

University of Houston Systems
Fiscal 2021 - 2022 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
1	Mon	05/31/2021	FY21	M. Busch	Biweekly Final Payroll for B052521 (Pay End Date 05/25/21)	PS HRMS					
2	Tue	06/01/2021	FY21	Payroll	Payday for M053121, BF052521 & MF052521	Payroll					
3	Tue	06/01/2021	FY21/22*	College/Division Administrator	Annual HR Security Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
4	Tue	06/01/2021	FY21	M. Busch	Payroll Leave Accrual	Payroll					
5	Wed	06/02/2021	FY21	M. Busch	Absences are finalized at 12:00 for B060821 week 1	PS HRMS					
6	Fri	06/04/2021	FY21	Payroll	Payday for B052521	PS HRMS					
7	Fri	06/04/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
8	Mon	06/07/2021	FY21	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
9	Tue	06/08/2021	FY21	M. Busch	Off-Cycle Payroll BF060821 & MF060821	PS HRMS					
10	Wed	06/09/2021	FY21	M. Busch	Absences are finalized at 12:00 for B060821 week 2	PS HRMS					
11	Wed	06/09/2021	FY22*	L. Lockett/ 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					
12	Thu	06/10/2021	FY21	M. Busch	Biweekly Trial Payroll for B060821	PS HRMS					
13	Fri	06/11/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Fri	06/11/2021	FY21/22*	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					
15	Mon	06/14/2021	FY21	M. Busch	Biweekly Final Payroll for B060821 (Pay End Date 06/08/2021)	PS HRMS					
16	Tue	06/15/2021	FY21	Payroll	Payday for BF060821 & MF060821	Payroll					
17	Wed	06/16/2021	FY21	M. Busch	Absences are finalized at 12:00 for B062221 week 1	PS HRMS					
18	Fri	06/18/2021	FY21	Payroll	Payday for B060821	Payroll					
19	Fri	06/18/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
20	Mon	06/21/2021	FY21	M. Busch	Absences are finalized at 12:00 for M063021	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
21	Tue	06/22/2021	FY21	M. Busch	Monthly Trial Payroll for M063021	PS HRMS					
22	Wed	06/23/2021	FY21	M. Busch	Absences are finalized at 12:00 for B062221 week 2	PS HRMS					
23	Thu	06/24/2021	FY21	M. Busch	Biweekly Trial Payroll for B062221	PS HRMS					
24	Thu	06/24/2021	FY21	M. Busch	Monthly Final Payroll for M063021	PS HRMS					
25	Fri	06/25/2021	FY22*	Budget Offices	Review and finalize all FY22 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
26	Fri	06/25/2021	FY21/22*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2022 revenue SF transactions to Deferred Income (22100) and BP2022 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2021 date.	PS GL	3/3/21	3/3/21	3/3/21	N/A	3/3/21
27	Fri	06/25/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
28	Fri	06/25/2021	FY21/22*	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					
29	Mon	06/28/2021	FY21	M. Busch	Off-Cycle Payroll BF062821 & MF062821	PS HRMS					
30	Mon	06/28/2021	FY21	M. Busch	Biweekly Final Payroll for B062221 (Pay End Date 06/22/2021)	PS HRMS					
31	Wed	06/30/2021	FY21	M. Busch	Absences are finalized at 12:00 for B070621 week 1	PS HRMS					
32	Thu	07/01/2021	FY21	M. Busch	Payroll Leave Accrual	Payroll					
33	Thu	07/01/2021	FY21	Payroll	Payday for M063021, BF062821 & MF062821	Payroll					
34	Thu	07/01/2021	FY21	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
35	Fri	07/02/2021	FY21	Payroll	Payday for B062221	PS HRMS					
36	Fri	07/02/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
37	Mon	07/05/2021	FY21	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
38	Tue	07/06/2021	FY21	M. Busch	Off-Cycle Payroll BF070621 & MF070621	PS HRMS					
39	Wed	07/07/2021	FY21	A. Hoang	Post Postage charges UH and UHS.	PS GL					

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							UH	UHC	UHD	UHS	UHV
40	Wed	07/07/2021	FY21	M. Busch	Absences are finalized at 12:00 for B070621 week 2	PS HRMS					
41	Thu	07/08/2021	FY21	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
42	Thu	07/08/2021	FY21	M. Busch	Biweekly Trial Payroll for B070621	Payroll					
43	Fri	07/09/2021	FY21/22*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL					
44	Fri	07/09/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
45	Mon	07/12/2021	FY21	M. Busch	Biweekly Final Payroll for B070621 (Pay End Date 07/06/2021)	PS HRMS					
46	Wed	07/14/2021	FY21	A. Hoang	Post Postage charges UH and UHS.	PS GL					
47	Wed	07/14/2021	FY21	M. Busch	Absences are finalized at 12:00 for B072021 week 1	PS HRMS					
48	Wed	07/14/2021	FY22*	A. Hoang/ UH Budget Office	Load FY22 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL					
49	Wed	07/14/2021	FY22*	A. Hoang/ UH Budget Office	Load FY22 Salary and Wages Budget for UH & UHS from Hyperion Budget Module feed files.	BDM					
50	Thu	07/15/2021	FY22*	Budget Office/ B. Duarte	Verify FY22 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					
51	Thu	07/15/2021	FY22*	Budget Office/ B. Duarte	Verify FY22 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 FY22 budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office					
52	Thu	07/15/2021	FY22*	A. Hoang	Open FY22 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY22.	PS GL					
53	Thu	07/15/2021	FY21	Payroll	Payday for MF070621 & BF070621	PS HRMS					
54	Thu	07/15/2021	FY22*	A. Hoang	Load FY22 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL, UHD & UHV.	PS GL					
55	Thu	07/15/2021	FY22*	A. Hoang/ UH Budget Office	Load FY22 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL, UHD & UHV.	BDM					
56	Fri	07/16/2021	FY21	Payroll	Payday for B070621	Payroll					
57	Fri	07/16/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
58	Fri	07/16/2021	FY22*	Budget Office/ B. Duarte	Verify FY22 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, UHV, and UHCL.	Budget Office					

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							UH	UHC	UHD	UHS	UHV
59	Fri	07/16/2021	FY22*	Budget Office/ B. Duarte	Verify FY22 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 FY22 budget journals load) and/or UHSBOB02 reports. UHD, UHV, and UHCL.	Budget Office					
60	Mon	07/19/2021	FY22*	A. Hoang	Open FY22 Accounting period 1 for GL, PO, Req. for UHD, UHV, and UHCL to allow encumbrance processing for PO and Req. in FY22.	PS GL					
61	Tue	07/20/2021	FY21	M. Busch	Absences are finalized at 12:00 for M073121	PS HRMS					
62	Wed	07/21/2021	FY21	M. Busch	Absences are finalized at 12:00 for B072021 week 2	PS HRMS					
63	Wed	07/21/2021	FY21	M. Busch	Monthly Trial Payroll for M073121	PS HRMS					
64	Wed	07/21/2021	FY21	A. Hoang	Post Postage charges UH and UHS.	PS GL					
65	Thu	07/22/2021	FY21	M. Busch	Biweekly Trial Payroll for B072021	PS HRMS					
66	Fri	07/23/2021	FY21	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
67	Fri	07/23/2021	FY22*	B.Levy/ Financial Systems	Load FY22 account code table (as of effective date 09/01/2021) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY22 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY22 Salary & wages budgets are loaded correctly.	PS HRMS					
68	Fri	07/23/2021	FY22*	Michael Burns	Extract from Hyperion Budget Module FY22 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM					
69	Fri	07/23/2021	FY22*	HR Office/ B. Levy	Load FY22 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	Fri	07/23/2021	FY22*	Michael Burns	Extract from Hyperion Budget Module FY22 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM					
71	Fri	07/23/2021	FY22*	HR Office/ B. Levy	Load FY22 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
72	Fri	07/23/2021	FY22*	Budget Office	Start reviewing FY22 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
73	Fri	07/23/2021	FY22*	HR Office/ B. Levy	Human Resources review and update FY22 pay rates in Job Data Staging Table for all campuses.	HR Office					
74	Fri	07/23/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
75	Fri	07/23/2021	FY21	M. Busch	Monthly Final Payroll for M073121	PS HRMS					
76	Mon	07/26/2021	FY21	M. Busch	Biweekly Final Payroll for B072021 (Pay End Date 07/20/2021)	PS HRMS					
77	Tue	07/27/2021	FY21	M. Busch	Off-Cycle Payroll BF072721 & MF072721	Payroll					

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							UH	UHC	UHD	UHS	UHV
78	Wed	07/28/2021	FY21*	A. Hoang	Post Postage charges UH and UHS.	PS GL					
79	Wed	07/28/2021	FY21	M. Busch	Absences are finalized at 12:00 for B080321 week 1	PS HRMS					
80	Fri	07/30/2021	FY21	Payroll	Payday for B072021	Payroll					
81	Fri	07/30/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
82	Mon	08/02/2021	FY21	Payroll	Payday for M073121, MF072721 & BF072721	Payroll					
83	Mon	08/02/2021	FY21	M. Busch	Payroll Leave Accrual	PS HRMS					
84	Mon	08/02/2021	FY22	College/Division Administrator	Departments can begin creating and submitting FY22 ePRF Forms all campuses	PS HRMS					
85	Wed	08/04/2021	FY21	M. Busch	Absences are finalized at 12:00 for B080321 week 2	PS HRMS					
86	Wed	08/04/2021	FY21*	A. Hoang	Post Postage charges UH and UHS.	PS GL					
87	Thu	08/05/2021	FY21	M. Busch	Biweekly Trial Payroll for B080321	PS HRMS					
88	Fri	08/06/2021	FY21/22*	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 (Bruce Levy) all campuses.	PS HRMS					
89	Fri	08/06/2021	FY21	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
90	Fri	08/06/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
91	Fri	08/06/2021	FY21	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
92	Mon	08/09/2021	FY22*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
93	Mon	08/09/2021	FY21	M. Busch	Biweekly Final Payroll for B080321 (Pay End Date 08/03/2021, Payday 08/13/2021)	Payroll					
94	Tue	08/10/2021	FY21*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2021 feed).	PS GL					
95	Tue	08/10/2021	FY21	M. Busch	Off-Cycle Payroll MF081021 & BF081021	PS HRMS					
96	Wed	08/11/2021	FY21	M. Busch	Absences are finalized at 12:00 for B081721 week 1	PS HRMS					
97	Fri	08/13/2021	FY21*	M. Busch	Monthly - FY21 Vacation Roll-Over Deadline	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
98	Wed	08/11/2021	FY21*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL					
99	Fri	08/13/2021	FY21*	P.Muscarello/ A. Hoang	Cavallo (all Campuses), Adroit (UH,UHS), Concur(for travel card payment) last feed for FY2021. Hold all future feed files received in August until Sep 2021 FY2022. (Note that Budget Reference must be changed to BP2022 for FY2022 feeds for Cavallo, Adroit)	PS GL					
100	Fri	08/13/2021	FY21*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit, Cavallo, Postal Services, and FAMIS.	PS GL					
101	Fri	08/13/2021	FY21	Campus Dept	Last day to Initiate ePRF Forms for FY21 Positions. All campuses.	PS HRMS					
102	Fri	08/13/2021	FY21	Payroll	Payday for B080321	Payroll					
103	Fri	08/13/2021	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
104	Fri	08/13/2021	FY21	A. Hoang	Create FY21 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					
105	Fri	08/13/2021	FY21*	A. Hoang	Create FY21 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					
106	Fri	08/13/2021	FY22*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY22 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - K. Draper; CLC - Krista Buckminster (no UCI/WCI charges), DTN - C. Ordonez-Campos; VIC - E. Goodwin.	ACC/Fin. Systems					
107	Fri	08/13/2021	FY22*	A. Hoang	Load FY22 UCI/WCI (all campuses) rates to PS GL allocations for FY22. Send the new rates to Human Resources (B. Levy)	Fin Systems					
108	Sun	08/15/2021	FY22	P.Muscarello/ A. Hoang	Update new FY State of Texas late payment interest rate in PS for 00797. AP (P. Muscarello) will send new rate from Fiscal Management website to Financial Systems (A. Hoang).	Fin Systems					
109	Mon	08/16/2021	FY21	Payroll	Payday for MF081021 & BF081021	PS HRMS					
110	Tue	08/17/2021	FY22*	HR Office/ B. Levy	Load FY22 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY22 account code table must be loaded prior to this task) All campuses.	PS HRMS					
111	Tue	08/17/2021	FY22*	HR Office/ UH Budget Office /B. Levy	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY22 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
112	Wed	08/18/2021	FY21	M. Busch	Absences are finalized at 12:00 for B081721 week 2	PS HRMS					
113	Thu	08/19/2021	FY21	M. Busch	Biweekly Trial Payroll for B081721	PS HRMS					
114	Fri	08/20/2021	FY21	M. Busch	Absences are finalized at 12:00 for M083121	PS HRMS					
115	Fri	08/20/2021	FY21	M. Busch	Reallocation Process for FY2021 Period 12	PS HRMS					
116	Fri	08/20/2021	FY22	A. Hoang	Open FY2022 Accounting period 1 for AP UH, UHD, UHCL, UHS and UHV.	PS GL					
117	Mon	08/23/2021	FY21	M. Busch	Monthly Trial Payroll for M083121	PS HRMS					

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118	Mon	08/23/2021	FY21	M. Busch	Biweekly Final Payroll for B081721 (Pay End Date 08/17/2021, Payday 08/27/2021)	Payroll					
119	Tue	08/24/2021	FY21	M. Busch	Monthly Final Payroll for M083121	PS HRMS					
120	Tue	08/24/2021	FY21*	A. Hoang/ K. Draper	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2021 USAS HR reimbursment. Hold process?	PS GL					
121	Tue	08/24/2021	FY21*	A. Hoang/ E. Sanchez	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2022 Cost Center file to Concur	PS GL					
122	Tue	08/24/2021	FY21	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 B081721 HR journals posted)	PS GL					
123	Tue	08/24/2021	FY21	M. Busch/ A. Hoang	M083121 payroll journals must be FY21 Accrual Expenditures (Cash only) (Hold M083121 HR journals until all August Payroll allocations posting completed on 8/24/21)	PS HRMS / PS GL					
124	Wed	08/25/2021	FY21	M. Busch	Absences are finalized at 12:00 for B083121 week 1 (08/18/2021-08/24/2021)	PS HRMS					
125	Thu	08/26/2021	FY21	M. Busch	Off-Cycle Payroll MF082621 & BF082621	PS HRMS					
126	Fri	08/27/2021	FY21	Payroll	Payday for B081721	Payroll					
127	Fri	08/27/2021	FY21	M. Busch	Last Reallocation Process for FY2021 Period 12	PS HRMS					
128	Tue	08/31/2021	FY21*	A. Hoang	Final FY2021 AP check run for all campuses	AP					
129	Tue	08/31/2021	FY21*	HR Office/ B. Levy	Last FY21 ABBR Calc Program Run	PS HRMS					
130	Tue	08/31/2021	FY22*	B. Levy	Roll Department Budget State Rule table from FY21 to FY22. (note: FY22 account code table must be loaded prior to this task)	PS HRMS					
131	Tue	08/31/2021	FY22*	State Accounting	Review and finalize FY22 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Krista Buckminster; D: Theresa Meneley; V: June Nelson)	State Accounting Office					
132	Tue	08/31/2021	FY21*	All Campuses Dept	No vouchers create (close FY2021 Acctg Peroid 12 for AP&PO and FY2022 Acctg Period 1 for AP at 8:00 AM)	Dept					
133	Tue	08/31/2021	FY21/22*	A. Hoang	PO Carryforward Process to create FY22 encumbrances and BP2022 budget for unliquidated FY21 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					
134	Wed	09/01/2021	FY21*	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					
135	Wed	09/01/2021	FY21*	A. Hoang	Start the daily Position Budget Adjustment Posting process (BOB01) in GL for FY2021 998 UHV (position budgeting campus).	PS GL					
136	Wed	09/01/2021	FY22*	A. Hoang	First FY2022 AP check run for all campuses	AP					
137	Wed	09/01/2021	FY21	Payroll	Payday for M083121, MF082621 & BF082621	Payroll					

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138	Wed	09/01/2021	FY22	M. Busch	Absences are finalized at 12:00 for B083121 week 2	PS HRMS					
139	Thu	09/02/2021	FY21/22*	B. Levy	Complete all Annual Security Review Audit in HR	PS HRMS					
140	Thu	09/02/2021	FY22*	Budget Office/ Financial Systems	FY22 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL). Admin Rate same as FY21 for UHCL.	Budget Office					
141	Thu	09/02/2021	FY21	M. Busch	Biweekly Trial Payroll for B083121	PS HRMS					
142	Thu	09/02/2021	FY22*	HR Office - Benefits	First FY22 ABBR Calc Program Run (Change Run Parameter to FY22)	PS HRMS					
143	Fri	09/03/2021	FY21*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2021 all campuses	PS HRMS					
144	Fri	09/03/2021	FY21	M. Busch	Biweekly Final Payroll for B083121	Payroll					
145	Fri	09/03/2021	FY21*	A. Hoang	B083121 Biweekly Final must be FY21 Accrual Expenditures (Cash only)	PS GL					
146	Fri	09/03/2021	FY22*	L. Lockett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
147	Fri	09/03/2021	FY21/998*	M. Busch	First FY21 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
148	Fri	09/03/2021	FY22*	HR Office - Benefits	Complete Review of FY22 ABBR Calcs	PS HRMS					
149	Tue	09/07/2021	FY22*	M. Busch	FY2021 Payroll Initial Encumbrances	PS HRMS					
150	Tue	09/07/2021	FY21*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
151	Tue	09/07/2021	FY21*	A. Hoang	Zero payroll FY21 payroll encumbrances in PS GL. (this step need to wait until after the last FY2021 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
152	Tue	09/07/2021	FY21	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
153	Wed	09/08/2021	FY22	M. Busch	Absences are finalized at 12:00 for B091421 week 1						
154	Wed	09/08/2021	FY21/998*	M. Busch	Final FY21 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
155	Thu	09/09/2021	FY22	Payroll	Off Cycle for MF090921 & BF090921	PS HRMS					
156	Fri	09/10/2021	FY22*	L. Lockett	Complete FY22 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL					
157	Fri	09/10/2021	FY21/998*	Gretta McClain/ A. Hoang	FY21/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
158	Fri	09/10/2021	FY22	Payroll	Payday for B083121	Payroll					
159	Fri	09/10/2021	FY22	M. Busch	FY22 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
160	Tue	09/14/2021	FY22*	HR Office - Benefits	ERS Salary File create	PS HRMS					
161	Wed	09/15/2021	FY22	Payroll	Payday for MF090921 & BF090921	PS HRMS					
162	Wed	09/15/2021	FY22	M. Busch	Absences are finalized at 12:00 for B091421 week 2	Payroll					
163	Thu	09/16/2021	FY21(998)/ FY22	Campus Acctg Offices/ A. Hoang	FY21 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					
164	Thu	09/16/2021	FY22	A. Hoang	AP Accrual reversal in Period 1, FY22.	PS GL					
165	Thu	09/16/2021	FY21/998*	A. Hoang	PS GL FY21/998 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: FY21 Voucher Accruals journals must be posted before starting the FY21/998 Admin Charge process for UH.	PS GL					
166	Thu	09/16/2021	FY21/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS and stop BOB01 (Position Budget Adjustment Posting) process for FY2021 998 UHV.	PS GL					
167	Thu	09/16/2021	FY22	M. Busch	Biweekly Trial Payroll for B091421	PS HRMS					
168	Fri	09/17/2021	FY22*	A. Hoang	UHD and UHCL - Telephone Initial Encumbrances for FY22.	PS GL					
169	Fri	09/17/2021	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
170	Mon	09/20/2021	FY22	M. Busch	Biweekly Final Payroll for B091421	PS HRMS					
171	Tue	09/21/2021	FY22	M. Busch	Absences are finalized at 12:00 for M093021	PS HRMS					
172	Wed	09/22/2021	FY22	M. Busch	Monthly Trial Payroll for M093021	PS HRMS					
173	Wed	09/22/2021	FY22	M. Busch	Absences are finalized at 12:00 for B092821 week 1	Payroll					
174	Fri	09/24/2021	FY22*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY22.	PS GL					
175	Fri	09/24/2021	FY22	M. Busch	Monthly Final for M093021	PS HRMS					
176	Fri	09/24/2021	FY22	Payroll	Payday for B091421	Payroll					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
177	Fri	09/24/2021	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
178	Mon	09/27/2021	FY22	Payroll	Off Cycle for MF092721 & BF092721	Payroll					
179	Wed	09/29/2021	FY22	M. Busch	Absences are finalized at 12:00 for B092821 week 2	Payroll					
180	Tue	10/05/2021	FY22	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for Sept.	PS GL					
181	Mon	10/11/2021	FY22	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
182	Fri	10/15/2021	FY21*	K. Draper	FY21 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
183	Mon	10/18/2021	FY21*	K. Draper	Component AFR's due to Financial Reporting Dept.	AFR					
184	Mon	10/18/2021	FY21*	A. Hoang	NO MORE Journals TO FY21. FY21 PS GL close for all campuses	PS GL					
185	Mon	11/01/2021	FY21	P. Muscarello/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
186	Fri	11/19/2021	FY21*	K. Draper	AFR due to Austin	Financial Report					