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**
- Last day to approve High Risk Burden and High Risk Direct Burden 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". The primary Project "Zero" identifiers are "0000000000".
- Last day to submit Interagency Recharges and Interagency Request for Reimbursements (IRR)
  - This deadline allows for lead time when campuses process Interagency Recharges and IRRs.
- Last day to approve either UC Interagency/Interdepartmental transfers in Ristol Research Subaward system
  - Submit Request
- Monthly Threemonthly entry deadline for prior periods (MTEBS)
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Submit an Intercampus Recharge
  - Last day to submit Intercampus Recharge and Intercampus Request for Reimbursements (IRR)
  - This deadline allows for time for other campuses to process Intercampus Recharges and IRRs.
- Last day to approve other UC Interagency/Interdepartmental transfers in Ristol Research Subaward system
  - Submit Request
- Last day to submit AP invoice Non-Salary Cost Transfer Requests
  - Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30
    - FinUnit approvals must be completed before submitting.
- 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.

**June 17**
- Last day to submit use tax adjustment via Services & Support ticket
  - KBA: How to Correct a Paid Supplier Invoice
- Last day for final submission and approval of P-Card Expense Reports for June posting
  - Procurement Card Expense Process
- Last day to submit PO Invoices for June posting
  - Payment Compass Portal
- Last day to submit Payment Requests for June posting
  - For all payment types with final approval (excluding Events)

**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
- Monthly Timekeeping entry deadline for current period
  - For Pay Period Ending 06/30/22; Pay Date 07/01/22

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

**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

**June 24**
- Last day to submit use tax adjustment via Services & Support ticket
  - KBA: How to Correct a Paid Supplier Invoice
- Last day for Final Approvals of Progress Payments
  - Do not enter or approve any new invoices before June 30. This deadline helps ensure that all invoices are processed in a timely manner.
- Last day to submit PS Invoices for June posting
  - Personal: Equipment Room
- Last day to submit Payment Requests for June posting
  - For all payment types with final approval (excluding Events)
  - Submit a Payment Request

**June 25**
- Subscribe to the Weekly Digest

**Fiscal Year End Support**

We are here to support you.

Before you submit your Fiscal Close, review the documents 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**

**Submit a Ticket**

**Browse the Knowledge Base**

**Submit a Ticket**

**Browse the Knowledge Base**
The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.