

**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2018**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
<b>January 4, 2018</b>	Thursday	8am	Summer Semester Pay Panels opened in HR System
<b>March 21, 2018</b>	Wednesday	9am - Noon	Year End Town Hall Meeting, Clough Commons Auditorium (152)
<b>April 2, 2018</b>	Monday	5pm	Deadline for FY2018 Requisitions \$25,000 or greater requiring formal bidding
<b>April 16, 2018</b>	Monday	5pm	Deadline to submit a carry forward request for General Operations (Gen Ops) funds
<b>April 23, 2018</b>	Monday	5pm	Early Annual Statements of Reasonableness (eASR's) for FY2018. Provide a list of employees terminating in May. (Must have PSF term action processed and final salary distribution must be correct. Must be confirmed by employee. No first-hand knowledge confirmations)
<b>April 27, 2018</b>	Friday	5pm  5pm	Deadline for FY2018 Requisitions \$10,000 or greater requiring informal bidding  Deadline for FY2018 Requisitions \$500,000 or greater requiring sole source justification approval from the State
<b>May 16, 2018</b>	Wednesday	5pm	PSFs for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments are due in HRIP
<b>May 18, 2018</b>	Friday	5pm	Deadline for FY2018 Requisitions \$10,000 or greater requiring sole source documentation (not subject to the April 27, 2018 deadline above)
<b>May 23, 2018</b>	Wednesday	5pm	Deadline for Summer Semester Pay Entries for regular faculty
<b>May 25, 2018</b>	Friday	5pm  5pm  5pm	Deadline for FY2018 CoS Small Jobs Machine Shop charges to campus units  Deadline for FY2018 Mass Spec Facility charges to campus units  Deadline for FY2018 Nuclear Magnetic Resonance (NMR) Facility charges to campus units
<b>May 31, 2018</b>	Thursday	5pm	Deadline to revise previously submitted General Operations funding carry forward amounts
<b>June 1, 2018</b>	Friday	5pm  5pm  5pm	PSFs for Biweekly employees for pay period ending June 6, 2018 due in HRIP  Deadline for FY2018 Requisitions \$10,000 or greater on State or GT contract  Deadline for FY2018 Focused Ion Beam Center (FIB) charges to campus units  Biweekly Staff/Student pay date, period ending May 23, 2018

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<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
<b>June 4, 2018</b>	Monday	5pm	Late or revised time documents for the Biweekly pay period ending June 6, 2018 are due in Payroll
<b>June 5, 2018</b>	Tuesday	8am	oneBudget system open for final FY2018 Budget Amendments
<b>June 6, 2018</b>	Wednesday		Last day of Biweekly Pay Period
<b>June 8, 2018</b>	Friday	Noon	Deadline for Biweekly Time Entry for period ending June 6, 2018
		4pm	Petty cash fund replenishment requests due to Bursar and Treasury Services (Bursar's Office)
		5pm	Deadline for FY2018 Requisitions between \$2,500 - \$9,999 not requiring Bids but requiring Purchasing review
		5pm	Deadline for FY2018 Facilities charges to campus units
		5pm	Deadline for FY2018 OHR Training charges to campus units
		5pm	Deadline for FY2018 Parking Office charges to campus units
<b>June 11, 2018</b>	Monday	5pm	Final FY2018 Budget Amendments due to Budget Office  Process Biweekly Payroll for pay period ending June 6, 2018
<b>June 12, 2018</b>	Tuesday	5pm	Deadline for new Vendor Profile Request Forms for all BuzzMart Requisitions for FY2018 processing. Requisitions that do not have an established vendor will be returned.
		5pm	Deadline for FY2018 Printing and Copying Service (PCS) charges to campus units
<b>June 13, 2018</b>	Wednesday	Noon	Deadline for submission of approved invoices, travel expense reports, and all other AP Payment Request Forms (includes ePayments, recurring payments, honorariums, wires, and student payment requests)
		5pm	PSFs for Monthly employees for pay period ending June 30, 2018 due in HRIP  Airline transactions included in the June 15, 2018 Travel Inc. /AirPlus invoice will be paid against FY2018 funds. Airline transactions after this date will be paid against FY2019 funds.
<b>June 15, 2018</b>	Friday	5pm	PSFs for Biweekly employees for pay period ending June 20, 2018 due on HRIP
		5pm	Deadline for submitting FY2018 Journal Entries (CY and PY) to be processed by the Controller's Office
		5pm	Deadline for written Cost Transfer Requests 90 days or greater

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<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
<b>June 15, 2018</b>	Friday	5pm	Deadline for over 90 Day Late SPD redistributions to externally funded sponsored projects
		5pm	Deadline for FY2018 Glass Shop charges to campus units
		5pm	Change Request Forms to update Purchase Orders due to Procurement and Business Services
			Biweekly Staff and Student pay date, period ending June 6, 2018
<b>June 18, 2018</b>	Monday	5pm	Late or revised time documents for the Biweekly pay period ending June 20, 2018 are due in Payroll
<b>June 19, 2018</b>	Tuesday	5pm	Last day to create and approve small dollar FY2018 requisitions for \$2,499 or less.
<b>June 20, 2018</b>	Wednesday	5pm	Deadline for Summer Semester Pay Entries for regular faculty  Last day of Biweekly Pay Period
<b>June 21, 2018</b>	Thursday	5pm	Deadline for FY2018 Telecommunications charges to campus units  Process Monthly Payroll for pay period ending June 30, 2018.
<b>June 22, 2018</b>	Friday	Noon	Deadline for Biweekly Time Entry for period ending June 20, 2018
<b>June 25, 2018</b>	Monday	Noon	Final FY2018 Off-Cycle check requests for Monthly pay due in Payroll
		Noon	Open Encumbrance Reports for <u>closures only</u> due to Procurement and Business Services. Any reports received after this deadline will be processed after July 1, 2018 and will be posted to the ledger with a transaction date of July 1, 2018 or later.
		5pm	FY2017 Prior Year PO's with balances \$500 or less will be closed (excluding PY construction PO's)
		5pm	Deadline for departments to Close FY17 Sponsored PY PO's and Sub-agreements and Rekey them into FY18. After this date, they will not be able to close and rekey them until Monday, July 2, 2018.
		5pm	Deadline to approve all Voucher/Invoice Match Exceptions in BuzzMart and enter appropriate receipts for goods & services \$3,000 and above  Process Biweekly Payroll for pay period ending June 20, 2018.
<b>June 26, 2018</b>	Tuesday	5pm	Final FY2018 AP payment run (including wire payments)
		5pm	BuzzMart closed from 5PM Tuesday, 6/26 until 7AM Monday, 7/2
		5pm	Final processing day for travel reimbursements by travel team

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<b>June 27, 2018</b>	Wednesday	Noon	Final FY2018 Off-Cycle check requests for Biweekly pay due in Payroll
<b>June 28, 2018</b>	Thursday	4pm	Deadline for cash receipts to Bursar and Treasury Services (Bursar's Off)
		5pm	SPD written salary distribution changes due to Grants & Contracts Accounting
<b>June 29, 2018</b>	Friday	Noon	Final PCard transactions will post to the ledger from the Concur system. Use CPC journal entry to redistribute transactions until 6pm.
		5pm	PSFs for Biweekly Employees for pay period ending July 4, 2018 due in HRIP
		5pm	Deadline to submit carry forward requests for DSS funds to Budget Office
		5pm	Deadline for Online SPD changes by campus units
		5pm	Deadline to submit all Sponsored Project Budget Revisions to Grants & Contracts Accounting
		5pm	Deadline for written cost transfer requests < 90 days to Grants & Contracts Accounting
		5pm	Deadline for FY2018 Service Center (SVC) Journal Entries
		5pm	Deadline for FY2018 BuzzCard charges to campus units
		5pm	Deadline for FY2018 EBB/IBB Core charges to campus units
		5pm	Deadline for FY2018 GTRI Machine Shop charges to campus units
		5pm	Deadline for FY2018 GTRI Services to RI Units
		5pm	Deadline for FY2018 Post Office charges to campus units
		5pm	Deadline for Departmental Sales & Services (DSS) Carry-forward requests
		6pm	Deadline for FY2018 Campus PCard (CPC) Redistribution JE's
		6pm	Deadline to enter and send Campus Service Unit (CSU) JE's
		6pm	Deadline to enter and submit all Electronic Cost Transfer (ECT) JE's
			Biweekly Staff and Student pay date, period ending June 20, 2018

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<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
<b>July 2, 2018</b>	Monday	7am	First day to enter FY2019 requisitions in BuzzMart
		7am	Departments can key in new Requisitions for Sponsored PY PO's and Sub-agreements that were closed in FY18 but not rekeyed
		4pm	First FY2019 AP payment cycle for EFT, ACH and check payment
		5pm	Late or revised time documents for the Biweekly pay period ending July 4, 2018 due in Payroll
<b>July 4, 2018</b>	Wednesday		Last day of Biweekly Pay Period
<b>July 5, 2018</b>	Thursday	Noon	Electronic Annual Statements of Reasonableness (eASRs) available based on June 30, 2018 salary distribution information
<b>July 6, 2018</b>	Friday	Noon	Deadline for Biweekly Time Entry for period ending July 4, 2018
		4pm	Deadline for FY2018 Service Center (SVC) JE's (GTPE Only)
		5pm	GT Professional Education (GTPE) Close
<b>July 7, 2018</b>	Saturday	5pm	Georgia Tech Research Institute (GTRI) Close
<b>July 8, 2018</b>	Sunday	5pm	Grants and Contracts Accounting Close
<b>July 9, 2018</b>	Monday	5pm	Budget Office Close
		5pm	Controller's Office Close
			Process Biweekly Payroll for pay period ending July 4, 2018.
<b>July 10, 2018</b>	Tuesday	All Day	Final Closing Processes, PSoft FIN Down - BuzzMart Open
		5pm	Fiscal Year-End Closing Review Checklist due
<b>July 11, 2018</b>	Wednesday	8am - 5pm	Final Closing Processes, PSoft FIN Down - BuzzMart Open
		5pm - until	Accumulated FY2019 Transactions Posted to Ledger (except PCard)
<b>July 12, 2018</b>	Thursday	7am	Financial System Open for FY2019
		7am	Accumulated FY2019 Transactions available on Financial Reports and the Data Warehouse (except PCard)
		5pm	Accumulated FY2019 PCard Transactions Posted to Ledger
<b>July 13, 2018</b>	Friday	9am	SPD Open for FY2019
			Biweekly Staff and Student pay date, period ending July 4, 2018
<b>August 31, 2018</b>	Friday	5pm	Certification deadline for FY18 Annual Statements of Reasonableness (ASR's) - can be certified online or completed & returned to G&C Acctg