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

**Upcoming Deadlines**

**June 15**
- **Last day to approve High Risk and High Risk Biweekly 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".
- **UCPath Job Aids**
  - 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 IRRs.
- **Submit a Non-Salary Cost Transfer Request**
  - Last day for departments to submit AP invoice Non-Salary Cost Transfer Requests

**June 17**
- **Monthly Timekeeping entry deadline for current periods (RETRO)**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - Ecotime Portal

**June 19**
- **Monthly Timekeeping entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/25/22; Pay Date 07/06/22
  - 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

**June 22**
- **Monthly Timekeeping entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/25/22; Pay Date 07/06/22
  - Ecotime Portal

**June 24**
- **Last day to submit use tax adjustment via Services & Support ticket**
  - [KBA: How to Correct a Paid Supplier Invoice]
- **Finalization and approval of P Card Expense Requests for June posting**
  - [Payment Compass Portal]
- **Last day to submit PS Invoices for June posting**
  - [Payment Compass Portal]
- **Last day to submit Payment Requests for June posting**
  - For all payment types with final approval (excluding Events)

**Fiscal Year End Support**

We are here to support you.
Below are resources that are available to you through Fiscal Close:

- **Call the Finance Help Line**
  - (858) 246-4237
  - Tuesdays through Thursdays
  - 10AM - 12PM | 1PM - 3PM

- **Attend Office Hours**
- **Event Calendar**
- **Submit a Ticket**
  - Submit a ticket in Services & Support

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