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 Budget Status at the department level for posting in June 2022.

**June 17**
- 2:30pm Monthly USP deadline to establish New Hires and Employee Data Change.
- Last day for departments to submit AP Invoice Non-Salary Cost Transfer Requests.

**June 21**
- Last day for Fiscal Close Bulletin to communicate with UCPath.
- Last day for Final Approval of Funding Entry.
- Last day to submit P-Card Expense Reports for June posting.
- Last day to submit Payroll Requests for June posting.

**June 23**
- 2:30pm Biweekly USP deadline to establish New Hires and Employee Data Change.
- Last day to submit June Timekeeping entry for current period.
- Last day for Final Submission and Approval of P-Card Expense Reports for June posting.
- Last day to submit PO Invoices for June posting.
- Last day to submit Payment Requests for June posting.

**Fiscal Year End Support**

We are here to support you.

Before you can access the system, you must enter or approve a user level access code. Please refer to the Fiscal Year End Support guide for more information.

**Contact Information**

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

- **Attend Office Hours**
- **Submit a Ticket**
  - Submit a ticket in Services & Support
- **Browse the Knowledge Base**

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