

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 Deadline for FY2018 Requisitions \$25,000 or greater requiring formal bidding – 5pm	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 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	24	25	26	27 Deadline for FY18 Requisitions \$10K or greater requiring informal bidding – 5pm Deadline for FY18 Requisitions \$500K or greater requiring sole source justification approval from the State – 5pm	28
29	30					

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May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 PSFs for non-faculty summer semester appointments due in HRIP – 5pm	17	18 Deadline for FY18 Requisitions \$10K or greater requiring sole source documentation – 5pm (not subject to 4/27 deadline above)	19
20	21	22	23 Deadline for Summer Semester Pay Entries for regular faculty - 5pm	24	25 Deadline for FY18 CoS Small Jobs Machine Shop, Mass Spec Facility, & NMR charges – 5pm	26
27	28	29	30	31 Deadline to revise previously submitted General Operations funding Carry-forward requests – 5pm		

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June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 BW PSF's due 5pm for pay PD ending 6/8 Deadline - FY18 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 5/23	2
3	4 Late/revised time docs for BW payroll PD ending 6/8 due - 5pm	5 oneBudget system open for final FY8 Budget Amendments - 8am	6 Last day of Biweekly Pay Period	7	8 BW Time Entry PD ending 6/8 -Noon Petty cash repl requests - Bursar's Off -4pm Deadline - FY18 REQ's btw \$2,500 - \$9,999, no bids, Purch review - 5pm Deadline - FY17 Facilities, OHR Training and Parking Office charges - 5pm	9
10	11 Final Budget Amendments due - 5pm Process Biweekly Payroll for pay period ending 6/8	12 Deadline - New Vendor Profile Request Forms for FY18 BuzzMart REQ's - 5pm Deadline - FY18 Printing & Copying Center charges - 5pm	13 Deadline - Approved invoices, travel expense reports, and all other AP payment request forms - Noon PSF's for monthly employees due - 5pm Airline transactions included in June 15th Travel Inc/AirPlus invoice will be paid against FY19 funds.	14	15 BW PSF's due, pay PD ending 6/20 - 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 - FY18 Glass Shop charges - 5pm Deadline - PO Change Rqst Forms - 5pm BW Staff/Student pay date, PD ending 6/8	16
17	18 Late/revised time docs for BW payroll PD ending 6/20 due - 5pm	19 Last day to create & approve FY18 small dollar REQ's for \$2,499 or less - 5pm	20 Deadline for Summer Semester Pay Entries for regular faculty - 5pm Last day of Biweekly Pay Period	21 Deadline for FY18 Telecomm Chgs - 5pm Process Monthly Payroll for pay period ending 6/30	22 BW Time Entry PD ending 6/20 -Noon	23
24	25 Final FY18 Monthly off-cycle pay check request. - Noon Open Enc Rpt FY17/18 closures - Noon FY17 PY PO's w/bal \$500 or less closed (excl. PY constr. PO's) - 5pm Deadline for depts. to Close FY17 Sponsored PY PO's & Sub-agree & Rekey into FY18 - 5pm Deadline - Approve Voucher/Invoice Match Exceptions in BuzzMart & enter receipts for items \$3k & up - 5pm Process BW Payroll, PD ending 6/20	26 Final AP FY18 payment run - 5pm BuzzMart Closes at 5pm for FY2018 Final processing day for travel reimbursements by travel team - 5pm	27 BuzzMart Closed until 7am on 7/2 Final FY18 Biweekly off-cycle pay check request -Noon	28 BuzzMart Closed until 7am on 7/2 Deadline - Cash Receipts to Bursar's Office - 4PM Deadline - PCard Redistributions via Concur - 5pm SPD written salary distribution changes due to Grants and Contracts	29 BuzzMart Closed until 7am on 7/2 Concur PCard trans. 6/19-6/27 posted - Noon Deadline - BW PSF's PD ending 7/4 - 5pm Deadline - Online SPD changes - 5pm Spon Project Budget Revisions - 5pm Deadline-Written cost trf rqst <90 - 5pm Deadline - BuzzCard, EBB/IBB Core, GTRI Machine Shop, GTRI Svc to RI Units, & Postage Charges; SVC & ECT JE's - 5pm Deadline - DSS Carry-forward rqst - 5pm Deadline - CPC and CSU JE's - 6pm BW Staff/Student pay date, PD ending 6/20	30

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 First day to enter FY19 REQ's in BuzzMart – 7am Depts can key in new REQ's for Sponsored PY PO's and Sub Agreements closed in FY18 – 7am First FY19 AP Payment Cycle for EFT, ACH and check pmts - 4pm Late/revised time docs for BW PD ending 7/4 due - 5pm	3	4 4TH OF JULY HOLIDAY Last day of Biweekly Pay Period	5 Electronic ASR's available based on 6/30 salary distribution – Noon	6 Deadline - BW Time Entry for PD ending 7/4 –Noon Deadline SVC journal entries (GTPE only) - 4pm GT Professional Education Close – 5pm	7 Georgia Tech Research Institute (GTRI) Close – 5pm
8 Grants & Contracts Accounting Close – 5pm	9 Budget Office Close – 5pm Controller's Office Close – 5pm Process Biweekly Payroll for pay period ending 7/4	10 Final Closing Processes PeopleSoft Financials Down BuzzMart Open Fiscal Year End Closing Review Checklist Due – 5pm	11 Final Closing Processes – 5pm PeopleSoft Financials Down BuzzMart Open Accumulated FY19 Transactions (except PCard) Posted to Ledger (5pm – until)	12 Financial System Open for FY19 – 7am FY19 Transactions available on Ledgers and Data Warehouse (except PCard) – 7am Accumulated FY19 PCard Transactions Posted – 5pm	13 SPD Open for FY18 – 9am BW Staff/Student pay date for period ending 7/4	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2018

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Certification deadline for ASR's for FY18 - due to G&C Accounting - 5pm	

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