

Financials Month-end Schedule (April – February)

Any changes to this schedule will be communicated via FS-bulletin.

Refer to the **Year-end Schedule** for March fiscal year-end processing deadlines.

Unless otherwise stated below, refer to the System Availability section of the Additional Month-end Information (page 2) for processing and system availability deadlines.

ITEM		DEADLINE	DETAILS Note: "deadline" indicates date by which the processing unit must receive the transaction
1.	Timesheets	Varies	Refer to Pay Administration for semi-monthly payroll deadlines for online timesheet entry or submission to HRS for processing.
2.	Payments: <ul style="list-style-type: none"> • Payment Request forms • Non-employee travel expense payments • Wire payments 	7 th last business day	Deadline for submission to Payment Services.
3.	Payments: <ul style="list-style-type: none"> • Invoices 	4 th last business day	Deadline for submission to Payment Services.
4.	General ledger journal entry (GLJE requests)	3 rd last business day	Deadline for submission to Financial Services and Research Services Office.
5.	Budget journals	3 rd last business day	Deadline for submission to Resource Planning.
6.	Donations	3 rd last business day	Deadline for submission to Office of Advancement.
7.	Cashier	Last business day	Deadline for deposits to Cashier.
8.	All online processing by units	Last business day	Deadline for all other online processing by units (includes GLJE import to PeopleSoft) Note: Also deadline for online approval of travel & expense claims for processing by month-end.
9.	Salary and benefit adjustments (SBA)	Last business day	Deadline for salary and benefit adjustments by units.
10.	Transactions in <i>Error</i> status	1 st business day of next month	11:00 AM Deadline for correction of transactions in <i>Error</i> status. Note: GLJEs in error after this time will be deleted by Financial Services.
11.	Next month is open	1 st business day of next month	Next month is open for processing.
12.	Monthly payroll and Interim reports	1 st business day of next month	Monthly payroll available in the General Ledger. FS-bulletin will advise that interim reports can be generated and communicate any other relevant financial information.
13.	Second semi-monthly payroll	4 th business day (approx.) of next month	Second semi-monthly payroll available in the General Ledger. FS-bulletin will advise that the second semi-monthly payroll has been posted and final reports can be generated.
14.	Endowment reports	9 th business day of next month	Market value information will be available in the General Ledger and can be accessed by running the FSGLV16 report.
15.	Project close process	10 th business day of next month	Research projects ending on or before the first day of the month are closed (e.g. on the 10 th business day in February, projects with end dates up to and including February 1 will be closed). A production notice will advise when the project close process has been run.

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Additional Month-end Information

Unit Accountability	All processing units are responsible for ensuring transactions are processed in the appropriate month.
System Availability	<p>Financials Production: Sunday-Friday 7:30AM to 7:30PM (including statutory holidays) Saturday 7:30AM to 7:00PM</p> <p>GLJE user interfaces is available from: Monday-Friday 8:00 AM to 6:00PM; Saturday 8:00 AM to 5:00PM; Sunday not available</p> <p>HCM Production: Daily 7:30AM to 7:00PM (including statutory holidays)</p>
Permanent Budget Journals	3 rd Friday of September Annual deadline for submission to Resource Planning of permanent budget adjustments for the current fiscal year.
1st Interim Audit (November) 2nd Interim Audit (February)	Auditors may contact units to review processes, source documents, or other information. IT IS IMPORTANT THAT ALL REQUESTS BE TREATED AS A HIGH PRIORITY AND RESPONDED TO WITHIN TWO DAYS OF BEING REQUESTED. Auditors will direct requests to the Senior Financial Officer (SFO) who can contact Financial Services should they have any questions regarding audit requests.