Welcome to the Fiscal Close Bulletin.

The Fiscal Close Bulletin, delivered within three business days of the Weekly Digest, serves as an extension of 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 Biweekly and High Risk Monthly Biweekly 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".
- **Submit an Interim Retraction Request for Reimbursements (IRR)**
  - This deadline allows for time for other campuses to process Interim Retraction and IRRs.
- **Last day to approve other UC Interdepartment/Intercampus transfers in Real Research Subaward system**
  - [Send Request]
- **Monthly Timesheet entry deadline for prior periods (RETRO)**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - [Kuali Portal]

**June 17**
- **Monthly Timesheet entry deadline for current period**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - [Kuali Portal]

**June 21**
- **Monthly Timekeeping entry deadline for current period**
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
  - [Ecotime Portal]

**June 22**
- **Biweekly Timesheet 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 tax adjustment via Services & Support ticket**
  - [Go to Service] | [Submit a Tax Adjustment Request]
- **Last day to submit P Card Expense Requests for June posting**
  - [Personal Card Expense Request]
- **Last day to submit P Card Expense Requests for June posting**
  - [P Card Expense Request]
- **Last day to submit Payroll Requests for June posting**
  - [Pay all payments (open with Final approval) (includes Emits)]

**Fiscal Year End Support**

We are here to support you.

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

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

Covered Topics
- [Submit a Ticket]
- [Browse the Knowledge Base]
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