

# 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](#)

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**EOD** Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR)

- This deadline allows for time for other campuses to process Inter-campus Recharges and IRR's.
  - [Submit an Inter-campus Recharge](#)
- 

**EOD** Last day to approve other UC Inter-campus/Subaward Invoices in Quali Research Subaward system

- [Quali 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](#)
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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](#)
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### **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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