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 Budgets and High Risk Direct Retro at the department level for posting in June 2022
  - This deadline is very important if departments are performing corrections associated with Payroll and Project "Zero" and need to adjust budgets.
- 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 RIRs.
- Last day to approve other US Intercampus/Subaward/International requests in Rush Research Subaward system
  - Submit Request

**June 17**
- 2:30pm Monthly Timekeeping entry deadline for current period
  - 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 Portal

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

**June 23**
- Monthly UCPath deadline to establish New Hires and Employee Data Change
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - UCPath Portal

**June 24**
- Last day to submit use tax adjustment via Services & Support ticket
  - KBA: How to Correct a Paid Supplier Invoice
- Last day to submit AP invoice Non-Salary Cost Transfer Requests
  - Submit a Non-Salary Cost Transfer Request
- Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30
  - FinUnit approvals must be completed before submitting.
  - Ecotime Portal

**Fiscal Year End Support**

We are here to support you.

Here are resources that are available to you through Fiscal Close.

**Contact Information**
- **Call the Finance Help Line**
  - (858) 246-4237
  - Tuesdays through Thursdays
  - 10AM - 12PM | 1PM - 3PM
- **Submit a Ticket**
  - Submit a ticket in Services & Support
- **Browse the Knowledge Base**
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