

## FY 2020/2021 Year-End Calendar

### ALL DEADLINES ARE CLOSE OF BUSINESS (5:00pm), UNLESS OTHERWISE NOTED

- March 25 – Thursday** Deadline to make funding strip changes for **March 2021**.
- April 1 – Thursday** eMOU module is open for FY 2021/22. All MOUs must be submitted electronically through the module by **Friday, June 18, 2021**. Paper submissions will not be accepted.
- Validate open purchase order encumbrances. Review open and unpaid purchase orders through **Wednesday, March 31, 2021** for past due delivery dates. Completion of services or delivery of goods for purchase orders using FY 2020/21 funds cannot extend past **November 12, 2021**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- Review open chargebacks submitted prior to **March 2021**. Open balances on blanket orders must be reviewed to ensure the encumbrances are accurate.
- April 2 – Friday** Last day to submit requests for chargeback estimates to PPM for FY 2020/21.
- April 14 – Wednesday** Last day to submit [Individual Reimbursed Time Request](#) for release time related to the spring semester. Requests sent after this date must be supported with documentation showing that the funding was approved after **Wednesday, April 14, 2021**. Submit requests to: University Accounts Receivable – UN360, MD-8202.
- April 16 – Friday** Last day to submit requisitions for FY 2020/21 that require formal bids greater than \$100,000 for Personal Property (Goods) and greater than \$500,000 for Information Technology Resources (ITR). **This includes equipment, supplies and contracts for services.**
- Note:** If you are uncertain if a transaction involves a formal bid, contact *Purchasing & Contract Administration*.
- April 23 – Friday** Last day to submit journal entries to correct transactions posted from **January 1, 2021 through March 31, 2021**.
- Last day for final approval on P-Card for **April 2021**.
- April 26 – Monday** Review open and unpaid purchase orders with delivery dates prior to **April 24, 2021**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- Deadline to make funding strip changes for **April 2021**.
- April 30 – Friday** Last day to submit requests for chargeback estimates to IT for FY 2020/21.

- May 5 – Wednesday** Last day to submit requests to correct Federal Work Study (FWS) payroll. (August to April Pay Periods)  
**Note:** Please submit all FWS correction requests to: [Diana Medina](#), Work Study Office, Ext: 2338, MD-8307
- May 15 – Saturday** Last day for work study-students to be paid from work-study funds. Hours worked after **Saturday, May 15, 2021** will be charged as student assistant hours.
- May 17 – Monday  
12:00 noon** Timekeeper deadline for work-study payroll to be entered for the month of May.
- May 18 – Tuesday** Last day for P-Card purchases to post for May billing cycle (**April 20, 2021 – May 18, 2021**).  
**Note:** P-Card purchases posted after **Friday, June 18, 2021** will be charged to FY 2021/22.
- May 18 – Tuesday  
12:00 noon** Approver deadline for work-study payroll. Prior Pay Period Adjustment will not be accepted for the May pay period.
- May 19 – Wednesday** Beginning of P-card final billing cycle for FY 2020/21.
- May 21 – Friday** Follow up with Chargeback Service Providers regarding services provided, but not billed.  
  
Last day to submit journal entries to correct transactions posted between **April 1, 2021 through April 30, 2021**.
- May 24 – Monday** Last day for final approval on P-Card for **May 2021**.  
  
Review blanket purchase orders for open encumbrances. Adjust purchase orders for **June 2021** activity by submitting a [Change Requisition or Purchase Order Request Form](#) to Purchasing & Contract Administration.  
  
Last day to submit chargebacks to Facilities Planning Design and Construction (FAC) and Physical Plant Management (PPM) to be encumbered in FY 2020/21. Chargebacks submitted after this date will be cancelled by the Service Provider. Do not enter FY 2021/22 chargebacks for these providers until **Monday, June 14, 2021**.
- May 25 – Tuesday** Special Pay Authorizations (ASPs) cutoff. Last day to approve Authorization for Special Pay in order to ensure expenses will post in FY 2020/21. For additional questions, please contact Human Resources, ext. 2101 or Faculty Affairs ext. 2962.  
  
Deadline to make funding strip changes for **May 2021**.
- May 28 – Friday** Last day HR can receive pay related transactions ( i.e., termination, retirement, vacation payout, overtime payout, etc.) in order to ensure expenses will post in FY 2020/21.  
**NOTE:** This does not include time entered in Time & Labor.

- June 2 – Wednesday** Last day to approve requisitions for FY 2020/21 via the online requisition module for goods to be received and services to be completed respectively by **Friday, November 12, 2021**. These are requisitions that do not require a formal bid.
- Note:** Online requisitions that have not been approved will be cancelled.
- June 3 – Thursday** Last day to submit a [Change Requisition or Purchase Order Request Form](#) for a FY 2020/21 requisition or purchase order.
- Last day to close or cancel a FY 2020/2021 requisition or purchase; please send an email to [Purchasing & Contract Administration](#).
- June 4 – Friday** First day to submit requisitions for FY 2021/22. Requisitions will not be processed until after **Thursday, July 1, 2021** due to year-end closing.
- Last day to submit [Invoice Request for Auxiliary Form](#) and [Invoice Request for Outside Agencies Form](#) to University Accounts Receivable for FY 2020/21. Invoice requests after this date will post in FY 2021/22.
- Note:** Exceptions must be approved by Annie Dang, University Controller, ext. 5171.
- June 7 – Monday** Last day to submit Cash Posting Order (CPO) requests for reimbursements from the Chancellor’s office or other campuses to the Chancellor’s Office for processing in FY 2020/21 CPO Requests for 2021/2022 activity should not be submitted before July 7, 2021.
- First day to submit a [Change Requisition or Purchase Order Request Form](#) for FY 2021/22.
- June 9 – Wednesday** Last day to request a department reorganization.
- June 11 – Friday** Last day to enter chargebacks for FY 2020/21, except FAC and PPM as this deadline has passed.
- Note:** Any current year chargebacks not in *Approved* status will be cancelled after 5:00pm.
- Last day for Chargeback Service Providers to bill in FY 2020/21.
- Last day to submit journal entries to correct transactions posted between **May 1, 2021 through May 31, 2021**.
- Billing transactions for FY 2020/21 eMOUs must be fully approved by Service Provider and Recipient by 5pm.
- June 14 – Monday** First day to enter chargebacks for FY 2021/22.
- June 18 – Friday** Last day for P-Card purchases to post in FY 2020/21.
- Last day to submit eMOUs to Financial Services for FY 2021/22. Service Provider and Recipient approvals must be complete by 5pm.
- First day to submit P-Card waivers for FY 2021/22.
- Last day to submit Transfer of State Funds Requests for FY 2020/21 to Financial Services.
- June 19 – Saturday** First day P-Card purchases will be charged in FY 2021/22.

- June 22 – Tuesday** Deadline to make funding strip changes for **June 2021**.
- Last day to receive petty cash reimbursement from University Cash Services for purchases made during FY 2020/21. All petty cash reimbursements processed after this date will be charged to FY 2021/22.
- June 24 – Thursday** Last day for final approval on P-Card.
- June 25 – Friday** June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2020/2021.
- Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.
- Last day to submit direct pay invoices for FY 2020/21.
- Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2020/21.
- All eTravel mileage only expense reports must be fully approved to be charged in FY 2020/21.
- Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2020/21.
- June 30 – Wednesday** Deposits for FY 2020/21 must be received by University Cash Services.
- 12:00 noon** All eTravel Travel Authorizations must be fully approved to be encumbered for FY 2020/21.
- June 30 – Wednesday** Last Accounts Payable pay cycle for payments in FY 2020/21.
- July 1 – Thursday** Last day to submit journal entries to correct transactions posted in **June 2021 for 485xx funds**.
- 12:00 noon**
- July 1 – Thursday** Timekeeper deadline for Absence Management and Time & Labor.
- July 2 – Friday** Last day to submit journal entries to correct transactions posted in **June 2021 for non 485xx funds**.
- 12:00 noon**
- July 2 – Friday** Last day to submit budget entries in the OLB and Questica Change Requests modules for FY 2020/21.
- July 6 – Tuesday** Approver deadline for Absence Management and Time & Labor.
- July 9 – Friday** Last day to run payroll, PEAS and month-to-date reports for FY 2020/21.
- Last day to run all financial reports for FY 2020/21, if a departmental reorganization is in process for FY 2021/22.
- Last day to submit [Wireless Device/Service Reimbursement Form](#) to Accounts Payable for FY 2021/22.

- July 16 – Friday** Last day for chargeback services, except IT, FAC & PPM for FY 2020/21 to be billed. All remaining encumbrance balances will be liquidated.
- Aug. 2 – Monday** Last day to submit student fee accountability information.
- Sept. 17 – Friday** Last day for IT chargeback services for FY 2020/21 to be billed. Remaining encumbrance balances will be liquidated.
- Nov. 12 – Friday** Last day for completion of services or delivery of goods for purchase orders charged in FY 2020/21.
- Nov. 29 – Monday** Last day for payment of FY 2020/21 purchase orders. Remaining encumbrance balances will be liquidated.
- Last day for FAC & PPM chargeback services for FY 2020/21 to be billed. Remaining encumbrance balances will be liquidated.