

**University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar**

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
2	Mon	06/15/09	FY09	C. Ponzio	Biweekly Final Payroll for B060909 (Pay end date 6/09/09)	PS HRMS	06/15/09	06/15/09	06/15/09	06/15/09	06/15/09
3	Tue	06/16/09	FY09	C. Ponzio	Off-Cycle Payroll BF061609 & MF061609	PS HRMS					
4	Wed	06/17/09	FY09	C. Ponzio	Monthly Trial Payroll for M063009	PS HRMS					
5	Fri	06/19/09	FY09	Payroll	Payday for B060909	PS HRMS					
6	Fri	06/19/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
7	Mon	06/22/09	FY09	C. Ponzio	Final Monthly for M063009	PS HRMS					
8	Tue	06/23/09	FY09*	Budget Office	Create new cost center for Federal College Work Study account; Add New Federal College Work Study project id in UCI/WCI tree in GL	PS GL					
9	Tue	06/23/09	FY09	C. Ponzio	Off-Cycle Payroll B062309 & MF062309	PS HRMS					
10	Tue- Wed	6/23/2009- 6/24/09	FY10	M. Lovelady	Annual HR Security Audit Report is printed by College/Division Administrators to verify department users accesses (all campuses)	PS HRMS					
11	Tue	06/23/09	FY10	C. Chan	Annual Finance Security Access Spreadsheet to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL					
12	Thu	06/25/09	FY09	C. Ponzio	Biweekly Trial Payroll for B062309	PS HRMS					
13	Fri	06/26/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Mon	06/29/09	FY09	C. Ponzio	Biweekly Final Payroll for B062309 (Pay End Date 06/23/2009)	PS HRMS					
15	Tue	06/30/09	FY09	C. Ponzio	Off-Cycle Payroll BF063009 & MF063009	PS HRMS					
16	Tue	06/30/09	FY09	C. Ponzio/ C. Chan	Last Payroll journals feed for June	PS HRMS					
17	Wed	07/01/09	FY09	Payroll	Payday for M063009	Payroll					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
18	Wed	07/01/09	FY09	C. Ponzio	Payroll Leave Accrual	PS HRMS					
19	Wed	<del>7/1/2009</del> TBD	FY10*	Budget Office / C. Chan	Approve Budget Offices and create (C. Chan) FY10 Budget Nodes in PS GL for FY10 Budget Load	PS GL/Budget Offices					
20	Wed	<del>7/1/2009</del> TBD	FY10*	C. Chan/Budget Offices	Review and finalize all FY10 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree (C. Chan) and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
21	Wed	07/01/09	FY09/FY10*	C. Chan/UH,UHC,VHV ? Student Accounting	Start the FYE Daily Student Feed to switch all BP2010 revenue SF transactions to Deferred Income(22100) and BP2010 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2009 date. (UHC plans to start fall feed 07/18/2009)						
22	Thu	07/02/09	FY09	Payroll	Payday for B062309	PS HRMS					
23	Thu	07/02/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
24	Mon	07/06/09	FY09	C. Chan	EOM close in PS GL for June (all Campuses).	PS GL					
25	Tue	07/07/09	FY09	C. Ponzio	Off-Cycle Payroll MF070709 & BF070709	PS HRMS					
26	Wed	<del>7/8/2009</del> TBD	FY10*	C, Chan	Create FY10 Budget Journals for Non-Salary&Wages account from BDM for UHC, UHD? and UHV	BDM					
27	Wed	<del>7/8/2009</del> TBD	FY10*	C. Chan	Load FY10 Non Salary and Wages budget journals obtained from BDM for UHC, UHD? and UHV	PS GL					
28	Thu	07/09/09	FY09	C. Ponzio	Biweekly Trial for B070709	PS HRMS					
29	Thu	<del>7/9/2009</del> TBD	FY10*	Budget Office / B. Duarte	Verify FY10 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 (UHC, UHD? and UHV).	Budget Office					
30	Fri	07/10/09	FY09/FY10*	College/Division Administrator	College/Division return GL Security spreadsheet with confirmation of the review and/or updates (if any) to Finance Security Administrator (C. Chan) UH and UHS only	PS GL					
31	Fri	<del>7/10/2009</del> TBD	FY10*	C. Chan	Create FY10 Salary & Wages Budget Journals from BDM and load to PS GL for UHC, UHD? and UHV (Position Funding Budget Journals) ( No more BDM adjustments after this task).	BDM					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
32	Fri	<del>7/10/2009</del> TBD	FY10*	C. Chan	Position Funding load (Salary & Wages Budget Journals with position budget details for position budgeting campuses) to PS GL and PS GL BOB for UHC, UHD? and UHV (from BDM)	PS GL					
33	Fri	<del>07/10/09</del> TBD	FY10*	C.Chan	Open FY10 Accounting period 1 for GL, PO, Req.UHC, UHV, UHD?	PS GL					
34	Fri	<del>07/10/09</del> TBD	FY10*	A. Phillips	Allow encumbrance processing for PO and Req. in FY10 for UHC, UHV AND UHD?	PS GL					
35	Fri	07/10/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
36	Mon	07/13/09	FY09	C. Ponzio	Biweekly Final B070709 (Pay End date 7/07/09)	PS HRMS					
37	Mon	<del>7/13/2009</del> TBD	FY10*	Budget Office / B. Duarte	Verify FY10 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 FY10 budget journals load) and/or UHSBOB02 reports. UHC	Budget Office					
38	Tue	07/14/09	FY09	PS SA/C.Chan	Begin Fall 2009 Student Payments processing in SAPRD and feed to FSPRD (GL Journals) UH & UHV only	PS SA/PS GL					
39	Tue	07/14/09	FY09	C. Ponzio	Off-Cycle Payroll MF071409 & BF071409	PS HRMS					
40	Wed	07/15/09	FY09	C. Ponzio	Monthly Trial for M073109	PS HRMS					
41	Fri	07/17/09	FY09/FY10*	College/Division Administrator	College/Division return HR Security Access Audit Report with confirmation of the review and/or updates (if any) to HR Security Administrator (M. Lovelady) all campuses.	PS HRMS					
42	Fri	<del>7/17/2009</del> TBD	FY10*	C, Chan	Create FY10 Budget Journals for Non-Salary&Wages account from BDM for UH, UHS	BDM					
43	Fri	<del>7/17/2009</del> TBD	FY10*	C. Chan	Load FY10 Non Salary and Wages budget journals obtained from BDM for UH, UHS	PS GL					
44	Fri	<del>7/17/2009</del> TBD	FY10*	C. Chan	Create FY10 Salary & Wages Budget Journals from BDM and load to PS GL for all campuses (Position Funding Budget Journals) ( No more BDM adjustments after this task).	BDM					
45	Fri	07/17/09	FY09	Payroll	Payday for B070709	PS HRMS					
46	Fri	07/17/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
47	Mon	07/20/09	FY09	C. Ponzio	Final Monthly for M073109	PS HRMS					
48	Mon	07/20/09	FY10*	Budget Office / B. Duarte	Verify FY10 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, UHS).	Budget Office					
49	Mon	07/20/09	FY10*	Budget Office / B. Duarte	Verify FY10 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 FY10 budget journals load) and/or UHSBOB02 reports. UH and UHS	Budget Office					
50	Mon	07/20/09	FY10*	C. Ponzio	Load FY10 account code table (as of effective date 09/01/2009) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY10 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY10 Salary & wages budgets are loaded correctly.	PS HRMS					
51	Mon	07/20/09	FY10*	C. Chan	Extract from BDM FY10 positions funding information and sent to PS HRMS department budget staging table. All campuses.	BDM					
52	Mon	07/20/09	FY10*	M. Lovelady	Load FY10 positions funding info. from BDM for all campuses To HRMS department budget staging table for Budget office to review and approve.	PS HRMS					
53	Mon	07/20/09	FY10*	C. Chan	Extract from BDM FY10 payrates data to load to staging table in HRMS for HR offices to review and approve for all campuses.	BDM					
54	Mon	7/20/2009-TBD	FY10*	M. Lovelady	Load FY10 payrates from BDM for all campuses To HRMS staging table for HR to review and approve	PS HRMS					
55	Tue	07/21/09	FY09	C. Ponzio	Off-Cycle Payroll MF072109 & BF072109	PS HRMS					
56	Tue	7/21/2009-TBD	FY10*	Budget Office	Start reviewing FY10 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
57	Tue	7/21/2009-TBD	FY10*	HR Office	Human Resources review and update BDM FY10 pay rates from BDM for all campuses	HR Office					
58	Wed	07/22/09	FY09	Payroll	Timesheets due in Payroll for B072109	PS HRMS					
59	Thu	07/23/09	FY09	C. Ponzio	Biweekly Trial for B072109	PS HRMS					
60	Fri	07/24/09	FY09/FY10*	C. Chan	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
61	Fri	<del>7/24/2009</del> TBD	FY10*	C.Chan	Open FY10 Accounting period 1 for GL, PO, Req. UH, UHS.	PS GL					
62	Fri	<del>7/24/2009</del> TBD	FY10*	A. Phillips	Allow encumbrance processing for PO and Req. in FY10 for UH, UHS.	PS GL					
63	Fri	07/24/09	FY09	Payroll	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
64	Mon	07/27/09	FY09	C. Ponzio	Biweekly Final Payroll for B072109 (Pay end date 7/21/09)	PS HRMS					
65	Mon	<del>7/27/2009</del> TBD	FY10*	C. Chan	Final FY10 approved pay rates extract from BDM for all campuses to PS HRMS	BDM					
66	Mon	<del>7/27/2009</del> TBD	FY10*	M. Lovelady	Load FY10 pay rates from BDM to HRMS for all campuses. (note: FY10 account code table must be loaded prior to this task)	PS HRMS					
67	Mon	<del>7/27/2009</del> TBD	FY10*	C. Chan	Final FY10 position funding information extract from BDM for all campuses to PS HRMS	BDM					
68	Mon	<del>7/27/2009</del> TBD	FY10*	M. Lovelady/C. Chan	Load position funding information to PS HRMS from BDM for all campuses (note: FY10 account code table must be loaded prior to this task)	PS HRMS / BDM					
69	Mon	<del>7/27/2009</del> TBD	FY10*	C. Ponzio	Create FY10 department budget table error report (ie. Verify cost center, existence of related budget ledger, and position with 100% funding distributions). Send error list to all campuses budget office, project and grant office for review and correction.	PS HRMS					
70	Tue	07/28/09	FY09	C. Ponzio	Off-Cycle Payroll MF072809 & BF072809	PS HRMS					
71	Thu	07/30/09	FY09	Payroll	Generate B081809 Timesheets. Period ending 08/18/09. Due to Payroll 8/19/08.	PS HRMS					
72	Fri	07/31/09	FY09	Payroll	Payday for B072109	Payroll					
73	Fri	07/31/09	FY10*	Payroll	Verify fiscal year Payroll tables are finalized.	PS HRMS					
74	Fri	07/31/09	FY10*	M. Lovelady	Finalize and set new year Benefit Rates	PS HRMS					
75	Fri	07/31/09	FY09/FY10*	M. Lovelady	Complete all Annual Security Review Audit in HR	PS HRMS					
76	Fri	07/31/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
77	Fri	07/31/09	FY09	C. Ponzio/C. Chan	Last Payroll journals feed for July	PS HRMS					
78	Mon	08/03/09	FY09	C. Chan	Feed July telephone and postage charges (UH & UHS).	PS GL					
79	Mon	08/03/09	FY09	C. Ponzio	Payroll Leave Accrual	PS HRMS					
80	Mon	08/03/09	FY09	S. Yurus/C. Ponzio	AP Tax info. To Payroll for employees (Semi Annual)	AP/ Payroll Dept.					
81	Mon	8/3/2009-TBD	FY10*	C. Ponzio	Roll Department Budget State Rule table from FY09 to FY10. ( note: FY10 account code table must be loaded prior to this task)	PS HRMS					
82	Mon	08/03/09	FY09	Payroll	Payday for M073109	Payroll					
83	Mon	8/3/2009-TBD	FY10*	State Accounting	Review and finalize FY10 Department Budget State Rule Table -- All campuses (H,S :Kevin Draper; C : J. Cordary; D : Theresa M; V: Toni Wyer)	State Accounting Office					
84	Tue	08/04/09	FY09	C. Ponzio	Off-Cycle Payroll MF080409 & BF080409	PS HRMS					
85	Wed	08/05/09	FY09	Payroll / Dept	Timesheets for B080409 due in Payroll by noon.	Payroll / Dept					
86	Wed	08/05/09	FY09*	Payroll	<del>Generate Monthly M083109 Timesheets. Period ending 08/31/09. Due to Payroll 8/13/09 (For fiscal year end leave accrual)</del>	PS HRMS					
87	Thu	08/06/09	FY09	C. Chan	PS GL EOM for July	PS GL					
88	Thu	08/06/09	FY09	C. Ponzio	Biweekly Trial Payroll for B080409	PS HRMS					
89	Thu	08/06/09	FY09*	Payroll	Generate Biweekly B083109 Timesheets. Period ending 08/31/09. Due to Payroll 8/21/09 (For fiscal year end leave accrual)	PS HRMS					
90	Fri	08/07/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
91	Mon	08/10/09	FY09	C. Ponzio	Biweekly Final Payroll for B080409 (Pay end date 8/04/09)	PS HRMS					
92	Tue	08/11/09	FY09	C. Ponzio	Off-Cycle Payroll MF081109 & BF081109	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
93	Wed-Tue	8/12/2009-08/18/09	FY09*	C. Chan/K. Draper	NO Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2009 USAS HR reimbursment. Hold process?	PS GL					
94	Wed	08/12/09	FY09	Payroll / Dept	M083109 Timesheets due in Payroll by 12:00 noon	Payroll / Dept					
95	Wed	08/12/09	FY09	C. Ponzio	Monthly Trial Payroll for M083109	PS HRMS					
96	Fri	08/14/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
97	Fri	08/14/09	FY09	Payroll	Payday for B080409	Payroll					
98	Mon	08/17/09	FY09	C. Ponzio	Monthly Final Payroll for M083109	PS HRMS					
99	Mon	08/17/09	FY09	C. Ponzio	Generate final payroll encumbrances (Monthly only) release journals for FY2009 all campuses	PS HRMS					
100	Tue	08/18/09	FY09	C. Ponzio	Off-Cycle Payroll MF081809 & BF081809	PS HRMS					
101	Wed	08/19/09	FY09	Payroll / Dept	B081809 Timesheets (Period ending 08/18/09) due in Payroll by 12:00 noon.	Payroll / Dept					
102	Thu	08/20/09	FY09*	Payroll / Dept	Generate Biweekly B090109 Timesheets. Period ending 09/01/09. Due to Payroll 9/02/09						
103	Thu	08/20/09	FY09	C. Ponzio	B081809 Biweekly Trial	PS HRMS					
104	Fri	08/21/09	FY09	C. Ponzio	Biweekly Final for B081809	Payroll					
105	Mon	08/24/09	FY09	K. Livingston/C. Chan	August Payroll Liabilities allocations. Including: TRS liab., ERS liab., Payoll due from/due to campus to Sys., Payroll recievable from State at Sys, AP bank, HR bank (After B081809 HR journals posted)	PS GL					
106	Tue	08/25/09	FY09	C. Ponzio/C. Chan	M083109 payroll journals must be FY09 Accrual Expenditures (Cash only) (Hold M083109 HR journals until all August Payroll allocations posting completed)	PS HRMS / PS GL					
107	Fri	08/21/09	FY09	Payroll / Dept	B083109 Timesheets (08/19 thru 08/31) due in Payroll by 12:00 noon	Payroll / Dept					
108	Fri	08/21/09	FY09	K. Livingston	Accrual State Revenues for UH and UHS	General Accounting					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
109	Fri	08/21/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
110	Mon	08/24/09	FY09	C. Ponzio	B083109 Biweekly Trial	PS HRMS					
111	Mon	08/24/09	FY09	C. Ponzio	Biweekly Final for B083109 (after 5:00 PM)	PS HRMS					
112	Mon	08/24/09	FY09	C. Ponzio	Generate final payroll encumbrances (Biweekly only) release journals for FY2009 all campuses	PS HRMS					
113	Mon	08/24/09	FY09*	C. Chan	Feed INFOCALL telephone charges (August Expenses) UH and UHS	PS GL					
114	Mon	08/24/09	FY09*	S. Roland / C. Chan	Post Postage charges (August Expenses) UH and UHS.	PS GL					
115	Mon	08/24/09	FY09*	C. Chan	Physical Plant (PHP) charges (August Expenses) UH and UHS.	PS GL					
116	Tue	08/25/09	FY09	C. Chan	B083109 Biweekly Final must be FY09 Accrual Expenditures (Cash only)	PS HRMS					
117	Tue	08/25/09	FY09*	C. Chan	Zero payroll FY09 payroll encumbrances in PS GL. (this step need to wait until after the last FY2009 Payroll Encumbrances journal was posted)	PS GL					
118	Tue	08/25/09	FY09	C. Ponzio	Offcycle Payroll for BFY083109 and MFY083109	PS HRMS					
119	Tue	08/25/09	FY09	C. Chan	Open FY2010 Accounting Period 1 for GL, AP and PO (all Campuses)	PS GL					
120	Thu	08/27/09	FY10	C. Ponzio	Generate FY10 Initial Payroll Encumbrances for all Campuses	PS HRMS					
121	Thu	08/27/09	FY10	C. Ponzio	Generate Biweekly B091509 Timesheets. Period ending 09/15/09. Due to Payroll 9/16/09	PS HRMS					
122	Fri	08/28/09	FY09	C. Chan	Create FY09 telephone, equipment, 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.						
123	Fri	08/28/09	FY09*	C. Chan	Create FY09 telephone zero encumbrance transactions. (CLC, DTN). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions prior to closing after expense feed.	PS Purch process					
124	Fri	08/28/09	FY09	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
125	Fri	08/28/09	FY10*	All Campuses / C. Chan	Finalize UCI/WCI rates for FY10 for all campuses due to Financial Systems (C. Chan) . Hou and Systems - D. Ellis; Clc - John Cordary (no UCI/WCI charges), Dtn - G. Anderson; Vic - V Walden.	ACC/Fin. Systems					
126	Fri	08/28/09	FY10*	C. Chan	Load FY10 UCI/WCI (all campuses) rates to PS GL allocations for FY10. Send the new rates to Human Resources (C. Ponzio and M. Lovelady)	Fin Systems					
127	Fri	<del>8/29/2009</del> 08/28/09	FY09*	C. Ponzio	Last Payroll Journals to PS GL for August	PS HRMS / PS GL					
127*	Fri	08/28/09	FY10	C. Chan	Open FY10 Accounting period 1 for AP UH, UHS, UHC,UHD and UHV?	PS GL					
128	Mon	08/31/09	FY09*	C. Chan	Final FY2009 AP check run for all campuses	AP					
129	Mon	08/31/09	FY09*	All Campuses Dept	No vouchers create (close FY2009 Acctg Peroid 12 for AP & PO at 8:00 AM)	Dept					
130	Mon	8/31/2009 (08:00 AM)	FY09/FY10*	C. Chan	PO Carryforward Process to create a FY10 encumbrance and BP2009 budget for unliquidated FY09 PO's.This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHC only). (UHV-if any)	PS GL					
131	Tue	09/01/09	FY09*	C. Chan	Actual Closing #1 for UH, UHC, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS.						
132	Tue	09/01/09	FY10*	C. Chan	First FY2010 AP check run for all campuses	AP					
133	Tue	09/01/09	FY09	C. Ponzio	Payroll Leave Accrual (including: End of year vacation balance cut to published limitations.)	PS HRMS					
134	Tue	09/01/09	FY09*	D. Ellis	Leave Liab. Report, Terminated and Deceased report	Financial Reporting					
135	Tue	09/01/09	FY09*	K. Livingston	Final FY09 SA feed to PS GL and Student Receivables Aging. UH and UHV only.	PS GL					
136	Tue	09/01/09	FY09	Payroll	Payday for M083109	Payroll					
137	Tue	09/01/09	FY10	C. Ponzio	Off-Cycle Payroll For MF090209	PS HRMS					
138	Tue	09/01/09	FY10	C. Ponzio	Off-Cycle Payroll For BF090209	PS HRMS					
139	Tue	09/01/09	FY10*	M. Lovelady	Annual Benefit Base Rate (ABBR) Calc. #1	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
140	Wed	09/02/09	FY10*	Payroll / Dept	B090109 Timesheets (for 09/1) due in Payroll by 12:00 noon	Payroll / Dept					
141	Thu	09/03/09	FY10*	C. Ponzio	Biweekly Trial payroll for B090109	PS HRMS					
142	Fri	09/04/09	FY09*	General Accounting	Consumable/Resale inventories due to General accounting. (UH & UHS)	ACC					
143	Fri	09/04/09	FY09	C. Chan	PS GL EOM for August (with TRS liab , ORP liab and special Year End Payroll Accrual allocations)	PS GL					
143*	Fri	09/04/09	FY09	C. Chan	Start Actual Daily Unclose/Close process for UHD, UHC, UHV (start at 3:00 AM) after August GL Closed						
444	Fri	09/04/09	FY10	State Accounting	TRS and ERS revenue allocation all campuses	State Accounting-Office					
145	Fri	09/04/09	FY09	General Accounting	Accounts Receivable Reconciliation's due to General Accounting. (UH&UHS)	ACC					
146	Fri	09/04/09	FY09/998*	Payroll / Dept	First FY09 998 Reallocation Due to Payroll by 12:00 PM-5:00 PM						
147	Fri	09/04/09	FY10*	C. Ponzio	Biweekly Final payroll for B090109 at 9:00 AM	PS HRMS					
147*	Tue	09/08/09	FY09/998*	C. Ponzio	First FY09 998 Payroll Reallocation journals feed to GL						
148	Tue	09/08/09	FY10	C. Ponzio	Off-Cycle Payroll For BF090809 and MF090809	PS HRMS					
149	Fri	09/11/09	FY10	Payroll	Payday for B083109 and B090109 (2 Checks)	Payroll					
149*	Fri	09/11/09	FY09/998*	Payroll / Dept	Final FY09 998 Payroll Reallocation due to Payroll by 5:00 PM						
150	Fri	09/11/09	FY10*	Budget Office/Financial Systems	FY10 Admin. Rate due to Financial Systems (C. Chan). (UH and UHC). 3.7% for UH and Admin Rate same as FY09 for UHC.	Budget Office					
151	Fri	09/11/09	FY10*	L. Klemm	FY10 KUHT and KUHF SJE setup due to Financial Systems (C. Chan) (UH only). SJE for Student Service Admin Charge for UHC	PS GL					
152	Mon	09/14/09	FY09/998*	C. Ponzio	Final FY09 998 Payroll Reallocation journal feed to GL by 5:00 PM						

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
153	Mon	09/14/09	FY09/998*	C. Ponzio/PS GL	Last Payroll Journals for FY09/998	PS HRMS / PS GL					
154	<del>Mon</del> Tue	<del>9/14/2009</del> 09/15/09	FY09/998*	General Acct / Dept	Last FY09 Journals due to General Accounting by 5:00 PM (UH/UHS). to PS GL	ACC / Dept					
155	<del>Mon</del> Wed	<del>9/14/2009</del> 09/16/09	FY10*	M. Lovelady	Annual Benefit Base Rate (ABBR) Calc. #2	PS HRMS					
156	<del>Tue</del> Wed	<del>9/15/2009</del> 09/16/09	FY09(998)/ FY10	Campus Acctg Offices/C. Chan	FY10 vouchers accruals (Mike Glisson will send spreadsheet to UHC, UHD and UHV to review)	PS GL					
157	Tue	09/15/09	FY10	C. Ponzio	Off-Cycle Payroll For MF091509 and BF091509	PS HRMS					
158	Wed	09/16/09	FY10	Payroll	B091509 Biweekly timesheets due in Payroll by 12:00 noon	PS HRMS					
159	Thu	09/17/09	FY10	C. Ponzio	Biweekly Trial payroll for B091509	PS HRMS					
160	Fri	09/18/09	FY10	C. Ponzio	Biweekly Final for B091509	PS HRMS					
161	Fri	09/18/09	FY10	C. Ponzio	FY10 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
162	Mon	09/21/09	FY10	C. Ponzio	Monthly Trial for M093009	PS HRMS					
163	Mon	09/21/09	FY09/998*	K. Livingston/C. Chan	FY09/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
164	Mon	09/21/09	FY09/998*	C. Chan	PS/GL FY09/998 period close (UH, SYS, DTN, CLC, VIC). (include IDC (if 998 expenses exist) and Admin Charge for UH only)) (No IDC for UHD and UHC; No Admin Charge for UHC)	PS GL					
165	Mon	09/21/09	FY09/FY10*	C. Chan/B. Duarte	Carry forward (positive and negative) BBA's to new fiscal year. Campus decision.	PS GL					
166	Mon	09/21/09	FY10*	C. Chan	Telephone, Long Distance and Postage Initial Encumbrances for FY10. UH and UHS. UHD Telephone only. UHC - Telephone only.	PS GL					
167	Tue	09/22/09	FY10*	M. Lovelady	Annual Benefit Base Rate (ABBR) Calc. #3	PS HRMS					
168	<del>Tue</del> Wed	<del>9/22/2009</del> 09/16/09	FY10*	M. Lovelady	ERS Salary File create	PS HRMS					

University of Houston Systems  
Fiscal 2009 - 2010 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							UH	UHC	UHD	UHS	UHV
169	Tue	09/22/09	FY10	C. Ponzio	Monthly Final for M093009	PS HRMS					
170	Wed	09/23/09	FY10	C. Ponzio	Off-Cycle Payroll For MF092309 and BF092309	PS HRMS					
171	Fri	09/25/09	FY10	Payroll	Payday for B091509	PS HRMS					
172	Fri	09/25/09	FY10	C. Ponzio	FY10 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
173	Tue	09/29/09	FY10	C. Ponzio	Off-Cycle Payroll For MF092909 and BF092909	PS HRMS					
174	Thu	10/01/09	FY10	Payroll	Payday for M093009	PS HRMS					
175	Thu	10/01/09	FY10	C. Ponzio	Payroll Leave Accrual	PS HRMS					
176	Thu	10/01/09	FY10	C. Ponzio/ C. Chan	Last Payroll Journals to PS GL for Sept.	PS GL					
177	Mon-Fri	<del>10/5/2009</del> 10/30/2009	FY09*	D. Ellis	Component AFR's due to Financial Reporting Dept.	AFR					
178	Tue	10/06/09	FY10	C. Chan	PS GL Sept. EOM Close	PS GL					
179	Fri	10/30/09	FY09*	C. Chan	NO MORE Journals TO FY09. FY09 PS GL close for all campuses	PS GL					
180	Mon	11/02/09	FY09*	D. Ellis	FY09 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
181	Fri	11/06/09	FY09*	D. Ellis	AFR review with comptroller for each campus	Financial Report					
182	Fri	11/13/09	FY09*	D. Ellis	AFR review with comptroller on consolidated	Financial Report					
183	Thu	11/19/09	FY09*	D. Ellis	AFR due to Austin	Financial Report					