

Budget & Finance

Fiscal Close Bulletin



June 13, 2022 | FY21-22: 5th Edition

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

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](#)
-

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

- [Kuali Portal](#)
-

EOD Monthly Timekeeping entry deadline for prior periods (RETRO)

- For Pay Period Ending 06/30/22; Pay Date 07/01/22
 - [Ecotime Portal](#)
-

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](#)
-

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

- [Submit a Non-Salary Cost Transfer Request](#)
-

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](#)
-

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](#)
-

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](#)
-

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](#)
-

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

[Attend Office Hours](#)

[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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