

University of Houston Systems
Fiscal 2011 - 2012 Year End Processing Calendar

1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							N	UHC	UHD	UHS	UHV
1	Tue	06/07/11	FY11/FY12*	C. Chan/UH Student Accounting	Start the FYE Daily Student Feed to switch all BP2012 revenue SF transactions to Deferred Income(22100) and BP2012 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2011 date.	PS SA/PS GL	06/07/11	NA	NA	NA	NA
2	Mon	06/13/11	FY11	C. Ponzio	Biweekly Final Payroll for B060711 (Pay end date 6/07/11)	PS HRMS	06/13/11	06/13/11	06/13/11	06/13/11	06/13/11
3	Tue	06/14/11	FY11	C. Ponzio	Off-Cycle Payroll BF061411 & MF061411	PS HRMS	06/14/11	06/14/11	06/14/11	06/14/11	06/14/11
4	Wed	06/15/11	FY11	C. Ponzio	Monthly Trial Payroll for M063011	PS HRMS	06/15/11	06/15/11	06/15/11	06/15/11	06/15/11
5	Fri	06/17/11	FY11	Payroll	Payday for B060711	PS HRMS	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11
6	Fri	06/17/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11
7	Mon	06/20/11	FY11	C. Ponzio	Final Monthly for M063010	PS HRMS	06/20/11	06/20/11	06/20/11	06/20/11	06/20/11
8	Mon	06/20/11	FY11	C. Ponzio	Off-Cycle Payroll BF062111 & MF062111	PS HRMS	06/20/11	06/20/11	06/20/11	06/20/11	06/20/11
9	Tue	06/21/11	FY11*	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	06/21/11	06/21/11	06/21/11	06/21/11	06/21/11
10	Wed	06/22/11	FY11*	C. Chan	Annual Finance Security Access Spreadsheet to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL	06/23/11	NA	NA	06/23/11	NA
11	Thu	06/23/11	FY11	C. Ponzio	Biweekly Trial Payroll for B062111	PS HRMS	06/23/11	06/23/11	06/23/11	06/23/11	06/23/11
12	Fri	06/24/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	06/24/11	06/24/11	06/24/11	06/24/11	06/24/11
13	Mon	06/27/11	FY11	C. Ponzio	Biweekly Final Payroll for B062111 (Pay End Date 06/21/2011)	PS HRMS	06/27/11	06/27/11	06/27/11	06/27/11	06/27/11
14	Tue	06/28/11	FY11	C. Ponzio	Off-Cycle Payroll BF062811 & MF062811	PS HRMS	06/28/11	06/28/11	06/28/11	06/28/11	06/28/11
15	Thu	06/30/11	FY11	C. Ponzio/ C. Chan	Last Payroll journals feed for June	PS HRMS	06/30/11	06/30/11	06/30/11	06/30/11	06/30/11

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							N	UHC	UHD	UHS	UHV
16	Thu	06/30/11	FY11	S. Nester	Annual HR Security Audit Report is printed by College/Division Administrators to verify department users accesses (all campuses)	PS HRMS	06/30/11	06/30/11	06/30/11	06/30/11	06/30/11
17	Fri	07/01/11	FY11	Payroll	Payday for M063011, B062111	Payroll	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
18	Fri	07/01/11	FY11	C. Ponzio	Payroll Leave Accrual	PS HRMS	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
19	Fri	07/01/11	FY12*	Budget Office / C. Chan	Approve Budget Offices and create (C. Chan) FY12 Budget Nodes in PS GL for FY12 Budget Load	PS GL/Budget Offices	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
20	Fri	07/01/11	FY12*	C. Chan/Budget Offices	Review and finalize all FY12 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree (C. Chan) and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
21	Fri	07/01/11	FY11/FY12*	C. Chan/UHC,UHV? Student Accounting	Start the FYE Daily Student Feed to switch all BP2012 revenue SF transactions to Deferred Income(22100) and BP2012 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2011 date. (UHC plans to start fall feed 07/15/2011)	PS SA/PS GL	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
22	Fri	07/01/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	07/01/11	07/01/11	07/01/11	07/01/11	07/01/11
23	Tue	07/05/11	FY11	C. Ponzio	Off-Cycle Payroll MF070511 & BF070511	PS HRMS	07/05/11	07/05/11	07/05/11	07/05/11	07/05/11
24	Thu	07/07/11	FY11	C. Chan	EOM close in PS GL for June (all Campuses).	PS GL	07/05/11	07/07/11	07/07/11	07/07/11	07/05/11
25	Thu	07/07/11	FY11	C. Ponzio	Biweekly Trial for B070511	PS HRMS	07/07/11	07/07/11	07/07/11	07/07/11	07/07/11
26	Fri	07/08/11	FY11/FY12*	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	07/08/11	07/08/11	07/08/11	07/08/11	07/08/11
27	Fri	07/08/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	07/08/11	07/08/11	07/08/11	07/08/11	07/08/11
28	Mon	07/11/11	FY11	C. Ponzio	Biweekly Final B070511 (Pay End date 7/05/11)	PS HRMS	07/11/11	07/11/11	07/11/11	07/11/11	07/11/11
29	Mon	07/11/11	FY11	S. Nester	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors		07/11/11	07/11/11	07/11/11	07/11/11	07/11/11
30	Tue	07/12/11	FY11	C. Ponzio	Off-Cycle Payroll MF071211 & BF071211	PS HRMS	07/12/11	07/12/11	07/12/11	07/12/11	07/12/11

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							N	UHC	UHD	UHS	UHV
31	Wed	07/13/11	FY11	C. Ponzio	Monthly Trial for M073111	PS HRMS	07/13/11	07/13/11	07/13/11	07/13/11	07/13/11
32	Fri	07/15/11	FY11	PS SA/C.Chan	Begin Fall 2011 Student Payments processing in SAPRD and feed to FSPRD (GL Journals) UH , UHC & UHV	PS SA/PS GL	06/07/11	07/15/11	NA	NA	08/03/11
33	Fri	07/15/11	FY12*	C, Chan	Create FY12 Budget Journals for Non-Salary&Wages account from BDM for UHC, UHD and UHV only.	BDM	NA	07/20/11	07/19/11	NA	07/21/11
34	Fri	07/15/11	FY12*	C. Chan	Load FY12 Non Salary and Wages budget journals obtained from BDM for UHC, UHD and UHV only.	PS GL	NA	07/20/11	07/19/11	NA	07/21/11
35	Fri	07/15/11	FY12*	C. Chan	Create FY12 Salary & Wages Budget Journals from BDM and load to PS GL for UHC, UHD and UHV only. (Position Funding Budget Journals) (No more BDM adjustments after this task).	BDM	NA	07/20/11	07/19/11	NA	07/21/11
36	Fri	07/15/11	FY11	Payroll	Payday for B070511	PS HRMS	07/15/11	07/15/11	07/15/11	07/15/11	07/15/11
37	Fri	07/15/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	07/15/11	07/15/11	07/15/11	07/15/11	07/15/11
38	Mon	07/18/11	FY11	C. Ponzio	Final Monthly for M073111	PS HRMS	07/18/11	07/18/11	07/18/11	07/18/11	07/18/11
39	Mon	07/18/11	FY12*	Budget Office / B. Duarte	Verify FY12 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	NA	07/20/11	07/19/11	NA	07/21/11
40	Mon	07/18/11	FY12*	Budget Office / B. Duarte	Verify FY12 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 FY12 budget journals load) and/or UHSBOB02 reports. UHC, UHD and UHV	Budget Office	NA	07/20/11	07/19/11	NA	07/21/11
41	Mon	07/18/11	FY12*	C. Ponzio	Load FY12 account code table (as of effective date 09/01/2011) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY12 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY12 Salary & wages budgets are loaded correctly.	PS HRMS					
42	Mon	07/18/11	FY12*	C. Chan	Extract from BDM FY12 positions funding information and sent to PS HRMS department budget staging table UHC, UHD and UHV.	BDM	NA	07/22/11	07/29/11	NA	07/26/11
43	Mon	07/18/11	FY12*	S. Nester	Load FY12 positions funding info. from BDM fo UHC, UHD and UHV to HRMS department budget staging table for Budget office to review and approve.	PS HRMS	NA	07/22/11	07/29/11	NA	07/26/11

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							N	UHC	UHD	UHS	UHV
44	Mon	07/18/11	FY12*	C. Chan	Extract from BDM FY12 payrates data to load to staging table in HRMS for HR offices to review and approve for UHC, UHD.	BDM	NA	07/22/11	07/29/11	NA	NA
45	Mon	07/18/11	FY12*	S. Nester	Load FY12 payrates from Staging Table to PS HR Job Data for UHC and UHD for HR to review and approve	PS HRMS	NA	07/22/11	07/29/11	NA	NA
46	Mon	07/18/11	FY12*	C.Chan	Open FY12 Accounting period 1 for GL, PO, Req.UHC, UHD	PS GL	NA	07/26/11	07/20/11	NA	NA
47	Mon	07/18/11	FY12*	C. Burton	Allow encumbrance processing for PO and Req. in FY12 for UHC, UHD	PS GL	NA	07/26/11	07/20/11	NA	NA
48	Tue	07/19/11	FY11	C. Ponzio	Off-Cycle Payroll MF071911 & BF071911	PS HRMS	07/19/11	07/19/11	07/19/11	07/19/11	07/19/11
49	Tue	07/19/11	FY12*	Budget Office	Start reviewing FY12 department budget info. loaded in the HRMS department budget staging table for UHC, UHD	Budget Office	NA	07/23/11	07/30/11	NA	NA
50	Tue	07/19/11	FY12*	HR Office	Human Resources review and update FY12 pay rates in Job Data Staging Table for all campuses UHC, UHD	HR Office	NA	07/23/11	07/30/11	NA	NA
51	Thu	07/21/11	FY11	C. Ponzio	Biweekly Trial for B071911	PS HRMS	07/21/11	07/21/11	07/21/11	07/21/11	07/21/11
52	Fri	07/22/11	FY11/FY12*	C. Chan	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL	07/22/11	NA	NA	07/22/11	NA
53	Fri	07/22/11	FY11	Payroll	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll	07/22/11	07/22/11	07/22/11	07/22/11	07/22/11
54	Mon	07/25/11	FY11	C. Ponzio	Biweekly Final Payroll for B071911 (Pay end date 7/19/11)	PS HRMS	07/25/11	07/25/11	07/25/11	07/25/11	07/25/11
55	Mon	07/25/11	FY12*	S. Nester	Load FY12 pay rates from Job Data Staging Table to PS HR Job Data for all campuses UHC, UHD. (note: FY12 account code table must be loaded prior to this task)	PS HRMS	NA	07/22/11	07/29/11	NA	NA
56	Mon	07/25/11	FY12*	S. Nester/C. Chan	Load position funding information to PS HRMS from BDM for all campuses UHC, UHD and UHV (note: FY12 account code table must be loaded prior to this task)	PS HRMS / BDM	NA	07/22/11	07/29/11	NA	07/26/11
57	Tue	07/26/11	FY12*	Campus Dept	First Day to Initiate ePRF Forms for FY12 Positions (note: FY12 account code table must be loaded prior to this task)	PS HRMS	07/26/11	07/26/11	07/26/11	07/26/11	07/26/11
58	Tue	07/26/11	FY11	C. Ponzio	Off-Cycle Payroll MF072611 & BF072611	PS HRMS	07/26/11	07/26/11	07/26/11	07/26/11	07/26/11
59	Fri	07/29/11	FY11	Payroll	Payday for B071911	Payroll	07/29/11	07/29/11	07/29/11	07/29/11	07/29/11

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1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							N	UHC	UHD	UHS	UHV
60	Fri	07/29/11	FY12*	C. Chan	Create FY12 Budget Journals for Non-Salary&Wages account from BDM for UH and UHS.	BDM		NA	NA		NA
61	Fri	07/29/11	FY12*	C. Chan	Load FY12 Non Salary and Wages budget journals obtained from BDM for UH, UHS.	PS GL		NA	NA		NA
62	Fri	07/29/11	FY12*	C. Chan	Create FY12 Salary & Wages Budget Journals from BDM and load to PS GL for UH and UHS. (No more BDM adjustments after this task).	BDM		NA	NA		NA
63	Fri	07/29/11	FY12*	Payroll	Verify fiscal year Payroll tables are finalized.	PS HRMS	07/29/11	07/29/11	07/29/11	07/29/11	07/29/11
64	Fri	07/29/11	FY12*	S. Nester	Finalize and set new year Benefit Rates	PS HRMS	07/29/11	07/29/11	07/29/11	07/29/11	07/29/11
65	Fri	07/29/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	07/29/11	07/29/11	07/29/11	07/29/11	07/29/11
66	Fri	07/29/11	FY11	C. Ponzio/C. Chan	Last Payroll journals feed for July	PS HRMS	07/29/11	07/29/11	07/29/11	07/29/11	07/29/11
67	Mon	08/01/11	FY11/FY12*	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 (S. Nester) all campuses.	PS HRMS	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11
68	Mon	08/01/11	FY12*	C.Chan	Open FY12 Accounting period 1 for GL, PO, Req. UH, UHS.	PS GL		NA	NA		NA
69	Mon	08/01/11	FY12*	C. Burton	Allow encumbrance processing for PO and Req. in FY12 for UH, UHS.	PS GL		NA	NA		NA
70	Mon	08/01/11	FY11	C. Chan	Feed July telephone and postage charges (UH & UHS).	PS GL		NA	NA		NA
71	Mon	08/01/11	FY11	C. Ponzio	Payroll Leave Accrual	PS HRMS	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11
72	Mon	08/01/11	FY11	S. Yurus/C. Ponzio	AP Tax info. to Payroll for employees (Semi Annual)	AP/ Payroll Dept.	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11
73	Mon	08/01/11	FY12*	C. Ponzio	Roll Department Budget State Rule table from FY11 to FY12. (note: FY12 account code table must be loaded prior to this task)	PS HRMS	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11
74	Mon	08/01/11	FY11	Payroll	Payday for M073111	Payroll	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11
75	Mon	08/01/11	FY12*	State Accounting	Review and finalize FY12 Department Budget State Rule Table -- All campuses (H,S :Kevin Draper; C : J. Cordary; D : Theresa M; V: Toni Wyer)	State Accounting Office	08/01/11	08/01/11	08/01/11	08/01/11	08/01/11

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							N	UHC	UHD	UHS	UHV
76	Mon	08/01/11	FY12*	S. Nester/C. Chan	Extract from BDM FY12 pay rates data to load to staging table in HRMS for review and approval for UH/UHS	PS HRMS/BDM	8/2/2011 position funding only	NA	NA	8/2/2011 position funding only	NA
77	Tue	08/02/11	FY11	C. Ponzio	Off-Cycle Payroll MF080211 & BF080211	PS HRMS	08/02/11	08/02/11	08/02/11	08/02/11	08/02/11
78	Tue- Fri	8/2/2011 8/19/2011	FY12*	HR Office	Human Resources review BDM FY12 pay rates in Job Data Staging Table	PS HRMS					
79	Thu	08/04/11	FY11	C. Ponzio	Biweekly Trial Payroll for B080211	PS HRMS					
80	Thu	08/04/11	FY11	C. Chan	PS GL EOM for July	PS GL					
81	Fri	08/05/11	FY11	S. Nester	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
82	Fri	08/05/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
83	Mon	08/08/11	FY11	C. Ponzio	Biweekly Final Payroll for B080211 (Pay end date 8/02/11)	PS HRMS					
84	Tue	08/09/11	FY11	C. Ponzio	Off-Cycle Payroll MF080911 & BF080911	PS HRMS					
85	Wed	08/10/11	FY11	C. Ponzio	Monthly Trial Payroll for M083111	PS HRMS					
86	Fri	08/12/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
87	Fri	08/12/11	FY11	Payroll	Payday for B080211	Payroll					
88	Fri	08/12/11	FY11*	Campus Depts	Last Day to Initiate ePRF Forms for FY11 Positions	PS HRMS					
89	Mon	08/15/11	FY11	C. Ponzio	Monthly Final Payroll for M083111	PS HRMS					
90	Mon	08/15/11	FY11/FY12*	S. Nester	Complete all Annual Security Review Audit in HR	PS HRMS					

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							N	UHC	UHD	UHS	UHV
91	Mon	08/15/11	FY11	C. Ponzio	Generate final payroll encumbrances (Monthly only) release journals for FY2011 all campuses	PS HRMS					
92	Mon	08/15/11	FY11*	C. Chan/K. Draper	NO Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2011 USAS HR reimbursment. Hold process?	PS GL					
93	Mon	08/15/11	FY11	Payroll / Dept	B083111 Timesheets (Period ending 08/31/11) due in Payroll by 08/25/2011.	Payroll / Dept					
94	Tue	08/16/11	FY11	C. Ponzio	Off-Cycle Payroll MF081611 & BF081611	PS HRMS					
95	Wed	08/17/11	FY11	Payroll / Dept	B081611 Timesheets (Period ending 08/16/11) due in Payroll by 12:00 noon.	Payroll / Dept					
96	Thu	08/18/11	FY11	C. Ponzio	B081611 Biweekly Trial	PS HRMS					
97	Thu	08/18/11	FY11	Payroll / Dept	B083011 Timesheets (Period ending 08/30/11) due in Payroll by 08/23/2011.	Payroll / Dept					
98	Fri	08/19/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
99	Fri	08/19/11	FY12	C. Chan	Open AP FY12 Period 1 for UHC	PS GL					
100	Fri	08/19/11	FY11	C. Ponzio	Biweekly Final for B081611	Payroll					
101	Mon	08/22/11	FY11*	C. Chan	Feed INFOCALL telephone charges (August Expenses) UH and UHS	PS GL					
102	Mon	08/22/11	FY11*	S. Roland / C. Chan	Post Postage charges (August Expenses) UH and UHS.	PS GL					
103	Mon	08/22/11	FY11*	C. Chan	Physical Plant (PHP) charges (August Expenses) UH and UHS.	PS GL					
104	Mon	08/22/11	FY11*	C. Chan	Change Budget reference to next fiscal year on Cost Center files to eShip Global, CoreStaff and Postal Services	PS GL					
105	Mon	08/22/11	FY11	C. Ponzio	Offcycle Payroll for BF082311 and MF082311	PS HRMS					
106	Tue	08/23/11	FY11	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 B081611 HR journals posted)	PS GL					

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							N	UHC	UHD	UHS	UHV
107	Tue	08/23/11	FY11	C. Ponzio/C. Chan	M083111 payroll journals must be FY11 Accrual Expenditures (Cash only) (Hold M083111 HR journals until all August Payroll allocations posting completed)	PS HRMS / PS GL					
108	Wed	08/24/11	FY11*	C. Chan	eShip Global (UH,UHS), Sampra (all Campuses) and CoreStaff (UH,UHS) last feed for FY2011. Hold all future feed files received in August until Sept FY2012.	PS GL					
109	Wed	08/24/11	FY11	C. Ponzio	B083011 Biweekly Trial	PS HRMS					
110	Thu	08/25/11	FY11	C. Ponzio	B083011 Biweekly Final	PS HRMS					
111	Thu	08/25/11	FY11	C. Ponzio	B083111 Biweekly Trial	PS HRMS					
112	Fri	08/26/11	FY11	C. Ponzio	B083111 Biweekly Final	PS HRMS					
113	Fri	08/26/11	FY11	C. Ponzio	Reallocations Processed at 7:00 AM - 12:00 by noon (last reallocation for FY11 Accounting Period 12 - August)	PS HRMS					
114	Fri	08/26/11	FY11	C. Chan	B083011, B083111 Biweekly Final must be FY11 Accrual Expenditures (Cash only)	PS HRMS					
115	Fri	08/26/11	FY11	Payroll	Payday for B081611	Payroll					
116	Fri	08/26/11	FY11	C. Chan	Create FY11 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.						
117	Fri	08/26/11	FY11*	C. Chan	Create FY11 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					
118	Fri	08/26/11	FY12*	All Campuses / C. Chan	Finalize UCI/WCI rates for FY12 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					
119	Fri	08/26/11	FY12*	C. Chan	Load FY12 UCI/WCI (all campuses) rates to PS GL allocations for FY12. Send the new rates to Human Resources (C. Ponzio and M. Lovelady)	Fin Systems					
120	Fri	08/26/11	FY12	C. Chan	Open FY2012 Accounting Period 1 for GL, AP and PO- UHV	PS GL					
121	Fri	08/26/11	FY12	C. Chan	Open FY2012 Accounting period 1 for AP UH, UHS, UHD?	PS GL					
122	Mon	08/29/11	FY11	C. Ponzio	Generate final payroll encumbrances (Biweekly only) release journals for FY2011 all campuses	PS HRMS					

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1	DAY	DATE	FY	Responsibility	Activity	Application	Task Completion Date				
							N	UHC	UHD	UHS	UHV
123	Wed	8/31/2011 (08:00 AM)	FY11/FY12*	C. Chan	PO Carryforward Process to create a FY12 encumbrance and BP2011 budget for unliquidated FY11 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					
124	Wed	08/31/11	FY11*	C. Chan	Zero payroll FY11 payroll encumbrances in PS GL. (this step need to wait until after the last FY2011 Payroll Encumbrances journal was posted)	PS GL					
125	Wed	08/31/11	FY11*	C. Ponzio	Last Payroll Journals to PS GL for August	PS HRMS / PS GL					
126	Wed	08/31/11	FY11*	C. Chan	Final FY2011 AP check run for all campuses	AP					
127	Wed	08/31/11	FY11*	S. Nester	Last FY11 ABBR Calc Program Run	PS HRMS					
128	Wed	08/31/11	FY11*	All Campuses Dept	No vouchers create (close FY2011 Acctg Peroid 12 for AP & PO at 8:00 AM)	Dept					
129	Thu	09/01/11	FY12	C. Ponzio	Generate FY12 Initial Payroll Encumbrances for all Campuses	PS HRMS					
130	Thu	09/01/11	FY11*	C. Chan	Actual Closing #1 for UH, UHC, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS.						
131	Thu	09/01/11	FY12*	C. Chan	First FY2012 AP check run for all campuses	AP					
132	Thu	09/01/11	FY11	C. Ponzio	Payroll Leave Accrual (including: End of year vacation balance cut to published limitations.)	PS HRMS					
133	Thu	09/01/11	FY11*	D. Ellis	Leave Liab. Report, Terminated and Deceased report	Financial Reporting					
134	Thu	09/01/11	FY11*	K. Livingston	Final FY11 SA feed to PS GL and Student Receivables Aging. UH and UHC and UHV only.	PS GL					
135	Thu	09/01/11	FY11	Payroll	Payday for M083111	Payroll					
136	Fri	09/02/11	FY11/998*	Payroll / Dept	First FY11 998 Reallocation Due to Payroll by 12:00 PM						
137	Fri	09/02/11	FY11/998*	C. Ponzio	First FY11 998 Payroll Reallocation journals feed to GL after 5:00 PM						
138	Wed	09/07/11	FY11	C. Chan	PS GL EOM for August (with TRS liab , ORP liab and special Year End Payroll Accrual allocations)	PS GL					

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							N	UHC	UHD	UHS	UHV
139	Wed	09/07/11	FY11	C. Chan	Start Actual Daily Unclose/Close process for UHD, UHC, UHV (start at 3:00 AM) after August GL Closed						
140	Wed	09/07/11	FY12	C. Ponzio	Off-Cycle Payroll For BF090711 and MF090711	PS HRMS					
141	Fri	09/09/11	FY12	Payroll	Payday for B083011	Payroll					
142	Fri	09/09/11	FY11/998*	Payroll / Dept	Final FY11 998 Payroll Reallocation due to Payroll by 5:00 PM						
143	Fri	09/09/11	FY12*	Budget Office/Financial Systems	FY12 Admin. Rate due to Financial Systems (C. Chan). (UH and UHC). 6.0% for UH and Admin Rate same as FY11?? for UHC.	Budget Office					
144	Fri	09/09/11	FY12*	L. Klemm	FY12 KUHT and KUHF SJE setup due to Financial Systems (C. Chan) (UH only). SJE for Student Service Admin Charge for UHC	PS GL					
145	Mon	09/12/11	FY11/998*	C. Ponzio	Final FY11 998 Payroll Reallocation journal feed to GL by 5:00 PM						
146	Tue	09/13/11	FY12	C. Ponzio	Off-Cycle Payroll For MF091311 and BF091311	PS HRMS					
147	Tue	09/13/11	FY11/998*	K. Livingston/C. Chan	FY11/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
148	Wed	09/14/11	FY11/998*	General Acct / Dept	Last FY11 998 Journals due to General Accounting by 5:00 PM (UH/UHS). to PS GL	ACC / Dept					
149	Wed	09/14/11	FY12*	S. Nester	First FY12 ABBR Calc Program Run (Change Run Parameter to FY12)	PS HRMS					
150	Thu	09/15/11	FY12	C. Ponzio	Biweekly Trial payroll for B091311	PS HRMS					
151	Fri	09/16/11	FY11(998)/ FY12	Campus Acctg Offices/C. Chan	FY12 vouchers accruals (Mike Glisson will send spreadsheet to UHC, UHD and UHV to review)	PS GL					
152	Fri	09/16/11	FY12	C. Chan	AP Accrual reversal in Period 1, FY12.						
153	Fri	09/16/11	FY11/FY12*	C. Chan/B. Duarte	Carry forward (positive and negative) BBA's to new fiscal year. Campus decision.	PS GL					
154	Fri	09/16/11	FY12	C. Ponzio	FY12 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					

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							N	UHC	UHD	UHS	UHV
155	Mon	09/19/11	FY12	C. Ponzio	Biweekly Final for B091311	PS HRMS					
156	Mon	09/19/11	FY12	C. Ponzio	Monthly Trial for M093011	PS HRMS					
157	Tue	09/20/11	FY12*	S. Nester	Complete Review of FY12 ABBR Calcs	PS HRMS					
158	Tue	09/20/11	FY12*	S. Nester	Annual Benefit Base Rate (ABBR) Calc	PS HRMS					
159	Tue	09/20/11	FY12*	S. Nester	ERS Salary File create	PS HRMS					
160	Tue	09/20/11	FY12	C. Ponzio	Monthly Final for M093011	PS HRMS					
161	Tue	09/20/11	FY12	C. Ponzio	Off-Cycle Payroll For MF092011 and BF092011	PS HRMS					
162	Wed	09/21/11	FY11/998*	C. Chan	PS/GL FY11/998 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					
163	Fri	09/23/11	FY12	Payroll	Payday for B083111, B091311	PS HRMS					
164	Fri	09/23/11	FY12	C. Ponzio	FY12 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
165	Tue	09/27/11	FY12*	C. Chan	Telephone, Long Distance and Postage Initial Encumbrances for FY12. UH and UHS. UHD Telephone only. UHC - Telephone only.	PS GL					
166	Tue	09/27/11	FY12	C. Ponzio	Off-Cycle Payroll For MF092711 and BF092711	PS HRMS					
167	Thu	09/29/11	FY12	C. Ponzio	Biweekly Trial payroll for B092711	PS HRMS					
168	Fri	09/30/11	FY12	C. Ponzio	Biweekly Final for B092711	PS HRMS					
169	Fri	09/30/11	FY12	C. Ponzio	FY12 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
170	Fri	09/30/11	FY12	C. Ponzio/ C. Chan	Last Payroll Journals to PS GL for Sept.	PS GL					

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							N	UHC	UHD	UHS	UHV
171	Mon	10/03/11	FY12	Payroll	Payday for M093011	PS HRMS					
172	Mon	10/03/11	FY12	C. Ponzio	Payroll Leave Accrual	PS HRMS					
173	Thu	10/06/11	FY12	C. Chan	PS GL Sept. EOM Close	PS GL					
174	Fri	10/28/11	FY11*	D. Ellis	Component AFR's due to Financial Reporting Dept.	AFR					
175	Fri	10/28/11	FY11*	C. Chan	NO MORE Journals TO FY11. FY11 PS GL close for all campuses	PS GL					
176	Thu	11/01/11	FY11*	D. Ellis	FY11 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
177	Fri	11/04/11	FY11*	D. Ellis	AFR review with comptroller for each campus	Financial Report					
178	Fri	11/11/11	FY11*	D. Ellis	AFR review with comptroller on consolidated	Financial Report					
179	Thu	11/17/11	FY11*	D. Ellis	AFR due to Austin	Financial Report					