharePoint folder and send access updates request (if any) to Finance Security Administrator (A. Hoang & Frank Pham) at finsys@central.uh.edu. UH and UHS only.	PS GL		N/A	N/A		N/A
33	Fri	06/30/2023	FY24*	L. Skweres-Fluharty/ Budget Office	Create new cost center for Federal College Work Study; Add New Federal College Work Study project ID in UCI/WCI tree in GL. Send new Federal College Work Study cost center to HR.	PS GL					
34	Mon	07/03/2023	FY23	M. Busch	Payroll Leave Accrual	Payroll					
35	Mon	07/03/2023	FY23	Payroll	Payday for M063023, BF062723 & MF062723	Payroll					
36	Mon	07/03/2023	FY23	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
37	Mon	07/03/2023	FY23	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
38	Wed	07/05/2023	FY23	M. Busch	Absences are finalized at 12:00 for B070423 week 2	PS HRMS					
39	Thu	07/06/2023	FY23	M. Busch	Biweekly Trial Payroll for B070423	Payroll					

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							UH	UHC	UHD	UHS	UHV
40	Thu	07/06/2023	FY24*	A. Hoang	Load FY24 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL	N/A	N/A		N/A	N/A
41	Thu	07/06/2023	FY24*	A. Hoang/ UH Budget Office	Load FY24 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM	N/A	N/A		N/A	N/A
42	Fri	07/07/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
43	Fri	07/07/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
44	Fri	07/07/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
45	Fri	07/07/2023	FY23	A. Hoang	Post Postage charges UH and UHS.	PS GL					
46	Mon	07/10/2023	FY24*	A. Hoang	Open FY24 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY24.	PS GL	N/A	N/A		N/A	N/A
47	Mon	07/10/2023	FY24	A. Hoang	Open FY2024 Accounting period 1 AP for UHD.	PS GL	N/A	N/A		N/A	N/A
48	Mon	07/10/2023	FY23	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
49	Mon	07/10/2023	FY23	M. Busch	Biweekly Final Payroll for B070423 (Pay End Date 07/04/2023)	PS HRMS					
50	Tue	07/11/2023	FY23	M. Busch	Off-Cycle Payroll BF071123 & MF071123	PS HRMS					
51	Wed	07/12/2023	FY23	M. Busch	Absences are finalized at 12:00 for B071823 week 1	PS HRMS					
52	Thu	07/13/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UH and UHS.	Budget Office		N/A	N/A		N/A
53	Thu	07/13/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office		N/A	N/A		N/A
54	Fri	07/14/2023	FY23	A. Hoang	Post Postage charges UH and UHS.	PS GL					
55	Fri	07/14/2023	FY24*	A. Hoang	Load FY24 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL & UHV.	PS GL	N/A		N/A	N/A	
56	Fri	07/14/2023	FY24*	A. Hoang/ UH Budget Office	Load FY24 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL & UHV.	BDM	N/A		N/A	N/A	
57	Fri	07/14/2023	FY23/24*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL		N/A	N/A		N/A

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							UH	UHC	UHD	UHS	UHV
58	Fri	07/14/2023	FY23	Payroll	Payday for B070423	PS HRMS					
59	Fri	07/14/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
60	Mon	07/17/2023	FY23	Payroll	Payday for MF071123 & BF071123	PS HRMS					
61	Mon	07/17/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHV & UHCL.	Budget Office	N/A		N/A	N/A	
62	Mon	07/17/2023	FY24*	Budget Office/ B. Duarte	Verify FY24 Salary & Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHV & UHCL.	Budget Office	N/A		N/A	N/A	
63	Tue	07/18/2023	FY23	M. Busch	Absences are finalized at 12:00 for M073123	PS HRMS					
64	Tue	07/18/2023	FY24*	A. Hoang	Open FY24 Accounting period 1 for GL, PO, Req. for UHV and UHCL to allow encumbrance processing for PO and Req. in FY24.	PS GL	N/A		N/A	N/A	
65	Wed	07/19/2023	FY23	M. Busch	Absences are finalized at 12:00 for B071823 week 2	PS HRMS					
66	Thu	07/20/2023	FY23	M. Busch	Biweekly Trial Payroll for B071823	PS HRMS					
67	Thu	07/20/2023	FY23	M. Busch	Monthly Trial Payroll for M073123	PS HRMS					
68	Thu	07/20/2023	FY24*	Michael Burns	Extract from Hyperion Budget Module FY24 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM					
69	Thu	07/20/2023	FY24*	HR Office/ M. Kirshner	Load FY24 positions funding information from Hyperion Budget Module to HRMS department budget staging table for Budget office to review and approve. For all campuses.	PS HRMS					
70	Thu	07/20/2023	FY24*	Michael Burns	Extract from Hyperion Budget Module FY24 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM					
71	Fri	07/21/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
72	Fri	07/21/2023	FY23	A. Hoang	Post Postage charges UH and UHS.	PS GL					
73	Fri	07/21/2023	FY23	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
74	Mon	07/24/2023	FY23	M. Busch	Monthly Final Payroll for M073123	PS HRMS					
75	Mon	07/24/2023	FY23	M. Busch	Biweekly Final Payroll for B071823 (Pay End Date 07/18/2023)	PS HRMS					
76	Tue	07/25/2023	FY23	M. Busch	Off-Cycle Payroll BF072523 & MF072523	Payroll					

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							UH	UHC	UHD	UHS	UHV
77	Wed	07/26/2023	FY23	M. Busch	Absences are finalized at 12:00 for B080123 week 1	PS HRMS					
78	Thu	07/27/2023	FY24*	A. Hoang/ UH Budget Office	Load FY24 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL		N/A	N/A		N/A
79	Thu	07/27/2023	FY24*	A. Hoang/ UH Budget Office	Load FY24 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM		N/A	N/A		N/A
80	Thu	07/27/2023	FY24*	HR Office/ M. Kirshner	Load FY24 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
81	Thu	07/27/2023	FY24*	Budget Office	Start reviewing FY24 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
82	Thu	07/27/2023	FY24*	HR Office/ M. Kirshner	Human Resources review and update FY24 pay rates in Job Data Staging Table for all campuses.	HR Office					
83	Fri	07/28/2023	FY23	A. Hoang	Post Postage charges UH and UHS.	PS GL					
84	Fri	07/28/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
85	Fri	07/28/2023	FY23	Payroll	Payday for B071823	Payroll					
86	Fri	07/28/2023	FY24*	A. Hoang	Open FY24 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY24.	PS GL		N/A	N/A		N/A
87	Fri	07/28/2023	FY24*	M. Kirshner/ Financial Systems	Load FY24 account code table (as of effective date 09/01/2023) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY24 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY24 Salary & wages budgets are loaded correctly.	PS HRMS					
88	Tue	08/01/2023	FY23	Payroll	Payday for M073123, MF072523 & BF072523	Payroll					
89	Tue	08/01/2023	FY23	M. Busch	Payroll Leave Accrual	PS HRMS					
90	Tue	08/01/2023	FY23	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
91	Wed	08/02/2023	FY23	M. Busch	Absences are finalized at 12:00 for B080123 week 2	PS HRMS					
92	Thu	08/03/2023	FY23	M. Busch	Biweekly Trial Payroll for B080123	PS HRMS					
93	Fri	08/04/2023	FY24*	College/Division Administrator	Departments can begin creating and submitting FY24 ePRF Forms. All campuses.	PS HRMS					
94	Fri	08/04/2023	FY23	A. Hoang	Post Postage charges UH and UHS.	PS GL					
95	Fri	08/04/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
96	Mon	08/07/2023	FY23	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					

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							UH	UHC	UHD	UHS	UHV
97	Mon	08/07/2023	FY24*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
98	Mon	08/07/2023	FY23/24*	College/Division Administrator	College/Division return HR Security Access Audit Report with confirmation of the review, updates and for only UH&UHS save signed report to the Key Dates SharePoint folder. Contact: HR Security Administrator (Kolanda Daniels) all campuses.	PS HRMS					
99	Mon	08/07/2023	FY23	M. Busch	Biweekly Final Payroll for B080123 (Pay End Date 08/01/2023, Payday 08/11/2023)	Payroll					
100	Tue	08/08/2023	FY23	M. Busch	Off-Cycle Payroll MF080123 & BF080123	PS HRMS					
101	Wed	08/09/2023	FY23	M. Busch	Absences are finalized at 12:00 for B081523 week 1	PS HRMS					
102	Fri	08/11/2023	FY23*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL		N/A	N/A		N/A
103	Fri	08/11/2023	FY23*	C. Rodriguez/ A. Hoang	Cavallo (all Campuses), Adroit (UH,UHS), Concur (for travel card payment) last feed for FY2023. Hold all future feed files received in August until Sep 2023 FY2024. (Note that Budget Reference must be changed to BP2024 for FY2024 feeds for Cavallo, Adroit)	PS GL					
104	Fri	08/11/2023	FY23*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit, Cavallo, Postal Services, and AssetWorks.	PS GL					
105	Fri	08/11/2023	FY23*	A. Hoang	Create FY23 telephone zero encumbrance transactions for DTN. Note: Verify August telephone charge is fed prior to this job. Verify transactions prior to closing after expense feed.	PS Purch process	N/A	N/A		N/A	N/A
106	Fri	08/11/2023	FY23	Payroll	Payday for B080123	Payroll					
107	Fri	08/11/2023	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
108	Mon	08/14/2023	FY23	Campus Dept	Last day to Initiate ePRF Forms for FY23 Positions. All campuses.	PS HRMS					
109	Mon	08/14/2023	FY24*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY24 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - L. Skweres-Fluharty; CLC - M. Bautista; DTN - T. Meneley; VIC - E. Goodwin.	ACC/Fin. Systems					
110	Mon	08/14/2023	FY24*	A. Hoang	Load FY24 UCI/WCI (all campuses) rates to PS GL allocations for FY24. Send the new rates to Human Resources (M. Kirshner)	Fin Systems					
111	Tue	08/15/2023	FY24	C. Rodriguez/ A. Hoang	Update new FY State of Texas late payment interest rate in PS for 00797. AP (C. Rodriguez) will send new rate from Fiscal Management website to Financial Systems (A. Hoang).	Fin Systems					
112	Tue	08/15/2023	FY23	Payroll	Payday for MF080123 & BF080123	PS HRMS					
113	Wed	08/16/2023	FY23*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2023 feed that includes state funds).	PS GL		N/A	N/A		N/A
114	Wed	08/16/2023	FY23	A. Hoang	Create FY23 postage zero encumbrance transactions. (UH, SYS). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions prior to closing after expense feed.	PS GL		N/A	N/A		N/A
115	Wed	08/16/2023	FY23	M. Busch	Absences are finalized at 12:00 for B081523 week 2	PS HRMS					

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
116	Thu	08/17/2023	FY23	M. Busch	Biweekly Trial Payroll for B081523	PS HRMS					
117	Thu	08/17/2023	FY24*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY24 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
118	Fri	08/18/2023	FY23	M. Busch	Reallocation Process for FY2022 Period 12	PS HRMS					
119	Mon	08/21/2023	FY23	M. Busch	Biweekly Final Payroll for B081523 (Pay End Date 08/15/2023, Payday 08/25/2023)	Payroll					
120	Tue	08/22/2023	FY23	M. Busch	Absences are finalized at 12:00 for M083123	PS HRMS					
121	Wed	08/23/2023	FY23*	A. Hoang/ O. Guo	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2024 Cost Center file to Concur	PS GL					
122	Wed	08/23/2023	FY23	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payoll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081523 HR journals posted)	PS GL					
123	Wed	08/23/2023	FY23*	A. Hoang/ R.Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2023 USAS HR reimbursment.	PS GL					
124	Wed	08/23/2023	FY23	M. Busch	Absences are finalized at 12:00 for B08923 week 1 (08/16/2023 - 08/29/2023)	PS HRMS					
125	Thu	08/24/2023	FY23	M. Busch	Monthly Trial Payroll for M083123	PS HRMS					
126	Fri	08/25/2023	FY23	Payroll	Payday for B081523	Payroll					
127	Fri	08/25/2023	FY23	M. Busch	Monthly Final Payroll for M083123 (HOLD HR journals until all August Payroll allocations posting completed on 8/23/23)	PS HRMS					
128	Fri	08/25/2023	FY23	M. Busch/ A. Hoang	M083123 payroll journals must be FY23 Accrual Expenditures (Cash only) (Hold M083123 HR journals until all August Payroll allocations posting completed on 8/23/23)	PS HRMS / PS GL					
129	Fri	08/25/2023	FY24	A. Hoang	Open FY2024 Accounting period 1 AP for UH, UHCL, UHV, and UHS.	PS GL			N/A		
130	Fri	08/25/2023	FY24*	HR Office/ M. Kirshner	Load FY24 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY24 account code table must be loaded prior to this task) All campuses.	PS HRMS					
131	Fri	08/25/2023	FY23	All Campuses AP Dept	Run batch processes to close or delete FY23 credit vouchers. All campuses.	PS GL					
132	Mon	08/28/2023	FY23	M. Busch	Last Reallocation Process for FY2023 Period 12	PS HRMS					
133	Mon	08/28/2023	FY23	M. Busch	Off-Cycle Payroll MF082823 & BF082823	PS HRMS					
134	Wed	08/30/2023	FY23	M. Busch	Absences are finalized at 12:00 for B082923 week 2	PS HRMS					
135	Thu	08/31/2023	FY21*	A. Hoang	Final FY2023 AP check run for all campuses	AP					

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136	Thu	08/31/2023	FY23*	HR Office/ M. Kirshner	Last FY23 ABBR Calc Program Run	PS HRMS					
137	Thu	08/31/2023	FY24*	M. Kirshner	Roll Department Budget State Rule table from FY23 to FY24. (note: FY24 account code table must be loaded prior to this task)	PS HRMS					
138	Thu	08/31/2023	FY24*	State Accounting	Review and finalize FY24 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Sherry Hawn; D: Theresa Meneley; V: Stephanie Machicek)	State Accounting Office					
139	Thu	08/31/2023	FY23*	All Campuses Dept	No vouchers create (close FY2023 Acctg Peroid 12 for AP&PO and FY2024 Acctg Period 1 for AP at 8:00 AM)	Dept					
140	Thu	08/31/2023	FY23/24*	A. Hoang	PO Carryforward Process to create FY24 encumbrances and BP2024 budget for unliquidated FY23 PO's. This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHCL only). (UHV if any)	PS GL					
141	Thu	08/31/2023	FY23/24*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS					
142	Thu	08/31/2023	FY23	M. Busch	Biweekly Trial Payroll for B082923	PS HRMS					
143	Fri	09/01/2023	FY23*	A. Hoang	Actual Closing #1 for UH, UHCL, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS, UHCL, UHD and UHV.	PS GL					
144	Fri	09/01/2023	FY24*	A. Hoang	First FY2024 AP check run for all campuses	AP					
145	Fri	09/01/2023	FY23	Payroll	Payday for M083123, MF082823 & BF082823	Payroll					
146	Fri	09/01/2023	FY24*	Budget Office/ Financial Systems	FY24 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL).	Budget Office			N/A	N/A	N/A
147	Fri	09/01/2023	FY23*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2023. All campuses.	PS HRMS					
148	Fri	09/01/2023	FY23	M. Busch	Biweekly Final Payroll for B082923	Payroll					
149	Fri	09/01/2023	FY23	M. Busch	FY24 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
150	Fri	09/01/2023	FY24*	L. Luckett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
151	Fri	09/01/2023	FY23/998*	M. Busch	First FY23 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
152	Mon	09/04/2023	FY23*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
153	Tue	09/05/2023	FY23*	A. Hoang	B083123 Biweekly Final must be FY23 Accrual Expenditures (Cash only)	PS GL					
154	Tue	09/05/2023	FY23*	M. Busch	Monthly - FY23 Vacation Roll-Over Deadline	PS HRMS					
155	Tue	09/05/2023	FY24*	M. Busch	FY2024 Payroll Initial Encumbrances	PS HRMS					

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
156	Tue	09/05/2023	FY23*	A. Hoang	Zero payroll FY23 payroll encumbrances in PS GL. (this step need to wait until after the last FY2023 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
157	Wed	09/06/2023	FY24	M. Busch	Absences are finalized at 12:00 for B091223 week 1						
158	Thu	09/07/2023	FY24	Payroll	Off Cycle for MF090723 & BF090723	PS HRMS					
159	Thu	09/07/2023	FY23*	A. Hoang	Final Physical Plant (PHP) charges (August Expenses) for **local** funds only UH and UHS (last FY2023 feed).	PS GL		N/A	N/A		N/A
160	Fri	09/08/2023	FY24	Payroll	Payday for B082923	Payroll					
161	Fri	09/08/2023	FY23	M. Busch	FY24 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
162	Fri	09/08/2023	FY24*	HR Office - Benefits	First FY24 ABBR Calc Program Run (Change Run Parameter to FY24)	PS HRMS					
163	Fri	09/08/2023	FY23	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
164	Fri	09/08/2023	FY24*	L. Luckett	Complete FY24 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL			N/A	N/A	N/A
165	Wed	09/13/2023	FY24	M. Busch	Absences are finalized at 12:00 for B091223 week 2	Payroll					
166	Wed	09/13/2023	FY24*	HR Office - Benefits	ERS Salary File create	PS HRMS					
167	Thu	09/14/2023	FY24	M. Busch	Biweekly Trial Payroll for B091223	PS HRMS					
168	Fri	09/15/2023	FY24	Payroll	Payday for MF090723 & BF090723	PS HRMS					
169	Fri	09/15/2023	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
170	Fri	09/15/2023	FY24*	HR Office - Benefits	Complete Review of FY24 ABBR Calcs	PS HRMS					
171	Fri	09/15/2023	FY24*	A. Hoang	UHD - Telephone Initial Encumbrances for FY24.	PS GL	N/A	N/A		N/A	N/A
172	Mon	09/18/2023	FY23(998)/ FY24	Campus Acctg Offices/ A. Hoang	FY23 vouchers accruals (Campus accounting office can run query UHS_AP_VOUCHER_TO_ACCRUE and review result) and send spreadsheets to A. Hoang for AP Accrual/Reversal journals uploads.	PS GL					
173	Mon	09/18/2023	FY24	A. Hoang	AP Accrual reversal in Period 1, FY24.	PS GL					
174	Mon	09/18/2023	FY24	M. Busch	Biweekly Final Payroll for B091223	PS HRMS					
175	Tue	09/19/2023	FY24	M. Busch	Absences are finalized at 12:00 for M093023	PS HRMS					

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date UH	UHC	UHD	UHS	UHV
176	Wed	09/20/2023	FY24	M. Busch	Absences are finalized at 12:00 for B092623 week 1	Payroll					
177	Thu	09/21/2023	FY23/998*	M. Busch	Final FY23 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
178	Thu	09/21/2023	FY23/998*	Gretta McClain/ A. Hoang	FY23/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
179	Thu	09/21/2023	FY24	M. Busch	Monthly Trial Payroll for M093023	PS HRMS					
180	Fri	09/22/2023	FY24	M. Busch	Monthly Final for M093023	PS HRMS					
181	Fri	09/22/2023	FY24	Payroll	Payday for B083123 & B091223	Payroll					
182	Fri	09/22/2023	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
183	Mon	09/25/2023	FY24	Payroll	Off Cycle for MF092523 & BF092523	Payroll					
184	Tue	09/26/2023	FY23/998*	A. Hoang	PS GL FY23/998 period close for UH, SYS, DTN, CLC, and VIC. Include Grants F&A for UH (if 998 expenses exist) and Admin Charge for UH only. Include IDC for UHCL. (No IDC for UHD; No Admin Charge for UHCL) ** Note: FY23 Voucher Accruals journals must be posted before starting the FY23/998 Admin Charge process for UH.	PS GL					
185	Tue	09/26/2023	FY23/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS	PS GL					
186	Tue	09/26/2023	FY24*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY24.	PS GL		N/A	N/A		N/A
187	Wed	09/27/2023	FY24	M. Busch	Absences are finalized at 12:00 for B092623 week 2	Payroll					
188	Tue	10/03/2023	FY24	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for Sept.	PS GL					
189	Mon	10/09/2023	FY24	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
190	Fri	10/13/2023	FY23*	L. Skweres-Fluharty	FY23 Reseach expenditure download to Research Information Center (UH only)	Financial Report		N/A	N/A	N/A	N/A
191	Mon	10/16/2023	FY23*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR					
192	Mon	10/16/2023	FY23*	A. Hoang	NO MORE Journals TO FY23. FY23 PS GL close for all campuses	PS GL					
193	Wed	11/01/2023	FY23	C. Rodriguez/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
194	Fri	11/17/2023	FY23*	L. Skweres-Fluharty	AFR due to Austin	Financial Report					