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

**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**

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**EOD** Last day to approve other UC Intercampus/Subaward Invoices in Kuali Research Subaward system

• **Kuali Portal**

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

• For Pay Period Ending 06/30/22; Pay Date 07/01/22
• **EcoTime Portal**

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**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**

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

• **Submit a Non-Salary Cost Transfer Request**

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**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**

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**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**

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**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](#)

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**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](#)

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**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](#)
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**

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**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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