Welcome to the Fiscal Close Bulletin.

The Fiscal Close Bulletin contains important reminders and deadlines to assist you with Fiscal Close activities. Please check your inbox regularly to ensure you receive the updates.

**June 15**

**Upcoming Deadlines**

- **June 15**
  - EOD: Last day to approve High Risk Biweekly and High Risk Monthly Direct Retro at the department level for posting in June 2022
  - This deadline is very important if departments are performing corrections associated with Payroll on Project "Zero"/No project/Project "0000000".

- **June 15**
  - EOD: Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR)
  - See Intercampus Recharges and IRR for time needed to complete processes.

- **June 15**
  - EOD: Last day to approve other UI intercampus/subaward transfers in Rostra Research Subaward system
  - Submit Request

- **Monthly Timekeeping entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - Ecotime Portal

**June 17**

- **June 17**
  - EOD: Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR)
  - This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.

- **Submit an Intercampus Recharge**
  - EOD: Last day to approve other UC Intercampus/Subaward Invoices in Kuali Research Subaward system
  - Kuali Portal

- **Monthly Timekeeping entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - Ecotime Portal

**June 21**

- **Monthly UCPath deadline to establish New Hires and Employee Data Change**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - UCPath Job Aids

- **Monthly UCPath deadline to establish New Hires and Employee Data Change**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - UCPath Transactors

- **Monthly Timekeeping entry deadline for current period**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - Ecotime Portal

**June 24**

- **Monthly Timekeeping entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - Ecotime Portal

- **Last day to submit use tax adjustment via Services & Support ticket**
  - KBA: How to Correct a Paid Supplier Invoice

- **Last day to submit P-Card Expense Reports for June posting**
  - Procurement Card Expense Process

- **Last day to submit Payment Requests for June posting**
  - For all payment types with final approval (excluding Events)
  - Submit a Payment Request

**Fiscal Year End Support**

We are here to support you. Be sure to use resources that are available to you through Fiscal Close.

**Call the Finance Help Line**

- SFDM: Ext. 807
- University Telemarketing 510-430-6742
- (858) 246-4237

**Attend Office Hours**

**Submit a Ticket**

**Browse the Knowledge Base**

**Subscribe to the Weekly Digest**


Welcome to the Fiscal Close Bulletin.
The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.

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