

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
January 3, 2019	THURS	8am	Summer Semester Pay Panels opened in HR System
March 19, 2019	TUES	8:30am-12:30pm	Year End Town Hall Meeting, Clough Commons Auditorium (152)
April 1, 2019	MON	5pm	Deadline - FY2019 Requisitions \$25,000 or greater requiring formal bidding
April 15, 2019	MON	5pm	Deadline – Submission of carry forward requests for General Operations (Gen Ops) funds
April 19, 2019	FRI	5pm 5pm	Deadline - FY2019 Requisitions \$10,000 or greater requiring informal bidding Deadline - FY2019 Requisitions \$500,000 or greater requiring sole source justification approval from the State
April 22, 2019	MON	5pm	Early Annual Statements of Reasonableness (eASR's) for FY2019. 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.)
May 1, 2019	WED	5pm	FY2018 Prior Year PO's with balances \$500 or less will be closed (excluding PY OSP and construction PO's)
May 3, 2019	FRI	5pm	Deadline - FY2019 Requisitions \$10,000 or greater requiring sole source documentation (not subject to the April 19, 2019 deadline above)
May 9, 2019	THURS	8am	First day of <u>transitional</u> biweekly pay period (May 9 th to May 18 th) – 10 work days
May 13, 2019	MON	5pm 5pm	PSFs for Biweekly employees for the <u>transitional</u> pay period ending May 18, 2019 due in HRIP Deadline - Late or revised time documents for prior Biweekly pay periods
May 14, 2019	TUES	5pm 5pm Evening	PSFs for Monthly employees for pay period ending May 31, 2019 due in HRIP PSFs for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments are due in HRIP Biweekly Payroll transactions posted to Ledger for pay period ending May 8, 2019 – normal pay period – 14 work days
May 15, 2019	WED	Noon	Open Encumbrance Reports for <u>closures</u> only due to Procurement and Business Services for PO's issued prior to March 1, 2019. Any reports received after this deadline for PO's issued prior to March 1 st may not be processed.
May 17, 2019	FRI	5pm 5pm	Deadline - FY2019 Requisitions \$10,000 or greater on State or GT contract Deadline - New e-Vendor Profile Request Forms for all BuzzMart Requisitions for FY2019 processing. Requisitions that do not have an established vendor will be returned.

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
May 18, 2019	SAT	5pm	Last day of <u>transitional</u> biweekly pay period (May 9 th to May 18th) – 10 work days
May 19, 2019	SUN	8am	First day of <u>new</u> biweekly pay period (May 19 th to June 1 st) – 14 work days
May 20, 2019	MON	Noon	Deadline for Biweekly Time Entry for period ending May 18, 2019 – transitional pay period – 10 work days
May 21, 2019	TUES	Evening	Biweekly Payroll transactions posted to Ledger for pay period ending May 18, 2019 – transitional pay period – 10 work days
May 22, 2019	WED	5pm	Deadline - Summer Semester Pay Entries for regular faculty – May pay date
May 24, 2019	FRI	5pm	Biweekly Staff/Student pay date, period ending May 18, 2019 – transitional period -10 work days
		5pm	Deadline - FY2019 Requisitions between \$2,500 - \$9,999 not requiring Bids but requiring Purchasing review
		Evening	Monthly Payroll transactions posted to Ledger for pay period ending May 31, 2019
May 27, 2019	MON	5pm	PSFs for Biweekly employees for pay period ending June 1, 2019 due in HRIP
		5pm	Deadline - PCard for transactions POSTED to visa to charge the FY2019 budget. The PCard can continue to be used for purchases after May 27 th . However, all of these transactions will post the ledger with a fiscal year 2020 date in Workday Financials.
May 28, 2019	TUES	5pm	Deadline - Late or revised time documents for prior Biweekly pay periods
May 30, 2019	THURS	5pm	Deadline – Revision of previously submitted General Operations funding carry forward amounts
May 31, 2019	FRI	5pm	Deadline - FY2019 CoS Small Jobs Machine Shop charges to campus units
		5pm	Deadline - FY2019 Focused Ion Beam Center (FIB) charges to campus units
		5pm	Deadline - FY2019 Mass Spec Facility charges to campus units
		5pm	Deadline - FY2019 Nuclear Magnetic Resonance (NMR) Facility charges to campus units
		5pm	Change Request Forms to update Purchase Orders due to Procurement and Business Services
June 1, 2019	SAT	5pm	Last day of <u>new</u> biweekly pay period (May 19 th to June 1 st) – 14 work days
June 2, 2019	SUN	8am	First day of biweekly pay period (June 2 nd to June 15th) – 14 work days

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
June 3, 2019	MON	Noon	Deadline - Biweekly Time Entry for period ending June 1, 2019
		5pm	FY2018 Prior Year PO's will be closed (excluding PY OSP and construction PO's)
June 4, 2019	TUES	8am	oneBudget system open for final FY2019 Budget Amendments
		Noon	Deadline - Submission of approved invoices and all other AP Payment Request Forms (includes ePayments, recurring payments, honorariums, wires, and student payment requests)
		Noon	Deadline – Submission of approved travel expense reports
		Noon	Deadline – Resolving invoices in WebNow and forwarding to AP for payment
		Evening	Biweekly Payroll transactions posted to Ledger for pay period ending June 1, 2019 – 14 work days
June 6, 2019	THUR	5pm	Deadline – PCard transaction reconciliation in Concur system
June 7, 2019	FRI	4pm	Petty cash fund replenishment requests due to Bursar and Treasury Services (Bursar's Office)
		5pm	Final FY2019 P-Card transactions will post to the Ledger from the Concur system
		5pm	Biweekly Staff and Student pay date, <u>new</u> period ending June 1, 2019 - 14 work days
		5pm	Deadline - FY2019 Facilities charges to campus units
		5pm	Deadline - FY2019 OHR Training charges to campus units
		5pm	Deadline - FY2019 Parking Office charges to campus units
June 10, 2019	MON	Noon	Open Encumbrance Reports for <u>closures</u> only due to Procurement and Business Services for PO's issued March 1, 2019 to June 9, 2019. Any reports received after this deadline will not be processed.
		5pm	Final FY2019 Budget Amendments due to Budget Office via oneBudget
		5pm	PSFs for Biweekly employees for pay period ending June 15, 2019 due in HRIP
		5pm	Deadline - Late or revised time documents for prior Biweekly pay periods
June 11, 2019	TUES	5pm	PSFs for Monthly employees for pay period ending June 30, 2019 due in HRIP

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
June 14, 2019	FRI	5pm	Deadline – Submission of FY2019 Journal Entries (CY and PY) to be processed by the Controller’s Office
		5pm	Deadline - Written Cost Transfer Requests 90 days or greater
		5pm	Deadline - FY2019 Glass Shop charges to campus units
		5pm	Deadline - FY2019 Printing & Copying Service (PCS) charges to campus units
		5pm	Deadline - Over 90 Day Late SPD redistributions to externally funded sponsored projects
		5pm	Last day to create and approve small dollar FY2019 requisitions for \$2,499 or less.
June 15, 2019	SAT	5pm	Last day of biweekly pay period (June 2 nd to June 15 th) – 14 work days
June 16, 2019	SUN	8am	First day of biweekly pay period (June 16 th to June 29 th) – 14 work days
June 17, 2019	MON	Noon	Deadline - Biweekly Time Entry for period ending June 15, 2019
		5pm	Travel Inc/AirPlus transactions included on the June 15 th invoice will be paid against FY2019 funds. Airline transactions posted after the June 15 th invoice will be paid against FY2020 funds.
		5pm	Last day to create and approve FY2019 orders from catalogs. Campus access to BuzzMart removed 5PM.
		5pm	Deadline to approve all Voucher/Invoice Match Exceptions in BuzzMart and enter appropriate receipts for goods & services. Campus access to BuzzMart removed at 5PM.
		5pm	Deadline - Submission of approved travel authorizations
June 18, 2019	TUES	5pm	Final processing day for travel reimbursements by travel team
		5pm	Final FY2019 AP payment run (including payments via wire transfer)
		Evening	Biweekly Payroll transactions posted to Ledger for pay period ending June 15, 2019
June 19, 2019	WED	5pm	Deadline - Summer Semester Pay Entries for regular faculty – June
		5pm	BuzzMart closed at 5PM for Procurement and Business Services
		5pm	Deadline for FY2019 Telecommunications charges to campus units
		5pm	Deadline – Submission of all Sponsored Project Budget Revisions to Grants & Contracts Accounting

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
June 21, 2019	FRI	5pm	Biweekly Staff and Student pay date, period ending June 15, 2019
		Evening	Monthly Payroll transactions posted to Ledger for pay period ending June 30, 2019
June 24, 2019	MON	Noon	Final FY2019 Off-Cycle check requests for Monthly pay due in Payroll
		5pm	PSFs for Biweekly employees for pay period ending June 29, 2019 due in HRIP
		5pm	Deadline - Late or revised time documents for prior Biweekly pay periods
June 26, 2019	WED	Noon	Final FY2019 Off-Cycle check requests for Biweekly pay due in Payroll
June 27, 2019	THURS	4pm	Deadline for cash receipts to Bursar and Treasury Services (Bursar's Office)
		5pm	SPD written salary distribution changes due to Grants & Contracts Accounting
		Noon	Biweekly Payroll Accrual will post to Ledger
June 28, 2019	FRI	4pm	Deadline - Bursar's Office to enter final cash receipts
		5pm	Deadline - Online SPD changes by campus units
		5pm	SPD Center Closed for FY2019
		5pm	Deadline - Written cost transfer requests < 90 days to Grants & Contracts Acct
		5pm	Deadline - FY2019 Service Center (SVC) Journal Entries
		5pm	Deadline - FY2019 BuzzCard charges to campus units
		5pm	Deadline - FY2019 EBB/IBB Core charges to campus units
		5pm	Deadline - FY2019 GTRI Machine Shop charges to campus units
		5pm	Deadline - FY2019 GTRI Services to RI Units
		5pm	Deadline - FY2019 Post Office charges to campus units
		5pm	Deadline - Departmental Sales & Services (DSS) Carry-forward requests
		5pm	Monthly pay date, period ending June 30, 2019
		6pm	Banner system closed for all activities to prepare for Workday implementation. The Banner system will reopen on Monday, July 1, 2019.
		6pm	Deadline - FY2019 Campus PCard (CPC) Redistribution JE's
6pm	Deadline - Enter and Send Campus Service Unit (CSU) JE's		
6pm	Deadline - Enter and Submit all Electronic Cost Transfer (ECT) JE's		

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2019

DATE	DAY	TIME	DESCRIPTION
June 29, 2019	SAT	5pm	Last day of biweekly pay period (June 16 th to June 29 th) – 14 work days
June 30, 2019	SUN	8am	First day of biweekly pay period (June 30 th to July 13 th) – 14 work days
July 1, 2019	MON	7am	Workday Financials Open for FY2020 - Excluding Business Assets, Financial Accounting Reports and Grants Billing
		7am	First day to enter FY2020 requisitions in Workday
		Noon	Deadline for Biweekly Time Entry for period ending June 29, 2019
		Noon	Banner system open after required testing and validation completed by central offices
		4pm	First FY2020 AP payment cycle in Workday for EFT, ACH and check payments
July 2, 2019	TUES	Evening	Biweekly Payroll transactions posted to Ledger in Workday for pay period ending June 29, 2019.
July 3, 2019	WED	Noon	Electronic Annual Statements of Reasonableness (eASRs) available based on June 30, 2019 salary distribution information
July 5, 2019	FRI	5pm	Biweekly Staff and Student pay date, period ending June 29, 2019
		5pm	GT Professional Education (GTPE) Close for FY2019 - Including Service Center (SVC) Journal Entries
July 6, 2019	SAT	5pm	Georgia Tech Research Institute (GTRI) Close for FY2019
July 7, 2019	SUN	5pm	Grants and Contracts Accounting Close for FY2019
July 8, 2019	MON	5pm	Budget Office Close for FY2019
		5pm	Controller's Office Close for FY2019
July 9, 2019	TUES	5pm	Final Closing Processes - PeopleSoft Financials Down - Workday Open
July 11, 2019	THUR	9am	SPD Open for FY2020
		5pm	Fiscal Year-End Closing Review Checklist due
July 15, 2019	MON	7am	Workday Financials Open for FY2020 – Financial Accounting Reports and Grants Billing
July 26, 2019	FRI	5pm	Capital Assets (Business Assets) Close for FY2019
August 5, 2019	MON	7am	Workday Financials Open for FY2020 – Business Assets
August 30, 2019	FRI	5pm	Certification deadline for FY19 Annual Statements of Reasonableness (ASR's) - can be certified online or completed & returned to Grants & Contracts Acctg