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

- **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

- **June 15**
  - 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 IRRs.
  - Submit an Intercampus Request

- **June 15**
  - EOD Last day to approve either US. Intercampus/Subaward transfers in Rusk Research Subaward system
  - Submit Request

- **June 15**
  - Monthly Timekeeping entry deadline for prior periods (RETRO)
    - For Pay Period Ending 06/30/22; Pay Date 07/01/22
    - Ecotime Portal

### June 17

- **June 15**
  - Monthly Timekeeping entry deadline for current period
    - For Pay Period Ending 06/30/22; Pay Date 07/01/22
    - Ecotime Portal

- **June 17**
  - 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

### June 21

- **June 17**
  - Monthly Timekeeping entry deadline for current period
    - For Pay Period Ending 06/30/22; Pay Date 07/01/22
    - Ecotime Portal

- **June 21**
  - Biweekly Timekeeping entry deadline for prior periods (RETRO)
    - For Pay Period Ending 06/25/22; Pay Date 07/06/22
    - Ecotime Portal

- **June 22**
  - 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

### June 24

- **June 24**
  - Last day to submit purchase order credit for non-Salary Cost Transfer Requests
  - Submit a Non-Salary Cost Transfer Request

### June 25

- **June 24**
  - Last day to submit PO Invoices to Procurement to guarantee IPPS Professional Buyer review before June 30
  - FinUnit approvals must be completed before submitting.
  - Ecotime Portal

### June 26

- **June 25**
  - Last day to submit use tax adjustment via Services & Support ticket
  - KBA: How to Correct a Paid Supplier Invoice

### Fiscal Year End Support

We are here to support you.

Before 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

Submit a Ticket

Submit a ticket in Services & Support

Browse the Knowledge Base

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