Step #	MONTH	DAY	STEP	EXPLANATION	RESP UNIT	HELP PHONE / EMAIL
1	MAY	18	Interlocation Transfer of Funds	Submit Interlocation Transfer of Funds (UFIN 1520-i) for FY15-16 to Financial Accounting by 5pm. Interlocation Transfer of Fund forms received after May 18 will be held until July for processing in FY16-17 because UCOP's Interlocation Transfer of Funds system is closed in June.	Financial Accounting	2-2080 itof@berkeley.edu
2	MAY	27**	Purchase Requisitions (=>$5,000)	Submit all purchase requisitions for orders of $5,000 and above. Note: Requisitions of higher complexity (for instance may need to go out to bid) may need to be submitted earlier. Consult your buyer if there are questions.	CSS Business & Financial Services/ Supply Chain Management	4-9000 (option 2)
3	JUNE	6**	HCM Entries / New Employee Hires (Bi-Weekly/Non-Exempt)	Submit all hiring information for bi-weeekly (non-exempt) employees with June hire dates (and July 6 pay dates) for onboarding and entry into HCM. Hiring information should be submitted promptly at the time of employment, but must be initiated no later than 5 PM on 6/6/16. This also includes any June chartstring changes and/or data changes.	CSS Human Resources /Academic Personnel Support (HR/APS)/ HCM	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
4	JUNE	8**	Travel & Entertainment (T&E) Reimbursements	Submit all T&E reimbursements (with complete information/documentation) to CSS either in BearBuy or at a CSS Satellite Support Office in Evans Hall or Giannini Hall.	CSS Business & Financial Services	Visit a CSS Satellite Support Office or call 4-9000 (option 2)
5	JUNE	8**	Payment Requests	Submit all payment requests in BearBuy.	CSS Business & Financial Services	4-9000 (option 2)
6	JUNE	10**	HCM Entries Faculty Hires	Submit all known new faculty appointments (effective June 30, 2016) for on-boarding and entry into HCM.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
7	JUNE	10	Payroll Expense Transfers that cannot be entered in OPTRS Submit Form UPAY 646	Payroll expense transfer actions older than 24 months must be submitted on Form UPAY 646 to the Payroll Office at #120 Warren Hall (2195 Hearst Ave) as soon as possible but no later than June 10 by 2:30 PM. (THESE NEED FINAL APPROVAL BY DELPHINE REGALIA)	Central Payroll	2-1336 payhelp@berkeley.edu
8	JUNE	10	Deficit Waiver Requests for CG funds	Requests for new (or revised) deficit waivers for CG funds for FY15-16 must be submitted to CGA. Information about deficit resolution and instructions for completing a waiver request will be posted at budget.berkeley.edu/resources/deficitresolution.	CGA	2-1400 CGAHELP@berkeley.edu
9	JUNE	10	Deficit Waiver Requests for NonCG Funds	Requests for new (or revised) deficit waivers for nonCG funds for FY15-16 must be submitted to the budget office. Information about deficit resolution and instructions for completing a waiver request will be posted at budget.berkeley.edu/resources/deficitresolution.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/ab out/officecontact
10	JUNE	13**	Purchase Requisitions (<$5,000)	Submit all low-value purchase requisitions for orders under $5,000.	CSS Business & Financial Services	4-9000 (option 2)
11	JUNE	13**	Payroll Expense Transfer Final Deadline	Submit all final Payroll Expense Transfer (PETs) requests or Work Study Payroll Expense Transfer requests for any departmental payroll expense transfer actions and/or retroactive chartstring changes. Must be submitted by June 13 with the PET form or spreadsheet.	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
12	JUNE	14**	HCM Entries / New Employee Hires (Monthly-Exempt)	Submit all hiring information for monthly (exempt) employees with June hire dates (and July 1 pay dates) for onboarding and entry into HCM. Hiring information should be submitted promptly at the time of employment, but must be initiated no later than 5 PM on 6/14/16. This also includes any June chartstring changes and/or data changes.	CSS Human Resources /Academic Personnel Support (HR/APS) /HCM	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
13	JUNE	14**	HCM Entries Faculty Separations	Sumit all known faculty separations (effective June 30, 2016) for entry into HCM.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)

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14	JUNE	14	PRT / Permbudg Entries Requiring BO Approval	Enter all PRT requests for new positions, job code changes, addition of FTE to existing positions, and reclassifications funded by departments or divisions. Requests requiring Budget Office approval will be processed by June 18.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/about/officecontact
15	JUNE	14	Other PRT Changes	Enter PRT chartfield changes, decrease FTE, eliminate a position, link an employee to a position, or unlink an employee from a position.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/about/officecontact
16	JUNE	15	Vendor Invoices	Vendor invoices must be received in the Controller's Office Mailroom (Warren Hall - Room 159) or via e-mail (only 1 invoice attached per e-mail) to ucinvoice@berkeley.edu by 4:00 p.m. on June 15 to ensure processing in June.	Accounts Payable	3-2199 disburse@berkeley.edu
17	JUNE	15**	Payment Request Approvals	Departments or CSS Research Administration (RA) must provide approval (org node) for payment request requisitions.	CSS Business & Financial Services	4-9000 (option 2)
18	JUNE	15**	STAR Award Payments	Final deadline for departments to submit all STAR Award payments (Achievement or Spot Awards).	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
19	JUNE	16**	Payroll Corrections (Bi-Weekly/ Non-Exempt)	Submit any late payroll corrections (excluding Payroll Expense Transfers-see above) and missing payment requests for all bi-weekly (non-exempt) employees for the time period from 6/21/15 to 5/21/16 (that have not already been submitted).	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
20	JUNE	17	Permbudg Non-Salary Journals	Process Permanent Budget journals for transactions against non-salary accounts.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/about/officecontact
21	JUNE	17	Permbudg Recharge & Revenue Budgets	Process Permanent Budget journals involving recharge or revenue rebudgeting. Units are expected to revise their recharge and revenue budgets based on projected activity in the new year for these funds. All recharge and revenue rebudget journals should have a journal date of June 30 and use transaction code 50.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/about/officecontact
22	JUNE	17**	Payroll Corrections (Monthly/Exempt)	Submit any late payroll corrections (excluding Payroll Expense Transfers-see above) and missing payment requests for all monthly (exempt) employees for the time period from 7/1/15 to 5/31/16 (that have not already been submitted).	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
23	JUNE	18	PRT/Permbudg Not Available	Permanent Budget journal and PRT screens will not be available to campus users between June 18th and August 11th while fiscal close is being processed by the Budget Office. Departments will be able to run BAIRS reports on permanent budget transactions during this period.	Budget Office	N/A
24	JUNE	20	Submit Gifts	Gift Operations needs to close the fiscal year in CADS by Wednesday, July 6. All gifts with the required documentation (the Campus Gift Acceptance Report or GMM coversheet, the Miscellaneous Receipts, and/or the correspondence from the donor) must be delivered to Gift Operations by noon on June 20 in order to be accepted, entered and posted in CADS for inclusion in BFS for FY 2015-16. Gifts received by Gift Operations after June 20 will still be credited and receipted according to the check date or date of gift but Gift Operations cannot ensure that they will be included in the Berkeley Financial Systems for FY '15-'16 totals. Otherwise they will be included in the GL for posting to departmental chartstrings in FY 2016-17.	Gift Operations	3-9789 gifthelp@berkeley.edu
25	JUNE	22**	Voucher Approvals	Departments must confirm receipt of goods/services in BearBuy (vendor must also have a valid existing purchase order in BearBuy) and provide approval to pay invoice.	CSS Business & Financial Services	4-9000 (option 2)

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26	JUNE	24	BFS:AR	(4:00 p.m.) Weekly, Month-BEG3 & Month-BEG4 Invoices must be created and put in Ready Status for revenue credit in FY 2015-16.	Accounts Receivable	2-5206 Nonstu_ar@berkeley.edu
27	JUNE	27	Pro-Card Transaction Approval	Pro-Card transactions in the staging table need to be reconciled and approved by June 27 to ensure posting to department GL. Note, a condensed pro-card staging period for year-end will be announced in early June.	N/A	415-476-9642 bluCard@berkeley.edu
28	JUNE	29	AP Vouchers	AP vouchers (Purchase Order (PO) vouchers and Payment Requests) must be approved by June 29 to generate posting to departmental chartstrings in the June ledger.	Accounts Payable	3-2199 disburse@berkeley.edu
29	JUNE	30	CARS Batch File	Submit CARS batch files by 4:00pm on June 30 for posting to departmental chartstrings in FY 2015-16.	Accounts Receivable	3-8829 carsadmin@berkeley.edu
30	JUNE	30	CARS Online	Submit CARS invoices online by 4:00pm on June 30 to ensure posting to departmental chartstrings in FY 2015-16.	Accounts Receivable	3-8829 carsadmin@berkeley.edu
31	JUNE	30	Cash Deposit	(12:00 noon) Departments depositing via the secure drop chute for deposits (CDS 'C' deposits) should transmit the Miscellaneous Receipt in CDS and deliver the deposit by 12:00 noon. (3:00 p.m.) Departments sending deposits directly to the bank (CDS 'B' deposits) must transmit the Miscellaneous Receipt in CDS by 3:00 p.m.	Cash-Handling & Banking Services	3-9803 cashiers@berkeley.edu
32	JULY	1	Central Benefit Assessment	Central fringe benefit assessment for June is processed and posted.	BFS Business Systems	3-4243 glsys@berkeley.edu
33	JULY	5	Approve Intercampus Financial Journals	On-line intercampus financial journals must be approved. On-line intercampus financial journals which are approved/posted after July 5 will be reversed from the June ledger and posted to July.	Financial Accounting	2-2080 FinancialControl@berkeley.edu
34	JULY	6	BFS:AR	(4:00 p.m.) End of Month Invoices must be created and put in Ready Status for revenue credit in FY 2015-16.	Accounts Receivable	2-4177 Nonstu_ar@berkeley.edu
35	JULY	8	Year-end Revenue Accrual/Deferral	Departments who record year-end accruals or deferrals of their external revenues should process and post these journal entries by July 8, so that the Administrative Full Costing (AFC) assessment may be calculated accurately for posting. There shouldn't be any June transaction posted to revenue accounts (407xx, 46xxx, 47xxx and 48xxx) after July 8.	Financial Accounting	2-0031 gao@berkeley.edu
36	JULY	8	JUNE Online Recharge Entries	Recharge units should process and approve all June online recharge entries by July 8 (reflected in BAIRS by July 11). No recharge transaction for June should be posted after July 8. If your department receives recharges posted after July 8, contact the unit responsible for the posting to request reversal and posting in the next fiscal year.	Recharge Units	N/A
37	JULY	8	JUNE Batch Interface	Batch interface submissions in BFS are due by 8:30 p.m. Files received after that deadline will be held for processing in July. Please note that some of the batch file entries may not show in BAIRS on the next business day if errors are identified during ledger editing and posting is interrupted. Additional processing time is needed for corrections and posting of these entries. All batch file entries should be expected in BAIRS on July 12.	GBS/IST	glsys@berkeley.edu 3-4243 asdhelp@berkeley.edu
38	JULY	11	Central Allocation – Bad Debt/Work-study/CSS	Central allocation processes for June bad debt reserves, funding for work-study activities, and CSS (Campus Shared Services) allocation are processed and posted on July 11.	BFS Business Systems	3-4243 glsys@berkeley.edu
39	JULY	11	Central Allocation - AFC Assessment	After all batch files and revenue accrual/deferral entries are posted to the GL, June AFC (Administrative Full Costing) is assessed and posted on July 11. Since the June ledger is not closed at this point of time, Financial Accounting will review the final June ledger in the subsequent fiscal year to determine if any adjustment of AFC is necessary.	Financial Accounting	2-0031 gao@berkeley.edu

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40	JULY	12	Supply Inventory	Process and approve financial journal entries to record departmental inventory of supplies, if the total value is over $50,000 as of June 30. For departments who process inventory entries monthly or quarterly, the year-end inventory balance in the ledger should be adjusted to reflect the actual inventory value as of June 30. For departments who only record their inventory at year-end, process a financial journal to record the actual inventory value as of June 30 on a reversing journal with a reversing date in July. All departments with inventory recorded in the ledger should send their June 30 inventory listing(s) to Financial Accounting (2195 Hearst, Suite 130, MC 1102) by July 12.	Financial Accounting	2-0031 gao@berkeley.edu
41	JULY	13	JUNE Actuals Journal Cut-off	Process and approve all financial journals for inclusion in the June ledger, including year-end adjustments and accruals for FY 2015-16 by 9:00 p.m. Campus users will not be able to process June Actuals journal entries after July 13.	BFS Business Systems	3-4243 glsys@berkeley.edu
42	JULY	22	Permbudg FY15-16 Final	Final June FY15-16 Permanent Budget transactions (through June 30) will be available in BAIRS.	BAIRS Team	3-4250 bfsbairs@berkeley.edu
43	AUGUST	10	General Allocation & Departmental Initial Transfers	General allocation and departmental initial transfers will be posted into accounts 71110, 71290 and 75101.	Budget Office	Find your Portfolio Budget Analyst & Contact info at http://budget.berkeley.edu/about/officecontact
44	AUGUST	12	Permbudg Processing Available to Campus Users	Campus user access to the Permanent Budget journal entry screens is restored.	Budget Office	N/A
45	AUGUST	12	PRT Processing Available to Campus Users	Additional information about PRT availability in FY17 is forthcoming.	Budget Office	N/A
46	AUGUST	12	JUNE Final Ledger Balances	FY2015-16 ending balances and FY2016-17 beginning balances for TempBudg and Actuals are available in BAIRS.	BAIRS Team	3-4250 bfsbairs@berkeley.edu
47	AUGUST	17	JULY Permbudg	July Permanent Budget data will be available in BAIRS.	BAIRS Team	3-4250 bfsbairs@berkeley.edu
48	AUGUST	19	JUNE Actuals Data Available in CalPlanning	June month-end Actuals data will be available in CalPlanning by 2:00 p.m. on August 19.	CalPlanning	2-5746 jocson@berkeley.edu

** Units who do NOT receive support from Campus Shared Services (CSS) may contact the respective central campus department if they have any additional questions about the deadlines noted with an asterisk **.