

**University of Houston Systems
Fiscal 2018 - 2019 Year End Processing Calendar**

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
1	Mon	06/04/2018	FY18	M. Busch	Biweekly Final Payroll for B052918 (Pay end date 5/29/18)	PS HRMS	6/4/18	6/4/18	6/4/18	6/4/18	6/4/18
2	Tue	06/05/2018	FY18	M. Busch	Off-Cycle Payroll BF060518 & MF060518	PS HRMS	6/5/18	6/5/18	6/5/18	6/5/18	6/5/18
3	Wed	06/06/2018	FY18	M. Busch	Absences are finalized at 12:00 for B061218 week 1	PS HRMS	6/6/18	6/6/18	6/6/18	6/6/18	6/6/18
4	Fri	06/08/2018	FY18	Payroll	Payday for B052918	PS HRMS	6/8/18	6/8/18	6/8/18	6/8/18	6/8/18
5	Fri	06/08/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS	6/8/18	6/8/18	6/8/18	6/8/18	6/8/18
6	Fri	06/08/2018	FY18	C. Chan	EOM close in PS GL for May (all Campuses).	PS GL	6/11/18	6/8/18	6/8/18	6/8/18	6/8/18
7	Tue	06/12/2018	FY18*	L. Klemm/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	6/13/18	6/13/18	6/13/18	6/13/18	6/13/18
8	Wed	06/13/2018	FY18	M. Busch	Absences are finalized at 12:00 for B061218 week 2	PS HRMS	6/13/18	6/13/18	6/13/18	6/13/18	6/13/18
9	Thu	06/14/2018	FY18	M. Busch	Biweekly Trial Payroll for B061218	PS HRMS					
10	Fri	06/15/2018	FY18/18*	C. Chan	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		NA	NA		NA
11	Fri	06/15/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
12	Mon	06/18/2018	FY18	M. Busch	Biweekly Final Payroll for B061218 (Pay End Date 06/12/2018)	PS HRMS					
13	Tue	06/19/2018	FY18	M. Busch	Absences are finalized at 12:00 for M063018	PS HRMS					
14	Wed	06/20/2018	FY18	M. Busch	Absences are finalized at 12:00 for B062618 week 1	PS HRMS					
15	Wed	06/20/2018	FY18	M. Busch	Monthly Trial Payroll for M063018	PS HRMS					
16	Fri	06/22/2018	FY18	Payroll	Payday for B061218	Payroll					

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							UH	UHC	UHD	UHS	UHV
17	Fri	06/22/2018	FY18	M. Busch	Final Monthly for M063018	PS HRMS					
18	Fri	06/22/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
19	Mon	06/25/2018	FY18/18*	College/Division Administrator	Annual HR Security Audit Report is printed by College/Division Administrators to verify department users accesses (all campuses)	PS HRMS					
20	Tue	06/26/2018	FY18	M. Busch	Off-Cycle Payroll BF062618 & MF062618	PS HRMS					
21	Wed	06/27/2018	FY18	M. Busch	Absences are finalized at 12:00 for B062618 week 2	PS HRMS					
22	Wed	06/27/2018	FY19*	C. Chan/Budget Offices	Review and finalize all FY19 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree (C. Chan) and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
23	Wed	06/27/2018	FY18/18*	C. Chan/UH,UHC? Student Accounting	Start the FYE Daily Student Feed to switch all BP2018 revenue SF transactions to Deferred Income(22100) and BP2019 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2017 date. (UHC plans to start fall feed 08/01/2018)	PS GL	5/18/18	5/18/18	N/A	N/A	5/18/18
24	Thu	06/28/2018	FY18	M. Busch	Biweekly Trial for B062618	PS HRMS					
25	Fri	06/29/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
26	Fri	06/29/2018	FY18/18*	College/Division Administrator	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 (C. Chan) UH and UHS only	PS GL					
27	Mon	07/02/2018	FY18	M. Busch	Payroll Leave Accrual	Payroll					
28	Mon	07/02/2018	FY18	Payroll	Payday for M063018, BF062618 & MF062618	Payroll					
29	Mon	07/02/2018	FY18	M. Busch	Biweekly Final B062618 (Pay End date 6/28/18)	PS HRMS					
30	Tue	07/03/2018	FY18	M. Busch/ C. Chan	Last Payroll journals feed for June	PS HRMS					
31	Wed	07/04/2018	FY18	M. Busch	Absences are finalized at 12:00 for B071018 week 1	PS HRMS					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
32	Fri	07/06/2018	FY18	HR. Office	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
33	Fri	07/06/2018	FY18	Payroll	Payday for B062618	PS HRMS					
34	Fri	07/06/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
35	Mon	07/09/2018	FY18	C. Chan	EOM close in PS GL for June (all Campuses).	PS GL					
36	Tue	07/10/2018	FY18	M. Busch	Off-Cycle Payroll BF071018 & MF071018	PS HRMS					
37	Wed	07/11/2018	FY18	M. Busch	Absences are finalized at 12:00 for B071018 week 2	PS HRMS					
38	Thu	07/12/2018	FY18	Payroll	Biweekly Trial Payroll for B071018 (Pay end date 7/10/18)	Payroll					
39	Thu	07/12/2018	FY19*	C. Chan	Load FY19 Non Salary and Wages budget journals obtained from BDM UHD & UHV.	PS GL					
40	Thu	07/12/2018	FY19*	C. Chan/UH Budget Office	Load FY19 Salary & Wages Budget Journals from BDM for UHD & UHV.	BDM					
41	Fri	07/13/2018	FY18/18*	C. Chan	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL					
42	Fri	07/13/2018	FY18	Payroll	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
43	Fri	07/13/2018	FY19*	C. Chan	Load FY19 Non Salary and Wages budget journals obtained from BDM UHCL.	PS GL					
44	Fri	07/13/2018	FY19*	C. Chan/UH Budget Office	Load FY19 Salary & Wages Budget Journals from BDM for UHCL.	BDM					
45	Mon	07/16/2018	FY19*	Budget Office / B. Duarte	Verify FY19 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 and UHV	Budget Office					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
46	Mon	07/16/2018	FY19*	Budget Office / B. Duarte	Verify FY19 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 FY19 budget journals load) and/or UHSBOB02 reports. UHD and UHV	Budget Office					
47	Mon	07/16/2018	FY19*	C.Chan	Open FY19 Accounting period 1 for GL, PO, Req. UHD and UHV to allow encumbrance processing for PO and Req. in FY19	PS GL					
48	Mon	07/16/2018	FY18	M. Busch	Biweekly Final Payroll for B071018 (Pay end date 7/10/18)	PS HRMS					
49	Mon	07/16/2018	FY18	Payroll	Pay Day for MF071018 & BF071018	PS HRMS					
50	Wed	07/18/2018	FY18	M. Busch	Absences are finalized at 12:00 for B072418 week 1	PS HRMS					
51	Wed	07/18/2018	FY19*	C. Chan	Load FY19 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL					
52	Wed	07/18/2018	FY19*	C. Chan/UH Budget Office	Load FY19 Salary and Wages Budget for UH & UHS from Hyperion Budget Module feed files.	BDM					
53	Thu	07/19/2018	FY19*	Budget Office / B. Duarte	Verify FY19 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 and UHCL	Budget Office					
54	Thu	07/19/2018	FY19*	Budget Office / B. Duarte	Verify FY19 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 FY19 budget journals load) and/or UHSBOB02 reports. UH, UHS and UHCL	Budget Office					
55	Thu	07/19/2018	FY19*	C.Chan	Open FY19 Accounting period 1 for GL, PO, Req. UH, UHC, UHD, UHS and UHV to allow encumbrance processing for PO and Req. in FY19	PS GL					
56	Thu	07/19/2018	FY18	M. Busch	Absences are finalized at 12:00 for M073118	PS HRMS					
57	Fri	07/20/2018	FY18	Payroll	Payday for B071018	Payroll					
58	Fri	07/20/2018	FY19*	S. Armstrong	Load FY19 account code table (as of effective date 09/01/2018) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY19 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY19 Salary & wages budgets are loaded correctly.	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
59	Fri	07/20/2018	FY19*	C. Chan/Michael Burns	Extract from BDM FY19 positions funding information and sent to PS HRMS department budget staging table. UHD, UHC and UHV campuses. UH and UHS Hyperion Budget Module.	BDM					
60	Fri	07/20/2018	FY19*	HR Office	Load FY19 positions funding info. from BDM for all UHD, UHC and UHV to HRMS department budget staging table for Budget office to review and approve. UH and UHS from new Budget Module..	PS HRMS					
61	Fri	07/20/2018	FY19*	C. Chan/Michael Burns	Extract from BDM FY19 payrates data to load to staging table in HRMS for HR offices to review and approve for UHD, UHC and UHV. UH and UHS from new Budget Module	BDM					
62	Fri	07/20/2018	FY19*	HR Office	Load FY19 payrates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
63	Fri	07/20/2018	FY19*	Budget Office	Start reviewing FY19 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
64	Fri	07/20/2018	FY19*	HR Office	Human Resources review and update FY19 pay rates in Job Data Staging Table for all campuses.	HR Office					
65	Fri	07/20/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
66	Mon	07/23/2018	FY18	M. Busch	Monthly Final Payroll for M073118	PS HRMS					
67	Tue	07/24/2018	FY18	M. Busch	Off-Cycle Payroll BF072418 & MF072418	Payroll					
68	Wed	07/25/2018	FY18	M. Busch	Absences are finalized at 12:00 for B072418 week 2	PS HRMS					
69	Thu	07/26/2018	FY18	M. Busch	Trial Biweekly for B072418	PS HRMS					
70	Fri	07/27/2018	FY18	C. Chan	Feed July telephone and postage charges (UH & UHS).	PS GL					
71	Fri	07/27/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
72	Mon	07/30/2018	FY18	M. Busch	Biweekly Final Payroll for B072418 (Pay end date 7/24/18)	PS HRMS					
73	Wed	08/01/2018	FY18	Payroll	Payday for M073118, MF072418 & BF072418	Payroll					
74	Wed	08/01/2018	FY18	M. Busch	Payroll Leave Accrual	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
75	Wed	08/01/2018	FY18	M. Busch	Absences are finalized at 12:00 for B080817 week 1	PS HRMS					
76	Fri	08/03/2018	FY18	HR Office	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
77	Fri	08/03/2018	FY18	Payroll	Payday for B072418	Payroll					
78	Fri	08/03/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
79	Mon	08/06/2018	FY18	C. Chan	PS GL EOM for July	PS GL					
80	Mon	08/06/2018	FY19	College/Division Administrator	Departments can begin creating and submitting FY19 ePRF Forms all campuses	PS HRMS					
81	Tue	08/07/2018	FY18	M. Busch	Off-Cycle Payroll MF080718 & BF080718	PS HRMS					
82	Wed	08/08/2018	FY18	M. Busch	Absences are finalized at 12:00 for B080718 week 2	PS HRMS					
83	Thu	08/09/2018	FY18/18*	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 (Julie Marlowe) all campuses.	PS HRMS					
84	Thu	08/09/2018	FY18	M. Busch	B080718 Biweekly Trial	PS HRMS					
85	Fri	08/10/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
86	Fri	08/10/2018	FY19*	Payroll	Verify fiscal year Payroll tables are finalized.	PS HRMS					
87	Mon	08/13/2018	FY18	M. Busch	Biweekly Final for B080718 (Pay End Date 08/07/2018, Pay Day 08/17/2018)	Payroll					
88	Mon	08/13/2018	FY18*	C. Chan	Post Postage charges (August Expenses) UH and UHS.	PS GL					
89	Tue	08/14/2018	FY18*	C. Chan	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2018 feed).	PS GL					

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							UH	UHC	UHD	UHS	UHV
90	Wed	08/15/2018	FY18	M. Busch	Payday for MF080718 & BF080718	PS HRMS					
91	Wed	08/15/2018	FY18	M. Busch	Absences are finalized at 12:00 for B082118 week 1	PS HRMS					
92	Thu	08/16/2018	FY18*	M. Busch	Monthly - FY18 Vacation Roll-Over Deadline	PS HRMS					
93	Thu	08/16/2018	FY18	M. Busch	Absences are finalized at 12:00 for M083118	PS HRMS					
94	Fri	08/17/2018	FY18*	C. Chan	Cavallo (all Campuses), Adroit (UH,UHS). last feed for FY2018. Hold all future feed files received in August until Sept 2018 FY2019. (Note that Budget reference must be changed to BP2019 for FY2019 feeds for Cavallo, Adroit)	PS GL					
95	Fri	08/17/2018	FY18*	C. Chan	Change Budget reference to next fiscal year on Cost Center files to Adroit and Postal Services, FAMIS	PS GL					
96	Fri	08/17/2018	FY18	Campus Dept	Last day to Initiate ePRF Forms for FY18 Positions. All campuses.	PS HRMS					
97	Fri	08/17/2018	FY18	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
98	Fri	08/17/2018	FY18	Payroll	Payday for B080718	Payroll					
99	Fri	08/17/2018	FY18	C. Chan	Create FY18 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					
100	Fri	08/17/2018	FY18*	C. Chan	Create FY18 telephone zero encumbrance transactions. (CLC, DTN). Note: Verify August telephone charge is fed prior to this job. Feed in daily. Verify transactions prior to closing after expense feed.	PS Purch process					
101	Fri	08/17/2018	FY19*	All Campuses / C. Chan	Finalize UCI/WCI rates for FY19 for all campuses due to Financial Systems (C. Chan) . Hou and Systems - J. Draper; Clc - Bobby Kegresse (no UCI/WCI charges), Dtn - G. Anderson; Vic - V Walden.	ACC/Fin. Systems					
102	Fri	08/17/2018	FY19*	C. Chan	Load FY19 UCI/WCI (all campuses) rates to PS GL allocations for FY19. Send the new rates to Human Resources (S. Armstrong)	Fin Systems					
103	Mon	08/20/2018	FY18	M. Busch	Monthly Trial Payroll for M083118	PS HRMS					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
104	Tue	08/21/2018	FY19*	HR Office	Load FY19 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY19 account code table must be loaded prior to this task) All campuses	PS HRMS					
105	Tue	08/21/2018	FY19*	HR Office/C. Chan/UH Budget Office	Load position funding information to PS HRMS from BDM for UHD,UHC and UHV; UH and UHS from new Budget Module. (note: FY19 account code table must be loaded prior to this task) All campuses	PS HRMS / BDM					
106	Wed	08/22/2018	FY18	M. Busch	Absences are finalized at 12:00 for B082118	PS HRMS					
107	Wed	08/22/2018	FY18	M. Busch	Monthly Final Payroll for M083118	PS HRMS					
108	Wed	08/22/2018	FY18*	C. Chan/K. Draper	NO Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2018 USAS HR reimbursement. Hold process?	PS GL					
109	Wed	08/22/2018	FY18	M. Busch	Absences are finalized at 12:00 for B082118 week 2	PS HRMS					
110	Thu	08/23/2018	FY18	M. Busch/C. Chan	M083118 payroll journals must be FY18 Accrual Expenditures (Cash only) (Hold M083118 HR journals until all August Payroll allocations posting completed on 8/29/2018)	PS HRMS / PS GL					
110	Thu	08/23/2018	FY19	C. Chan	Open FY2019 Accounting period 1 for AP UHD	PS GL					
111	Fri	08/24/2018	FY19	C. Chan	Open FY2019 Accounting period 1 for AP UH, UHCL, UHS and UHV	PS GL					
112	Fri	08/24/2018	FY18	M. Busch	Reallocation Process for FY2018 Period 12	PS HRMS					
113	Mon	08/27/2018	FY18	M. Busch	B082118 Biweekly Final Payroll (Pay End Date 08/21/2018, Pay Day 08/31/2018)	Payroll					
114	Tue	08/28/2018	FY18	M. Busch	Off-Cycle Payroll MF082818 & BF082818	PS HRMS					
115	Tue	08/28/2018	FY18*	C. Chan	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2019 Cost Center file to Concur	PS GL					
116	Wed	08/29/2018	FY18	G. McClain/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 B082118 HR journals posted)	PS GL					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
117	Wed	08/29/2018	FY18	M. Busch	Absences are finalized at 12:00 for B083118 week 1 (08/22/18-08/28/18)	PS HRMS					
118	Fri	08/31/2018	FY18*	HR Office	Last FY18 ABBR Calc Program Run	PS HRMS					
119	Fri	08/31/2018	FY19*	S. Armstrong	Roll Department Budget State Rule table from FY18 to FY19. (note: FY19 account code table must be loaded prior to this task)	PS HRMS					
120	Fri	08/31/2018	FY19*	State Accounting	Review and finalize FY19 Department Budget State Rule Table -- All campuses (H,S :Robert Walker; C : Bobby Kegresse; D : Theresa M; V: J. Nelson)	State Accounting Office					
121	Fri	08/31/2018	FY18*	C. Chan	Final FY2018 AP check run for all campuses	AP					
122	Fri	08/31/2018	FY18*	All Campuses Dept	No vouchers create (close FY2018 Acctg Peroid 12 for AP&PO and FY2019 Acctg Period 1 for AP at 8:00 AM)	Dept					
123	Fri	08/31/2018	FY18/18*	C. Chan	PO Carryforward Process to create FY19 encumbrances and BP2018 budget for unliquidated FY18 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	Fri	08/31/2018	FY18	M. Busch	Last Reallocation Process for FY2018 Period 12	PS HRMS					
125	Sat	09/01/2018	FY18*	C. Chan	Actual Closing #1 for UH, UHC, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS, UHC, UHD and UHV.	PS GL					
126	Sat	09/01/2018	FY18*	C. Chan	Start the daily Position Budget Adjustment Posting process (BOB01) in GL for FY2018 998 UHC, UHD and UHV (position budgeting campus).	PS GL					
127	Tue	09/04/2018	FY18*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2018 all campuses	PS HRMS					
128	Tue	09/04/2018	FY18	M. Busch	B083118 Biweekly Final Payroll (No Trail will be available)	Payroll					
129	Tue	09/04/2018	FY18*	C. Chan	B083118 Biweekly Final must be FY18 Accrual Expenditures (Cash only)	PS GL					
130	Tue	09/04/2018	FY18*	C. Chan	Zero payroll FY18 payroll encumbrances in PS GL. (this step need to wait until after the last FY2018 Payroll Encumbrances journal was posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts	PS GL					
131	Tue	09/04/2018	FY19	Payroll	Payday for M803117	Payroll					
132	Tue	09/04/2018	FY19*	C. Chan	First FY2019 AP check run for all campuses	AP					

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133	Tue	09/04/2018	FY19*	Budget Office/Financial Systems	FY19 Admin. Rate due to Financial Systems (C. Chan). (UH and UHC). Admin Rate same as FY18 for UHC.	Budget Office					
134	Tue	09/04/2018	FY19*	L. Klemm	Complete FY19 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHC	PS GL					
135	Tue	09/04/2018	FY18/18*	J. Marlowe	Complete all Annual Security Review Audit in HR	PS HRMS					
136	Wed	09/05/2018	FY18	M. Busch	Absences are finalized at 12:00 for B090418 week 2	PS HRMS					
137	Wed	09/05/2018	FY19*	M. Busch	FY2019 Payroll Initial Encumbrances	PS HRMS					
138	Thu	09/06/2018	FY18*	K. Draper	Leave Liab. Report, Terminated and Deceased report	Financial Reporting					
139	Thu	09/06/2018	FY19*	HR Office	First FY19 ABBR Calc Program Run (Change Run Parameter to FY19)	PS HRMS					
140	Thu	09/06/2018	FY19	M. Busch	Biweekly Trial payroll for B090418	PS HRMS					
141	Fri	09/07/2018	FY18	C. Chan	PS GL EOM for August (with TRS liab , ORP liab and special Year End Payroll Accrual allocations)	PS GL					
142	Fri	09/07/2018	FY18/998*	M. Busch	First FY18 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
143	Fri	09/07/2018	FY18*	HR Office	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
144	Fri	09/07/2018	FY19*	HR Office	Complete Review of FY19 ABBR Calcs	PS HRMS					
145	Mon	09/10/2018	FY19	M. Busch	Biweekly Final for B090418	PS HRMS					
146	Tue	09/11/2018	FY19	Payroll	Off Cycle for MF091118 & BF091118	PS HRMS					
148	Wed	09/12/2018	FY19	M. Busch	Absences are finalized at 12:00 for B091818 week 1						

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							UH	UHC	UHD	UHS	UHV
147	Thu	09/13/2018	FY18/998*	M. Busch	Final FY18 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHC General Accounting office, UHD & UHV Budget Office.	Payroll					
149	Fri	09/14/2018	FY18/998*	K. Livingston/C. Chan	FY18/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
150	Fri	09/14/2018	FY19	Payroll	Payday for B090418	Payroll					
151	Fri	09/14/2018	FY19	M. Busch	FY19 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
152	Mon	09/17/2018	FY19	Payroll	Payday for MF091118 & BF091118	PS HRMS					
153	Mon	09/17/2018	FY19*	HR Office	ERS Salary File create	PS HRMS					
154	Mon	09/17/2018	FY18(998)/ FY19	Campus Acctg Offices/C. Chan	FY18 vouchers accruals (Campus accounting office can run query UHS_AP_VOUCHER_TO_ACCRUE and review result) and send spreadsheets to C. Chan for AP Accrual/Reversal journals uploads	PS GL					
155	Mon	09/17/2018	FY19	C. Chan	AP Accrual reversal in Period 1, FY19.	PS GL					
156	Wed	09/19/2018	FY18/998*	C. Chan	PS/GL FY18/998 period close (UH, SYS, DTN, CLC, VIC). (include Grants F&A (if 998 expenses exist) and Admin Charge for UH only) (No IDC for UHD and UHC; No Admin Charge for UHC) ** Note: FY18 Voucher Accruals journals must be posted before starting the FY18/998 Admin Charge process for UH	PS GL					
157	Wed	09/19/2018	FY18/998*	C. Chan	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHC, UHD, UHV, UHS and stop BOB01 (Position Budget Adjustment Posting) process for FY2018 998 UHC, UHD and UHV.	PS GL					
158	Wed	09/19/2018	FY19	M. Busch	Absences are finalized at 12:00 for B091818 week 2	Payroll					
159	Thu	09/20/2018	FY19	M. Busch	Monthly Trail payroll for M093018	PS HRMS					
160	Thu	09/20/2018	FY19	M. Busch	Biweekly Trial payroll for B091818	PS HRMS					
161	Thu	09/20/2018	FY19*	C. Chan	UHD and UHC -Telephone Initial Encumbrances for FY19.	PS GL					

University of Houston Systems
Fiscal 2018 - 2019 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
162	Fri	09/21/2018	FY19	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
163	Mon	09/24/2018	FY19	M. Busch	Monthly Final for M093018	PS HRMS					
164	Mon	09/24/2018	FY19	M. Busch	Biweekly Final for B091818	PS HRMS					
165	Mon	09/24/2018	FY19*	C. Chan	UH and UHS - Postage Initial Encumbrances for FY19.	PS GL					
166	Tue	09/25/2018	FY19	Payroll	Off Cycle for MF092518 & BF092518	Payroll					
167	Wed	09/26/2018	FY19	M. Busch	Absences are finalized at 12:00 for B100218 week 1	Payroll					
168	Fri	09/28/2018	FY19	Payroll	Payday for B091818	Payroll					
169	Fri	09/28/2018	FY19	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
170	Sat	09/29/2018	FY19	M. Busch/ C. Chan	Last Payroll Journals to PS GL for Sept.	PS GL					
171	Thu	10/04/2018	FY19	C. Chan	PS GL Sept. EOM Close	PS GL					
172	Fri	10/19/2018	FY18*	K. Draper	FY18 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
173	Mon	10/22/2018	FY18*	K. Draper	Component AFR's due to Financial Reporting Dept.	AFR					
174	Mon	10/22/2018	FY18*	C. Chan	NO MORE Journals TO FY18. FY18 PS GL close for all campuses	PS GL					
175	Wed	10/31/2018	FY18	S. Yurus/M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
176	Mon	11/19/2018	FY18*	K. Draper	AFR due to Austin	Financial Report					