

University of Houston Systems
Fiscal 2020 - 2021 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
1	Mon	06/01/2020	FY20	M. Busch	Biweekly Final Payroll for B052620 (Pay End Date 05/26/20)	PS HRMS					
2	Mon	06/01/2020	FY20	Payroll	Payday for M053120, BF052620 & MF052620	Payroll					
3	Mon	06/01/2020	FY20/21*	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	06/02/2020	FY20	M. Busch	Payroll Leave Accrual	Payroll					
5	Wed	06/03/2020	FY20	M. Busch	Absences are finalized at 12:00 for B060920 week 1	PS HRMS					
6	Fri	06/05/2020	FY20	Payroll	Payday for B052620	PS HRMS					
7	Fri	06/05/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
8	Mon	06/08/2020	FY20	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
9	Tue	06/09/2020	FY20	M. Busch	Off-Cycle Payroll BF060920 & MF060920	PS HRMS					
10	Wed	06/10/2020	FY20	M. Busch	Absences are finalized at 12:00 for B060920 week 2	PS HRMS					
11	Wed	06/10/2020	FY21*	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					
12	Thu	06/11/2020	FY20	M. Busch	Biweekly Trial Payroll for B060920	PS HRMS					
13	Fri	06/12/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Fri	06/12/2020	FY20/21*	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	06/15/2020	FY20	M. Busch	Biweekly Final Payroll for B060920 (Pay End Date 06/09/2020)	PS HRMS					
16	Wed	06/17/2020	FY20	M. Busch	Absences are finalized at 12:00 for B062320 week 1	PS HRMS					
17	Thu	06/18/2020	FY20	M. Busch	Absences are finalized at 12:00 for M063020	PS HRMS					
18	Fri	06/19/2020	FY20	Payroll	Payday for B060920	Payroll					
19	Fri	06/19/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
20	Mon	06/22/2020	FY20	M. Busch	Monthly Trial Payroll for M063020	PS HRMS					
21	Wed	06/24/2020	FY20	M. Busch	Monthly Final Payroll for M063020	PS HRMS					
22	Wed	06/24/2020	FY20	M. Busch	Absences are finalized at 12:00 for B062320 week 2	PS HRMS					
23	Thu	06/25/2020	FY20	M. Busch	Off-Cycle Payroll BF062520 & MF062520	PS HRMS					
24	Thu	06/25/2020	FY20	M. Busch	Biweekly Trial Payroll for B062320	PS HRMS					
25	Fri	06/26/2020	FY21*	Budget Offices	Review and finalize all FY21 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
26	Fri	06/26/2020	FY20/21*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2021 revenue SF transactions to Deferred Income (22100) and BP2021 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2020 date.	PS GL	2/7/20	2/7/20	2/7/20	N/A	2/7/20
27	Fri	06/26/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
28	Fri	06/26/2020	FY20/21*	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	06/29/2020	FY20	M. Busch	Biweekly Final Payroll for B062320 (Pay End Date 06/23/2020)	PS HRMS					
30	Wed	07/01/2020	FY20	M. Busch	Payroll Leave Accrual	Payroll					
31	Wed	07/01/2020	FY20	Payroll	Payday for M063020, BF062620 & MF062620	Payroll					
32	Wed	07/01/2020	FY20	M. Busch	Absences are finalized at 12:00 for B070720 week 1	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
33	Wed	07/01/2020	FY20	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
34	Thu	07/02/2020	FY20		Payroll for B062320	PS HRMS					
35	Thu	07/02/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
36	Mon	07/06/2020	FY20	HR Office	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
37	Tue	07/07/2020	FY20	M. Busch	Off-Cycle Payroll BF070720 & MF070720	PS HRMS					
38	Wed	07/08/2020	FY20	M. Busch	Absences are finalized at 12:00 for B070720 week 2	PS HRMS					
39	Wed	07/08/2020	FY20	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
40	Thu	07/09/2020	FY20	M. Busch	Biweekly Trial Payroll for B070720	Payroll					
41	Fri	07/10/2020	FY20/21*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL					
42	Fri	07/10/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
43	Mon	07/13/2020	FY20	M. Busch	Biweekly Final Payroll for B070720 (Pay End Date 07/07/2020)	PS HRMS					
44	Wed	07/15/2020	FY20*	A. Hoang	Post Postage charges UH and UHS.	PS GL					
45	Wed	07/15/2020	FY20		Payroll for MF070720 & BF070720	PS HRMS					
46	Wed	07/15/2020	FY20	M. Busch	Absences are finalized at 12:00 for B072120 week 1	PS HRMS					
47	Wed	07/15/2020	FY21*	A. Hoang/ UH Budget Office	Load FY21 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL					
48	Wed	07/15/2020	FY21*	A. Hoang/ UH Budget Office	Load FY21 Salary and Wages Budget for UH & UHS from Hyperion Budget Module feed files.	BDM					
49	Thu	07/16/2020	FY21*	Budget Office/ B. Duarte	Verify FY21 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					
50	Thu	07/16/2020	FY21*	Budget Office/ B. Duarte	Verify FY21 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 FY21 budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office					
51	Thu	07/16/2020	FY21*	A. Hoang	Open FY21 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY21.	PS GL					
52	Fri	07/17/2020	FY20		Payroll for B070720	Payroll					
53	Fri	07/17/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
54	Mon	07/20/2020	FY21*	A. Hoang	Load FY21 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL, UHD & UHV.	PS GL					
55	Mon	07/20/2020	FY21*	A. Hoang/ UH Budget Office	Load FY21 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL, UHD & UHV.	BDM					
56	Tue	07/21/2020	FY21*	Budget Office/ B. Duarte	Verify FY21 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
57	Tue	07/21/2020	FY21*	Budget Office/ B. Duarte	Verify FY21 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 FY21 budget journals load) and/or UHSBOB02 reports. UHD, UHV, and UHCL.	Budget Office					
58	Tue	07/21/2020	FY20	M. Busch	Absences are finalized at 12:00 for M073120	PS HRMS					
59	Wed	07/22/2020	FY21*	A. Hoang	Open FY21 Accounting period 1 for GL, PO, Req. for UHD, UHV, and UHCL to allow encumbrance processing for PO and Req. in FY21.	PS GL					
60	Wed	07/22/2020	FY20	M. Busch	Absences are finalized at 12:00 for B072120 week 2	PS HRMS					
61	Thu	07/23/2020	FY20	M. Busch	Biweekly Trial Payroll for B072120	PS HRMS					
62	Fri	07/24/2020	FY20	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
63	Fri	07/24/2020	FY21*	S. Armstrong/ Financial Systems	Load FY21 account code table (as of effective date 09/01/2020) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY21 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY21 Salary & wages budgets are loaded correctly.	PS HRMS					
64	Fri	07/24/2020	FY21*	A. Hoang/ Michael Burns	Extract from BDM FY21 positions funding information and sent to PS HRMS department budget staging table. UHV campuses. UH, UHS, UHD, and UHCL use Hyperion Budget Module.	BDM					
65	Fri	07/24/2020	FY21*	HR Office	Load FY21 positions funding info. from BDM for all UHV to HRMS department budget staging table for Budget office to review and approve. UH, UHS, UHD and UHCL from Hyperion Budget Module.	PS HRMS					
66	Fri	07/24/2020	FY21*	A. Hoang/ Michael Burns	Extract from BDM FY21 pay rates data to load to staging table in HRMS for HR offices to review and approve for UHV. UH, UHS, UHD and UHCL use Hyperion Budget Module.	BDM					
67	Fri	07/24/2020	FY21*	HR Office	Load FY21 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
68	Fri	07/24/2020	FY21*	Budget Office	Start reviewing FY21 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
69	Fri	07/24/2020	FY21*	HR Office	Human Resources review and update FY21 pay rates in Job Data Staging Table for all campuses.	HR Office					
70	Fri	07/24/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
71	Mon	07/27/2020	FY20	M. Busch	Biweekly Final Payroll for B072120 (Pay End Date 07/21/2020)	PS HRMS					
72	Mon	07/27/2020	FY20	M. Busch	Monthly Final Payroll for M073120	PS HRMS					
73	Tue	07/28/2020	FY20	M. Busch	Off-Cycle Payroll BF072820 & MF072820	Payroll					
74	Tue	07/28/2020	FY20*	A. Hoang	Post Postage charges UH and UHS.	PS GL					
75	Wed	07/29/2020	FY20	M. Busch	Absences are finalized at 12:00 for B080420 week 1	PS HRMS					
76	Fri	07/31/2020	FY20	Payroll	Payday for B072120	Payroll					
77	Fri	07/31/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
78	Mon	08/03/2020	FY20	Payroll	Payday for M073120, MF072820 & BF072820	Payroll					
79	Mon	08/03/2020	FY20	M. Busch	Payroll Leave Accrual	PS HRMS					
80	Wed	08/05/2020	FY20	M. Busch	Absences are finalized at 12:00 for B080420 week 2	PS HRMS					
81	Fri	08/07/2020	FY20/21*	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 (Kristina Lucero) all campuses.	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
82	Thu	08/06/2020	FY20	M. Busch	Biweekly Trial Payroll for B080420	PS HRMS					
83	Fri	08/07/2020	FY20	HR Office	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
84	Fri	08/07/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
85	Fri	08/07/2020	FY20	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
86	Mon	08/10/2020	FY21*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
87	Mon	08/10/2020	FY20	M. Busch	Biweekly Final Payroll for B080420 (Pay End Date 08/04/2020, Payday 08/14/2020)	Payroll					
88	Tue	08/11/2020	FY20*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2020 feed).	PS GL					
89	Tue	08/11/2020	FY20	M. Busch	Off-Cycle Payroll MF081120 & BF081120	PS HRMS					
90	Wed	08/12/2020	FY20	M. Busch	Absences are finalized at 12:00 for B081820 week 1	PS HRMS					
91	Thu	08/13/2020	FY20*	M. Busch	Monthly - FY20 Vacation Roll-Over Deadline	PS HRMS					
92	Thu	08/13/2020	FY20*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL					
93	Fri	08/14/2020	FY20*	A. Hoang	Cavallo (all Campuses), Adroit (UH,UHS) last feed for FY2020. Hold all future feed files received in August until Sep 2020 FY2021. (Note that Budget Reference must be changed to BP2021 for FY2021 feeds for Cavallo, Adroit)	PS GL					
94	Fri	08/14/2020	FY20*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit, Postal Services, and FAMIS.	PS GL					
95	Fri	08/14/2020	FY20	Campus Dept	Last day to Initiate ePRF Forms for FY20 Positions. All campuses.	PS HRMS					
96	Fri	08/14/2020	FY20	Payroll	Payday for B080420	Payroll					
97	Fri	08/14/2020	FY20	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
98	Fri	08/14/2020	FY20	A. Hoang	Create FY20 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					
99	Fri	08/14/2020	FY20*	A. Hoang	Create FY20 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					
100	Fri	08/14/2020	FY21*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY21 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - K. Draper; CLC - Bobby Kegresse (no UCI/WCI charges), DTN - G. Anderson; VIC - V Walden.	ACC/Fin. Systems					
101	Fri	08/14/2020	FY21*	A. Hoang	Load FY21 UCI/WCI (all campuses) rates to PS GL allocations for FY21. Send the new rates to Human Resources (S. Armstrong)	Fin Systems					
102	Mon	08/17/2020	FY20	Payroll	Payday for MF081120 & BF081120	PS HRMS					
103	Wed	08/19/2020	FY21	College/Division Administrator	Departments can begin creating and submitting FY21 ePRF Forms all campuses	PS HRMS					
104	Tue	08/18/2020	FY20	M. Busch	Absences are finalized at 12:00 for M083120	PS HRMS					
105	Tue	08/18/2020	FY21*	HR Office	Load FY21 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY21 account code table must be loaded prior to this task) All campuses.	PS HRMS					

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							UH	UHC	UHD	UHS	UHV
106	Tue	08/18/2020	FY21*	HR Office/ A. Hoang/ UH Budget Office	Load position funding information to PS HRMS from BDM for UHV; UH, UHS, UHD and UHCL from Hyperion Budget Module. (note: FY21 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
107	Wed	08/19/2020	FY20	M. Busch	Absences are finalized at 12:00 for B081820 week 2	PS HRMS					
108	Thu	08/20/2020	FY20	M. Busch	Biweekly Trial Payroll for B081820	PS HRMS					
109	Thu	08/20/2020	FY20	M. Busch	Monthly Trial Payroll for M083120	PS HRMS					
110	Fri	08/21/2020	FY20	M. Busch	Reallocation Process for FY2020 Period 12	PS HRMS					
111	Fri	08/21/2020	FY21	A. Hoang	Open FY2021 Accounting period 1 for AP UH, UHD, UHCL, UHS and UHV.	PS GL					
112	Mon	08/24/2020	FY20	M. Busch	Biweekly Final Payroll for B081820 (Pay End Date 08/18/2020, Payday 08/28/2020)	Payroll					
113	Mon	08/24/2020	FY20	M. Busch	Monthly Final Payroll for M083120	PS HRMS					
114	Wed	08/19/2020	FY20*	A. Hoang/ K. Draper	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2020 USAS HR reimbursment. Hold process?	PS GL					
115	Tue	08/25/2020	FY20*	A. Hoang	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2021 Cost Center file to Concur	PS GL					
116	Tue	08/25/2020	FY20	M. Busch	Off-Cycle Payroll MF082520 & BF082520	PS HRMS					
117	Tue	08/25/2020	FY20	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payroll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081820 HR journals posted)	PS GL					
118	Tue	08/25/2020	FY20	M. Busch/ A. Hoang	M083120 payroll journals must be FY20 Accrual Expenditures (Cash only) (Hold M083120 HR journals until all August Payroll allocations posting completed on 8/25/2020)	PS HRMS / PS GL					
119	Wed	08/26/2020	FY20	M. Busch	Absences are finalized at 12:00 for B090320 week 1 (08/19/2020-08/25/2020)	PS HRMS					
120	Fri	08/28/2020	FY20	Payroll	Payday for B081820	Payroll					
121	Fri	08/28/2020	FY20	M. Busch	Last Reallocation Process for FY2020 Period 12	PS HRMS					
122	Mon	08/31/2020	FY20*	A. Hoang	Final FY2020 AP check run for all campuses	AP					
123	Mon	08/31/2020	FY20*	HR Office	Last FY20 ABBR Calc Program Run	PS HRMS					
124	Mon	08/31/2020	FY21*	S. Armstrong	Roll Department Budget State Rule table from FY20 to FY21. (note: FY21 account code table must be loaded prior to this task)	PS HRMS					
125	Mon	08/31/2020	FY21*	State Accounting	Review and finalize FY21 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Bobby Kegresse; D: Theresa Meneley; V: June Nelson)	State Accounting Office					
126	Mon	08/31/2020	FY20*	All Campuses Dept	No vouchers create (close FY2020 Acctg Peroid 12 for AP&PO and FY2021 Acctg Period 1 for AP at 8:00 AM)	Dept					
127	Mon	08/31/2020	FY20/21*	A. Hoang	PO Carryforward Process to create FY21 encumbrances and BP2020 budget for unliquidated FY20 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					
128	Tue	09/01/2020	FY20*	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					
129	Tue	09/01/2020	FY20*	A. Hoang	Start the daily Position Budget Adjustment Posting process (BOB01) in GL for FY2020 998 UHD and UHV (position budgeting campus).	PS GL					

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							UH	UHC	UHD	UHS	UHV
130	Wed	09/02/2020	FY20*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2020 all campuses	PS HRMS					
131	Wed	09/02/2020	FY20	M. Busch	Biweekly Final Payroll for B083120 (No Trial will be available)	Payroll					
132	Wed	09/02/2020	FY20*	A. Hoang	B083120 Biweekly Final must be FY20 Accrual Expenditures (Cash only)	PS GL					
133	Wed	09/02/2020	FY20	Payroll	Payday for M083120, MF082520 & BF082520	Payroll					
134	Tue	09/01/2020	FY21*	A. Hoang	First FY2021 AP check run for all campuses	AP					
135	Wed	09/02/2020	FY21*	Budget Office/ Financial Systems	FY21 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL). Admin Rate same as FY20 for UHCL.	Budget Office					
136	Wed	09/02/2020	FY20/21*	K. Lucero	Complete all Annual Security Review Audit in HR	PS HRMS					
137	Wed	09/02/2020	FY21	M. Busch	Absences are finalized at 12:00 for B090120 week 2	PS HRMS					
138	Thu	09/03/2020	FY20*	A. Hoang	Zero payroll FY20 payroll encumbrances in PS GL. (this step need to wait until after the last FY2020 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
139	Thu	09/03/2020	FY21*	L. Klemm	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
140	Thu	09/03/2020	FY21*	HR Office	First FY21 ABBR Calc Program Run (Change Run Parameter to FY21)	PS HRMS					
141	Thu	09/03/2020	FY21	M. Busch	Biweekly Trial Payroll for B090120	PS HRMS					
142	Wed	09/09/2020	FY20	A. Hoang	PS GL EOM for August (with TRS liab , ORP liab and special Year End Payroll Accrual allocations)	PS GL					
143	Fri	09/04/2020	FY21*	M. Busch	FY2021 Payroll Initial Encumbrances	PS HRMS					
144	Fri	09/04/2020	FY20/998*	M. Busch	First FY20 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
145	Fri	09/04/2020	FY20*	HR Office	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
146	Fri	09/04/2020	FY21*	HR Office	Complete Review of FY20 ABBR Calcs	PS HRMS					
147	Mon	09/07/2020	FY21	M. Busch	Biweekly Final Payroll for B090120	PS HRMS					
148	Tue	09/08/2020	FY21	Payroll	Off Cycle for MF090820 & BF090820	PS HRMS					
149	Wed	09/09/2020	FY21	M. Busch	Absences are finalized at 12:00 for B091520 week 1						
150	Thu	09/10/2020	FY20/998*	M. Busch	Final FY20 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
151	Fri	09/11/2020	FY21*	L. Klemm	Complete FY21 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL					
152	Fri	09/11/2020	FY20/998*	Gretta McClain/ A. Hoang	FY20/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
153	Fri	09/11/2020	FY21	Payroll	Payday for B083120 and B090120	Payroll					
154	Fri	09/11/2020	FY21	M. Busch	FY21 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
155	Tue	09/15/2020	FY21	Payroll	Payday for MF090120 & BF090120	PS HRMS					
156	Tue	09/15/2020	FY21*	HR Office	ERS Salary File create	PS HRMS					
157	Wed	09/16/2020	FY20(998)/ FY21	Campus Acctg Offices/ A. Hoang	FY20 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					
158	Wed	09/16/2020	FY21	A. Hoang	AP Accrual reversal in Period 1, FY21.	PS GL					
159	Wed	09/16/2020	FY21	M. Busch	Absences are finalized at 12:00 for B091520 week 2	Payroll					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
160	Wed	09/16/2020	FY20/998*	A. Hoang	PS GL FY20/998 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: FY20 Voucher Accruals journals must be posted before starting the FY20/998 Admin Charge process for UH	PS GL					
161	Wed	09/16/2020	FY20/998*	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 FY2020 998 UHCL, UHD and UHV.	PS GL					
162	Thu	09/17/2020	FY21	M. Busch	Biweekly Trial Payroll for B091520	PS HRMS					
163	Thu	09/17/2020	FY21*	A. Hoang	UHD and UHCL - Telephone Initial Encumbrances for FY21.	PS GL					
164	Fri	09/18/2020	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
165	Mon	09/21/2020	FY20	M. Busch	Absences are finalized at 12:00 for M093020	PS HRMS					
166	Mon	09/21/2020	FY21	M. Busch	Biweekly Final Payroll for B091520	PS HRMS					
167	Tue	09/22/2020	FY21	M. Busch	Monthly Trial Payroll for M093020	PS HRMS					
168	Wed	09/23/2020	FY21	M. Busch	Absences are finalized at 12:00 for B092920 week 1	Payroll					
169	Thu	09/24/2020	FY21*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY21.	PS GL					
170	Thu	09/24/2020	FY21	M. Busch	Monthly Final for M093020	PS HRMS					
171	Fri	09/25/2020	FY21	Payroll	Payday for B091520	Payroll					
172	Fri	09/25/2020	FY21	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
173	Mon	09/28/2020	FY21	Payroll	Off Cycle for MF092820 & BF092820	Payroll					
174	Wed	09/30/2020	FY21	M. Busch	Absences are finalized at 12:00 for B092920 week 2	Payroll					
175	Tue	10/06/2020	FY21	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for Sept.	PS GL					
176	Mon	10/12/2020	FY21	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
177	Fri	10/16/2020	FY20*	K. Draper	FY20 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
178	Mon	10/19/2020	FY20*	K. Draper	Component AFR's due to Financial Reporting Dept.	AFR					
179	Mon	10/19/2020	FY20*	A. Hoang	NO MORE Journals TO FY20. FY20 PS GL close for all campuses	PS GL					
180	Sat	10/31/2020	FY20	S. Yurus/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
181	Fri	11/20/2020	FY20*	K. Draper	AFR due to Austin	Financial Report					