UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



June 13, 2022 | FY21-22: 5th Edition

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.

View Department Deadlines

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".
- UCPath Job Aids

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

EOD **Monthly Timekeeping entry deadline for prior periods (RETRO)**

- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Ecotime Portal

June 17

2:30pm **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

EOD **Last day for departments to submit AP invoice Non-Salary Cost Transfer Requests**

- Submit a Non-Salary Cost Transfer Request

EOD **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

June 21

2:30pm **Monthly Timekeeping entry deadline for current period**

- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Ecotime Portal

June 22

2:30pm **Biweekly Timekeeping entry deadline for prior periods (RETRO)**

- For Pay Period Ending 06/25/22; Pay Date 07/06/22
- Ecotime Portal

June 23

2:30pm **Biweekly UCPath deadline to establish New Hires and Employee Data Change**

- For Pay Period Ending 06/25/22; Pay Date 07/06/22
- UCPath Job Aids

EOD **Last day for Final Approval of Funding Entry**

- **Do not** enter or approve any new transactions from 06/24-06/30/2022 as it will interfere with the UCPath year-end rollover process.
- UCPath Transactors

June 24

EOD **Last day to submit use tax adjustment via Services & Support ticket**

- KBA: How to Correct a Paid Supplier Invoice

EOD **Last day for final submission and approval of P-Card Expense Reports for June posting**

- Procurement Card Expense Process

EOD **Last day to submit PO Invoices for June posting**

- Payment Compass Portal

EOD **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.

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
Covered Topics

Attend Office Hours

Attend Office Hours
Event Calendar
Reporting: Schedule a 1-on-1 Zoom Session

Submit a Ticket

Submit a ticket in Services & Support
Browse the Knowledge Base

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