

# 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> Deadline for FY2019 Requisitions \$25,000 or greater requiring formal bidding – 5pm	<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> Deadline to submit a carry forward request for General Operations (Gen Ops) funds – 5pm	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Deadline for FY19 Requisitions \$10K or greater requiring informal bidding – 5pm  Deadline for FY19 Requisitions \$500K or greater requiring sole source justification approval from the State – 5pm	<b>20</b>
<b>21</b>	<b>22</b> Early ASR's can be completed and returned to G&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. – 5pm	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

2019

# 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> FY18 PY PO's w/bal \$500 or less closed (excl. PY OSP & construction PO's) – 5pm	<b>2</b>	<b>3</b> Deadline for FY19 Requisitions \$10K or greater requiring sole source documentation (not subject to 4/19 deadline above) – 5pm	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> First day of transitional biweekly pay period (May 9th to May 18th) – 10 work days	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> PSF's for biweekly employees due – transitional period - 5pm  Late or revised time documents for prior pay periods due – 5pm	<b>14</b> PSF's for monthly employees due – 5pm  PSF's for non-faculty (Graduate Students, Post Docs, etc.) summer semester appointments are due in HRIP – 5pm  BW Payroll trans. PD ending 5/14 posted to ledger – Evening	<b>15</b> Open Enc Rpt (prior to 3/1) closures - Noon	<b>16</b>	<b>17</b> Deadline - FY19 REQ's \$10K or greater on State or GT contract – 5pm  Deadline - New e-Vendor Profile Request Forms for FY19 BuzzMart REQ's – 5pm	<b>18</b> Last day BW pay period (5/9 - 5/18) – 10 work days – transitional period
<b>19</b> 1st day new BW pay period (5/19-6/1) – 14 work days	<b>20</b> BW Time Entry PD ending 5/18 – Noon – transitional pay period	<b>21</b> BW Payroll transactions PD ending 5/18 posted to ledger – Evening – transitional pay period	<b>22</b> Deadline for Summer Semester Pay Entries for regular faculty - 5pm	<b>23</b>	<b>24</b> BW Staff/Student pay date, PD ending 5/18  Deadline - FY18 REQ's btw \$2,500 - \$9,999, no bids, Purchasing review - 5pm  Monthly Payroll trans. PD ending 5/31 posted to ledger – Evening	<b>25</b>
<b>26</b>	<b>27</b> PSF's for biweekly employees due – 5pm  Last PCard transactions posted to visa to charge FY19 budget -5pm	<b>28</b> Late or revised time documents for prior periods– 5pm	<b>29</b>	<b>30</b> Deadline to revise previously submitted General Operations funding Carry-forward requests – 5pm	<b>31</b> Deadline for FY19 CoS Small Jobs Machine Shop, Focused Ion Beam Ctr (FIB) chgs, Mass Spec Facility, & NMR charges – 5pm  Deadline - PO Chg Rqst Forms - 5pm	

2019

# 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> Last day of BW pay period (5/19-6/1) – 14 work days
<b>2</b> 1st day BW pay period (6/2-6/15) – 14 work days	<b>3</b> BW Time Entry PD ending 6/1 – Noon  FY2018 Prior Year PO's will be closed (excluding PY OSP & construction PO's) – 5pm	<b>4</b> oneBudget system open for final FY19 Budget Amendments – 8am  Deadline - Approved invoices, travel expense reports, all other AP payment request forms, resolve WebNow invoices – Noon  BW Payroll PD ending 6/1 posted to ledger –Evening	<b>5</b>	<b>6</b> PCard redistributions in Concur – 5pm	<b>7</b> Petty cash repl requests - Bursar's Off- 4pm  Final P-Card transactions will post to the ledger from the Concur system – 5pm  BW Staff/Student pay date, PD ending 6/1  Deadline - FY19 Facilities, OHR Training and Pkg Office charges – 5pm	<b>8</b>
<b>9</b>	<b>10</b> Open Enc Rpt (3/1-6/9) closures - Noon  Final Budget Amendments due – 5pm  PSF's for biweekly employees due – 5pm  Late or revised time documents for prior periods– 5pm	<b>11</b> PSF's for monthly employees due – 5pm	<b>12</b>	<b>13</b>	<b>14</b> Deadline - JE's to Controller's Off 5pm Deadline - Written Cst Trf Req >90 days–5pm  Deadline - FY19 Glass Shop and Printing & Copying Center chgs– 5pm  Deadline - Over 90 Day Late SPD redis. to externally funded spon prjs – 5pm  Last day to create approve FY19 small dollar REQ's \$2,499 or less–5pm	<b>15</b> Last day of BW pay period (6/2-6/15) – 14 work days
<b>16</b> 1st day BW pay period (6/16-6/29) – 14 work days	<b>17</b> BW Time Entry PD end 6/15 –Noon Airline trans incl. 6/15 Travel Inc/AirPlus inv paid w/ FY19 funds - 5pm  Create/approve catalog orders, approve voucher/invoice match except, enter receipts, approved travel auth., BuzzMart closed – 5pm	<b>18</b> Final processing day for travel reimb. by travel team – 5pm  Final AP FY19 payment run – 5pm  BW Payroll PD ending 6/15 posted to ledger –Evening	<b>19</b> Deadline for Summer Semester Pay Entries for regular faculty – 5pm  BuzzMart closed 5 PM for Procurement  Deadline for FY19 Telecomm Charges - 5pm  Deadline for Sponsored Project Bud Revisions – 5pm	<b>20</b>	<b>21</b> BW Staff/Student pay date, PD ending 6/15  Monthly Payroll PD ending 6/30 posted to ledger - Evening	<b>22</b>
<b>23/ 30</b>	<b>24</b> Final FY19 Monthly off-cycle pay check request. – Noon  PSF's for biweekly employees due – 5pm  Late or revised time documents for prior periods– 5pm	<b>25</b>	<b>26</b> Final FY19 Biweekly off-cycle pay check request -Noon	<b>27</b> Cash Receipts to Bursar's Office – 4PM  SPD written salary distribution changes due to Grants and Contracts – 5pm	<b>28</b> Deadline - BursarOff cash rec. – 4pm Deadline - Online SPD changes - 5pm SPD Center Close for FY19 - 5pm Deadline - Written Cost Trf <90 - 5pm Deadline – SVC JE's, BuzzCard, EBB/IBB Core, GTRI Machine Shop, GTRI Svc to RI Units, Postage - 5pm Deadline - DSS Carry-fwd rqst - 5pm Monthly pay date, PD ending 6/30 Banner close for FY19 – 6pm Deadline-CPC, CSU, ECT JE's-6pm	<b>29</b> Last day of BW pay period (6/16-6/29) – 14 work days

# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>30</b> 1st day BW pay period (6/30-7/13) – 14 work days	<b>1</b> Workday FIN Open for FY2020 (excluding Business Assets, Fin Acctg Rpts & Grants Billing) – 7am First day to enter FY20 REQ's in Workday – 7am BW Time Entry PD end 6/15 – Noon Banner open for all users after testing/validations – Noon First FY20 AP Payment Cycle for EFT, ACH and check pmts - 4pm	<b>2</b> BW Payroll PD ending 6/29 posted to ledger – Evening	<b>3</b> Electronic ASR's available based on 6/30 salary distribution – Noon	<b>4</b> <b>4TH OF JULY HOLIDAY</b>	<b>5</b> BW Staff/Student pay date, PD ending 6/29 GT Professional Education Close for FY19 (incl. SVC journal entries) – 5pm	<b>6</b> Georgia Tech Research Institute (GTRI) Close for FY19 – 5pm
<b>7</b> Grants & Contracts Accounting Close for FY19 – 5pm	<b>8</b> Budget Office Close for FY19 – 5pm Controller's Office Close for FY19 – 5pm	<b>9</b> Final Closing Processes PeopleSoft Financials Down Workday Open	<b>10</b>	<b>11</b> SPD Open for FY20 – 9am Fiscal Year End Closing Review Checklist Due – 5pm	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Workday FIN Open for FY2020 – Financial Accounting Reports & Grants Billing – 7am	<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> Capital Assets (Business Assets) Close for FY19 – 5pm	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
<b>30</b>	<b>31</b>					<b>2019</b>

# 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> <small>Workday FIN Open for FY2020 – Business Assets – 7am</small>	<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> <small>Certification deadline for ASR's for FY19 - due to G&amp;C Accounting – 5pm</small>	<b>31</b>
						<b>2019</b>