

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> <small>Early ASR's can be completed and returned to G&amp;C. Must provide employee list. Must process terminating PSF. Must ensure final salary distribution correct. Must be confirmed by employee. No first-hand knowledge accepted.</small>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> <small>Deadline for FY17 Requisitions \$10K or greater requiring bidding - 5pm</small>	<b>29</b>
<b>30</b>						

2017

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> PSFs for non-faculty summer semester appointments due – 5pm Deadline for FY17 Requisitions \$10K or greater requiring sole source documentation – 5pm	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Deadline for Summer Semester Pay Entries for regular faculty - 5pm	<b>24</b>	<b>25</b>	<b>26</b> Deadline for FY17 CoS Small Jobs Machine Shop, Mass Spec Facility, & NMR charges – 5pm	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

2017

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b> BW PSF's due 5pm for pay PD ending 6/7 Deadline - FY17 REQ's \$10K or greater on State or GT contract - 5pm Deadline - Focused Ion Beam Ctr (FIB) chgs -5pm BW Staff/Student pay date, PD ending 5/24	<b>3</b>
<b>4</b>	<b>5</b> OneBudget system open for final FY7 Budget Amendments - 8am	<b>6</b> Daily PCard transactions from 5/26 will post to ledger with source code 'PCD' (daily). Subsequent accounting changes in Concur will carry forward and post to the general ledger.	<b>7</b> Daily PCard transactions from 5/29 to 6/19 will post to ledger with source code 'PCY' (year-end) from 6/7 to 6/30, respectively. Subsequent acctg changes in Concur will not carry forward and post to the general ledger. Use CPC journal entry for redistribution. Last day of Biweekly Pay Period	<b>8</b> Late/revised time docs for BW payroll PD ended 6/7 due - 2pm	<b>9</b> BW Time Entry PD ending 6/7 -Noon Petty cash repl requests - Bursar's Off -4pm Final Budget Amendments due - 5pm Deadline - FY17 REQ's btw \$2,500 - \$9,999, no bids, Purch review - 5pm Deadline - FY17 Facilities, OHR Training and Parking Office charges - 5pm	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b> Deadline - New Vendor Profile Request Forms for FY17 BuzzMart REQ's - 5pm Deadline - FY17 Printing & Copying Center charges - 5pm	<b>14</b> Deadline - Approved invoices and all other AP payment request forms - Noon Airline transactions included in June 14th Travel Inc/AirPlus invoice will be paid against FY17 funds.	<b>15</b> PSF's for monthly employees due - 5pm	<b>16</b> BW PSF's due, pay PD ending 6/21 - 5pm Deadline - JE's to Controller's Off - 5pm Deadline - Written Cst Trf Req >90 days-5pm Deadline - Over 90 Day Late SPD redis. to externally funded sponsored projects - 5pm Deadline - FY17 Glass Shop charges - 5pm Deadline - PO Change Rqst Forms - 5pm BW Staff/Student pay date, PD ending 6/7	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> Last day to create & approve FY17 small dollar REQ's for \$2,499 or less - 5pm	<b>21</b> Deadline for Summer Semester Pay Entries for regular faculty - 5pm Last day of Biweekly Pay Period	<b>22</b> Final FY17 off-cycle check requests for Biweekly due in Payroll by Noon Late or revised time docs for BW payroll PD ended 6/21 due - 2pm Deadline for FY17 Telecomm Chgs- 5pm	<b>23</b> BW Time Entry PD ended 6/21 - Noon Deadline - Approve Voucher/Invoice Match Exceptions in BuzzMart & enter receipts for items \$3k & up - 5pm	<b>24</b>
<b>25</b>	<b>26</b> Final FY17 Monthly off-cycle pay check request - Noon Open Enc Rpt FY16/17 closures -Noon FY16 PY PO's w/bal \$500 or less closed (excluding PY constr. PO's) Deadline for depts to Close FY16 Sponsored PY PO's & Sub-agreements & Rekey into FY17 Process BW Payroll, PD ending 6/21	<b>27</b> Final AP FY17 payment run - 4pm BuzzMart Closes at 5pm for FY2017	<b>28</b> BuzzMart Closed until 7am on 7/3 Final processing day for travel reimbursements and other non-BuzzMart payments - 10AM	<b>29</b> BuzzMart Closed until 7am on 7/3 Deadline - Cash Receipts to Bursar's Office - 4PM Last day to finalize FY17 PCard transactions in Concur - 5PM SPD written salary distribution changes due to Grants and Contracts BW Payroll Accruals for the 7 days in June chargeable to FY17 posted to ledger	<b>30</b> BuzzMart Closed until 7am on 7/3 Concur PCard trans. 6/19-6/27 posted-11am Deadline - BW PSF's PD ending 7/5 - 5pm Deadline - Online SPD changes - 5pm Deadline- Written cost trf requests <90 and Spon Project Budget Revisions - 5pm Deadline - BuzzCard, GTRI Machine Shop, GTRI Svc to RI Units & Postage Charges-5pm Deadline CSU, CPC and ECT JE's - 6pm BW Staff/Student pay date, PD ending 7/21	

# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b> First day to enter FY18 REQ's in BuzzMart – 7am Depts can key in new REQ's for Sponsored PY PO's and Sub Agreements closed in FY17 – 7am First FY18 AP Payment Cycle for EFT, ACH and check pmts - 4pm	<b>4</b> <b>4TH OF JULY HOLIDAY</b>	<b>5</b> Electronic ASR's available based on 6/30 salary distribution – 8am Last day of Biweekly Pay Period	<b>6</b> Late/revised time docs for BW PD ended 7/5/17 due - 2pm	<b>7</b> Deadline - BW Time Entry for PD ended 7/5 –Noon GT Professional Education Close – 5pm	<b>8</b> Georgia Tech Research Institute (GTRI) Close
<b>9</b> Grants & Contracts Accounting Close	<b>10</b> Budget Office Close – 5pm Controller's Office Close – 5pm	<b>11</b> Final Closing Processes PeopleSoft Financials Down BuzzMart Open	<b>12</b> Final Closing Processes – 5pm PeopleSoft Financials Down BuzzMart Open Fiscal Year End Closing Review Checklist Due – 5pm Accumulated FY18 Transactions (except PCard) Posted to Ledger (5pm – until)	<b>13</b> Financial System Open for FY18 – 7am SPD Open for FY18 – 7am FY18 Transactions available on Ledgers and Data Warehouse (except PCard) – 7am Accumulated FY18 PCard Transactions Posted - Noon	<b>14</b> BW Staff/Student pay date for period ending 7/5	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

2017

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> <small>Certification deadline for ASR's for FY17 - due to G&amp;C Accounting</small>		

2017