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

June 16
- 200 Monthly Timekeeping entry deadline for current period
- For Pay Period Ending: 06/30/22; Pay Date: 07/01/22
- Ecotime Portal

June 20
- Last day to submit High Risk Biweekly and High Risk Monthly 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 21
1. 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

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

June 22
1. 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

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

June 23
1. Monthly UCPath deadline to establish New Hires and Employee Data Change
   - For Pay Period Ending: 06/30/22; Pay Date: 07/01/2022

June 24
1. Last day to submit use tax adjustment via Services & Support ticket
   - https://services.ucsd.edu/auv/GS/tac/services/tax.html

2. Last day for the Final Approval of Funding Entry
   - Do not enter or approve any new or revised transactions for the year 2022 after this deadline.

Fiscal Year End Support

We are here to support you.

Please be aware that you may be contacted to set a time to review the following:

- Reporting:
  - Schedule a 1-on-1 Zoom Session
- Submit a ticket in Services & Support
- Browse the Knowledge Base

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

Submit a Ticket
https://services.ucsd.edu/auv/GS/tac/services/ticket.html

Submit a Service Request
https://services.ucsd.edu/auv/GS/tac/services/requests.html

Submit an Issue Report
https://services.ucsd.edu/auv/GS/tac/services/issue.html

Submit a Knowledge Base Request
https://services.ucsd.edu/auv/GS/tac/services/kb/requests.html
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